



I hereby give notice that an ordinary meeting of the Ethnic Peoples Advisory Panel will be held on:

Date: Wednesday, 1 July 2015
Time: 6.00pm
Meeting Room: Board Room
Venue: Auckland Town Hall
Ground Floor
301-305 Queen Street
Auckland

Ethnic Peoples Advisory Panel OPEN AGENDA

MEMBERSHIP

Deputy Chairperson	Dave Tomu
Members	Carlos Abdelrahman Asoka Basnayake Naoe Hashimoto Anita Keestra Yee Yang 'Square' Lee Angela Lim Wong Liu Shueng Christian Dee Yao
Liaison Councillor	Denise Krum

(Quorum 5 members)

Rita Bento-Allpress
Democracy Advisor

26 June 2015

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TERMS OF REFERENCE

The Terms of Reference set out the purpose, role and protocols of the Panel.

Panel members will also be expected to abide by the Code of Conduct for members of Auckland Council advisory panels.

Purpose

The purpose of the panels is to provide strategic advice to the Council on issues of significance to their communities and to advise on effective engagement by Council with those communities.

Outcomes

The Panel will provide advice through an agreed annual work programme, integrated wherever possible, with other panels and approved by the Regional Strategy and Policy Committee.

Annual work programme

The Council will advise the Panel of the areas of strategy, policy and plan development that are likely to require comment or advice from the Panel during the course of the year. The work programme should also provide scope for the Panel to respond to issues and concerns arising from its communities and to develop its own priorities.

As resources allow, budget is available for the Panel to support activities that clearly contribute to the agreed work programme but the Panel may not access external resources for activities or events, except with the agreement of Council

Submissions

Panel advice will contribute to Council decision-making, but panels will not make formal submissions on Council strategies, policies and plans, for example, the Long Term Plan. In their advisory role to the Council, Panels may have input to submissions made by the Council to external organisations but do not make independent submissions, except as agreed with Council.

This does not prevent individual members being party to submissions outside their role as Panel members.

* The above information is a summary of the 2014 Terms of Reference document and is based on the Governing Body decisions of 19 December 2013

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1 Apologies

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

2 Declaration of Interest

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

3 Confirmation of Minutes

That the Ethnic Peoples Advisory Panel:

- a) confirm the ordinary minutes of its meeting, held on Wednesday, 13 May 2015, as a true and correct record.

4 Extraordinary Business

Section 46A(7) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

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

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

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“Where an item is not on the agenda for a meeting,-

- (a) That item may be discussed at that meeting if-
 - (i) That item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”

Election of the Chairperson

File No.: CP2015/12880

Purpose

1. To elect a chairperson for the Ethnic Peoples Advisory Panel.

Executive summary

2. With the resignation of Feroz Ali from the Ethnic Peoples Advisory Panel the panel must elect a new chairperson.
3. The panel must decide whether the election will be conducted by open or closed ballot, and choose a voting system. Staff recommend that the Panel adopt one of the two voting systems outlined in the Local Government Act 2002 (explained at paragraphs 12 and 13 of this report).
4. Once the panel has made these choices, the Lead Officer Support will lead the process for the election of the chairperson.

Recommendation/s

That the Ethnic Peoples Advisory Panel:

- a) decide whether the chairperson will be elected by open or closed ballot.
- b) decide whether the chairperson and deputy chairperson will be elected using voting system A or voting system B (as described in Schedule 7, Clause 25 of the Local Government Act 2002).
- c) elect a chairperson.

Comments

5. At its meeting on the Wednesday 3 September 2014 the Ethnic Peoples Advisory Panel elected Feroz Ali as chairperson of the panel (Resolution No. ETH/2014/19). On 18 March 2015 Feroz Ali resigned from the panel.
6. The panel is required to elect a new chairperson.
7. There is no provision for proxy voting. Only members present may nominate and vote for the chairperson. Candidates can vote for themselves.

Open or closed ballot

8. The panel can choose to elect the chairperson by show of hand, which is an open ballot, or by writing their preference on a ballot paper, which is a closed ballot.

Voting System

9. The panel needs to decide what voting system it wants to use.
10. Staff recommend to undertake the election in accordance with Schedule 7, Clause 25 of the Local Government Act 2002, and to choose one of the two systems that can be used to elect chairpersons and deputy chairpersons of regional councils and other committees. The two systems are described below.
11. System A -
 - (a) requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and
 - (b) has the following characteristics:
 - (i) there is a first round of voting for all candidates; and
 - (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; and
 - (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; and
 - (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.
12. System B -
 - (a) requires that a person is elected or appointed if he or she receives more votes than any other candidate; and
 - (b) has the following characteristics:
 - (i) there is only one round of voting; and
 - (ii) if two or more candidates tie for the most votes, the tie is resolved by lot.

Voting procedure at the meeting

13. The meeting will proceed as follows:
 - (a) The acting chairperson will call the meeting to order and deal with apologies and the initial procedural items.
 - (b) The first item of substantive business will be the election of chairperson.
 - (c) The acting chairperson will vacate the chair and the meeting will be chaired by the lead officer, assisted by the democracy advisor.
 - (d) The lead officer will call for a decision on whether the ballot will be open or closed. This will be by simple voice or show of hands vote.
 - (e) The lead officer will then call for a decision on the voting system. Once a member moves one of the systems and is seconded, it will be put to the vote. Again a decision will be by voice or show of hands.
 - (f) The lead officer will call for nominations for chairperson. Each candidate must be nominated and seconded by a panel member who is present.
 - (g) If there is only one nomination that person will be declared elected and will assume the chair.
 - (h) If there is more than one candidate, an election will take place using the voting system agreed earlier.

- (i) If it is closed voting, the democracy advisor will undertake the vote, scrutineered by the liaison councillor.
- (j) The meeting will then continue with the next item of business.

Consideration

Local board views and implications

14. There are no local board implications.

Māori impact statement

15. There are no items in this report which impact on matters of significance for Māori.

Implementation

16. There are no significant implication issues.

Attachments

There are no attachments for this report.

Signatories

Authors	Bruce Thomas - Principal Advisor Panels
Authorisers	Bernard Te Paa – Lead Officer Support, Ethnic Peoples Advisory Panel

Kaipātiki Migrant Business Support Pilot Project

File No.: CP2015/12920

Purpose

1. To receive information about the Kaipātiki Migrant Business Support pilot project and provide feedback and advice on its implementation.

Executive Summary

2. This pilot project seeks to develop a programme to support migrant-owned businesses in the Kaipātiki area, particularly in town centres (Birkenhead, Northcote and Glenfield) and Wairau Valley. The project is owned and funded by the Kaipātiki Local Board.
3. The first phase of the project, completed at the end of April 2015, involved the project manager undertaking detailed discussions with a number of internal and external stakeholders. The discussions undertaken expressed widespread support for the proposed pilot. All of the stakeholders spoken to thought that the project met an unmet need and that developing the project at a local board (or multiple board level) was the best approach.
4. A number of stakeholders recommended that local boards/Auckland Council organisation and other stakeholders work through or appoint an intermediary or non-governmental organisation (NGO) to meet with existing migrant businesses. This is to ensure that successful relationships and trust are established with migrant businesses and communities.
5. Following on from stakeholder discussions, a pilot implementation programme (June-September 2015) has been developed.
6. Raeburn House (NGO) has been appointed as the key referral agency or connector for this pilot, operating from their new base at the Norman King Community Hub (Northcote Town Centre). They will be working with key stakeholders to provide an integrated programme to assist both existing migrant businesses and provide advice for business start-up. This is explained further in the diagram under Attachment A.
7. A workshop with Kaipātiki Local Board in August or September 2015 will outline progress and indicate whether or not the pilot should continue during the remainder of 2015/16. This will then be followed by a report to a local board business meeting seeking funding to continue (if applicable).
8. Council staff has also had discussions about developing a similar pilot across one or a group of centre-west local board areas.
9. Council staff are keen to receive feedback and advice from the panel to assist with the implementation of this pilot project.

Recommendation/s

That the Ethnic Peoples Advisory Panel:

- a) provide feedback on the Kaipātiki Migrant Business Support Pilot Project regarding its implementation.
- b) provide advice regarding any key stakeholders that may be interested in assisting with the Kaipātiki Migrant Business Support Pilot Project.
- c) note that panel members are invited to attend the proposed launch event at Raeburn House Community Hub in July (date to be confirmed).

Comments

Background

10. This pilot project seeks to develop a programme to support migrant-owned businesses in the Kaipātiki area, particularly in town centres (Birkenhead, Northcote and Glenfield) and Wairau Valley. The migrant business support project is an initiative identified in the approved Kaipātiki Local Economic Development (ED) Action Plan, as action 1.14. The project was approved at the Kaipātiki Local Board December 2014 meeting (Resolution number KT/2014/249).
11. The December 2014 meeting approved budget for 2014/15 but it was signalled at this meeting that there was potential to extend to 2015/16, subject to results from 2014/15.

Phase 1 – Stakeholder Consultation

12. The first phase of the project, completed at the end of April 2015, involved the project manager undertaking detailed discussions with a number of internal and external stakeholders. This included internal council departments, government agencies, such as IRD, Immigration New Zealand and Office of Ethnic Affairs (Department of Internal Affairs) and other agencies such as Auckland Chamber of Commerce and Raeburn House (NGO based in Northcote).
13. The discussions undertaken expressed widespread support for the programme. All of the stakeholders spoken to thought that the project met an unmet need and that developing the project at a local board (or multiple board level) was the best approach. This is due to the differing migrant populations in each of the sub-regional areas and the differing ethnic support and other non-governmental organisations (NGOs) operating in the sub-regions of Auckland.
14. To summarise, the stakeholder discussions provided the following feedback:
 - that local boards/Auckland Council organisation and other stakeholders work through or appoint an intermediary (or NGO) to meet with existing migrant businesses and to establish relationships with ethnic communities to gain trust. The appointed intermediary would effectively become a “portal” or lead referral agency;
 - a number of stakeholders already have programmes of engagement with migrant businesses and/or communities but see this project as a good approach to help migrant businesses and to inform how they refine their support on an ongoing basis (continual improvement) e.g. do they translate several key documents or their whole suite or just offer Language Line support?. Getting live feedback from the businesses themselves would be very helpful;
 - as well as the appointment of an intermediary or NGO, it was suggested that a communications programme be developed reaching out to ethnic/migrant organisations and channels. This is because a number of migrant communities will not access mainstream newspapers or channels e.g. North Shore Times and Auckland Council website;
 - all stakeholders agreed that there was no need to reinvent the wheel and that there is a lot of support available to companies that could be tailored to meet the needs of migrant businesses.

Pilot programme – June – September 2015

15. Following on from stakeholder discussions, the following pilot programme was developed:
 - An integrated programme to assist both existing migrant businesses and provide advice for business start-up. This is explained further in the diagram under Attachment A.

- Raeburn House has been appointed as the key referral agency or connector for this project. Raeburn House has recently moved their main services to Norman King Community Hub (Northcote Town Centre) and has extensive experience working with migrant communities on the North Shore. Raeburn House have been be tasked to:
 - develop a programme of contact with existing migrant businesses, perhaps starting off with Northcote businesses, as the focus in the first 3/4 months
 - develop relationships with key migrant service providers and groups, migrant communities, migrant related business groups to gain trust and use the contacts gained to seek out potential entrepreneurs and new business start-up referrals for the “Starting off right NZ” pilots (see below)
 - use the contacts and intelligence gained above to advise on the feasibility of developing a “Starting off Right NZ” workshop with Korean and Chinese (Mandarin) support and combined expo (also for established businesses), featuring partners from central and local government and other migrant service providers and groups
 - establish Raeburn House and Norman King Community Hub as the lead referral agency or connector for migrant businesses and services provided by local and central government and other migrant service providers and groups.
 - host a stakeholder meeting and programme launch event in July 2015 at Norman King Community Hub. The launch event to be used as a platform to gain media and community interest in the project
 - develop a stakeholder and communications plan, to be used as a tool to track key partners and stakeholder involvement
 - develop programme flyer and advise on the need for future or additional documentation or digital communication tools.

Potential pilot programme extension

16. A workshop with Kaipātiki Local Board in August or September 2015 will outline progress and indicate whether or not the pilot should continue during the remainder of 2015/16. This will then be followed by a report to a local board business meeting seeking funding to continue (if applicable). Council staff will also investigate the potential to work with neighbouring local boards.
17. Council staff have also had discussions about developing a similar pilot across one or a group of centre-west local board areas.

How can EPAP or individual panel members’ help or get involved?

18. Council staff are keen to receive feedback from the panel, to assist with the implementation of this pilot project.
19. Council staff are also open to receive potential EPAP support for the project, either as a panel or from individual members in the following ways:
 - to help identify potential additional key stakeholders;
 - attend the proposed launch event at Raeburn House Community Hub in July (date to be confirmed). If this is of interest, staff will ensure that interested panel members will be sent an invite to attend.

Consideration

Local Board views and implications

20. The Kaipātiki Local Board, as project owners and funders, has been kept up to date with the development of this project. Discussions have been held with other local boards in Auckland around the development of similar pilot projects for their area(s).

Māori impact statement

21. There are no direct impacts to Maori in respect of this project.

Implementation

22. The implementation phase of this pilot project commenced 1 June and the initial stage will complete at the end of September 2015. It is envisaged that the pilot will continue until 30 June 2016 (subject to local board funding).
23. A centre-west pilot could also commence later in 2015/16, subject to further discussions with relevant local boards and commitment of local board budgets to implement a centre-west pilot.

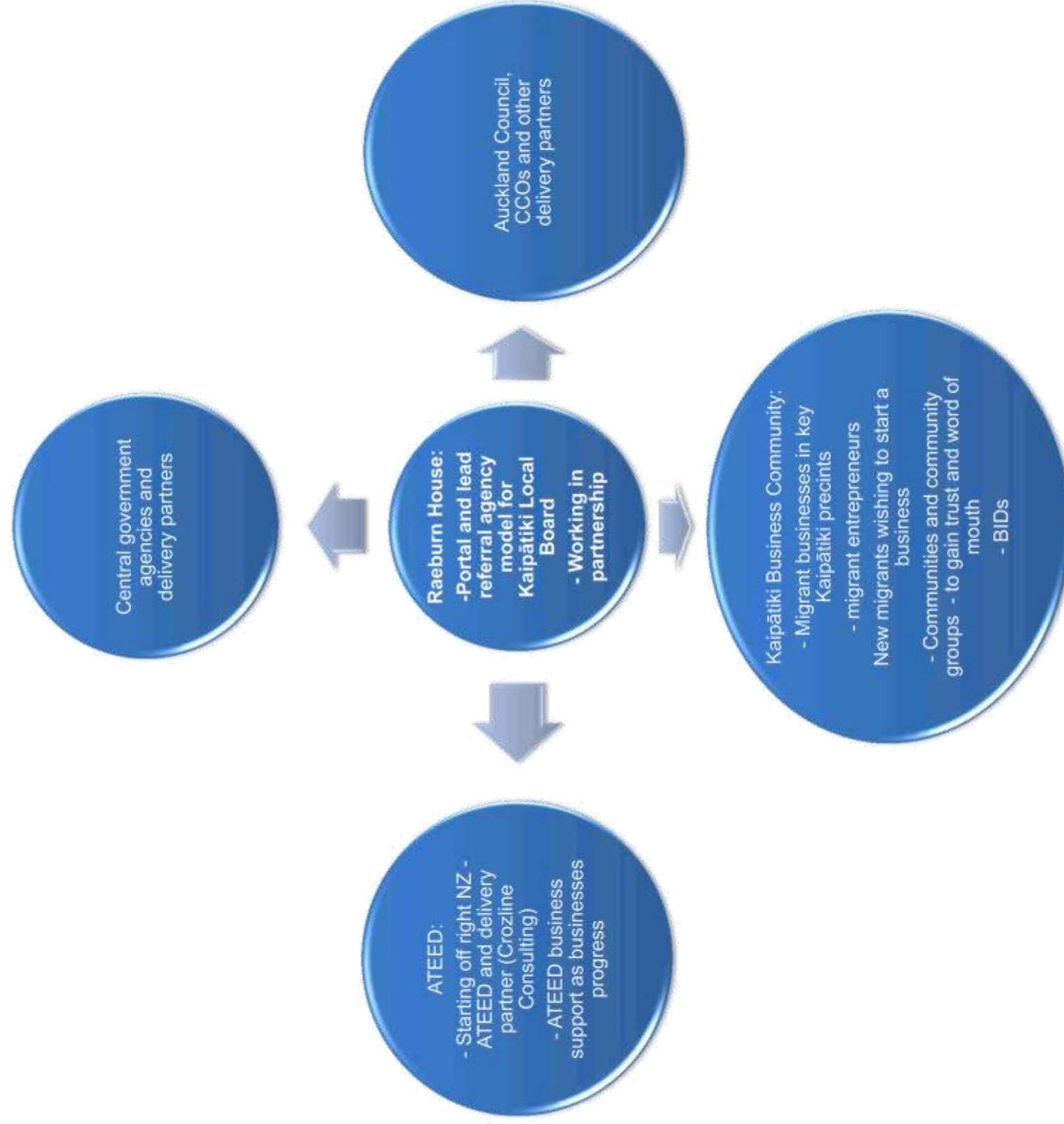
Attachments

No.	Title	Page
A	Kaipātiki Migrant Business Support Pilot Project - Devlivery model	15

Signatories

Authors	Stephen Cavanagh - Local Economic Development Adviser
Authorisers	John Norman - Strategic Planner Local Economic Development Bernard Te Paa – Lead Officer Support, Ethnic Peoples Advisory Panel

Attachment A - pilot programme delivery model



Ethnic Peoples Advisory Panel - Work Programme Update

File No.: CP2015/12881

Purpose

1. To receive up-to-date information regarding the Ethnic Peoples Advisory Panel's work programme.
2. To receive the schedule of feedback and advice provided by the panel to date.

Executive summary

3. This monthly update allows the panel to note and discuss the progress of its work programme.
4. It also allows the panel to note a summary of advice provided to date.
5. There will be an opportunity for panel members to advise council of any topical issues that are relevant to the council's functions and services.
6. The panel can highlight aspects of their work programme and recent advice that are of importance to the ethnic community.

Recommendation/s

That the Ethnic Peoples Advisory Panel:

- a) receive the Ethnic Peoples Advisory Panel Work Programme – 1 July 2015.
- b) receive the Ethnic Peoples Advisory Panel Schedule of Feedback and Advice Provided – 1 July 2015.

Attachments

No.	Title	Page
A	Ethnic Peoples Advisory Panel Schedule of Feedback and Advice Provided - 1 July 2015	19
B	Ethnic Peoples Advisory Panel Work Programme - 1 July 2015	21

Signatories

Authors	Rita Bento-Allpress - Democracy Advisor
Authorisers	Bernard Te Paa – Lead Officer Support, Ethnic Peoples Advisory Panel

**Ethnic Peoples Advisory Panel
Advice and Feedback Schedule – July 2015**

Issue	2015
Cemeteries and Crematoria Bylaw Implementation	Additional feedback at the meeting to the Manager Auckland Cemeteries 13 May
Multi-sector action plan to prevent family, whanau and sexual violence in Auckland	Advice on the action plan, and in particular on selecting community champions 13 May
Ngā Reo o Tāmaki Makaurau: Auckland's Languages - A Proposal for a Strategic Action Plan	Feedback on the strategy 13 May
Long-term Plan 2015-2025: Ethnic Peoples Advisory Panel Strategic Advice to Auckland Council	Feedback on the submission and feedback process 13 May
Cemeteries and Crematoria Bylaw Implementation	Feedback via attendance at the focus group 7 May
Long Term Plan Feedback	Draft content for feedback to budget committee 1 April
Cemeteries and Crematoria Bylaw Implementation	Initial comments prior to focus group meeting 1 April
2016 Local Government Elections	Initial feedback on the project 18 Feb
	2014
Diversity Initiatives for Auckland Council	Feedback on initiative 26 Nov
ATEED Economic Development Activities	Feedback on ATEED programme 26 Nov
Update on Draft Local Approved Product Policy	Feedback on the project 26 Nov
Significance and Engagement Policy	Feedback on policy and LTP engagement 15 Oct

Consultation on Community Facilities Network Plan	Feedback on plan and consultation	3 Sep
Draft Arts and Culture Strategic Action Plan	Feedback on plan and consultation	3 Sep
International Relations Priorities	Feedback	3 Sep
Draft Local Approved Product Policy	Feedback on plan	3 Sep
Local Board Plans Consultation	Feedback on consultation	23 Jul
Draft Arts and Culture Strategic Action Plan	Feedback on the plan	23 Jul
Draft Alcohol Policy	Feedback on the consultation and the plan	23 Jul
Draft Community Grants Policy	Feedback on the consultation	23 Jul
Significance and Engagement Policy	Feedback on consultation and policy	23 Jul

Ethnic Peoples Advisory Panel Work-Programme 2014/2015							
Key Programmes and Priorities	Sub-programmes	Other key agencies	Policy	Implementation	Overlaps with other panels?	First Reporting Date	Follow Up Reporting
Development							
Engagement	Input into the Significance and Engagement Policy	This is a Council policy	Communications and Engagement	All Council	PPAP priority	Jul-14	Oct-14
	Provide advice on upcoming engagements	The panel has an advisory role	All Council		All Council		
	Provide advice on engagement to the draft Local Approved Product Policy – Psychoactive Substances					Sep-14	Nov-14
	Engage with CCOs, IMSB and LBs on issues relating to the work programme	The panel has an advisory role	All Council		All Council		
Community Grants Policy	Input into the Community Grants Policy	This is a Council policy	Community Policy and Planning	Community Development, Arts and Culture (CDAC)		Jul-14	
	Advice on Consultation on the Grants Policy	The panel has an advisory role	CDAC				
Community Facilities Policy	Input into the Community Facilities Policy	This is a Council policy	Community Policy and Planning	CDAC, Property		Sep-14	
	Advice on Consultation on the Facilities Policy	The panel has an advisory role	Communications and Engagement	Community Policy and Planning			
Implementation							
Community Development	Provide advice on the implementation of the policy with specific interest in economic development	Council has an advisory and advocacy role with some implementation ability. Central government and not-for-profit groups also play major role. The panel has an advisory role.		CDAC		Nov-14	
	Work with the Southern Initiative (TSI) Project and identify aspects of the project that relate to ethnic communities	Council is the leader of this project but other agencies play a role including delivery.	TSI		PPAP priority		
	Provide advice to the International Relations Unit					Sep-14	

Children and Young Persons	Provide advice on the implementation of the policy	Council has an advisory and advocacy role with some implementation ability. Central government and not-for-profit groups also play major role. The panel has an advisory role.	All Council	All Council	PPAP priority		
Other Advice Provided							
Arts and Culture Strategic Action Plan	Input into the plan	This is a plan for the Arts sector for which council is a major contributor	Policy	CDAC	PPAP priority	July 2014 - Information memo in agenda	September 2014 - Update on consultation and further input from the panel; November 2014 - report and decision from Arts, Culture and Events Committee on ACSAP approval emailed Panel members invited to attend ACSAP Phase 2 Forum (25 March 2015)
Local Government Elections 2016	Provide advice to the project team			Democracy Services	YAP	February 2015 - "Advice on voting and candidates for the 2016 local government elections" - Resolution No. ETH/2015/3	

<p>Local Government Elections 2016</p>	<p>Resolution No. ETH/2015/5, in particular: c) note the intention of the panel to focus its advisory role on the Local Government Elections 2016 project, including the goal of contributing to significantly increase participation of young people and ethnic and migrant communities both in candidacy and voting rates.</p>						
<p>Community Summits (up to 2 ToR)</p>	<p>Initiate planning from September onwards</p>						
	<p>Resolution No. ETH/2015/6: in particular b) note the proposal that the first summit be a combined meeting with all the demographic advisory panels.</p>						

