

Date: Thursday 16 May 2024
Time: 12.00pm
Meeting Room: Howick Local Board Meeting Room
Venue: Pakuranga Library Complex
 7 Aylesbury Street
 Pakuranga

Howick Local Board

OPEN ATTACHMENTS

ITEM	TABLE OF CONTENTS	PAGE
8.1	Deputation - Jennie McCormick of the Howick and Pakuranga Community Houses Inc Society	
	A. 16 May 2024, Howick Local Board: Item 8.1 - Deputation - Howick and Pakuranga Community Houses Inc Society presentation	3
12	Chairperson's Report	
	A. 16 May 2024, Howick Local Board: Chairperson's Report - Chair Light's Written Report	15
15	Auckland Council's Quarterly Performance Report: Howick Local Board for quarter three 2023/2024	
	A. Work programme update FY24 Q3	17
	B. Financial Performance Report FY24 Q3	45
16	Local board appointment to Emergency Readiness and Response Forum	
	A. Terms of Reference for Readiness and Response Forum	51
17	Endorsing Business Improvement District (BID) targeted rate grants for 2024/2025	
	A. BID Policy reporting requirements	55
	B. Governance Summary - Howick BID	59
	C. Governance Summary - Business East Tamaki	61
18	Urgent Decision of the Howick Local Board to Formalise Input into Auckland Council's Submission on the Fast Track Approvals Bill	

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

	A.	16 May 2024, Howick Local Board: Urgent Decision of the Howick Local Board to Formalise Input into Auckland Council's Submission on the Fast Track Approvals Bill - Copy of the Urgent Decision Memo	63
19		Local government elections 2025 – order of names on voting documents	
	A.	Memo - Analysis of order of candidate names on election outcomes	87
20		Howick Local Board Workshop Records	
	A.	16 May 2024, Howick Local Board - Howick Local Board Workshop Records - 18 April 2024 Record of Workshop	99
	B.	16 May 2024, Howick Local Board - Howick Local Board Workshop Records - 2 May 2024 Record of Workshop	101
	C.	16 May 2024, Howick Local Board - Howick Local Board Workshop Records - 9 May 2024 Record of Workshop	103
21		Hōtaka Kaupapa Governance Forward Work Calendar	
	A.	16 May 2024, Howick Local Board - Hōtaka Kaupapa Governance Forward Work Calendar - Copy of the Hōtaka Kaupapa	105



**HIGHLAND PARK & ANCHORAGE PARK
COMMUNITY HOUSES - 2023**
OPERATED BY HOWICK & PAKURANGA COMMUNITY HOUSES INC



Attachment A: BID Policy Requirements Summary

Requirement number	Requirement	Compliance responsibility
1:	Auckland Council requires BID-operating business associations to fully comply with the Business Improvement District (BID) Policy (Kaupapa Hereā-Rohe Whakapiki Pakihi).	BIDs – Mgmt. & Executive Committee
2:	BID programmes should aim to develop economic activities that support and benefit their BID affiliates and provide value to the business community.	BIDs – Mgmt. & Executive Committee/ members
3:	BID programmes established before 2010 and currently receiving, receiving less than \$120,000 targeted rate grant per annum, are required to increase their <u>total</u> ongoing income received (including the BID targeted rate grant) to at least \$120,000 per annum by 1 July 2028 (6 years).	BIDs – Mgmt. & Executive Committee/
4: If applicable	All establishing BID programmes must operate at a size (geographical) and scale of not less than \$120,000 per annum (BID target rate grant) to achieve: <ul style="list-style-type: none"> • A long-term focus for the BID programme • Independent long-term financial sustainability of the business association, including securing additional income streams. • Adequate resourcing to complete all compliance costs under the policy. 	New BIDs
5:	All BID-operating business associations must have a signed current three-year BID Targeted Rate Grant Agreement (Appendix A).	BIDs – Mgmt. & Executive Committee
6:	The BID targeted rate grant spend must focus on delivering value to BID affiliates.	BIDs – Mgmt. & Executive Committee
7:	The BID targeted rate grant and BID programme resources (management, governance time or funds) cannot be used under any circumstances: <ul style="list-style-type: none"> • For any political purpose • and or to endorse or support a particular candidate or political party. 	BIDs – Mgmt. & Executive Committee
8: If applicable	BID-operating business association must accept that Auckland Council reserves the right, at its sole discretion (to be exercised reasonably), to review the use of targeted rate grant funds and the need for an audit and anticipates full cooperation from the BID-operating business association.	Auckland Council
9:	BID affiliates must have at all times, access ¹ to BID programme information and BID targeted rate spend (section 4). Information about the business association operating the BID programme including: <ul style="list-style-type: none"> ○ How decision-making takes place ○ How BID affiliates can provide feedback into the 	BIDs – Mgmt. & Executive Committee, affiliates, members

¹ Access must be unrestricted, free of any barriers and available in appropriate languages to enhance understanding.

	<p>BID programme priorities and the BID targeted rate grant spend.</p> <ul style="list-style-type: none"> ○ How to become a business association member (membership information and consent process) ● BID affiliates and association members must have access to the following documents at least 14² days prior to the General Meeting (AGM) date: <ul style="list-style-type: none"> ○ BID programme annual business plan, including: <ul style="list-style-type: none"> ▪ Activities ▪ Outcomes ▪ Budget allocations ○ Draft BID programme income and expenditure budget (upcoming year) ○ General Meeting Agenda (AGM/SGM) 	
10:	Where BID-operating business associations receive funding from Auckland Council or council-controlled organisations in addition to the BID targeted rate grant, council processes require the BID-operating business association be compliant with all accountability requirements associated with that funding.	BIDs – Mgmt. & Executive Committee
11:	All BID operating business associations must complete the annual accountability reporting requirement to Auckland Council by the required dates as defined in Table One – ‘Summary of accountability documents and deadlines’.	BIDs – Mgmt. & Executive Committee
12:	All BID-operating business associations must have a clear delineation between the governance and management of a BID programme.	BIDs – Mgmt. & Executive Committee
13:	All BID-operating business associations must include the following governance practices: <ol style="list-style-type: none"> a) Executive Committee representation b) Minimum quorum 	BIDs – Mgmt. & Executive Committee
14:	All BID-operating business associations must have an annual audit (or review) and comply with the following: <ol style="list-style-type: none"> c) Auditor qualification and type of audit – Auditor qualification and Type of Audit d) Insurance 	BIDs – Mgmt. & Executive Committee
15:	All BID-operating business association must have written approaches to both governance and management.	BIDs – Mgmt. & Executive Committee
16:	The BID-operating business association constitution and the executive committee board charter must not be inconsistent with the policy.	BIDs – Mgmt. & Executive Committee
17:	All proposed amendments to the constitution concerning the BID programme and BID targeted rate grant funding will require written approval by Auckland Council prior to membership approval at a General Meeting (AGM/SGM).	BIDs – Mgmt. & Executive Committee
18:	All BID-operating business associations are required to identify, engage, and communicate with: <ul style="list-style-type: none"> ● BID affiliates 	BIDs – Mgmt. & Executive Committee

² Special General Meeting (SGM) 21 days notice.

	<ul style="list-style-type: none"> • Business association members • Local Board BID representative • Local Board/s • A suitable online platform should be used for BID programme information to be freely available. 	
19:	Only BID affiliates qualify as a full member of a BID-operating business association.	BIDs – Mgmt. & Executive Committee
20: If applicable	Auckland Council must be provided with a signed copy of the agreement/contract when a BID-operating business association provides overall management and services to deliver the total BID programme on behalf of another BID-operating business association. Both BID-operating business association executive committees continue to be responsible for their association and to their association members.	BIDs – Mgmt. & Executive Committee(s),
21:	BID-operating business associations are required to engage in at least one meeting per year with the local board/s. This meeting should be scheduled for a date between the completion of the General Meeting (AGM/SGM) and 10 March.	BIDs – Mgmt. & Executive Committee
22:	The BID-operating business association must advise Auckland Council if they become aware that they are not compliant with the BID Policy.	BIDs – Mgmt. & Executive Committee
23: If applicable	Completion of Table Three - 'BID Ballot Processes' is a requirement for: <ul style="list-style-type: none"> a) Establishing a new BID programme b) Amendments to an existing BID programme (boundary, rating mechanism or discontinuation). 	BIDs – Mgmt. & Executive Committee –

