

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

Date: Tuesday 23 July 2024
Time: 10:00am
Meeting Room: Local board office
Venue: 2 Glen Road
Browns Bay

Hibiscus and Bays Local Board OPEN AGENDA

MEMBERSHIP

Chairperson	Alexis Poppelbaum, JP	
Deputy Chairperson	Gary Brown	
Members	Jake Law	Victoria Short
	Sam Mills	Gregg Walden
	Julia Parfitt, JP	Leanne Willis

(Quorum 4 members)

Louise Healy
Democracy Advisor

17 July 2024

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1 Nau mai | Welcome

2 Ngā Tamōtanga | Apologies

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

3 Te Whakapuaki i te Whai Pānga | 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 Te Whakaū i ngā Āmiki | Confirmation of Minutes

That the Hibiscus and Bays Local Board:

- a) whakaū / confirm the ordinary minutes of its meeting, held on Tuesday 2 July 2024, as a true and correct record.

5 He Tamōtanga Motuhake | Leave of Absence

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

6 Te Mihi | Acknowledgements

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

7 Ngā Petihana | Petitions

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

8 Ngā Tono Whakaaturanga | 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 Hibiscus and Bays 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.

8.1 Deputation - Mairangi Bay Surf Club

**Te take mō te pūrongo
Purpose of the report**

1. Tony Sands and Peter Nicol have requested a deputation to discuss the proposed options for the Mairangi Bay Reserve Management Plan variation.
2. A presentation has been provided and is included as Attachment A to the agenda report.

**Ngā tūhonga
Recommendation/s**

That the Hibiscus and Bays Local Board:

- a) whakamihi / thank Tony Sands and Peter Nicol for their presentation and attendance at the meeting.

Attachments

A Mairangi Bay Surf Club presentation95

8.2 Deputation - Heart of the Bays

**Te take mō te pūrongo
Purpose of the report**

1. Debbie Russell and Pam Martin have requested a deputation to update the local board on their activities over the last financial year.
2. A presentation has been provided and is included as Attachment A to the agenda report.

**Ngā tūhonga
Recommendation/s**

That the Hibiscus and Bays Local Board:

- a) whakamihi / thank Debbie Russell and Pam Martin for their presentation and attendance at the meeting.

Attachments

A Heart of the Bays presentation 107

9 Te Matapaki Tūmatanui | 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 three minutes per speaker is allowed, following which there may be questions from members.

9.1 Public Forum - Rachelle Collier

**Te take mō te pūrongo
Purpose of the report**

1. Rachelle Collier has requested public forum time to address the local board in relation to a potential mountain bike track at Seagate Reserve.

**Ngā tūhonga
Recommendation/s**

That the Hibiscus and Bays Local Board:

- a) whakamihi / thank Rachelle Collier for her attendance at the meeting.

10 Ngā Pakihi Autaia | 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.”

Approval of the 2024/2025 Holiday Parks Local Board work programme

File No.: CP2024/09896

Item 11

Te take mō te pūrongo Purpose of the report

1. To approve the 2024/2025 Hibiscus and Bays Local Board Holiday Parks work programme and its associated budget.

Whakarāpopototanga matua Executive summary

2. The Governing Body has approved a change to the delegated decision-making table which has formally shifted decision making for holiday parks to local boards, effective 1 July 2024. This is in keeping with the local board's resolved feedback in March 2024 expressing a desire to take over the management of these parks.
3. Budgets relating to the Ōrewa Holiday Park assets and service operation have been transferred to the Hibiscus and Bays Local Board and formed part of the local board agreement approved in June 2024.
4. This report presents the 2024/2025 Hibiscus and Bays Local Board Holiday Parks work programme for approval. In addition, the 2025/2026 and 2026/2027 holiday parks work programme is presented for approval in principle.
5. When approved, the holiday parks renewals and development will form part of the overall Parks and Community Facilities department work programme for the purposes of future quarterly reporting to the local board.
6. Within the Holiday Parks work programme, the Parks and Community Facilities department has identified several capital projects for the 2025/2026 and 2026/2027 financial years as part of the Risk Adjusted Programme.
7. Approval is sought for the planning and design of the Risk Adjusted Programme projects to commence during the 2024/2025 financial year, so they can be prioritised if other, already approved projects cannot be delivered, face higher costs or are delayed due to unforeseen reasons.

Ngā tūtohunga Recommendation/s

That the Hibiscus and Bays Local Board:

- a) whai / approve the Hibiscus and Bays Local Board 2024/2025 Holiday Parks work programme and its associated budget (Attachment A to the agenda report).
- b) whai / approve in principle the Hibiscus and Bays Local Board 2025/2026 and 2026/2027 Holiday Parks work programme (Attachment A of the agenda report).
- c) whai / approve the Risk Adjusted Programme projects identified in the Hibiscus and Bays Local Board 2024/2025 Holiday Parks work programme (Attachment A of the agenda report).
- d) tuhi ā-taipitopito / note that capex and opex funding relating to the Ōrewa Holiday Park have been transferred to the Hibiscus and Bays Local Board and formed part of the funding set out in its local board agreement (adopted in June 2024).

- e) tuhi ā-taipitopito / note that an additional amount of \$953,633 capex will be transferred to the Hibiscus and Bays Local Board over the 2024-2028 period to match the work programme and correct a shortfall in the initial sum.

Horopaki Context

8. Auckland Council owns Ōrewa holiday park in the Hibiscus and Bays Local Board area. A Section 17A review of council's holiday parks was undertaken in 2021 and a possible procurement of the holiday park service to a third party operator process was completed in 2023. The local board provided input throughout this process.
9. At the March 2024 meetings for both the Rodney and Hibiscus and Bays Local Boards, each local board resolved to cease all further negotiations relating to the procurement process. Both local boards expressed a desire to take over the management of the holiday parks. The local boards intend to shape ongoing community and recreational outcomes in the parks by:
- influencing fee reviews for annual concession sites and boat/trailer parking
 - prioritising a fair market rate for concession turnover accessible to all
 - maintaining a classic kiwi camping experience for all users as a key priority.
10. To give effect to the local board's resolved position, staff recommended in the Long-term Plan 2024-2034 that relevant budgets for the holiday parks be transferred to the local board, to align with a change in decision making responsibility. This has now been actioned with effect from 1 July 2024.
11. On 30 May 2024, the Governing Body formally adopted the revised "*Decision-making responsibilities of Auckland Council's Governing Body and local boards*", which formally shifted decision making for the holiday parks to the local board (GB/2024/62).
12. As a result of these changes in decision making and budget allocation, the Holiday Parks work programme will now shift to the Hibiscus and Bays Local Board. Attachment A to this report provides detail about the specific projects and programmes delivered.

Tātaritanga me ngā tohutohu Analysis and advice

13. The work programme demonstrates the phasing of programme and project delivery for the 2024/2025 financial year.
14. Delivery of the work programme commences from 1 July 2024, and in some cases comprises a continuation of implementation from previous financial years, including ongoing projects.

Opex Programme

15. Operational expenditure for the provision of the holiday parks service is presented as a single year for 2024/2025. This is consistent with the approach taken with the local board's Customer and Community Services work programme, approved in June 2024.
16. Holiday parks services in future years will form part of the wider work programme process and discussions which will start for 2025/2026 in late 2024.
17. The local board will be formally updated by staff on the delivery of the holiday parks programme in 2024/2025 by way of quarterly performance reports.

Capex Programme

18. With respect to capital renewals and development, the work programme also presents proposed allocations for 2025/2026 and 2026/2027 for approval in principle, in accordance

with the Parks and Community Facilities three-year rolling work programme. This is so that delivery and financial commitments against the capital works programme can be planned.

19. Approval of unique multi-year capital projects in the 2024/2025 work programme may lead to contractual commitments to the future budget needed to complete the project in 2025/2026 or 2026/2027. The 2024/2025 work programme includes projects with contractual commitments approved in principle as part of the 2022/2023 and 2023/2024 work programmes.
20. The holiday parks capital works formerly featured in the Regional Renewals Work Programme, which is approved by the Planning, Environment and Parks Committee (PEP committee) each year. As with the renewal of other local assets, the holiday parks projects are informed by issues such as asset criticality and condition. Staff also considered key factors specific to holiday parks such as:
 - business operation
 - campground regulations and holiday park industry best practice
 - Tourism Standards (e.g., maintaining the NZ Qualmark rating)
 - revenue generation/return on investment.
21. The 2024/2025 work programme contains items approved in principle by the PEP Committee in August 2023. The committee noted the programme again in May 2024 as part of the draft 2024/2025 regional work programme development process.
22. There have been some subsequent changes to the programme since May to reflect updated delivery forecasts. The division of decision making across the two local boards has also necessitated the need to split some projects which were formally bundled together across the region.

Risk Adjusted Programme

23. The Risk Adjusted Programme (RAP) was first implemented in 2019 and is designed to mitigate risk so that the total budget is delivered.
24. Several capital projects in the 2025/2026 and 2026/2027 work programme have been identified as part of the Risk Adjusted Programme and outlined in Attachment A.
25. Local board approval is sought for the commencement of these projects in the 2024/2025 financial year, so they can be prioritised if other, already approved projects, cannot be delivered or are delayed due to unforeseen reasons.

Work Programme changes

26. The budgets associated with the work programme are estimates only. Costs are subject to change and may need to be refined as the project progresses through the design and delivery process. Once activity details are more clearly defined, staff will update the work programme for approval in subsequent years.
27. In response to more detailed design and costing information, community consultation, consenting requirements and similar factors, amendments to the work programme or specific projects may also be required as projects progress.
28. Amendments to the work programme or specific projects will be provided to the local board when required. Any cost increases or changes that the local board approve will need to be funded from the local board's overall capex budget and may involve trade-offs with other renewals and development works.

Tauākī whakaaweawe āhuarangi Climate impact statement

29. As a significant service provider and property owner, the Community Directorate has a leading role in delivering Te Tāruke-ā-Tāwhiri: Auckland's Climate Plan.
30. Coastal assets, including the holiday parks, will be adversely affected by climate change. The Customer and Community Services work programme includes actions, consistent with Te Tāruke-ā-Tāwhiri to halve council's operational GHG emissions by 2030, and to adapt to a changing climate. The Holiday Parks work programme will be delivered in light of these continuing efforts.
31. Actions include reducing operational GHG emissions through improving the efficiency of facilities, investing in renewable energy, and adopting the Sustainable Asset Policy.
32. At the same time, the directorate will mitigate GHG emissions and improve climate resilience through delivering tree planting programmes across the region. This includes the transitioning of unproductive farmland on regional parks to permanent native forest and delivering ecological restoration projects with community groups.
33. Recent significant weather events have influenced criteria for renewing assets. Each renewal project will be assessed for flood plain impacts, as well as any new known consequences the council has experienced due to the weather.
34. Work is ongoing to build on the above actions and embed climate change considerations into investment decision-making, planning, and corporate policies, including asset management plans and local board plans.

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

35. The Holiday Parks work programme was developed collaboratively by staff in the Community directorate to ensure the activities and delivery of the work programme is integrated, complementary, and reflect council-wide priorities.
36. In future, the Holiday Parks work programme will be developed alongside the rest of the Community Directorate work programme and involve the collaboration of staff across the directorate as well as Governance and Engagement.
37. The holiday parks service and the holiday parks assets are both administered by the Parks and Community Facilities department which has meant a limited impact on the rest of the council group.

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

38. The local board resolved in their desire in March 2024 to take over the management of the holiday parks. The work programme and transfer of decision-making gives effect to the local board's resolution.
39. Any feedback received from the PEP Committee has informed the proposed Holiday Parks work programme. However, as the decision to transfer decision making for holiday parks to the local board came after the conclusion of the local board work programme process, the programme has been lifted directly from the regional work programme without direct local board input.
40. The local board will have an opportunity to provide input and direct the future renewals and development of the holiday parks as part of the upcoming 2025/2026 work programme development which will start in October 2024.

Tauākī whakaaweawe Māori Māori impact statement

41. The Auckland Plan's focus on Māori culture and identity is encapsulated in the outcome: Māori Identity and Wellbeing.
42. Kia Ora Tāmaki Makaurau, council's Māori outcomes performance measurement framework, captures the majority of council's Māori outcome strategy and planning. The framework responds to the needs and aspirations Māori in Tāmaki Makaurau, both mana whenua and mataawaka, have identified as mattering most for them.
43. Local boards play a vital role in representing the interests of all Aucklanders and are committed to the Treaty-based obligations and to enabling effective Māori participation (kia ora te hononga).
44. Local board plans include Māori outcomes and align Kia Ora Tāmaki Makaurau Outcomes with key initiatives in the local board plan.
45. The provision of services, facilities and open spaces support the realisation of the aspirations of Māori, promote community relationships, connection to the natural environment and foster holistic wellbeing of whānau, hapū and iwi Māori.
46. Engagement with Māori is critical. If not already completed, engagement will occur on an individual project basis, where appropriate, prior to any work commencing. Engagement outcomes with Māori will be reported back separately to the local board at the appropriate time.

Ngā ritenga ā-pūtea Financial implications

47. Each activity line has a budget allocation in one or more of the financial years e.g., 2024/2025, 2025/2026, and 2026/2027. The 2024/2025 activities recommended for local board approval can be accommodated within 2024/2025 budgets and staff resources.
48. The capex and opex for the projects in the work programme were transferred to the local board from the regional budget as part of the decisions made on the Long-term Plan 2024-2034 and adopted by the local board in their local board agreement in June 2024.
49. However, staff note that a mistake was made in that the full holiday parks regional budget had not been transferred to the local board and that the phasing of these budgets required adjustment over a four-year period.
50. This has resulted in the local board now receiving an extra \$953,633 in capex over the period 2024-2028, and is reflected in the allocations shown in Table 1 and in Attachment A.
51. The budgets allocated to activities in the financial years 2025/2026 and 2026/2027 are indicative and are subject to change due to any increased costs, inflation or reduction to the overall available annual council budget that may occur. Any cost increases or changes that the local board approve will need to be funded from the local board's overall capex budget and may involve trade-offs with other renewals and development works.
52. Table 1 below summarises the budgets allocation for the Holiday Parks work programme for each financial year.

Table 1: Hibiscus and Bays budget allocation

Local Budgets	2024/2025 (approve)	2025/2026 (approve in principle)	2026/2027 (approve in principle)
Opex: Asset Based Services (ABS)	\$1,294,513	0	0
Capex: Local Asset Renewals - Budget (ABS)	\$512,000	\$487,000	\$950,000
Capex: Local Asset Renewals - Proposed Allocation (ABS)	\$512,000	\$487,000	\$950,000
Advanced Delivery RAP*	0	0	0
Capex: Local Asset Renewals – Unallocated Budget	\$0	\$0	\$0
TOTAL PROPOSED ALLOCATIONS	\$1,806,513	\$487,000	\$950,000

53. During delivery of the 2024/2025 work programme, where an activity is cancelled or no longer required, the local board can reallocate the associated budget to an existing work programme activity or create a new activity within that financial year. This process will include agreement from the Parks and Community Facilities department and will need to be formally resolved on by the local board.

Ngā raru tūpono me ngā whakamaurutanga Risks and mitigations

54. The most significant risk is that delivery of the holiday parks projects is dependent on the local board approving the work programme in July 2024. Approval of the work programme later into the financial year will result in delays to delivery, including a risk that projects will not be ready for the upcoming summer seasons.
55. Staff have identified significant risk to holiday parks agreed revenue and savings targets if approval of these projects is delayed. This may adversely impact the local board's desire to retain the service and the classic kiwi camping holiday.
56. Funding for the projects in future years has already been transferred to the local board based on the draft work programme, but these amounts are subject to change, as noted above. Accordingly, the local board may be required to top these projects up with additional capex if the costs exceed the current budgets and/or if the local board reprioritises projects in future years. Any additional funding required would need to be sourced from the local board's existing capex budgets and therefore may impact the prioritisation of other local renewals and development work.
57. Table 2 below outlines the key risks and mitigations associated with the work programme once it has been approved.

Table 2: Risks and mitigations

Risk	Mitigation
Non-delivery, time delays and budget overspend of activities that are managed through the work programme.	<p>Having agreed processes to amend the work programme if activities need to be changed or cancelled.</p> <p>Utilising the Risk Adjusted Programme to progress those activities identified as ready to proceed under the Risk Adjusted Programme at the beginning of the financial year.</p>
Health, safety and wellbeing factors, including external influences relating to work programme delivery may impact the delivery of activities, resulting in activities requiring adjustment.	Health and safety assessments will be conducted prior to commencement of projects. Work programme activities and projects will be adjusted accordingly where these risks occur during the delivery phase.
Extenuating economic and environmental conditions, as well as the possibility of further COVID-19 outbreaks, may continue to create capex delivery challenges, including increased material and labour costs, as well as shortages in both sectors, this in turn will lead to increased overall project costs and may lead to delays in project delivery.	<p>Development of the work programme has included consideration of potential impacts on delivery due to extenuating economic and environmental conditions, as well as possibly of further COVID-19 outbreaks for all activities.</p> <p>Timeframes for some activities are set to enable delivery within the agreed timeframe despite possible delays.</p> <p>Increased costs and delays will be managed as part of the ongoing management of work programmes via additional RAP projects, and the rephasing of projects to accommodate increased budget and address material shortages.</p> <p>Where activities need to be cancelled the local board can reallocate the budget to other activities.</p>
Adverse weather impacts - delays to construction due to soft ground conditions and being unable to construct in the rain has impacted delivery of the capex work programme in the past. Should this continue, which with climate change is likely, this will once again impact delivery.	<p>Having agreed processes to amend the work programme if activities need to be changed or cancelled.</p> <p>Delays will be managed as part of the ongoing management of work programmes via additional RAP projects.</p>
Geopolitical factors may result in further inflationary and supply chain pressures.	<p>Potential inflationary pressures have been modelled into key forecasts, however, uncertainties remain.</p> <p>The ongoing cost increase may become unsustainable, and may require a reprioritisation of potential work programmes, capital spend and a potential discontinuation of some programmes</p>

Ngā koringa ā-muri

Next steps

58. Delivery of the holiday parks work programme is scheduled to start immediately and continue until 30 June 2025.
59. The local board will receive progress updates through the work programme quarterly reporting, with the first quarterly report available in October 2024.

60. When further decisions for activities are needed at project milestones, these will be brought to the local board at the appropriate time.
61. Discussion of future renewal requirements and other capital works will form part of the regular workshops and updates with Parks and Community Facilities staff and be included as part of discussion for the 2025/2026 work programme, which will begin in late 2024.

Ngā tāpirihanga Attachments

No.	Title	Page
A	2024/2025 Holiday Parks work programme	17

Ngā kaihaina Signatories

Author	Jonathan Hope - Principal Integration Specialist
Authorisers	Kim O'Neill - Head of Property and Commercial Business Taryn Crewe - General Manager Parks and Community Facilities Lesley Jenkins - Local Area Manager

2024/2025 Holiday Parks Work Programme

ID	Activity Name	Activity Description	Activity Benefits	Further Decision Points for LB	LB Plan Outcome	LB Plan Objective	Lead Dept/Unit or CCO	Delivery Year(s)	Budget Source	2024/2025
4458	Orewa Holiday Park operations	Operate Orewa Holiday Park in a safe and sustainable manner. Provide a diverse range of kiwi holiday experiences, offerings and escapes, accessible for everyone including visitors to feel connected to our land, history, and enjoy for generations to come.	Located in coastal local park reserves. Protected by reserve management plans with provision of recreational, commercial activities with intent for holiday parks/campgrounds to continue. Council's commitment to communities and stakeholders. Provide a diverse range of kiwi holiday experiences, offerings and escapes, accessible for everyone including visitors to feel connected to our land, history, and enjoy for generations to come. Linkages to recreational activities, opportunities, social outcomes, educational, sporting, arts and culture events for local to regional and national events. Non-rates revenue generating. Profitable, providing return on investment and operations.	No further decisions anticipated	2023HB3 - Our community	2023HB3.3 - We have more opportunities to connect for recreation, play and to help others in our community than ever before	CCS: PCF – Property and Commercial	2024/2025	ABS: Opex	1,294,513

Holiday Parks Work Programme 2024/2025

Item 11

Attachment A

Index	ID	Activity Name	Activity Description	RAP Project	Activity Benefits	Further Decision Points for LB	LB Plan Outcome	LB Plan Objective	Lead Dept/ Unit or CCO	Estimated completion date	Budget Source	2023/2024 & Prior	2024/2025	2025/2026	2026/2027	2027/2028+	Total Cost
1	23994	Orewa Holiday Park - deliver traffic noise barrier	Installation of traffic noise barrier along Hibiscus Coast Highway, this will require a collaborative approach with transport agencies during the investigation and design phase. FY26/27 - investigation and design FY27/28 - physical works	-	Improve current service levels	Options to be presented the local board for their review and feedback.	2023HB3 - Our community	2023HB3.2 - There is nowhere better than our local parks and reserves for a picnic, a sports game or meeting friends	CF: Project Delivery	Estimated project completion June 2028	ABS: Capex - Local Renewal	\$0	\$0	\$0	\$40,000	\$180,000	\$220,000
2	23923	Orewa Holiday Park - refurbish southern amenities block (Stewart Is block)	Refurbish southern amenities block (Stewart Is block) at Orewa Holiday Park. FY24/25 - investigation and design FY25/26 to FY26/27 - physical works Risk Adjusted Programme (RAP) project	RAP Project	Maintaining current service levels	No further decisions are anticipated	2023HB3 - Our community	2023HB3.1 - Every corner of the Hibiscus and Bays has a past that we remember through the names given to places and the stories shared	CF: Project Delivery	Estimated project completion June 2027	ABS: Capex - Local Renewal, ABS: Capex - Regional Renewal	\$0	\$25,000	\$100,000	\$275,000	\$0	\$400,000
3	23897	Orewa Holiday Park - renew cabins	Renew the units/cabins at Orewa Holiday Park, this will be delivered in stages over multiple years to reduce service impacts. FY22/23 - investigation and design FY23/24 to FY27/28 - physical works Risk Adjusted Programme (RAP) project	RAP Project	Maintaining current service levels	No further decisions are anticipated.	2023HB3 - Our community	2023HB3.2 - There is nowhere better than our local parks and reserves for a picnic, a sports game or meeting friends	CF: Project Delivery	Estimated project completion June 2026	ABS: Capex - Local Renewal	\$17,847	\$200,000	\$200,000	\$200,000	\$300,000	\$917,847
4	23770	Orewa Holiday Park - renew fixtures, fittings & equipment	Renew fixtures and fittings and equipment as required to ensure the facility's continued operation. FY24/25 to FY26/27 - deliver physical works as identified. Risk Adjusted Programme (RAP) project	RAP Project	Maintaining current service levels	No further decisions are anticipated.	2023HB3 - Our community	2023HB3.2 - There is nowhere better than our local parks and reserves for a picnic, a sports game or meeting friends	CF: Project Delivery	Estimated project completion June 2027	ABS: Capex - Local Renewal, ABS: Capex - Regional Renewal	\$0	\$25,000	\$25,000	\$30,000	\$0	\$80,000
5	18219	Orewa Holiday Park – renew northern amenities block	Renew northern amenities block and renew the stormwater in collaboration with Healthy Waters. FY23/24 - investigation and assessment FY24/25 to FY27/28 - design, scope & deliver physical works Risk Adjusted Programme (RAP) project	RAP Project	Maintaining current service levels	No further decisions are anticipated	2023HB3 - Our community	2023HB3.1 - Every corner of the Hibiscus and Bays has a past that we remember through the names given to places and the stories shared	CF: Project Delivery	Estimated project completion June 2028	ABS: Capex - Local Renewal	\$74,625	\$262,000	\$162,000	\$400,000	\$1,682,342	\$2,580,967
6	23969	Orewa Holiday Park - replace outdoor showers	Renew outdoor showers. FY26/27 - investigation and design FY27/28 - physical works	-	Maintaining current service levels	No further decisions are anticipated	2023HB3 - Our community	2023HB3.2 - There is nowhere better than our local parks and reserves for a picnic, a sports game or meeting friends	CF: Project Delivery	Estimated project completion June 2028	ABS: Capex - Local Renewal	\$0	\$0	\$0	\$5,000	\$60,000	\$65,000

Hibiscus and Bays Local Board Event Partnership Fund Criteria 2024/2025

File No.: CP2024/10335

Item 12

Te take mō te pūrongo Purpose of the report

1. To approve the Event Partnership Fund criteria and process for the 2024/2025, 2025/2026, 2026/2027 financial years.

Whakarāpopototanga matua Executive summary

2. The Hibiscus and Bays Local Board approved the 2024/2025 non-contestable Event Partnership Fund (line 189), in principle, pending adoption of the criteria and process (Attachment A to the agenda report), with a budget of \$121,300, as part of the Customer and Community Service Local Board Work Programme approval, at the business meeting on 25 June 2024 (resolution number HB/2024/1).
3. The local board's Event Partnership Fund has had eleven recipients who have received funding for at least the last three financial years. However, there has not been specific criteria in place to assist the local board with funding decisions.
4. The Event Partnership Fund criteria is recommended to be in place for the 2024/2025, 2025/2026, 2026/2027 financial years.

Ngā tūtohunga Recommendation/s

That the Hibiscus and Bays Local Board:

- a) whakaae / approve the Event Partnership Fund criteria for the 2024/2025, 2025/2026 and 2026/2027 financial years (Attachment A to the agenda report)
- b) whakaae / approve the initiation of an Expression of Interest process with local event organisers (Attachment A to the agenda report).

Horopaki Context

5. The intended purpose of the Event Partnership Fund is to support events that align well with the local board plan priorities, and where the local board supports the outcomes of the event. However, there has not been specific criteria for events to be included or removed from the Event Partnership Fund since the inception of the event partnership fund.
6. Without defined criteria or a process, events are able to stay within the Event Partnership Fund until the event organiser opts out. It also means that the event organiser expects the same amount of funding year on year.
7. The lack of a process and criteria for the Event Partnership Fund has limited staff's ability to assess and recommend the removal of events that do not align to the local board's priorities, or local board plan. There has been no formal process for current event partners to seek additional funding, and a lack of criteria has prevented staff from providing recommendations to the local board for new events to be included in this work programme line.
8. The current event partners have received funding for the past four years without review. Over this period, the costs to deliver an event has increased, and some recipients have not been proactive in receiving their funding. This indicates that the current funding levels

potentially no longer match the event requirements. As the fund enters a new three-year term, it is an appropriate time to review the partnerships.

9. Staff have worked with the local board to establish a set of criteria to help guide the local board in their decision making.
10. As the budget line has been approved in principle by the local board for the 2024/2025 financial year, staff are proposing an Expression of Interest (EOI) process to be undertaken to determine which event organisers are included in the Event Partnership Fund.
11. Any event organiser in the local board area will be able to apply to be included in the fund. This will include those organisers that have received regular support through other grant rounds.
12. Any of the current event partners who wish to continue to receive funding, will also need to re-apply. This will allow them an opportunity to update the local board on their event(s) and adjust their request for support to better align to the local board's objectives for the next three-year term.
13. Staff will assess the applications received against the criteria. This will be used when making the assessment and recommendations to the local board on the EOI applications.
14. The applications will be discussed with the local board through a workshop in September and a report will be submitted to the nearest possible business meeting for formal resolution of event partners.

Tātaritanga me ngā tohutohu Analysis and advice

15. The Hibiscus and Bays Local Board have provided their feedback at several workshops to develop the funding criteria for the Event Partnership Fund.
16. Key feedback received from the local board on the proposed draft criteria included:
 - placing a limit on maximum funding available for each individual event of \$15,000.00. If a group delivers more than one event, they can receive up to \$15,000.00 per event. There is no minimum amount that can be applied for
 - setting the funding criteria to cover three financial years, instead of electoral term, i.e., 2024/2025, 2025/2026, 2026/2027
 - inclusion of the following condition into the 'other key factors' section; Event funding will be prioritised to those who are applying for and receiving additional funding, grants or sponsorship from external parties. As part of the application process, event organisers will be asked to ensure events show evidence of this
 - inclusion of the following condition into the 'other key factors' section; The group/event must have a history of successful event management and delivery
 - inclusion of the following condition into the 'other key factors' section; If an event is a ticketed event, the event organiser must outline what the ticketing fee is being used for in their application, i.e.,: fundraising, event costs, charity donations, to manage numbers of attendance, etc. The Hibiscus and Bays Local Board wants these events to be accessible to all, and the ticket price needs to reflect accessibility
 - inclusion of the following condition into the 'Obligations if you receive funding' section: "A strategic plan is to be submitted by the event organiser including at least three key performance indicators (KPIs) around what success looks like for the event that align with the local board plan priorities. This will then be reported on annually through accountability reporting"

- at the end of the three-year period, events will be required to provide a strategic review to show how far they have come with meeting their KPIs.

Tauākī whakaaweawe āhuarangi **Climate impact statement**

17. The proposed Event Partnership Fund criteria does not impact on the increase of greenhouse gas emissions. This decision is an administrative process only. Climate impacts will be assessed at the time of future event applications being received from the organisations who successfully apply for funding.

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

18. The Auckland Council Grants team will be required for the administration of the SmartyGrants link for funding applications.
19. The Event Facilitation team will work through the event permitting process with the successful event partners. Successful funding through the Event Partnership Fund does not guarantee an event permit being issued. This is a regulatory process, and all events must meet the permit approval process.

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

20. The Event Partnership Fund criteria supports the strong delivery and optimisation of the local board's available budget for the 2024/2025 financial year and onwards.
21. The nature of the criteria aligns with the local board's work programme and the following objectives in the Hibiscus and Bays Local Board Plan 2023:
 - Objective: *A community of thousands that feels like a village, with strong connections and roots, with easy opportunities for participation*
 - Objective: *Town centres feel like a friendly village but operate like a bustling metropolis.*

Tauākī whakaaweawe Māori **Māori impact statement**

22. Where aspects of the proposed event criteria are anticipated to have a significant impact on activities of importance to Māori, then appropriate engagement will be undertaken by the Event Facilitation team as part of the event permitting process.

Ngā ritenga ā-pūtea **Financial implications**

23. The Hibiscus and Bays Local Board has approved the 2024/2025 non-contestable Event Partnership Fund (line 189) with a budget of \$121,300, as part of the Customer and Community Services Local Board Work Programme, at the business meeting on 25 June 2024.

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

24. As part of the application process, event partners must prove their competency in having previously delivering successful events.
25. After the event has been delivered, partners are required to complete an accountability report annually and submit receipts to prove that the funds have been used appropriately.

26. Any funds that are unspent and not used for the project must be return to the local board for reallocation.
27. A strategic plan is to be submitted by the event organiser, including a minimum of three key performance indicators (KPIs) around what success looks like for the event. At the end of the three-year term, event partners should provide a strategic review to show how far they have come with meeting their KPIs.

Ngā koringa ā-muri Next steps

28. Subsequent to the local board's approval, staff will communicate the updated criteria and process to current event partners and invite annual event organisers who have received an event permit from council into the Expressions of Interest process.
29. Staff will commence with the expression of interest process and advise the local board of applications received through a workshop in September.
30. A report will be brought to a business meeting for the local board to resolve on, and staff will notify successful event partners.

Ngā tāpirihanga Attachments

No.	Title	Page
A ↓	Hibiscus and Bays Local Board Event Partnership Guidelines	23

Ngā kaihaina Signatories

Author	Carl Ewen – Manager Event Facilitation
Authorisers	Glynn Leggat – Head of Events Kenneth Aiolupotea - General Manager Community Wellbeing Lesley Jenkins - Local Area Manager

Hibiscus and Bays Local Board Event Partnership Guidelines

2024/2025

Purpose

The Local Board Event Partnership Fund is a three-year (term) fund specifically targeted to support the growth and sustainability of community events in the Hibiscus and Bays Local Board area that align to the Hibiscus and Bays Local Board's Plan 2023 and predetermined priorities - outlined below.

The goal is that upon completion of the third year the event will have grown to become sustainable and can operate without the need of the Event Partnership Fund.

In year one of the three-year process, all event organisers, including existing and new applicants, must submit an Expression of Interest (EOI) application. Upon a successful application, the event partner secures local board funding for a three-year period.

These guidelines are to be in place for the three-year period of financial years; 2024/2025, 2025/2026, 2026/2027.

Unlike other grant options, there is no fixed monetary range of funding. The amount is at the discretion of the local board. The Hibiscus and Bays Local Board has set a maximum amount of \$15,000 per event delivered.

Organisers will be granted an amount agreed by the local board for year one. Upon receipt of a yearly accountability report, the Event Facilitation team will advise the local board of their feedback on whether the amount granted for the remainder of the term is appropriate and has been used appropriately.

Process:

1. This process is managed and facilitated by the Event Facilitation team with support from the Grants team at Auckland Council.
2. Event Partnership (Non-Contestable) Round opens.
 - The Grants team generate the EOI forms/grants application link and send to the Event Facilitation team.
3. Once the funding round closes, staff will present all options to the local board at their workshop with recommendations, and a final decision will be made at a local board business meeting.
4. Upon approval of the event partnership funding, the Event Facilitation will notify all applicants of the outcome.
5. The Event Facilitation team will supply successful applicants a funding agreement to be signed and returned for funding to be paid out.
6. An event permit application will need to be submitted and standard process followed ensuring the minimum 6-week timeframe for processing.
7. The Event Facilitation team will attend a workshop to present accountability reports, submitted by the event partners, on an annual basis.

Signature Events

Events that are funded and delivered on behalf of the local board cannot be funded by the Event Partnership Fund.

Underpinning documents/ policies/ guidelines:

If there is a question, situation, definition, or process that is not covered in these guidelines, the following will be referred to and applied:

[Hibiscus and Bays Local Board Plan](#)

[Hibiscus and Bays Local Board Community Grants Programme](#)

[Community Grants Policy](#)

[Auckland Council Events Policy](#)

Hibiscus and Bays Local Board Event Partnership Guidelines

2024/2025 - Community Version

Important Advice Provided to Applicants

Applicants are encouraged to read the [Hibiscus and Bays Local Board Plan](#) before submitting an application.

You, the applicant, will be asked to identify how your event aligns with one or more of the local board plan priorities/outcomes and show how the event will benefit the community.

Ensure that you clearly outline the contribution you are making to the event within the local board area.

The Hibiscus and Bays Local Board would like to see applicants demonstrate that they are working collaboratively with other community groups and have identified alternative funding partnerships/avenues. It is important for the event organisers to be sustainable and deliver good community outcomes.

It is preferable for the supported event organiser to have been running successful events for a minimum of three (3) years to show capability to deliver event(s). Where this is not the case, the applicant will need to demonstrate the ability to deliver the event.

A change of event organiser during the partnership is at the local board's discretion as to whether they commit to funding the remaining term. The event organiser taking over the funded event must be experienced with a relevant track record of successful delivery in line with the original organiser.

Higher Priorities

The Hibiscus and Bays Local Board has a set of specific priorities and outcomes in its Local Board Plan 2023. In particular:

Objectives	Key initiatives
Hibiscus and Bays: a community of thousands that feels like a village, with strong connections and roots, with easy opportunities for participation	Support, fund and build the capacity of the community to continue to take a lead in making everyone feel welcome, building connections, and celebrating the growing diversity of our area, through placemaking, events, and other initiatives
Town centres feel like a friendly village but operate like a bustling metropolis	Continue to support activities that promote vibrancy, diversity and showcases creativity in our area, such as events, festivals, and other shared experiences in our public spaces for all

In your application, identify how your event/s will contribute to one or more of these priorities and meeting other key factors.

Other key factors (where appropriate to a proposed event):

The Hibiscus and Bays Local Board will also consider whether the applicant:

- is contributing to the event (financial, volunteer time etc.).
- has identified collaboration and working with other groups to deliver an event and is seeking funding collaboratively. Any other funding that you hope to receive for the event e.g., contestable funding from Foundation North, Department of Internal Affairs, Central Government contracts.
- is utilising and supporting volunteer groups through the delivery of an event.
- will get the community involved early on, by working collaboratively and creating opportunities to meet new people and share experiences.
- The event organiser delivers a safe event.
- That the event has a positive economic benefit for local business and service providers.
- Promote a healthy environment approach:
 - Promote smoke-free messages
 - The event organiser takes a proactive approach towards the goal of Zero Waste by actively encouraging and promoting waste minimization through all aspects of the event to reduce the impact of their waste on the event footprint and divert waste from landfill.
 - Healthy options for food and drink, including water as the first choice
 - Encouraging active lifestyles including movement or fitness programmes
 - Encourage the reduction of carbon emissions or increase community resilience to the impacts of climate change
- How your event will achieve the below Māori outcomes e.g., there is a Māori participation, start the event with a Karakia led by Māori group and Māori performing groups. Māori outcomes include Māori events, Māori sculpture and public art or protection of Māori cultural heritage e.g., waahi tapu
 - Māori led - either a Māori organisation that is applying or Māori directed (came about as a request from Māori)
 - Māori involvement in the design/concept
 - Māori focus - tikanga (practices), mātauranga (knowledge), reo (language)
 - Māori participation - Māori priority group, target group, high representation or Māori staff delivering
- Event funding will be prioritised to those who applying and receive additional funding, grants or sponsorship from external parties, please ensure events show evidence of this during the application process.
- The group/event must have a history of success event management and delivery.
- If an event is a ticketed event, the event must outline what the ticketing fee is being used for in their application, i.e. fundraising, event costs, charity donations, to manage numbers, etc. The Hibiscus and Bays Local Board wants these events to be accessible to all, and the ticket price needs to reflect accessibility.

Kōkiri Agreement 2024-2025 - A plan for Auckland Transport project and programme engagement

File No.: CP2024/09826

Item 13

Te take mō te pūrongo Purpose of the report

1. To approve the Auckland Transport Hibiscus and Bays Local Board Kōkiri Agreement 2024-2025.

Whakarāpopototanga matua Executive summary

2. The Auckland Transport Local Board Relationship Project aims to create a more structured and effective process for local boards to engage with and influence Auckland Transport projects and programmes.
3. Developing a Kōkiri Agreement is an annual process within the Local Board Relationship Project. It involves providing advice on Auckland Transport's plans, seeking feedback from the local board, responding to this feedback, and establishing an agreed plan for engaging on work in the local board area.
4. This report presents the first annual Kōkiri Agreement (Attachment A to the agenda report) to the local board. Auckland Transport is seeking the local board's agreement with the levels of engagement proposed.
5. Auckland Transport will report quarterly on the Kōkiri Agreement starting in September 2024.

Ngā tūtohunga Recommendation/s

That the Hibiscus and Bays Local Board:

- a) whakaae / approve the Auckland Transport Hibiscus and Bays Local Board Kōkiri Agreement 2024-2025.

Horopaki Context

Project Kōkiri

6. In mid-2023, Project Kōkiri was initiated to build a more structured and supportive relationship between local boards and Auckland Transport (AT).
7. Project Kōkiri is part of the Auckland Transport Local Board Relationship Project (LBRP) work, which responds to the *2020 Review of Auckland Council's Council-controlled Organisations*. The review highlighted the need for local boards and AT to work more meaningfully and collaboratively.
8. Since 2020, AT has taken steps to improve information flow and local board decision-making, including:
 - instituting an annual forward works programme briefing for all local boards
 - increasing the number of updates sent to local boards
 - providing local board insights in all project engagement
 - reporting on the CCO Joint Engagement Plan (2022-2023).

9. Auckland Transport established the LBRP in mid-2023 to improve engagement with local boards. AT started an annual programme of interaction that provides a better basis for communication and for understanding roles, responsibilities, limitations, and opportunities.
10. The new process – outlined in Table One – takes learnings from the CCO Joint Engagement Plan and builds an annual engagement structure, with levels of engagement captured in the local board’s Kōkiri Agreement (local board transport agreement).

Table One: Process for delivering Kōkiri Agreements

Oct - Nov 2023	AT provided local boards with advice about AT’s work programme in the 2024-2025 financial year (forward work programme brief).
March 2024	Local boards provided formal feedback on AT’s work programme, including stating: <ol style="list-style-type: none"> a) the level of engagement preferred on a particular project or programme b) any projects that were not presented in the forward works programme that the local board would like AT to consider c) if there are projects that the local board does not believe the community will support.
May 2024	AT responded to these requests in a memo (Attachment B to the agenda report).
July 2024	This report seeks approval of the local board’s Kōkiri Agreement (Attachment A).
Ongoing	AT will provide quarterly progress reports about the projects and programmes in the Kōkiri Agreement, starting September 2024.

11. Auckland Transport aims for local boards to have a clear structure for engagement. This provides opportunities for local boards to influence Auckland Transport’s work programme through organised formal feedback.

Tātaritanga me ngā tohutohu Analysis and advice

12. The Kōkiri Agreement prioritises the projects or programmes that are most important to the local board. This clear prioritisation provides Auckland Transport with valuable insights into the local board’s transport-related objectives, in addition to the objectives provided in the local board plan. AT reviews this input to inform its planning and, if necessary, to offer better explanations for why certain projects or programmes cannot be delivered.
13. Auckland Transport’s planning has some flexibility, and with clear information about expectations, the organisation can better meet the needs of local boards and the communities they serve.
14. The LBRP and Kōkiri Agreements aim to enhance communication between Auckland Transport and local boards, fostering better relationships and improved local outcomes. Endorsement by the local board signifies mutual commitment to the project. If a local board chooses not to endorse the agreement, AT will continue to deliver upon the expectations established in the agreement, including reporting quarterly on progress.
15. Local boards will have opportunity to provide formal views on the contents of the Kōkiri Agreement through this report and subsequent quarterly reports.

Tauākī whakaaweawe āhuarangi Climate impact statement

16. Auckland Transport engages closely with the council on developing strategy, actions and measures to support the outcomes sought by the Auckland Plan 2050, Te-Tāruke-ā-Tāwhiri: Auckland's Climate Plan and the council's priorities.
17. Auckland Transport reviews the potential climate impacts of all projects and works hard to minimise carbon emissions. AT's work programme has been influenced by council direction through Te-Tāruke-ā-Tāwhiri: Auckland's Climate Plan.

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

18. Project Kōkiri was developed working closely with local board staff from the Auckland Council's Governance and Engagement Department.
19. Project Kōkiri is a product of the Local Board Relationship Project which was in response to a 2022 'Letter of Expectation' directive from the mayor that stated in part that:
"The Statement of Intent 2023-2026 must set out how AT will achieve closer Local Board involvement in the design and planning stage of local transport projects that affect their communities."
20. Project Kōkiri aims to meet this direction and seeks local board feedback regularly. AT also surveys local board members quarterly about engagement, providing an indication of satisfaction. Auckland Transport has reported regularly on the project to the Local Board Chair's Forum.
21. Further, this work relies on historical engagement with both Auckland Council and with other council-controlled organisations and builds off the Joint CCO Engagement Plans 2022-2023.
22. Auckland Transport will use the Kōkiri Agreement to inform internal teams delivering projects and programmes about the local board's priorities and expectations for engagement.

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

23. Auckland Transport provided the local board with a forward works programme briefing on 20 February 2024 to receive quality advice on the work programme.
24. The response from both elected members and staff supporting local boards has been positive. Local boards have been specifically supportive of the large amount and quality of information provided in the briefings, the detailed discussion with subject matter experts, and attendance at workshops by AT executive leaders.
25. There were additional workshops with the AT Elected Member Relationship Partner to discuss the proposed programme and help support local boards to develop their views.
26. This local board provided its feedback on the proposed programme and their priorities in a business meeting report on 26 March 2024 (Resolution no. HB/2024/20).
27. Auckland Transport responded to this formal feedback by memorandum (Attachment B).

Tauākī whakaaweawe Māori Māori impact statement

28. Auckland Transport is committed to meeting its responsibilities under Te Tiriti o Waitangi and its broader legal obligations in being more responsible or effective to Māori.
29. Auckland Transport's Māori Responsiveness Plan outlines the commitment to 19 mana whenua iwi in delivering effective and well-designed transport policy and solutions for Auckland. We also recognise mataawaka and their representative bodies and our desire to

foster a relationship with them. This plan is available on the Auckland Transport website - <https://at.govt.nz/about-us/transport-plans-strategies/maori-responsiveness-plan/#about>

Item 13

Ngā ritenga ā-pūtea Financial implications

30. This decision has no financial implications for the local board because Auckland Transport funds all projects and programmes.
31. Local boards do have a discretionary transport budget through the local board transport capital funds, and these projects are included in the Kōkiri Agreement. However, their financial implications are reported separately.

Ngā raru tūpono me ngā whakamaurutanga Risks and mitigations

32. Delays in making decisions on this programme of work could result in significant financial costs for Auckland Transport and consequently, for the ratepayer.

Ngā koringa ā-muri Next steps

33. Auckland Transport will use the Kōkiri Agreement to inform internal teams delivering projects and programmes about the local board's priorities and expectations for engagement.
34. Auckland Transport will report on the Kōkiri Agreement quarterly, starting in September 2024.
35. In October or November 2024, AT will conduct its annual forward work programme process to develop the Kōkiri Agreement 2025-2026.

Ngā tāpirihanga Attachments

No.	Title	Page
A	Hibiscus and Bays Local Board Kōkiri Agreement 2024-2025	35
B	AT memo: response to local board feedback towards development of local board transport plan (Kōkiri Agreement)	45

Ngā kaihaina Signatories

Author	Ben Stallworthy, Principal Advisor Strategic Relationships, Auckland Transport
Authorisers	Lou-Ann Ballantyne - General Manager Governance and Engagement Lesley Jenkins - Local Area Manager

Approval of the 2024/2025 Hibiscus and Bays Local Board Auckland Emergency Management Work Programme

File No.: CP2024/09997

Item 14

Te take mō te pūrongo Purpose of the report

1. To approve the 2024/2025 Hibiscus and Bays Local Board Auckland Emergency Management Work Programme.

Whakarāpopototanga matua Executive summary

2. This report presents the local board's Auckland Emergency Management work programme and associated budgets for approval for delivery within the 2024/2025 financial year (Attachment A to the agenda report).
3. The work programme responds to the following objective that the local board identified in the Hibiscus and Bays Local Board Plan 2023:
 - Our people – a community of thousands that feels like a village, with strong connections and roots, with easy opportunities for participation.
4. The local board provided feedback to staff on the projects it would like to fund in a series of workshops. The local board indicated its support for the following regionally-funded project:
 - Local Board, community and business emergency response plans and resilience programme.
5. Updates on the delivery of this work programme will be provided through the local board's quarterly performance reports.

Ngā tūtohunga Recommendation/s

That the Hibiscus and Bays Local Board:

- a) whakaae / approve the 2024/2025 Hibiscus and Bays Local Board Auckland Emergency Management work programme (Attachment A to the agenda report).

Horopaki Context

6. Each year, the local board decides which activities to allocate its annual budget toward, through a series of workshops. The local board feedback in these workshops have informed the work programme.
7. The work programme responds to the outcomes and objectives that the local board identified in the Hibiscus and Bays Local Board Plan 2023. The specific objective reflected in the work programme is:
 - Our people – a community of thousands that feels like a village, with strong connections and roots, with easy opportunities for participation.

Tātaritanga me ngā tohutohu Analysis and advice

8. The proposed activities for delivery as part of the local board's Auckland Emergency Management work programme 2024/2025 are detailed below. Refer to Attachment A for further detail.

Hibiscus and Bays Local Board, community and business emergency response plans and resilience programme

9. To increase disaster awareness, adopt readiness and response plans and implementation after approval, and in collaboration with the Hibiscus and Bays Local Board and the community.
10. The benefits of this activity are identified as people within the local board rohe understand their hazard risks, have mitigated these risks, are prepared and have strong social networks to better support each other during an emergency.

Tauākī whakaaweawe āhuarangi Climate impact statement

11. Table 1 outlines the activities in the 2024/2025 work programme that have an impact on greenhouse gas emissions or contribute towards climate change adaptation.

Table 1: Climate impact assessment of proposed activities

Activity name	Climate impact
Hibiscus and Bays Local Board, community and business emergency response plans and resilience programme	Positive impact on our resilience to climate change, as this works increases community readiness to respond emergencies and the impacts of climate change.

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

12. The work programme was developed through a collaborative approach by operational council departments, with each department represented in the integrated team that presented the draft work programme to the local board at a series of workshops.

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

13. The proposed Auckland Emergency Management work programme has been considered by the local board in a series of workshops from October 2023 to May 2024. The views expressed by local board members during the workshops have informed the recommended work programme.
14. The activities in the proposed work programme align with the Hibiscus and Bays Local Board Plan 2023 outcomes.

Tauākī whakaaweawe Māori Māori impact statement

15. Where aspects of the proposed work programme are anticipated to have a significant impact on activity of importance to Māori then appropriate engagement will be undertaken.

Ngā ritenga ā-pūtea Financial implications

16. The proposed Auckland Emergency Management work programme budget for 2024/2025 is regionally funded so does not need to be accommodated within the local board's total draft budget for 2024/2025.

Ngā raru tūpono me ngā whakamaurutanga Risks and mitigations

17. Where a work programme activity cannot be completed on time or to budget, due to unforeseen circumstances, this will be signalled to the local board at the earliest opportunity.

Ngā koringa ā-muri Next steps

18. Delivery of the activity in the approved work programme will commence on 1 July 2024 and continue until 30 June 2025. Activity progress will be reported to the local board on a quarterly basis.
19. Where the work programme identifies further decisions and milestones for each activity, these will be brought to the local board when appropriate.

Ngā tāpirihanga Attachments

No.	Title	Page
A	2024/2025 Hibiscus and Bays Local Board Auckland Emergency Management Work Programme	57

Ngā kaihaina Signatories

Author	Zoe Marr - Community Planning and Readiness Manager
Authorisers	Lesley Jenkins - Local Area Manager Anna Wallace - Head of Planning Lou-Ann Ballantyne - General Manager Governance and Engagement

Local board Input into Auckland Council's submission on Making it easier to build granny flats

File No.: CP2024/10161

Item 15

Te take mō te pūrongo Purpose of the report

1. To provide local board input for inclusion in Auckland Council's submission on making it easier to build granny flats.

Whakarāpopototanga matua Executive summary

2. The Ministry of Business, Innovation and Employment and the Ministry for the Environment [are seeking feedback on options to make it easier to build small, self-contained and detached houses, commonly known as 'granny flats' on property with an existing home on it.](#)
3. The options enable granny flats up to 60 square metres in size, to be built without needing a building or resource consent, so long as they meet certain criteria.
4. The criteria granny flats must meet under the proposed exemption is intended to form the checks and balances required to ensure they meet building performance and quality requirements, and appropriately manage environmental effects. Finding balance between speed, safety, and risk to ensure New Zealanders have safe, healthy and durable homes, as built as quickly as possible, is important.
5. This is why the Ministry of Business, Innovation and Employment and the Ministry for the Environment want to understand all perspectives on potential costs, benefits and risks for the criteria that is being proposed.
6. The Government has committed to 'amend the Building Act and the resource consent system to make it easier to build granny flats or other small structures up to 60 square metres, requiring only an engineers report'.
7. The consultation material can be found [here](#).
8. A briefing for elected members was held on 15 July 2024 and the Planning, Environment and Parks Committee meeting will be held on 25 July 2024. The draft submission will be circulated on 26 July 2024.
9. Formal feedback from local boards by 5 August 2024 will be appended to the Auckland Council submission.

Ngā tūtohunga Recommendation/s

That the Hibiscus and Bays Local Board:

- a) whakarite / provide feedback for inclusion in Auckland Council's submission on Making it easier to build granny flats.

Ngā tāpirihanga Attachments

There are no attachments for this report.

Ngā kaihaina Signatories

Author	Rita Bento-Allpress - Senior Local Board Advisor
Authoriser	Lesley Jenkins - Local Area Manager

A new private road name at 250 Okura River Road, Long Bay

File No.: CP2024/09372

Te take mō te pūrongo

Purpose of the report

1. To approve the name of one new private road, being a legal right of way, created by way of a subdivision development at 250 Okura River Road, Long Bay.

Whakarāpopototanga matua

Executive summary

2. The Auckland Council Road Naming Guidelines set out the requirements and criteria of the council for proposed road names. The guidelines state that where a new road needs to be named as a result of a subdivision or development, the developer shall be given the opportunity of suggesting their preferred new road name/s for the local board's approval.
3. The developer and applicant, Storey Family Trust, has proposed the names presented below for consideration by the local board.
4. The proposed road name options have been assessed against the Guidelines and the Australian & New Zealand Standard, Rural and Urban Addressing, AS NZS 4819:2011 and the Guidelines for Addressing in-fill Developments 2019 – LINZ OP G 01245. The technical matters required by those documents are considered to have been met and the proposed names are not duplicated elsewhere in the region or in close proximity. Mana whenua have been consulted in the manner required by the guidelines.
5. The proposed names for the new private road at 250 Okura River Road, Long Bay are:

Applicant's preference	Alternative
Kaiao Place	Pukenga Place
	Tupuranga Place

Ngā tūtohunga

Recommendation/s

That the Hibiscus and Bays Local Board:

- a) whakaae / approve the name 'Kaiao Place' for the new private road created by way of subdivision undertaken by Storey Family Trust at 250 Okura River Road, Long Bay, in accordance with section 319(1)(j) of the Local Government Act 1974 (resource consent reference SUB60032926, road naming reference RDN90115228).

Horopaki

Context

6. Resource consent reference SUB60032926 was issued in March 2019 for the creation of ten residential lots and one private road.
7. The scheme and location plans of the development can be found in Attachments A and B to the agenda report.

8. In accordance with the standards, every public road and any private way, commonly owned access lot (COAL), or right of way, that serves more than five lots generally requires a new road name in order to ensure safe, logical and efficient street numbering.
9. The new private road is made up of reciprocal rights of way over the lots within the subdivision and therefore requires a name as it serves more than five lots. The new road to be named is highlighted in Attachment A.

Tātaritanga me ngā tohutohu Analysis and advice

10. The guidelines set out the requirements and criteria of the council for proposed road names. These requirements and criteria have been applied in this situation to ensure consistency of road naming across the Auckland region. The guidelines allow that where a new road needs to be named as a result of a subdivision or development, the subdivider/developer shall be given the opportunity of suggesting their preferred new road name/s for the local board's approval.
11. The guidelines provide for road names to reflect one of the following local themes with the use of Māori names being actively encouraged:
 - a historical, cultural, or ancestral linkage to an area; or
 - a particular landscape, environmental or biodiversity theme or feature; or
 - an existing (or introduced) thematic identity in the area.
12. **Theme:** the names pay tribute to the surrounding natural environment of the area:

Proposed name	Meaning (as described by applicant)
Kaiao Place (applicant's preference)	Te Reo word meaning 'alive', 'living'. Okura has a history of ecological conservation. Many native species thrive in the Okura bush nearby.
Pukenga Place (alternative)	Te Reo word meaning 'rising', 'swelling', 'welling up'. This name refers to the estuary in Okura where the waters rise up and recede at the mouth of the estuary.
Tupuranga Place (alternative)	Te Reo word meaning 'growth', 'place to grow'. Many of the Okura residents are sensitive to the requirements of growing a green and ecologically friendly environment with native bush surrounding the area.

13. **Assessment:** All the name options listed in the table above have been assessed by the council's subdivision specialist team to ensure that they meet both the guidelines and the standards in respect of road naming. The technical standards are considered to have been met and duplicate names are not located in close proximity. It is therefore for the local board to decide upon the suitability of the names within the local context and in accordance with the delegation.
14. **Confirmation:** Land Information New Zealand (LINZ) has confirmed that all of the proposed names are acceptable for use at this location.
15. **Road Type:** 'Place' is an acceptable road type for the new private road, suiting its form and layout.
16. **Consultation:** Mana whenua were consulted in line with the processes and requirements described in the guidelines. Additional commentary is provided in the Tauākī whakaaweawe Māori section that follows.

Tauākī whakaaweawe āhuarangi **Climate impact statement**

17. The naming of roads has no effect on climate change. Relevant environmental issues have been considered under the provisions of the Resource Management Act 1991 and the associated approved resource consent for the development.

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

18. The decision sought for this report has no identified impacts on other parts of the council group. The views of council-controlled organisations were not required for the preparation of the report's advice.

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

19. The decision sought for this report does not trigger any significant policy and is not considered to have any immediate local impact beyond those outlined in this report.

Tauākī whakaaweawe Māori **Māori impact statement**

20. To aid local board decision making, the guidelines include an objective of recognising cultural and ancestral linkages to areas of land through engagement with mana whenua, particularly through the resource consent approval process, and the allocation of road names where appropriate. The guidelines identify the process that enables mana whenua the opportunity to provide feedback on all road naming applications and in this instance, the process has been adhered to.
21. On 29 April 2024 mana whenua were contacted by council on behalf of the applicant for comment on a suite of European names that the applicant originally submitted. Representatives of the following groups with an interest in the general area were contacted:
- Te Rūnanga o Ngāti Whātua
 - Ngāti Whātua o Kaipara
 - Ngāti Whātua Ōrākei
 - Ngāi Tai Ki Tāmaki (Ngāi Tai ki Tāmaki Tribal Trust)
 - Ngāti Maru (Ngāti Maru Rūnanga Trust)
 - Ngāti Pāoa (Ngāti Paoa Iwi Trust)
 - Ngāti Pāoa (Ngāti Paoa Trust Board)
 - Ngāti Te Ata (Te Ara Rangatu o Te Iwi o Ngāti Te Ata Waiohua)
 - Ngāti Whanaunga (Ngāti Whanaunga Incorporated)
 - Te Ākitai Waiohua (Te Ākitai Waiohua Iwi Authority)
 - Te Patukirikiri (Te Patukirikiri Incorporated)
 - Ngāti Manuhiri
 - Ngāti Wai
 - Te Kawerau ā Maki.

22. Ngāti Manuhiri and Te Kawerau ā Maki responded stating that they did not support the European names proposed. Te Kawerau ā Maki also confirmed their cultural connection to the area and expressed an interest in suggesting names for the road.
23. The applicant subsequently carried out further consultation with Te Kawerau ā Maki and as a result discarded the original names and proposed the Te Reo names which are now the subject of this report.
24. No other responses, comments, or feedback were received.
25. This site is not listed as a site of significance to mana whenua.

Ngā ritenga ā-pūtea Financial implications

26. The road naming process does not raise any financial implications for the council.
27. The applicant has responsibility for ensuring that appropriate signage will be installed accordingly once approval is obtained for the new road names.

Ngā raru tūpono me ngā whakamaurutanga Risks and mitigations

28. There are no significant risks to council as road naming is a routine part of the subdivision development process, with consultation being a key component of the process.

Ngā koringa ā-muri Next steps

29. Approved road names are notified to LINZ which records them on its New Zealand wide land information database. LINZ provides all updated information to other users, including emergency services.

Ngā tāpirihanga Attachments

No.	Title	Page
A	Scheme Plan	65
B	Location Map	67

Ngā kaihaina Signatories

Author	Mira Narula, Align Consultants
Authorisers	Trevor Cullen - Team Leader Subdivision Lesley Jenkins - Local Area Manager

Addition to the 2024 Hibiscus and Bays Local Board meeting schedule

File No.: CP2024/09890

Item 17

Te take mō te pūrongo Purpose of the report

1. To approve an additional meeting date to the 2024 Hibiscus and Bays Local Board meeting schedule in order to accommodate the 2023/2024 Annual Report prior to it being adopted by the Governing Body on 26 September 2024.

Whakarāpopototanga matua Executive summary

2. The Hibiscus and Bays Local Board adopted its 2024 business meeting schedule during its October 2023 business meeting. (HB/2023/165).
3. At that time the specific times and dates for meetings for local board decision-making in relation to annual reporting were unknown.
4. The local board is being asked to approve one meeting date as an addition to the 2022-2025 Hibiscus and Bays Local Board meeting schedule, so that the 2023/2024 Annual Report can be adopted by the Governing Body.

Ngā tūtohunga Recommendation/s

That the Hibiscus and Bays Local Board:

- a) whakaae / approve the addition of one business meeting date to the 2024 Hibiscus and Bays Local Board meeting schedule to accommodate the Annual Report timeframes as follows:
 - i) Tuesday 17 September 2024, 10:00am.

Horopaki Context

5. The Local Government Act 2002 (LGA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) have requirements regarding local board meeting schedules.
6. In summary, adopting a meeting schedule helps meet the requirements of:
 - clause 19, Schedule 7 of the LGA on general provisions for meetings, which requires the chief executive to give notice in writing to each local board member of the time and place of meetings. Such notification may be provided by the adoption of a schedule of business meetings
 - sections 46, 46(A) and 47 in Part 7 of the LGOIMA, which requires that meetings are publicly notified, agendas and reports are available at least two working days before a meeting and that local board meetings are open to the public.
7. The Hibiscus and Bays Local Board adopted its 2024 business meeting schedule during its October 2023 business meeting (HB/2023/165).

8. The timeframes for local board decision-making in relation to annual reporting were unavailable when the meeting schedule was originally adopted.
9. The local board is being asked to make decisions by 19 September 2024 prior to Governing Body adopting the Auckland Council Annual Report 2023/2024. This timeframe is outside the board's normal meeting cycle.

Tātaritanga me ngā tohutohu

Analysis and advice

10. The local board has two choices:
 - i) add the meeting as an addition to the meeting schedule
 - or
 - ii) add the meeting as an extraordinary meeting.
11. For option one, statutory requirements allow enough time for this meeting to be scheduled as an addition to the meeting schedule and other topics may be considered as per any other ordinary meeting.
12. For option two, only the specific topic the Annual Report 2023/2024 may be considered for which the meeting is being held.
13. Since there is enough time to meet statutory requirements, staff recommend option one, approving this meeting as an addition to the meeting schedule, as it allows more flexibility for the local board to consider a range of issues. This requires a decision of the local board.

Tauākī whakaaweawe āhuarangi

Climate impact statement

14. 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. The effects of climate change will not impact the decision's implementation.

Ngā whakaaweawe me ngā tirohanga a te rōpū Kaunihera

Council group impacts and views

15. There is no specific impact for the council group from this report.

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

Local impacts and local board views

16. This report requests the local board's decision to schedule an additional meeting and consider whether to approve it as an extraordinary meeting or an addition to the meeting schedule.

Tauākī whakaaweawe Māori

Māori impact statement

17. There is no specific impact for Māori arising from this report. Local boards work with Māori on projects and initiatives of shared interest.

Ngā ritenga ā-pūtea

Financial implications

18. There are no financial implications in relation to this report apart from the standard costs associated with servicing a business meeting.

Ngā raru tūpono me ngā whakamaurutanga Risks and mitigations

19. If the local board decides not to add this business meeting to their schedule this would result in the input of this local board not being able to be presented to the Governing Body.
20. The annual report is a legislatively required document. It is audited by Audit New Zealand who assess if the report represents information fairly and consistently, and that the financial statements comply with accounting standard PBE FRS-43: Summary Financial Statements. Failure to demonstrate this could result in a qualified audit opinion.

Ngā koringa ā-muri Next steps

21. Implement the processes associated with preparing for business meetings.

Ngā tāpirihanga Attachments

There are no attachments for this report.

Ngā kaihaina Signatories

Author	Louise Healy - Democracy Advisor
Authoriser	Lesley Jenkins - Local Area Manager

Response to Ombudsman's recommendation to open workshops by default

File No.: CP2024/09891

Item 18

Te take mō te pūrongo Purpose of the report

1. To receive the recommendations made in the Ombudsman's report [Open for business](#) in relation to transparency and workshop practices.

Whakarāpopototanga matua Executive summary

2. Local board workshops are informal, non-decision-making meetings used for discussions and refining options before formal local board decisions.
3. The standard approach to workshops is that they are closed however, the decision to open a workshop can be made by each local board. Currently, six boards allow public observation, and eight release workshop materials proactively.
4. In October 2023, the Ombudsman released a report which found no evidence of decision-making occurring in workshops but noted practices that could undermine transparency. The Ombudsman recommended that workshops should be open by default, with any closures justified on a case-by-case basis.
5. Local boards generally follow best practices aligned with many of the Ombudsman's recommendations, such as publishing workshop records and releasing information proactively. However, there is variation in how this is applied.
6. In light of the Ombudsman's report, local board elected members and senior staff with experience in open workshops were asked to provide their views. They reported:
 - risks to opening workshops, such as breaching confidentiality, discouraging free and frank discussions, causing public confusion about whether a decision is being made and potential disruption of subsequent community engagement and governance processes; public attendance is also very low for those local boards that do hold open workshops
 - benefits of opening workshops, such as supporting transparency and holding elected members accountable, increasing public awareness of council matters, and enabling community connection; there is also a level of public expectation that the Ombudsman's recommendations will be adopted.
7. To meet the Ombudsman's expectations for transparency, it is recommended local board workshops default to being open. Staff will update the Best Practice Guidance for the 2025-2028 term.
8. Some methods for opening workshops include in-person attendance, live streaming or recording. Staff will explore feasible options if workshops are open.
9. At its 27 June 2024 meeting, the Governing Body agreed that from 1 September 2024 the default setting for its workshops will be open to the public unless the relevant chairperson considers it is reasonable to close a workshop in a particular case. It also agreed that the way the workshop will be made open to the public is by recording the workshop and uploading that video to the council's website.

10. If workshops default to being open, staff will need a period to implement it to ensure staff are properly briefed and systems are in place to deliver. Alternatively, the local board may wish to implement this for the start of the 2025-2028 term.
11. The chairperson can open or close a workshop without a local board resolution, as it is an informal meeting. However, a decision helps to confirm support of the local board.

Ngā tūtohunga Recommendation/s

That the Hibiscus and Bays Local Board:

- a) tuhi ā-taipitopito / note that to meet transparency, the Ombudsman expects workshops to be open by default.
- b) tuhi ā-taipitopito / note that staff are preparing guidance to support an open by default approach into the Best Practice Guidance for the 2025 term.

Horopaki Context

Defining workshops

12. The Governance Manual ([Section 10.8](#)) defines elected member workshops as:
 - informal, non-decision-making meetings, which are generally closed to the public or media. Workshops support the decision-making process by informing elected members on items prior to making a formal decision
 - a mechanism for staff to seek informal guidance from elected members to improve future advice, including identifying information gaps and discussing options for policy development.
13. Local boards use workshops for informal discussions, brainstorming, scoping draft proposals, unpacking complex topics and refining options for a final decision. Workshops are typically used to enable discussion between elected members, and between elected members and staff. Workshops are also used for cross local board collaboration and for joint discussions between the Governing Body and local board members.
14. Workshops are not used for decision-making, and this is made clear to members when elected.

LGOIMA requirements

15. The Local Government Information and Meetings Act 1987 (LGOIMA) promotes the open and public transaction of business at meetings of local authorities.
16. The Local Government Information and Meetings Act 1987 states that a meeting at which no resolutions or decisions are made, is not a *meeting* for the purposes of setting requirements for local authority meetings. Therefore, there is no statutory requirement that a non-decision-making workshop be open to the public, notified in advance and have minutes taken.
17. Although not required, local boards may hold non-decision-making workshops in open and invite members of the public, media or stakeholders to attend.
18. Through each term's induction process, elected members are reminded of their obligations to be open and transparent in decision-making. It is made clear to elected members that closed workshops do not replace the decision-making meetings.

Current local board practice

19. Six local boards allow public observation at their workshops. They are Devonport-Takapuna, Kaipātiki, Waitākere Ranges, Hibiscus and Bays, Rodney and Waitemātā.

20. While the driver for this practice is to demonstrate a commitment to openness and transparency, public attendance has been low.
21. Eight local boards have adopted the practice of proactively releasing workshop materials. They are Devonport-Takapuna, Hibiscus and Bays, Kaipātiki, Puketāpapa, Rodney, Waiheke, Waitākere Ranges and Waitemātā.

Best practice guidance

22. At the start of the 2022-2025 term, the Local Board Services Best Practices Review 2022 recommended that workshops should be closed to the public because:
 - a non-public setting can better facilitate and support free and frank exchanges between staff and elected members
 - workshops do not provide opportunity for the public to give input (in the way that the business meeting provides for a public forum), so the role of the public in the workshop would only be to bear witness to the informal discussions
 - attending a workshop may not provide a complete picture of council processes or may lead to some premature assumptions about decisions and projects
 - workshops provide a safe space for elected members to assess the overall progress, measure the effectiveness of its work programme and reflect on their own effectiveness as a local board. This type of exercise is unlikely to be robust and less likely to be authentic if done with a public audience.

Ombudsman's findings

23. In October 2023, the Ombudsman released a report, [Open for business](#), detailing the investigation into the actions and decisions of eight councils regarding both council meetings held under LGOIMA and workshops (and other informal meetings) to which LGOIMA meeting provisions do not apply.
24. The Ombudsman's review was carried out using their powers under the Ombudsman Act 1975 which allows the Ombudsman to review any act or omission by a local authority – except for a decision made by a full council (i.e., a decision by the Governing Body or a committee of the whole).
25. The purpose of the investigation was to test concerns that councils were using workshops and other informal meetings to make decisions.
26. The eight councils investigated were Rotorua Lakes Council, Taranaki Regional Council, Taupō District Council, Palmerston North City Council, Rangitīkei District Council, Waimakariri District Council, Timaru District Council and Clutha District Council.
27. The Ombudsman's report highlights the requirement under the Local Government Act 2002 (LGA) for a local authority to “conduct its business in an open, transparent, and democratically accountable manner”. It also highlights the requirement in the LGOIMA that anything taking place or provided to any meeting is “official information” and subject to the principle of availability, unless there is a good reason to withhold it.
28. The Ombudsman found no evidence of decisions being made in workshops. They did see workshop practices that in their opinion were “counter to the principles of openness and could contribute to a public perception that workshops are not being used in the right way”. These examples included not advertising workshops or having all workshops closed to the public.
29. The Ombudsman also cautioned against using workshops to include a significant component of determination, such as a substantial narrowing of options prior to public consultation.
30. The Ombudsman has provided three principles of good administrative practice, which they

consider should guide council workshops:

- councils have a general discretion to advertise and undertake all meetings in public, and this is consistent with the principle in the LGA that councils should conduct their business in an open, transparent, and democratically accountable manner
- A general policy of not publicising / closing all non-decision-making meetings, such as workshops, may be unreasonable and/or contrary to law. The Ombudsman can assess this on a case-by-case basis
- using closed workshops to do “everything but” make a final decision could be seen as undermining the principles in the LGA and purposes of the LGOIMA and may be unreasonable in terms of the Ombudsmen Act 1975.

Tātaritanga me ngā tohutohu Analysis and advice

Aligning to the Ombudsman’s recommendation

31. The Ombudsman reports that workshops should be open by default as a matter of good practice. Open workshops are consistent with the principles of transparency, openness, and accountability.
32. The Ombudsman recognises there may be good reasons to close a workshop to the public, and that LGOIMA doesn’t require workshops to be open.
33. The six key recommendations made by the Ombudsman in respect of council workshops are:
 - adopt a principle of openness by default for all workshops, including a clear commitment to record a clear basis for closure where justified, on a case-by-case basis
 - publicise times, dates, venues, and subject matters of all workshops in advance, including a rationale for closing them, where applicable
 - provide clear audit trails of all workshops and internal guidance for the keeping of records of workshop proceedings
 - publish workshop records on the council website as soon as practicable
 - formalise a process for considering the release of information from closed workshops
 - consider sign-posting on the council website that members of the public can complain to the ombudsman in relation to the administration of workshops.
34. The Ombudsman’s report is not legally binding on the council. But the Ombudsman has made it clear that open by default is the best practice approach, and they will be closely monitoring decisions on these matters.
35. To meet the Ombudsman’s expectations that workshops are seen to be open, transparent and democratically accountable, it is recommended local boards have a default setting of open for workshops.

How local boards currently adhere to the recommendations

36. Local boards individually set their own meeting practices in accordance with LGOIMA.
37. Local Board Services identifies that many of the existing practices already meet the Ombudsman’s expectations. This includes:
 - having a standing report on business meeting agendas which notes the record of any workshops held since the previous meeting
 - posting agendas on the council’s website with as much advance notice as possible

- before meeting dates
- clear and robust practices for keeping of meeting minutes and drafting of public exclusion resolutions
 - publication of workshop records on the council's website as soon as practicable after the workshop
 - actively releasing confidential information as soon as practicable, when the reason for withholding has passed
 - restating information in subsequent open meetings and keeping records of the workshop.
38. In principle, the holding of closed workshops does not mean that workshops are secret or inconsistent with the principles of transparency and openness. Any lack of transparency can be addressed through the proactive release of workshop information (where possible), restating information in subsequent open meetings and keeping records of the workshop.
39. Governing Body workshops are currently closed to public observation. To address transparency, workshop records are proactively published as part of its next meeting agenda, including presentations and other documentation discussed or made accessible.
40. At its 27 June 2024 meeting, the Governing Body agreed that from 1 September 2024 the default setting for its workshops will be open to the public unless the relevant chairperson considers it is reasonable to close a workshop in a particular case. They also agreed that the way the workshop will be made open to the public is by recording the workshop and uploading that video to the council's website.
41. Staff will incorporate the Ombudsman's recommendations into the next Local Board Services Best Practice Review, which will inform induction for the 2025-2028 term.

How to implement open workshops

42. Options for open workshops include:
- opening the workshop so the public can attend in-person
 - providing remote access via MS Teams link without the public present in the room
 - recording workshops without the public present and making available on Auckland Council's website.
43. Each method for conducting an open workshop has its own risks, benefits, and operational impacts. These are currently being investigated further for each option. The resulting guidance will be included in the 2025-2028 Best Practices Review.
44. Guidance will also include considerations for when to close workshops if operating under a default open workshop approach. The Ombudsman recognises that in some instances it will be reasonable to close workshops to the public and that this should be considered on a case-by-case basis.
45. Should any local boards choose to change to open workshops before the next term begins, staff will assist in this process.

Tauākī whakaaweawe āhuarangi Climate impact statement

46. The decisions in this report are not expected to have any significant impact on our climate objectives or targets. Staff have not quantified the impact of increased administrative requirements or the likely impact of increased travel requirements for in-person workshop observers.

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

47. As staff are seeking a political decision from local boards on their approach, there has not been a comprehensive consultation with the council group.
48. Senior Governance staff provided views which largely reflect the pros and cons highlighted by elected members with some additional concerns including:
 - low public attendance: the benefits of transparency are limited
 - communication challenges: keeping the public updated on workshop details can be difficult due to last-minute changes
 - reduced input opportunity: local boards may miss the chance to provide early input on topics not ready for public release
 - staff exposure: open workshops may make staff vulnerable to inappropriate behavior, especially as their faces are visible to the public and their names may be published by the media.
49. The Ombudsman’s investigation had canvassed a few concerns and potential risks and concluded that while there are good reasons that exist for closing workshops, they did not consider controversy and complexity to be good reasons in themselves.
50. If the decision to open workshops is approved before next term, staff will need an implementation period to ensure the council group is properly briefed and supported.

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

51. Staff have gathered the views from some local board elected members with open workshops to understand their current experiences.

Benefits of open workshops	Risks of open workshops
<ul style="list-style-type: none"> • transparency and community connection: media access boosts public awareness of local board business, helps local board members gain recognition, and reduces reliance on social media • access to information: even if public attendance is low, people appreciate the option which fosters a better understanding of decision-making and the ability to follow topics of interest. 	<ul style="list-style-type: none"> • media sensationalism: can hinder effective governance by swaying decisions based on a few vocal individuals rather than the broader community • public disruption: the presence of the public can alter interactions between local board members and staff, leading to potential harassment of staff and reducing the willingness of staff to participate. Public interjections can derail workshop progress and disrupt important relationships, such as those with local iwi and community groups • overemphasis: a small number of vocal attendees can gain disproportionate political influence, overshadowing the broader community’s input.

52. Opinions on whether workshops should be open or closed varied. Some elected members preferred closed workshops to create a safe environment for staff, allowing for free and frank discussions in a more relaxed setting. They believed that open workshops often led to

political posturing, which could harm the democratic process by giving undue influence to a small number of voices. They also noted negative impacts on subsequent community engagement, such as when the media prematurely releases information. Overall, they felt that the benefits were outweighed by the disadvantages.

53. Conversely, other elected members argued that workshops should be open to ensure transparency and public trust. They believed that the presence of the public generally did not pose significant issues. These chairs felt that local board members should be prepared to handle the political environment and potential media exposure and public scrutiny.

Tauākī whakaaweawe Māori **Māori impact statement**

54. Māori were not consulted on this report. There are no identified direct impacts on Māori arising from this report.
55. Open workshops would provide an opportunity for Māori to observe a workshop but would not provide for an opportunity to engage in the decision-making process and would not go beyond what is already available through invitation by a local board to engage directly on an issue.

Ngā ritenga ā-pūtea **Financial implications**

56. There will be financial implications to open workshops, depending on how they are conducted, including time and cost of enabling online access or potentially managing security at a physical meeting. These costs will vary by local board, including what technology is currently used, so will need to be considered on a case by case basis.

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

57. The Ombudsman's recommendations are non-binding. However, there may be reputational and/or political consequences arising from a failure to act where needed to respond to recommendations from the Ombudsman.
58. The Best Practice Review 2022 notes some risks that should be considered when opening a workshop, such as:
- increasing likelihood of breaching the LGOIMA and the Auckland Council Confidential Information Policy and Protocols through wilful or advertent 'disclosure of information for which good reason to withhold would exist'
 - discouraging free and frank exchange of views between members and provision of advice from staff, which is often necessary in the early stages of a project or idea
 - potentially creating misinformation or confusion in the community about the status of projects
 - increasing potential for Code of Conduct complaints about predetermination and conflicts of interest if elected members indicate specific preferences in a workshop
 - exposing staff to opportunities for harassment and complaints based on comments made when giving free and frank advice to elected members (note Auckland Council has obligations under the Health, Safety and Work Act 2015 to ensure staff are not put at risk while conducting their role).
59. There is also a risk that workshops can be called or cancelled at very short notice. This may impact on members of the public that may plan to attend. Staff will do all they can to keep advertised information about workshops current.
60. Local boards can review their approach in the future if opening workshops by default leads

to unintended adverse consequences.

Item 18

Ngā koringa ā-muri

Next steps

61. If the local board decide to hold open workshops by default, staff will provide advice on practices, procedures, and information technology to support this decision.
62. If a local board requests to open their workshops before next term, staff will need an implementation period to ensure the council group is properly briefed and supported.

Ngā tāpirihanga

Attachments

There are no attachments for this report.

Ngā kaihaina

Signatories

Author	Alyson Roach - Senior Advisor Business Planning & Projects
Authorisers	Lou-Ann Ballantyne - General Manager Governance and Engagement Lesley Jenkins - Local Area Manager

Chairperson's report

File No.: CP2024/09889

Te take mō te pūrongo

Purpose of the report

1. To receive the chairperson's update on recent activities of the chairperson, itemised by outcomes in the Hibiscus and Bays Local Board Plan 2023.

Whakarāpopototanga matua

Executive summary

2. Items noted in this report are intended to be key highlights, not a full overview of all activity.

Our People

3. On 27 June 2024, Deputy Chairperson Gary Brown and I had a kōrero with Delma O'Kane from Ngāti Manuhiri Settlement Trust. It was a chance to connect and talk about how we can strengthen the local board's relationship with Ngāti Manuhiri, particularly as we look ahead to developing our engagement plan and delivering initiatives in the Hibiscus and Bays Local Board Plan 2023. It was a great opportunity to share what we have both been up to lately and where there might be some opportunities to collaborate and partner together on issues that are of high importance to us all (i.e., environmental projects). We are looking forward to the next meeting in due course with the full local board.

Our Community

4. I attended and spoke at the Rothesay Bay Residents' Association Annual General Meeting on 19 June 2024. They had a few queries regarding 2023 flood/storm related damage around the beachfront. The cul-de-sac at Masterton Road was severely damaged with undermining of the road infrastructure from underneath. On 1 July 2024 I was advised by Auckland Transport that the design has been finalised for a timber retaining wall at the end of the road and works would commence by the end of July. A notification letter will also be sent to nearby residents. Parks and Community Facilities also have some work planned in the area including:
 - path renewal for some damaged sections from Masterton Road to Hyde Road walkway
 - storm damage related works planned from Rothesay Bay to Churchill Reserve
 - A renewal project for Churchill Reserve and Crows Nest walkway.
5. North Harbour Stadium and Domain Precinct Working Group. The chairs and deputies of the Hibiscus and Bays and Upper Harbour Local Boards have been tasked with co-leading a locally led working group to develop the way forward for North Harbour Stadium (as per the Budget Committee and Governing Body Long-term Plan resolutions). On 3 July 2024 the working group met for the first time and were assisted by WSP contractors who facilitated a discussion to work through the vision and opportunities for the stadium.
6. I am pleased to see that work has begun on the neighbourhood park at 86 Harvest Avenue, Ōrewa. The project includes installation of junior, intermediate, senior and accessible play options, soft fall and wet pour surfacing, an overland flow dry bed swale and natural play components, new shrub and tree plantings, and additional seating and picnic sets. This project was developed alongside the community, gaining feedback from local families and young people on what they wanted to see in their local park. Works are due to be completed in early October.

Our Places and Our Economy

7. On 27 June 2024, Deputy Chairperson Gary Brown and I presented to an Auckland Transport Hearing Panel for the draft Regional Land Transport Plan (RLTP). We focused on the local board's three major transport advocacy projects being:
 - Glenvar and East Coast Roads realignment project
 - Vaughans and Okura River Roads improvement project; and
 - Whangaparāoa bus station.
8. Following early advocacy in late 2023 ahead of the drafting of the RLTP, we were pleased to see two projects named in the draft RLTP for the first time being: Whangaparāoa bus station, which is indicated for funding starting 2024/25; and Vaughans and Okura River Roads improvement project which is named in the document, but unprioritised as 'other projects considered by RLTP for National Land Transport Funding (NLTF)'. Glenvar and East Coast Roads improvement project is listed in the draft RLTP again, for funding starting 2025/2026 but is not currently prioritised as high as it should be. Our presentation linked the high need and value of these projects with the draft RLTP's investment policies and we hope that these three projects will be prioritised and delivered. We now await NLTF confirmation upon the publishing of the National Land Transport Plan in due course.
9. On 10 July 2024 I wrote a letter to New Zealand Transport Agency Waka Kotahi (NZTA) regarding a proposed northbound bus priority lane on State Highway 1 between Wilks Road and Silverdale off-ramp. This was also signed by Deputy Chairperson Gary Brown and the chairpersons and deputies of Rodney and Upper Harbour Local Boards. The letter responds to an update NZTA gave us on 4 June 2024 about the proposed project. The letter advocated for the project to deliver the bus priority lane the length of SH1 between Albany and Silverdale, rather than beginning at Wilks Lane for budget constraint reasons. This would be not only to maximise public transport efficiencies and reliability, but also to minimise future impact to the network and wider community when the extension of the bus priority lane will undoubtedly need to take place in due course.

Ngā tūtohunga Recommendation/s

That the Hibiscus and Bays Local Board:

- a) whiwhi / receive the chairperson's update on recent activities of the chairperson, itemised by outcomes in the Hibiscus and Bays Local Board Plan 2023.

Ngā tāpirihanga Attachments

There are no attachments for this report.

Ngā kaihaina Signatories

Author	Alexis Poppelbaum – chairperson
Authoriser	Lesley Jenkins - Local Area Manager

Hōtaka Kaupapa - Policy Schedule for July 2024

File No.: CP2024/00048

Item 20

Te take mō te pūrongo Purpose of the report

1. To receive the Hibiscus and Bays Local Board with the Hōtaka Kaupapa – Policy Schedule for July 2024.

Whakarāpopototanga matua Executive summary

2. This report contains the Hōtaka Kaupapa – Policy Schedule, a schedule of items that will come before the Hibiscus and Bays Local Board at business meetings over the coming months.
3. The Hōtaka Kaupapa – Policy Schedule for the Hibiscus and Bays Local Board is included as attachment A to the agenda report.
4. The Hōtaka Kaupapa – Policy Schedule aims to support local boards' governance role by:
 - ensuring advice on agendas is driven by local board priorities
 - clarifying what advice is required and when
 - clarifying the rationale for reports.
5. The Hōtaka Kaupapa – Policy Schedule will be updated every month. Each update will be reported back to business meetings and distributed to relevant council staff. It is recognised that at times items will arise that are not programmed, and the schedule is subject to change. Local board members are welcome to discuss changes to the calendar.

Ngā tūtohunga Recommendation/s

That the Hibiscus and Bays Local Board:

- a) whiwhi / receive the Hōtaka Kaupapa – Policy Schedule for July 2024.

Ngā tāpirihanga Attachments

No.	Title	Page
A	Hōtaka Kaupapa – Policy Schedule for July 2024	85

Ngā kaihaina Signatories

Author	Louise Healy - Democracy Advisor
Authoriser	Lesley Jenkins - Local Area Manager

Hibiscus and Bays Local Board workshop records

File No.: CP2024/00066

Item 21

Te take mō te pūrongo Purpose of the report

1. To receive the Hibiscus and Bays Local Board workshop records for July 2024.

Ngā tūtohunga Recommendation/s

That the Hibiscus and Bays Local Board:

- a) whiwhi / receive the workshop records for July 2024.

Ngā tāpirihanga Attachments

No.	Title	Page
A	Hibiscus and Bays Local Board workshop records for July 2024	89

Ngā kaihaina Signatories

Author	Louise Healy - Democracy Advisor
Authoriser	Lesley Jenkins - Local Area Manager

ATTACHMENTS

Item 8.1	Attachment A	Mairangi Bay Surf Club presentation	Page 95
Item 8.2	Attachment A	Heart of the Bays presentation	Page 107

