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

**Date:** Wednesday, 13 May 2020  
**Time:** 3.30pm  
**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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**Rodney Local Board**

**OPEN AGENDA**

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**MEMBERSHIP**

<table>
<thead>
<tr>
<th>Chairperson</th>
<th>Phelan Pirrie</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Chairperson</td>
<td>Beth Houlbrooke</td>
</tr>
<tr>
<td>Members</td>
<td>Brent Bailey</td>
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<td></td>
<td>Steve Garner</td>
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<tr>
<td></td>
<td>Danielle Hancock</td>
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<td></td>
<td>Tim Holdgate</td>
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<td></td>
<td>Louise Johnston</td>
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<td></td>
<td>Vicki Kenny</td>
</tr>
<tr>
<td></td>
<td>Colin Smith</td>
</tr>
</tbody>
</table>

(Quorum 5 members)

**Robyn Joynes**

**Democracy Advisor - Rodney**

8 May 2020

Contact Telephone: +64 212447174  
Email: robyn.joynes@aucklandcouncil.govt.nz  
Website: www.aucklandcouncil.govt.nz

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

2 Apologies

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

3 Declaration of Interest

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

4 Leave of Absence

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

5 Acknowledgements

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

6 Petitions

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

7 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 Rodney 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.

7.1 Deputation: North-West Country

Te take mō te pūrongo

Purpose of the report


Ngā tūtōhunga

Recommendation/s

That the Rodney Local Board:


Attachments

A North West Country Incorporated Annual Report ........................................ 205

8 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.

9 Extraordinary Business

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

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

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

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

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

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

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

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

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

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

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

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

Purpose of the report

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

Whakarāpopototanga matua

Executive summary

2. This report updates the local board on the temporary arrangements for local board meetings enabled by the COVID-19 Response (Urgent Management Measures) Act 2020 and provides options for implementing similar arrangements for non-members.

3. The COVID-19 Response (Urgent Management Measures) Act 2020 temporarily amends the existing legislative restrictions for local government on remote attendance for elected members and minimum quorum at local board meetings. This now enables meetings to proceed by audio-visual link, changes how meetings can be open to the public and how members of the public receive the agenda and minutes.

4. The current local board standing orders (Attachment A to the agenda report) do not provide for non-members, specifically members of the public and Māori, to give input via audio or audio-visual link.

5. The Local Government Act 2002 (LGA) requires that a person other than a member of the local board may participate by means of audio link or audio-visual link if the standing orders of the local authority permit this and if the chair is satisfied that all conditions and requirements in the standing orders are met. (Clause 25A(2), Schedule 7, LGA). Local board standing orders do not currently allow for this.

6. Auckland Council will be using Skype for Business for local board meetings. Attendance by members and non-members (if approved) will be facilitated by phone (audio only) or Skype video (audio-visual) via Skype for Business app.

7. An amendment to Standing Orders to enable electronic attendance can either be reversed at a future date or maintained to support that attendance in the future, where it is available.

Ngā tūtohunga

Recommendation/s

That the Rodney Local Board:

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

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

Attendance of non-members by electronic link

A person other than a member of the local board may participate in a meeting of the local board by means of audio link or audio-visual link if the person is otherwise approved to participate in accordance with Standing Orders Sections 6 and 7
Item 10

Rodney Local Board
13 May 2020

Horopaki

Context

COVID-19 Response (Urgent Management Measures) Act 2020


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

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

Amendments to LGA

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

Amendments to LGOIMA

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

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

b) does one or both of the following as soon as practicable after the meeting ends:
   i. makes an audio or a video recording of the meeting available on its Internet site
   ii. makes a written summary of the business of the meeting available on its Internet site.

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

14. Other amendments to LGOIMA include:

- Modifying s 46A so that agendas and reports for the meetings may be made available on the local authority’s internet site instead of at offices and other physical locations.
- Modifying s 51 so that minutes of meetings may be made available on the local authority’s internet site instead of at offices and other physical locations.
- The changes made by the COVID-19 Response (Urgent Management Measures) Act 2020 now supersede some of the provisions in the local board standing orders and the restrictions on physical distancing and from Alert Level 4 now limit the opportunity for public input.
Local Board Standing Orders

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

16. As a result of the statutory amendments listed in this report, the following standing orders have been temporarily superseded:

   • 3.3.2 Member’s status – quorum and vote
   • 3.3.3 Conditions for attending by electronic link
   • 3.3.4 Request to attend by electronic link
   • 7.3.1 Information to be available to the public
   • 7.3.2 Availability of agendas and reports
   • 8.2.1 Inspection of minute books

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

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

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

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

Tāraritanga me ngā tohutohu

Analysis and advice

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

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

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

Standing Orders Section 6 Māori Input

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

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

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

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

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

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

Proposed amendment

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

31. An amendment to standing orders requires a 75% majority vote.

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

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

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

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

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

Technology options available

34. Where attendance by audio or audio-visual link is permitted, the LGA requires that the chair of the meeting ensures:
- that the technology for the audio link or audio-visual link is available and of suitable quality
- that the procedure for use of the technology will ensure that participants can hear and be heard by each other.

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

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

**Summary of meeting**

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

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

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

**Tauākī whakaaweawe āhuarangi**

**Climate impact statement**

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

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

**Council group impacts and views**

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

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

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

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

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

**Ngā tāpirihanga**

**Attachments**

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<td>A1</td>
<td>Rodney Local Board Standing Orders</td>
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**Ngā kaihaina**

**Signatories**

<table>
<thead>
<tr>
<th>Authors</th>
<th></th>
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<tbody>
<tr>
<td>Polly Kenrick - Business Manager, Local Board Services</td>
<td>Shirley Coutts - Principal Advisor - Governance Strategy</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Authorisers</th>
<th></th>
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<tbody>
<tr>
<td>Louise Mason - GM Local Board Services</td>
<td></td>
</tr>
<tr>
<td>Lesley Jenkins - Relationship Manager</td>
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Auckland Council

Standing Orders
of the
Rodney Local
Board

20 June 2019
Summary of most common standing orders referred to during a meeting

Meeting procedures (1)

Chairperson’s role (1.2)
- Chair presides if present, unless vacates the chair
- Deputy presides in absence of chair
- If neither present, the meeting elects a chair
- Chair decides all questions not covered by standing orders
- Chair decides all points of order
- Members to be silent when chair rises
- Chair decides speaking order but must give precedence to:
  - points of order
  - closure or deferral motions
  - points of explanation
  - requests for chair’s indulgence
- Members may question staff, at chair’s discretion

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

Conflicts of interest (1.3.7–1.3.8)
- Financial interest: member takes no part in discussion or voting; minutes record the declaration and abstention; member leaves the room, or at a minimum, the table
- Non-financial conflict of interest: member takes no part in discussion or voting; minutes record the declaration and abstention; member leaves the table but not required to leave the room

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

Rules of debate (1.5)
- Member can second a motion or amendment and reserve right to speak later in debate
- No irrelevant matters or tedious repetition – chair’s ruling final
- 3 consecutive speakers in support or opposition – chair may call for speaker to continue – if none, puts motion after right of reply
- If member immediately objects to words used, and requests minutes to record their objection, chair must order minutes to record objection
- Speeches not to be read, except with permission
- Time limits:
  - Movers speaking to motion 10 minutes
  - Movers right of reply 5 minutes
  - Others 5 minutes
- Only speak once to a motion
- Mover of original motion has right of reply but may not introduce new matter; then motion is put
- Only one right of reply – if used at end of amendment it is exhausted.
- Members can only speak to:
  - A matter before the meeting
  - A motion or amendment they are proposing
  - A point of order

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

Procedural motions to close or adjourn debate (1.7)
- Terms:
  - Procedural motion: A motion may be either procedural or substantive; a procedural motion deals with a matter of procedure; the standing orders provide for members to raise specific procedural motions
  - Can be moved by member who has not spoken in debate but must not interrupt
  - Types that may be raised by members:
    (a) meeting be adjourned
    (b).item of business be adjourned
    (c) motion under debate be now put (closure motion)
    (d) move directly to next item of business
    (e) item of business lies on the table with no further discussion at that meeting
    (f) item of business be referred to relevant committee
    (g) are put immediately without debate if seconded
    (h) majority vote required for procedural motions to close or adjourn debate. If lost no further procedural motions within 15 minutes
    (i) closure motion may be accepted by chair after two speakers for and two speakers against, or chair considers it reasonable
    (j) closure motion may relate to amendment
    (k) if closure motion carried, mover of motion or amendment under debate has right of reply before it is put
    (l) when debate resumes on an adjourned item, previous speakers cannot speak again (other than mover)
    (m) Adjourned Items are to be taken first at the subsequent meeting

Attendance at local board meetings during the Epidemic Preparedness (COVID-19) Notice period
Points of Order (1.8)
- Terms:
  o Point of order relates to the proper conduct (order) of the meeting
- Speaker currently speaking to stop
- Member must state subject matter
- Types:
  (a) where disorder is drawn to the attention of the chairperson, or
  (b) use of disrespectful offensive or malicious language, or
  (c) discussion of a question not before the meeting, or
  (d) misrepresentation of any statement made by a member or by Auckland Council staff, or
  (e) the breach of any standing order, or
  (f) a request that words objected to be recorded in the minutes.
- Contrauction is not a point of order
- Chair may hear further argument before deciding
- Ruling of chair is not open to discussion and is final
- During division needs chair’s permission

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

Meeting quorums and attendance (3)

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

Governing body (5)

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

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

Public (7)

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

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

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

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

General (9)

Alteration or suspension of standing orders (9.2.4 and 9.2.9)
- 75 per cent majority vote required
- Resolution to suspend must state reason
Motions and amendments – example of an amendment that is lost and an amendment that is carried

Original motion
Moved / seconded*

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

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

Original motion is amended

Amendment proposed
Moved / seconded*

Debate on amendments
Each member may speak once to the proposed amendment

Amendment proposed
Moved / seconded*

LOST

Amendment proposed
Moved / seconded*

cARRIED

Mover of original motion – right of reply**

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

1.1 General

1.1.1 Precedence of business

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

1.1.2 Languages

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

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

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

1.1.3 Duration of meetings and time limits

A meeting must not continue for more than six hours from when it starts (including any meal breaks), or after 10:30pm, unless the meeting resolves to continue.

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

1.1.4 Requests for reports

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

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

1.2 Chairperson’s role

1.2.1 Local board chairperson to preside

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

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

[cl 25(1), (5) & (6), sch 7, LGA 2002]
1.2.2 Committees

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

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

[c(20)(2); (5) & (6), sch 7, LGA 2002]

1.2.3 Mode of address for chairperson

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

1.2.4 Chairperson to decide

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

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

1.2.5 Chairperson rising

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

1.2.6 Members’ right to speak

The chairperson grants members the right to speak.

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

1.2.7 Chairperson prioritises speakers

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

a) raise a point of order, including a request to obtain a time extension for the previous speaker (see Standing Order 1.8)
b) move a motion to close or adjourn the debate (see Standing Order 1.7)
c) make a point of explanation or request an indulgence of the chairperson (see standing orders 1.5.3 and 1.5.4).

1.2.8 Questions to staff during debate

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

1.3.1 Disrespect

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

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

1.3.2 Retractions and apologies

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

1.3.3 Calling to order

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

1.3.4 Disorderly conduct

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

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

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

[Note: Also refer to Standing Order 1.3.6 Removal from meeting]

1.3.5 Contempt to be recorded in minutes

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

1.3.6 Removal from meeting

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

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

[as 16(2), sch 7, LGA 2002]
[Note: Also refer to Standing Order 1.3.4 Disorderly conduct]

1.3.7 Financial interests

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

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

[56(1), Local Authorities (Members’ Interests) Act 1968]

1.3.8 Non-financial interests

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

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

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

1.4 Qualified privilege

1.4.1 Qualified privilege relating to agenda and minutes

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

[52 LGOIMA 1987]

1.4.2 Qualified privilege relating to oral statements

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

[53 LGOIMA 1987]

1.4.3 Qualified privilege additional to any other provisions

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

[53 LGOIMA 1987]
1.5 Rules of debate

1.5.1 Time limits on speakers

The following time limits apply to members speaking at meetings:

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

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

1.5.2 Member speaking more than once

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

1.5.3 Personal explanation

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

1.5.4 Explanation of previous speech

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

1.5.5 Limitation on speakers

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

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

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

1.5.6 Reserving speech

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

1.5.7 Reading speeches

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

1.5.8 Speaking only to relevant matters

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

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

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

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

1.5.10 Reflections on resolutions

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

1.5.11 Objecting to words

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

The chairperson must order the minutes to record the objection.

1.5.12 Right of reply

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

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

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

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

In exercising a right of reply, no other member may speak:
 a) after the mover has started their reply
 b) after the mover has indicated that they want to forego this right
 c) where the mover has spoken to an amendment to the original motion, and the chairperson has indicated that they intend to put the motion.

1.6 Motions and amendments

1.6.1 General procedure for speaking and moving motions

In relation to a debate at a local board meeting, each member may
 a) move or second one motion or amendment only
 b) speak once to the original motion or substituted motion
 c) speak once to each amendment.

This section does not apply to committees or subcommittees.

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

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

1.6.3 Motions and amendments not seconded

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

1.6.4 Motions in writing

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

1.6.5 Motions expressed in parts

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

1.6.6 Substituted motion by amendment

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

All members may speak to the substituted motion.

1.6.7 Amendments to motions

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

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

1.6.8 Amendments relevant

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

1.6.9 Direct negatives not allowed

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

1.6.10 Further amendments

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

1.6.11 Lost amendments

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

Movers and seconds of previous amendments are regarded as having spoken to the motion only
1.6.12 **Where amendment carried**

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

1.6.13 **Procedure until resolution**

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

1.6.14 **Withdrawal of motions and amendments**

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

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

1.6.15 **No speakers after reply or motion has been put**

A member may not speak to any motion once:

a) the mover has started their right of reply in relation to the motion

b) the chairperson has started putting the motion.

1.7 **Procedural motions**

1.7.1 **Procedural motions to close or adjourn a debate**

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

a) that the meeting be adjourned to the next ordinary meeting (unless the member states an alternative time and place)

b) that the motion under debate should now be put (a closure motion)

c) that the item being discussed should be adjourned to a specified time and place

d) that the meeting should move directly to the next item, replacing the item under discussion

e) that the item being discussed should lie on the table, and not be further discussed at that meeting

f) that the item being discussed should be referred (or referred back) to the local board or relevant committee.

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

1.7.2 **Procedural motions take precedence**

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

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

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

1.7.4 Debate on adjourned items

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

1.7.5 Remaining business at adjourned meetings

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

1.7.6 Referral or referred back to committee

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

1.7.7 Chairperson may accept closure motions

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

1.7.8 Closure motion to be put if no further speaker

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

1.7.9 Closure motion on amendment

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

1.7.10 Right of reply following closure

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

1.7.11 Suspension of standing orders

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

1.7.12 Other types of procedural motions

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

1.8.1 Members may raise points of order

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

1.8.2 Subjects for points of order

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

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

1.8.3 Contradictions

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

1.8.4 Point of order during division

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

1.8.5 Decision of chairperson final

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

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

1.9 Voting

1.9.1 Decisions by majority vote

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

[cl 24(1) & (3), sch 7, LGA 2002]

1.9.2 Chairperson has casting vote

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

[cl 24(4), sch 7, LGA 2002]

1.9.3 Members may abstain

Any member may abstain from voting.
1.9.4 Method of voting

The method of voting must be one of the following:

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

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

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

1.9.5 Divisions

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

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

1.9.6 Restating the motion

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

1.9.7 Members may have their votes recorded

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

1.10 Revocation or alteration of resolutions

1.10.1 Revocation or alteration of resolutions

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

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

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

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

1.10.2 Restrictions on actions under the affected resolution

Where a member has given a notice of motion to revoke or alter a previous resolution, no irreversible action may be taken under the resolution in question until the proposed notice of motion has been dealt with.
Exceptions are where, in the opinion of the chairperson:

a) the practical effect of delaying actions under the resolution would be the same as if the resolution had been revoked
b) by reason of repetitive notices, the effect of the notice is an attempt by a minority to frustrate the will of the local board or the committee or sub-committee that made the previous resolution.

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

1.10.3 Revocation or alteration by resolution at same meeting

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

1.10.4 Revocation or alteration by recommendation in report

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

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

1.11 Voting systems for appointments

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

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

**System A**

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

**System B**

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

[cl 25, sch 7, LGA 2002]
2. Holding meetings

2.1 Legal requirement to hold meetings and inaugural meeting

2.1.1 Legal requirement to hold meetings

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

Meetings must be called and conducted in accordance with:

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

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

2.1.2 Inaugural meeting called by chief executive

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

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

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

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

2.1.3 Business to be conducted at inaugural meeting

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

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

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

2.2.1 **Notice for members**

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

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

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

2.2.2 **Members’ addresses**

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

2.2.3 **Meeting schedules**

Where the local board adopts a meeting schedule:

a) the schedule may cover any period that Auckland Council considers appropriate

b) the schedule may be amended

c) notification of the schedule, or an amendment to it, will constitute notification of every meeting on the schedule or the amendment.

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

2.2.4 **Meetings not invalid because notice not received**

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

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

[cl 20, sch 7, LGA 2002]

2.2.5 **Cancellation of scheduled meetings**

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

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

2.3 **Extraordinary and emergency meetings**

2.3.1 **Extraordinary meetings may be called**

An extraordinary meeting may be called by:

a) a resolution of the local board or committee of the local board; or

b) a request in writing delivered to the chief executive and signed by:

i. the chairperson; or

ii. not less than one third of the total membership of the local board (including vacancies) or the appropriate committee.
The resolution or requisition must specify the time and place at which the meeting is to be held and the general nature of the business to be brought before the meeting.

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

2.3.2 Notification of extraordinary meetings to members

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

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

2.3.3 Calling an emergency meeting

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

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

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

2.4 Agendas and meeting materials

2.4.1 Agenda to be sent to members

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

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

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

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

2.4.2 Order of business

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

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

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

Public excluded section
17) Reports

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

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

2.4.3 Status of agenda

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

2.4.4 Public excluded items

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

[§46A and 48, LGOMA 1987]

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

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

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

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

[§46A(7), LGOMA 1987]

2.4.6 Discussion on minor matters not on the agenda

A meeting may discuss an item that is not on the agenda, if it is a minor matter relating to the general business of Auckland Council and the chairperson (or presiding member) explains at the beginning of the public part of the meeting that the item will be discussed.

The meeting may not make a resolution, decision or recommendation about the item, except to refer
it to a subsequent meeting for further discussion.

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

§40A(7) & (7A), LGOIMA 1987

2.4.7 Chairperson’s report

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

2.5 Notices of motion

2.5.1 Notices of motion to be in writing

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

[See also Standing Order 1.10.1]

2.5.2 Notice to be seconded

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

2.5.3 Referral of notices of motion to committees

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

2.5.4 Refusal of notice

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

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

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

2.5.5 Mover of notice of motion

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

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

2.5.7 **When notices of motion lapse**

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

2.5.8 **Repeat notices**

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

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

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

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

3.1 Quorums

3.1.1 Definition of quorum for local board or joint committee meetings

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

a) half of the members if the number of members (including vacancies) is even; or
b) a majority of members if the number of members (including vacancies) is odd.

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

3.1.2 Definition of quorum for local board committee meetings

The quorum at a meeting of a committee or subcommittee:

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

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

[ct 23(3)(b), sch 7, LGA 2002]

3.1.3 Requirement for a quorum

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

[ct 23(1) & (2), sch 7, LGA 2002]

3.1.4 Meeting lapses where no quorum

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

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

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

3.1.5 Business from lapsed meetings

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

3.1.6 Lapses after meeting starts

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

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

3.2.1 Right to attend meetings

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

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

3.2.2 Granting leave of absence

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

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

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

3.2.3 Apologies at meetings

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

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

3.2.4 Recording apologies

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

3.2.5 Absence without leave

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

[cl 5, sch 7, LGA 2002]

3.3 Electronic attendance

3.3.1 Attendance by electronic link

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

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

3.3.2 Member’s status – quorum and vote

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

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

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

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

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

b) to accommodate the member’s illness or infirmity

c) in emergencies.

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

*[Note 26A(1) & 27(6)(b), sch 7, LGA 2002]*

3.3.4 **Request to attend by electronic link**

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

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

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

*[Note 26A(1), (5) & 27(5), sch 7, LGA 2002]*

3.3.5 **Chairperson’s duties**

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

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

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

i. everyone participating in the meeting can hear each other

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

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

iv. the requirements in these standing orders are met.

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

3.3.6 **Chairperson may terminate link**

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

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

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

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

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

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

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

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

3.3.8 **Link failure**

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

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

3.3.9 **Confidentiality**

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

4.1 General

4.1.1 Appointment of committees and subcommittees

The local board may appoint committees that it considers appropriate.

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

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

4.1.2 Committees subject to direction of the local board

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

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

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

[cl 30(3), (4) & (5), sch 7, LGA 2002]

4.1.3 Discharge or reconstitution of committees or subcommittees

Unless expressly provided otherwise in an Act:

a) the local board may discharge or reconstitute a committee or subcommittee;

b) a committee may discharge or reconstitute a subcommittee.

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

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

4.1.4 Proceedings not invalidated by vacancies or irregularities

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

a) a vacancy in the membership of the local board or committee at the time of that act or proceeding; or

b) the subsequent discovery of:

i. some defect in the election or appointment of the person acting as a member of the local board or committee; or

ii. that that person was or is incapable of being a member.

[cl 29, sch 7, LGA 2002]

4.2 Membership of committees and subcommittees

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

[c/l 31(1) & (2), sch 7, LGA 2002]

4.2.2 **Appointed members on committees and subcommittees**

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

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

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

[c/l 31(3) & (4), sch 7, LGA 2002]
[885, Local Government (Auckland Council) Act 2009]

4.2.3 **Minimum numbers on committees and subcommittees**

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

[c/l 31(6), sch 7, LGA 2002]

4.2.4 **Chairperson ex-officio committee member**

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

4.2.5 **Members attendance at all committee meetings**

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

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

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

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

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

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

[c/l 19(2), sch 7, LGA 2002]
4.3 Joint committees

4.3.1 Appointment of joint committee

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

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

4.3.2 Status of joint committees

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

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

4.3.3 Powers and responsibilities of joint committees

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

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

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

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

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

4.4 Powers of delegation

4.4.1 Delegations to committees, members and staff

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

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

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

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

d) the power to propose the revocation of a bylaw

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

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

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

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

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

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

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

[Id 36D, sch 7, LGA 2002]

4.4.2 Onward delegation of Auckland Transport matters

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

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

[is 54 (4) Local Government (Auckland Council) Act 2009]

4.4.3 Use of delegated powers

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

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

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

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

5.1.1 Governing body speaking rights

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

5.1.2 Governing body members update

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

5.1.3 Chairperson’s discretion

The chairperson may:

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

5.1.4 Subjects

A speaker may not speak about a matter that:

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

5.1.5 Notice

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

5.1.6 Language for speeches

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

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

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

6.1.1 Māori speaking rights

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

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

6.1.2 Chairperson’s discretion

The chairperson may:

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

6.1.3 Subjects

A speaker may not speak about a matter that:

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

6.1.4 Notice

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

6.1.5 Language for speeches

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

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

6.1.6 Time allocated for input

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

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

7.1 Public access to meetings

7.1.1 Meetings normally to be open to the public

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

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

[s 47 & 49(a) LGOMA 1987]

7.2 Public notice

7.2.1 Public notification about meetings

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

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

[s 49(1)&(2), LGOMA 1987]

7.2.2 Public notification additional requirements

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

7.2.3 Notification of extraordinary or emergency meetings

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

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

7.2.4 Public notice of resolutions of extraordinary or emergency meetings

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

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

Resolution in this context means any resolution on the matters for which the extraordinary meeting
was held.

[as 51A, LGOIMA 1987]

7.2.5 Meetings not publicly notified

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

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

[as 46 (5) & (6), LGOIMA1987]

7.3 Public access to information

7.3.1 Information to be available to public

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

[as 5 & 49 LGOIMA 1987]

7.3.2 Availability of agendas and reports

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

The agendas:

a) shall be available for inspection at the public offices of Auckland Council (including service delivery centres) and the public libraries under Auckland Council’s control in the local board area

b) shall be accompanied by either:

i. the associated reports, or

ii. a notice specifying the places at which the associated reports may be inspected.

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

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

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

[as 46A(1)-(6) LGOIMA1987]

7.3.3 List of committee members publicly available

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

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

[§ 46A(8), 5 & 40(d), LGOMA1987]

7.3.5 **Agenda made available at meetings**

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

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

[§ 49, LGOMA 1987]

7.3.6 **Public entitled to inspect minutes**

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

The public may be given a copy of such minutes.

[§ 51, LGOMA1987]

7.3.7 **Minutes for public excluded sessions**

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

[§ 51(3), LGOMA1987]

7.3.8 **Reporting and recording meetings**

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

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

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

[§ 49(a), LGOMA1987]

7.4 **Public exclusion**

7.4.1 **Motions and resolutions to exclude the public**

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

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

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

[as 48 & schedule 2A, LGOIMA1987]

7.4.2 Specified people may remain

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

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

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

7.4.3 Public excluded business not to be disclosed

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

This restriction does not apply where:

a) a meeting has resolved to make the information publicly available
b) there are no grounds under the Local Government Official Information and Meetings Act 1987 for withholding the information when requested
c) the information is no longer confidential.

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

7.4.4 Standing orders

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

7.5 Public order

7.5.1 Chairperson may require members of the public to leave meeting

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

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

Any police officer or Auckland Council staff may, at the request of the chairperson, remove or exclude a member of the public from a meeting if they have been required to leave in accordance with Standing Order 7.5.1 and
a) refuses or fails to leave the meeting; or
b) having left the meeting, attempts to re-enter the meeting without the permission of the chairperson.

[as 50, LGOMA1987]

7.6 Petitions

7.6.1 Petition in English, Māori or New Zealand Sign Language

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

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

7.6.2 Form of petitions

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

7.6.3 Petition presented by petitioner

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

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

7.6.4 Petition presented by member

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

a) the petition
b) the petitioners’ statement
c) the number of signatures.
7.7 Deputations

7.7.1 Notice

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

[Note: Standing Order 7.7.7 Deputations from the governing body or another local board]

7.7.2 Chairperson’s discretion

The chairperson may:

a) decline a request for a deputation where the request does not comply with these standing orders
b) refuse a request for a deputation if in their opinion there will be insufficient time to receive the deputation because of the amount of business to be conducted at the meeting or the number of other deputations
c) direct a speaker to a different committee if they consider this more appropriate, given the proposed subject matter
d) refuse a request for a deputation where it is offensive, repetitious or vexatious.

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

7.7.3 Subjects

A speaker may not speak about a matter that:

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

7.7.4 Urgency or major public interest

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

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

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

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

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

7.7.6 Procedures for deputations

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

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

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

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

7.7.7 Deputations from the governing body or other local board

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

7.7.8 Termination of presentation if disrespectful

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

7.7.9 Time limit on presentation

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

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

7.8 Public Forum

7.8.1 Time

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

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

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

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

7.8.2 Subjects of public forum

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

7.8.3 Questions of speakers during public forum

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

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

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

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

7.8.4 Language for speeches

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

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

7.8.5 Chairperson’s discretion

The chairperson may:

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

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

8.1 Minutes

8.1.1 Minutes to be evidence of proceedings

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

[cl 28, sch 7, LGA 2002]

8.1.2 Matters recorded in minutes

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

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

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

8.1.3 No discussion on minutes

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

8.1.4 Minutes of last meeting before election

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

8.2 Minute books

8.2.1 Inspection of minute books

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

[ss 51, LGOIMA 1987]
9. General

9.1 Members must obey standing orders

9.1.1 Members must obey standing orders

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

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

9.2 Application of standing orders

9.2.1 Local board and committee meetings

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

9.2.2 Governing body meetings

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

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

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

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

[as 41, Resource Management Act 1991]

9.2.4 Temporary suspension of standing orders

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

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

9.2.5 Alteration of standing orders

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

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

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

9.3 **Interpretation**

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

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

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

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

9.4 **Definitions**

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

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

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

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

**Chairperson** means the person who presides at a meeting.

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

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

**Committee** includes, in relation to the local board:

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

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

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

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

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

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

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

Governing body means the mayor and councillors of Auckland Council.

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


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

Local board means the Local Board of Auckland Council.

Mayor means the mayor of Auckland.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Resolution is a motion that has been passed.

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

Staff includes all Auckland Council employees, contractors and officers.

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

Working day means any day of the week other than:

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

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

c) Auckland Anniversary Day

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

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

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

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

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

(a) To prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or

(b) To endanger the safety of any person.

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

(a) Protect the privacy of natural persons, including that of deceased natural persons; or

(b) Protect information where the making available of the information:

(i) Would disclose a trade secret; or

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

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

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

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

(ii) Would be likely otherwise to damage the public interest; or

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

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

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

(h) Maintain legal professional privilege; or

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

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

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

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

A4 That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to the local authority by an Ombudsman under section 30(1) or section 39(3) of the Local Government Official Information and Meetings Act 1987 (in the case of the local authority named or specified in the First Schedule to this Act).

A5 That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in
(a) Any proceedings before a local authority where
   (i) A right of appeal lies to any Court or Tribunal against the final decision of the
       local authority in those proceedings; or
   (ii) The local authority is required, by any enactment, to make a
        recommendation in respect of the matter that is the subject of those
        proceedings; and
(b) Any proceedings of a local authority in relation to any application or objection under
    the Marine Farming Act 1971.
11. Appendix B

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

11.1.1 Members of the public

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

11.1.2 Those who are not members of the public

General principles

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

Members of the meeting

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

Staff

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

Other elected members

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

Council Controlled Organisations

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

12.1 Workshops

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

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

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

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

12.1.2 Authority to call a workshop

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

a) the chairperson or by a resolution of the local board or committee, in the case of either a workshop of a local board or a committee
b) the relevant committee chairperson in the event of a workshop of a committee
c) the chief executive or their nominee.

12.1.3 Notice of workshop to members

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

12.1.4 Record of workshop

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

a) the names of the members attending
b) the general nature of the matters discussed during the workshop
c) the proceedings of the workshop.

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

12.1.5 Chairing of workshops

Each workshop shall have a chairperson as follows:

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

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

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

13.1 **How is business brought before a meeting?**

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

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

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

- report of chief executive
- report of chairperson

Although out of time for a notice of motion, a member may bring an urgent matter to the attention of the meeting through the chairperson.
Endorsing the establishment of the Warkworth Business Improvement District (BID) Programme and targeted rate 2020/2021

File No.: CP2020/05132

Te take mō te pūrongo
Purpose of the report
1. To approve the establishment of the new Warkworth Business Improvement District programme and boundary area.
2. To seek endorsement to recommend that the Governing Body sets the targeted rate for the Warkworth Business Improvement District programme for the 2020/2021 financial year.

Whakarāpopototanga matua
Executive summary
3. Business Improvement Districts 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 Business Improvement District 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 Business Improvement District 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:
   a. The establishment of new Business Improvement District programmes,
   b. Changes to existing Business Improvement District programme maps; and
   c. Recommends the Business Improvement District programmes targeted rate to the governing body
6. The business associations operating Business Improvement District programmes are incorporated societies that are independent of council.
7. Auckland Council Business Improvement District (BID) Policy 2016 (Hōtaka ā-Rohe Whakapiki Pakihi), known as the BID Policy, sets out the requirements to establish a new BID programme and boundary area, and the governance and reporting requirements of an operational BID programme.
8. Since the unsuccessful Warkworth BID ballot (March 2016), the One Warkworth Business Association has worked positively to build membership and support for a Business Improvement District programme.
9. The Rodney Local Board approved the proposed Warkworth BID establishment map, identified as version 1 (V1), (Attachment A to the agenda report), at its business meeting held on 11 December 2019, (resolution number RD/2019/157). However, subsequently during the voting process (March 2020), the Business Improvement District establishment map was amended. This amended Warkworth Business Improvement District map (V2), (Attachment B) is included in this report for board approval.
10. The council draft annual budget 2020/2021 and local board agreement consultation documents included the proposal to establish a new Warkworth Business Improvement District programme and targeted rate. This gave members of the public the opportunity to provide feedback on the proposal.
11. The Warkworth Business Improvement District programme will represent 593 business ratepayers and owners, with a proposed Business Improvement District targeted flat rate collection mechanism set at $500.00 + GST per rateable property, which will equate to a BID grant sum of approx. $135,000, effective from 1 July 2020.

12. Staff propose the local board approves establishment of the new Warkworth Business Improvement District programme and amended boundary map (V2), (Attachment B to the agenda report), and recommends the striking of the targeted rate. Staff are satisfied the One Warkworth Business Association has complied with the BID Policy to establish the new Business Improvement District programme.

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

14. After the Annual Budget is approved, the council collects the targeted rate funds and distributes them in quarterly Business Improvement District grant payments, effective from 1 July 2020, to allow the One Warkworth Business Association to implement programmes that improve the local business environment.

15. If the establishment of the Business Improvement District programme is approved, council staff will monitor BID Policy compliance, and provide assistance to the One Warkworth Business Association as part of an active risk management programme to minimise the risk of inappropriate use of funds.

16. The One Warkworth Business Association, like all Business Improvement District-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 Rodney Local Board:

a) approves the establishment of the Warkworth Business Improvement District programme and amended boundary map (V2), as shown in Attachment B.

b) recommends to the Governing Body to set the Warkworth Business Improvement District targeted rate as shown in the Annual Budget 2020/2021.

c) at a flat rate of $500 + GST per rateable property, equating to a Business Improvement District grant sum of approx. $135,000 for the One Warkworth Business Association Incorporated.

Horopaki Context

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

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

19. 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. Staff assess whether the BID programme meets the BID Policy’s requirements.

20. BID programmes provide the opportunity for the council family to partner with business associations to seize on the opportunities from Auckland’s growth and respond locally to changing economic conditions.

21. 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 business areas in a co-ordinated way.

22. If the One Warkworth Business Association Inc (OWBA) has its BID programme approved, they will be required to approve and sign the BID programme agreement. This agreement, signed by both the council and the business association, requires the parties to follow the responsibilities, processes and reporting requirements outlined in the BID Policy.

The BID Policy sets out the process for establishing a new BID programme

23. 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.

24. Included in the BID establishment process the business association must develop and agree on:
   - a list of eligible BID voters
   - a BID business plan and operating budget, including the annual BID grant income needed to deliver the BID programmes to BID area and BID members,
   - the BID boundary map area,
   - the rating mechanism to be used to calculate the targeted rate
   - host at least three 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.

25. 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.

BIDs are funded by a targeted rate on commercial ratepayers

26. 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.

27. 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.

28. 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

29. 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.

30. 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.
31. In October 2016 the new One Warkworth Business Association Inc was launched on the back of the unsuccessful 2016 BID ballot. The OWBA reviewed the 2016/2017 establishment project and identified a number of lessons for any future BID establishment.

32. Between 2017 and early 2019 the OWBA focused on identifying what needed to be done to strengthen the establishment project to ensure there was a strong foundation for a successful ballot before March 31, 2020.

33. The OWBA Annual General Meeting (AGM) held on 21 August 2019 provided the forum for members to vote to approve the proposed BID establishment map, identified as version 1 (V1), (Attachment A).

Local boards have allocated authority

34. Under the Auckland Council shared governance arrangements, local boards are allocated several decision-making responsibilities in relation to BIDs. In the case of a new BID programme the local board.

   a) Approves the establishment of new BID programmes, including BID programme boundary maps

   b) Recommends the BID programmes targeted rate to the Governing Body

35. The Rodney Local Board approved the proposed BID establishment map (V1) at its meeting held on 11 December 2019 (resolution number RD/2019/157).

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

37. This report provides a summary of the completed OWBA BID establishment 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.
Tātaritanga me ngā tohutohu
Analysis and advice

The One Warkworth Business Association BID establishment project

38. The OWBA will play a significant role in facilitating and creating local economic development in the Rodney Local Board area and in particular will provide essential support in the post COVID-19 recovery.

39. The decision to progress a BID establishment followed growing interest from the Warkworth business community including business owners keen to be part of a collective group.

40. The OWBA successfully executed a comprehensive 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 Warkworth business community
   - A detailed database of eligible voters (business owners and property ratepayers) located within the proposed BID programme boundary
   - Consultation with council staff regarding the approach to the establishment project and ballot
   - Holding the required number of public meetings, encouraging eligible voters to attend and take part in an information briefing and question-and-answer session

41. Full details of the project are outlined in the OWBA report (Attachments C and D) to the agenda report).

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

42. The OWBA board (executive committee) prepares the information for the new BID boundary map, the inaugural BID plan and operating budget for the following financial year, based on the feedback collected from those local businesses and property owners who qualify as eligible BID voters.

43. Staff worked within the BID Policy to help OWBA to identify the new BID establishment boundary map (V1) (Attachment A) which defines the BID programme and targeted rate area at the time of establishment. The purpose of the BID map is to capture:
   - the geographical area council 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 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 owner only
   - the delivery area of the BID programme

44. Once the map (V1) was agreed staff provided OWBA with a rate modelling spreadsheet to help with their budget decision-making and identify the BID grant amount needed to deliver its work programme. The spreadsheet models the BID targeted rate collection, it includes options for changing the rating mechanism to see how each option influence the BID targeted rate for the BID ratepayer who will pay it. When considering a BID grant amount and rating mechanism, the OWBA 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
45. The OWBA BID programme will represent 593 business ratepayers and owners, made up of 273 rateable properties and 566 business owners. The proposed BID flat rate mechanism of $500 + GST per rateable property (273) was agreed by members so as to set the maximum amount each BID rateable property will pay per annum. The flat rate will collect a BID grant of approximately $135,000 excluding GST, effective from 1 July 2020.

Deciding on the flat rate mechanism

45. The BID Policy provides three targeted rate mechanisms for setting the BID targeted rate:
   a) Flat rate – up to a maximum of $500 per BID rateable property
   b) Percentage against capital value of the commercial rated property – a calculation that identifies the rate in the dollar required to raise the BID grant amount.
   c) Hybrid – a combination of the flat rate and percentage options – this is the preferred mechanism chosen by BID-operating business associations. This method manages the variances across property sizes/capital value and balances out the larger and smaller property BID targeted rates.

Option b and c above, allows the BID operating business associations to adjust (as per the BID Policy) their BID grant amount each year to better manage any increased costs to implementing and delivering their business plan and work programme.

46. Staff advised the OWBA of the financial limitations of using the flat rate mechanism, including the added pressure on the OWBA to develop additional income streams needed to supplement the BID grant in order to deliver programme benefits to BID members. However, despite the staff recommendation the OWBA membership were adamant they wanted to stay with the ($500) flat rate.

47. Staff will work with the OWBA when the time comes to reconsider this BID targeted rate mechanism.

The voting results achieved the required mandate supporting the establishment of the new BID programme and targeted rate

48. The OWBA 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.

49. Election Services Ltd, the independent polling service provider, was commissioned by the OWBA to undertake the ballot. The ballot was held between 16 February and 16 March 2020.

50. A total of 593 envelopes, representing all eligible voters, were lodged with NZ Post on 13 February 2020.

51. Each envelope contained the following:
   • an OWBA BID programme information booklet (Attachment E to the agenda report) highlighting:
     o the purpose of the ballot and the benefits of being part of the BID programme
     o BID programme targeted rate information, the rating mechanism (a flat rate of $500 + GST per rateable property) and draft 2020/2021 budget
     o original map of the Warkworth BID establishment area (V1)
   • voting form
   • information on voting online and a prepaid envelope for returning the ballot form
   • contact details for eligible voters to seek further information.
52. The question on the OWBA voting form asked: Do you support the establishment of the Warkworth Business Improvement District (BID) programme delivered by the One Warkworth Business Association Inc and accordingly support the paying of a targeted rate?

53. During the balloting process, a property was identified that was located outside the proposed BID boundary map (V1) (Attachment A). On investigation, it was concluded this property should be part of the BID establishment process. A ballot envelope containing a voting form was sent to the eligible voter and the BID boundary map was amended and updated, identified as version 2 (V2), (Attachment B).

54. The result of the BID establishment ballot when voting closed at midday on 16 March 2020 showed that of a total of 583 eligible voters, 253 (42.7%) returned their vote. 88.14% (223) voted yes to the question. 11.07% (28) voted no.

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

**OWBA member approval**

56. Following the close of the ballot, OWBA arranged to hold a Special General Meeting (SGM) on 38 April 2020 to present to the OWBA members, for their approval, the ballot results and any amendments to the BID programme, the budget and the updated BID boundary map (V2) (Attachment B).

57. Due to the COVID-19 lockdown, the OWBA was permitted under its current constitution, to hold its SGM via SKYPE. The SGM agenda included the required special resolutions to approve the Warkworth BID establishment, the ballot result, all supporting documents including the updated BID boundary map (V2).

58. The SGM agenda included special resolutions approving:
- the updated BID boundary map (V2) and now includes the additional property identified during the ballot (Attachment B)
- the 2020/2021 budget
- the BID rating mechanism of $500 + GST per rateable property
- the ballot results
- the BID programme supporting documents
- approved a revised OWBA constitution – which staff confirm is not inconsistent with the BID Policy
- approve the signing of the council BID programme agreement.

59. The OWBA members passed the special resolutions and a copy of the SGM minutes are attached as Attachment G to the agenda report.

60. The results of the OWBA BID establishment ballot has identified there is a sufficient level of support from local businesses and property owners to establish this new BID programme and targeted rate.

61. Staff are satisfied OWBA has sufficiently met the requirements of the BID Policy, including achieving both the required mandate and an overwhelming BID ballot result, and advise the local board to recommend to the Governing Body the setting of the targeted rate.

**Tauākī whakaaweawe āhuarangi**

**Climate impact statement**

62. There are no impacts on emissions or increase resilience of communities to climate change resulting from the decision to establish this new BID programme and recommend to the Governing Body to set the BID targeted rate.
Ngā whakaaweawe me ngā tirohanga a te rōpū Kaunihera
Council group impacts and views

63. Advocacy is a key service provided by business associations and those with BID programme-funded personnel are at an advantage. OWBA BID programme will ensure the views of its members are provided to council teams, including CCOs, on those plans and programmes that impact them.

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

64. The new BID programme supports the Rodney Local Board Plan 2017 and will contribute, specifically Outcome: *Communities are influential and empowered.*

65. The proposed Warkworth BID establishment information was included in the annual budget 2020/2021 consultation documents and the Rodney Local Board Agreement.

66. The Rodney Local Board approved the original proposed Warkworth BID establishment map at its business meeting on 11 December 2019 (resolution number RD/2019/157).

67. The amended updated Warkworth BID establishment map (Attachment B to the agenda report), post BID ballot is included in this report for local board approval.

68. Recommending that the Governing Body strikes the targeted rates for the establishment of the Warkworth BID programme and targeted rate operated by the OWBA, means the new BID programme will be funded from targeted rates on commercial properties in their district, and provide services in accordance with their members’ priorities as stated in their BID programme plan.

69. The local board’s views will be expressed by its appointed representative on the board (executive committee) of the OWBA. 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.

70. Rodney 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

71. Approving the new BID programme will have no adverse effects on, or particular benefits to, the Māori population.

72. At the 2018 Census, Māori make up more than 11.4% of the population living in the Rodney 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

73. 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 area. The council’s financial role is to collect the BID targeted rates and pass them directly to the association every quarter.

74. 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
Rodney Local Board
13 May 2020

Endorsing the establishment of the Warkworth Business Improvement District (BID) Programme and targeted rate 2020/2021

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

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

76. The governance and operation of the OWBA BID programme will be subject to the BID Policy. The annual requirements 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 of funds, report on its activities to its members and to have its account audited.

77. The council staff will regularly monitor compliance with the BID Policy and provide an annual report to the local board as part of an active risk management programme to minimise inappropriate use of funds.

Ngā koringa ā-muri
Next steps

78. If the board support this report, it will recommend to the Governing Body that the BID targeted rate be set as part of the Annual Budget 2020/2021.

79. 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 OWBA. This allows the OWBA to implement programmes that improve the local business environment and support businesses to recover from the COVID-19 pandemic.

Ngā tāpirihanga
Attachments

<table>
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<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
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<tbody>
<tr>
<td>A</td>
<td>One Warkworth BID establishment map V1 Feb 2020</td>
<td>85</td>
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<tr>
<td>B</td>
<td>One Warkworth BID establishment map V2 Mar 2020</td>
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<td>C</td>
<td>One Warkworth BID establishment report to Council 6 May 2020</td>
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<tr>
<td>D</td>
<td>One Warkworth BID establishment report to Council 6 May 2020 attachments</td>
<td>97</td>
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<tr>
<td>E</td>
<td>One Warkworth BID programme information booklet FINAL</td>
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<td>F</td>
<td>Election Services Ltd One Warkworth ballot report</td>
<td>133</td>
</tr>
<tr>
<td>G</td>
<td>One Warkworth SGM minutes 28 April 2020 FINAL</td>
<td>143</td>
</tr>
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</table>

Ngā kaihaina
Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Claire Siddens - BID Partnership Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisers</td>
<td>Alastair Cameron - Manager - CCO Governance &amp; External Partnerships</td>
</tr>
<tr>
<td></td>
<td>Lesley Jenkins - Relationship Manager</td>
</tr>
</tbody>
</table>
Endorsing the establishment of the Warkworth Business Improvement District (BID) Programme and targeted rate 2020/2021
Endorsing the establishment of the Warkworth Business Improvement District (BID) Programme and targeted rate 2020/2021
Establishing a Business Improvement District in Warkworth

Report to Auckland Council and Rodney Local Board
May 2020

Prepared by
Rachel Callender – Communications and Marketing Manager on behalf of the One Warkworth Business Association
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Conclusion and Request for Implementation ....................... 6
Background

Warkworth’s last attempt to establish a BID was in 2016. There was a strong NO campaign with 62 percent voter turnout and 73 percent against the BID. The committee of Warkworth Area Business Association resigned, a new committee was formed (with a number of prominent no campaigners at the table) and the association was relaunched as the ONE WARKWORTH Business Association.

Membership numbers increased from approximately 70 in 2016 to over 250, and the number of sponsors from zero to 24, increasing the Association’s annual budget from about $10k to over $120k. One Warkworth worked hard between 2017-2019 to deliver value to its members with the view that it would relaunch a BID campaign knowing that the long-term survival of the Association required a sustainable funding model that was equitable and non-dependent on a few benefactors.

The idea of another BID campaign was first officially mooted in early 2019 with key parts of the community canvassed to gauge support. The response was very positive and One Warkworth proceeded to hold a number of informal stakeholder meetings to present information and discuss a potential BID. These meetings were followed by formally tabling a motion to enter the BID establishment process at our Annual General Meeting on 26 August 2019. At the AGM 61 votes were received in favour of entering the BID establishment process and none against - we had unanimous support to start a BID campaign (see appendix for full minutes).

In the pre-campaign period, One Warkworth did not receive any strong negative feedback indicating that what had be achieved operationally over the previous years had created goodwill within the business community and community at large.

One Warkworth received no funding to run the BID campaign relying on existing operational budget to ensure voters had all necessary information to make an informed vote for establishing a BID and supporting the proposed 2-year business plan and budget.

Preparations

Following previous unsuccessful attempts to establish a BID, One Warkworth took a careful approach to generate support focusing heavily on person to person engagement and word of mouth in the lead up to and following the AGM. Due to financial limitations, the committee also decided it was better to continue demonstrating the benefits of having an active business association rather than running an over-inflated information campaign – in other words ‘walk the talk’. The BID campaign budget was kept to a minimum and expenses were covered by revenue generated through sponsorship and membership fees.

The lead up to the 2020 ballot included the following steps:

- Promotion of BID and key messages at monthly business networking meetings April – December (members and non-members)
- DLE information brochure pre-AGM June 2019
- Dedicated page on One Warkworth website established for BID
- Face to face engagement with existing One Warkworth members and non-members within the proposed BID boundary
- Meeting for Landlords, follow up calls and emails
• Meeting and communications with Claire Siddens and of the Auckland Council BID team
• Presentation to Local Board
• Business columns in Mahurangi Matters
• Print and radio advertising

The formal campaign to establish the BID ran from late January to mid-March 2020 and included:
• 600 printed BID information booklets hand delivered to all Warkworth businesses while collecting contact information to create the eligible voter list
• Regular updates on website BID page with links to digital collateral e.g. eligible voter forms, BID booklet and Council Policy
• Regular eDM newsletters to One Warkworth database including landlords, members and non-members
• Three public meetings widely promoted via the website, newsletters and Facebook
• Business columns and print advertising in Mahurangi Matters as well as editorial coverage
• Radio phone-ins and ad-libs
• Billboards in prominent locations around town
• Regular Facebook posts referring to the benefits of the Business Improvement District, calls to action to register as an eligible voter and encouragement to vote.
• Visits, phone calls, and emails to eligible voters to remind to vote and answer any queries. See appendix for examples of marketing collateral.
Funding
No funding was provided by the Rodney Local Board for the BID establishment project. All activity including Election Services, admin, project management, communications and marketing was funded by One Warkworth from the 2019 / 2020 operational budget to a total of $16,700.

The Establishment Boundary
The proposed BID Map included live-zoned business properties within the Warkworth Future Urban Zone. This map was used for the majority of the campaign, however before the ballot packs were sent out, Council advised that one property at 64 Morrison Drive had incorrectly been excluded. A new map encompassing this property and an explanation was included in the ballot pack. The new map was updated on the website and stakeholders informed via digital platforms.

The Campaign Process
Below is a list of the main actions taken during the establishment process:

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
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<tbody>
<tr>
<td>April 2019</td>
<td>Dedicated page on One Warkworth website established</td>
</tr>
<tr>
<td>April – June 2019</td>
<td>Proposal to enter BID establishment process publicised at business networking events</td>
</tr>
<tr>
<td>June 2019</td>
<td>DLE brochure developed and Landlord meeting held.</td>
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<tr>
<td>August 2019</td>
<td>AGM</td>
</tr>
<tr>
<td>September 2019</td>
<td>Mahurangi Matters column and newsletter on AGM outcome being unanimous support to enter BID process</td>
</tr>
<tr>
<td>13 Date 2019</td>
<td>One Warkworth meeting with Claire Siddens and OW Executive Committee.</td>
</tr>
<tr>
<td>December 2019</td>
<td>Presentation to Local Board.</td>
</tr>
<tr>
<td>Jan 2020</td>
<td>Dedicated BID column in Mahurangi Matters.</td>
</tr>
<tr>
<td>February 2020</td>
<td>Full page advert and two classified ads in Mahurangi Matters</td>
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<tr>
<td></td>
<td>Half page advert with editorial giving update on campaign.</td>
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<td></td>
<td>More FM Rodney radio ad libs.</td>
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<tr>
<td></td>
<td>Public meetings: 12, 19, 26 Feb.</td>
</tr>
<tr>
<td></td>
<td>Eligible voter list completed.</td>
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<tr>
<td></td>
<td>Ballot info sent to Election Services and ballot pack posted to voters.</td>
</tr>
<tr>
<td>March 2020</td>
<td>Half page advert and dedicated BID column in Mahurangi Matters.</td>
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<tr>
<td></td>
<td>Replacement and additional voter packs sent out by Election Services on request.</td>
</tr>
<tr>
<td>16 March 2020</td>
<td>Ballot closed 12pm midday</td>
</tr>
<tr>
<td>28 April 2018</td>
<td>SGM held via Zoom to ratify results of the ballot, approve BID targeted rate amount, strategic plan and budget, and accept new constitution.</td>
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</table>
Ballot Results
The required mandate as set out in the Auckland Council 2016 BID Policy and Operating Standards documents is: the threshold for a valid ballot is at least 25% of the total voting forms being returned. A minimum of 51% of the votes must be in favour of the proposition raised on the ballot form to achieve a mandate.

One Warkworth contracted Election Services Ltd to undertake the ballot, manage and report the results. The ballot period was between 17 February and 16 March 2020, with the close of voting at 12 noon on Friday March 16.

After the close of voting, Election Services Ltd reported that 593 were sent out and 253 returned (42.7%). Of those 223 or 88.14% were in favour, 28 or 11.07% were against and two votes were invalid.

One Warkworth is delighted to confirm the BID establishment project far exceeded the required ballot mandate as set out in the Auckland Council 2016 BID Policy and Operating Standards documents.

SGM results
Due to Covid-19, the SGM was held by Zoom and achieved the constitutional requirements for making any resolutions binding. Five special resolutions were tabled and all were passed with 34 votes in favour, zero against and one voter abstaining (see appendix for full minutes).
Conclusion and Request for Implementation
We believe that One Warkworth has met all BID establishment and ballot operational requirements outlined in the 2016 Auckland Council BID policy.

The high level of support for the proposal as evidenced by the high voter turn-out and the percentage of votes in favour, will enable One Warkworth to implement and deliver strategies, and in these current uncertain times, provide necessary support for our business community.

We request the support and approval of the Rodney Local Board to approve the establishment of the One Warkworth BID Programme and request that a recommendation is made to the Governing Body to strike the Warkworth BID grant amount of $500 plus GST per BID rateable property effective from 1 July 2020.

On behalf of the One Warkworth Business Association executive committee and our members we thank the Local Board for your continued support.

Chris Murphy
Chairperson
One Warkworth Business Association

Mark Macky
Deputy Chairperson
One Warkworth Business Association
Minutes

MEETING: Annual General Meeting of One Warkworth Business Association
DATE: Monday 26 August 2019
TIME: 5.30pm for 6pm start
LOCATION: The Bridgehouse Tavern, back bar – 16 Elizabeth St, Warkworth
ATTENDEES: Chris Murphy, Mark Macky, Jacqueline Ironside, Murray Chapman, Christine Liggins,
APOLOGIES: Susan Vize
MINUTES TAKEN BY: Claire-Marie Blair

<table>
<thead>
<tr>
<th>Minutes of the 2018 AGM</th>
<th>Chris Murphy called the meeting to order at 6.00pm. Welcome and introduction by Chris Murphy. There is a slight change to the agenda tonight that that previously distributed. Chris put forward a motion that the minutes of the AGM 2018 be confirmed Seconded by Christine Liggins and all in favour.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report from the Chair</td>
<td>The association continues to be very ably managed by Murray Chapman. Murray is assisted by Charlene Heyns with membership, Claire-Marie Blair in a secretarial role and the very capable and dedicated Rachel Callender with communications. Murray’s team is primarily responsible for; - The association’s regular newsletters and articles in the Mahurangi Matters, which are our main information sharing tools, - Member networking events and sponsor functions - The Transport and Special Interest Group forums - An ever-growing list of Warkworth supported community events, the most recent being the pending mayoral candidate debate at the Town Hall. We would very much like Murray to be full time in his role of Manager of One Warkworth and if funding permits, hope to achieve this outcome. I would like to thank Murray and his team for their efforts this year. Membership Membership of One Warkworth continues to grow and now stands at approximately 265 members. Sponsorship Sponsor numbers are still being finalized but will not be less than the 21 we had last year. With some leaving us, others are coming on board. We are extremely grateful to all past and present sponsors. We try very hard to recognize sponsor contributions to the Warkworth Business community, but do so knowing you do not get back in a financial sense what you give, and that your support of One Warkworth is really a demonstration of your generosity to the community of Warkworth. The One Warkworth Business Association simply would not exist without your support. Financial</td>
</tr>
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</table>

Endorsing the establishment of the Warkworth Business Improvement District (BID) Programme and targeted rate 2020/2021
Jacqueline will present the accounts and comment on financial details, but I wish it noted that the existence of One Warkworth and the services it provides the Warkworth community is entirely dependent upon the ongoing support of those few people within the community who have for four years now, each given $3,000 for the privilege of being noted as a sponsor of One Warkworth.

We need about $120,000 if we are to achieve what we have budgeted to achieve during the current financial year. Membership and sponsorship will provide approximately $100,000. Additional fund raising and grants should see us find the shortfall and if that doesn’t eventuate, we will cut our cloth to fit available funds. We do not consider this funding arrangement to be sustainable. Hence the BID discussion.

**Political Support**
Rodney’s local MPs have all been very supportive of One Warkworth’s initiatives. Councillor Greg Sayers and the Rodney Local Board’s chair, Beth Houlbrooke have also been very supportive.

Mark Mitchell and Greg Sayers have, in particular, been very active in facilitating discussions with people in the highest positions within government, Council, Auckland Transport and NZTA.

**One Warkworth Committee**
I wish to thank all One Warkworth Committee members for their time and effort throughout the year.

As an Association, we have adopted a structure that provides for quarterly committee meetings and monthly executive meetings with a view to lessening the burden of the time commitment that flows from being on the One Warkworth committee.

But still, there are special interest group meetings and associated commitments that fit within a committee member’s particular interest.

I wish to make particular mention of Dave Morrison and Kevin Chappell being committee members who are not standing for a further term. Each has made a significant contribution to this community through their involvement with One Warkworth and I thank them for their time, support and constructive involvement.

The agenda provides the opportunity to discuss other Association activity, so I’ll end this comment and let the meeting move on.

One Warkworth is in good health and continues to be active and doing its best to help local business.

**Financial Report**

**Jacqueline Ironside – Treasurer**

We have prepared accounts and liaised with auditors – and have received a clean report as of today. The P&L report shows how we’ve done over the last 4 years and what our budget is for next year.

Income in 2016 was $52,000 – last year Jun 19 was $107,000 – this income is from membership and sponsors. Expenditure – total in $2016 was $71,000 with BID funding of $19,000

Total operating expenses for 2019 $132,000

This indicated we will be operating at a loss.

We wish to establish good communication with Murray as board therefore those costs have increased.

<table>
<thead>
<tr>
<th>Secretarial/Admin/Managerial costs up to Advertising</th>
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<tr>
<td>$82,000</td>
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<tr>
<td>$18,900</td>
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There was a surplus in 2017 – cash will come from there to fund this year.

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<tbody>
<tr>
<td>Budgeting for this year</td>
<td>$107,000</td>
</tr>
<tr>
<td>Expenditure</td>
<td>$127,000</td>
</tr>
<tr>
<td>Deficit</td>
<td>($20,000)</td>
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</tbody>
</table>

We are applying for funding for grants/sponsorship to cope with the BID if this is to happen, plus staffing costs.

The Balance sheet shows funds in hand with a few expenses on a monthly basis.

Jacqueline Ironside put forward a motion that the Treasurers report be accepted.
Seconded by: Christine Liggins and all in favour.

Chris Murphy put forward a motion to continue with an independent review of accounts.
Seconded by: Al Mason and all in favour.

Mark Macky

We have had a very busy year which is now behind us. Sponsor numbers are expected to be between 21 and 23 for the year ahead.

This will provide us with recurring income of over $107,000 with fees and sponsorship.

Thank you to all members and sponsors – your contribution is fundamental to our future grown.

Structure Plan
Mark present the current structure plan and stressed the importance of it in terms of its meaning for Warkworth.

We are going to see Warkworth move in population from approximately 4,000 people to around 28,000 over the next 20-year period. We expect the population to double over the next 4 years.

Mark presented the growth model. Auckland Council finalized this plan last year - without One Warkworth we would be without a structure plan. Council figures show a model of 2.3 households whereas ours indicate it is 2.7. It is critical to planning infrastructure and not leaving it. It is important that Warkworth has a strong voice on this. In context of the structure plan, One Warkworth has supported the group working with Council on this issue and brought Council the need for improvement in roading. For example, the Southern Interchange wouldn’t have happened without One Warkworth.

Council has allocated land for commercial/industrial use. We are going to see employers leave Warkworth as they can’t find land big enough to run their businesses. However, we are optimistic that we have Council’s ear about land areas outside the future urban zone.

An example of one of the reasons we need funding we need is that One Warkworth engaged a professional to write the report and hand to Council.

Roading
This area has had a large amount of attention over the last year. Dave Stott has worked hard on this issue. We still have some very grave concerns in this area but have made progress. We remain very worried about the roading network. The RONS was locked in and contracted before Council changed the structure plan so the Northern interchange was planned for Warkworth being a sleepy town of only 4,000 people.
Council says they have a contract now which can’t be altered but it is also absolutely crucial that this is addressed. The Southern Interchange is crucial – and high on our agenda but not Council’s – they are currently looking at this for 2028. As a result of our efforts and Roger Williams, AT and NZTA set up a community action group to agree the preferred option but what they said would take 12 months took 18 months. There has been no outcome published as yet and no funding for the design or build. We’re pushing for funding to be utilized in a certain timeframe.

Matakanui Link Road – this has been the top issue for the last year. AT decided to build a 4 lane bridge. This was then changed to 2 lanes. AT came and spoke to the community and listened. There have been more meetings with AT this year, but they have moved their position, saying they will build 4 lanes with 2, maybe 4 intersections, as long as it can be built within the budget. They’ve gone out to contractors – each said they could build for $20m with 4 lanes. Dave Stott advised the design was changed to be more economic.

We are optimistic that if Council go to tender for the 4 lane option we will be ok. So, we are being listened to.

AT and NZTA put out a time-line which is tight. It is also tight for construction of the MLR. If they break earth in January this year to coincide with the RONS opening.

Hill Street intersection doesn’t work now so if traffic has to head North from Matakanui Road it won’t cope. Without the MLR being in place when SH1 opens, Warkworth will have significant issues.

AT are now saying they can’t advance this season due to appeals. Their failing is in not commencing their processes early enough. They say they can get it done, even if they start in June next year. However, this is still a great concern for Warkworth.

ISite
OneWarkworth entered a joint venture with Matakanui Coast Tourism this year to run the ISite. AT gave us the space. However, we have struggled to make this work. It is important that Warkworth has an information centre. MCT now wish to exit the joint venture. One Warkworth has taken over and it is now an Information Centre as it is not viable to run as an ISite. We have plans to increase income and control costs. It is feasible that we can run this but there is still some work to do here.

Mark expressed his thanks to Murray and his team who are working on this.

Security Cameras
While the industrial sector is very generous with their support of One Warkworth it is hard to provide them with benefits as members. We plan to install security cameras throughout the industrial area. Police are happy to monitor these cameras 24/7. We will look at integrating these introduced cameras with other systems that are already installed. We also want to do this in the retail area eventually and believe this is a worthwhile investment.

Website
Rachel and Murray are working hard on our website profiling our member businesses, events etc. We have seen a 115% increase in traffic over the last 12 months.

So, you can see we provide lots of member benefits including media events, social networking opportunities, Noel Leeming cost +10% cards. We have the business directory on our website to support member businesses. Murray has also organized community events ie the Kowhai festival, Vintage Car rally, late night shopping, the Great Scone Bake-off, Mahurangi Festival of Lights. We have a couple of events coming up – the Mayoral debate Q&A and a Meet the Candidates evening.
Noel Leeming card is one of the initiatives Murray has brought. It would be great to have more money to keep supporting Murray.

**BID Proposal**

As an introduction – 3 years ago the BID got voted down resoundingly. We have since done a lot of work and have built a bit of a track record over the last 3 years and made changes to the proposal: We now propose:

- A flat rate fee of $500 per commercial building which can be divided by the number of tenants in the building.
  - In the previous proposal it was based on the CV of the commercial property.
- We propose a constitutional rule be put in place that requires a true majority of members to vote in favour of any change in fees. This will require at least 51% of members to vote positively for change, making it difficult to change the agreed fee structure.
- Finally, we would provide spaces on the committee for each sector to ensure fair representation of all areas.

Without our sponsors, we would be laying off resources. There is too much change coming to Warkworth to not have a combined voice on behalf of our locals. With our current funding model, it would just take a recession for members numbers to drop off and we are not sustainable. This would be a great stuff up.

We can cut our cloth from $500 per commercial property with a few other sponsors. We do need certainty around this. Our Councillors need help from the local community. We’re worried about this issue. Last time the community voted against this proposal, but maybe this is the right time to revisit. Last time an association was formed to oppose the BID. This membership was greater than the Business Associations. They entered mediation with ours. We got both sides together to reach an agreement. The Commercial & Industrial Association said they would support if the method of rating was taken off the table and was determined by membership resolution.

The opposing group said they would be happy to support a BID if there was a representation of each sector on the committee and some constitutional method that would prevent easy change. 12.6% of eligible voters could push through change. Last time, we had a turnout of 65 people. Some 74% voted against.

Looking at our current proposal the $500 flat rate ticks that first box. It will be able to be apportioned per tenant. Right now, about half of the business are supporting us and half are getting the benefits without paying. As Warkworth grows we will see an additional $45,000 into the pool – as Warkworth grows, so does the base funding. This would be adequate to fund OneWarkworth.

Council rules can be pre-empted by a true membership majority vote. Our constitution can build that in.

Our Constitution can also say that there has to be at least 2 committee members from each sector.

We have spoken to professionals, industrial sector, retail sector, landlords. Between 6-12 people have turned up to each of these meetings. Everyone has said they would support this. Even those who supported the Industrial Association last time have said they can support this and will advocate to their members to support us.

Mark opened to the floor for discussion

Simon Townsend – advised he’s not against this but requires more information. How much do you expect to get from the $500 per property. – Mark advised $130,000 approximately. The map proposed to council includes
any business or commercially zoned land in the future urban zone. These will have to pay the new BID fee.

Simon advised that as a property owner, there will be opposition from tenants but if budget for June 2020. Anticipate $130,000 replaces existing budget we believe we will get a few sponsors but there will be a reduced amount of sponsorship.

The bottom-line figure showing a loss is not sustainable so how much extra revenue will come in for this BID

Mark advised that up to June 2020 there will be nothing. The rating will commence from 2021.

Simon asked will funds be on hand? Jacqueline advised that the budget, without funding, will have to be cut. We are very vulnerable relying on sponsorship so think this is a very sound idea

Council lease documentation covers this. Council will collect this money on behalf of our members. As a landlord, you don’t have to pass the fee on. If they do, the tenant must pay.

Peter Thompson – I believe this is very viable and very worthwhile. It is so important for the community to have this Association. The strength of it is the caliber of people. We have to be sure we maintain this in a viable manner. It’s not a lot when $500 is divided. It will come down for a lot of my tenants.

Jackie Woolerton – Are you asking us to vote on whether to go for the proposal, not vote on the BID.

Mark – if the resolution is supported in favour of pursuing the BID, we will put a proposal to the Local Board in December – a meeting for this is already penciled in. If they approve, we go to Electoral Services for a postal vote. Everyone is sent voting papers. If that is supported, we will come online as a BID with support from Council’s rates system.

This is a very early stage – we’ve tested the waters as much as we can. We have gone to opponents from last time who are more supportive. But there’s still lots to do.

Mark advised we don’t want to run a campaign that is divisive for the town. We’ve had positive feedback on this. It’s a whole different ball game. We’ve got some runs on the board this last 3 years but need to make this financially viable for the future.

We want the whole structure that runs itself with passionate committee members who can support these areas.

Al Mason – BID on rates – everyone pays – He was vehemently against the last BID but is very supportive this time around.

Jackie Woolerton – The biggest risk here is voter apathy. It’s really important that we have a strategy for getting people to vote. No-one from the last opposing committee is against this proposal.

Peter Thompson - If we don’t do this, what is going to happen in the long term? Lots of people have done great work. This has to continue. It will affect residential people as well with the roading etc. The outcome was positive but cannot be allowed to fail.

Chris Murphy put forward a motion that we accept the proposal to apply for a BID

Moved by Al Mason
Seconded by Simon Withers and all in favour

Chris Murphy – The message is simple – if you think we need this, please go and talk to your mates. Voter apathy – the constitution says that we need 50% of the vote – this is 580-600 voters. We need 12.6% to vote in favour. Every vote against will set us back so we need to be publicly supportive.

Dave Morrison – We need to create a more cohesive business community.
Peter Thompson – Do we still have to pay subs – The answer is no, but this needs to be absolutely clear to everyone.

Mark Macky – we will need a very strong campaign with very clear messages.

Wayne – WW Engraving – We need to keep conversation happening. We need to know if you hear people aren’t happy. We will be doing a series of public meetings around February next year. But want to be having conversations. We will find the answer to any questions anyone has. We are happy to sit down with anyone and answer questions.

Wayne – we need a summary about what the points are and why it is good. Mark advised we will summarise in a newsletter.

If this comes online, Murray won’t have to spend the bulk of his time recruiting new members. We are constrained in what we can do as we need to keep our resource spend viable. If Murray didn’t have to do that, he could utilize his time doing things that will give us real return.

Election of Committee Members

Chris advised that there are 12 positions on the committee – we received 12 nominations therefore our new committee is:

- Chris Murphy
- Jacqueline Ironside
- David Osborne-Hay
- Lance O’Callahan
- Grant Henderson
- Grant Campbell
- Mark Macky
- Dave Stott
- Hugh Harvey
- Christine Liggins
- Susan Vize
- Steve Chaning-Pearce

Thank you to Steve for putting yourself forward. For those on the committee, we will circulate some dates to get everyone together to elect officers and who front what special interest groups etc.

Meeting closed at 7.13pm

Minutes produced by: Claire-Marie Blair Administrator

Minutes approved by: Chris Murphy, AGM Chairperson
Minutes

MEETING: Special General Meeting
DATE: Tuesday, 28 March 2020
TIME: 5:30pm
LOCATION: By Zoom due to Covid-19 restrictions
ATTENDEES: Chris Murphy (Chair), Mark Macky (Deputy Chair), Jacqueline Ironside, Murray Chapman, Hugh Harvey, Jill Harvey, Mark Harris, David Hay, Dave Stott, Peter Henderson, John McLaren, Grant Campbell, Susan Vize, Christine Liggins, Rachel Callender, Jason Morrison (joined late)
APOLOGIES: Lina Otter (Quinovic)

One Warkworth members represented at the meeting:
- The Oaks
- Bayleys Real Estate
- KGA Accounting Plus
- MS Engineering
- Warkworth Menswear
- Ashby Consulting
- Carlton Party Hire Silverdale & Matakana
- Chocolate Brown
- Debtfix
- Zest Communications & Marketing
- Jason Morrison Funeral Services (vote not included in tally due to technical difficulties)
- Osborne Hay
- Strategix
- MS Engineering Holdings
- Smart Dig

WELCOME
Chair welcomed attendees and outlined the constitutional requirements for conducting the SGM acknowledging that the mandatory quorum of 10 attendees had been achieved for the meeting to commence and resolutions be binding.

Agenda was tabled as previously publicised being to vote on five special resolutions to support the establishment of a Warkworth Business Improvement District.

Proxy votes were received from:
- Wealth Point North
- BNZ Warkworth
- Absolute Scaffolding Ltd
- Buckton Consulting and Surveyors Ltd
SPECIAL RESOLUTIONS
Voting for each resolution was carried out with the following results:

1. To approve and accept the One Warkworth Business Association BID Programme Establishment ballot results completed in March 2020.
   FOR: 14 + 20 proxy votes = 34
   AGAINST: nil
   ABSTAINED: 1

2. To approve and adopt the One Warkworth BID Programme establishment boundary map. During the ballot period a property was excluded from the proposed map that should have been included. A ballot pack was sent to the ratepayer concerned. The map being presented to members at this SGM is a new map and includes this property.
   FOR: 14 + 20 proxy votes = 34
   AGAINST: nil
   ABSTAINED: 1

3. To agree and adopt the One Warkworth business plan presented as part of the Warkworth BID programme establishment project and as agreed at the AGM held on 26 August 2019.
   FOR: 14 + 20 proxy votes = 34
   AGAINST: nil
   ABSTAINED: 1

4. To ratify and adopt the 2020-2021 draft budget as presented in the Warkworth BID programme establishment project documents and as approved at the AGM held on 26 August 2019.
   FOR: 14 + 20 proxy votes = 34
   AGAINST: nil
   ABSTAINED: 1
Contingent upon approval of Resolutions (i) and (ii) above, to adopt a new Constitution, which was circulated to members.
FOR: 34 + 20 proxy votes = 34
AGAINST: nil
ABSTAINED: 1

The Chair confirmed that on the basis of the vote, all five special resolutions had been passed. One Warkworth will submit the new constitution to the Companies Office within 10 working days and complete the Council process for the Business Improvement District to come into effect from 1 July 2020.

Chair thanked all attendees.

Meeting closed 5:45pm
Endorsing the establishment of the Warkworth Business Improvement District (BID) Programme and targeted rate 2020/2021
Rodney Local Board
13 May 2020

localmatters.co.nz

No contest
The following local government representatives were returned unchallenged:

- Greg Sayers – Rodney Councillor
- Colin Smith – Rodney Local Board, Wellsford
- Jonathan Larsen – Kaipara District Council, Kaiwaka – Mangawhai
- Peter Nebley – Kaipara District Council, Kaiwaka – Mangawhai
- Penny Smart – Northland Regional Council, Kaipara

Local election campaigning underway
Campaigning for the local government elections started in earnest after nominations closed last month. Several councillors and one local board member have been re-elected unopposed, after no new candidates stepped up to challenge them. Auckland Council’s Rodney Councillor Greg Sayers and Local Board member for Wellsford Collin Smith both retain their roles, while Kaipara Councillor Penny Smart stays unchallenged in her Northland Regional Council seat. On Kaipara District Council, Councillors Jonathan Larsen and Peter Worley have both been returned unopposed for the new Kaiwaka-Mangawhai ward.

There are five candidates vying for three seats in the Warkworth subdivision of Rodney Local Board — Steven Garner (Independent); Tim Holdgate (Independent); Beth Heulbrooke (Rodney First, and current board chair); Paul Manton (Rodney First); and Ayla Walker (Rodney First).

Five candidates are vying for two vacancies in the Omanawa ward of Kaipara District Council — Anna Carrino, Craig Jepson, Wayne Linton, Ian Miller and Mark Vincent.

Meanwhile, in the mayoral races, there are 21 candidates seeking election to lead Auckland. Front-runners Phil Goff and John Tamihere are being challenged by a host of contenders, including Craig Lord. In Kaipara, incumbent Jason Smith is up against Moonecia Mobusweniwa.

There are also 23 candidates standing for the Waitemata District Health Board and 20 are vying for seven seats on the Northland District Health Board.

Voting opens on Friday, September 20 and the last day to post voting papers is Tuesday, October 8. The polls close at 12 noon on Saturday, October 12.

More information on candidates and their views on key local issues will be published in our next issue, September 18.


Workworth Rotary/Lions Food Rescue chairman Terry Nuthall last month accepted hundreds of cans of food, plus cartons of other foodstuffs from Barry Thomas, of Cafe2U Silverdale, MireFM Rodney and Cafe2U Silverdale ran a week of “Can for a Coffee” to supply food for families in need. Barry was at different locations each morning and exchanged a can, or cans of food, for a free coffee. The Workworth Rotary/Lions Food Rescue has operated for three years and distributed more than 55 tonnes of emergency food aid in the Mahurangi community. Pictured: More FM breakfast host Brent Harbour, Barry Thomas and Terry Nuthall with Barry’s children, Cerys and Sian.

endorsing the establishment of the warkworth business improvement district (bid) programme and targeted rate 2020/2021

Warkworth BID clears first hurdle
Members of One Warkworth (OW) have given the association a clear mandate to investigate the introduction of a Business Improvement District (BID).

This will be Warkworth’s third attempt to introduce the compulsory annual rate to promote economic development and business growth, which is levied on commercial and industrial landowners.

About 22 people plus OW committee members attended the organisation’s annual general meeting, held at The Bridgehouse on August 26, and they voted unanimously in favour of pursuing the BID investigation.

Several landholders who had vehemently opposed the BID to 2016 spoke in favour of the proposal this time around. The mood of the meeting was that the timing for a BID was right, given the amount of growth forecast for Warkworth over the next 20 years.

Accountant Simon Withers said it was a sound idea because the association was too vulnerable if it had to rely solely on sponsors. Businessman Peter F Thompson said that over the last three years, the association had been well run and it was very important to maintain it in a viable manner. Landholder Al Mason said the BID would be fairer because everyone who benefited from the association’s work would be contributing.

One Warkworth estimates that only about half the businesses in Warkworth are currently members of the association.

If the BID proceeds, the voluntary membership system will cease and in its place will be a compulsory flat fee of $500 per commercial property within the future urban zone. Landlords will have the choice as to whether or not they pay on the charge to tenants.

One Warkworth estimates this will raise around $136,000 annually, which will be topped up with associate memberships from outside Warkworth, memberships from businesses that don’t have shop fronts such as tradepersons, and sponsorship.

“As Warkworth grows, the base funding will also grow.” One Warkworth chair Chris Murphy said.

One Warkworth will put a proposal to the Rodney Local Board in December and if that is adopted, it will run a postal vote on the BID, possibly in March. All landholders and commercial tenants in the designated BID area will be eligible to vote, regardless of whether or not they are members of One Warkworth.

The association needs 25 per cent of eligible voters to vote, and 12.5 per cent of voters to support the proposal to get the BID over the line.

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Endorsing the establishment of the Warkworth Business Improvement District (BID) Programme and targeted rate 2020/2021

Attachment D
One Warkworth still has some ground to cover to ensure that businesses who are eligible to vote on the Business Improvement District (BID) this month have the information they need. Mahurangi Matters did a walk around the town last week to gauge the level of support for the BID (see adver, left, for details), only to find that many business owners felt too poorly informed to comment.

The local owner Damien Lawlor echoed the feelings of several shop owners when he said there wasn’t a lot of interest in the BID. He says that while he understands the need for paid employees to get things done, it is a bit irrelevant if Council just does what it wants regardless.

But Copyworks owner Chris Hoddler was a lot more positive about this BID getting across the line. “I feel that last BID was weighted too much towards retailers rather than service and industrial areas. The spread this time is much more even.” He would like to see the BID funds spent on improving access for visitors in and out of town. “Rodney Local Board’s the next one to look at, particularly, is still our biggest bugbear.”

Buckton Consulting director Tony Hayman says he will definitely be supporting the BID. “Warkworth is growing in size with numerous businesses opening up as development occurs. The current model of a business association funded primarily by sponsors (of which Buckton’s is one) and small membership fees from voluntary members doesn’t seem sustainable going forward. All of the businesses in the commercial/industrial/ professional services fields can benefit from the work a properly funded association can deliver. The proposed funding model is fair, without being too onerous on small businesses, who stand to gain just as much as a large business.”

Tony adds that a BID will need to be careful that its efforts are not greatly influenced by any one business area, and that the BID should be looking at funds continuing to work in ensuring/providing appropriate transport routes (includes pedestrian and cycle) between the various areas so that the town can function as one alongside a motorway.

Initially, Coconut Gallery owner Maxine Oxford wasn’t sure what the BID was and was not keen to comment. However, after being approached by the paper, she changed her mind and further along said she was “absolutely 100 per cent in favour.” “It will give us a say about what we want for our community and I’m 100 per cent for that. People caring for one another is what it’s all about, and my experience of One Warkworth is that they care, whether that is by putting up lights or just creating a lot of life and belonging in Warkworth.”

Gibbs Motors managing director Kevin Jones says he is still undecided. “We’re in an industrial area so I can’t see it doing much for us,” he says. “I see it being more for the retailers and businesses in the centre. Mason Contractors managing director Lance O’Callaghan says he is definitely supporting the BID. “The way it is structured this time around, compared to the previous option, is much better,” he says. “Everyone you talk to seems to be feeling positive about the BID.” Lance would like to see BID funding spent on initiatives that support local growth.

One Warkworth deputy chair Mark Macey says One Warkworth has erected a dozen billboards around town and is conducting a social media and advertising campaign to convince business owners and landlords of the benefits of the BID.

“I have not heard of anyone strongly against the BID, but if someone is we would love to hear from them to discuss and debate the issue. We genuinely believe this is the best way forward,” he says.

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Establishing a Business Improvement District to improve Warkworth's potential and prosperity
"I think it’s a great idea – we really need a strong, united voice to get listened to by Council to get what the Warkworth area needs and wants so we can all prosper."

Rachel Fox, Flooring Xtra Warkworth

**The summary**

Designated as one of two satellite towns in Auckland’s Unitary Plan, Warkworth is seeing the start of significant growth. From a rural and coastal service town of about 4,000 people, Auckland Council forecasts there will be an additional 7,500 dwellings, up to 2,000 new jobs, and a population of over 25,000 people in Warkworth over the next 25 years.

Over 1,000ha of rural land around Warkworth has been zoned Future Urban to enable development that will cater for this population growth, and the Puhoi to Warkworth Road of National Significance (planned for completion late 2021) will provide greater accessibility.

Warkworth will attract greater business interest. There will be new retail, service, manufacturing, and distribution activities, as well as business support services, visitor attractions and hospitality offerings.

With this growth and change, Warkworth needs a strong voice to ensure business opportunities are capitalized on, issues satisfactorily dealt with, and the wider community’s aspirations realized.
Joining the Business Improvement District (BID) Partnership Programme will enable One Warkworth to do more, bringing additional benefits that other business associations are already taking advantage of. We need to make sure Warkworth can hold its own with places like Silverdale, Orewa and Albany competing for business.

The vision

With a proven track record, One Warkworth is well placed to work with the local business community, Auckland Council, CCOs, the Rodney Local Board, local residents and other key stakeholders to ensure Warkworth becomes a thriving, appealing, accessible, and well-connected business hub for the wider area.

We want to deliver activities and initiatives that create business and employment opportunities and contribute to improved profitability. We want to achieve a strong and sustainable local economy. We want businesses to have a say on infrastructure, plans, policies and initiatives that impact on them.

To do this we need a clear focus, funding and resources with someone to pull it all together and make it happen. A BID is the mechanism that will help us achieve this – quite simply, it will give us the ability to grow stronger together.

“Nearly every person who lives here knows what a special place it is. We need a way to reflect the real grass roots of the Warkworth area so that more visitors get to enjoy it as much as we do.”

Ian Anderson, Legal Graffiti and Fine Art Warkworth
The plan

With the right resources and secure funding, a BID will enable us to focus on four key initiatives. Under the Warkworth BID programme, One Warkworth will work on the following priorities first:

1. **ADVOCACY**: We will ensure we have an effective, strong and coordinated approach that aims to successfully influence Auckland Council and governmental decision makers for the benefit of Warkworth businesses and the wider community by:
   - Submitting on development planning and private plan changes for Warkworth’s future growth, including advocating for more appropriate and better industrial land to meet the needs of the town.
   - Advocating to Auckland Council and Auckland Transport for infrastructure that meets local business needs including roading (e.g. Matakana Link Road, RoNS, a Southern Interchange, Western Collector), parking, better connectivity (e.g. pedestrian and cycle access) and place-making.
   - Seeking assurances from Council, CCOs and government agencies that local development contributions are invested in local infrastructure e.g. bulk water, wastewater and roading.

2. **ACTIVITIES**: We will provide support and deliver activities and events that make doing business in Warkworth easier, safer and more profitable by:
   - Providing a series of relevant networking, training and professional development opportunities to meet the different needs of our members.
   - Supporting ‘Hero Events’ that bring the community together, and create more opportunities for our businesses e.g. Mahurangi Festival of Lights, Car Rally, Kowhai Festival, Santa Parade.
- Operating the Warkworth Information Centre and re-positioning it to promote local businesses and generate new business.
- Obtaining input from members regarding local safety, security or nuisance issues in the area, and working with the Police and security firms on behalf of businesses to develop and implement crime prevention initiatives.

3. **ATTRACTION:** We will attract and retain diverse, high-value commercial tenants and businesses, and increase the number of customers, clients and visitors to Warkworth by:
   - Developing a Visitor Strategy to increase the number of visitors and lengthen their stay in the region.
   - Developing a Marketing Plan to maximise exposure for BID properties, businesses, attractions and events that increase the volume and value of business transactions.

4. **ACCOUNTABILITY:** We will have robust and transparent measures in place so local businesses can participate in decision making, and know what is being done and achieved by:
   - Developing and implementing a communications plan to ensure all stakeholders are kept informed and given opportunities to participate in decision making using a variety of tools including website, social media, newsletters, publicity.
   - Making agendas, minutes, correspondence and reports easily accessible for all members in accordance with the constitution and BID Policy.

To read the full One Warkworth two-year business plan, visit: www.onewarkworth.co.nz
Benefits of being a BID

Dedicated Funding
A BID will provide One Warkworth with guaranteed annual funding via the Warkworth BID targeted rate. This funding is expected to be about $134,000 p/a and with supplementary funding from other revenue streams, will ensure the business association can continue providing and improving on the services, activities and events it delivers.

National Recognition
The BID programme is nationally recognised and well respected by other business support networks, governmental and non-governmental agencies. Business associations that are part of a BID programme generally have greater importance when seeking support and assistance from other organisations.

Professional Staff
One Warkworth currently employs three part-time contractors and relies on a number of volunteers to do business association work. This has enabled us to make good progress compared to previous years when work was done exclusively by volunteers however, we have only scraped the surface. We need to commit more resources to achieve even better results for our town.

Improved Opportunities
The BID will provide better business networking opportunities; greater access to expert training for business owners and staff; help attract a larger pool of skilled workers; and create cost savings through a centralized, co-ordinated marketing effort that promotes the Warkworth area as a destination for shoppers, visitors and business investment.

With your support, and by voting YES to form a BID, we can make it happen. This is an exciting time for the Warkworth area!
Frequently asked questions about the BID

What is a BID?
A BID is a public private partnership between Auckland Council and business associations committed to developing a local business environment. There are currently 48 BIDs in Auckland.
A BID enables business communities to pool resources, agree on activities that will benefit them, and control how they are implemented/achieved.
To read more about the Auckland Council BID Partnership Programme visit www.aucklandcouncil.govt.nz or use the link on the One Warkworth website.

What is the proposed BID area?
The proposed BID boundary is based on Warkworth’s future urban zone and applies to all live business-zoned properties within this area. There are currently 268 businesses and commercial organisations within the Warkworth BID boundary (black line on map below).

“I definitely support this - it will be great for my business and the community around me. I’m definitely ticking YES and think you should too.”
Peter Thompson, P. Thompson Consulting
How is the BID programme funded?

The Local Government (Rating) Act 2002, allows Auckland Council to collect targeted rates. Under the Auckland Council BID Policy, a targeted rate can be collected to fund BID partnership programmes.

A BID targeted rate would be levied on all commercial property owners within the Warkworth BID boundary. 100 percent of funds collected by Auckland Council through the targeted rate will be passed on to the business association.

How much will I pay?

Commercially rated properties within the Warkworth BID boundary would each pay a targeted rate of $500. Where a commercial property is tenanted, the landlord may choose to pass this levy on to the business tenant. Where there is more than one business tenant, the $500 may be divided between tenants.

Where a member of One Warkworth is currently paying $240 a year for membership, many members will pay less under the BID if they are in a building with a number of tenants.

Can the target rate amount be changed?

$500 is the maximum fixed amount that can be levied per property for a BID targeted rate as per the Auckland Council BID policy.

The only way this amount could be changed is if a new formula was introduced based on a percentage of the rateable value of a property. This cannot happen at the whim of the committee. A full consultative process of members, which is bound in the association’s constitution, and another independent voting ballot that shows majority support, must be undertaken before any change can be considered.

Do I have to pay a membership fee as well as the targeted rate?

No! The targeted rate replaces the voluntary membership fee for all businesses operating from commercially-rated properties within the BID boundary. If your business is outside the boundary, and/or operates from a residential property, you can pay an associate membership fee to enjoy the same benefits as a BID business.
Businesses already pay rates - why should we pay again?
Business rates are collected by Council and redistributed across the whole of Auckland. The BID targeted rate is for additional projects delivered and managed by the business association specifically for the benefit of the business community in our area.

Who controls how the money will be spent?
One Warkworth will be responsible for the money, and must follow strict management and accountability procedures as outlined in council’s BID Policy. One Warkworth must also operate in accordance with the association’s constitution. The Council does not control how the money is spent.

If the BID ballot is successful, an Annual General Meeting will be held to nominate a new committee/board, which will be responsible for starting up and leading the BID partnership programme in Warkworth.

The newly appointed committee can then employ contractors to do the work as set out in One Warkworth’s two-year business plan within the allocated budget.

How many votes are needed for a successful ballot?
For the ballot to be considered by Auckland Council, 25 percent of all ballot papers need to be returned to Electoral Services, and a minimum of 51 percent of those must be votes in favour of a BID Partnership Programme and BID targeted rate.

Who can vote?
Eligible voters are commercial property owners and commercial tenants within the proposed BID area.

The list of eligible voters is based on the principle of one business entity - one vote, or one person - one vote. Each commercial property owner and business owner located in the BID boundary areas will receive a BID ballot pack by post.

The eligible voter list will be available on www.onewarkworth.co.nz from the start of February so you can make sure you are registered to receive a voting pack.

How do I vote and when?
All eligible voters will receive a voting ballot by post. The voting period starts on 17 February and closes midday 16 March. The ballot is conducted by Independent Election Services on behalf of One Warkworth Business Association.
Some of One Warkworth’s achievements

We have:

- proactively represented the business community at central government, council and CCO meetings to ensure projects, policies and plans reflect local business needs e.g. the Road of National Significance, Matakana Link Road, Warkworth Structure Plan
- made formal deputations and submissions on behalf of local businesses
- developed a search optimized website to help promote local business members
- driven support for local businesses through our social media channels
- hosted regular networking events
- held public meetings on matters of concern for local businesses e.g. the removal of the weir, Mayoral candidates debate, and Rodney Local Board candidates meet and greet
- supported the Santa Parade, Kowhai Festival, Classic Car Rally and Mahurangi Festival of Lights
- hosted social media workshops to help local businesses upskill
- run late night and Christmas shopping campaigns and an e-Waste collection.
Proposed budgets year one and year two

**Year One - Proposed BID Budget 2021**
Based on BID targeted rate income $134,000 and supplementary income of $95,000

- Advocacy / Specialist Advice $5,000
- Audit/Accounting/Office Costs $8,000
- Communications $15,000
- Contingency $5,500
- Environment audit & plan $5,000
- Info Centre Staffing $45,000
- Marketing $18,000
- Membership Support $14,000
- Relationship Building $5,000
- Reporting / Admin $10,000
- Signature Event $10,000
- SME Business Support $15,000
- Town Manager $72,500

**Year Two - Proposed BID Budget 2022**
Based on BID targeted rate income $134,000 and supplementary income of $95,000

- Advocacy / Specialist Advice $5,000
- Audit/Accounting/Office Costs $8,000
- Communications $15,000
- Contingency $5,500
- Environment attraction $4,000
- Info Centre Staffing $45,000
- Marketing $20,000
- Membership Support $14,000
- Relationship Building $5,000
- Reporting / Admin $10,000
- Signature Event $10,000
- SME Business Support $15,000
- Town Manager $72,500
What happens if I don’t vote or there is a NO vote?

Not voting means we are unlikely to reach the required 25 percent response rate and voting No means we would be unlikely to reach the required 51 percent support. In both instances, the ballot will not be successful and a BID will not be established.

This means the services One Warkworth provides would be severely scaled back and we would only be able to continue as an organisation dependent on good will and funding from a few business sponsors and voluntary members.

We would not be able to contract staff and instead would have to rely on finding volunteers with time and skills to help when they can. Our work would mostly be reactive and there would be no planned approach towards developing economic opportunities in the Warkworth area.

The Warkworth business community would not have a voice to lobby the Rodney Local Board, Auckland Council, Auckland Transport, Watercare, NZTA and others – we would have considerably less influence on local decisions that affect us.

VOTE YES for a Business Improvement District

Contacts

If you have any questions regarding the BID process, please contact:

Chris Murphy: chris.murphy@realliving.co.nz or 021 425 885
Mark Macky: mark.macky@bayleys.co.nz or 021 772 711
Susan Vize: susan@chocolatebrown.co.nz or 027 424 7365
Murray Chapman: murray@onewarkworth.co.nz or 027 496 6550

Claire Siddens for Auckland Council BID policy and partnership matters on 09 484 7232 or claire.siddens@aucklandcouncil.govt.nz

The Electoral Office for official ballot process matters on 09 973 5212 or info@electionservices.co.nz

www.onewarkworth.co.nz
Warkworth is changing rapidly with the population expected to explode over the next 20 years and land being developed at a rate of knots.

These changes will generate challenges and opportunities for local businesses.

The squeeze on infrastructure has the potential to grind business activity to a halt while the growing market has the potential to accelerate demand for goods and services exponentially.

A strong, financially stable business association will collectively and efficiently help local businesses deal with the challenges and capitalise on the opportunities.

Warkworth has been doing this successfully for the last three years with the support of a small group of loyal sponsors. In fact, about 70 percent of the money used to get things done in the business community comes from just 23 businesses with the remaining 30 percent coming from membership fees.

As soon as this sponsorship dries up, everything Warkworth does stops – it is a high risk model. We need a more efficient and fairer way of generating funding to do the work we do – a model where everyone who benefits contributes.

This is where a Business Improvement District (BID) comes in.

Things Warkworth does that a BID will enable it to continue:

- Represents the business community at central government, council and CCO meetings to ensure projects, policies and plans reflect local business needs
- Makes formal deputations and submissions on behalf of local businesses
- Promotes local businesses on our search optimised website and business directory
- Drives support for local businesses through social media channels
- Hosts regular networking events
- Holds public meetings on matters of concern to local businesses
- Supports events like the Santa Parade, Kowhai Festival, Classic Car Rally and Mahurangi Festival of Lights to connect local businesses with the community
- Hosts and promotes workshops on business best practice and changing regulations so businesses can adapt and succeed
- Shares expertise to help businesses improve their capability and build capacity
- Scopes and delivers initiatives like the e-Waste collection, late night shopping campaign and monitored security cameras

Susan Vize, Chocolate Brown

"I supported the BID last time, and I will support it again. I really can’t see a downside of supporting a strong, proactive business association."
hat’s a BID?

BID is a way of generating funding from businesses located in a geographically defined area. In our case, this area is defined by the Future Urban Area boundary (pictured below) in the adopted Warkworth Structure Plan.

As an extra layer of protection, the flat rate will only ever change if a true majority of businesses within the BID area support doing so. This will be a clause in the Warkworth constitution to ensure this happens.

The fixed flat rate and constitutional protection make this BID proposal significantly different to what was proposed four years ago.

**Hugh Harvey, MS Engineering**

I was strongly against the last BID proposal. I didn’t agree that the rate should be based on a commercial property’s capital value; I didn’t trust Council’s involvement, and I didn’t believe we would get any benefit from it. Over the last three years, One Warkworth has proven what can be achieved with the right support and resources. At a fixed rate of $500 per year / per title, establishing a BID will ensure One Warkworth can develop long-term strategies that the business sector and the area as a whole will benefit from. I fully support this new BID proposal.

**Dave Morrison, Davco Electrical**

In 2014 I was opposed to forming a BID. The volunteers had done their best, but there was nothing in the proposal that would specifically benefit my business. The proposed rating system was also grossly unfair. Amongst other things, I’ve been impressed with One Warkworth’s work on the Structure Plan and roaming network. Now I know what can be achieved, I’m happy to pay $500 a year to make sure One Warkworth’s work continues.

How is a BID established?

Following unanimous support at our AGM to enter the BID establishment process, we will now go to the vote to see if there is wider support.

Commercial property or business owners located within the black line on the map are eligible to vote on establishing a Business Improvement District (BID) in Warkworth.

The process of voting is set out in the Auckland Council BID policy. The ballot is based on the principle of ‘one entity – one vote’/’one person – one vote’, an entity being a ratepayer and/or a business/occupier. Where a ratepayer is the ratepayer for a number of properties s/he will be entitled to one vote. Where a ratepayer is also the occupier, s/he will be entitled to one vote.

Independent Electoral Services Ltd will run the ballot and voting is done by post or online using a dedicated code. Murray Chapman is currently collecting voter information to ensure everyone eligible is on the list to receive a postal voting pack. If you would prefer to submit your vote details electronically, visit our website www.onewarkworth.co.nz.

The list of all eligible voters will be published on our website from mid-February - please check your details.

**Eligible voter list available from mid-Feb.**

**Postal voting from 16 Feb – 16 March 2020.**
Endorsing the establishment of the Warkworth Business Improvement District (BID) Programme and targeted rate 2020/2021

VOTE NOW to establish a BID.
Voting closes 12 noon, Monday 16 March
VOTE ONLINE - instructions in voting pack

A BID will provide essential funding and resources so One Warkworth can keep doing good work. This includes:
- making submissions on Auckland Council and CCO plans for our town
- supporting events like the Kowhai Festival, Mahurangi Festival of Lights, Classic Car Rally and Santa Parade.

Without a BID, One Warkworth’s survival is at risk and we will lose our town’s strong, united voice.

Voting packs have been delivered. If you are an eligible voter and did not receive one, contact Judith Ofososke at Independent Election Services on 09 973 5212. For all other info, call Murray Chapman on 027 496 6550.

See www.onewarkworth.co.nz for info.

Over the last three years, One Warkworth has proven what can be achieved with the right support and resources. At a fixed rate of $500 per year / per site, establishing a BID will ensure One Warkworth can develop long-term strategies that the business sector and the area as a whole will benefit from. I fully support this new BID proposal.” Hugh Harvey, MS Engineering

VOTE YES for a Business Improvement District
Endorsing the establishment of the Warkworth Business Improvement District (BID) Programme and targeted rate 2020/2021
Have your say on the future prosperity of Warkworth

From a rural and coastal service town of about 4,000 people, Auckland Council forecasts there will be an additional 7,500 dwellings, up to 2,000 new jobs, and a population of over 25,000 people in Warkworth by 2045. Now is a crucial time for the local business community to work positively together to position Warkworth as Mahurangi’s business hub and service centre, making it the best place to do business and grow profitability.

As One Warkworth has proven, the progress and results achieved by having a business association with dedicated resources far surpasses what can be achieved by volunteers with inadequate funding.

To make Warkworth a thriving, accessible, well-connected town that can deal with the challenges of future growth and compete with neighbouring business hubs to the south, we need a coordinated and well-resourced approach.

This ballot is to determine whether the establishment of a Business Improvement District is supported by the business community as a way of doing this.

A Business Improvement District (BID) generates funding from a targeted rate applied to commercially rated properties within a geographically defined area. The black boundary line on the map opposite indicates the area that would be covered by the Warkworth BID.

The targeted rate would be fixed at $500 (+GST) per year for each commercially rated property. If a commercial property has tenants, the landlord may choose to pass that fee on. If there are several tenants, the fee may be divided amongst them. This targeted rate cannot be changed without a full consultative process with members and is bound in the association’s constitution.

100 percent of funds collected by council through the targeted rate will be passed onto the business association to be spent as agreed by members and the committee in an annual budget.

There are currently 268 commercially rated properties in the Warkworth BID boundary, and the targeted rate is expected to generate $134,000 p/a. Supplementary funding will be sought from grants, associate memberships and sponsorship.

“I definitely support this - it will be great for my business and the community around me. I’m definitely ticking YES and think you should too.”

Peter Thompson,
P. Thompson Consulting
Business plan

The goal is to ensure Warkworth becomes a thriving, appealing, accessible, and well-connected business hub for the wider area, and we will focus on the following priorities first:

1. **ADVOCACY**: We will ensure Warkworth has an effective, strong and coordinated approach that successfully influences Auckland Council and governmental decision making for the benefit of Warkworth businesses and the wider community by:
   - Submitting on development planning and private plan changes for Warkworth’s future growth, including advocating for more appropriate and better industrial land to meet the needs of the town.
   - Advocating to Council and Auckland Transport for infrastructure that meets local business needs including roading (e.g. Matakana Link Road, ReNS, a Southern Interchange, Western Collector), parking, better connectivity (e.g. pedestrian and cycle access) and place-making.
   - Seeing assurances from Council, CCOs and government agencies that local development contributions are invested in local infrastructure e.g. bulk water, wastewater and roading.

2. **ACTIVITIES**: We will provide support and deliver activities and events that make doing business in Warkworth easier, safer and more profitable by:
   - Providing a series of relevant networking, training and professional development opportunities to meet the different needs of our members.
   - Running ‘Hero Events’ that bring the community together, create opportunities for our businesses e.g. Mahurangi Festival of Lights, Car Rally, Kowhai Festival, Santa Parade
   - Operating the Warkworth Information Centre and re-positioning the offering so it supports local businesses and generates new business.
   - Obtaining input from members regarding local safety, security or nuisance issues in the area, and working with the Police and security firms on behalf of all businesses to develop and implement crime prevention initiatives.

3. **ATTRACTION**: We will attract and retain diverse, high-value commercial tenants and businesses and increase the number of customers, clients and visitors to Warkworth by:
   - Developing a Visitor Strategy to increase the number of visitors and lengthen their stay in the region.
   - Developing a Marketing Plan to maximise exposure for BID properties, businesses, attractions and events to increase and volume and value of business transactions.

4. **ACCOUNTABILITY**: We will have robust and transparent measures in place so local businesses can participate in decision making, and know what is being done and achieved by:
   - Developing and implementing a communications plan to ensure all stakeholders are kept informed and given opportunities to participate in decision making using a variety of tools including websites, social media, newsletters, publicity.
   - Making agendas, minutes, correspondence and reports easily accessible for all members and in accordance with the constitution and BID Policy.

To read One Warkworth’s full two-year business plan visit [www.onewarkworth.co.nz](http://www.onewarkworth.co.nz)
Rodney Local Board
13 May 2020

Budget
If a BID is established, the proposed budget for the first two years is as follows:

**Year One - Proposed BID Budget 2021**
Based on BID targeted rate income $134,000 and supplementary income of $95,000

- Advocacy / Specialist Advice $5,000
- Audit/Accounting/Office Costs $8,000
- Communications $15,000
- Contingency $5,500
- Environment audit & plan $6,000
- Info Centre Staffing $45,000
- Marketing $18,000
- Membership Support $4,000
- Relationship Building $5,000
- Reporting / Admin $10,000
- Signature Event $10,000
- SME Business Support $15,000
- Town Manager $72,500

**Year Two - Proposed BID Budget 2022**
Based on BID targeted rate income $134,000 and supplementary income of $95,000

- Advocacy / Specialist Advice $5,000
- Audit/Accounting/Office Costs $8,000
- Communications $15,000
- Contingency $5,500
- Environment attraction $4,000
- Info Centre Staffing $45,000
- Marketing $210,000
- Membership Support $4,000
- Relationship Building $5,000
- Reporting / Admin $10,000
- Signature Event $10,000
- SME Business Support $15,000
- Town Manager $72,500
What happens if I don't vote or there is a NO vote?

Not voting means we are unlikely to reach the required 25 percent response rate and voting No means we would be unlikely to reach the required 51 percent support. In both instances, the ballot will not be successful and a BID will not be established.

This means the services One Warkworth provides would be severely scaled back and we would only be able to continue as an organisation dependent on good will and funding from a few business sponsors and voluntary members.

We would not be able to contract staff and instead would have to rely on finding volunteers with time and skills to help when they can. Our work would mostly be reactive and there would be no planned approach towards developing the economic opportunities the Warkworth area.

The Warkworth business community would not have a voice to lobby the Rodney Local Board, Auckland Council, Auckland Transport, Watercare, NZTA and others – we would have considerably less influence on local decisions that affect us.

For further information about about the Business Improvement District proposal for Warkworth please contact:

Chris Murphy: chris.murphy@realiving.co.nz or 021 425 885
Mark Macky: mark.macky@bayleys.co.nz or 021 772 711
Susan Vize: susan@chocolatebrown.co.nz or 027 424 7365
Murray Chapman: murray@onewarkworth.co.nz or 027 496 6550
Hugh Harvey: hugh@mseng.co.nz or 09 425 7116

Claire Siddens: for Auckland Council BID policy and partnership matters on 09 484 7232 or claire.siddens@aucklandcouncil.govt.nz
The Electoral Office: for official ballot process matters on 09 973 5212 or info@electionservices.co.nz
ONE WARKWORTH BUSINESS ASSOCIATION
PROPOSED BUSINESS IMPROVEMENT DISTRICT ESTABLISHMENT BALLOT

REPORT TO: ONE WARKWORTH BUSINESS ASSOCIATION

From Independent Election Services Ltd

3 April 2020

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

1. INTRODUCTION

1.1 Background

Notification of a ballot in the One Warkworth Business Association area, to determine whether to establish a Business Improvement District (BID) area, was received from Rachel Calender in March 2019. Following discussions with One Warkworth Business Association, a ballot date of 16 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 established.
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 Warkworth 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 Thursday 13 February 2020, for delivery from Monday 17 February 2020. Electors then had four weeks to complete and return their voting documents, with voting closing at 12 noon on Monday 16 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 establishment area was eligible to vote.

A roll of electors within the One Warkworth Business Association area was compiled from Auckland Council and One Warkworth Business Association data and contained 582 entities/electors. Eleven records were added during the voting period (due to them recently moving into the area and/or not being included in the initial list), bringing the total number to 593 electors.

2.3 Voting Packs

The voting packs consisted of:

- outward Maxpop sized envelope;
- return DLE sized prepaid envelope;
- personalised voting document;
- Information brochure/flyer (A3 double-sided, greyscale);
- One Warkworth Business Association membership form.

A sample voting document is attached [Appendix 2].
2.4 Additional Voting Packs

During the voting period 23 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, 253 of 593 electors had returned their vote (this being a 42.7% return). A schedule of daily returns is attached [Appendix 3].

This compares to other BID ballot returns of:

- 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 establishment of the Warkworth Business Improvement District (BID) programme (as defined on the enclosed map and detailed financial information) which would be delivered by the One Warkworth Business Association, and accordingly approve a budget of approximately $134k for the 2020/2021 financial year and support the paying of a targeted rate?*

- Yes 223 (88.14%)
- No 28 (11.07%)
- Invalid, Informal or Blank 2

As more than 25% of the eligible electors returned their voting document and over 51% of those that voted supported the establishment of the Warkworth Business Improvement District, the poll is successful.
A copy of the final results is attached [Appendix A].

2.7 Costs

The cost to conduct the ballot is $5,112.80 + GST, made up of:

- $4,744.00 + GST, being $8.00 + GST for each elector, for 593 electors
- $177.90 + GST being print and fold 593 A3 information brochures/flyers
- $190.90 + GST being 23 additional packs issued @ $8.30 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 establishment of a Business Improvement District in the One Warkworth Business Association area. The ballot indicated that of those who returned their vote, a majority supported establishing a BID area.

We trust that the One Warkworth 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 Ofoske, Director / Operations Manager
Election Services
Warkworth Business Association
Proposed Business Improvement District Expansion Ballot

Ballot Timetable

Close of Voting: 12 noon, Monday 16 March 2020
(Number of Electors: approx 850)

by Wednesday 5 February 2020
Voter register complete
Receive voter data and additional information from WBA/AG

Thursday 13 February 2020
Lodgement of Voting Packs with NZ Post

from Monday 17 February 2020
Delivery of Voting Mailers

Monday 17 February 2020 -
Monday 16 March 2020
Voting period
Progressive roll scrutiny
Early processing

Monday 16 March 2020
Polling Day
Voting closes (12 noon)

Results available as soon as possible

Dale Otsonke
February 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)

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

vote online
Go to www.votesonline.co.nz/xxxx
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

Endorsing the establishment of the Warkworth Business Improvement District (BID) Programme and targeted rate 2020/2021
Endorsing the establishment of the Warkworth Business Improvement District (BID) Programme and targeted rate 2020/2021
APPENDIX 3

Endorsing the establishment of the Warkworth Business Improvement District (BID) Programme and targeted rate 2020/2021
RESULT SHEET
OFFICIAL RESULT

Warkworth Business Improvement District
BID ESTABLISHMENT BALLOT
16 March 2020

Question: Do you support the establishment of the Warkworth Business Improvement District (BID) programme (as defined on the enclosed map and detailed financial information) which would be delivered by the One Warkworth Business Association, and accordingly approve a budget of approximately $134k for the 2020/2021 financial year and support the paying of a targeted rate?

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Minutes

MEETING: Special General Meeting
DATE: Tuesday, 28 March 2020
TIME: 5:30pm
LOCATION: By Zoom due to Covid-19 restrictions
ATTENDEES: Chris Murphy (Chair), Mark Macky (Deputy Chair), Jacqueline Ironside, Murray Chapman, Hugh Harvey, Jill Harvey, Mark Harris, David Hay, Dave Stott, Peter Henderson, John McLaren, Grant Campbell, Susan Vize, Christine Liggins, Rachel Callender, Jason Morrison (joined late)
APOLOGIES: Lina Otter (Quinovic)

One Warkworth members represented at the meeting:
- The Oaks
- Bayleys Real Estate
- KGA Accounting Plus
- MS Engineering
- Warkworth Menswear
- Ashby Consulting
- Carlton Party Hire Silverdale & Matakana
- Chocolate Brown
- Debtfix
- Zest Communications & Marketing
- Jason Morrison Funeral Services (vote not included in tally due to technical difficulties)
- Osborne Hay
- Strategix
- MS Engineering Holdings
- Smart Dig

WELCOME
Chair welcomed attendees and outlined the constitutional requirements for conducting the SGM acknowledging that the mandatory quorum of 10 attendees had been achieved for the meeting to commence and resolutions be binding.

Agenda was tabled as previously publicised being: to vote on five special resolutions to support the establishment of a Warkworth Business Improvement District.

Proxy votes were received from:
- Wealth Point North
- BNZ Warkworth
- Absolute Scaffolding Ltd
- Buckton Consulting and Surveyors Ltd
• Intimate Apparel
• McDonald Adams Optometrists
• Webster Malcolm Law
• Warkworth Investments
• Insight Legal
• Aqua Filter
• The Drug Detection Agency
• Cameron Autos
• Composite Joinery
• WRMK Law
• Hollis and Scholefield
• JG Wech Plumbers and Drain Layers
• Flooring Extra
• Rodney Surgical Centre
• Gaby’s
• Quinovic

SPECIAL RESOLUTIONS
Voting for each resolution was carried out with the following results:

1. To approve and accept the One Warkworth Business Association BID Programme Establishment ballot results completed in March 2020.
   FOR: 14 + 20 proxy votes = 34
   AGAINST: nil
   ABSTAINED: 1

2. To approve and adopt the One Warkworth BID Programme establishment boundary map. During the ballot period a property was excluded from the proposed map that should have been included. A ballot pack was sent to the ratepayer concerned. The map being presented to members at this SGM is a new map and includes this property.
   FOR: 14 + 20 proxy votes = 34
   AGAINST: nil
   ABSTAINED: 1

3. To agree and adopt the One Warkworth business plan presented as part of the Warkworth BID programme establishment project and as agreed at the AGM held on 26 August 2019.
   FOR: 14 + 20 proxy votes = 34
   AGAINST: nil
   ABSTAINED: 1

4. To ratify and adopt the 2020-2021 draft budget as presented in the Warkworth BID programme establishment project documents and as approved at the AGM held on 26 August 2019.
   FOR: 14 + 20 proxy votes = 34
   AGAINST: nil
   ABSTAINED: 1
Contingent upon approval of Resolutions (i) and (ii) above, to adopt a new Constitution, which was circulated to members.
FOR: 14 + 20 proxy votes = 34
AGAINST: nil
ABSTAINED: 1

The Chair confirmed that on the basis of the vote, all five special resolutions had been passed. One Warkworth will submit the new constitution to the Companies Office within 10 working days and complete the Council process for the Business Improvement District to come into effect from 1 July 2020.

Chair thanked all attendees.

Meeting closed 5:45pm
Te take mō te pūrongo

Purpose of the report
1. To endorse the community and stakeholder engagement findings.
2. To approve the local indoor court facility service requirements.
3. To endorse progressing a potential facility partnership with the Kumeū Racquets Club.
4. To approve the location and facility options on Huapai Domain for consideration in the detailed business case.

Whakarāpopototanga matua

Executive summary
5. Rodney Local Board resolved an indoor court facility to be built in Kumeū – Huapai as its One Local Initiative project, part of the Long-term Plan (LTP) 2018-2028 [RD/2018/25].
6. We engaged with the Kumeū – Huapai community and sport club and code stakeholders between December 2019 and March 2020, to inform the service requirements and ensure the indoor court facility is fit-for-purpose to meet community needs (see Attachment A to the agenda report).
7. We received 359 responses to the online surveys through Have Your Say and People’s Panel and 125 sticker dot responses.
8. We also had more in-depth conversations with sport codes and club stakeholders to understand their needs and requirements for the proposed new facility and engaged with mana whenua at the Parks and Recreation – Mana Whenua North/West Iwi Forum. A number of iwi are interested in on-going involvement in the project.
9. The key findings from the community engagement support the functions of a local facility to provide opportunities to participate regularly and locally in indoor sports, physical fitness and wellness activities. Top responses to the survey included:
   - indoor sports and activities – basketball, netball, badminton, indoor cricket (training), gymnastics for adults and futsal and trampolining for school aged children
   - physical fitness and wellness activities – exercise machines, Pilates/yoga and weight training
   - recreation programmes for school aged children – school holiday programmes.
10. Feedback aligns with activities anticipated for local facilities in the Community Facilities Network Plan (2015), with the exception of indoor cricket training, which requires bespoke facilities.
11. We received online survey feedback on other activities respondents would like to see at the facility. Swimming was the most popular activity mentioned but is out of scope for this facility.
12. All the sport stakeholders are supportive of the provision of indoor court facilities at Huapai Domain and indicate a high level of unmet demand for their sports that can be provided for at the new facility. Further validation of demand will be required through the detailed business case to understand the long-term impact of the Covid-19 situation on sport and recreation provision and activity levels.
13. The baseline service requirements focus on a local facility for the local community and are supported by the community engagement findings. The service requirements include:

- indoor sports leagues and casual-play (leisure) – two indoor courts with wooden floor, court divider, storage and portable scoreboard
- sport and recreation programmes – multipurpose room, maximising opportunities to utilise Huapai Domain facilities
- accessibility – suitable changing and toilet facilities, parking.

14. A level of fitness provision is signalled in the Community Facilities Network Plan (2015) and was supported through community engagement. Further analysis is recommended during the DBC phase to assess the appropriate level and viability of fitness provision in the facility.

15. The cricket community advocated for indoor cricket net training facilities. Indoor cricket net training facilities are not part of council’s core provision for local sports facilities and as Kumeū Cricket Club cannot contribute financially, they are not included in the baseline service requirements. The facility design could be future proofed for indoor cricket net training facilities to enable Kumeū Cricket Club to contribute to their development in the future.

16. Kumeū Racquets Club are a potential facility partner. They have confirmed their interest in exiting their existing facility in Kumeū and contributing capital funding to realise squash courts within the new facility. We recommend continuing negotiations with KRC during the DBC phase to confirm viability for both parties.

17. Four locations in Huapai Domain, within the vicinity of the existing netball courts, general training field and playground were assessed for their suitability to accommodate the proposed new facility. Two preferred location options were identified to take through the DBC. No competition sports fields will be displaced.

18. Indicative funding of $22.4 million was earmarked for the Rodney Local Board OLI in the Long-term Plan 2018-2028. Updated cost estimates show the baseline facility can be built within budget, although there will be an ongoing need to manage this through the design process and consideration of options.

19. Project risks include uncertainty around cost, time and sport demand and delivery implications of the COVID 19 situation, cost escalations, stakeholder and community expectations not being met and project delays. These risks will be managed through detailed investigations early in the design process, project management and communication.

Ngā tūtohunga
Recommendation/s
That the Rodney Local Board:

a) endorse the findings of the community and stakeholder engagement process

b) approve the baseline service requirements for the proposed Kumeū – Huapai local indoor court facility on Huapai Domain for inclusion in the detailed business case:

i) Indoor sports leagues and casual play requiring two indoor courts, wooden floor and 7-10m height, court dividers (dropout/pull back), light levels suitable for recreational badminton, equipment storage and portable scoreboard

ii) Sport and recreation programmes requiring multipurpose room and indoor-outdoor flow

iii) Accessibility for full range of disabilities requiring suitable changing and toilet facilities and parking.

c) endorse further analysis during the detailed business case phase to assess the appropriate level and viability of fitness provision within the new facility
d) endorse future proofing the design of the Kumeū – Huapai local indoor court facility to accommodate an indoor cricket training facility should the Kumeū Cricket Club raise capital funds towards this additional facility in the future.

e) endorse inclusion of an option for a potential facility partnership with Kumeū Racquets Club in the detailed business case to enable provision of a maximum of four squash courts, with associated online booking and access system and gallery seating, in addition to the baseline service requirements.

f) approve development of concept options in Huapai Domain for:

i) A two court indoor facility in Location A, adjacent winter football field 3 (refer Slide 24, Attachment A) and location D, adjacent winter football field 1 (refer Slide 25, Attachment A).

g) A two court indoor facility plus squash courts on Location A.

Horopaki Context

20. The One Local Initiative (OLI) 10 Year Programme process was initiated through the 2018-2028 Long-term Plan in order to improve the local board advocacy process, including providing more comprehensive advice on local board advocacy projects. Whilst there was no guarantee of funding, the process was designed to give local board projects a better opportunity to be progressed through investigation, business cases and to be considered for funding.

21. Through the development of the OLI programme local boards submitted their key advocacy project for inclusion. Rodney Local Board’s key advocacy project is a local indoor court facility on Huapai Domain [RD/2018/25].

22. The proposal for an indoor court facility was initiated by existing clubs on Huapai Domain and the Kumeū Rackets Club (KRC) who had been working together over several years to progress a multi-sport development, including an indoor recreation space.

23. The local board supported the project by commissioning:

- a needs assessment in 2016 which confirmed the need for indoor courts and optimal location in the Kumeū – Huapai area
- a feasibility study in 2017 which confirmed Huapai Domain as the preferred site and identified a location and multi-sport development option for the partner organisations to focus on within the Domain.

24. The Auckland Indoor Court Plan (2019) outlines the need for indoor court facilities in the north west of Auckland. Sport preferences in the surrounding area are changing with an increase of 4300 indoor court users forecast by 2033. This is in addition to increased demand driven by local population growth which is projected to grow 35 per cent from 16,880 to 22,908 people between 2016 and 2031.

25. The KRC building is the only dedicated community indoor recreation facility for formal or informal sport within the Kumeū – Huapai area. The KRC service offer is limited to badminton, squash and pickleball and the building requires significant capital investment.

### Table 1: Leisure facility provision

<table>
<thead>
<tr>
<th>Functions</th>
<th>Provision approach</th>
<th>Rural</th>
<th>Ideal Schedule of Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free-play</td>
<td>Network to serve local catchments of up to 5 km</td>
<td>Rural -within 30 minute drive-time of a satellite town</td>
<td>Use affordable facility design as a base and customised in accordance with needs assessment. Leisure base includes:</td>
</tr>
<tr>
<td>Fitness</td>
<td></td>
<td></td>
<td>• At least two standard sized basketball courts</td>
</tr>
<tr>
<td>Learning</td>
<td></td>
<td></td>
<td>• Programme rooms</td>
</tr>
<tr>
<td>Relaxation</td>
<td></td>
<td></td>
<td>• Fitness space</td>
</tr>
<tr>
<td>Casual play</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community programmes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


28. An IBC was prepared in 2019 based on three options:
   - option one: indoor court provision of one-to-two courts in Rodney by 2026 (status quo)
   - option two: two full-sized indoor courts with indoor cricket nets and squash courts in Kumeū – Huapai (One Local Board Initiative)
   - option Three: two full sized indoor courts in Kumeū – Huapai.

29. The IBC noted there is a shortage of four indoor courts in the local board area, estimating a current gap of one indoor court in Kumeū – Huapai and surrounding rural areas, increasing to two by 2021.

30. In July 2019 the Environment and Community Committee approved the development of a detailed business case commencing in 2019-2020 for this project [ ENV/2019/10].

31. This phase of the project informs the detailed business case (DBC) and is focused on:
   - defining the service requirements for two options:
     a) two full sized indoor courts
     b) two full sized indoor courts with cricket nets and squash courts
   - undertaking community and stakeholder engagement to ensure that the facility is fit-for-purpose and meets the community’s needs
   - exploring the partnership opportunities to develop the facility
   - confirming the facility’s location on the Huapai Domain.

**Tātaritanga me ngā tohutohu**

**Analysis and advice**

32. Community and stakeholder engagement was undertaken between December 2019 and March 2020 to inform the service requirements for the indoor court facility and ensure the facility is fit-for-purpose and meets community needs.

**Key findings from the community and stakeholder engagement**

33. During February and March 2020, we engaged with the community through an online survey on the Have Your Say website and People’s Panel, sticker dot voting at Kumeū New World, meeting with Kumeū Youth group and a hui with mana whenua.
34. We received 204 responses to the Have Your Say online survey, 155 responses to the People’s Panel and 125 sticker dot responses.

35. The largest proportion of survey respondents were females (60%). The age profile of respondents is markedly different to the 2018 Census data for Rodney Local Board with higher proportions of respondents in the 35-54 and 65-74 age brackets, and lower proportions aged under 34 years. However, the feedback aligns with the activities anticipated for local facilities within the Community Facilities Network Plan (2015), with the exception of indoor cricket training, which requires bespoke facilities.

36. Table two shows the services and activities that received the highest number of responses in the online survey questions. Half the respondents say they want to do activities once or twice per week and a further 25 percent most days or every second day indicating a potential regularity of use of the new facility.

<table>
<thead>
<tr>
<th>Table 2: Top responses to online survey questions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Respondents</strong></td>
</tr>
<tr>
<td>Indoor sports and activities</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td>Personal fitness and wellness activities</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Recreation activities</td>
</tr>
</tbody>
</table>

37. There is a significant difference between the number of activities respondents say they want to do and the activities they currently do at least once per week, some of which may be addressed by the proposed provision of a new facility.

38. The main barriers for respondents doing more activities now are:
   - distance and time to travel to facilities
   - cost of either transport to get to facilities and/or the cost of activities
   - time
   - suitable facilities e.g. not run down, suit older people, not enough indoor courts
   - no nearby facilities or desired activities offered locally.

39. We received online survey feedback on other activities respondents would like to see at the facility. Swimming was the most popular activity mentioned but is out of scope for this facility.

40. Most respondents are travelling more than 10 km to undertake indoor sports activities. This aligns with the feedback that time and distance are barriers to participation and may also explain the lower level of current activity compared to what they would like to do.
41. We engaged with sport codes and club stakeholders between December 2019 and March 2020 to understand their needs and requirements for the proposed new facility including:

- seven regional sport organisations covering Auckland’s north-west area
- Gym Kids based at Hobsonville Point
- Kumeū Racquets Club
- sports clubs based at Huapai Domain including Western United Netball Club, Kumeū Cricket Club and Norwest United Football Club.

42. All the sport stakeholders are supportive of the provision of indoor court facilities at Huapai Domain. Basketball, volleyball and futsal (indoor football) indicate that there is a high level of unmet demand for their sports that can be provided for at the new facility. This is supported by the Auckland Indoor Court Plan (2019). Further validation of demand will be required through the DBC to understand the long-term impact of the Covid-19 situation on sport and recreation provision and activity levels.

43. The clubs identified their preferences for use of the facility, as outlined in slide 13, Attachment A.

**Service requirements focus on local services for the local community**

44. The service requirements for the local indoor court facility will be used to inform the design brief and concept design for the new facility and set local board and community expectations for what will be delivered. They respond to what we heard from the community and sport stakeholders and are in line with council’s strategic direction.

45. Table three outlines the baseline service and facility requirements.

<table>
<thead>
<tr>
<th>Service requirement</th>
<th>Description</th>
<th>Facility requirements</th>
</tr>
</thead>
</table>
| Indoor sports leagues   | Sports leagues for basketball, volleyball, badminton, table tennis, netball | • two indoor courts  
  • Wooden floor and 7-10m height  
  • Court dividers (dropout/pull back) |
| Casual play             | Unstructured play, informal, drop-in or semi-structured | • Light levels suitable for recreational badminton  
  • Equipment storage  
  • Portable scoreboard |
| Programmes              | Sport and recreation programmes for children, youth and adults | • Multipurpose room  
  • Indoor/outdoor flow |
| Accessibility           | Accessible for full range of disabilities         | • Suitable changing and toilet facilities, parking |

46. Local leisure facility provision within the Community Facilities Network Plan (2015) provides for the function of fitness and fitness space. There was strong support from respondents to the online surveys for personal fitness and wellness activities in the new facility. There is some private provision of gym facilities within the catchment of the proposed indoor court facility.

47. Further analysis is recommended during the DBC phase to assess the appropriate level and viability of fitness provision within the new facility.

48. Provision of up to four squash courts and associated facilities is contingent on a facility partnership with KRC.
49. The cricket community has advocated for indoor cricket net training facilities. The IBC indicated a small positive benefit over 60 years recognising indoor nets can generate good operating revenue for clubs. We do not recommend their inclusion in the baseline service requirements for a local community facility given:
   - the Community Facility Network Plan (2015) indicates bespoke facilities in regional facility provision, not local
   - indoor cricket nets are not part of council’s core sports facility provision
   - benefits derive mainly to individual cricket players
   - Kumeū Cricket Club is not able to contribute financially
   - provision in Kumeū is not a priority in the Auckland Cricket Facility Plan (2017)
   - indoor nets have fluctuating use with high levels of demand in the cricket off-season and at peak times but otherwise relatively low levels of use
   - the cost estimate for providing three lanes has increased to $2.7 million from $1.2 million in the IBC.

50. We recommend that the design of the proposed indoor court facility be future proofed for indoor cricket net training facilities should the Kumeū Cricket Club raise funds in the future to develop these facilities.

**Progressing a potential partnership**

51. Discussions recommenced in December 2019 with clubs based on Huapai Domain and KRC to explore opportunities for a facility partnership. They were facilitated by an independent facilitator and included the form a partnership might take, which parties were interested and what financial capacity potential partners had to contribute.

52. KRC, which umbrellas Kumeū Badminton and Kumeū Squash Club, confirmed their interest as a potential partner. The club operates from a building in Access Rd, Kumeū which needs urgent repairs. They will need to relocate if these repairs are unaffordable.

53. KRC have indicated their interest in selling their site and buildings to make a financial contribution to the proposed indoor court facility and the provision of squash courts and associated facilities including gallery seating and online booking and access system.

54. The opportunity to operate from a council owned and maintained facility is appealing to their membership (80 paying members) and Pickleball Club hirers. The club anticipates increasing membership and the move would enable their club activities to continue without the ongoing financial pressure of maintaining a standalone facility.

55. We recommend that a partnership with KRC is progressed as an option through the DBC. The next phase of negotiation will need to resolve:
   - basis and structure for ongoing partnership discussions
   - expected completion date of the new facility
   - interim maintenance of Kumeū Racquets club/buildings and opportunities for council/local board OPEX funding assistance
   - minimum capital contribution required from KRC and ongoing operating contributions
   - number of squash courts provided and access to council-managed clubroom (bar) facilities.

**Location assessment**

56. Four locations within Huapai Domain were assessed for their suitability to accommodate the proposed new facility, carparking and outdoor multi-use courts. All locations are in close proximity to each other in the vicinity of the existing netball courts, general training field and
playground. This aligns to the area identified in the 2017 feasibility study. A key factor in identifying location options was no displacement of competition sports fields.

57. The locations were assessed using a modified version of the Community Facilities Network Plan site location assessment tool and consideration of updated cost estimates. The criteria are:
   - interface with and impact on existing uses
   - integration with and impact on existing infrastructure
   - positioned to attract more user groups to share facilities
   - sufficient capacity for carparking and safe vehicle access
   - contributes to the amenity of its surrounds
   - highly visible and serves as a navigational landmark
   - no perceived barriers or CPTED issues
   - aligns with community preferences
   - reverse sensitivity issues
   - cost

58. Two preferred locations were identified - Location A, adjacent to winter football field 3 and location D adjacent to winter football field 1 (see Slide 24 and Slide 25 Attachment A). Location D performs slightly better overall in terms of the integration of sports facilities within the Domain and reduced dominance of carparking, while Location A has a lower cost.

59. Staff members involved in the assessment represented various council teams including Parks, Sport and Recreation, Service and Asset Planning and Auckland Design Office.

**Tauākī whakaaweawe āhuarangi**

**Climate impact statement**

60. Subject to funding approval, the facility design and development will include consideration of a carbon neutral building, water sensitive design, use of sustainable and ethical products, use of healthy products and construction waste.

61. Procurement processes for the design team will include environmentally sustainable design experience as a key requirement. In other recent procurements this has included examples of experience designing buildings that meet Greenstar or Living Building Challenge requirements.

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

**Council group impacts and views**

62. Parks, Sport and Recreation have been involved through the community engagement, service requirements and location assessment. Active Recreation will manage the services delivered from the new facility and Community Facilities will manage the DBC process, design, construction and ongoing building maintenance. Collaboration will continue to ensure that the facility will be developed and integrated into operational maintenance and asset management systems once completed.

63. Community Facilities manages the council’s OLI programme and will continue to maintain an overview of this project and provide regular updates to the local board and governing body as the project progresses.
Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe
Local impacts and local board views

64. The OLI is the Rodney Local Board’s key advocacy project identified through the 2018-2028 Long-term Plan and the development will deliver multiple benefits for the Kumeū-Huapai community.

65. Development of indoor courts will address a shortfall in indoor court provision in the local Kumeū-Huapai and surrounding rural areas and meet the needs of local sports clubs and sport codes for access to indoor court facilities to provide sport and recreation activities to the community.

66. We received over 350 responses to the online surveys. The community engagement findings support the functions of a local facility to provide opportunities to participate regularly and locally in indoor sports and physical fitness and wellness activities. The aspiration of many respondents in the online surveys for a swimming pool will not be met within the scope of this project.

67. Squash courts are not included in the recommended baseline facility. If a partnership does not eventuate with KRC for the provision of new squash courts, the club will need to address the long-term maintenance issues of their current facility or move to alternate premises.

68. The proposed service requirements were presented at a workshop with the local board in March 2020 where it was acknowledged they align with community and stakeholder aspirations, with the exception of the squash courts and indoor cricket net training facility.

69. The local board are supportive of:
   a) continuing to pursue a potential partnership with KRC, noting that squash courts will only be provided if the facility partnership comes to fruition
   b) future proofing the design of the facility to accommodate an indoor cricket net training facility.

Tauākī whakaaweawe Māori
Māori impact statement

70. Sport and leisure contribute to outcomes under three directions in the Māori Plan for Tāmaki Makaurau (2017). The plan, published by the Independent Māori Statutory Board (IMSB), provides a framework to Auckland Council for implementing desired cultural, economic, environmental and social outcomes for Māori:

<table>
<thead>
<tr>
<th>Direction – Whanaungatanga: social outcome, Māori communities are connected and safe; action, wellbeing of tamariki through provision of facilities and services such as libraries, community centres, swimming pools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direction – Manaakitanga: social outcome, Māori enjoy a high quality of life</td>
</tr>
<tr>
<td>Direction – Wairuatanga: social outcome, Māori social institutions and networks thrive</td>
</tr>
</tbody>
</table>

71. IMSB’s plan provides the following key performance indicator for sport and recreation: ‘per cent of Māori who can access at least three public council facilities, such as a library, pool or sports facility within 10-15 minutes travel time.’ Provision of the planned local indoor court facilities in Huapai will help meet this key performance indicator.

72. A presentation was made to the 4 March 2020 meeting of the Parks and Recreation – Mana Whenua North/West Iwi Forum. Iwi who have expressed an interest in this project to date are:
   - Te Kawerau ā Maki
   - Ngāti Whātua o Kaipara
   - Ngaati Whanaunga.
73. Feedback from the forum is included in Slide 12 in Attachment A. Eight per cent of online survey respondents identified as Māori which is slightly lower than 11 per cent in the Rodney Local Board 2018 census data.

74. There are five marae in the local area and the likelihood is the proposed indoor court facility will have high use by local Māori.

75. A future site visit is planned and early engagement with mana whenua should occur during the initial stages of preliminary design.

76. The indoor court facility will be designed in accordance with the Te Aranga design principles. This will require mana whenua input and involvement during the design process and enable Māori cultural expression within the building form and exterior.

77. There is potential for the indoor court facility to meet Māori outcomes through:
   - services provided – mana whenua involvement in service requirements to ensure services that meet the needs of the Māori community
   - contribution to sense of place and identity through early involvement in the design of the facility.

**Ngā ritenga ā-pūtea**

**Financial implications**

78. Indicative funding of $22.4 million was earmarked for the Rodney Local Board One Local Initiative (OLI) as part of $170 million included for local community One Local Initiatives in the Long-term Plan 2018-2028.

79. A quantity surveyor was engaged to update cost estimates on four options in the two preferred locations. As no designs exist for the options considered there is a high level of contingency included in the estimates. These are set out in table four.

<table>
<thead>
<tr>
<th>Options</th>
<th>Location A Capital Cost ($000)</th>
<th>Location D Capital Cost ($000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseline facility</td>
<td>20,700</td>
<td>23,000</td>
</tr>
<tr>
<td>Baseline facility + Squash (partnership*)</td>
<td>21,700</td>
<td>24,000</td>
</tr>
<tr>
<td>Baseline facility + indoor cricket nets (council funded)</td>
<td>23,400</td>
<td>25,700</td>
</tr>
<tr>
<td>Baseline facility + Squash (partnership*) and indoor cricket nets (council funded)</td>
<td>24,700</td>
<td>27,100</td>
</tr>
</tbody>
</table>

*No provision in the cost estimates has been made for a financial contribution from KRC as part of a facility partnership.

80. Three options are financially viable to progress to DBC based on the cost estimates and indicative budget of $22.4 million. These are:
   - Baseline facility in location A and D
   - Baseline facility + Squash (partnership*) option in location A.

81. Requirements for operating expenditure will be identified in the DBC.
82. The timing of funding for each OLI project is considered as part of the wider OLI programme across the 10 years of the Long-term Plan and is subject to approval by the Finance and Performance Committee when considering each project’s DBC.

83. Subject to ongoing COVID-19 response requirements, funding is available in 2019-2020 to commence the DBC.

Ngā raru tūpono me ngā whakamaurutanga
Risks and mitigations

84. Table five provides an overview of the main risks, impacts and mitigations for the project at this phase in the project.

<table>
<thead>
<tr>
<th>Risks Identified</th>
<th>Impact</th>
<th>Mitigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uncertainty of impact on sport and recreation organisations and activity levels post COVID 19 situation</td>
<td>Demand for indoor court sport may change based on a change to population growth forecasts and how sport may function in the future</td>
<td>Validate demand to confirm scope and timing of delivery during DBC</td>
</tr>
<tr>
<td>Uncertainty regarding post-COVID 19 situation</td>
<td>Cost and time – there could be cost escalation due to fewer suppliers or delayed delivery timeframes; timelines could be extended to help manage immediate essential services funding requirements</td>
<td>Regular updates to the board through One Local Initiative programme reporting</td>
</tr>
<tr>
<td>Cost escalations as a result of budget allocation prior to developed design</td>
<td>Available budget is insufficient to complete project</td>
<td>Management through design and project delivery</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Appoint a QS to review costs at each stage of the design process</td>
</tr>
<tr>
<td>Stakeholder and community expectations not completely met</td>
<td>Delays in responses to stakeholder and community concerns Negative publicity may arise</td>
<td>Develop a communication strategy to engage with stakeholders and the community Maintain regular communication at key points in the project Engage with resident clubs based on Huapai Domain throughout the project</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Management through project delivery Ensure there is transparency in communication with KRC,</td>
</tr>
<tr>
<td>Delays to the project occur</td>
<td>Reputational risk Time to respond to any concerns raised Loss of momentum on</td>
<td>Management through project delivery Ensure there is transparency in communication with KRC,</td>
</tr>
</tbody>
</table>
### Partnership negotiations

| As a result of undefined OPEX costs, the ongoing OPEX costs are greater than anticipated | Loss of support for the project | Ensure operational costs are fully assessed during the DBC phase of the project |
| Surrounding residents are unsupportive of the project | Time to respond to resident concerns | Understand and manage their expectations |
| | Negative publicity may arise | Communication of when further consultation will occur |
| | | Maintain regular communication at key points in the project |

### Ngā koringa ā-muri

#### Next steps

85. Share the findings of the community and stakeholder engagement and how it has influenced the service requirements with the community:

- through council’s Have your Say website
- emails with the link to the above website will be sent to stakeholders and all those who indicated that they would like to be kept informed about the project
- the link will be available on the board’s Facebook page.

86. Complete procurement for a supplier to deliver the DBC, subject to any response requirements to COVID 19.

87. Subject to the Finance and Performance Committee approving funding and timing for delivery, the design team will be procured through a multi-stage process and published widely on the New Zealand Government Electronic Tenders Service (GETS). Concept design will start once the design team is contracted.

88. Engagement with mana whenua will continue through the project.

### Ngā tāpirihanga

#### Attachments

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Rodney Local Board workshop slides 25 March 2020</td>
<td>159</td>
</tr>
</tbody>
</table>

### Ngā kaihaina

#### Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Jo Wiggins – Project Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisers</td>
<td>Mark Bowater - Manager Parks</td>
</tr>
<tr>
<td></td>
<td>Lisa Tocker - Head of Service Strategy and Integration</td>
</tr>
<tr>
<td></td>
<td>Lesley Jenkins - Relationship Manager</td>
</tr>
</tbody>
</table>
Purpose

- Share findings from the Kumeū-Huapai local indoor court facility community engagement
- Seek feedback on:
  - facility service requirements
  - short-listed facility location options
  - potential facility partnership.
Community and stakeholder engagement
Community engagement

- Mana whenua
- Online Have Your Say survey and People’s Panel
- Stakeholder conversations
- Face-to-face engagement
“need to get built asap, with parking and cycle lanes, walking paths and car parks to ensure they’re fully used”

“great plan for a growing community - good health, good companionship”

“Much needed for the area, especially with the population growth”

“.... make it fully inclusive, especially during the day when others at work or school”

“I'd like an indoor pool for swimming”

“Good idea would be used by many”
Demographic of respondents

- 75 +
- 65-74
- 55-64
- 45-54
- 35-44
- 25-34
- 15-24
- < 15

Bar chart showing the demographic distribution of respondents by age group, with categories for Male, Female, Male (Census), and Female (Census).

- European
- Māori
- Pasifika
- Asian
- MELAA
- Other

Bar chart showing the racial distribution of respondents, with categories for % and % Census.
Indoor sport and activities

Activities respondents would most like to do and currently do

- Other indoor sport
- None of the above
- Volleyball
- Trampolining
- Table tennis
- Squash
- Pickle ball
- Netball
- Martial arts
- Indoor cricket
- Gymnastics
- Futsal
- Basketball
- Badminton

0% 5% 10% 15% 20% 25% 30% 35% 40% 45%

Activities currently do  Activities want to do
Personal fitness and wellness activities

Activities respondents currently do and would most like to do

- Weight training
- Tai Chi
- Pilates/yoga
- Other indoor leisure or fitness activity
- None of the above
- Group fitness classes
- Exercise machines
- Dance

0% 10% 20% 30% 40% 50%

Activities currently do  Activities want to do
Activities school-aged children

Indoor sports & activities your children would like to do

- Other indoor sport
- Martial arts
- None of the above
- I don’t know
- Pickle Ball
- Squash
- Indoor cricket training (nets)
- Volleyball
- Badminton
- Table tennis
- Gymnastics (artistic and rhythmic)
- Netball
- Basketball
- Trampolining
- Futsal (indoor football)

0% 10% 20% 30% 40% 50% 60%
Activities school-aged children

Personal fitness & wellness activities your children would like to do

- Weight training
- Tai Chi
- Pilates/yoga
- Other indoor leisure or fitness activity
- None of the above
- Group fitness classes
- Exercise machines
- Dance

Recreation activities

- Afterschool programmes: 22%
- School holiday programmes: 52%
- None of the above: 27%
- I don’t know: 2%
Other identified activities and barriers

What else
- Swimming pool
- Other activities e.g. tennis, roller-skating
- One of listed activities e.g. basketball, Pilates
- Ancillary facilities and services e.g. sauna, café
- Community, function & meeting space for birthdays, community gatherings

Barriers
- Distance, time to travel and no nearby facilities
- Cost – transport and activities
- Time
- Suitable facilities e.g. not run down, suit older people, not enough indoor courts
- Activities I want to do locally – courts, training, indoor cricket nets
Mana Whenua engagement

- Iwi who have expressed an interest in this project are:
  - Te Kawerau ā Maki
  - Ngāti Whātua o Kaipara
  - Ngaati Whanaunga

- Future site visit and inclusion in any advisory group
- Expected high use by Māori as five marae in area
- Potential uses mentioned: kapa haka, facilities for the disabled to enable mainstream participation, health & well-being activities, rongo, massages, arts, charitable uses
# Sport codes indicative indoor court use

<table>
<thead>
<tr>
<th></th>
<th>Netball</th>
<th>Basketball</th>
<th>Gymnastics</th>
<th>Badminton</th>
<th>Table Tennis</th>
<th>Futsal</th>
<th>Volleyball</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior</td>
<td>Club based</td>
<td>✓</td>
<td>Possible</td>
<td></td>
<td>Holidays</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Youth</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>Holidays</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Social</td>
<td>✓</td>
<td>✓</td>
<td>Club</td>
<td></td>
<td>✓ day time</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Senior</td>
<td>✓</td>
<td></td>
<td>Club</td>
<td></td>
<td>✓ day time</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>School</td>
<td>✓</td>
<td></td>
<td></td>
<td>Potential</td>
<td>✓ social</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Training</td>
<td>Club</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>Club</td>
</tr>
</tbody>
</table>
Facility Partnership
Seek feedback on whether to progress
Potential facility partnership option

- Kumeū Racquets Club are potential partners for council in developing the facility
- Currently operating from a building in Access Rd which needs urgent repairs or the club needs to relocate
- Opportunity to operate from a council owned & maintained facility is appealing to their membership (80 paying members)
- Expect Badminton, Squash and Pickleball club activities to continue in new facility, council to attract schools and others
- Anticipate club membership to increase in new facility
Kumeū Racquets
Potential facility partnership overview

Kumeū Racquets Club proposes to sell its land and buildings and contribute some/all of proceeds to Kumeū-Huapai Indoor Courts project in partnership with Rodney Local Board.

<table>
<thead>
<tr>
<th>Kumeū Racquets request</th>
<th>Council response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum 4 squash courts</td>
<td>Maximum 4 squash courts</td>
</tr>
<tr>
<td>Option to increase to 6 squash courts</td>
<td>Not supported</td>
</tr>
<tr>
<td>- Conditional upon financial contribution from NZ Squash</td>
<td>- Local facility, not sub-regional</td>
</tr>
<tr>
<td></td>
<td>- Must be operationally viable</td>
</tr>
<tr>
<td></td>
<td>- Risk of facility being unsustainable</td>
</tr>
<tr>
<td></td>
<td>- Site is constrained</td>
</tr>
<tr>
<td>Badminton – confirmed playing hours</td>
<td>Can accommodate</td>
</tr>
<tr>
<td>Pickleball – confirmed playing hours</td>
<td>Can accommodate</td>
</tr>
<tr>
<td>Access to council-managed clubroom (bar) facilities</td>
<td>Multi-use function room</td>
</tr>
<tr>
<td></td>
<td>- Can be booked by club - negotiable</td>
</tr>
<tr>
<td></td>
<td>- Council will not operate bar (must be run by Kumeū Racquets)</td>
</tr>
</tbody>
</table>
Kumeū Racquets potential facility partnership overview

Kumeū Racquets wants to understand:

- Basis for ongoing partnership discussion (eg: MOU)
- Expected completion date of new facility
- Interim maintenance of club/buildings
- Opportunities for council/local board OPEX funding assistance
- Council’s expectations about minimum contribution from Kumeū Racquets.

Next steps to progress are:

- Confirm that further investigation of partnership opportunity should continue
- Develop MOU with Kumeū Racquets to provide sufficient certainty for partnership project to be included as an option in Detailed Business Case.
Service requirements

Seek feedback on service requirements
# Two indoor court facility baseline service requirements

- Provision of new facilities is guided by the Community Facilities Network Plan (2015)

<table>
<thead>
<tr>
<th>Service requirement</th>
<th>Description</th>
<th>Facility requirements</th>
</tr>
</thead>
</table>
| Fitness             | Fitness suites to improve fitness, health & well-being | Gym – with exercise stations  
Multipurpose room suitable for group fitness activities e.g. yoga, pilates, tai chi, Zumba, programme and sports club use |
| Poor sports leagues | Sports leagues for basketball, volleyball, badminton, table tennis, netball | 2 indoor courts  
Wooden floor and 7-10m height  
Court dividers (dropdown/pull back)  
Light levels suitable for recreational badminton  
Equipment storage  
Portable scoreboard |
| Casual-play         | Unstructured play, informal, drop-in or semi-structured | 2 indoor courts  
Court dividers dropdown/pull back) |
| Programmes          | Sport and recreation programmes for children, youth and adults | Multipurpose room  
Indoor/outdoor flow |
Baseline + squash courts + indoor cricket nets service requirements

Baseline requirements plus:

<table>
<thead>
<tr>
<th>Service requirement</th>
<th>Description</th>
<th>Facility requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bespoke Squash courts</td>
<td>Club activity, interclub and casual play</td>
<td>3 courts minimum</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Online booking and access system</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gallery seating</td>
</tr>
<tr>
<td>Bespoke Indoor Cricket Nets</td>
<td>Training Multi-use e.g. Bootcamp, others port</td>
<td>3 lanes minimum</td>
</tr>
<tr>
<td></td>
<td>training e.g. hockey, football, schools</td>
<td>40-50m in length</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Online booking and access system</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Turf</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Divider nets</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gallery seating</td>
</tr>
</tbody>
</table>
## Cricket nets assessment

Estimated capital cost $2.7m additional for 3 lanes x 50metres

<table>
<thead>
<tr>
<th>Factors</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Facilities Network Plan</td>
<td>Destination rather than local facility</td>
</tr>
<tr>
<td>Cost- Benefit Analysis (based on $1.2m capital) IBC</td>
<td>+ 0.6 positive benefits over 30 years</td>
</tr>
<tr>
<td>Core Council network provision</td>
<td>No</td>
</tr>
<tr>
<td>Public/private benefit</td>
<td>Benefits will derive primarily to individual cricket club members</td>
</tr>
<tr>
<td>Contribution from cricket</td>
<td>Nil</td>
</tr>
<tr>
<td>Predicted use – based on existing facilities</td>
<td>Fluctuating with high demand in off-season and peak times</td>
</tr>
<tr>
<td>Operating revenue</td>
<td>Can generate positive operating cashflow before depreciation</td>
</tr>
</tbody>
</table>
Attachment A

Item 12

Location

Seek feedback on recommended approach
Location A

### Pros
- Clubs preferred location, viewpoint for netball & fields
- Netball courts adjacent to indoor courts
- Opportunity for outdoor play space/public area adjacent facility to east
- Keep playground location
- Carpark central to all park users

### Cons
- Netball separated from other park activities/safety issue
- Potential reverse sensitivity of netball courts and residential
- Location distant from number one fields
- Lose training field 9
- Dominance of carpark

---

**Attachment A**

**Kumeū-Huapai Local Indoor Court Facility Service Requirements**

**Item 12**

---
Location D

Pros
- One of netball’s preferred locations
- Netball courts adjacent indoor courts
- Better integration overall of sports activity
- Facility in more visible location

Cons
- Fenced courts & carparks barrier to northern field
- Lose training field 9 & requires playground relocation
- Limited space around facility, spills out into embankment
- New vehicle access – cost/contours
- Carparks more distant to fields
### Options - Estimated Cost

<table>
<thead>
<tr>
<th>Location D</th>
<th>Location A</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>$23m</td>
<td>$20.7m</td>
<td>$22.4m</td>
</tr>
<tr>
<td>$24m</td>
<td>$21.7m</td>
<td></td>
</tr>
<tr>
<td>$25.7m</td>
<td>$23.4m</td>
<td></td>
</tr>
<tr>
<td>$27.1m</td>
<td>$24.7m</td>
<td></td>
</tr>
</tbody>
</table>

* Facility contribution from Kumeu Racquets Club not confirmed

<table>
<thead>
<tr>
<th>Item 12</th>
<th>Base facility</th>
<th>Base facility + Squash (partnership*)</th>
<th>Base facility + indoor cricket nets (council funded)</th>
<th>Base facility + Squash (partnership*) and indoor cricket nets (council funded)</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Timeline & next steps
Next steps

- Continue to work with Kumeū Racquets Club to progress facility partnership opportunity
- Handover lead to Community Facilities to progress detailed business case
- Pursue concept options on location A and D for baseline facility and on location A for baseline + squash
- Report to Local Board meeting in April 2020:
  - overview of community engagement findings
  - service requirements
  - location recommendation
  - approach to progressing facility partnership proposal.
Te take mō te pūrongo

Purpose of the report
1. To seek approval for local financial matters for the Rodney Local Board Agreement 2020/2021, which need to be considered by the Governing Body in the Annual Budget 2020/2021 process.
2. To seek feedback on the proposed regional topics in the Annual Budget 2020/2021.

Whakarāpopototanga matua

Executive summary
3. Our Annual Budget contains 21 local board agreements which are the responsibility of local boards to agree with the Governing Body. These agreements set out local funding priorities, budgets, levels of service and performance measures.
4. Auckland Council consulted with the public from 21 February to 22 March 2020, to seek community views on the proposed Annual Budget 2020/2021 and local board priorities to be included in the local board agreements (consultation part 1).
5. Since this consultation was undertaken, the COVID-19 pandemic has exerted significant pressure on the council’s financial position, which will have flow on effects for the proposed budget for the 2020/2021 financial year. The council is now considering what those impacts are likely to be, and plans to ask Aucklanders for their views on certain aspects of Auckland Council’s proposed ‘emergency budget’ in response to the financial impacts of COVID-19 (consultation part 2).
6. Local boards are required to receive the feedback on the proposals in consultation part 1, which are not affected by the changes being considered by the council and therefore will not be subject to further consultation and to make decisions on them. This must be done before consultation part 2 can get underway, so the scope of consultation part 2 is clear.
7. This report seeks decisions on local financial matters for the local board agreement, including:
   a) any new/amended business improvement district (BID) targeted rates
   b) any new/amended local targeted rate proposals
   c) proposed locally driven initiative (LDI) capital projects outside local boards’ decision-making responsibility
   d) release of local board-specific reserve funds.
8. The council received feedback in person at community engagement events and through written forms, including online and hard copy forms, emails and letters.
9. This report summarises consultation feedback on the proposed Annual Budget 2020/2021, including on local board priorities for 2020/2021.

Feedback on Rodney Local Board priorities for 2020/2021
10. The local board consulted on the following priorities:
    • Priority 1: Access to new bus services will be improved further by park and ride facilities at Warkworth and Kumeū-Huapai. Design work is near completion. New footpaths are being funded directly from the transport targeted rate.
• Priority 2: The One Warkworth Business Association Inc (OWBA) is proposing a new business improvement district (BID) in our local board area, the Warkworth BID programme. If the council approves the Warkworth BID programme, it will represent 593 business ratepayers and owners, with a proposed BID targeted rate of $135,000 as of 1 July 2020.

• Priority 3: New parks and reserves in Milldale and Riverhead will be planned as a result of new development. Growth is also making the future library needs of Warkworth a priority.

• Priority 4: A masterplan for Green Road (Rangitopuni) Park in Dairy Flat.

• Priority 5: Continuing key initiatives to fund and improve drainage areas in the north and greater emphasis on environmental projects to improve water quality, waterways and harbours.

11. A total of 246 submissions were received on the local board’s priorities for 2020/2021, showing that the majority of people either support most (43 per cent) or support all (25 per cent) of the local board’s priorities.

Feedback on regional proposals in the proposed Annual Budget 2020/2021 from the Rodney Local Board area

12. This report seeks local board views on the proposed regional Annual Budget topics including:

• the changes to rates and fees. Key proposals are:
  o waste management targeted rate
  o refuse collection in former the Auckland City and Manukau City areas
  o Waitākere rural sewerage service and targeted rate

• the draft Tūpuna Maunga o Tamaki Makaurau Authority – Operational Plan 2020/2021

• other budget information.

13. Local board views on these regional matters will be considered by the Governing Body (or relevant committee) before making final decisions on the Annual Budget 2020/2021.

14. Out of the 4,765 submissions received on the regional proposals in the Annual Budget 2020/2021, 246 submissions were from people living in the Rodney Local Board area.

15. 111 submissions were in support of the waste management targeted rate and 43 did not support this proposal.

16. 101 submissions were in support of the refuse collection in former Auckland City and Manukau City and 19 did not support this proposal.

17. 71 submissions were in support of the Waitākere rural sewerage service and targeted rate and 53 did not support this proposal.

18. No feedback was received on the draft Tūpuna Maunga o Tamaki Makaurau Authority – Operational Plan 2020/2021.

19. Auckland Council also consulted on the Council-Controlled Organisations (CCO) Review at the same time. The feedback received on this will be presented at a later date.

Ngā tūtohunga
Recommendation/s

That the Rodney Local Board:

a) receives consultation feedback on the proposed local board priorities and regional proposals for on the proposed Annual Budget 2020/2021 (Part 1) from people and
organisations in the Rodney Local Board area
b) provides the following feedback to the Governing Body:
   i) supports the waste management targeted rate
   ii) supports the refuse collection in the former Auckland City and Manukau City areas
   iii) supports the Waitākere rural sewerage service and targeted rate
   iv) supports the draft Tūpuna Maunga o Tamaki Makaurau Authority – Operational Plan 2020/2021
c) requests that the Governing Body establish the Warkworth Business Improvement District programme according to the amended boundary map (V2), as shown in Attachment A to the agenda report
d) requests the Governing Body set the Warkworth Business Improvement District targeted rate at a flat rate of $500 + GST per rateable property, equating to a business improvement district grant sum of approximately $135,000 for the One Warkworth Business Association Incorporated and as shown in the proposed Annual Budget 2020/2021
e) defers providing feedback on the proposed Annual Budget (Part 2 – Emergency Budget) until consultation is completed and the consultation feedback (Part 2) is reported back to the local board for its consideration
f) delegates authority to the local board chairperson to provide formal local board feedback on the proposed Annual Budget 2020/2021 (Part 2) in response to the COVID-19 pandemic
a) receives the Annual Budget 2020/2021 Part 1 submissions in Volumes 1 and 2 shown in Attachment B and C to the agenda report.

Horopaki Context
20. Local board agreements form part of the Auckland Council's Annual Budget and set out local funding priorities, budgets, levels of service and performance measures.
21. Auckland Council publicly consulted from 21 February to 22 March 2020 to seek community views on the proposed Annual Budget 2020/2021 and local board priorities to be included in the local board agreements. This is now referred to as consultation part 1.
22. Since this consultation was undertaken, the COVID-19 pandemic has exerted significant pressure on the council's financial position, which will have flow on effects for the proposed budget for the 2020/2021 financial year. Work to date on the proposed Annual Budget will need to be adjusted to consider the new financial realities facing Auckland.
23. The financial report presented to the Emergency Committee during April 2020 indicated potential reductions in cash revenue of $350-650m for financial year 2020/2021, depending on the length and extent of the disruption caused by COVID-19. The Emergency Committee requested staff provide further information to the Governing Body on the impacts of the various scenarios modelled against a rates increase of between 0 per cent and 3.5 per cent. They also resolved that further public consultation on the Annual Budget would include considering whether to adopt a 2.5 per cent rather than 3.5 per cent general rates increase for the 2020/2021 financial year, among a suite of other measures aimed at offering support to all ratepayers, including businesses, facing hardship due to the impacts of COVID-19.
24. The council is planning to ask Aucklanders for their views on certain aspects of Auckland Council’s proposed ‘emergency budget’ in response to the financial impacts of COVID-19. It is anticipated this will be carried out from late May until mid-June 2020. This is referred to
as consultation part 2. This will be in addition to the Annual Budget 2020/2021 consultation we have already carried out from February to March 2020.

25. Consultation part 2 is unlikely to revisit any of the specific proposals in consultation part 1. Therefore, the local boards and the Governing Body are required to receive the feedback on these proposals and make decisions on them. This must be done before consultation part 2 can get underway so it is clear what decisions have already been made, and what decisions will be made after consultation part 2.

26. Further, some of the proposed changes to fees and charges required a special consultative procedure (SCP) and the requirements for this were met in consultation part 1. It is important to complete this statutory process, especially where consultation part 2 will not be relevant to the decisions on these fees and charges.

27. This report includes analysis of the consultation feedback on the Rodney Local Board priorities for 2020/2021, and on the regional proposals in the Annual Budget 2020/2021 from people and organisations based in the Rodney Local Board area.

Local financial matters for the local board agreement
28. This report allows the local board to agree its input and recommend other local financial matters to the Governing Body in May 2020. This is to allow time for the Governing Body to consider these items in the Annual Budget process.

Local targeted rate and business improvement district (BID) targeted rate proposals
29. Local boards are required to endorse any new local targeted rate proposals or BID targeted rate proposals in their local board area (noting that any new local targeted rates and/or BIDs must have been consulted on before they can be implemented).

30. The One Warkworth Business Association Inc (OWBA) is proposing a new Business Improvement District (BID) in the Rodney Local Board area, the Warkworth BID programme. If the council approves the Warkworth BID programme, it will represent 593 business ratepayers and owners, with a proposed BID targeted rate of $135,000 as of 1 July 2020.

Funding for locally driven initiatives (LDI)
31. Local boards are allocated funding annually to spend on local projects or programmes that are important to their communities. Local boards can approve LDI capital projects up to $1 million. Projects over that amount require approval from the Governing Body.

32. Local boards can recommend to the Governing Body to convert LDI operational funding to capital expenditure for 2020/2021 if there is a specific need to do so. Governing Body approval may be needed for the release of local board specific reserve funds, which are funds being held by the council for a specific purpose.

Local board input on regional plans
33. Local boards have a statutory responsibility for identifying and communicating the interests and preferences of the people in its local board area in relation to the context of the strategies, policies, plans, and bylaws of Auckland Council. This report provides an opportunity for the local board to provide input on the proposed Annual Budget.

34. Local Board Plans reflect community priorities and preferences and are key documents that guide both the development of local board agreements and input into regional plans.

Council-controlled organisation (CCO) review
35. An independent panel was appointed by Auckland Council to examine three areas: (1) the CCO model, roles and responsibilities, (2) the accountability of CCOs, and (3) CCO culture. Local boards had the opportunity to provide input into this in March 2020.

36. Auckland Council also consulted on the review of CCOs during the same period as the Annual Budget, from 21 February to 22 March 2020.
37. After receiving feedback, the panel will report on key issues, and community and stakeholder feedback to the council in May 2020.

38. The panel will provide a final report and recommendations to the council in July 2020.

**Types of feedback**

39. Overall Auckland Council received feedback from 4,765 people in the consultation period. This feedback was received through:
   - Written feedback: 3,820 submission in hardcopy and online forms, emails and letters
   - In-person feedback: 793 submissions at Have Your Say events and 152 at community events.

**Tātaritanga me ngā tohutohu**

**Analysis and advice**

40. The Rodney Local Board consulted on the following priorities:
   - Priority 1: Access to new bus services will be improved further by park and ride facilities at Warkworth and Kumeū-Huapai. Design work is near completion. New footpaths are being funded directly from the transport targeted rate.
   - Priority 2: The One Warkworth Business Association Inc (OWBA) is proposing a new business improvement district (BID) in our local board area, the Warkworth BID programme. If the council approves the Warkworth BID programme, it will represent 593 business ratepayers and owners, with a proposed BID targeted rate of $135,000 as of 1 July 2020.
   - Priority 3: New parks and reserves in Milldale and Riverhead will be planned as a result of new development. Growth is also making the future library needs of Warkworth a priority.
   - Priority 4: A masterplan for Green Road (Rangitopuni) Park in Dairy Flat.
   - Priority 5: Continuing key initiatives to fund and improve drainage areas in the north and greater emphasis on environmental projects to improve water quality, waterways and harbours.

41. Key themes across all feedback received (through written and in person channels) were:
   - Public transport, especially in the Kumeū area, was well supported, and there were requests for more bus services with more frequency. Also, a few mentions for the rail to be re-instated.
   - Many submitters were pleased to see Green Road (Rangitopuni) Park moving to the master plan phase.
   - Environmental initiatives, including the Healthy Harbours work and weed eradication, were well supported.

**Feedback received**

42. A total of 246 submissions were received on the local board’s priorities for 2020/2021, showing that the majority of people either support most (43 per cent) or support all (25 per cent) of the local board’s priorities.

43. The Rodney Local Board attended two community events, the Helensville A&P show and the Coatesville Market. They also had drop-in events outside New World supermarkets at Kumeū and Warkworth.

**Feedback on other local topics**

44. Key themes across feedback received on other local topics include:
   - **Theme 1**: The state of Rodney’s roads, and the need for more road sealing
• Theme 2: The need for footpaths, especially around schools
• Theme 3: Requests to develop cycleways and walkways

45. There were 98 pieces of feedback received from the Rodney Local Board area on transport proposals. The graph below shows the areas covered by this feedback.

<table>
<thead>
<tr>
<th>Transport Proposals (6)</th>
<th>Feedback numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1-Roads and footpaths - existing</td>
<td>72</td>
</tr>
<tr>
<td>6.2-Roads and footpaths - new</td>
<td>7</td>
</tr>
<tr>
<td>6.3-Roads and footpaths - other</td>
<td>2</td>
</tr>
<tr>
<td>6.4-Road safety</td>
<td>5</td>
</tr>
<tr>
<td>6.5-Public transport infrastructure - existing</td>
<td>3</td>
</tr>
<tr>
<td>6.6-Public transport infrastructure - new</td>
<td>3</td>
</tr>
<tr>
<td>6.7-Public transport services - existing</td>
<td>3</td>
</tr>
<tr>
<td>6.8-Public transport services - new</td>
<td>8</td>
</tr>
<tr>
<td>6.9-Public transport - other</td>
<td>1</td>
</tr>
<tr>
<td>6.10-Walking and cycling improvements</td>
<td>4</td>
</tr>
<tr>
<td>6.11-Parking and enforcement</td>
<td>4</td>
</tr>
<tr>
<td>6.12-Other transport comments</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total amount of feedback</strong></td>
<td>98</td>
</tr>
</tbody>
</table>

Requests for local funding

46. Requests for local funding included:

- request one: Friends of Awa Matakanakana (FOAM) requested $55,000 for initial scoping work to undertake a GIS analysis of the Glen Eden and Matakanaka catchments and to install a site-specific rain gauge
• request two: Kumeū Arts Centre requested continued support and funding for arts generally, and in particular Kumeū Arts Centre.

Information on submitters

47. The tables below indicate what demographic categories people identified with. This information only relates to those submitters who provided demographic information.

<table>
<thead>
<tr>
<th>Age</th>
<th>Male</th>
<th>Female</th>
<th>Gender Diverse</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 15</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>15-24</td>
<td>1</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>25-34</td>
<td>5</td>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td>35-44</td>
<td>15</td>
<td>21</td>
<td>0</td>
</tr>
<tr>
<td>45-54</td>
<td>24</td>
<td>31</td>
<td>1</td>
</tr>
<tr>
<td>55-64</td>
<td>13</td>
<td>24</td>
<td>0</td>
</tr>
<tr>
<td>65-74</td>
<td>28</td>
<td>19</td>
<td>0</td>
</tr>
<tr>
<td>75+</td>
<td>16</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>102</td>
<td>115</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>#</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>European</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pakeha/NZ European</td>
<td>180</td>
<td>84%</td>
</tr>
<tr>
<td>Other European</td>
<td>20</td>
<td>9%</td>
</tr>
<tr>
<td>Maori</td>
<td>7</td>
<td>3%</td>
</tr>
<tr>
<td>Pacific</td>
<td>6</td>
<td>3%</td>
</tr>
<tr>
<td>Samoan</td>
<td>3</td>
<td>1%</td>
</tr>
<tr>
<td>Tongan</td>
<td>1</td>
<td>0%</td>
</tr>
<tr>
<td>Other Pacific</td>
<td>2</td>
<td>1%</td>
</tr>
<tr>
<td>Asian</td>
<td>11</td>
<td>5%</td>
</tr>
<tr>
<td>Chinese</td>
<td>7</td>
<td>3%</td>
</tr>
<tr>
<td>Indian</td>
<td>1</td>
<td>0%</td>
</tr>
<tr>
<td>Other Asian</td>
<td>3</td>
<td>1%</td>
</tr>
<tr>
<td>African/Middle Eastern/Latin</td>
<td>4</td>
<td>2%</td>
</tr>
<tr>
<td>Other</td>
<td>7</td>
<td>3%</td>
</tr>
<tr>
<td>Total people providing ethnicity</td>
<td>214</td>
<td>110%</td>
</tr>
</tbody>
</table>

Overview of feedback received on the Annual Budget from Rodney Local Board area

48. The proposed Annual Budget 2020/2021 sets out our priorities and how we’re going to pay for them. The regional consultation on the proposed Annual Budget focused on changes to rates and fees, the key proposals were:

• waste management targeted rate
• refuse collection in former Auckland City and Manukau City
Item 13

49. The submissions received from the Rodney Local Board area on these key issues is summarised below, along with an overview of any other areas of feedback on regional proposals with a local impact.

Waste management targeted rate

50. Aucklanders were asked about a proposal to increase the waste management targeted rate.

**Question 1: Waste management targeted rate**

*The cost of responsibly dealing with our kerbside recycling (paper, cardboard and plastics) has increased due to international market conditions.*

*To pay for this we propose to charge only those who use the service by increasing the targeted rate by $19.97 a year or $0.38 a week (the total cost changing from $121.06 to $141.03 incl. GST).*

*If we do not do this, we would have to fund the shortfall by increasing general rates for all ratepayers, including those who don’t get a kerbside collection service.*

51. The graphs below give an overview of the responses from the Rodney Local Board area.

<table>
<thead>
<tr>
<th>1-Q1 Waste management targeted rate</th>
<th>Code</th>
<th>Count</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you support our proposal?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support</td>
<td></td>
<td>111</td>
<td>66%</td>
</tr>
<tr>
<td>Do not support</td>
<td></td>
<td>43</td>
<td>26%</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>14</td>
<td>8%</td>
</tr>
</tbody>
</table>

Refuse collection in former Auckland City and Manukau City

52. Aucklanders were asked about a proposal to increase the refuse collection in former Auckland City and Manukau City targeted rate.

**Question 2: Refuse collection in former Auckland City and Manukau City**

*In the old Auckland City and Manukau City Council areas, households pay for rubbish through a targeted rate. In other parts of the city, residents pay for their collection via Pay As You Throw. The targeted rate for the Auckland City and Manukau City Council areas no longer meets the cost of collection.*

*To cover this extra cost we propose increasing the targeted rate in these areas by $14.23 a year or $0.27 a week for a 120 litre bin (the total cost changing from $129.93 to $144.16 incl. GST), and an additional $6.68 a year or $0.13 a week for a large 240 litre bin (the total cost changing from $191 to $211.91 incl. GST).*

*If we do not do this, we would have to increase general rates for all ratepayers, including those living outside these two areas who would subsidise residents of old Auckland and Manukau cities.*

53. The graphs below give an overview of the responses from the Rodney Local Board area.

<table>
<thead>
<tr>
<th>2-Q2 Refuse collection in former Auckland City and Manukau City</th>
<th>Code</th>
<th>Count</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you support our proposal?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support</td>
<td></td>
<td>101</td>
<td>69%</td>
</tr>
</tbody>
</table>
Waitākere rural sewerage service and targeted rate

54. Aucklanders were asked about a proposal to increase the Waitākere rural sewerage service and targeted rate.

Question 3: Waitākere rural sewerage service and targeted rate

Last year we consulted on removing the septic tank pumpout service funded by a targeted rate. While feedback indicated a willingness to go ahead with the removal of this service in the Henderson-Massey and Upper Harbour local board areas, residents of the Waitākere Ranges Local Board area said they wanted to keep the service. The cost of delivering this service is higher than the current targeted rate of $198.43.

Our proposal, for those in the Waitākere Ranges Local Board area who want the service, is to recover the full cost by increasing the targeted rate to between $260 and $320 a year (incl. GST). This increase would apply from July 2021.

If we do not do this, the council could end the service, or continue to subsidise the cost of the service to septic tank users in the Waitākere Ranges Local Board area from all general ratepayers, including those who don’t use the service.

55. The graphs below give an overview of the responses from the Rodney Local Board area.

<table>
<thead>
<tr>
<th>Code</th>
<th>Count</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support - continue the service</td>
<td>71</td>
<td>54%</td>
</tr>
<tr>
<td>Do not support - end the service</td>
<td>53</td>
<td>40%</td>
</tr>
<tr>
<td>Do not support - continue the Waitākere septic tank service subsidised by all general ratepayers</td>
<td>8</td>
<td>6%</td>
</tr>
</tbody>
</table>

Other feedback

56. Aucklanders were asked what is important to them and if they had any feedback on any other issues. This could include the key topics of how we charge for pool fencing inspections and adjusting our fees and charges.

Feedback on the draft Tūpuna Maunga o Tamaki Makaurau Authority – Operational Plan 2020/2021

57. No feedback was received from the Rodney Local Board area on the draft Tūpuna Maunga o Tamaki Makaurau Authority – Operational Plan 2020/2021.

Tauākī whakaaweawe āhuarangi

Climate impact statement

58. The decisions recommended in this report are procedural in nature. New targeted rates and the release of reserve funds will not have any climate impacts themselves.

59. Some of the proposed projects these would fund may have climate impacts. The climate impacts of any projects Auckland Council chooses to progress as a result of this will be assessed as part of the relevant reporting requirements.
60. Some of the proposed projects these would fund will be specifically designed to mitigate climate change effects, build resilience to climate impacts, and restore the natural environment.

Ngā whakaaweawe me ngā tirohanga a te rōpū Kaunihera
Council group impacts and views
61. The Annual Budget is an Auckland Council group document and will include budgets at a consolidated group level. Consultation items and updates to budgets to reflect decisions and new information may include items from across the group.

Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe
Local impacts and local board views
62. Local board decisions and feedback are being sought in this report. Local boards have a statutory role in providing local board feedback on regional plans.
63. Local boards play an important role in the development of the Annual Budget. Local board agreements form part of the Annual Budget. Local board nominees have also attended Finance and Performance Committee workshops on the Annual Budget.

Tauākī whakaaweawe Māori
Māori impact statement
64. Many local board decisions are of importance to and affect Māori. Local board agreements and the Annual Budget are important tools that enable and can demonstrate council’s responsiveness to Māori.
65. Local board plans, which were developed in 2017 through engagement with the community, including Māori, form the basis of local priorities. There is a need to continue to build relationships between local boards and iwi, and the wider Māori community.
66. The analysis included submissions made by mana whenua and the wider Māori community who have interests in the rohe/local board area.
67. Ongoing conversations between local boards and Māori will assist in understanding each other’s priorities and issues. This in turn can influence and encourage Māori participation in council’s decision-making processes.
68. Some of the proposed projects these would fund may have impacts on Māori. The impacts on Māori of any projects Auckland Council chooses to progress as a result of this will be assessed as part of the relevant reporting requirements.

Ngā ritenga ā-pūtea
Financial implications
69. This report is seeking local board decisions on financial matters in local board agreements that need to then be considered by the Governing Body.
70. Local boards are also providing input to regional plans. There is information in the consultation material for each plan with the financial implications of different options.

Ngā raru tūpono me ngā whakamaurutanga
Risks and mitigations
71. Local boards are required to make recommendations on these local financial matters for the Annual Budget by 15 May 2020 to enable the Governing Body to make decisions on them when considering the Annual Budget in May.
Ngā koringa ā-muri

Next steps

72. Local boards will approve their local board agreements and corresponding work programmes.

73. Recommendations and feedback from local boards will be provided to the relevant Governing Body committees for consideration during decision making.

74. The dates of these meetings are yet to be determined as the impacts of the COVID-19 pandemic and lockdown are considered.

NOTE: CHANGE AUTHOR TO Justin Kary

Ngā tāpirihanga

Attachments

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>One Warkworth BID establishment map V2 March 2020</td>
<td>201</td>
</tr>
<tr>
<td>B</td>
<td>Rodney written feedback Vol 1 <em>(Under Separate Cover)</em></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Rodney written feedback Vol 2 <em>(Under Separate Cover)</em></td>
<td></td>
</tr>
</tbody>
</table>

Ngā kaihaina

Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Justin Kary – Local Board Advisor Rodney</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisers</td>
<td>Louise Mason - GM Local Board Services</td>
</tr>
<tr>
<td></td>
<td>Lesley Jenkins - Relationship Manager</td>
</tr>
<tr>
<td>Item 7.1</td>
<td>Attachment A</td>
</tr>
</tbody>
</table>
NORTH WEST COUNTRY INCORPORATED

ANNUAL REPORT
RODNEY LOCAL BOARD
2019/2020
CONTENTS

CHAIRS REPORT
EXECUTIVE COMMITTEE
ACTIVITIES
BUSINESS PLAN 2020-2021
BUDGET 2020-2021
CHAIRS REPORT

Highlights of the last year have been;

Over 3000 visitors attended the 2020 North West Festival during the summer capping off another successful year of our long running showcase event.

Record number of businesses participated in our annual business awards last year with thousands of residents voting to support their favourite companies. The high level of public participation is exactly the sort of business promotion the association wants to achieve.

A complete renewal of our website and the creation of members portal which has all the information about the association’s activities including executive meeting minutes. The new website links with our CRM system and the portal allows members to quickly update their listing information that then automatically updates this on the public directory. The new website is designed to be mobile friendly and allow users to quickly access information about local businesses.

Monthly business networking events have been held this year across the business district. Following feedback on these we are planning to focus on quarterly seminar type events for 2020.

We have engaged a landscape design consultant to work with Kumeu Village, NZTA and Auckland Transport to design an appealing entrance to Kumeu where the new intersection is being constructed at Access Road this will involve improved planting and signage.

Our social media and print promotion have increased this year with a focus on local businesses and their owners in regular newspaper articles which has then been used on social media. This year we have reached over 270,000 people through social media advertising.

In 2020 we are proposing to focus on signing up all businesses in the district, more print and social media business promotion to encourage people to support local companies, working to promote and support the growing service and manufacturing sector, partners with local events to make our towns fun places to visit, and working to improve the appearance of our townships. With the event of COVID-19 this work will be essential to help the recovery of local businesses.

A budget of $185,000pa was agreed at our AGM however due to COVID-19 North West Country would like to set our targeted rate at the same level it was set for the 2018/2019 financial year - $180,000.

Tony Forlong

Chair, North West Country Executive Committee.
2020 NORTH WEST COUNTRY COMMITTEE

The Executive Committee of North West Country Inc is elected from representatives of each township in the North West Business Improvement District. There is also a representative from the Rodney Local Board of Auckland Council.

CHAIR 
TONY FORLONG. KTS ACCOUNTING

KUKAPAKAPA 
GERALDINE BAYLY. SHARK NTATTIES

HELENSVILLE 
SHONA OLIVER. NG A MAUNGA NAKAHIO KAI PARA
BERNIE FLYNN. HELENSVILLE MOTORCYCLES
LIV MCGREGOR. MAMAS BREW SHOP

PARAKAII 
DION TILSON. PARAKAII SPRINGS

NAIMAUku 
JON WILLIAMSON. WILLIAMSON WATER ADVISORY

KUMEU/HUAPAI 
GUY MISHART. KUMEU ARTS CENTRE
ANDY CUMMINGS. KUMEU MEAT PROCESSORS
TERESA NOBILIO-HEALY. ZUBU

RIVERHEAD 
HAYLEY PLONMAN. HALLERTAU

RODNEY LOCAL BOARD 
VICKI KENNY
### ACTIVITIES

### OPERATIONS

The North West District Business Association (NWDBA) is responsible for leading the Business Improvement District (BID) programme for the North West area.

North West Country Inc receives funding from the business community through a targeted rate applied and collected by Auckland Council. All funds collected to the level agreed in the annual budget are then passed directly to the association to complete projects, activities and programmes that achieve the goals of the strategic plan.

<table>
<thead>
<tr>
<th>OBJECTIVES</th>
<th>ACHIEVEMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NWDBA Committee Meetings Review progress against Strategic and Business Plan and hold AGM</td>
<td>Progress against business plan and budgets reviewed. Annual report to members via AGM.</td>
</tr>
<tr>
<td>Engage a BID Manager (plus Member Services &amp; Support Manager / Marketing Manager)</td>
<td>Efficient Business Association maintained by contract staff; KPIs set via Business Plan achieved.</td>
</tr>
<tr>
<td>Financial, Association and Auckland Council BID reporting requirements met. Annual financial audit completed</td>
<td>All reporting requirements met. Unqualified audit achieved.</td>
</tr>
<tr>
<td>IT costs / subscriptions to cover Microsoft hosted exchange, Zoho and Survey Monkey.</td>
<td>Efficient communications systems maintained.</td>
</tr>
</tbody>
</table>
## BUSINESS PLAN 2018/2019 REVIEW
### HELPING GROW BUSINESS

<table>
<thead>
<tr>
<th>OBJECTIVES</th>
<th>ACHIEVEMENTS</th>
</tr>
</thead>
</table>
| Help our businesses understand their market better through customer data collection using the app, service feedback, social media behaviour, market view reports and other market data collection.  
  - Develop regular reporting of market trends in the district. |
| The last twelve months have been focused on getting our database, CRM system and web presence into a form that allows us to achieve our objectives.  
  - Integrating the website and CRM system has been an essential part of tying together our membership database to ensure accuracy.  
  - Separating membership and association information from our public website so it can focus on providing better information to consumers.  
  - Creation of a member’s portal to allow members to update their own details, access a range of information about the associations, and find out about our activities.  
  - Full update of membership database including categorisation of businesses that allows seamless integration into a new website.  
  - Creation of a new website that provides an up to date business directory and allows the association to quickly create pages to promote a particular sector, event or promotion.  
  - The budget previously allocated to Market View data was invested in website and portal development. Now this work is complete it is recommended that the association consider purchasing Market View data in 2020. |
| Develop a business excellence program for members with relevant promotion, training opportunities, mentoring and support to help grow their businesses and encourage them towards participating in the business awards.  
  - Partner with education providers to run training programs.  
  - Lift quality of the service experience of members businesses.  
  - Raise participation of members in social media platforms. |
| The Business Excellence Program focused on providing monthly advertising opportunities for members which involved an interview with the owners and the stories published in the Helensville News and Kumeu Courier each month. These stories were then shared on our Facebook Page and onto local Facebook Groups. Over 270,000 people were reached through social media promotion this year.  
  - The new members portal provides the ability for members to log in, check and update their business details and access information about the association and its activities. |
Item 7.1

- Develop a promotional program that helps all types of business.

No specific training programs were provided in 2019. This should be reconsidered as a priority for 2020.

A record level of participation in this year’s Business Awards. There were new categories and a high level of public engagement in voting through social media promotion.

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Develop a regular networking program for businesses across the district to help NWC engage with its members and for them to share ideas and issues with each other and NWC.

- Local meetings with either training opportunities or presentations to engage with members and encourage associate membership.
- Engage with members and seek feedback from members to ensure our activities are relevant.

Monthly networking meetings were held in Riverhead, Kumeu, Waitakuru, Helensville and Kauri Bay.

These had a range of speakers on various topics.

Attendance has been varied. It is suggested that in 2020 the association consider running quarterly events with high profile speakers.

We provided monthly newsletters to members and conducted a member satisfaction survey.

---

Create value for members and build associate membership.

- Develop a package of member benefits e.g. group discounts.
- Increase paid associate membership.

Income for associate membership has increased by 211% in 2019 ($897 to $2797) with a steady level of interest from potential members from outside the BID zone.

Interest in associate membership has increased as we have offered more tangible services to members such as the Business Excellence Program.

While we have encouraged businesses to provide group discounts to members this has only been taken up by a small number of businesses.

In August we launched a subsidised inorganic collection service in conjunction with the Helensville Community Recycling Centre partly funded by Auckland Council’s Waste Management Initiatives Fund.

---

Engage with organisations, agencies and council to advocate on behalf of the business community.

- Ensure the association understands the issues affecting its members.
- Be a strong advocate both at local and national government level for the association’s membership.

We have provided regular information on Council and Government issues that affect business.

The association has provided feedback on a number of council plans and infrastructure projects over the last year.

We have been involved in the town centre upgrades in Helensville which will start in 2020.
## PROMOTING OUR DISTRICT

### OBJECTIVES

- **Make our brand instantly recognisable.**
  - Complete the entryway sign project.
  - Ensure our online presence is up to date and relevant.
  - Issue regular media statements to raise the level of awareness of the association and its activities.
  - Develop an annual event that covers the whole of the district.

- **Work with businesses, agencies and iwi to improve our townships and key destinations.**
  - Work with council, agencies and the community to improve the look and feel of our townships.
  - Develop regular contact with sector groups and iwi to improve communication.

- **Incorporate the history of our district and creative sector as part of our promotional program.**
  - Incorporate cultural history in our promotions.
  - Grow the current signature event and look at opportunities to create new events, or partner with existing ones in the district.

### ACHIEVEMENTS

- Planning underway in Kumeu for upgrade of sign and part of main street in partnership with Auckland Transport and Kumeu Village Body Corporate.
- Helensville sign replacement on hold, to be investigated as part of town centre upgrades.
- North West Burger Challenge to be launched in Autumn 2020 which will cover a wider selection of businesses and food suppliers to showcase our food industry. This is modelled on successful Burger Wellington event.

- Planning underway in Kumeu for upgrade of part of main street at the entrance to Kumeu in partnership with Auckland Transport and Kumeu Village Body Corporate.
- Continue to work with Council on town centre upgrades and support the Kumeu Huapai Centre Plan.
- Maintain regular contact with iwi over projects such as the Triple Harbour Trail promotion.

- Worked with ATEED to develop Triple Harbour map which will form our online tourism marketing when complete. This will allow fine grained detail to be incorporated about businesses and the history of the area.
- New website is to have township information updated to better reflect history of the area this work has started with iwi.
- The North West Festival held this year was the most successful yet with over 2500 people attending the sell-out event. Planning with well underway with a subcommittee appointed to ensure the event meets the associations strategic objectives around promoting the district and its businesses.
BUSINESS PLAN 2020 - 2022

VISION
The North West – New Zealand’s creative playground and premiere place to live, work and do business and the location of choice for Aucklanders looking for a new experience.

MISSION STATEMENT
Inspiring and enabling businesses to thrive in Auckland’s Creative Playground.

COMPETITIVE ADVANTAGE
- History - A history of early habitation, adventurous and spirited people.
- Environment - It offers a beautiful natural environment that helps visitors escape, unwind and connect with nature, sweeping from coast to coast with rolling hills, forests and waterways.
- Food Experience - The place where Auckland’s best quality food, wine and beer is produced.
- Spirit - Passionate spirited people, who are adventurous, express themselves and strive to deliver exceptional experiences.
- Adventure - A chance to discover new places, meet new people. It offers exhilarating experiences that will ignite the senses.
- Lifestyle – A great place to live with a strong community.

VALUES
- Adventurous - we are positive, we challenge, we explore, and we express ourselves passionately.
- Welcoming - We are down to earth, friendly and helpful.
- Supportive - of each other with a strong sense of community.

OBJECTIVES
- Become the network connector for businesses in the North West.
- Provide relevant and timely support and information to members.
- Promote the North West as Auckland’s creative playground.
- Celebrate the cultural history of our area.
- Create a strong business brand of North West Country.
- Provide strong and transparent operational foundation.
- Become the face and voice of the business community.

NORTH WEST COUNTRY INC.
### Challenges
- Transport connections.
- Communicating the vision.
- Geographic spread of North West area.
- Appearance of our commercial centres (e.g., signage clutter).
- Perceptions around the value the Association can add and getting support from existing members.
- Enhancing the value and perception North West Country adds.

### Opportunities
- North West’s offering closely matches all the desires of Auckland day trippers with a huge range of activities.
- North West is seen as unknown but full of potential and therefore offers visitors a sense of new discovery.
- The North West is closer to Auckland than many people realise.
- There is a huge untapped audience in Auckland ready to be wowed.
- New commercial and residential developments and growing local population offer opportunities for existing businesses reasons for new businesses to set up in the district.
- Building on the things we do well now (e.g., adventure tourism).

### Strategic Plan

#### Helping Grow Business
- Provide relevant information to members about the Association’s activities and the opportunities for promotion and assistance.
- Continue to develop the Business Excellence Program for members by adding relevant promotion, training opportunities, mentoring and support to help grow their businesses and encourage them towards participating in our annual business awards.
- Develop a quarterly networking and seminar program for businesses across the district. Engage with members through quarterly surveys to allow them to share ideas and issues with the association.
- Create value for members to build both general and associate membership.

#### Promoting Our District
- Make the North West Country brand instantly recognisable.
- Work with local government, businesses, agencies and iwi to improve our townships and key destinations.
- Incorporate the history of our district and creative sector as part of our promotional program.
- Investigate an additional annual event that promotes the business services and manufacturing sector of the North West.
### BUSINESS PLAN 2020 - 2022

**HELPING GROW BUSINESS**

Provide relevant information to members about the association's activities and the opportunities for promotion and assistance.

- Purchase Market View Data for 2020.
- Continue to improve accuracy of database.
- Ensure we have got all eligible members signed up to the association.

Continue to develop the Business Excellence Program for members by adding relevant promotion, training opportunities, mentoring and support to help grow their businesses and encourage them towards participating in our annual business awards.

- Partner with education providers to run training programs.
- Lift quality of service experience of members.
- Raise participation of members on social media platforms.

Develop a quarterly networking and seminar program for businesses across the district. Engage with members through quarterly surveys to allow them to share ideas and issues with the association.

- Carry out quarterly surveys of members on key issues.
- Develop a quarterly seminar series with well-known or relevant speakers followed by the opportunity to network afterwards.

**PROMOTING OUR DISTRICT**

Make our brand instantly recognisable.

- Complete Kumero entrance project.
- Get all businesses in our BID zone signed up as members by mid 2020.
- Ensure our online presence is up to date and relevant.
- Investigate opportunities for online advertising to raise profile of area.
- Get better branding leverage at our events and promotions.

Work with businesses, agencies and iwi to improve our townships and key destinations.

- Work with council agencies and the Local Board to improve the look and feel of our townships.
- Support the implementation of the Kumero Huapai Centre Plan and the town centre upgrades in Holmaville.
- Investigate partnerships with businesses, council and other agencies to progress town centre improvements.

Incorporate the history of our district and creative sector as part of our promotional program.

- Investigate a historic trail through the North West using post & QR code with access to visual and audio online. This will require partnerships with community groups and iwi.

**Create value for members and build associate membership.**

**Promote the District to Visitors**

- Develop the website to provide better information for visitors to the area using the Triple Harbour trails map that has
### Item 7.1

- Continue to partner with businesses to offer group discounts to members.
- Increase paid associate membership.
- Investigate an additional annual event that promotes the business services and manufacturing sector of the North West.
- Get all businesses in BID zone signed up as members by mid 2020.

Engage with organisations, agencies and council to advocate on behalf of the business community

- Ensure the association understands the issues affecting its members.
- Be a strong advocate both at local and national government level on behalf the association’s membership.

been developed by ATEED as a base to provide day trip programs.