

Date: Wednesday 13 November 2013
Time: 4.30pm
Meeting Room: Kaipatiki Local Board Office
Venue: 90 Bentley Avenue
Glenfield

Kaipatiki Local Board OPEN MINUTE ITEM ATTACHMENTS

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BACKGROUND MEMORANDUM FOR BIRKENHEAD TOWN CENTRE ASSOCIATION INC. 13 NOVEMBER 2013.

- 1. INTRODUCTION – Congratulations
Cooperation**
- 2. BACKGROUND What Is a BID**
 - Not just a business Association or community organisation.**
 - Council BID policy and economic growth**
 - Funding**
 - Partnering Agreement with Council**
- 3. CURRENT PROJECTS INVOLVING KLB**
 - Latin American Film Festival**
 - Street maintenance**
 - Mainstreet Streetscape project**
 - Ultra fast broadband**
 - Street paving cleanup.**
 - Le roys bush pathway to Hinemoa Street**
 - Xmas promotion including Xmas parade and horse and cart**
 - Transformation group**
- 4. Economic Development for Birkenhead Village**
 - Latest statistics**
 - Anecdotal observations as to revival**
 - Transformation group projects**
- 5. Communication**
 - CCOs.**
 - Liaison Board member or committee appointment**
 - Transparency as term of Partnering agreement**
 - Opportunity to attend Board meetings**
- 6. Best wishes.**

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Kaipātiki Local Board meetings and workshops

November 2013 to October 2014

	November	December	January	February	March	April	May	June	July	August	September	October
Saturday				1	1							
Sunday		1		2	2			1				
Monday		2 Wk 49		3 Wk 6	3 Wk 10			2 Wk 23 Queen's Birthday			1 Wk 36	
Tuesday		3		4	4	1		3	1		2	
Wednesday		4 Workshop - 9am	1 New Year's Day	5	5	2		4	2		3	1
Thursday		5	2 New Year's Holiday	6 Waitangi Day	6	3	1	5	3		4	2
Friday	1	6	3	7	7	4	2	6	4	1	5	3
Saturday	2	7	4	8	8	5	3	7	5	2	6	4
Sunday	3	8	5	9	9	6	4	8	6	3	7	5
Monday	4 Wk 45	9 Wk 50	6 Wk 2	10 Wk 7	10 Wk 11	7 Wk 15	5 Wk 19	9 Wk 24	7 Wk 28	4 Wk 32	8 Wk 37	6 Wk 41
Tuesday	5	10	7	11	11	8	6	10	8	5	9	7
Wednesday	6	11 Meeting - 9am	8	12 Meeting - 9am	12 Meeting - 9am	9 Meeting - 9am	7	11 Meeting - 9am	9 Meeting - 9am	6	10 Meeting - 9am	8 Meeting - 9am
Thursday	7	12	9	13	13	10	8	12	10	7	11	9
Friday	8	13	10	14	14	11	9	13	11	8	12	10
Saturday	9	14	11	15	15	12	10	14	12	9	13	11
Sunday	10	15	12	16	16	13	11	15	13	10	14	12
Monday	11 Wk 46	16 Wk 51	13 Wk 3	17 Wk 8	17 Wk 12	14 Wk 16	12 Wk 20	16 Wk 25	14 Wk 29	11 Wk 33	15 Wk 38	13 Wk 42
Tuesday	12	17	14	18	18	15	13	17	15	12	16	14
Wednesday	13 Meeting - 9am	18	15	19 Workshop - 9am	19 Workshop - 9am	16 Workshop - 9am	14 Meeting - 9am	18 Workshop - 9am	16 Workshop - 9am	13 Meeting - 9am	17 Workshop - 9am	15 Workshop - 9am
Thursday	14	19	16	20	20	17	15	19	17	14	18	16
Friday	15	20	17	21	21	18 Good Friday	16	20	18	15	19	17
Saturday	16	21	18	22	22	19	17	21	19	16	20	18
Sunday	17	22	19	23	23	20	18	22	20	17	21	19
Monday	18 Wk 47	23 Wk 52	20 Wk 4	24 Wk 9	24 Wk 13	21 Wk 17 Easter Monday	19 Wk 21	23 Wk 26	21 Wk 30	18 Wk 34	22 Wk 39	20 Wk 43
Tuesday	19	24	21	25	25	22	20	24	22	19	23	21
Wednesday	20	25 Christmas Day	22	26 Workshop - 9am Community Forum - 6pm	26 Workshop - 9am Community Forum - 6pm	23 Workshop - 9am Community Forum - 6pm	21 Workshop - 9am	25 Workshop - 9am Community Forum - 6pm	23 Workshop - 9am Community Forum - 6pm	20 Workshop - 9am	24 Workshop - 9am Community Forum - 6pm	22 Workshop - 9am Community Forum - 6pm
Thursday	21	26 Boxing Day	23	27	27	24	22	26	24	21	25	23
Friday	22	27	24	28	28	25	23	27	25	22	26	24
Saturday	23	28	25		29	26	24	28	26	23	27	25
Sunday	24	29	26		30	27	25	29	27	24	28	26
Monday	25 Wk 48	30 Wk 1	27 Wk 5		31 Wk 14	28 Wk 18	26 Wk 22	30 Wk 27	28 Wk 31	25 Wk 35	29 Wk 40	27 Wk 44 Labour Day
Tuesday	26	31	28			29	27		29	26	30	28
Wednesday	27 Workshop - 9am Community Forum - 6pm		29 Auckland Anniversary Day			30	28 Workshop - 9am Community Forum - 6pm		30	27 Workshop - 9am Community Forum - 6pm		29
Thursday	28		30				29		31	28		30
Friday	29		31				30			29		31
Saturday	30						31			30		
Sunday										31		

Kaipātiki Local Board – Portfolio Guidelines

- (1) Portfolio holding is to be treated as an additional mechanism for local board involvement in local projects and services and regional policy and strategy and should not replace:
 - Decision making at business meetings
 - Consultation and engagement with the public and community organisations which all members should be involved in/aware of
- (2) Specific topics and projects related to each portfolio are listed overleaf. These lists of topics and projects are not exhaustive and may be subject to change during the triennium. Any significant change to topics and projects for any/all portfolios should be reported to the local board in a business meeting.
- (3) Portfolio holding responsibilities are limited to:
 - Receipt of information from council officers and other stakeholders on topics and projects related to their portfolio area
 - Discussion with council officers and other stakeholders on topics and projects related to their portfolio area
 - Attendance at regional seminars/workshops on topics and projects related to their portfolio area
 - Advocacy to the governing body, council-controlled organisations and any other appropriate bodies on Kaipātiki Local Board policy pertaining to topics and projects related to their portfolio area
 - Any other responsibilities which are conferred on the portfolio holders by resolution of the board
 - Any decision making expressly laid out in the delegation protocols
- (4) Portfolio holders should not:
 - Be perceived by council officers and other stakeholders as being the decision-maker on topics and projects related to their portfolio area
 - Offer their view/opinion as representing that of the whole board unless delegated responsibility to do so by resolution of the board and/or the view expressed is policy of the Kaipātiki Local Board (agreed by resolution)
- (5) Local Board Services staff will support members in meetings with council officers and external stakeholders on portfolio topics and projects where possible and appropriate. Notes will be taken of meetings by Local Board Services staff which will be made available to all members and the public via publication on business meeting agendas.
- (6) Members are encouraged to report to the board on the activities they have undertaken in their portfolio role using the report template attached to these guidelines.

Arts, culture and events	
Portfolio lead: Member D Grant	
Portfolio alternate: Member L Waugh	
Topics and key projects	
<ul style="list-style-type: none"> • Oversight of the funding agreement with Northart • Oversight of community arts programmes • Oversight of public art opportunities in the Kaipātiki area and relationship with Kaipātiki Public Arts Trust • Involvement in regional arts and culture initiatives • Contribution to regional policy and strategy on arts and culture • Promotion of the arts and culture • Oversight of events programme in Kaipātiki including events funded by the local board and permitted events by the council • Events funded by the board including annual events (christmas parades, summer fun, Movies in Parks etc) and one off events funded through the contestable events budget • Promotion of Kaipātiki as an events destination 	
Key departments and contacts	
<i>Department/unit/agency</i>	<i>Contact</i>
Community Development Arts and Culture	Rebecca Kunin, Arts and Culture Advisor (North-west)
	Carole-Anne Meehan, Public Art Manager
	Barbara Cade, Team Leader Event Facilitation
	Tasha Maloney, Events Facilitator
North Art	Wendy Harsant
Kaipātiki Community Facilities Trust	Jill Nerheny and Michelle Whiu
Commitment	
Quarterly portfolio catch ups with key staff required for arts and culture	
Bi-monthly portfolio catch ups required for events	

Civil Defence emergency management	
Portfolio lead: Member L Pigg	
Portfolio alternate: Member J Gillon	
The Chair is the local board's spokesperson in the event of an emergency	
Topics and key projects	
<ul style="list-style-type: none"> • Lead for the local board on issues pertaining to Civil Defence emergency management in the Kaipātiki area. • Representative where required on any regional bodies/working parties considering civil defence issues for wider Auckland • Encourage community responsiveness by attending local CDER meetings for community preparedness, disaster response, relief and recovery development. 	
Key departments and contacts	
<i>Department/unit/agency</i>	<i>Contact</i>
Civil Defence and Emergency Management	Clive Manley, Civil Defence and Emergency Management Director Wendy Bailey, Emergency Management Advisor
Commitment	
No portfolio catch ups required	

Community development and facilities	
Portfolio lead: Member A Hartley	
Portfolio alternate: Member R Hills	
Topics and key projects	
<ul style="list-style-type: none"> • Oversight of the funding agreement with Kaipātiki Community Facilities Trust and key relationship with the Trust • Liaison with community placemaking groups • Oversight of graffiti eradication and education programmes • Key relationship with Kaipātiki Youth Board and Children’s Panel • Oversight of funding agreements with community houses and centres in Kaipātiki and key relationships with these organisations • Oversight of halls for hire in the area • Oversight for community leases • Oversight of requirements for people with disabilities • Community safety (ex town centres) • Oversight of neighbourhood projects and community advocacy • Contribution to any region wide policy and strategy for community development, safety and wellbeing • Conduit for Thriving Communities outcomes in Kaipātiki 	
Key departments and contacts	
<i>Department/unit/agency</i>	<i>Contact</i>
Community Development, Arts and Culture	Carole Blacklock, Senior Community Development Facilitator
	Kate Holst, Team Leader Community Centres
	Maureen Buchanan, Community Lease Advisor
	Taylor Norman, Community Safety Advisor
Commitment	
Significant portfolio. Monthly and quarterly portfolio catch-ups required as well as community meetings and participation	

Economic development	
Portfolio lead: Member D Grant	
Portfolio alternate: Member R Hills	
Topics and key projects	
<ul style="list-style-type: none"> • Oversight of economic development initiatives underway including work in the Wairau Valley and development of an economic development strategy for Kaipātiki • Shared oversight of youth connections programme (Jobs4Youth) • Key relationship with Auckland Tourism, Events and Economic Development • Contribution to any region wide policy and strategy for economic development 	
Key departments and contacts	
<i>Department/unit/agency</i>	<i>Contact</i>
Economic Development(within Council)	Alison Hall, Local Economic Development Advisor
Auckland Tourism, Events and Economic Development (ATEED)	Chris Lock, Area Manager, Business Development
	Lynne Butler, Regional Development Officer, Destination and Market
Jobs4Youth	Kaipātiki Community Facilities Trust
Commitment	
Bi-monthly portfolio catch ups required	

Finance	
Portfolio lead: Member K McIntyre	
Portfolio alternate: Member L Pigg	
Topics and key projects	
<ul style="list-style-type: none"> • Oversight of the development of the local board agreement and local board contribution to the long term plan refresh • Oversight of expenditure against budget for opex and capex • Contribution to local board funding policy and any other regional funding policy work • Oversight of Community Facilities and Parks renewal expenditure versus budget • Oversight of Kaipātiki Auckland Transport Discretionary Capital fund budget versus actual • Oversight, and review when required of reporting methods for financial reporting including Capex and Renewal projects • Oversight of Asset Management Development programme • Monitor Governing Body agendas of Finance and Operational Performance Committee 	
Key departments and contacts	
<i>Department/unit/agency</i>	<i>Contact</i>
Financial Advisory Services	Christine Watson, Manager
	Colin Duffee, Lead Financial Advisor
Commitment	
Significant portfolio – monthly catch ups required	

Governance, planning and policy	
Portfolio lead: Member McIntyre	
Portfolio alternate: Member Hartley	
Topics and key projects	
<ul style="list-style-type: none"> • Local board leadership • Key relationship with Governing Body and other local boards • Civic duties • Advocacy to governing body and CCOs • Relationships with iwi and mana whenua • Relationships with government departments and agencies • Lead on unitary plan and area planning • Oversight of regional and local policy and planning issues 	
Key departments and contacts	
<i>Department/unit/agency</i>	<i>Contact</i>
Cross council and CCO relationships	Various
Regional and Local Planning	Ross Moffatt, Principal Planner, Planning North/West
Te Waka Angamua (Māori Strategy and Relations)	Richard Nahi, Senior Advisor Maori outcomes
Commitment	
Significant weekly time commitment with weekly meetings with local board services advisory staff and attendance at numerous regional and local briefings and meetings, alongside attendance at selected portfolio catch ups where appropriate/necessary	

Libraries	
Portfolio lead: Member J Gillon	
Portfolio alternate: Member G Gillon	
Topics and key projects	
<ul style="list-style-type: none"> • Oversight of Glenfield, Birkenhead and Northcote library service delivery • Oversight of library facility upgrades • Contribution to regional library developments and strategic direction • Attend region-wide forum / workshop for libraries (usually annually) 	
Key departments and contacts	
<i>Department/unit/agency</i>	<i>Contact</i>
Libraries and Information department	Marion Read, Manager Local Libraries North and West
	Vicki Clarke, Service Delivery Manager Pohutakawa Coast
	Megan Grimshaw-Jones, Glenfield Community Library Manager
	Claire Scott, Birkenhead Community Library Manager
	Steve Harley, Northcote Community Library Manager
Commitment	
Quarterly catch ups required	

Natural environment	
Portfolio lead: Member G Gillon	
Portfolio alternate: Member D Grant	
Topics and key projects	
<ul style="list-style-type: none"> • Oversight of local environmental projects including planning and planting, conservation, pest plant control and other initiatives aimed at enhancing the environment and biodiversity • Liaison with local conservation and restoration groups and the Kaipātiki Project • Oversight of coastal management including mangrove encroachment and erosion mitigation • Contribution to regional environmental management developments 	
Key departments and contacts	
<i>Department/unit/agency</i>	<i>Contact</i>
Parks	Paul Duffy, Parks Volunteers and Biodiversity Co-ordinator
Commitment	
Quarterly catch ups required for both parts of the portfolio	

Built environment, Streetscape & Urban Design	
Portfolio lead: Member L Waugh	
Portfolio alternate: Member K McIntyre	
Topics and key projects	
<ul style="list-style-type: none"> • Oversight of built environment including heritage, urban design guidelines and streetscape • Contribution to regional developments in heritage and urban design guidelines and standards • Urban design champion • Urban Design Panel • Community safety within town centres • Oversight of town centre and street maintenance and renewals • 	
Key departments and contacts	
<i>Department/unit/agency</i>	<i>Contact</i>
Property and ACPL	Street cleaning contract management where required
Environmental Strategy and Policy	Sarah Lindsay, Principal Specialist Architecture, Built Environment Unit
	Heritage unit – various officers
Commitment	
Quarterly catch ups required for both parts of the portfolio	

Parks & playgrounds (passive)	
Portfolio lead: Member J Gillon	
Portfolio alternate: Member A Hartley	
Topics and key projects	
<ul style="list-style-type: none"> • Oversight of parks and small local improvement projects • Oversight of neighbourhood parks and reserves (including esplanade reserves and coastline) • Oversight of planting, playgrounds, skate parks • Oversight of parks maintenance • Oversight of implementation of Kaipātiki Connections Network Plan (jointly with transport portfolio holder) • Oversight of landowner consenting • Contribution to any region wide policy and strategy for parks 	
Key departments and contacts	
<i>Department/unit/agency</i>	<i>Contact</i>
Parks, Sport and Recreation	Adi James, Parks Advisor (Kaipātiki key contact)
	Matthew Ward, Team Leader Parks and Open Spaces Specialists (North-west)
	Mark Culpan, Manager Asset Development and Business Support (North)
	Bob Wallace, Contracts Coordinator
Commitment	
Significant portfolio requiring a monthly catch up with staff	

Sport, recreation services and parks (active)	
Portfolio lead: Member A Hartley	
Portfolio alternate: Member L Pigg	
Topics and key projects	
<ul style="list-style-type: none"> • Oversight of sports fields and facilities including sports fields and surfaces upgrades • Oversight of aquatic and leisure facilities – Birkenhead, Glenfield, Activ Zone, Beach Haven • Oversight of capital programme and renewals for Sport and Recreation • Liaison with sports codes • Oversight of strategic developments and partnerships in sport and recreation • Contribution to any region wide strategy and policy for sport and recreation 	
Key departments and contacts	
<i>Department/unit/agency</i>	<i>Contact</i>
Parks, Sport and Recreation	Evan Hicks, Sports Turf Advisor
	Andrew Pragnell and Paul Edwards, Recreational planning and programming
	Michael Groom, Manager Aquatics and Recreation Facilities and Niamh Kinsella (Birkenhead Leisure)/Matthew Burden (Glenfield Leisure)
	Mark Culpan, Manager Asset Development and Business Support (North)
Community Policy and Planning	Paul Clark, Principal Policy Advisor
Numerous sports codes and regional sports organisations	various
Commitment	
Bi-monthly catch up required with staff – potential for more significant involvement with major projects/working groups	

Regulatory, bylaws and compliance	
Portfolio lead: Member G Gillon	
Portfolio alternate: Member Hartley	
Topics and key projects	
<ul style="list-style-type: none"> • Provision of feedback on resource consent applications¹ • Lead member/s on swimming pool fencing exemptions • Liquor licensing review • Oversight of local bylaws development • Contribution to any region wide strategy and policy on bylaws 	
Key departments and contacts	
<i>Department/unit/agency</i>	<i>Contact</i>
Resource Consenting	Julie Bevan, Manager Northern Resource Consenting and Compliance
Bylaws	Andrew Pickering, Manager Policies and Bylaws
Commitment	
Weekly review of application lists and potential follow up with staff	

¹ In the previous electoral term, the governing body considered the role of local boards in regulatory matters, and resolved, amongst other things, that local boards be given the opportunity, within statutory timeframes, to provide their views on whether or not certain applications should be notified.

The council's Resource Consents department worked with local boards to establish a process for local board input: a portfolio holder or spokesperson provides comments within three working days on applications that the board requested and that trigger local board input. Those comments are then included in the planners' report on the application.

By enabling local boards to have input into notification decision, the local voice can be heard at an early stage in the resource consent process.

Local boards that wish to have input into notification decisions on applications that trigger local board input, should appoint a lead and alternate for this role.

Transport and infrastructure	
Portfolio lead: Member R Hills	
Portfolio alternate: Member Waugh	
Topics and key projects	
<ul style="list-style-type: none"> • Liaison on all aspects of Auckland Transport business within Kaipātiki including roading, public transport, cycling and walking – both maintenance and new projects • Oversight of Auckland Transport discretionary capital fund for Kaipātiki • Oversight of implementation of Kaipātiki Connections Network Plan (jointly with parks portfolio holder) • Contribution to regional and sub regional transport planning and developments • Liaison on stormwater projects and operations (regionally funded) • Contribution to regional policy and strategy on stormwater • Liaison on Watercare projects and operations • Contribution to regional water supply and wastewater policy and strategy • Liaison on solid waste projects and operations • Contribution to regional solid waste policy and strategy 	
Key departments and contacts	
<i>Department/unit/agency</i>	<i>Contact</i>
Auckland Transport	Marilyn Nicholls, Elected Member Relationship Manager
Watercare	Brent Evans, Local Board liaison
Stormwater	Varsha Belwalkar, Stormwater Liaison Advisor
Solid Waste	Lucy Hawcroft, Relationship Advisor
Commitment	
Significant portfolio requiring monthly portfolio catch ups on transport, with less regular meetings on Watercare, stormwater and solid waste matters.	

Member's report template

Member's Report: Member

Period covered by report:

Portfolio Activities

Meetings and other activities undertaken as portfolio lead.

Portfolio one:

Meeting date	Topic discussed	Attendees	Actions

Portfolio two:

Meeting date	Topic discussed	Attendees	Actions

Outside organisation appointments

Meetings of outside organisations the member has been appointed to, representing the Kaipātiki Local Board.

-

Other Board Activities/Projects

-

Constituent issues

-

Events and functions

Events and functions attended representing the Kaipātiki Local Board.

-

