

## **Puketāpapa Local Board**

# **OPEN MINUTES**

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Minutes of a meeting of the Puketāpapa Local Board held in the Fickling Convention Centre, 546 Mt Albert Road, Three Kings on Thursday, 26 May 2016 at 6.00pm.

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### **PRESENT**

<b>Chairperson</b>	Julie Fairey	
<b>Deputy Chairperson</b>	Harry Doig	
<b>Members</b>	David Holm	
	Ella Kumar	(from 6.01 pm)
	Nigel Turnbull	
	Michael Wood	

### **ABSENT**

Councillor	Chris Fletcher
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**1 Welcome**

Board Member, Michael Wood delivered the welcome message.

**2 Apologies**

There were no apologies.

**3 Declaration of Interest**

There were no declarations of interest.

**4 Confirmation of Minutes**

Resolution number PKTPP/2016/90

MOVED by Chairperson JM Fairey, seconded by Member DA Holm:

**That the Puketāpapa Local Board confirm the ordinary minutes of its meeting, held on Thursday, 28 April 2016, as a true and correct record.**

**CARRIED**

**5 Leave of Absence**

There were no leaves of absence.

**6 Acknowledgements**

There were no acknowledgements.

**7 Petitions**

There were no petitions.

**8 Deputations**

There were no deputations.

**9 Public Forum**

**9.1 Public Forum - Waiata Epsom Tennis Club**

For Bronwen Barton, secretary, and Craig Bell, club captain, of the Waiata Epsom Tennis Club to present to the Board about the group's activities in a community lease facility.

Resolution number PKTPP/2016/91

MOVED by Deputy Chairperson HAJ Doig, seconded by Member E Kumar:

**That the Puketāpapa Local Board thank Bronwen Barton, secretary, and Craig Bell, club captain, of the Waiata Epsom Tennis Club for their verbal presentation and attendance.**

**CARRIED**

**9.2 Public Forum - Lynfield Tennis Club**

For Rodney Attwood, President and Club Captain of the Lynfield Tennis Club, to present to the Board about the group's activities in a community lease facility.

Resolution number PKTPP/2016/92

MOVED by Member MP Wood, seconded by Member NJ Turnbull:

**That the Puketāpapa Local Board thank Rodney Attwood, President and Club Captain of the Lynfield Tennis Club for his presentation and attendance.**

**CARRIED**

**9.3 Public Forum - Mt Roskill Tennis Club**

For Jackson Perry, club president, and Paul Chandler, committee member, from the Mt Roskill Tennis Club to present to the Board about the group's activities in a community lease facility.

Resolution number PKTPP/2016/93

MOVED by Member E Kumar, seconded by Member DA Holm:

**That the Puketāpapa Local Board thank Jackson Perry, club president, and Paul Chandler, committee member, Mt Roskill Tennis Club for their verbal presentation and attendance.**

**CARRIED**

**9.4 Public Forum - Winstone Park Tennis Club**

For David Gordon, president, of the Winstone Park Tennis Club to present to the Board about the group's activities in a community lease facility.

Resolution number PKTPP/2016/94

MOVED by Deputy Chairperson HAJ Doig, seconded by Member E Kumar:

**That the Puketāpapa Local Board thank David Gordon, president, Winstone Park Tennis Club for his verbal presentation and attendance.**

**CARRIED**

**9.5 Public Forum - Fairholme Tennis Club**

For Grant Jones, past president, of the Fairholme Tennis Club to present to the Board about the group's activities in a community lease facility.

Resolution number PKTPP/2016/95

MOVED by Chairperson JM Fairey, seconded by Member NJ Turnbull:

**That the Puketāpapa Local Board thank Grant Jones, past president, Fairholme Tennis Club for his verbal presentation and attendance.**

**CARRIED**

#### 9.6 Public Forum - Roskill Bike Kitchen

For Peter Leilua from Global Lighthouse, Steve Hodge from the Wesley Community Centre and Richard Barter from Puketapapa Active Transport Haven (PATH), students Titi Vao and Soane Siale, to speak to the Board in support of the Bike Kitchen container being located beside Roskill Youth Zone (RYZ).

Resolution number PKTPP/2016/96

MOVED by Deputy Chairperson HAJ Doig, seconded by Member NJ Turnbull:

**That the Puketāpapa Local Board thank Peter Leilua from Global Lighthouse, Steve Hodge from the Wesley Community Centre, Richard Barter from PATH and students Titi Vao and Soane Siale, for their verbal presentation on the location of the Bike Kitchen container at RYZ and attendance.**

**CARRIED**

A copy of the presentation has been placed on the file copy of the minutes and can be viewed on the Auckland Council's website.

#### Attachments

A Bike Kitchen presentation

#### 9.7 Public Forum - Auckland Grey Power

For Anne-Marie Coury, on behalf of Auckland Grey Power, to speak to the Board on the issue of the Board's support for a seniors hub at Wiremu St (Albert-Eden area).

Resolution number PKTPP/2016/97

MOVED by Member DA Holm, seconded by Deputy Chairperson HAJ Doig:

**That the Puketāpapa Local Board thank Anne-Marie Coury, on behalf of Auckland Grey Power, for her verbal presentation and attendance, and offer support for a Seniors Hub at Wiremu Street, Balmoral.**

**CARRIED**

*Member NJ Turnbull left the meeting at 7.12 pm and was absent for item 9.7.  
Member NJ Turnbull returned to the meeting at 7.18 pm.*

#### 10 Extraordinary Business

There was no extraordinary business.

#### 11 Notices of Motion

There were no notices of motion.

#### Precedence of Business (7.16pm)

Resolution number PKTPP/2016/98

MOVED by Chairperson JM Fairey, seconded by Member DA Holm:

**That the Puketāpapa Local Board agree that Item:16 Auckland Transport Report, Puketapapa Local Board, May 2016 be accorded precedence at this time.**

**CARRIED**

*Secretarial Note: Item 12 was taken after Item 17 (7.29 pm)*

**12 Albert-Eden-Roskill Governing Body Members Update**

Resolution number PKTPP/2016/99

MOVED by Chairperson JM Fairey, seconded by Deputy Chairperson HAJ Doig:

**That the Puketapapa Local Board thank Governing Body Member Cathy Casey for her update.**

**CARRIED**

*Member MP Wood left the meeting at 7.39 pm.*

*Member MP Wood returned to the meeting at 7.40 pm.*

**Precedence of Business (7.41pm)**

Resolution number PKTPP/2016/100

MOVED by Chairperson JM Fairey, seconded by Member E Kumar:

**That the Puketapapa Local Board agree that Item 15: Puketāpapa Local Board Quick Response Grants: Round Five 2015/2016 be accorded precedence at this time.**

**CARRIED**

*Secretarial Note: Item 13 was taken after Item 21 (9.13pm)*

**13 Chairperson's Report, May 2016**

Resolution number PKTPP/2016/101

MOVED by Chairperson JM Fairey, seconded by Member NJ Turnbull:

**That the Puketāpapa Local Board**

- a) **receive the Chair's Report for May 2016.**  
b) **notes that the correct dates for Round Two of the Local Board Grants in 2016/17 are:**

- **Opening 20 March 2017**
- **Closing 14 April 2017**

**and that all public information on the Board's grants programme shall be updated to reflect this correction.**

**CARRIED**

A copy of the full report has been placed on the file copy of the minutes and can be viewed on the Auckland Council's website.

**Attachments**

- A Julie Fairey's final report 18 April-16 May 2016
- B Email from Phil Goff dated 5 May 2016 re homelessness in Puketāpapa
- C Letter from David Cunliffe dated 9 May re homelessness in Puketāpapa
- D Letter from Peeni Henare dated 11 May 2016 re homelessness in Puketāpapa

**14 Board Member Reports, May 2016**

**14.1 Board Member Report - Harry Doig**

Resolution number PKTPP/2016/102

MOVED by Deputy Chairperson HAJ Doig, seconded by Chairperson JM Fairey:

**That the Puketāpapa Local Board receive the Member report for May 2016.**

**CARRIED**

**14.2 Board Member Report - David Holm**

Resolution number PKTPP/2016/103

MOVED by Member DA Holm, seconded by Chairperson JM Fairey:

**That the Puketāpapa Local Board:**

- a) receive the Member report for May 2016.
- b) request a copy of the letter from Panuku Auckland Development be sent to the Maungakiekie–Tamaki Local Board for their information.

**CARRIED**

A copy of the Panuku Auckland Development letter has been placed on the file copy of the minutes and can be viewed on the Auckland Council's website.

**Attachments**

- A Letter from Panuku Development Auckland dated 18/4/16 re undergrounding transmission lines

**14.3 Board Member Report - Ella Kumar**

Resolution number PKTPP/2016/104

MOVED by Member E Kumar, seconded by Chairperson JM Fairey:

**That the Puketāpapa Local Board receive the Member report for May 2016.**

**CARRIED**

A copy of the report and local events calendar has been placed on the file copy of the minutes and can be viewed on the Auckland Council's website.

**Attachments**

- A E Kumar report, 29 April to 26 May 2016
- B Puketāpapa Local Events Calendar for May 2016

**14.4 Board Member report - Michael Wood**

Resolution number PKTPP/2016/105

MOVED by Member MP Wood, seconded by Chairperson JM Fairey:

**That the Puketāpapa Local Board receive the Member report for May 2016.**

**CARRIED**

**Attachments**

- A M Wood report, 31 March 2016 to 26 May 2016.

*Secretarial Note: Item 23 was taken after Item 14.4 (9.21pm)*

*Secretarial Note: Item 15 was taken after Item 12 (7.41pm)*

**15 Puketāpapa Local Board Quick Response Grants: Round Five 2015/2016**

Fua Winterstein, Operations Support Community Grants Advisor, was in attendance to speak to this item.

The two applications were taken separately.

Resolution number PKTPP/2016/106

MOVED by Member NJ Turnbull, seconded by Chairperson JM Fairey:

**That the Puketāpapa Local Board:**

- a) consider the applications listed in Table One and agree to fund, part-fund or decline the application in this round.

b) grant Urdu Hindi Cultural Association the amount of \$345.

Table One: Puketāpapa Local Board Round Five Quick Response applications

Organisation Name	Focus	Project	Total Requested	Amount Granted
Urdu Hindi Cultural Association of New Zealand	Events	Mushaira Night or Musical Symposium	\$345	\$345

MOVED by Member MP Wood, seconded by Member E Kumar

c) grant Jordan Tahana the amount of \$750.

Organisation Name	Focus	Project	Total Requested	Amount Granted
Jordan Tahana	Sport and Recreation	11th International Softball Federation Junior Men's World Softball Championship	\$1,500	\$750
		<b>Total</b>	<b>\$1,845</b>	<b>\$1, 845</b>

d) thank officer, Fua Winterstein, for her attendance.

**CARRIED**

A division was called for on item 15 c), voting on which was as follows:

<b><u>For</u></b>	<b><u>Against</u></b>	<b><u>Abstained</u></b>
Chairperson JM Fairey Member E Kumar Member NJ Turnbull Member MP Wood	Deputy Chairperson HAJ Doig Member DA Holm	

The motion was declared **CARRIED** by 4 votes to 2.

*Secretarial Note: The meeting adjourned at 7.56 pm and reconvened at 8.00 pm.*

**Precedence of Business (8.01 pm)**

Resolution number PKTPP/2016/107

MOVED by Chairperson JM Fairey, seconded by Member MP Wood:

**That the Puketāpapa Local Board: agree that Item 18: Monte Cecilia Park Updated Concept Plan 2016 be accorded precedence at this time.**

**CARRIED**



*Secretarial Note: Item 16 was taken after Item 11 (7.16 pm)*

**16 Auckland Transport Report, Puketapapa Local Board, May 2016**

Jonathan Anyon, Auckland Transport Elected Member Relationship Team Manager, was in attendance to speak to this item.

Resolution number PKTPP/2016/108

MOVED by Member DA Holm, seconded by Member E Kumar:

**That the Puketāpapa Local Board:**

- a) receive the Auckland Transport report for May 2016.
- b) thank Jonathan Anyon for his attendance.

**CARRIED**

**Precedence of Business**

Resolution number PKTPP/2016/109

MOVED by Member MP Wood, seconded by Chairperson JM Fairey:

**That the Puketāpapa Local Board agree that Item 17: Auckland Transport Quarterly Update to Local Boards for the quarter 1 January to 31 March 2016 be accorded precedence at this time.**

**CARRIED**

*Secretarial Note: Item 17 was taken after Item 16 (7.26pm)*

**17 Auckland Transport Quarterly Update to Local Boards  
For the quarter 1 January to 31 March 2016**

Jonathan Anyon, Auckland Transport Elected Member Relationship Team Manager, was in attendance to speak to this item.

Resolution number PKTPP/2016/110

MOVED by Member DA Holm, seconded by Deputy Chairperson HAJ Doig:

**That the Puketāpapa Local Board:**

- a) receive Auckland Transport's quarterly update report for quarter 1 January to 31 March 2016.
- b) thank Jonathan Anyon for his attendance.

**CARRIED**

*Secretarial Note: The order of business resumed at Item 12: Albert-Eden-Roskill Governing Body Members Update (7.29pm)*

*Secretarial Note: Item 18 was taken after item 15 (8.01pm)*

**18 Monte Cecilia Park Updated Concept Plan 2016**

Jacki Byrd, Parks Te Whau Pathway project lead, was in attendance to speak to this item.

**Secretarial Item:**

*Pursuant to Standing Order 3.15.5 Member Nigel Turnbull requested that his dissenting vote be recorded against Items b), c) and f).*

*Pursuant to Standing Order 3.15.5 Member Ella Kumar requested that her dissenting vote be recorded against items b), c) and f).*

Order of Items were taken as follows: a); b); c); d) and e); f); g), h) and i).

Resolution number PKTPP/2016/111

MOVED by Member MP Wood, seconded by Chairperson JM Fairey:

**That the Puketāpapa Local Board:**

- a) adopt the Monte Cecilia Park Concept Plan May 2016 as set out in Attachment to the minutes.
- b) confirm that the adopted Concept Plan supersedes all previous Master Plans and Concept Plans for Monte Cecilia Park.
- c) confirm its opposition to Council planning or initiating any further property acquisitions around Monte Cecilia Park, without a specific case and political approval, noting:
  - i) The substantial programme of acquisitions around the park over the past ten years;
  - ii) Community expectation that the park should not be further extended at the expense of housing;
  - iii) The fact that acquisitions completed to date have not been accompanied with appropriate funding to develop the park, resulting in significant financial pressure on the Local Board.
  - iv) The Board's view that Council should focus its resources on conserving and enhancing Monte Cecilia Park within its existing boundaries.
- d) note the Board's current work to secure funding for restoration of the Whare through the establishment of a Trust, and the pressing need to secure the existing allocation of \$300,000 (originally allocated to support a functions marquee in the park) for the Whare restoration. The Board will continue discussions with a range of stakeholders on this issue, and as per Annual Plan resolution 12(f) will seek the support of the Finance & Performance Committee.
- e) note the significant heritage status of the 1880s Whare and the significant body of research completed on the building, and request officers to commence the process of heritage scheduling for the building.
- f) note the Board's work to find a 'win-win' solution at the Liston Village site, including the retention of social housing, and an improved entranceway to the park. The Board will enter into discussions with the Auckland Development Committee to advance this matter on the basis of work on options produced by Sam Coles of Harrison Grierson, as per Annual Plan resolution 12(g).
- g) confirm \$20,000 of Local Board discretionary capex for planning work on the proposed Monte Cecilia Park playground.
- h) thank all of those who contributed to the development on the Monte Cecilia Park Concept Plan including Council officers, community members, mana whenua the James Wallace Arts Trust, and the Mt Roskill (Puketapapa) Historical Society.
- i) note that further design work on aspects of the Concept Plan will involve further consultation with the community and mana whenua.
- k) thank officer, Jacki Byrd, for her attendance.

**CARRIED**

A copy of the updated Plan has been placed on the file copy of the minutes and can be viewed on the Auckland Council's website.

#### **Attachments**

A Updated Monte Cecilia Park Concept Plan

*Secretarial Note: Item 22 was taken after Item 18 (8.50 pm)*

**Precedence of Business (8.50 pm)**

Resolution number PKTPP/2016/112

MOVED by Chairperson JM Fairey, seconded by Deputy Chairperson HAJ Doig:

**That the Puketāpapa Local Board: agree that Item 22: Alcohol ban on Taumanu Reserve and Seacliffe Road Foreshore Reserve be accorded precedence at this time.**

**CARRIED**

**19 2015/2016 Puketapapa Local Board Renewals Update**

Hannah Alleyne and Chantelle Subritzky, Community Facilities relationship manager, was in attendance to speak to this item.

Resolution number PKTPP/2016/113

MOVED by Deputy Chairperson HAJ Doig, seconded by Member MP Wood:

**That the Puketāpapa Local Board:**

- a) **approve in principle \$52,553 for the Wheel Friendly Project as part of the 2015/2016 renewals budget.**
- b) **approve \$14,335 for the lighting controller at Pah Homestead as part of the 2015/2016 renewals budget.**
- c) **delegates final approval of the specific Wheel Friendly projects to the Chair and Deputy Chair Doig, to be signed-off by 10<sup>th</sup> June 2016.**
- d) **expects a June 2016 agenda report to allocate the remaining funds in this budget line, to include at least the following information:**
  - **a range of options**
  - **costings for each specific improvement or renewal**
  - **an outline of the current state of the asset proposed for improvement or renewal**
  - **the objectives of the proposed works**
  - **timeframes for the work including when construction is likely to occur as well as anticipated completion.**
- e) **thank officers Hannah Alleyne and Chantelle Subritzky for their attendance.**

**CARRIED**

**Precedence of Business (9.03pm)**

Resolution number PKTPP/2016/114

MOVED by Chairperson JM Fairey, seconded by Member NJ Turnbull:

**That the Puketāpapa Local Board agree that Item 20: Puketāpapa Local Board Performance Report for nine months ending March 2016 be accorded precedence at this time.**

**CARRIED**

*Secretarial Note: Item 20 was taken after Item 19 (9.03pm)*

**20 Puketāpapa Local Board Performance Report for nine months ending March 2016**

David Rose, Financial Advisory - Local Boards lead financial advisor, was in attendance to speak to this item.

Resolution number PKTPP/2016/115

MOVED by Member DA Holm, seconded by Member E Kumar:

**That the Puketāpapa Local Board:**

- a) **receive the Performance Report for the Puketāpapa Local Board for nine months ending March 2016.**
- b) **note that the performance measures on p33 of the report are set regionally and requests advice from officers on setting appropriate local targets, taking into account the explanatory notes on p33-34.**
- c) **thank officer, David Rose, for his attendance.**

**CARRIED**

A copy of Page 22 of the Puketapapa Performance Report has been placed on the file copy of the minutes and can be viewed on the Auckland Council's website.

**Attachments**

A Page 22 updated of the Puketāpapa Performance Report March 2016

**Precedence of Business (9.09pm)**

Resolution number PKTPP/2016/116

MOVED by Chairperson JM Fairey, seconded by Member E Kumar:

**That the Puketāpapa Local Board: agree that Item 21: Local Dog Access Review be accorded precedence at this time.**

**CARRIED**

*Secretarial Note: Item 21 was taken after Item 20 (9.09pm)*

**21 Local Dog Access Review**

Bonnie Apps, Social Policy & Bylaws policy analyst, and Justin Walters, was in attendance to speak to this item.

Resolution number PKTPP/2016/117

MOVED by Member MP Wood, seconded by Member NJ Turnbull:

**That the Puketāpapa Local Board:**

- a) **confirm its intention to propose an amendment as contained in a Statement of Proposal to the Auckland Council Policy on Dogs 2012 pursuant to section 10(8) of the Dog Control Act 1996.**
- b) **adopt the Statement of Proposal in Attachment A and confirm:**
  - i) **the areas within Table 6 of the Statement of Proposal (Attachment A) as highly sensitive areas where dogs are prohibited**
  - ii) **the time and season rule set out in Table 4 of Statement of Proposal (Attachment A) for use if high use areas are identified**
  - iii) **the areas within Table 8 of the Statement of Proposal (Attachment A) as dog friendly areas where dogs are allowed under control off a leash**
  - iv) **the areas within Table 9 of the Statement of Proposal (Attachment A) as standard areas where dogs are allowed under control on a leash**
  - v) **remove the specific rules for dog exercise areas; picnic and fitness areas.**
- c) **confirm that the proposed local dog access rules contained in the Statement of Proposal (Attachment A):**
  - i) **are consistent with the policy, principles, criteria and rules contained in the Auckland Council Policy on Dogs 2012**
  - ii) **are in accordance with relevant legislative requirements in particular the Local Government Act 2002 and Dog Control Act 1996.**
- d) **authorise the Manager Social Policy and Bylaws, in consultation with the local board chair, to make any amendments to the Statement of Proposal to reflect decisions made by the local board.**
- e) **authorise the Manager Social Policy and Bylaws to make any minor edits or amendments to the Statement of Proposal to correct any identified errors or typographical edits.**
- f) **reconfirm our existing Puketāpapa Local Board Dog Access Review Panel comprising of Member Wood (chair) and Members Holm, Turnbull and Fairey to receive, hear and deliberate on submissions and other relevant information and decide on changes to the local dog access rules.**
- g) **note that the Board retains an open mind about the best option for dog access along the foreshore and will work with the Engagement Advisor to invite public feedback on the full array of options, inclusive of the Statement of Proposal and the current on-leash approach.**
- h) **thank Bonnie Apps and Justin Walters for their attendance.**

**CARRIED**

*Secretarial Note: The order of business resumed at Item 13: Chairperson's Report, May 2016 (9.12pm)*

*Secretarial Note: Item 22 was taken after Item 18*

**22 Alcohol ban on Taumanu Reserve and Seacliffe Road Foreshore Reserve**

Justin Walters, Social Policy & Bylaws Policy Analyst, was in attendance to speak to this item.

Resolution number PKTPP/2016/118

MOVED by Member NJ Turnbull, seconded by Chairperson JM Fairey:

**That the Puketāpapa Local Board:**

- a) **make a 10pm to 7am daylight saving and 7pm to 7am outside daylight saving alcohol ban pursuant to the Auckland Council Alcohol Control Bylaw 2014 on that part of Taumanu Reserve that lies in the Puketāpapa Local Board area and as shown in Attachment A.**
- b) **confirm that the decision in a) is in accordance with relevant requirements of the Local Government Act 2002 and Auckland Council Alcohol Control Bylaw 2014.**

**CARRIED**

*Secretarial Note: Item 19 was taken after Item 18 (8.55pm)*

**Precedence of Business**

Resolution number PKTPP/2016/119

MOVED by Chairperson JM Fairey, seconded by Deputy Chairperson HAJ Doig:

**That the Puketāpapa Local Board agree that Item 19: 2015/2016 Puketapapa Local Board Renewals Update be accorded precedence at this time.**

**CARRIED**

**23 Contributions Policy Variation A**

Resolution number PKTPP/2016/120

MOVED by Chairperson JM Fairey, seconded by Deputy Chairperson HAJ Doig:

**That the Puketāpapa Local Board support the proposed variations to the 2015 Contributions Policy for the Governing Body.**

**CARRIED**

**24 Governance Forward Work Calendar**

Resolution number PKTPP/2016/121

MOVED by Deputy Chairperson HAJ Doig, seconded by Member DA Holm:

**That the Puketāpapa Local Board note the attached Governance Forward Work Calendar.**

**CARRIED**

**25 Record of Puketāpapa Local Board Workshop Notes**

Resolution number PKTPP/2016/122

MOVED by Member NJ Turnbull, seconded by Member E Kumar:

**That the Puketāpapa Local Board receive the workshop notes for 6,13 and 20 April 2016.**

**CARRIED**

**26 Resolutions Pending Action Schedule, May 2016**

Resolution number PKTPP/2016/123

MOVED by Chairperson JM Fairey, seconded by Member NJ Turnbull:

**That the Puketāpapa Local Board receive the Resolutions Pending Action schedule for May 2016.**

**CARRIED**

A copy of the updated schedule has been placed on the file copy of the minutes and can be viewed on the Auckland Council's website.

**Attachments**

A Resolutions Pending Action Schedule updated, May 2016

**27 Consideration of Extraordinary Items**

There was no consideration of extraordinary items.

**28 Local Board input into the Empowered Communities Approach Progress Update Report**

Resolution number PKTPP/2016/124

MOVED by Member MP Wood, seconded by Member NJ Turnbull:

**That the Puketāpapa Local Board delegate to the Chair Julie Fairey and Deputy Chair Harry Doig to provide feedback on the progress and implementation of the Empowered Communities Approach to date.**

**CARRIED**

9.26 pm

The Chairperson thanked Members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD  
AT A MEETING OF THE PUKETĀPAPA LOCAL  
BOARD HELD ON

**DATE:**.....

**CHAIRPERSON:**.....