

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

Date: Tuesday, 30 July 2024
Time: 5:00 pm
Meeting Room: Kohekohe Room
Venue: Level 1, Manukau Civic Building
31-33 Manukau Station Road
Manukau

Ōtara-Papatoetoe Local Board

OPEN AGENDA

MEMBERSHIP

Chairperson	Apulu Reece Autagavaia
Deputy Chairperson	Vi Hausia
Members	Dr Ashraf Choudhary, QSO, JP Dr Ofa Dewes, MNZM Topou Folau Li'amanaia Lorenzo Kaisara Albert Lim

(Quorum 4 members)

Darshita Shah
Democracy Advisor

24 July 2024

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ITEM	TABLE OF CONTENTS	PAGE
1	Nau mai Welcome	4
2	Ngā Tamōtanga Apologies	4
3	Te Whakapuaki i te Whai Pānga Declaration of Interest	4
4	Te Whakaū i ngā Āmiki Confirmation of Minutes	4
5	He Tamōtanga Motuhake Leave of Absence	4
6	Te Mihi Acknowledgements	4
7	Ngā Petihana Petitions	4
8	Ngā Tono Whakaaturanga Deputations	4
	8.1 Deputation - The Moths and Butterflies of NZ Trust	4
9	Te Matapaki Tūmatanui Public Forum	5
10	Ngā Pakihi Autaia Extraordinary Business	5
11	Governing Body member Update	7
12	Board Members' Report	9
13	Chairperson's Announcements	11
14	Approval of the Ōtara-Papatoetoe Local Board Auckland Emergency Management work programme 2024/2025	13
15	Proposed new community lease for rooms 3, 8 and 8a at Papatoetoe Chambers Building, 35 St George Street	19
16	Local Board Input into Council's submission on Making it easier to build granny flats (MBIE)	33
17	Local board resolution responses, feedback and information report	35
18	Hōtaka Kaupapa / Governance Forward Work Calendar	41
19	Record of Workshop Notes	45
20	Te Whakaaro ki ngā Take Pūtea e Autaia ana Consideration of Extraordinary Items	

1 Nau mai | Welcome

2 Ngā Tamōtanga | Apologies

An apology from member Albert Lim has 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 Ōtara-Papatoetoe Local Board:

- a) whakaū / confirm the ordinary minutes of its meeting, held on Tuesday, 18 June 2024, and the extraordinary minutes of its meeting, held on Tuesday, 2 July 2024, including the confidential section, 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 Ōtara-Papatoetoe Local Board. This means that details relating to deputations can be included in the published agenda. Total speaking time per deputation is ten minutes or as resolved by the meeting.

8.1 Deputation - The Moths and Butterflies of NZ Trust

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

1. Jacqui Knight, the trustee of The Moths and Butterflies of NZ Trust would like an opportunity to present a proposal for a National Butterfly Centre to the Board at the meeting.
2. During a visit to the USA as a Winston Churchill Fellow in 2017, the Trust

representative met with the directors of many such centers and collected a variety of resources that could be utilized here in New Zealand, once the right site is found. Indications from corporate entities suggest a willingness to fund the center, provided an appropriate location is identified.

3. The search for the perfect site has been ongoing for some time. Last week, the Trust presented again to the Auckland Council Planning, Environment and Parks Committee, where several sites and contacts were suggested. While these leads are being pursued, the Trust believes that presenting to the Board would be beneficial. The North Shore has been ruled out as a potential site due to the similarity of the proposal to the Kaipatiki Project EcoHub.

Ngā tūhonga Recommendation/s

That the Ōtara-Papatoetoe Local Board:

- a) whakamihi / will thank Jacqui Knight, MNZM, Founding Trustee Moths and Butterflies of NZ Trust for her deputation and attendance.

Attachments

- A Plan for the NATIONAL BUTTERFLY CENTRE
TE MATAURANGA O NGA PUREREHUA O AOTEAROA 2024..... 55

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.

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

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.”

Governing Body member Update

File No.: CP2024/10214

Item 11

Te take mō te pūrongo

Purpose of the report

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

Ngā tūtohunga

Recommendation/s

That the Ōtara-Papatoetoe Local Board:

- a) whiwhi / will receive the verbal reports from the Manukau Ward Councillors.

Ngā tāpirihanga

Attachments

There are no attachments for this report.

Ngā kaihaina

Signatories

Authors	Darshita Shah - Democracy Advisor
Authorisers	Victoria Villaraza - Local Area Manager

Board Members' Report

File No.: CP2024/10221

Item 12

Te take mō te pūrongo

Purpose of the report

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

Ngā tūtohunga

Recommendation/s

That the Ōtara-Papatoetoe Local Board:

- a) whiwhi / will receive the board members' written and verbal reports.

Ngā tāpirihanga

Attachments

There are no attachments for this report.

Ngā kaihaina

Signatories

Authors	Darshita Shah - Democracy Advisor
Authorisers	Victoria Villaraza - Local Area Manager

Chairperson's Announcements

File No.: CP2024/10222

Item 13

Te take mō te pūrongo

Purpose of the report

1. This item gives the chairperson an opportunity to update the board on any announcements.

Ngā tūtohunga

Recommendation/s

That the Ōtara-Papatoetoe Local Board:

- a) whiwhi / will receive the chairperson's verbal update.

Ngā tāpirihanga

Attachments

There are no attachments for this report.

Ngā kaihaina

Signatories

Authors	Darshita Shah - Democracy Advisor
Authorisers	Victoria Villaraza - Local Area Manager

Approval of the Ōtara-Papatoetoe Local Board Auckland Emergency Management work programme 2024/2025

File No.: CP2024/09977

Item 14

Te take mō te pūrongo

Purpose of the report

1. To approve the 2024/2025 Ōtara-Papatoetoe Local Board, Auckland Emergency Management work programme and its associated budget.

Whakarāpopototanga matua

Executive summary

2. This report presents the board's Auckland Emergency Management work programme and associated budgets for approval for delivery within the 2024/2025 financial year (see Attachment A).
3. The work programme responds to the following objective that the local board identified in the Ōtara-Papatoetoe Local Board Plan 2023:
 - Ōtara-Papatoetoe Local Board.
4. The board provided feedback to staff on the projects it would like to fund in a series of workshops. The 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 board's quarterly performance reports.

Ngā tūhunga

Recommendation/s

That the Ōtara-Papatoetoe Local Board:

- a) whakaae / approve the Auckland Emergency Management work programme 2024/2025 (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 Ōtara-Papatoetoe Local Board Local Board Plan 2023. The specific objective reflected in the work programme is:
 - Ōtara-Papatoetoe Local Board.

Tātaritanga me ngā tohutohu Analysis and advice

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

Ōtara-Papatoetoe Local Board 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 Ōtara-Papatoetoe Local Board 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
Ōtara-Papatoetoe Local Board 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 Ōtara-Papatoetoe Local Board 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 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	Ōtara-Papatoetoe Local Board AEM Work Programme 2024-2025	17

Ngā kaihaina Signatories

Authors	Zoe Marr – Community Planning and Readiness Manager
Authorisers	Anna Wallace – Head of Planning Lou-Ann Ballantyne - General Manager Governance and Engagement Victoria Villaraza - Local Area Manager

Auckland Emergency Management Work Programme 2024/2025 - Ōtara-Papatoetoe Local Board

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
3973	Ōtara-Papatoetoe Local Board, community and business emergency response plans and resilience programme	Increase disaster awareness, adopt and implement readiness and response plans in collaboration with the Local Board and the community.	Ensuring people within the Local Board rohe understand their hazard risks, have mitigated these risks, are prepared and have strong social networks to ensure they are better able to cope and support each other during an emergency and recover faster.		2023OP2 - Our environment	2023OP2.2 - Communities leading on sustainability and climate action	Resilience & Infrastructure Auckland Emergency Management	2024/2025	Regional	0

Proposed new community lease for rooms 3, 8 and 8a at Papatoetoe Chambers Building, 35 St George Street

File No.: CP2024/10476

Te take mō te pūrongo Purpose of the report

1. To seek approval from the Otara-Papatoetoe Local Board to grant a new community lease to:
 - a) Babylon Community Development Charitable Trust for rooms 8 and 8a at the Papatoetoe Chambers building located at 35 St George Street, Papatoetoe;
 - b) Kiwi Indian Charitable and Social Club New Zealand for room 3 at the same location, 35 St George Street, Papatoetoe.

Whakarāpopototanga matua Executive summary

2. The Papatoetoe Chambers at 35 St George St, Papatoetoe is a council-owned building with fourteen rooms used by various community groups under a community lease agreement.
3. Rooms 8 and 8a were occupied by Kilas Style Trust from 6 May 2021 to 31 March 2023. The rooms have been vacant since the previous occupants surrendered their lease on 31 March 2023.
4. When a council-owned building becomes vacant, a review of alternative uses of the premises can be carried out as good practice. An expression of interest process can be undertaken to gauge interest and best use.
5. At the Papatoetoe Local Board workshop on 30 January 2024, the local board directed staff to carry out the expression of interest process for the vacant space.
6. An expression of interest process was completed to lease the vacant rooms 8 and 8a in the Papatoetoe Chambers building at 35 St George Street. The space available to lease is 75 square meters (more or less) (refer to Attachment A – Building Plan).
7. Staff advertised the vacant spaces through the local Papatoetoe courier and the online local board advertising site, to invite expressions of interest from 1 February 2024. The closing date for the applications was 1 March 2024.
8. Four applications were received, and an analysis and assessment of these applications was undertaken by staff. An open day was held for the site on 7 February 2024 and the applicants that applied were invited to visit and inspect the site.
9. Staff completed a strategic analysis of the applications received. The applications were discussed with the local board at a workshop on 28 May 2024.
10. Following the local board's direction and the strategic analysis results, this report recommends that a new community lease be granted to the Babylon Community Development Charitable Trust (BCDCT) for a term of three (3) years commencing from 1 August 2024 with one three (3) years right of renewal.

11. The new community lease is to be granted to BCDCT on the condition that they surrender their current community lease for room 3 in the Papatoetoe Chambers building.
12. A new community lease for room 3 which is 12 square meters (more or less) (refer to Attachment A – Building Plan) is to be granted to the Kiwi Indian Charitable and Social Club NZ.
13. The proposed leases support the Otago-Papatoetoe Local Board Plan 2023.
 - **Our People:** people are at the heart of what we do. We support, empower, and celebrate the diversity in our community. We are strong and resilient through connections across cultures, neighbourhood's, age, sexual orientation, gender, and different needs. Māori history and tikanga is understood and valued as our unique point of difference in the world.
 - **Our Community:** give everyone a fair and easy access to council services and facilities, regardless of their circumstances. Mana whenua, mataawaka, organisations and neighbourhood groups maintain strong relationships, influence decisions, and actively contribute to local programmes.
14. If the local board decides to grant the leases, staff will work with the lessee to finalise the lease agreement.

Ngā tūtohunga Recommendation/s

That the Ōtara-Papatoetoe Local Board:

- a) whakaae / approve, to terminate the existing community lease with Babylon Community Development Charitable Trust for room 3;
- b) whakaae / grant, a new community lease to Babylon Community Development Charitable Trust for rooms 8 and 8A (75m²) and room 3 (12m²) to the Kiwi Indian Charitable and Social Club NZ;
- c) whakaae / grant under section 138 of the Local Government Act 2002, the following new community leases for the rooms 8 and 8A and room 3 within the Papatoetoe Chambers at 35 St George Street, Papatoetoe on land described as Part Lot 4 Deposited Plan 7551 contained in Certificate of Title NA230/207 on the following terms and conditions:
 - i) term – 3 years commencing on 1 August 2024 with a single 3-years right of renewal, final expiry 31 July 2030
 - ii) rent - \$1300 per annum (plus GST)
 - iii) An annual operational charge of \$25.00 (plus GST) per square meter space occupied
 - iv) Community Outcomes Plan – to be prepared and attached as a schedule to the lease agreement.
- d) whakaae / approve all other terms and conditions in accordance with the Local Government Act 2002, the Auckland Council Community Occupancy Guidelines 2012 (Updated July 2023), and the Auckland Council standard form community lease agreement.

Horopaki Context

15. This report considers the leasing of rooms 8 and 8a and room 3 in the Papatoetoe Chambers Building at 35 St George Street, Papatoetoe.
16. The Ōtara-Papatoetoe Local Board is the delegated authority for local sport and recreation, and community facilities, including community leasing, licensing, and landowner matters.

Land, building and lease

17. The land at 35 St George Street, Papatoetoe is described as Lot 4 Deposited Plan 7551, comprising 1166 square meters, NA230/207/207 and is held in fee simple by Auckland Council under the Local Government Act 2002.
18. The two-storey building (known as Papatoetoe Chambers) partially wraps around a single storey building on southwest side that includes the original Papatoetoe Chambers constructed circa 1950. The original building was extended and modified over the years with separate extensions being made to the two-storey block constructed in approximately 1965 and 1979.
19. The building is next to, and joined to, Papatoetoe Town Hall (circa 1918) and was the offices of the former Papatoetoe City Council, and initially used as the Papatoetoe ward office of Manukau City Council following local government amalgamation in 1989. The building was transferred to community use following the centralisation of ward services under Manukau City Council in the early 2000s. It is made up of two levels of offices, open spaces, and meeting rooms (including the former council meeting chamber).
20. The Papatoetoe Chambers currently has seven other tenants which include, Auckland Cambodian Youth and Recreation Trust, Auckland Citizens Advice Bureau Incorporated, Hindu Heritage Research Foundation (trading as Papatoetoe Budgeting & Family Services), Papatoetoe Central Main Street Society Incorporated, The Papatoetoe Historical Society Incorporated, World Council of Sikh Affairs Incorporated (on behalf of Indian Wardens) and the Babylon Community Development Charitable Trust.
21. The building has undergone renewal works on the first floor – consisting of replacement of carpets and vinyl flooring, painting of walls and ceilings, replacement of light fittings with LED tubes, removal of the HVAC system and replacement with individual heat pumps, and refurbishment of the northern ground floor bathroom facilities. There are 14 individual spaces that are suitable for tenants, seven on the ground floor (including the council chamber meeting room) and eight offices on the first floor. The first floor also has a large open common-area, a kitchen, and toilets.
22. The building has been identified as earthquake-prone under sections 133AB and 133AK of the Building Act 2004. The earthquake rating of the building is 20% of the New Building Standard (NBS), due to its unreinforced concrete masonry construction. The relevant notice has been placed on the building and Auckland Council has until January 2055 to strengthen the building, so it is no longer earthquake prone. However, any 'substantial alteration' to the building may trigger the requirement to do the strengthening works at the same time.
23. At the local board workshop on 30 January 2024, staff requested direction on the occupancy of rooms 8 and 8A which has been vacant since the surrender of the lease by the previous occupants. The local board directed staff to continue with the Expressions of Interest Process.
24. Local boards have the allocated delegated authority relating to local recreation, sport, and community facilities, including community leasing matters.
25. Staff publicly advertised the vacant rooms and invited all groups interested in the vacant space to submit an application.

26. An open day was held on 7 February 2024, where 5 interested applicants came to view the site, 4 out of the 5 interested groups applied by the closing date of 1 March 2024.
27. Staff undertook a review and analysis of all the applications. The analysis of applications included two Community Lease Specialists and a Senior Community Lease Advisor.

Tātaritanga me ngā tohutohu Analysis and advice

28. Four applications were received at the closing date of the expressions of interest. The four applicants were:
 - Babylon Community Development Charitable Trust (BCDT);
 - Auckland Cambodian Youth and Recreation Trust;
 - NZ Council of Sikh Affairs Trust;
 - Kiwi Indian Charitable and Social Club NZ.
29. The applications were assessed using a range of weighted criteria including:
 - financial stability
 - group sustainability
 - supporting references
 - building suitability
 - extent of usage
 - sharing and collaboration.
30. Following the assessment of the applications, staff presented their findings to the local board at a workshop on 28 May 2024. The findings are detailed below.

Babylon Community Development Charitable Trust – assessment of the application

31. The Babylon Community Development Charitable Trust (BCDCT) was incorporated in 2006 and has been in service for 18 years, helping refugees and migrants settle in New Zealand and share the principles of empowerment, inclusion, collective action, determination, social cohesion, building leadership and committed to undertake sustainable community development process through providing quality services and activities by contributing in developing the community's safety, strength and wellbeing.
32. They have outgrown their current space (room 3) within the Papatoetoe Chambers building as this room only provides limited usable office space of 12 square meters.
33. The organisation currently is using the office space in the Papatoetoe Chambers building for five days a week.
34. The lack of office space has created challenges to accommodate everyone that wants to take part in their services. They require more space to carry out the educational programmes they have planned for their members and the community.
35. The purpose of BCDCT is to provide information and advice on relocation, housing, occupations, career development, family issues, social affairs and provide ESOL services and teach Arabic, Syrian and Kurdish to those interested to learn.
36. BCDCT carries out its services for 30 to 40 hours a week with around 200 members and 20 to 50 daily attendees and 10 part-time volunteers. They require more space to grow their organisation and accommodate all their members and attendees. They operate Monday to Saturday during the day and two evenings a week.
37. The assessment of their lease application scored highly in most areas particularly in eligibility, financial stability, building suitability and extent of usage.
38. If their application is successful, then their current leased space, room 3, in the chambers building will be vacant. Staff recommend this space to be granted to the Kiwi Indian

Charitable and Social Club NZ (KICSCNZ) as they also applied for rooms 8 and 8a. Upon analysis staff concluded that room 3 would be an adequate site for KICSCNZ to use as an office space, as they currently do not have occupancy of a community lease.

Auckland Cambodian Youth and Recreation Trust – assessment of the application

39. The Auckland Cambodian Youth and Recreation Trust (Trust) was incorporated on 19 March 1999 and has been operating for around 25 years providing services for the Cambodian community and other diverse ethnicities within Auckland encouraging community interactions by offering a range of creative activities, arts, crafts, and Khmer Kickboxing events.
40. The purpose of the Trust is to encourage regular meetings and social activities among members and support the education of Cambodian young people, provide information and social support services to the Cambodian community in south Auckland, provide safe and responsible access to the internet and promote Cambodian culture and heritage.
41. The Trust reports an estimate of 5000 attendees and visitors, around 10 to 20 daily attendees and 1 to 3 part-time paid staff and 40 part-time volunteers.
42. They are currently occupying rooms 9, 10 and 11 in the Papatoetoe Chambers building and use this space for more than 40 hours a week.
43. They have applied for rooms 8 and 8A to be an addition to their current lease at the Papatoetoe Chambers building.
44. The assessment of their lease application scored highly in eligibility and usage, however, scored low based on the fact they require additional space for recreational activity which does not align with the land classification and use of the rooms in the Papatoetoe Chambers as this is local purpose building and not a recreational reserve.

NZ Council of Sikh Affairs Trust – assessment of the application

45. NZ Council of Sikh Affairs (NZCSA) initially submitted an expression of interest application form on 18 May 2023 to lease the vacant rooms 8 and 8A in the Papatoetoe Chambers which is council owned. Due to being the only group to apply, the application was not supported by the Local Board as they advertised staff to seek more applications for the site.
46. NZCSA was incorporated as a charitable trust on 7 January 2021. NZCSA provides religious, cultural, political, social, and educational services to Sikhs of New Zealand and liaises with diverse Aotearoa New Zealand communities and other institutions for common interest seminars, events, and festivals.
47. The purpose of NZCSA is to provide religious, cultural, political, social, and educational services to Sikhs of New Zealand and wider community and other institutions as may be appropriate, to foster liaison and networking with groups and individuals who may help in achieving objectives of the group and to work in co-operation with other agencies, statutory and voluntary and the diverse community to foster the development of organisations and groups with similar goals.
48. There are approximately 40 members/users in the organisation, consisting of eight children between 5 – 13 years, 12 youth between 14 – 21 years, 15 adults between 22 – 50 years and five adults over 51 years. The members are 95% Indian and 5% other.
49. The applicant intends to use the premises Monday to Saturday, between the hours of 8:00am to 5:00pm. The group do not intend to share the facility with other groups or organisations.
50. The group is funded by membership donations and the group also apply for grants.
51. The assessment of their lease application scored highly in building suitability but lower in eligibility and extent of usage of area.

Kiwi Indian Charitable & Social Club NZ – assessment of the application

52. The KICSCNZ was incorporated in 2020 and has been in service for 4 years providing free legal advice, free immigration advice, supporting cultures, assisting elderly people with transport and housing. Children and young people, working on building safer and stronger communities.
53. The purpose of the group is to encourage, educate, assist, and guide the Indian community in New Zealand in promoting talent in the fields of art, music, dance, and culture. They aim to provide the necessary step-by-step guidance, education, resource materials, needed encouragement and available tools and facilities for those in need.
54. The group has around 75 members and 8 part-time volunteers. They currently do not have a community lease with Auckland Council.
55. The assessment of their lease application scored highly in building suitability and the extent of use area. Staff came to the analysis that room 3 in the Papatoetoe Chambers would be a suitable office space for the Kiwi Indian Charitable & Social Club NZ.

Staff recommendation

56. The local board's direction for the expressions of interest was to find a group that needs the space and would best use the space for their services or activity that would optimize services to the community.
57. Following the analysis, staff recommend that the lease for rooms 8 and 8a be granted to the Babylon Community Development Charitable Trust (BCDCT) as upon analysis BCDCT would best use the space to optimise services to our community. Their current space is too small which is restricting them from providing all the services and activities they have planned for our community.
58. Staff also recommend that if BCDCT are successful in getting rooms 8 and 8a, then their current space, which is room 3 in the Papatoetoe chambers should be granted to the Kiwi Indian Charitable and Social Club NZ (KICSCNZ).
59. The proposed lease will be for a term of 3 years commencing from 1 August 2024 with one 3 years right of renewal and final expiry on 31 July 2030.
60. The recommended fees for the lease as stipulated by the Community Occupancy Guidelines (updated 2023) are:
 - Rent of \$1,300 plus GST per annum.
 - An annual operational charge of \$25.00 (plus GST) per square meter space occupied.This comes to:
 - BCDT operational charges to be 1,875 (plus GST) for 75m²;
 - KICSCNZ operational charges to be \$300 (plus GST) for 12m².

Tauākī whakaaweawe āhuarangi Climate impact statement

61. It is anticipated that activation of the building will result in an increase of greenhouse gas emissions. A shared community space will, however, decrease overall energy use, as users will not consume energy at individual workspaces. The shared space will provide opportunity and enable people to enjoy positive healthy lifestyles and will increase capability and connections within the local community.
62. To improve environmental outcomes and mitigate climate change impacts, the council advocates that the lease holder:
 - use sustainable waste, energy, and water efficiency systems
 - use eco labelled products and services

- seek opportunities to reduce greenhouse gas emissions from lease-related activities.
63. Asset improvements and maintenance undertaken by the council will aim for maximum re-use and recycling of existing material. This will be in alignment with the waste management hierarchy (prevention, reduction, recycle) to ensure minimum impact on greenhouse gas emission.
64. All measures taken are aimed at meeting council's climate goals, as set out in Te Tāruke-ā-Tāwhiri: Auckland's Climate Plan, which are:
- to reduce greenhouse gas emissions to reach net zero emissions by 2050 and
 - to prepare the region for the adverse impacts of climate change.
65. Climate change has unlikely potential to impact the lease, as no part of the leased area is in a flood-sensitive or coastal inundation zone.
66. The Papatoetoe Chambers building marked in teal below:



Image 1: Aerial View – Papatoetoe Chambers 35 St George Street, Papatoetoe

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

67. The proposed new lease has no identifiable impact on the council group. The views of council-controlled organisations were not required for the preparation of the advice in this report.

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

68. The recommendations in this report fall within the local board's delegated authority relating to local recreation, sports, and community facilities, including community leasing matters.
69. The assessment of the applications was discussed with the local board at their workshop on 28 May 2024. The local board indicated its in-principle support for the proposed lease to Babylon Community Development Charitable Trust and the Kiwi Indian Charitable and Social Club.
70. The proposed lease supports the Otara-Papatoetoe Local Board Plan 2023:
 - **Our People:** people are at the heart of what we do. We support, empower, and celebrate the diversity in our community. We are strong and resilient through connections across cultures, neighbourhood's, age, sexual orientation, gender, and different needs. Māori history and tikanga is understood and valued as our unique point of difference in the world.
 - **Our Community:** give everyone a fair and easy access to council services and facilities, regardless of their circumstances. Mana whenua, mataawaka, organisations and neighbourhood groups maintain strong relationships, influence decisions, and actively contribute to local programmes.

Tauākī whakaaweawe Māori Māori impact statement

71. Auckland Council is committed to meeting its responsibilities under Te Tiriti o Waitangi and its statutory obligations and relationship commitments to Māori. The council recognises these responsibilities are distinct from the Crown's Treaty obligations and fall within a local government Tāmaki Makaurau context.
72. These commitments are outlined in council's key strategic planning documents the Auckland Plan, the Long-term Plan 2021-2031, the Unitary Plan (operative in part), individual local board plans and in Whiria Te Muka Tangata, Auckland Council's Māori Responsiveness Framework.
73. Community leasing aims to increase Māori wellbeing through targeted support for Māori community development projects.
74. Community leases support a wide range of activities and groups. Leases are awarded based on an understanding of local needs, interests, and priorities. The activities and services provided by leaseholders create benefits for many local communities, including Māori.
75. Iwi engagement for granting of this community lease is not required. However, the lessee will, via an agreed Community Outcomes Plan and through its activities, deliver Māori outcomes reflective of the local community.

Ngā ritenga ā-pūtea Financial implications

76. If the leases are not granted for the empty rooms in the Papatoetoe Chambers building, then this space will continue to be unavailable to support groups working in the Papatoetoe area.
77. Ongoing maintenance of the asset will be covered by the council which is accounted for in current and future budgets. The group will be charged an annual operational charge of \$25.00 (plus GST) per square meter space occupied.

Ngā raru tūpono me ngā whakamaurutanga Risks and mitigations

78. Should the local board resolve not to grant the proposed community lease for rooms 8 and 8a within the Papatoetoe Chambers building at 35 St George Street, Papatoetoe, the ability of the Babylon Community Development Charitable Trust and the Kiwi Indian Charitable and Social Club NZ to undertake all their current and future activities will be negatively impacted. This will have an adverse impact on the achievement of the vision under the local board plan.
79. As there is no significant departure from the approved land use or change in the anticipated activities there are no identified risks in granting the leases.

Ngā koringa ā-muri Next steps

- 80 If approved by the Otara-Papatoetoe Local Board, staff will work with the successful applicants to formalise a lease agreement.

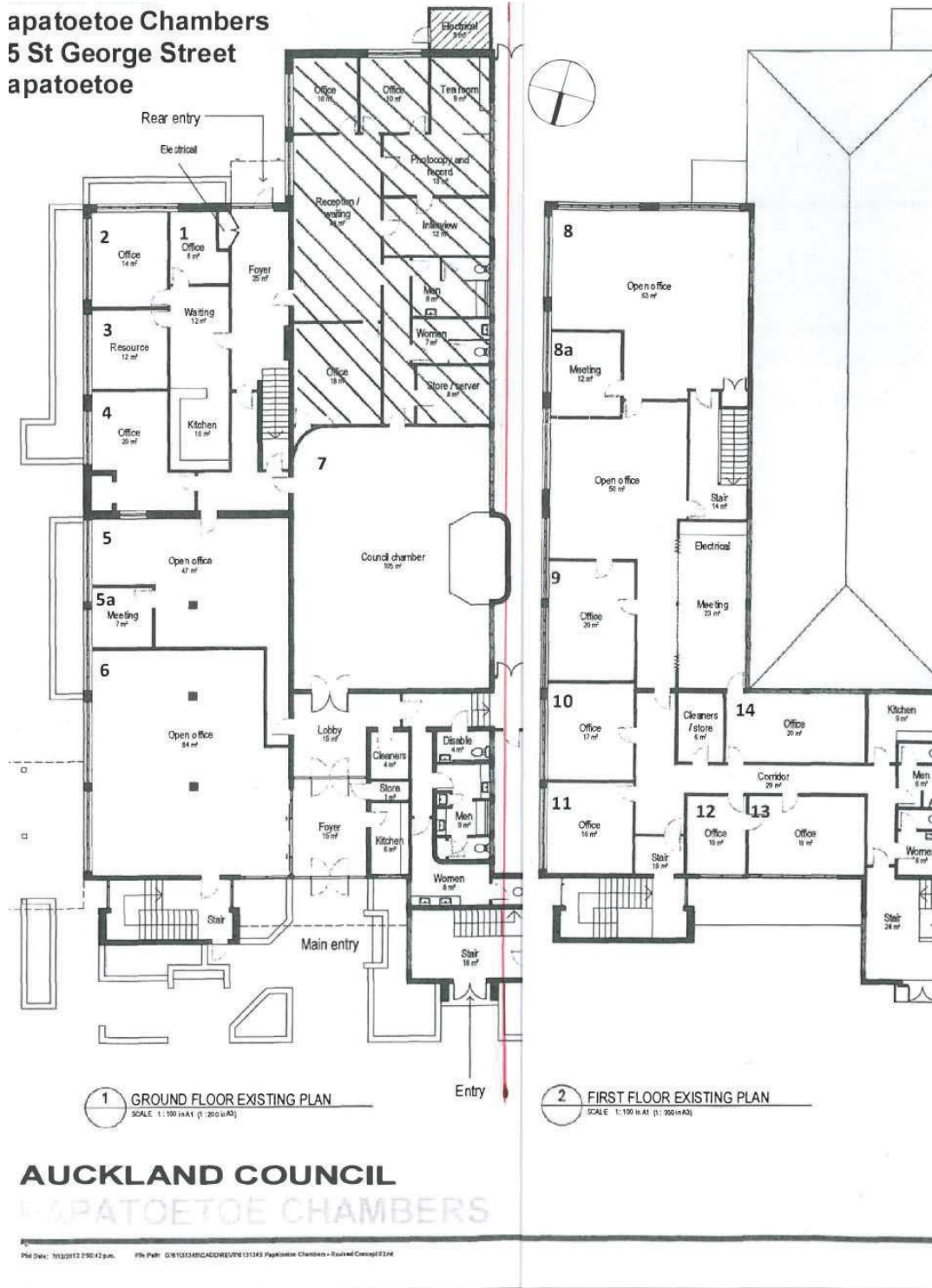
Ngā tāpirihanga Attachments

No.	Title	Page
A	Building Plan – Papatoetoe Chambers Building, 35 St George Street, Papatoetoe	29
B	Community Outcomes Plan	31

Ngā kaihaina Signatories

Authors	Taz Ali - Community Lease Specialist
Authorisers	Kim O'Neill - Head of Property & Commercial Business Victoria Villaraza - Local Area Manager

Building Plan – Papatoetoe Chambers, 35 St George Street, Papatoetoe



Item 15

Attachment A

Community Outcomes Plan

Tenant	Babylon Community Development Charitable Trust
Name and Location of Land/Facility	Papatoetoe Chambers, 35 St George Street (room 8 & 8a)
Local Board Area	Otara-Papatoetoe Local Board
Financial Year	1 July to 30 June
Annual Reporting Date	31 August per year
Premises Extent (in m²)	Approximately 75m ²

Performance indicator	Measurement	Target	Tenant result	Verification source
Benefit for Maori				
Māori membership	The percentage of the Tenant's members who identify as Māori at the Reporting Date	0 (%)		membership register
Māori outcomes	Total number of hours that the Tenant has provided programming, activities or services, related to Māori education for the Financial Year	0 (Hours)		programming schedule
Māori participation	Total number of Māori participating in programmes, activities or services related to Māori education for the Financial Year	0 Māori		programming schedule
Community Outcomes				
Membership numbers	The total number of members at the Reporting Date	200 (Members)		membership register
Community use	Total number of participants/visitors/users/customers attended to for the Financial Year	50 (People)		customer log, enrolment register
Formal programming	Total number of hours that the Tenant has spent providing services, programming, or activities, related to the provision of community development services for the Financial Year	1,200 Hours)		programming or activity schedule, other supporting documentation
Full time employees	Minimum number of full-time employees (working 30 hours or more per week), at the Reporting Date	0 (People)		financial statements
Part time employees	Minimum number of part-time employees (working less than 30 hours per week), at the Reporting Date	0 (People) 10 part-time volunteers		financial statements
Volunteer hours	Total number of volunteer hours for the Financial Year	20 (Hours)		annual report/financial statements

Formal hireage	Total number of events hosted at the Premises for the Financial Year	Not applicable		hireage schedule
Equity				
Low participation and diverse community usage	Total number of hours spent providing services, programming or activities aimed at the ethnic Community for the Financial Year	1194 (Hours)		programming schedule
Asset management				
Facility maintenance plan	Copy of facility maintenance plan	Not applicable		Facilities Maintenance Plan
Asset condition	Building condition (grade)	Not applicable		Building condition report, not older than 5 years
Governance				
Committee turnover	Percentage of the Tenant's management committee turnover for the Financial Year	<75%		Committee member register
Financial				
Leverage	Total assets against liabilities at the Reporting Date	1 to 1		Financial statements
Cash reserves	Total amount of cash in hand at the Reporting Date	\$5,000		Financial statements

Checklist of documents to be included (not all may be applicable)			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	Incorporated or charitable trust registration documents		<input checked="" type="checkbox"/>	
2	Financial accounts and report		<input checked="" type="checkbox"/>	
3	Public liability insurance certificate		<input checked="" type="checkbox"/>	
4	Management committee register with contact details		<input checked="" type="checkbox"/>	
5	Membership register		<input checked="" type="checkbox"/>	
6	Programming schedule		<input checked="" type="checkbox"/>	

Local Board Input into Council's submission on Making it easier to build granny flats (MBIE)

File No.: CP2024/10234

Item 16

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 (MBIE).

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. They are also exploring options to allow granny flats up to 60 square metres in size to be built without the requirement for building or resource consent, as long as it meets specific criteria.
3. The criteria granny flats must meet under the proposed exemption will 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. 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.
4. 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 engineer's report.
5. The consultation looks at two key pieces of legislation that set out the rules for residential building, the Building Act (2004) and the Resource Management Act 1991 (RMA).
6. The consultation material can be found [here](#).
7. The Members' briefing will be held on 15 July 2024 and the Planning, Environment and Parks Committee will be held on 25 July 2024. The draft submission will be circulated on 26 July 2024.
8. Formal feedback from local boards needs to be received by 19 July 2024 to be considered for incorporation into the Auckland Council submission, or by 5 August 2024 to be appended to the submission.

Ngā tūtohunga Recommendation/s

That the Ōtara-Papatoetoe Local Board:

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

Ngā tāpirihanga Attachments

There are no attachments for this report.

Ngā kaihaina Signatories

Authors	Darshita Shah - Democracy Advisor
Authorisers	Rina Tagore - Senior Local Board Advisor Victoria Villaraza - Local Area Manager

Local board resolution responses, feedback and information report

File No.: CP2024/10215

Item 17

Te take mō te pūrongo Purpose of the report

1. This report provides a summary of resolution responses and information reports for circulation to the Ōtara-Papatoetoe Local Board.

Information reports for the local board

2. The board provided feedback under the delegation of the Chair Apulu Reece Autagavaia on the draft land transport rule setting of speed limits 2024.

Ngā tūtohunga Recommendation/s

That the Ōtara-Papatoetoe Local Boards

- a) tuhi ā-taipitopito / note the feedback on the draft land transport rule setting of speed limits 2024, in Attachment A.

Ngā tāpirihanga Attachments

No.	Title	Page
A	Feedback on Draft Land Transport Rule Setting of Speed Limits 2024	37

Ngā kaihaina Signatories

Authors	Darshita Shah - Democracy Advisor
Authorisers	Victoria Villaraza - Local Area Manager

Hōtaka Kaupapa / Governance Forward Work Calendar

File No.: CP2024/10488

Item 18

Te take mō te pūrongo / Purpose of the report

1. To present the Ōtara-Papatoetoe Local Board with its updated Hōtaka Kaupapa.

Whakarāpopototanga matua / Executive summary

2. The Hōtaka Kaupapa for the Ōtara-Papatoetoe Local Board will be tabled at the business meeting. The calendar is updated monthly, reported to business meetings and distributed to council staff.
3. The Hōtaka Kaupapa / governance forward work calendars were introduced in 2016 as part of Auckland Council's quality advice programme and aim to support local boards' governance role by:
 - ensuring advice on meeting agendas is driven by local board priorities
 - clarifying what advice is expected and when
 - clarifying the rationale for reports.
4. The calendar also aims to provide guidance for staff supporting local boards and greater transparency for the public.

Ngā tūtohunga / Recommendation/s

That the Ōtara-Papatoetoe Local Board:

- a) tuhi ā-taipitopito / note the Hōtaka Kaupapa.

Ngā tāpirihanga / Attachments

No.	Title	Page
A	Hōtaka Kaupapa	43

Ngā kaihaina / Signatories

Authors	Darshita Shah - Democracy Advisor
Authorisers	Victoria Villaraza - Local Area Manager

Record of Workshop Notes

File No.: CP2024/10208

Te take mō te pūrongo Purpose of the report

1. To note the Ōtara-Papatoetoe Local Board record for the 25 June and 2 July 2024 workshops.

Whakarāpopototanga matua Executive summary

2. In accordance with Standing Order 12.1.4, the local board shall receive a record of the general proceedings of each of its local board workshops held over the past month.
3. Resolutions or decisions are not made at workshops as they are solely for the provision of information and discussion. This report attaches the workshop record for the period stated below.

Ngā tūtohunga Recommendation/s

That the Ōtara-Papatoetoe Local Board:

- a) tuhi ā-taipitopito / note the workshop records for: 25 June and 2 July 2024.

Ngā tāpirihanga Attachments

No.	Title	Page
A	Workshop Notes - 25 June 2024	47
B	Workshop Notes - 2 July 2024	49

Ngā kaihaina Signatories

Authors	Darshita Shah - Democracy Advisor
Authorisers	Victoria Villaraza - Local Area Manager

ATTACHMENTS

Item 8.1	Attachment A	Plan for the NATIONAL BUTTERFLY CENTRE TE MATAURANGA O NGA PUREREHUA O AOTEAROA 2024	Page 55
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