

Waiheke Local Board Workshop Agenda

Date of Workshop: Wednesday 1 May 2024

Time: 10:30am

Location: Waiheke Local Board, 10 Belgium Street; MS Teams

Time	Workshop Item	Governance role	Purpose	Presenter(s)	Proposed Outcome(s)
10:30	Full Facilities (FF) Contractor update Attachment Presentation	Keeping informed	Receive update on progress	Jennifer Rose <i>Head of Asset & Business Performance</i> Julie Pickering <i>Head of Area Operations</i> Shane Hogg <i>Manager Area Operations</i>	Provide members an update to funded events and future plans.
11:30	Save the Kiwi - Waiheke Island project Attachment Presentation	Keeping informed	Informal dissemination	Tineke Joustra <i>Operations Manager</i> <i>Save the Kiwi</i>	Save the Kiwi, Ngāti Paoa and Ngāi Tai ki Tāmaki are currently working on a translocation application for kiwi to Waiheke Island. DOC has now given the direction to start public consultation on the application and as part of this have the opportunity to speak to the Local Board about our proposed plan and hear your feedback to our application.
12:30	Lunch Break				

Time	Workshop Item		Governance role	Purpose	Presenter(s)	Proposed Outcome(s)
13:30	Item 3	Standing Orders review	Local initiative / preparing for specific decisions	Provide direction on preferred approach	Janine Geddes <i>Acting Local Area Manager</i>	Discuss options for updating standing orders.
13:30	Item 4	Community Facilities & Parks update Attachment March 2024 update	Keeping informed	Informal dissemination	Shane Hogg <i>Manager Area Operations</i> Bridget Velvin <i>Facilities Manager</i> Sue Gluskie <i>Facilities Coordinator</i> Jacqui Thompson-Fell <i>Parks & Places Specialist</i>	Members are updated on CF projects and activities in the last month, and the vessel removal project underway at Palm Beach.

Governance Role

1. Accountability to the public
2. Engagement
3. Input to regional decision-making
4. Keeping informed
5. Local initiative / preparing for specific decisions
6. Oversight and monitoring
7. Setting direction / priorities / budget

Role of Workshop:

- (a) Workshops do not have decision-making authority.
- (b) Workshops are used to canvass issues, prepare local board members for upcoming decisions and to enable discussion between elected members and staff.
- (c) Workshops are not open to the public as decisions will be made at a formal, public local board business meeting.
- (d) Members are respectfully reminded of their Code of Conduct obligations with respect to conflicts of interest and confidentiality.
- (e) Workshops for groups of local boards can be held giving local boards the chance to work together on common interests or topics

Waiheke Local Board Workshop Proceedings

Workshop record of the Waiheke Local Board held in person and via Teams on Wednesday 17 April 2024, commencing at 10:30am

Cath Handley (Chair)	Bianca Ranson (Deputy)	Kylee Matthews	Robin Tucker	Paul Walden
Present	Apology	Present	Present	Absent

Time	Workshop Item	Attendee(s)	Proposed Outcome(s)
10:30	Full Facilities (FF) Contractor update Attachment Presentation Item 1	Jennifer Rose <i>Head of Asset & Business Performance</i> Julie Pickering <i>Head of Area Operations</i> Shane Hogg <i>Manager Area Operations</i> Jeff Lyford <i>Principal Advisor</i> Carl Rogers <i>Director – Programmed (contractor)</i>	Members were provided an update to contract services and outcomes for the region and local board area, along with contract structure and funding arrangements. Staff gave an update to future forecast of contract relationships and program improvements.
11:30	Save the Kiwi - Waiheke Island project Attachment Presentation Item 2	Tineke Joustra <i>Operations Manager</i> <i>Save the Kiwi</i>	Save the Kiwi (STK), Ngāti Paoa and Ngāi Tai ki Tāmaki are currently working on a translocation application for kiwi to Waiheke Island. STK staff gave a presentation on the history of the group and overview of their works, grants and vision. STK prioritises enabling local community with resources and training. The three largest threats to kiwi are stoats, possum and dogs. STK has already started engaging with dog groups on the island through a joint hui and have developed a proposed dog management plan.

Time	Workshop Item	Attendee(s)	Proposed Outcome(s)
12:30	Lunch Break		
13:30	Item 3 Standing Orders review	Janine Geddes <i>Acting Local Area Manager</i>	Staff presented options for updating standing orders. Any changes will be considered at a future business meeting.
13:30	Item 4 Community Facilities & Parks update Attachment March 2024 update	Shane Hogg <i>Manager Area Operations</i> Bridget Velvin <i>Facilities Manager</i> Sue Gluskie <i>Facilities Coordinator</i> Jacqui Thompson-Fell <i>Parks & Places Specialist</i>	Members were updated on CF projects and activities in the last month, the vessel removal project underway at Palm Beach and budget performance for FY24.

Governance Role

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Parks and Community Facilities Full Facilities Contract Performance

11 April 2024

Jennifer Rose – Head of Asset and Business Performance,
Parks and Community Facilities

An update of what we look after ...



280 tree planting events

260 volunteer groups

141,798 digital sportsfield bookings

19,366 accommodation & site bookings



120
Town
Centres

57
Cemeteries

>1300
projects
delivered
annually

8.3m
visitors to
regional parks
& botanic
gardens

6
Co-
management
entities



\$14b of assets

53,000 hectares of parkland

32 Regional Parks cover 8% of Auckland

Botanic Gardens & Wintergarden



45
Pools &
recreation
centres

1.306
Community
leases

3
Holiday
parks

223
Flagpoles

219
BBQ's

7
Animal
Centres

142
Community
halls

31
Community
centres

57
Libraries

978
Playgrounds

472
drinking
fountains

235
Sports
parks

858
Public
toilets

8,407
Sports &
Amenity
Lighting

647
Chapel
services

2,628,974
sqm
Street cleaning

23
Corporate
buildings

8,784
Litter Bins

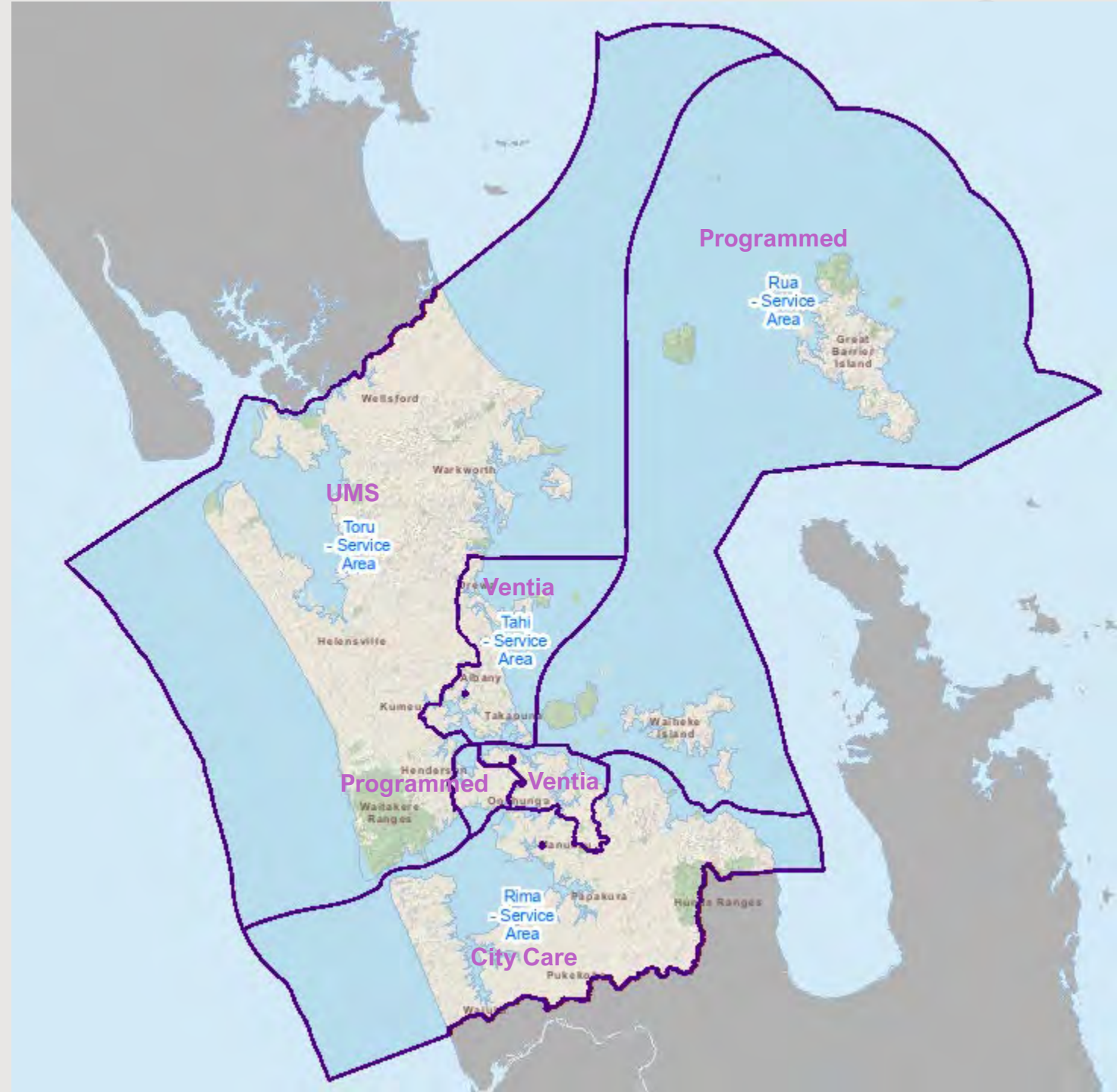
30
Technical
contracts



Project 17 - Background

30 June 2017

- ❖ 30 June 2017 all supplier contracts for the maintenance of Auckland Council's open spaces and assets expired
- ❖ Council moved from core function delivery e.g., mowing lawns, picking up rubbish, cleaning toilets etc to ownership by way of a single Supplier by region
- ❖ The result was in a reduction from 17 x Suppliers across 23 x maintenance contracts to 5 x main Full Facilities Suppliers
- ❖ The new contract model moved largely from 'scheduled' to both 'outcome' and 'scheduled'. Outcome means suppliers are required to meet agreed service level standards at all times
- ❖ Services delivered by various CCO's and departments integrated into the same P17 supplier contracts
- ❖ In March 2019 Streetscapes services were transferred from Auckland Transport to Council following recognition of the collective responsibility and collaboration across the road corridor.



Project 17 - Benefits

1 July 2017

- ❖ The full facilities supplier has **ownership of an entire service area** so there is one point of contact to respond to and address local maintenance issues
- ❖ **Outcome model** gives flexibility to respond to changes in the use of a facility ie. beaches in summer; grass mowing increased during spring flush
- ❖ Full facilities suppliers are responsible for all **works under \$1,000 at no extra cost** to council, which means it is in their best interest to look after and fix assets the first time
- ❖ Sharing **innovation and technology** is key part of the contracts, for example sensors in rubbish bins to inform the supplier when they need emptying
- ❖ Influence of **sustainability and environmental outcomes** through performance measures for reduction of emissions, types of agri-chemicals used etc
- ❖ **Operational efficiencies** with clarified service responsibility enabling better customer service through transfer of services from CCO's and other council departments into full facilities supplier contracts
- ❖ Influence **social outcomes** including working collaboratively with suppliers with council to achieve better outcomes for Māori.
- ❖ Significant **reduction in administrative** overheads and internal costs



What makes up Lump Sum (one off cost)

Plumbing

Lump Sum is scheduled works our Full Facilities contractors carry out to agreed asset specifications

Garden Maintenance

Non Sports Turf Maintenance & Repair

Cleaning Services

Roofing Maintenance Services

Floor Covering Repairs

Hard Sports Surface.



SERVICES

Drain Cleaning & Repair



MAINTENANCE

Carpentry

Track Maintenance

Plant Pest Removal

Gutter Cleaning

Carpark Cleaning

Lock / Unlock Gates & Toilets

Loose Litter Collection

Furniture and Fixtures Maintenance & Repairs



REPAIRS

Dead Animal / Carcass Removal

BWOF compliance

Structure Cleaning

HVAC Repairs & Maintenance

Playground Compliance

Window & Glass Repairs

Painting

Auto Door Maintenance

Electrical

Garden Irrigation Repairs & Maintenance

Plant Pest Removal

Water Features

Sports Equipment Maintenance

Clock Maintenance & Adjustment

Drain Cleaning & Repair

Grass / Turf Mowing

Raising & lowering flags

Chimney Sweeping

Cremator Repairs & Maintenance

Structure Maintenance & Repairs



What makes up chargeable

With approval, Full Facilities contractors are able to charge for works that are over and above the expected service level or more significant works to bring asset to agreed asset specifications

Executive Summary

- ❖ Our contracts are for managing arboriculture, ecological, parks and cleaning services, and open space and building maintenance are in place, with final extensions decision to 30 June 2027 to be granted by the council's CEO before 30 June 2024.
- ❖ Performance has generally been good, with areas of non-compliance managed through the contract and regularly monitored. Any areas of non-compliance are monitored as per the mechanism under the contracts and are further detailed in this presentation.
- ❖ The impacts of the Auckland floods, Cyclone Gabrielle and continued significant wet weather in early 2023, as well as resourcing challenges due to the low unemployment rate and competing construction markets, has resulted in a challenging year for all the Full Facilities suppliers. There has been a marked improvement over dryer months.
- ❖ As part of the 2023/2024 Annual budget savings, the levels of service for gardens and turf were adjusted. Approximately 30 per cent of bins are being removed from all local board areas following engagement with local boards. The savings are being achieved through a combination of bin removals, turf and garden level of service changes and a reduction of the CPI applied for by suppliers.
- ❖ The "Te Ara Hura – The Way Forward" project is underway to review the structure of the contracts and to explore a potential future contract framework. This will be reported through the relevant procurement committee and local boards. The project has already started in order to meet tender and procurement timelines for the re-tender of the full facilities, arboriculture and ecological contracts in late-2025 to early 2026 to align with the current term expiry of 30 June 2027



Full Facilities Overall Performance

A combination of contractor performance measures are applied; our main measure for Full Facilities is auditing on outcome based assets / services and a balanced scorecard

24,671

Total Audits

215,911

Total Elements



Full Facilities contracts achieve acceptable levels as measured by Key Performance Indicators

	January 2023	February 2023	March 2023	April 2023	May 2023	June 2023	July 2023	August 2023	September 2023	October 2023	November 2023	December 2023
Target	88%	Storm Exemption	88%	91%	92%	94%	85%	85%	86%	83%	91%	90%
	82%											

Commentary:

Parks & Community facilities Full facilities contractors have collectively met the KPI target from January to December 2023. Due to the significant impact of the January storm event across the Auckland region, Full Facilities Contractors have been given a KPI exemption for the month of February 2023.

Full Facilities contracts deliver agreed outcomes as measured by quality audits performed by Community Facilities staff

	January 2023	February 2023	March 2023	April 2023	May 2023	June 2023	July 2023	August 2023	September 2023	October 2023	November 2023	December 2023
Target	93.7%	Storm Exemption	94.2%	94.4%	94.5%	94.9%	94.5%	93.9%	94.1%	94.4%	93.2%	91.9%
	90%											

Commentary:

Parks & Community facilities Full facilities contractors have collectively met the KPI target from January to December 2023 despite the challenges posed by the storm.

Request for Service Work Orders - Waiheke

1686

Total RFS WO #

83

Site RFS raised

6

Vendors Assigned

295

Critical #

33

Major #

95

Urgent #

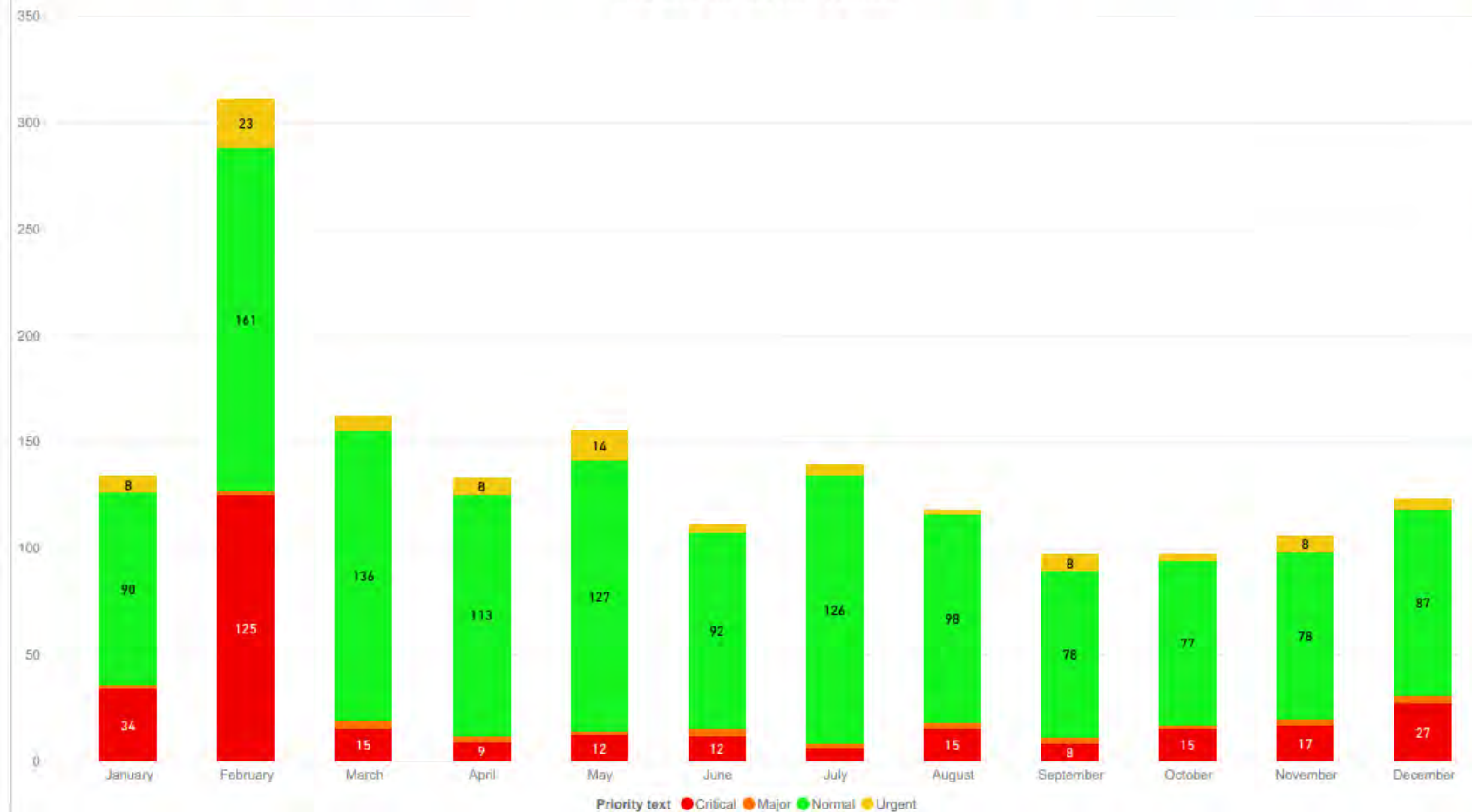
1263

Normal #

Local Board

Waiheke

Request for Service Volume



Top 25 Request Types by WO Volume

Request Type	#Work Order
Tree Maintenance - General	464
Plumbing Maintenance Service	213
Electrical Maintenance Service	177
Carpentry Maintenance Service	164
Structure Maintenance and Repairs	73
Plant Pest Removal	68
Tree Maintenance - Power Lines	56
Loose Litter Collection	54
Furniture and Fixtures Maint and Repairs	47
Hard Surface Cleaning	36
Garden Maintenance	34
Cleaning Services	32
Berm Mowing / Maintenance	29
Non Sports Turf Maintenance & Repair	28
Locksmith Services	27
Roofing Maintenance Services	21
Security Systems Maintenance Service	19
Fire System Maintenance Service	18
Floor Covering Repairs	14
Painting Maintenance Exterior	13
HVAC Repairs and Maintenance	11
Playground Repairs and Maintenance	10
Window and Glass Repairs	8
Auto Door Maintenance	6
Recycling and Disposal Services	6



Contractor Audit Overview - Waiheke

97%

Combined Audits

97%

Outcome Audits

96%

Response Audits

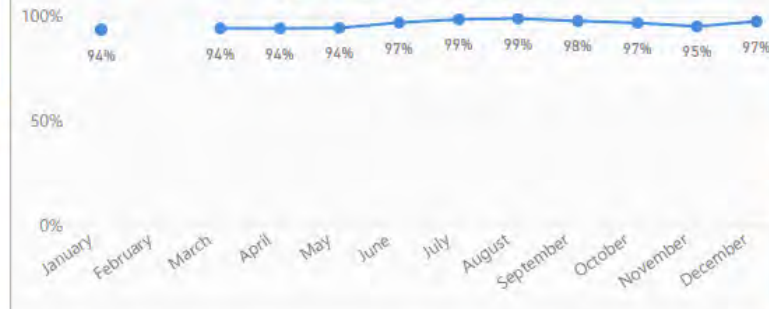
Elements Audited 2023

Category	Avg Score	# Assessed
Street Garden	90%	42
Gardens & Plants	91%	131
Streetscapes Green	93%	40
Tracks (incl. Structures)	93%	94
Sportsfields	95%	6
Hard Surfaces & Paths	96%	99
Response WO	96%	102
Streetscapes Clean	96%	68
Turf	97%	264
Toilet	98%	215
Building Cleaning	98%	241
Furniture, Playgrounds & Recreational Equipment	98%	254
Litter	100%	102

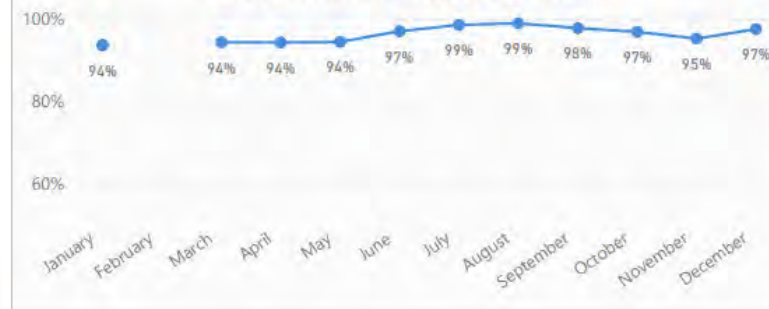
Please Note: February 2023 audits results due to weather events have been made exempt.

Please Note: Full Facilities contractors are measured at Contract Region, this means all Local Board results are combined and shown at Contract Region level, and may not reflect the overall scoring as a whole, and are just shown to give a break down for each Local Board to understand that specific area.

FF Combined Audit Score 2023



FF Audit Score 2023- Outcome Audits



FF Audit Score 2023- Response Audits



Elements Scoring Under 90% 2023

Element	#	%
Has turf been cut to the correct length (appropriate for the species and site)?	262	89%
Are the tracks and the in-ground steps (including box steps) safe, uniform, weed free, clean, clear of vegetation encroachment and functional for their intended use?	91	88%
Are hard surfaces & paths clean, free of moss, algae and weeds?	99	88%
Are showers clean and free of mould and soap scum build up?	24	88%
Are bus shelters clean and free from detritus and a build-up of dirt?	62	87%
Are the tracks drainage systems maintained and cleaned to conserve the loss of surface materials and to prevent flooding or damage to the asset? (Includes open drains/channels alongside the track, cesspits and culverts and any other device to prevent water entering the track surface).	76	84%
Is playing equipment such as goal posts in good condition?	5	80%
Do gardens meet contract specifications (appropriate to the species and site)?	128	74%
Is turf height acceptable as per contract (A, B, C or D) specification?	39	69%
Is all glass (including on entrance doors) and door handles clean?	26	65%
Does the street garden meet contract specifications (appropriate to the species and site)?	42	64%
Do any weeds or pest plants exceed the maximum height/width and/or coverage allowance?	10	60%



Full Facilities Contract Audit Heatmap - Waiheke

Month Element Audited	January		February		March		April		May		June		July		August		September		October		November		December		Total	
	#	Score	#	Score	#	Score	#	Score	#	Score	#	Score	#	Score	#	Score	#	Score	#	Score	#	Score	#	Score	#	Score
Turf	109	88%			145	95%	153	97%	48	94%	144	99%	90	100%	121	100%	110	100%	130	97%	122	95%	90	99%	1262	97%
Tracks (incl. Structures)	44	90%			40	86%	18	94%	15	93%	54	96%	40	97%	36	94%	28	89%	23	91%	40	90%	20	100%	358	93%
Toilet	40	100%			69	97%	68	90%	58	95%	154	97%	83	100%	126	98%	100	98%	100	99%	94	100%	90	97%	982	98%
Streetscapes Green	24	87%			16	88%	23	96%	14	85%	11	91%	18	100%	34	100%	20	95%	3	67%	10	78%	5	100%	178	93%
Streetscapes Clean	25	100%			27	93%	30	90%	24	96%	36	100%	28	96%	58	98%	39	97%	23	91%	73	96%	29	97%	392	96%
Street Garden	8	71%			12	82%	16	87%	4	75%	8	88%	16	100%	24	100%	20	90%	12	92%	32	90%	16	86%	168	90%
Sportsfields	2	100%			4	100%					4	100%					7	86%	4	100%					21	95%
Response WO	3	67%			13	100%	13	92%	11	100%	15	100%	13	92%	7	100%	8	100%	5	100%	9	89%	5	100%	102	96%
Litter	36	100%			42	100%	42	100%	6	100%	30	100%	18	100%	30	100%	30	100%	30	100%	20	100%	21	95%	305	100%
Hard Surfaces & Paths	21	95%			44	98%	32	97%	15	87%	49	96%	34	100%	21	95%	38	97%	43	93%	39	95%	26	96%	362	96%
Gardens & Plants	35	83%			84	82%	89	90%	33	92%	61	88%	44	97%	35	100%	51	100%	61	93%	36	82%	49	100%	578	91%
Furniture, Playgrounds & Recreational Equipment	84	99%			101	97%	81	95%	32	100%	94	98%	66	97%	86	100%	74	100%	81	100%	79	96%	54	98%	832	98%
Building Cleaning	26	100%			74	99%	55	94%	28	100%	90	98%	42	95%	76	99%	64	97%	70	99%	64	98%	48	98%	637	98%
Total	457	93%			671	94%	620	94%	288	95%	750	97%	492	98%	654	99%	589	98%	585	97%	618	95%	453	98%	6177	96%



Mechanisms to manage non-performance

In Schedule 2 of the contracts council outlines how to manage non-performance:

- ❖ KPI failure that is not remedied may result in 10% withheld sums from the monthly invoicing

Under Clause 12.3 of the contract council can use defective services:

- ❖ A notice will be serviced to the supplier with a timeline to remedy defective services if not remedied council may appoint an alternative supplier to remedy the service and deduct monies from the supplier.



2023 Areas of Non-Performance managed

Performance is tracked and monitored regularly

- ❖ Turf height maintenance and edging
- ❖ Infill Planting
- ❖ Garden weeds
- ❖ Track maintenance
- ❖ Building gutters and drains



Month Name	July	August	September	October	November	December	January	February	March	April	May	June	Total											
Category 2	#	Score	#	Score	#	Score	#	Score	#	Score	#	Score	#	Score										
Streetscapes Green	136	91%	101	73%	120	92%	109	88%	167	78%	85	89%	86	30%	1092	86%								
Are pest plants and/or weeds present which exceed contract specifications?	32	97%	20	90%	21	95%	22	100%	32	94%	15	100%	16	100%	201	96%								
Does edging meet contract specifications, and has the appropriate edging technique been used?	31	82%	23	51%	25	76%	21	87%	33	43%	20	83%	18	80%	225	100%								
Has vegetation been controlled to ensure any encroachment is removed and sight lines maintained?	8	100%	10	100%	16	100%	22	100%	34	97%	16	94%	17	100%	178	99%								
Is turf height acceptable as per contract (A, B, C or D) specification?	82	78%	23	83%	29	81%	22	77%	34	75%	22	78%	26	85%	242	74%								
Overall: Is the area well maintained, safe and visually pleasing?	23	100%	25	100%	29	100%	22	100%	24	100%	22	100%	19	100%	246	100%								
Streetscapes Clean	142	93%	189	91%	145	93%	100	98%	273	95%	118	97%	112	99%	113	92%	155	89%	83	99%	1430	94%		
Are all bus shelter surfaces free of algae, lichen and moss?	10	100%	19	95%	15	94%	9	100%	29	100%	12	100%	14	100%	12	100%	15	100%	10	100%	148	95%		
Are all street bins hygienic and not full or overflowing?	19	89%	16	100%	12	100%	11	100%	24	96%	11	100%	8	100%	10	90%	18	89%	4	100%	133	95%		
Are bus shelters clean and free from detritus and a build-up of dirt?	10	50%	19	74%	18	81%	9	89%	29	90%	13	85%	15	73%	10	90%	13	85%	15	73%	10	90%	148	84%
Are bus shelters free from litter?	10	100%	19	84%	16	100%	9	100%	29	100%	15	92%	14	100%	10	100%	15	93%	10	100%	148	97%		
Are hard surfaces clean and free of debris (including silt and channel catch-pits)?	23	78%	27	85%	18	78%	12	92%	33	76%	12	92%	10	100%	11	84%	18	84%	11	100%	175	80%		
Has all loose litter within a 3m radius of the street bin been collected?	19	89%	16	100%	13	100%	12	100%	32	100%	13	100%	9	100%	11	91%	18	94%	4	100%	147	97%		
Have all posters and stickers been removed from the bus shelter?	10	100%	19	99%	15	93%	9	100%	27	94%	12	100%	14	100%	12	100%	15	100%	10	100%	143	97%		
Is street furniture clean, safe, functional, fit for purpose and visually pleasing?	18	100%	20	95%	13	92%	12	100%	29	100%	13	100%	13	100%	13	92%	18	91%	8	100%	151	97%		
Overall: Is the area clean, safe and visually pleasing?	20	100%	34	100%	20	100%	17	100%	41	100%	18	100%	16	100%	17	100%	20	100%	16	100%	237	100%		
Gutters & Drains	33	97%	68	75%	47	81%	27	93%	48	73%	16	75%	17	94%	23	91%	30	87%	26	83%	331	82%		
Do gutters/downpipes appear to be fit for purpose, clean, free from obstruction and leaks?	33	97%	68	75%	47	81%	27	93%	48	73%	16	75%	17	94%	23	91%	30	87%	26	83%	331	82%		
Gardens & Plants	334	97%	525	93%	427	94%	451	94%	510	94%	314	97%	283	95%	461	94%	398	94%	229	96%	3892	94%		
Are there any weeds or pest plants present?	74	NaN	96	NaN	79	NaN	84	NaN	102	100%	72	NaN	51	NaN	96	NaN	75	100%	41	100%	770	100%		
Do any weeds or pest plants exceed the maximum heights/width and/or coverage allowance?	3	0%	23	65%	19	56%	21	76%	20	70%	3	100%	8	75%	11	75%	16	80%	12	75%	136	68%		
Are the tracks and the in-ground steps (including box steps) safe, uniform, well free, clean, clear of vegetation encroachment and functional for their intended use?	11	100%	22	91%	27	90%	15	73%	16	88%	1	100%	14	71%	12	87%	12	92%	2	100%	132	86%		



We have changed the message to customers in response to your feedback



“Why did you cancel my problem?”

Customers react to being told their request is cancelled and stop reading the rest of the message



So we updated our message



Old message to customers:

We have closed this request. Someone else already let us know about it and we're working on it.

We have closed this request. We've taken a look and this is part of our scheduled maintenance and will be completed in the next few months.

We have closed this request. The problem you reported was for something that is not on council land or a council maintained asset.

New message to customers:

*Someone else already let us know about it and we're working on it. **We have closed this request.***

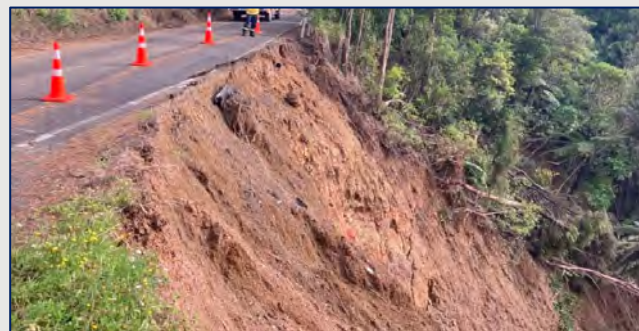
*We've taken a look and this is part of our scheduled maintenance and will be completed in the next few months. **We have closed this request.***

*The problem you reported was for something that is not on council land or a council maintained asset. **We have closed this request.***

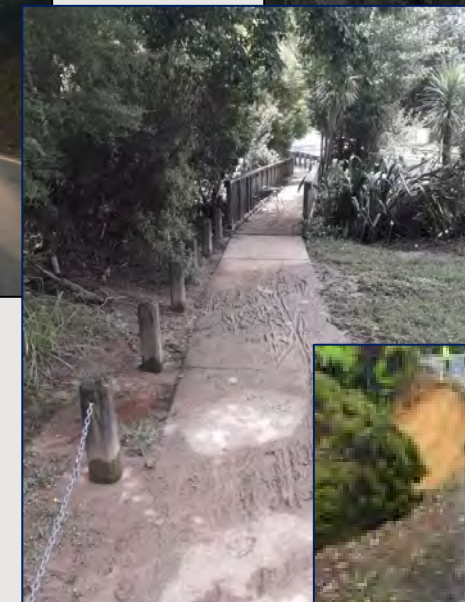


Storm Damage

February 2023 brought us the worst cyclone seen in New Zealand since Cyclone Bola in 1988. Cyclone Gabrielle hit our shores on February 13 and caused an immeasurable amount of damage not only across our region but also across the North Island. Several of our coastal communities have borne the brunt and suffered significant slips and damage. The impact and clean up of this weather event will be felt for a long time.



Storm Damage



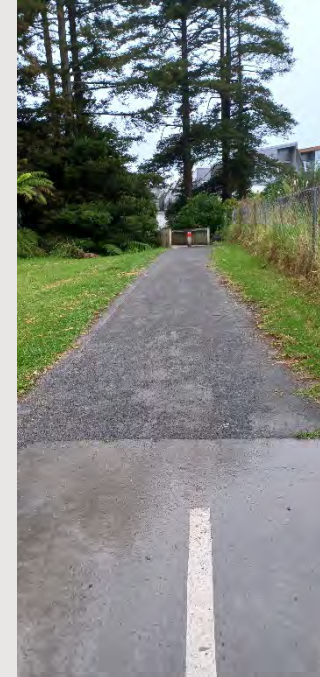
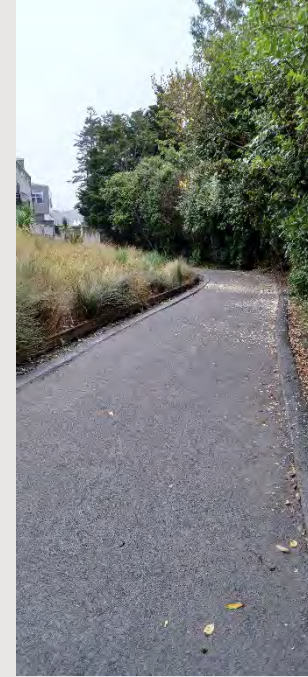
Storm damage repairs



Hooton reserve

After the weather event at the beginning of the year, Hooton reserve suffered from deep washouts and damage, as large amounts of water flowed through the park.

The work to repair has now been completed with the path fully repaired and back to being used by the public. Considering the extent of damage, its impressive how good the finished repairs look. A big thanks to our contractor for a job well done.



Before



After



Spring Flush Plan 2023

Forecast 2023

Soil Temperature

Soil Temperature Monthly Historical, Actual, Forecast



Rainfall

Rainfall



Based upon the rainfall and soil temperature forecast, the spring flush is planned by the contractors.

Mowing

Monitoring & Trigger Points

Strategy One

- Resource is diverted from local boards with controlled growth rates to the local boards or specific sites that require a more frequent service.

Strategy Two

- Overtime and weekend work. These extra hours would effectively increase the frequency of servicing. This strategy will also be used for any shortfall in absenteeism.

Strategy Three

- Implement subcontractors taking on extra works. This is allocated at two runs per region to accommodate this. Two scheduled runs would be given to each sub-contractor with the freed up internal resource becoming the support to service hot spots, high profile areas and cover other shortfalls to reduce the service frequency.

El Nino

Forecast vs reality

- In mid-2023 MetService warned of the (then) fast approaching El Nino weather pattern predicting a long and hot Summer for New Zealand
- Suppliers provided the council with a Summer flush mowing plan and prepared for additional resourcing to be available for late-September
- Rainfall continued well into Spring and ground soil temperatures remained low, in opposition to forecast temperatures well into mid-December
- The biggest challenge suppliers faced was ensuring full engagement of local sub-contractor resources into the late December holiday period
- January has seen suppliers working to substantially shorten mowing cycles and catch up in the pockets of Local Board areas where some challenges remained into the beginning of the working year through resourcing inconsistencies.



Awards



Green Flag
Award Winner

Parks & Community Facilities earned 5 Green Flag Awards in partnership with Full Facilities contractors
The Green Flag Award is an internationally recognised programme that rewards well-managed parks and open spaces providing high quality recreational experiences for our communities

Waitākere Ranges Regional Park



North Shore Memorial Gardens



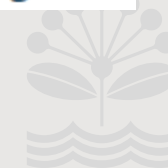
Tōtara Park



Ambury Regional Park



Tupuna Maunga Mangawhau



Innovation - Highlights



Weed eater Attachment Trials to reduce stone chip incidents



Pile Driving Tower



- Real-time reporting dashboards
- Client self service to provide updated information in real-time
- Driving utilization and KPI results through analysis and improvement initiatives



Outfitted the rear section of our water-blasting ute with sturdy safety rails



PROGRAMMED

Having the HALO is a simple and effective way to indicate when plant is working and allows workers to identify exclusion zones.



Sustainability & Environmental - Highlights



Month	Recycled Waste Quantity (Metric Ton)
January	58.5
February	62.1
March	78.3
April	52.7
May	57.7
June	50.1
July	59.2
August	79.8
September	80.2
October	78.3
November	69.9
December	84.2

Breakdown of the quantity of waste that was recycled each month. A total of 811 MT of waste was recycled.



Ventia goes full electric

Reducing Ventia's carbon footprint by adopting a fully electric vehicle for daily operations. Introduced number of Toyota Hybrid cars in daily use and are replacing petrol powered equipment with electric battery powered equipment.



LED REPLACEMENT PROGRAM

Replaced more than 750 lighting fixtures.

These LED bulbs are exceptionally energy-efficient, consuming up to 75% less energy compared to traditional incandescent light fixtures

Sports Field Agri Chemical Containers Recycling plastic Drums and LDPE Plastic Bags



PROGRAMMED

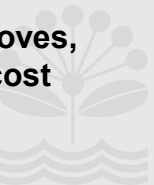


Operational efficiency gain as the cleaning process and results from the product are improved
 -Significant reduction in accidental façade damage resulting from washing unstable/aged exteriors



PROGRAMMED

Reduction of single use gloves being disposed of to landfill. New gloves, once beyond useful life are 100% recyclable . - Est \$7k operational cost avoidance achieved



SMART Procurement

The SMART procurement outcomes that are required in the full facilities contracts are based on Community Outcomes and Workforce Development Plans.



DRONE SPRAYING/SURVEYING



Green by Nature NZ has recently engaged the services of Drone Mate, a company based in Nelson, for a project involving building maintenance in the Far North Area. The project involves roof assessments and the application of moss and mold removal treatments (Agent Blue) on council-owned buildings. Over the course of a week, we hope to survey and treat over 8860m² of roof area.



MSD Sustainable Employment Partnership

Partner with the Ministry of Social Development. In May launched partnership with ETFG – Funded by Government, led by Ministry of Social Development (MSD). This initiative places unskilled and Semi-skilled labour-focused workers into sustainable employment opportunities. To date we have interviewed 26 people with 12 progressing to the next step



- Asplundh has engaged with various consultants, including Auraki Mai, Te Kaa and AU, regarding cultural competency education.
- Access to EAP services. employees have free and anonymous access to counselling, financial guidance, career advice, legal guidance, nutrition support and more.



Red Cross NZ and Ventia Community Partnership

Ventia have partnered with Red Cross NZ to help facilitate sustainable employment opportunities through a work experience program. Red Cross NZ helps former refugees settle into their new lives in Aotearoa New Zealand

SMART Procurement



Contract Total	
Number of staff for this contract	283
Percentage of workforce under the age of 25	4%
Percentage of workforce under the age of 25 who were not previously in education, employment or training	0%
Percentage of workforce who are Maori	5%
Percentage of workforce who are Pasifika	1%
Percentage of workforce who are Women	22%
Percentage of Women in management/ leadership roles	14%

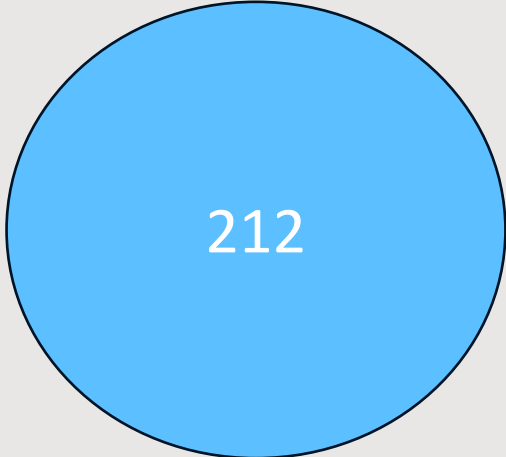


Local Subcontractors Information

Full Facilities



Arb and Eco



Community Engagement - Highlights



The team assisting with some edging/small amount of mowing at Glen Eden Primary to help out the school:



Rainbow Tick
Rainbow Tick is a certification mark for organisations that complete a Diversity & Inclusion assessment process. Rainbow Tick is about accepting and valuing people in the workplace, embracing the diversity of sexual and gender identities and Ventia is committed to this. Ventia achieved our Rainbow "Tick" in December 2022 and again in 2023.



Youth/Rangatahi Employment, Training and Career Expos



Our Auckland Council and Skout Recruitment teams attend up to eight expos a year to support rangatahi from every walk of life and to promote employment opportunities.

Manaaki Mentoring Program Tangata and Māori Coaching



Manaaki Tangata is a service developed to 'empower Māori excellence in the workplace' Manaaki Tangata is a service designed to support employers with a Māori workforce to further develop and upskill participants within an identified career path. This year we are piloting this program in partnership with this community provider to support eight people



Community Cleaning Bee


- ❖ 1100 Hours of volunteering work delivered to south Auckland area



Supporting our Kids (Rick Sowman Educational Award)



Regular Reporting on performance



PERFORMANCE REPORTING


Audit Results and Request for Service

MAKING GREAT PLACES
AUCKLANDERS LOVE
PARKS & COMMUNITY FACILITIES

Request for Service Received

Total raised for FY22/23 YTD **6242**

Hibiscus and Bays RFS Breakdown



*Only includes RFS that have resulted in a Work Order for action.

Breakdown of Top 5 Request for Service for April

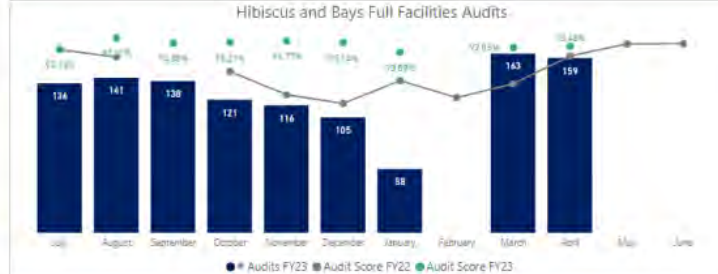
Service Name	#Received
Structure Maintenance and Repairs	111
Tree Maintenance - General	84
Electrical Maintenance Service	72
Plumbing Maintenance Service	67
Furniture and Fixtures Maint and Repairs	59

Breakdown of Top 5 Request for Service FY22/23 YTD

Service Name	#Received
Tree Maintenance - General	923
Structure Maintenance and Repairs	872
Plumbing Maintenance Service	711
Electrical Maintenance Service	514
Loose Litter Collection	352

Audit Results

Hibiscus and Bays Full Facilities Audits



The highlights and lowlights of audits undertaken FY22/23 YTD are:

Highlights YTD

- Streetscapes Clean
- Response WO
- Litter
- Furniture, Playgrounds & Recreational Equipment
- Building Cleaning

Lowlights YTD

- Water Feature
- Tracks (incl. Structures)
- Streetscapes Green
- Street Garden
- Sportsfields

COMMENTARY

This month has seen RFS requests have a down-turn toward average rolling numbers. Off the back of more weather events the tree service requests, and structure maintenance service lines remain top features.

What seems like non-stop rainfall has also raised plumbing service requests due to leaking issues, hopefully a drier winter provides some relief in this space.

COMMENTARY

Audit scores for the month were 93.5%. The large amount of rainfall and recent weather is really impacting on the KPI targets around track maintenance.

Notably however, building washing and cleaning has shone with a consistent PPM schedule being delivered on, which is a great change from this time last year.

- Monthly Reporting is provided to Local Boards
- Annual Reporting through the Revenue, Expenditure and Value committee



Pātai

Long Bay Regional Park



Save
the **kiwi**

Kiwi introduction

November 2023



About Save the Kiwi

- National charity which supports community-led and Māori-led kiwi conservation
- Kiwi recovery since 1991
- Partnered with DOC
- Funding for projects (through SOIK and J4N)
- Training and resources
- Increasing awareness



Vision and Statement of Intent

- Vision

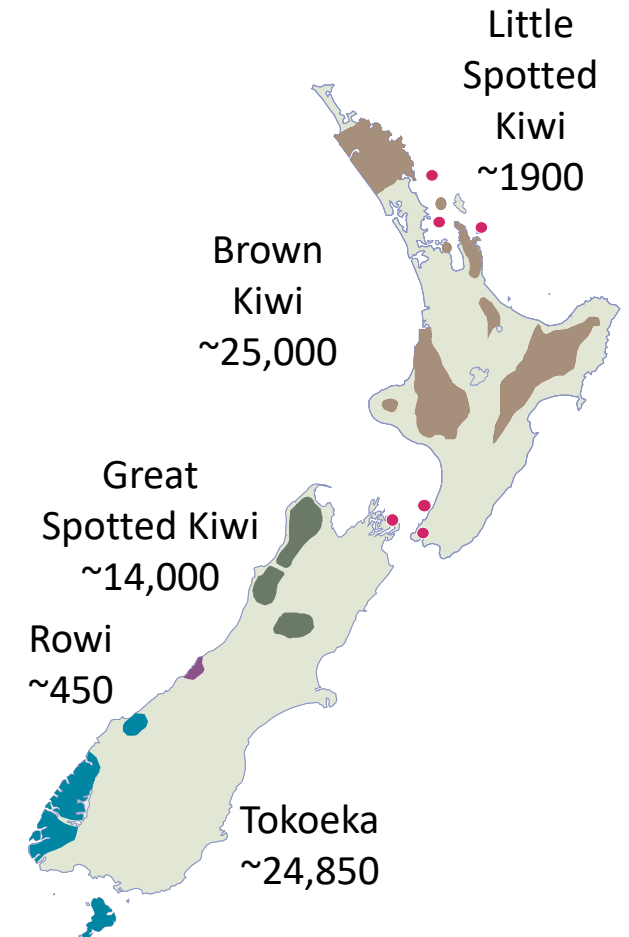
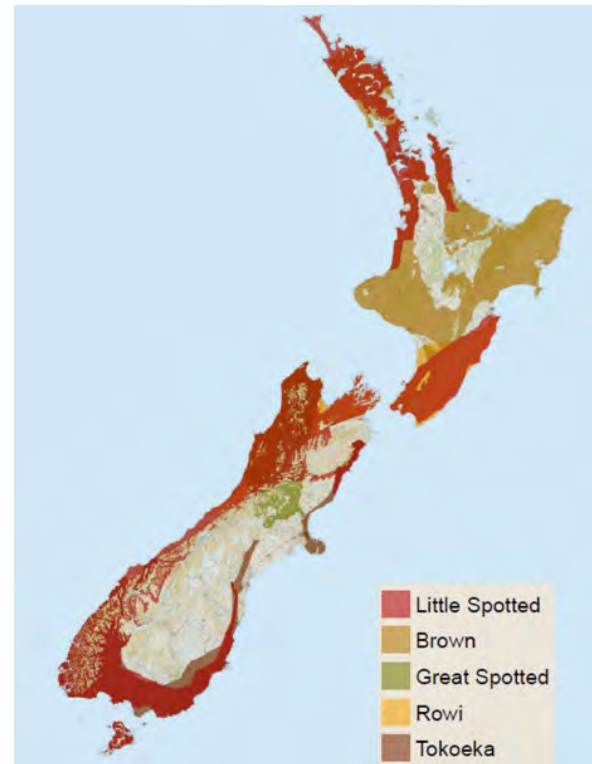
From Endangered to Everywhere!

- Statement of intent

We exist to grow the national kiwi population to abundance, and in doing so create long term resilience of the ngahere and the people involved.

Why do we need to help kiwi?

- Historically = Millions of kiwi
- Today = Estimated 68,000





How we do this

- Removing the bad guys (pests)
- Growing the good guys (people and kiwi)
- Collaboration with those keen to help kiwi/ biodiversity (bringing people together)

Removing the bad guys

- Threats to chicks:
 - Stoats
- Threats to adults:
 - Ferrets
 - Dogs



Growing the good guys

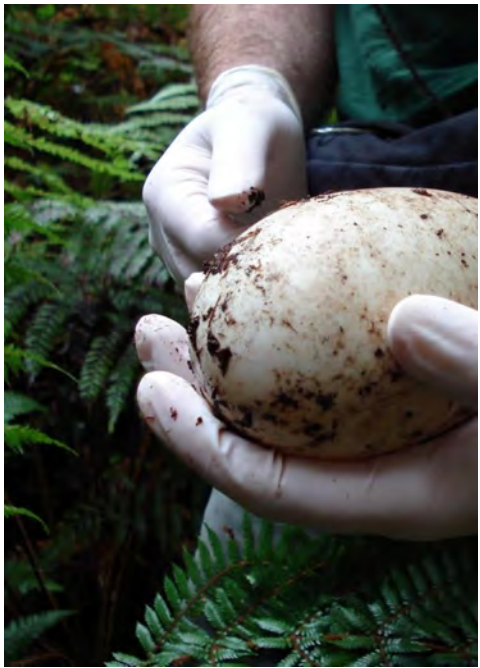
- Landscape scale trapping and aerial control
- Operation Nest Egg (ONE)
- Kōhanga Kiwi
- Training
- Advocacy



Kōhanga Kiwi

- Growing a “genetic bank” of kiwi to provide birds for return to safe places in the wild.
- Motutapu Island - 1,500ha
- Cape Sanctuary - 2,500ha
- Sanctuary Mountain Maungatautari - 3,400ha





Egg lifted from wild and incubated in captivity



Chick released to kōhanga site to grow safely



Chick grows to find partner, breeds, and has chicks



Kōhanga site starts to fill up. Kiwi are caught for gifting



Kiwi released into safe sites in the wild

How does a kōhanga work

Why Waiheke?

- Kiwi on islands
- Historic
- Current – Ponui Island
- Impact from kiwi on other species
- Risks to kiwi





Where are we at now?

- Permit application process
- STK helps develop capability of kaimahi
- STK will work with the community to become ready for kiwi



Mō tātou, ā, mō kā uri
ā muri ake nei

For us and our children after us



Auckland Council

Standing Orders of the Waiheke Local Board

27 June 2019

(Updated date 22 April 2020 resolution no WHK/2020/1)

Summary of most common standing orders referred to during a meeting

Note: A summary omits detail. Please refer to the full standing orders.

Meeting procedures (1)

Chairperson's role (1.2)

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

Members conduct (1.3)

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

Conflicts of interest (1.3.7– 1.3.8)

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

Qualified privilege (1.4)

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

Rules of debate (1.5)

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

- Personal explanation with permission of chair
- Explanation re previous speech in same debate, with permission of chair

Motions and amendments (1.6)

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

Procedural motions to close or adjourn debate (1.7)

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

Points of Order (1.8)

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

Voting (1.9)

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

Meeting quorums and attendance (3)

Quorum (3.1)

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

Governing body (5)

Governing body input

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

Māori input (6)

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

Public (7)

Exclusion of public (7.4)

- Resolution to exclude the public must be in the specified form
- Must be passed when public are present

Public order (7.5)

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

Deputations (7.7)

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

Public Forum (7.8)

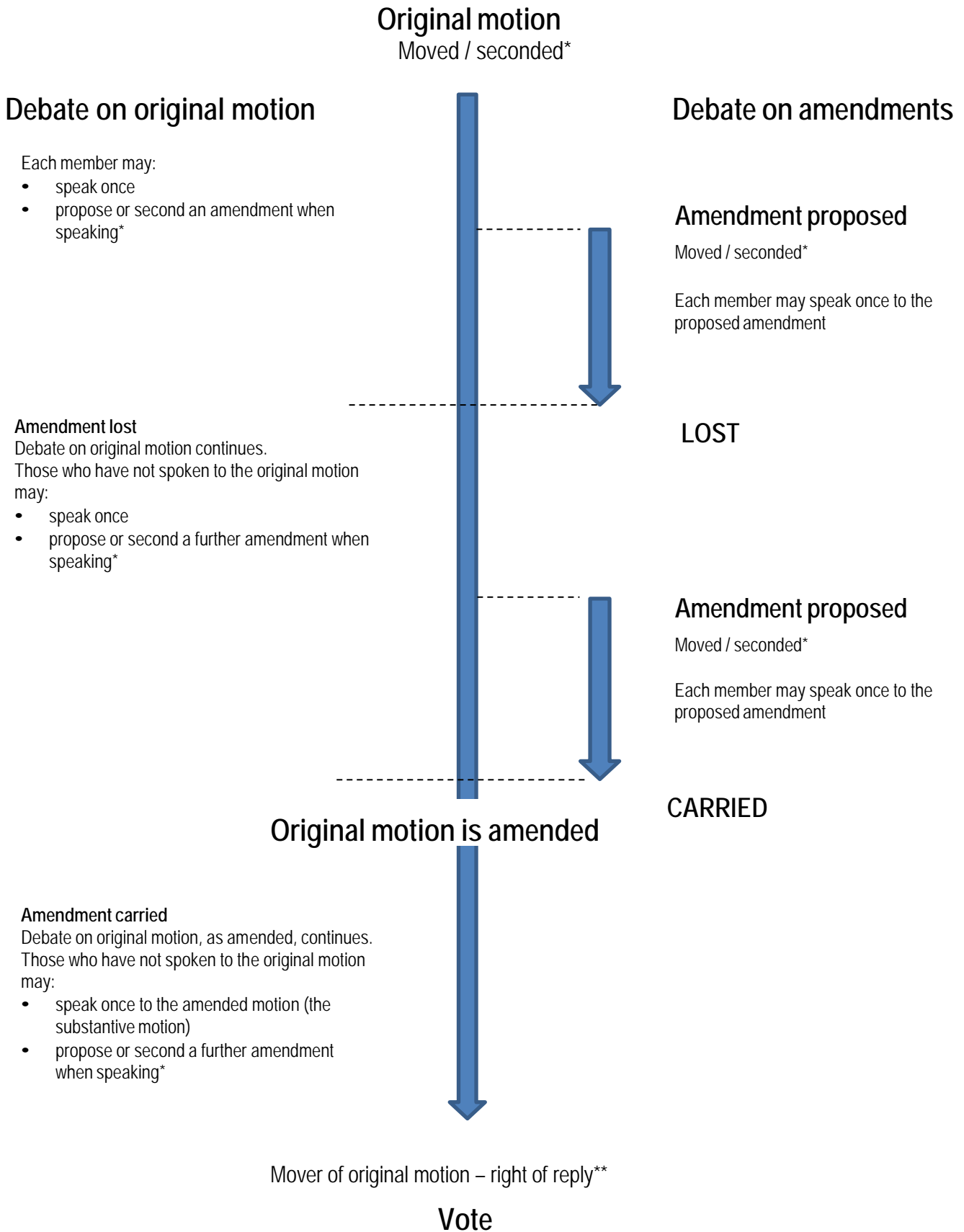
- Time extension, from 30 minutes, can be obtained by vote to suspend standing orders
- Questions in order to obtain information or clarification may be asked with permission of chair
- Cannot be debated unless on the agenda or the process for extraordinary business is used
- Chair may prohibit a speaker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

General (9)

Alteration or suspension of standing orders (9.2.4 and 9.2.5)

- 75 per cent majority vote required
- Resolution to suspend must state reason

Motions and amendments – example of an amendment that is lost and an amendment that is carried



Notes

* A seconder may second a motion or amendment, and reserve the right to speak.

** The original mover's right of reply may be used during a debate on an amendment, without a further right of reply.

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1. Meeting procedures

1.1 General

1.1.1 Precedence of business

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

1.1.2 Languages

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

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

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

1.1.3 Duration of meetings and time limits

A meeting must not continue for more than six hours from when it starts (including any meal breaks), or after 10.30pm, unless the meeting resolves to continue.

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

1.1.4 Requests for reports

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

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

1.2 Chairperson's role

1.2.1 Local board chairperson to preside

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

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

[cl 26(1), (5) & (6), sch 7, LGA 2002]

1.2.2 Committees

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

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

[cl 26(2), (5) & (6), sch 7, LGA 2002]

1.2.3 Mode of address for chairperson

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

1.2.4 Chairperson to decide

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

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

1.2.5 Chairperson rising

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

1.2.6 Members' right to speak

The chairperson grants members the right to speak.

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

1.2.7 Chairperson prioritises speakers

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

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

1.2.8 Questions to staff during debate

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

1.3 **Members' conduct**

1.3.1 **Disrespect**

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

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

1.3.2 **Retractions and apologies**

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

1.3.3 **Calling to order**

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

1.3.4 **Disorderly conduct**

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

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

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

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

1.3.5 **Contempt to be recorded in minutes**

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

1.3.6 **Removal from meeting**

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

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

[cl 16(2), sch 7, LGA 2002]

[Note: Also refer to Standing Order 1.3.4 Disorderly conduct]

1.3.7 **Financial interests**

Every member present at a meeting must declare any direct or indirect financial interest that they hold in any matter being discussed at the meeting, other than an interest that they hold in common with the public.

No member may vote on, or take part in a discussion about, any matter in which they have a direct or indirect financial interest. Where practical, members with a financial interest should leave the meeting room for the duration of the discussion. If it is not practical to leave the room, at a minimum, members must leave the table for the duration of the discussion.

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

[s6(1), Local Authorities (Members' Interests) Act 1968]

1.3.8 **Non-financial interests**

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

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

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

1.4 **Qualified privilege**

1.4.1 **Qualified privilege relating to agenda and minutes**

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

[s52, LGOIMA 1987]

1.4.2 **Qualified privilege relating to oral statements**

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

[s53, LGOIMA 1987]

1.4.3 **Qualified privilege additional to any other provisions**

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

[s53, LGOIMA 1987]

1.5 **Rules of debate**

1.5.1 **Time limits on speakers**

The following time limits apply to members speaking at meetings:

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

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

1.5.2 **Member speaking more than once**

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

1.5.3 **Personal explanation**

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

1.5.4 **Explanation of previous speech**

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

1.5.5 **Limitation on speakers**

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

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

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

1.5.6 **Reserving speech**

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

1.5.7 **Reading speeches**

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

1.5.8 **Speaking only to relevant matters**

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

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

The chairperson's ruling on matters arising under this Standing Order is final and not open to challenge.

1.5.9 **Restating motion**

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

1.5.10 Reflections on resolutions

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

1.5.11 Objecting to words

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

The chairperson must order the minutes to record the objection.

1.5.12 Right of reply

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

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

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

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

In exercising a right of reply, no other member may speak:

- a) after the mover has started their reply
- b) after the mover has indicated that they want to forego this right
- c) where the mover has spoken to an amendment to the original motion, and the chairperson has indicated that they intend to put the motion.

1.6 Motions and amendments

1.6.1 General procedure for speaking and moving motions

In relation to a debate at a local board meeting, each member may:

- a) move or second one motion or amendment only
- b) speak once to the original motion or substituted motion
- c) speak once to each amendment.

This section does not apply to committees or subcommittees.

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

1.6.2 **Requirement for a seconder**

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

1.6.3 **Motions and amendments not seconded**

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

1.6.4 **Motions in writing**

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

1.6.5 **Motions expressed in parts**

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

1.6.6 **Substituted motion by amendment**

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

All members may speak to the substituted motion.

1.6.7 **Amendments to motions**

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

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

1.6.8 **Amendments relevant**

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

1.6.9 **Direct negatives not allowed**

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

1.6.10 **Further amendments**

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

1.6.11 **Lost amendments**

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

Movers and seconders of previous amendments are regarded as having spoken to the motion only and are entitled to speak to the new amendment, but are not entitled to move or second the new amendment.

1.6.12 **Where amendment carried**

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

1.6.13 Procedure until resolution

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

1.6.14 Withdrawal of motions and amendments

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

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

1.6.15 No speakers after reply or motion has been put

A member may not speak to any motion once:

- a) the mover has started their right of reply in relation to the motion
- b) the chairperson has started putting the motion.

1.7 Procedural motions

1.7.1 Procedural motions to close or adjourn a debate

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

- a) that the meeting be adjourned to the next ordinary meeting (unless the member states an alternative time and place)
- b) that the motion under debate should now be put (a closure motion)
- c) that the item being discussed should be adjourned to a specified time and place
- d) that the meeting should move directly to the next item, replacing the item under discussion
- e) that the item being discussed should lie on the table, and not be further discussed at that meeting
- f) that the item being discussed should be referred (or referred back) to the local board or relevant committee.

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

1.7.2 Procedural motions take precedence

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

1.7.3 **Voting on procedural motions to close or adjourn debate**

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

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

1.7.4 **Debate on adjourned items**

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

1.7.5 **Remaining business at adjourned meetings**

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

1.7.6 **Referral or referred back to committee**

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

1.7.7 **Chairperson may accept closure motions**

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

1.7.8 **Closure motion to be put if no further speaker**

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

1.7.9 **Closure motion on amendment**

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

1.7.10 **Right of reply following closure**

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

1.7.11 **Suspension of standing orders**

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

1.7.12 **Other types of procedural motions**

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

1.8 **Points of order**

1.8.1 **Members may raise points of order**

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

1.8.2 **Subjects for points of order**

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

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

1.8.3 **Contradictions**

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

1.8.4 **Point of order during division**

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

1.8.5 **Decision of chairperson final**

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

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

1.9 **Voting**

1.9.1 **Decisions by majority vote**

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

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

1.9.2 **Chairperson has casting vote**

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

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

1.9.3 **Members may abstain**

Any member may abstain from voting.

1.9.4 **Method of voting**

The method of voting must be one of the following:

- a) the chairperson, in putting the motion, will call for an expression of opinion on the voices or take a show of hands. The chairperson then announces the result, which is conclusive, unless a member immediately questions the announcement, in which case the chairperson will call a division
- b) the chairperson or any member will call for a division instead of, or immediately after, receiving an opinion on the voices or taking a show of hands
- c) an electronic voting system, if available, will be used and the chairperson must declare the result displayed.

1.9.5 **Divisions**

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

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

1.9.6 **Restating the motion**

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

1.9.7 **Members may have their votes recorded**

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

1.10 **Revocation or alteration of resolutions**

1.10.1 **Revocation or alteration of resolutions**

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

- a) Such notice must set out:
 - i. the resolution or part thereof which is proposed to be revoked or altered
 - ii. the meeting date when it was passed
 - iii. the motion (if any) that is intended to be moved in substitution thereof.
- b) Such notice is to be given to the chief executive at least seven clear working days before the meeting at which it is proposed to consider such a motion, and must be signed by not less than one third of the members of the local board or the committee who made the previous resolution, including vacancies.
- c) The chief executive or their nominee must then give members at least two clear working days' notice in writing of the intended motion, and of the meeting at which it is proposed to move such motions.

1.10.2 **Restrictions on actions under the affected resolution**

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

Exceptions are where, in the opinion of the chairperson:

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

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

1.10.3 **Revocation or alteration by resolution at same meeting**

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

1.10.4 **Revocation or alteration by recommendation in report**

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

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

1.11 **Voting systems for appointments**

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

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

System A

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

System B

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

[cl 25, sch 7, LGA 2002]

2. Holding meetings

2.1 Legal requirement to hold meetings and inaugural meeting

2.1.1 Legal requirement to hold meetings

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

Meetings must be called and conducted in accordance with:

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

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

2.1.2 Inaugural meeting called by chief executive

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

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

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

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

2.1.3 Business to be conducted at inaugural meeting

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

- a) the making and attesting of the declarations required of the members under clause 14 of Schedule 7 of the Local Government Act 2002
- b) the election of the chairperson of the local board
- c) a general explanation, given or arranged by the chief executive, of:
 - i. the Local Government Official Information and Meetings Act 1987
 - ii. other laws affecting members including the appropriate provisions of the Local Authorities (Members' Interests) Act 1968; and sections 99, 105 and 105A of the Crimes Act 1961, and the Secret Commissions Act 1910, and the Financial Markets Conduct Act 2013
- d) the fixing of the date and time of the first meeting of the local board, or the adoption of a schedule of meetings
- e) the election of the deputy chairperson of the local board.

[cl 21(5), sch 7, LGA 2002]

2.2 Giving Notice

2.2.1 Notice for members

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

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

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

2.2.2 Members' addresses

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

2.2.3 Meeting schedules

Where the local board adopts a meeting schedule:

- a) the schedule may cover any period that Auckland Council considers appropriate
- b) the schedule may be amended
- c) notification of the schedule, or an amendment to it, will constitute notification of every meeting on the schedule or the amendment.

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

2.2.4 Meetings not invalid because notice not received

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

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

[cl 20, sch 7, LGA 2002]

2.2.5 Cancellation of scheduled meetings

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

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

2.3 Extraordinary and emergency meetings

2.3.1 Extraordinary meetings may be called

An extraordinary meeting may be called by:

- a) a resolution of the local board or committee of the local board; or
- b) a requisition in writing delivered to the chief executive and signed by:
 - i. the chairperson; or
 - ii. not less than one third of the total membership of the local board (including vacancies) or the appropriate committee.

The resolution or requisition must specify the time and place at which the meeting is to be held and the general nature

of the business to be brought before the meeting.

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

2.3.2 **Notification of extraordinary meetings to members**

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

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

2.3.3 **Calling an emergency meeting**

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

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

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

2.4 **Agendas and meeting materials**

2.4.1 **Agenda to be sent to members**

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

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

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

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

2.4.2 **Order of business**

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

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

Open section

- 1) Welcome
- 2) Apologies
- 3) Declarations of interest
- 4) Confirmation of minutes
- 5) Leave of absence
- 6) Acknowledgements
- 7) Petitions
- 8) Deputations
- 9) Public forum

- 10) Extraordinary or emergency business
- 11) Notices of motion
- 12) Reports
- 13) Governing body input
- 14) Chairpersons report
- 15) Members reports
- 16) Consideration of extraordinary business items

Public excluded section

- 17) Reports

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

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

2.4.3 Status of agenda

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

2.4.4 Public excluded items

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

[s46A and 48, LGOIMA 1987]

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

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

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

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

[s46A(7), LGOIMA 1987]

2.4.6 Discussion on minor matters not on the agenda

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

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

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

[s46A(7) & (7A), LGOIMA 1987]

2.4.7 Chairperson's report

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

2.5 Notices of motion

2.5.1 Notices of motion to be in writing

Notices of motion must:

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

[See also Standing Order 1.10.1]

2.5.2 Notice to be seconded

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

2.5.3 Referral of notices of motion to committees

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

2.5.4 Refusal of notice

The chairperson may direct the chief executive to refuse the notice if it is:

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

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

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

2.5.5 Mover of notice of motion

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

2.5.6 Alteration of notice of motion

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

2.5.7 When notices of motion lapse

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

2.5.8 Repeat notices

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

- a) has substantially the same purpose and effect as one that the local board or a committee has rejected within the previous six months, unless one-third of all members (including vacancies) have signed the new notice
- b) is to the same effect as a notice of motion that the local board or a committee has considered twice and rejected within the previous six months
- c) is to the same effect as a notice of motion already adopted and that still stands.

3. Meeting quorums and attendance

3.1 Quorums

3.1.1 Definition of quorum for local board or joint committee meetings

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

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

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

3.1.2 Definition of quorum for local board committee meetings

The quorum at a meeting of a committee or subcommittee:

- a) is not fewer than two members of that committee or subcommittee (as determined by the local board that appoints the committee or the committee that appoints the subcommittee); and
- b) in the case of a committee other than a subcommittee, must include at least one member of the local board.

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

3.1.3 Requirement for a quorum

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

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

3.1.4 Meeting lapses where no quorum

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

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

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

3.1.5 Business from lapsed meetings

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

3.1.6 Lapses after meeting starts

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

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

3.2 Attendance

3.2.1 Right to attend meetings

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

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

3.2.2 **Granting leave of absence**

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

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

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

3.2.3 **Apologies at meetings**

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

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

3.2.4 **Recording apologies**

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

3.2.5 **Absence without leave**

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

[cl 5, sch 7, LGA 2002]

3.3 **Electronic attendance**

3.3.1 **Attendance by electronic link**

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

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

3.3.2 **Member's status – quorum and vote**

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

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

[cl 25A(4), sch 7, LGA 2002]

3.3.3 **Conditions for attending by electronic link**

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

- a) where the member is at a place that makes their physical presence at the meeting impossible or impracticable
- b) to accommodate the member's illness or infirmity
- c) in emergencies.

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

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

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

3.3.4 Request to attend by electronic link

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

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

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

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

3.3.5 Chairperson's duties

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

- a) the technology for the link is available and of suitable quality
- b) procedures for using the technology in the meeting will ensure that:
 - i. everyone participating in the meeting can hear each other
 - ii. the member's attendance by electronic link does not reduce their accountability or accessibility in relation to the meeting
 - iii. the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 are met
 - iv. the requirements in these standing orders are met.

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

3.3.6 Chairperson may terminate link

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

- a) use of the link is increasing, or may unreasonably increase, the length of the meeting
- b) the behaviour of the members using the link warrants it, including the style, degree and extent of interaction between them
- c) it is distracting to the members who are physically present at the meeting
- d) the quality of the link is no longer suitable.

3.3.7 Giving or showing a document

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

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

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

3.3.8 **Link failure**

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

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

3.3.9 **Confidentiality**

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

3.3.10 **Attendance of non-members by electronic link**

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

4. Committees and subcommittees

4.1 General

4.1.1 Appointment of committees and subcommittees

The local board may appoint committees that it considers appropriate.

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

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

4.1.2 Committees subject to direction of the local board

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

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

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

[cl 30(3), (4) & (6), sch 7, LGA 2002]

4.1.3 Discharge or reconstitution of committees or subcommittees

Unless expressly provided otherwise in an Act:

- a) the local board may discharge or reconstitute a committee or subcommittee
- b) a committee may discharge or reconstitute a subcommittee.

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

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

4.1.4 Proceedings not invalidated by vacancies or irregularities

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

- a) a vacancy in the membership of the local board or committee at the time of that act or proceeding; or
- b) the subsequent discovery of:
 - i. some defect in the election or appointment of the person acting as a member of the local board or committee; or
 - ii. that that person was or is incapable of being a member.

[cl 29, sch 7, LGA 2002]

4.2 Membership of committees and subcommittees

4.2.1 Appointment or discharge of committee members and subcommittee members

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

the committee.

[cl 31(1) & (2), sch 7, LGA 2002]

4.2.2 **Appointed members on committees and subcommittees**

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

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

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

[cl 31(3) & (4), sch 7, LGA 2002]

[s85, Local Government (Auckland Council) Act 2009]

4.2.3 **Minimum numbers on committees and subcommittees**

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

[cl 31(6), sch 7, LGA 2002]

4.2.4 **Chairperson ex-officio committee member**

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

4.2.5 **Members attendance at all committee meetings**

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

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

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

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

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

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

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

4.3 Joint committees

4.3.1 Appointment of joint committee

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

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

4.3.2 Status of joint committees

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

[cl 30A(5), sch 7, LGA 2002]

4.3.3 Powers and responsibilities of joint committees

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

- a) the powers to discharge any individual member and appoint another in their stead must be exercised by the local board or public body that made the appointment
- b) the meeting quorum is as stated in Standing Order 3.1.1
- c) the committee may appoint and remove its own chairperson or deputy chairperson.

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

4.4 Powers of delegation

4.4.1 Delegations to committees, members and staff

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

- a) the duty to identify and communicate the interests and preferences of the people in its local board area in relation to the content of the strategies, policies, plans, and bylaws of Auckland Council
- b) the power to propose a bylaw or an amendment to a bylaw
- c) the power to confirm a bylaw or modify a proposed bylaw
- d) the power to propose the revocation of a bylaw
- e) the duty to adopt the local board plan for its area
- f) the duty to agree the local board agreement for its area with the governing body
- g) the power to apply to the Local Government Commission for a binding determination in respect of a dispute between itself and the governing body
- h) a responsibility, power or duty that the Local Government Act 2002 or any Act expressly provides may not be delegated.

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

This clause applies to any responsibilities, duties, or powers delegated to the local board by the governing body subject to any conditions, limitations, or prohibitions imposed by the governing body when making the original delegation.

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

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

[cl 36D, sch 7, LGA 2002]

4.4.2 **Onward delegation of Auckland Transport matters**

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

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

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

4.4.3 **Use of delegated powers**

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

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

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

5. Governing body input

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

5.1.1 Governing body speaking rights

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

5.1.2 Governing body members update

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

5.1.3 Chairperson's discretion

The chairperson may:

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

5.1.4 Subjects

A speaker may not speak about a matter that:

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

5.1.5 Notice

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

5.1.6 Language for speeches

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

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

5.1.7 **Time allocated for input**

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

6. Māori input

6.1.1 Māori speaking rights

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

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

6.1.2 Chairperson's discretion

The chairperson may:

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

6.1.3 Subjects

A speaker may not speak about a matter that:

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

6.1.4 Notice

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

6.1.5 Language for speeches

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

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

6.1.6 Time allocated for input

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

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

7. Public attendance

7.1 **Public access to meetings**

7.1.1 **Meetings normally to be open to the public**

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

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

[s 47 & 49(a) LGOIMA 1987]

7.2 **Public notice**

7.2.1 **Public notification about meetings**

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

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

[s 46(1)&(2), LGOIMA 1987]

7.2.2 **Public notification additional requirements**

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

7.2.3 **Notification of extraordinary or emergency meetings**

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

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

7.2.4 **Public notice of resolutions of extraordinary or emergency meetings**

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

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

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

[s 51A, LGOIMA 1987]

7.2.5 **Meetings not publicly notified**

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

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

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

7.3 Public access to information

7.3.1 Information to be available to public

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

[s 5 & 49 LGOIMA 1987]

7.3.2 Availability of agendas and reports

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

The agendas:

- a) shall be available for inspection at the public offices of Auckland Council (including service delivery centres) and the public libraries under Auckland Council's control in the local board area
- b) shall be accompanied by either:
 - i. the associated reports, or
 - ii. a notice specifying the places at which the associated reports may be inspected.

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

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

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

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

7.3.3 List of committee members publicly available

The members of the local board and each committee are to be named on the relevant agenda.

7.3.4 **Matters discussed with public excluded**

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

[s 46A(8), 5 & 49(d), LGOIMA1987]

7.3.5 **Agenda made available at meetings**

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

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

[s 49, LGOIMA 1987]

7.3.6 **Public entitled to inspect minutes**

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

The public may be given a copy of such minutes.

[s 51, LGOIMA1987]

7.3.7 **Minutes for public excluded sessions**

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

[s 51(3), LGOIMA1987]

7.3.8 **Reporting and recording meetings**

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

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

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

[s 49(a), LGOIMA1987]

7.4 **Public exclusion**

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

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

Every motion to exclude the public must be put when the meeting is open to the public, and copies of the motion must be made available to any member of the public who is present.

If the motion is passed, the resolution to exclude the public must be in the form set out in Schedule 2A to the Local Government Official Information and Meetings Act 1987. The resolution must state the general subject of each matter to be excluded, the reason for passing the resolution in relation to that matter, and the grounds on which the resolution is based. The resolution will form part of the meeting's minutes.

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

[s 48 & schedule 2A, LGOIMA1987]

7.4.2 **Specified people may remain**

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

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

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

7.4.3 **Public excluded business not to be disclosed**

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

This restriction does not apply where:

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

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

7.4.4 **Standing orders**

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

7.5 **Public order**

7.5.1 **Chairperson may require members of the public to leave meeting**

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

[s 50, LGOIMA1987]

7.5.2 **Removal of members of public**

Any police officer or Auckland Council staff may, at the request of the chairperson, remove or exclude a member of the public from a meeting if they have been required to leave in accordance with Standing Order 7.5.1 and

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

[s 50, LGOIMA1987]

7.6 **Petitions**

7.6.1 **Petition in English, Māori or New Zealand Sign Language**

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

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

7.6.2 **Form of petitions**

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

7.6.3 **Petition presented by petitioner**

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

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

7.6.4 **Petition presented by member**

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

- a) the petition
- b) the petitioners' statement
- c) the number of signatures.

7.7 **Deputations**

7.7.1 **Notice**

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

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

7.7.2 **Chairperson's discretion**

The chairperson may:

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

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

7.7.3 **Subjects**

A speaker may not speak about a matter that:

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

7.7.4 **Urgency or major public interest**

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

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

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

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

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

7.7.6 **Procedures for deputations**

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

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

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

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

7.7.7 Deputations from the governing body or other local board

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

7.7.8 Termination of presentation if disrespectful

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

7.7.9 Time limit on presentation

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

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

7.8 Public Forum

7.8.1 Time

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

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

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

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

7.8.2 Subjects of public forum

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

7.8.3 Questions of speakers during public forum

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

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

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

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

7.8.4 **Language for speeches**

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

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

7.8.5 **Chairperson's discretion**

The chairperson may:

- a) direct a speaker to a different committee if they consider this more appropriate, given the proposed subject matter
- b) prohibit a speaker from speaking if they are offensive, repetitious or vexatious, or otherwise breach these standing orders.
- c) to provide discretion to the chair of the meeting to decline Public Forum requests via audio or audio-visual link.

8. Minutes of proceedings

8.1 Minutes

8.1.1 Minutes to be evidence of proceedings

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

[cl 28, sch 7, LGA 2002]

8.1.2 Matters recorded in minutes

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

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

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

8.1.3 No discussion on minutes

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

8.1.4 Minutes of last meeting before election

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

8.2 Minute books

8.2.1 Inspection of minute books

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

[s 51, LGOIMA 1987]

9. General

9.1 Members must obey standing orders

9.1.1 Members must obey standing orders

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

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

9.2 Application of standing orders

9.2.1 Local board and committee meetings

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

9.2.2 Governing body meetings

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

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

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

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

[s 41, Resource Management Act 1991]

9.2.4 Temporary suspension of standing orders

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

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

9.2.5 Alteration of standing orders

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

[cl 27(3), sch 7, LGA 2002]

9.2.6 Exclusions for meetings at which no resolutions or decisions are made

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

9.3 Interpretation

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

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

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

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

9.4 Definitions

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

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

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

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

Chairperson means the person who presides at a meeting.

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

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

Committee includes, in relation to the local board:

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

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

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

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

Elected Representative refers to elected members of the local board.

Electronic Link means an audio link or an audio-visual link.

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

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

Governing body means the mayor and councillors of Auckland Council.

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

LGA 2002 means Local Government Act 2002.

LGACA 2009 means Local Government (Auckland Council) Act 2009.

LGOIMA 1987 means Local Government Official Information and Meetings Act 1987.

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

Local board means the Local Board of Auckland Council.

Mayor means the mayor of Auckland.

Meeting means:

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

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

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

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

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

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

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

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

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

Public in the case of the local board or a committee of the local board includes any person who is not a member of the local board or the relevant committee, or Auckland Council staff providing advice or support to the local board.

Public excluded information means any information that can be excluded from the public for reasons meeting the provisions of the Local Government Official Information and Meetings Act 1987 and includes:

- a) information that is currently before a public excluded session, is proposed to be considered at a public excluded session, or has previously been considered at a public excluded session (other than information subsequently released by Auckland Council as publicly available information); and
- b) any minutes or portions of minutes of public excluded sessions, other than those subsequently released by Auckland Council as publicly available information.

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

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

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

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

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

Resolution is a motion that has been passed.

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

Staff includes all Auckland Council employees, contractors and officers.

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

Working day means any day of the week other than:

- a) Saturday, Sunday, Waitangi Day, Good Friday, Easter Monday, ANZAC Day, the Sovereign's birthday, and Labour Day
- b) Where Waitangi Day or ANZAC Day falls on a weekend, the following Monday
- c) Auckland Anniversary Day
- d) a day in the period commencing with 20 December in any year and ending with 10 January in the following year.

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

10. Appendix A

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

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

- A1 That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where such disclosure would be likely:
- (a) To prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
 - (b) To endanger the safety of any person.
- A2 That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:
- (a) Protect the privacy of natural persons, including that of deceased natural persons; or
 - (b) Protect information where the making available of the information:
 - (i) Would disclose a trade secret; or
 - (ii) Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or
 - (c) In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Māori or to avoid the disclosure of the location of wahi tapu; or
 - (d) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information:
 - (i) Would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
 - (ii) Would be likely otherwise to damage the public interest; or
 - (e) Avoid prejudice to measures protecting the health or safety of members of the public; or
 - (f) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
 - (g) Maintain the effective conduct of public affairs through the protection of members, officers or employees of any local authority from improper pressure or harassment; or
 - (h) Maintain legal professional privilege; or
 - (i) Enable the local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or
 - (j) Enable the local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
 - (k) Prevent the disclosure or use of official information for improper gain or improper advantage.

Provided that where A2 of this Appendix applies the public may be excluded, unless in the circumstances of the particular case, the exclusion of the public is outweighed by other considerations which render it desirable in the public interest that the public not be excluded.

- A3 That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information the public disclosure of which would
- (a) Be contrary to the provisions of a specified enactment; or
 - (b) Constitute contempt of Court or of the House of Representatives
- A4 That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to the local authority by an Ombudsman under section 30(1) or section 38(3) of the Local Government Official Information and Meetings Act 1987 (in the case of the local authority named or specified in the First Schedule to this Act).
- A5 That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in
- (a) Any proceedings before a local authority where
 - (i) A right of appeal lies to any Court or Tribunal against the final decision of the local authority in those proceedings; or
 - (ii) The local authority is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and
 - (b) Any proceedings of a local authority in relation to any application or objection under the Marine Farming Act 1971.

11. Appendix B

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

11.1.1 Members of the public

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

11.1.2 Those who are not members of the public

General principles

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

Members of the meeting

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

Staff

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

Other elected members

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

Council Controlled Organisations

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

12. Appendix C

12.1 Workshops

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

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

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

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

12.1.2 Authority to call a workshop

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

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

12.1.3 Notice of workshop to members

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

12.1.4 Record of workshop

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

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

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

12.1.5 Chairing of workshops

Each workshop shall have a chairperson as follows:

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

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

The presiding member will decide how the workshop will be conducted.

13. Appendix D

13.1 How is business brought before a meeting?

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

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

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

- report of chief executive
- report of chairperson

Although out of time for a notice of motion, a member may bring an urgent matter to the attention of the meeting through the chairperson.

14. Appendix E

14.1 Documents provided by deputations and public forum speakers

“Document” includes paper documents, physical media and digital documents and presentations.

Record of the meeting

All documents, including those provided by members of the public and received by the meeting, are part of the record of the meeting and are archived for the purposes of the Public Records Act 2005. Documents not received by the meeting do not form part of the record of the meeting. Documents which are not received by the meeting include:

- (i) documents which the meeting has not resolved to receive or accept
- (ii) documents provided after the meeting (unless providing a digital copy of a physical document that was received by the meeting).

Documents published on the council website as “minutes attachments”

These standing orders require only that the minutes include a list of the speakers who gave public, Governing Body and Māori input, and the subjects they covered. Nevertheless, documents provided by members of the public are published on the council website as “minutes attachments” provided they comply with the following:

- (i) They are digital and/or are capable of being converted into pdf form for publishing on the website
- (ii) They are part of the record of the meeting as provided above
- (iii) They comply with standing orders requirements for speakers (SO 7.7.2, 7.7.3, 7.7.8, 7.8.2, 7.8.5)
- (iv) They do not contain any information that would be withheld as a result of a request under the Local Government Official Information and Meetings Act 1987 or might be considered defamatory.

A document which is received by the meeting but does not comply in part with these Standing Orders, may have any non-complying sections redacted.

Meaning of ‘offensive’

These Standing Orders provide that speakers may be declined or stopped if offensive or disrespectful. Similarly, documents must not be offensive or disrespectful.

For clarity, a speaker, presentation, or document is offensive if they criticise elected members, staff, or members of the public. This aligns the expected conduct of members of the public with the expected conduct of elected members under SO 1.3.1 and the Auckland Council Elected Members Code of Conduct.

This does not prevent genuine criticism of council policy, plans or services. The focus of such criticism must be on issues and not on personalities.

Tabled Documents Principles and Process

- The purpose of local board meetings is for the board to conduct its business.
- Local board meetings are open to the public to attend.
- Minutes should be a clear audit of decision-making, to allow someone not in attendance to be able to understand what was decided.
- Information presented to the local board both verbal and tabled should comply with the local board Standing Orders and must not be offensive, vexatious or repetitive.
- Documents received prior to the meeting will be circulated to all board members for them to consider the material and ask any further clarification questions.

- Tabled documents from deputations and public forum should provide board members with additional information in order to provide further clarity to the verbal presentation.
- The local board determines through resolution whether they agree to receive the tabled documents for consideration.
- Received tabled documents will be attached to the final minutes.
- The chairperson has the power to end a deputation or public forum presentation if it is disrespectful, offensive or if statements are malicious, as per SO 7.7.8 and SO 7.8.5.

When should tabled information not be attached to the published minutes?

- The council should not publish information on public record that puts the council or local board in breach of statutory obligations e.g., the obligation to withhold information that might cause harm, which can be used for improper gain and improper advantage and / or damage public interest.
- All tabled documents that are formally received by the local board should also be reviewed against the lens of the Local Government Information and Meetings Act before being attached to the published minutes.
- If a breach is identified this information should either be redacted before being published or not attached to the published minutes - this ensures council is not put in a position of inadvertent breach of LGOIMA.
- Determination on whether something is deemed to be inappropriate to be published should refer to existing legislation and the local board standing orders to avoid subjective decisions.
- The local board decides whether a public forum topic and the content of the verbal, and any written presentation, is appropriate to the local board's role and decision-making.



WAIHEKE

Local Board Report – March 2024

MAKING
GREAT PLACES
AUCKLANDERS LOVE
PARKS & COMMUNITY FACILITIES



PREPARED BY SHANE HOGG – AREA OPERATIONS MANAGER

Parks & Community Facilities | Customer and Community Services Directorate

Proudly supported by

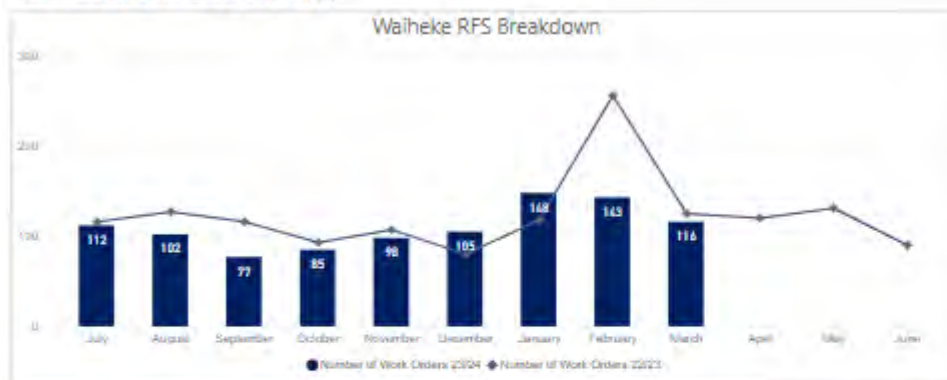


PERFORMANCE REPORTING

Audit Results and Request for Service

Request for Service Received

Total raised for FY23/24 YTD 986



*Only includes RFS that have resulted in a Work Order for repair.

Breakdown of Top 5 Request for Service for March

Service Name	#Received
Carpentry Maintenance Service	10
Cleaning Services	1
Electrical Maintenance Service	7
Loose Litter Collection	2
Plumbing Maintenance Service	12
Tree Maintenance - General	46

Breakdown of Top 5 Request for Service FY23/24 YTD

Service Name	#Received
Carpentry Maintenance Service	108
Electrical Maintenance Service	100
Plumbing Maintenance Service	166
Structure Maintenance and Repairs	47
Tree Maintenance - General	212

COMMENTARY

Requests for service are as expected.

It is interesting to see only 2 loose litter requests over the past month, this would indicate that bin reductions are functioning relatively well.

Audit Results



The highlights and lowlights of audits undertaken FY23/24 YTD are:

Highlights YTD
Turf
Sportsfields
Response WO
Litter
Furniture, Playgrounds & Recreational Equipment

Lowlights YTD

COMMENTARY

Audit scores have increased including the number of audits. No lowlights have been captured.

Our Full Facilities Maintenance Contactor will be coming to the board to discuss their performance at an update workshop on the 1st of May.

Palm Beach

We have brushed, cleaned, edged and removed the sand off the Palm Beach timber access way. This will remove any slip hazards as people walk down the access.



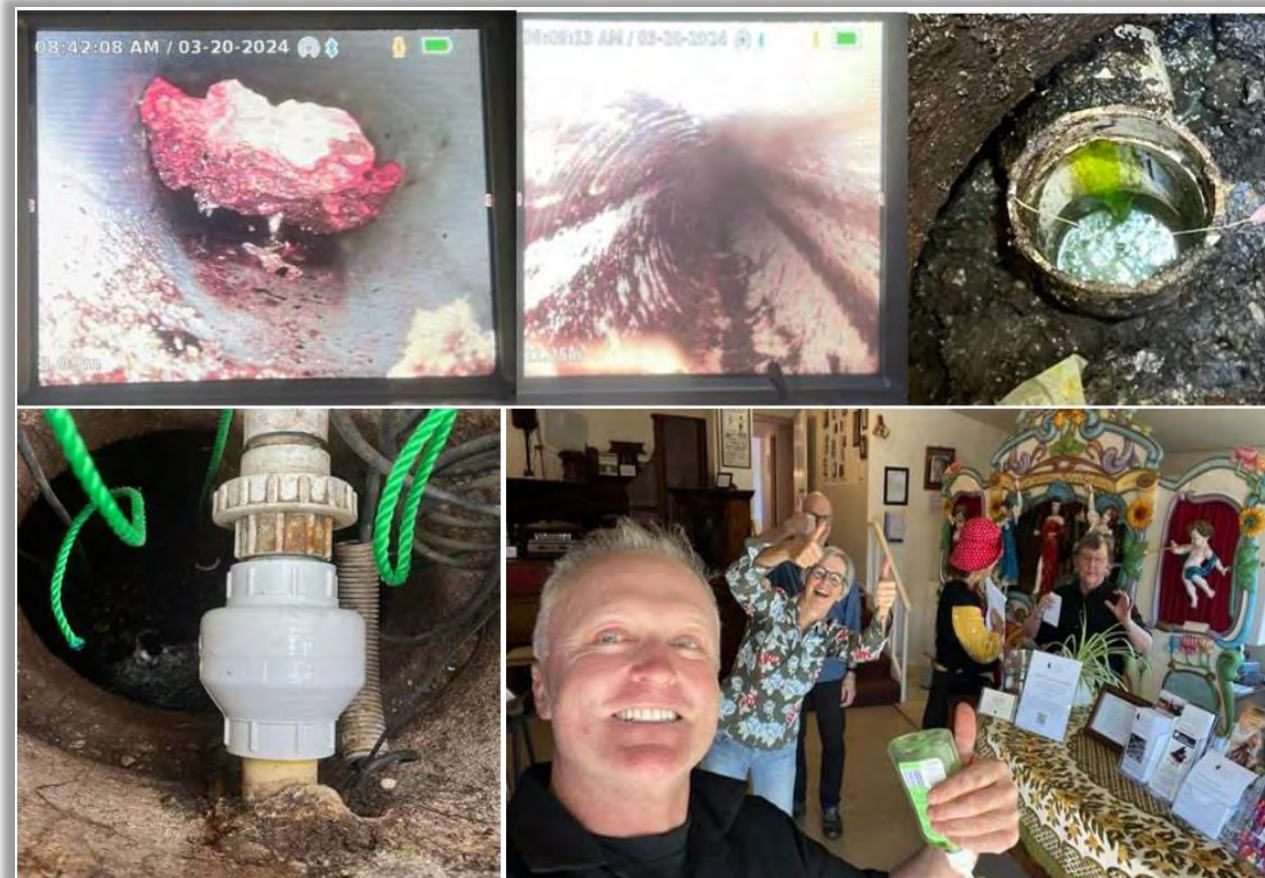
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MAINTENANCE DELIVERY UPDATE

Artworks

Investigating the Artworks wastewater pipes with a ‘sea snake’ camera. The investigation led to a new “Halo” telemetry water level notification system being installed, much to the delight of the onsite team.





MAINTENANCE DELIVERY UPDATE

Park Point Walkway - Te Wharau Bay

We installed a new sign for Ngahere at the entrance to the park point Walkway.





Track Signage Maintenance

We have refurbished our green track signs at Te Huruihi Bay.



Continues on the next slide....



MAINTENANCE DELIVERY UPDATE

Track Signage Maintenance

We have refurbished our green track signs at Putiki Reserve.

Before



After





MAINTENANCE DELIVERY UPDATE

Hekerua Bay Reserve

We have cleaned and restored one of the picnic seats at Hekerua Bay Reserve.



Waiheke Library

The project to re-stain the Library is almost complete. This is no ordinary building as the front façade is also an Art piece. We have received so many compliments from people saying how amazing the Library looks. We wanted to acknowledge Claire's Bodmin management and effort in this project to work with the Art's team (Peter Tiley), the artist, the Library and our local supplier Systematic Building Management to make this project happen smoothly. It's a big success in our community.

The Library has its 10th anniversary on 26th July and we are assisting the Library (Rhiannon Beolens) and Community Broker (Fiona Gregory) to celebrate this special building. It is a smart building with lots of environmentally sustainable features. As the building owners Sue and I are very proud to have it looking this good – especially in anticipation of the celebration in July.



Continuous on the next slide....

Waiheke Library – Exterior timber staining

Project Manager – Claire Bodmin

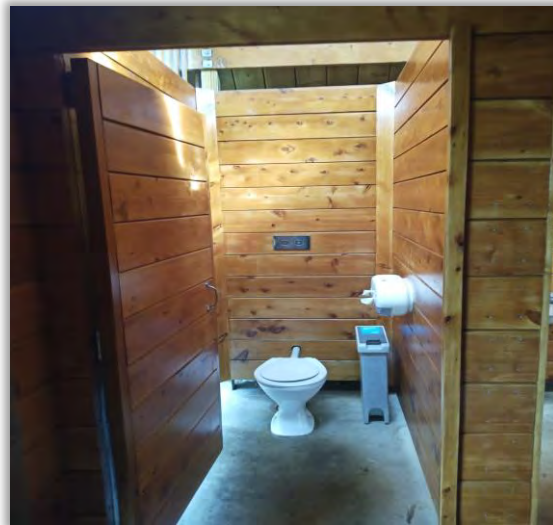
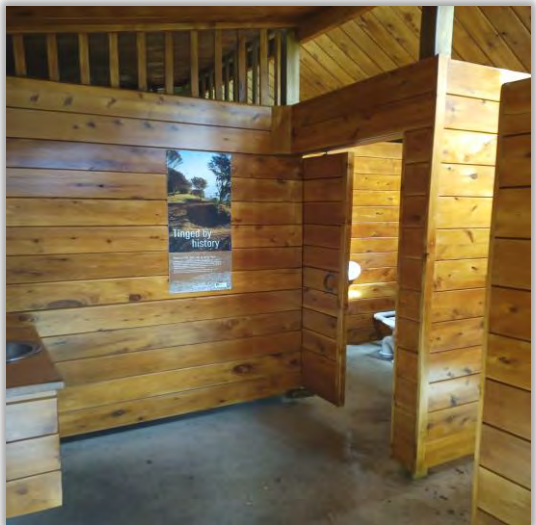
Starting in early March 2024 the exterior timber fins on the library building have been cleaned, sanded and re-stained. The physical works were undertaken by Systematic Building Management (SBM) and included:

- Inspection of the condition of the existing exterior timber fins
- Consultation with Kazuhisa Nakagawa (the architect) and timber stain suppliers
- Testing to develop the stain application methodology
- Erecting scaffolding
- Cleaning timber fins
- Sanding timber fins
- Staining timber fins

The work is almost complete with the final coats of stain going onto the small pump house building.



Whakanewha Regional Park – Poukaka Flats toilet block internal and external works



Current status:

- Works are completed

List of completed works:

- The exterior has been sanded down and two coats applied.
- Clearlite sheeting replaced
- Rear gutter replaced
- New Fire Exit signage installed
- The full interior was sanded down and varnished (ceiling and internal walls).

• **Cost:** \$ 50,663.79

• **Contractor:** SBM Limited

• **Project Manager:** Jénean de Bruin

Waiheke Citizens Advice Bureau

Current status:

- Works are to be started on the 29th of April 2024

List of works:

- Internal works:
 - Asbestos-Containing Material (ACM) removal
 - New vinyl flooring
 - Plasterboard repairs & Trim finishes
 - Ceiling and wall painting
- External works:
 - Foundation underpinning
 - Slab renewal & earthworks
 - Asbestos-Containing Material (ACM) removal
 - Weather board, window and cladding flashings
 - Exterior painting

Cost: \$199,350

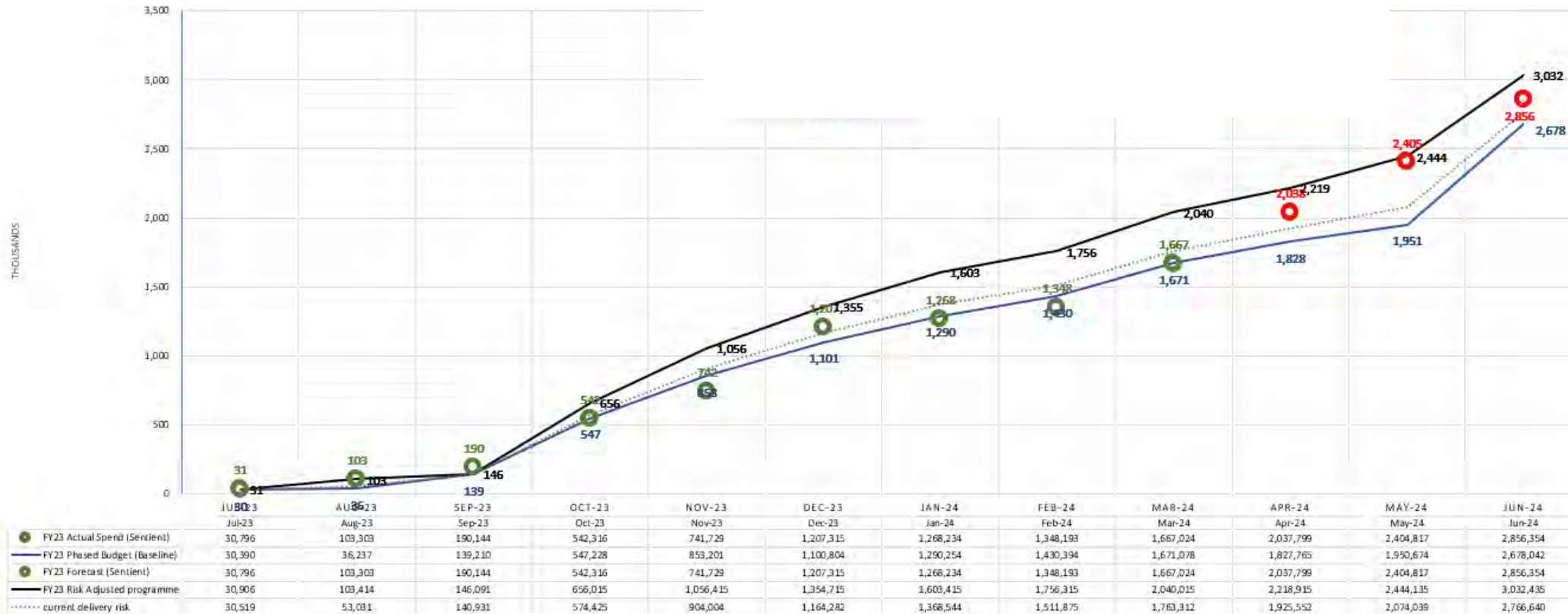
Contractor: Citycare Limited

Project Manager: Simon Ashplant



PROJECT DELIVERY UPDATE

Financial Year 2023/2024 Work Programme – Q3 delivery update V2



We are currently on track for our work programme delivery this financial year (Green Circles to the Blue Trendline). Our forecasting (Red Circles) have been locked for the end of the year and this is our target to deliver.



Arboriculture maintenance – Waiheke Pony Club



Two trees were heightened and needing removals, one *Macrocarpa* that had a recent failure on an adjoining property and the second was a dead/declining Pine tree. Both trees were removed, and the risk of failure was mitigated.

Waiheke Arbor Bros on behalf of Treescape undertook two removals on the Pony Clubs leased land. The Pony Club recently had a fire of their stables and were unable to mitigate and manage the hazardous trees on their leased land and came to Auckland Council for help.



Arboriculture maintenance – Little Oneroa Beach Reserve



Treescape attended to a critical call-out at Little Oneroa Beach Reserve carpark; one of the large mature *Macrocarpa* trees had a limb failure in inclement weather during a 12-hour downpour of rain. Sometimes trees just have sudden limb or branch failures, which that maybe due to the significant weight increase of a branch or limb in heavy rain that requires emergency or remedial tree work to rectify the damage. Thankfully in this situation no damage occurred and Treescape's crew were able to attend and mitigate the damage and carry out remedial work.



ARBORICULTURE UPDATE

Arboriculture maintenance – Request for Service work



Treescape attended to a large Pohutukawa tree on the corner of Korora Road and Tiri Road in Oneroa. The tree needed a crown lift and encroachment pruning to mitigate vehicles hitting the tree and to achieve road the required road clearance.

A dead Karo tree was removed from Surfdale Reserve. Treescape mulched the tree on site, and all debris was taken away, leaving the site clean and tidy, with the tree risk failure mitigated.





NOTIFICATIONS

Community leasing and land-owner approvals

Community Leasing

Community lease movements

- Nothing to report

Land Advisory

Land-owner applications received are assessed by Land Use Advisory and reviewed by Community Facilities staff. The board will be contacted for feedback in due course.

- There were no landowner approval applications **received** in the Waiheke Local Board area during March 2024.
- There were no landowner approval applications **approved** in the Waiheke Local Board area during March 2024.

WORK PROGRAMME UPDATE

Changes to agreed FY24 Project Delivery Programme

Minor Change

Projects affected by minor change over the previous month:

ID REF	Activity Name	Change
#20645	Rakino Hall relocation - Rakino Island (Consent only)	A budget of \$86,988.52 CAPEX Renewals, has been reallocated to the project #30690 Onetangi Sports Park - general renewals. The reduced budget allocation is sufficient to deliver the project.
#30690	Onetangi Sports Park - general renewals	Staff propose to increase the CAPEX Renewals budget by \$125,706.79: 1) Budget of \$86,988.52 has been reallocated from project #20645 Rakino Hall relocation - Rakino Island. 2) Budget of \$38,718.27 has been allocated from unallocated budget FY24.
#36658	Citizens Advice Bureau - interior and exterior renewals - Waiheke	Staff propose to increase the CAPEX Renewals budget by \$56,571.35. The requested amount has been allocated from the unallocated FY24 budget.

Substantial Change

Projects affected subject to substantial change:

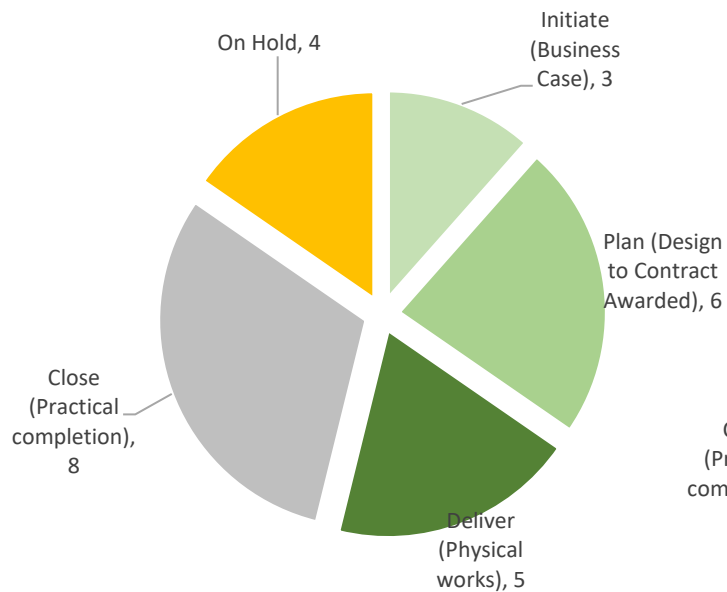
ID REF	Activity Name	Change
	Nothing to report	

PROJECT DELIVERY STATUS

Project Delivery

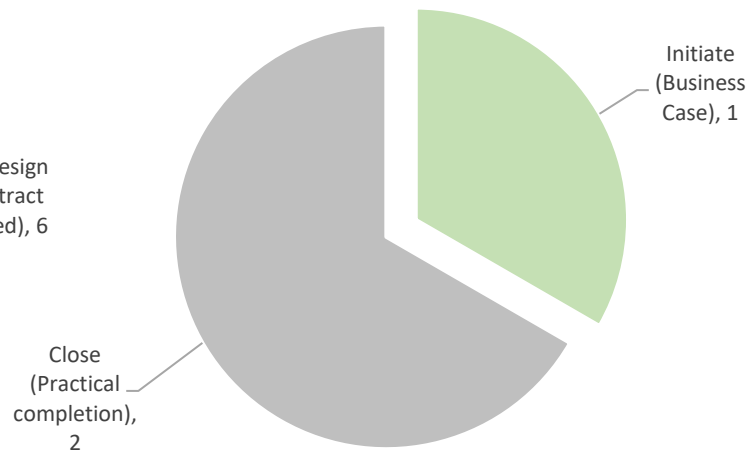
Waiheke Local Board - Project Status

Total Number of Projects - 26



Waiheke Local Board - Project Status

Total Number of LDI Projects - 3



Notifications - Next Month

OWNER: Shane Hogg

Joseph Milan, our Senior Project Manager has resigned and taken a new position in Healthy Waters. We are currently recruiting for a replacement however while we are going through that process we have secured a temporary replacement Simon Ashplant who will be starting on the 22nd April.

TIMELINE: 22nd April 2024



PROJECT DELIVERY

Status and summary updates

				Initiate	Preliminary design	Detailed Design	Tender Process	Construction	Defects	
				2023/2024 - Current year						
Activity Name	RAG	Local Board Commentary	Timeline	Q1	Q2	Q3	Q4			
Albert Crescent to Wharf Road - renew walkway and retaining wall	Green - On Track	Project complete November 2022.	Baseline Forecast/Actual							
Artworks and Community Centre - Comprehensive Renewal	Green - On Track	Current status: Professional services procurement is nearly complete. Next steps: Start building consent documentation.	Baseline Forecast/Actual							
Carpark and Roading - Renewals - Waiheke	Green - On Track	Current status: Scope of the project has been reduced. Tender process is currently underway. Next steps: Review a proposal and award a physical works contract.	Baseline Forecast/Actual							
Catherine Mitchell Cultural Society building - interior and exterior renewals	Green - On Track	Project completed September 2023.	Baseline Forecast/Actual							
Citizens Advice Bureau - interior and exterior renewals - Waiheke	Green - On Track	Current status: Building consent has been obtained and the project is currently under tender. Next steps: Works are expected to commence before the end of financial year 2023/2024.	Baseline Forecast/Actual							
Golf Clubhouse - interior and exterior renewals - Onetangi Sports Park	Amber - At Risk	Current status: Project to be put on hold. A site visit has taken place involving stakeholders and the engineer to establish the project scope. Next steps: Proceed to assign the engineering work and advance the design phase accordingly.	Baseline Forecast/Actual							
Hekerua Bay Reserve - renew path and install retaining wall	Amber - At Risk	Current status: Design works for the retaining wall are completed. Meet with stakeholders and discuss retaining wall alignment and current encroachment of the carpark. Retaining wall footings are being re-designed, access will be required from neighbour's land to install piles for retaining wall. Next steps: Discuss options for footings and get permission from the neighbour to allow access for digger to allow footings to be installed. Building consent documentation has been lodged. Site visit has been arranged with neighbour to discuss options, and encroachment of carparking bay on Council land.	Baseline Forecast/Actual							
LDI minor capex fund FY2022/2023 - Waiheke	Green - On Track	Project completed October 2023.	Baseline Forecast/Actual							
Little Oneroa Reserve - renew play space, stairs and pathways	Green - On Track	Project completed February 2024.	Baseline Forecast/Actual							
Minor Capital works - Waiheke	Green - On Track	Current status: This budget is for the delivery of small works through the Facility Managers and items will be identified over the course of the financial year. Next steps: Delivery of minor capital works items.	Baseline Forecast/Actual							
Onetangi Sports Park - general renewals	Green - On Track	Current status: Resource consent was obtained for installing an additional relocatable style changing room with toilets and utility connections. Portacom changing room has been ordered and building consent has been lodged. Next steps: Tender works which are expected to commence before the end of financial year 2023/2024.	Baseline Forecast/Actual							
Open space furniture, fixings, equipment, BBQs and signage - renew - 2023/2024 - Waiheke	Green - On Track	Current status: Scoping is currently underway to determine the scope of works. Next steps: Complete scoping and start physical works.	Baseline Forecast/Actual							



PROJECT DELIVERY

Status and summary updates

			Initiate	Preliminary design	Detailed Design	Tender Process	Construction	Defects
			2023/2024 - Current year					
Activity Name	RAG	Local Board Commentary	Timeline		Q1	Q2	Q3	Q4
Open space furniture, fixings, equipment, BBQs and signage - renew - 2024/2025 - Waiheke	Amber - At Risk	Current status: Investigations and scoping are currently underway. Next steps: Complete scoping, investigations and programme physical works for the financial year 2024/2025 when the budget allows.	Baseline					
			Forecast/Actual					
Open space lighting - sports and amenity lighting - renew - Waiheke	Green - On Track	Project completed October 2023.	Baseline					
			Forecast/Actual					
Open space toilets - develop and renew stage two - Waiheke	Green - On Track	Current status: The physical works at Oneroa Village toilet have been completed. Investigation is underway at Omiha Beach toilet which has been closed due to recent slips. Next steps: Continue with investigation and design for Omiha Beach toilet and provide an update to stakeholders by the end of the financial year 2023/2024.	Baseline					
			Forecast/Actual					
Parks LDI quick response fund - Waiheke	Green - On Track	Project completed October 2023.	Baseline					
			Forecast/Actual					
Rakino Hall relocation - Rakino Island	Green - On Track	Current status: Site investigations and initial planning assessment are partially completed. The concept options are underway with feedback from the local community and other stakeholders. Next steps: Confirm a concept option with stakeholders and lodge resource consent.	Baseline					
			Forecast/Actual					
Tawaipareira Reserve stage two - replacement of play space, bike track, new flying fox	Green - On Track	Project completed March 2024. Planting are expected to commence before the end of the financial year 2023/2024.	Baseline					
			Forecast/Actual					
Te Whau Esplanade Reserve - stabilise Hitapa track	Amber - At Risk	Current status: This project is on hold. A walkover of the site with internal geotechnical specialists in October 2019 confirmed there are limited works required relating to slip repairs. This track renewal will be bundled with the track renewal programme, enabling a renewal of the walking track in its entirety. The project remains on hold until the landslips have been repaired. Resource consent has been extended to allow physical works to be completed in future years. Next steps: An existing design for the upgrade is being reviewed and cost. Once the slips have been remediated, work can be planned with the Waiheke Local Board.	Baseline					
			Forecast/Actual					
Tracks and pathways - renew - 2022/2023 - Waiheke	Amber - At Risk	Current status: Project is on hold. Next steps: Proceed once scope is confirmed.	Baseline					
			Forecast/Actual					
Waiheke - remediate 2023 storm and cyclone damaged assets	Green - On Track	Current status: Arrangements are being made for a site visit involving stakeholders to initiate the scoping process. The list provided by the stakeholders is currently being reviewed and prioritised internally. Next steps: Coordinate a site visit with the engineer before the end of financial year 2023/2024.	Baseline					
			Forecast/Actual					
Waiheke - Urban Forest (Ngahere) Strategy - Growing Phase	Green - On Track	Current status: The urban forest specialist to present the planting locations to the Waiheke Local Board in April 2024. Next steps: Confirming locations and species with the local board, followed by completing procurement and planting before the end of financial year 2023/2024.	Baseline					
			Forecast/Actual					



PROJECT DELIVERY

Status and summary updates

Activity Name	RAG	Local Board Commentary	Timeline	2023/2024 - Current year					
				Initiate	Preliminary design	Detailed Design	Tender Process	Construction	Defects
				Q1	Q2	Q3	Q4		
Tracks and pathways - renew - 2021/2022+ - Waiheke	Green - On Track	<p>Current status:</p> <p>Priority 4: Matiatia Owhanake (Matiatia Wharf to Owhanake Bay)- Track completed.</p> <p>Priority 5: Te Aroha Walkway - Boardwalk footings have been installed, working with the friends of Te Aroha on options.</p> <p>Priority 6: Glenbrook Reserve (Okoka Road through Glenbrook Reserve to Glenbrook Road - Physical works tender is underway. .</p> <p>Priority 11: Matiatia to Owhanake sidetrack (The entrance is opposite the car rental at Matiatia and traverses past the car garaging business to Delamore Drive)- Track completed.</p> <p>Priority 13: Trig Hill to Awaawaroa Bay- Resource consent granted. Physical works tender is currently being procured with the successful supplier. Reprioritising projects with the local board.</p> <p>Priority 14: Te Wharau Bay - Adjacent to the toilet - Resource consent lodged awaiting decision. Reprioritising projects with the local board.</p> <p>Priority 15: Te Wharau Bay - Southern Bay access - Resource consent lodged awaiting decision. Reprioritising projects with the local board.</p> <p>Priority 17: Park Point (From Church Bay Farm along the coast to Te Wharau Bay - Resource consent lodged awaiting a decision. Reprioritising projects with the local board.</p> <p>Next steps:</p> <p>Priority 2: Matiatia Owhanake (Matiatia Wharf to Owhanake Bay)- Completed.</p> <p>Priority 5: Te Aroha Walkway-finish physical works.</p> <p>Priority 6: Glenbrook Reserve (Okoka Road through Glenbrook Reserve to Glenbrook Road - next to Petra's House.)- Reprioritising projects with the local board.</p> <p>Priority 11: Matiatia to Owhanake sidetrack (The entrance is opposite the car rental at Matiatia and traverses past the car garaging business to Delamore Drive)- Completed</p> <p>Priority 13: Trig Hill to Awaawaroa Bay-Reprioritising projects with the local board.</p> <p>Priority 14: Te Wharau Bay- Adjacent to toilet. Reprioritising projects with the local board.</p> <p>Priority 15: Te Wharau Bay- Southern Bay access. Reprioritising projects with the local board.</p> <p>Priority 17: Park Point (From Church Bay Farm along the coast to Te Wharau Bay). Reprioritising projects with the local board.</p>	Baseline						
			Forecast/Actual						
Waiheke Community Art gallery - replacement art gallery floor	Green - On Track	Project completed September 2023.	Baseline						
			Forecast/Actual						
Waiheke Library - refurbish building	Green - On Track	<p>Current status: Physical works are currently underway.</p> <p>Next steps: Complete physical works including timber fin staining and roof membrane.</p>	Baseline						
			Forecast/Actual						
Walkways and paths - Renewal - Waiheke	Green - On Track	<p>Current status: Scoping is currently underway for this project.</p> <p>Next steps: Finalise scope of works and start the procurement process.</p>	Baseline						
			Forecast/Actual						