

# Briefing Record

What: Arts and Culture Portfolio

Where: Kaipātiki Local Board office

When: 9:00 am, Thursday, 11<sup>th</sup> August 2016

Who: Member Danielle Grant, Member Lindsay Waugh, Chairperson Kay McIntyre, David Hebenton, Michelle Whiu (KCFT) part, Paul Edwards, Andy Roche

Apologies: Anahera Higgins, Olivia Taouma

**The following items were discussed at the portfolio briefing:**

Item	Discussion
NorthArt	<ul style="list-style-type: none"> <li>• 360 degree review               <ul style="list-style-type: none"> <li>○ 3 high quality expressions of interest have been received and interviews are continuing</li> <li>○ Further work will be undertaken with the preferred applicant to fully scope the review next week.</li> <li>○ The proposed final scope will be presented to the next portfolio meeting</li> <li>○ The recent review process used with the community houses was suggested as potentially having value for consideration.</li> </ul> </li> <li>• Proposed KPIs               <ul style="list-style-type: none"> <li>○ Schedule 2 from last year's agreement was reviewed. This is viewed as still relevant.</li> <li>○ NorthArt reporting was suggested as quarterly report to the officer overseeing funding agreement.</li> <li>○ Discussion at portfolio.</li> <li>○ Higher level content contained in organisation wide performance report to board.</li> <li>○ Attendance by NorthArt to present 'highlights' at board Public Forum, with at least one of those attendances at the February / March Public Forum as this would be helpful to the board as an input into its own work programming decisions.</li> </ul> </li> </ul>
Urbanesia	<ul style="list-style-type: none"> <li>• A presentation on the Urbanesia programme is being made to the ACE lead team on Monday.</li> <li>• Conflicting reports have been received around the pasifika community's participation. A request was made to clarify this as soon as possible, particularly in light of the 'capacity building' funding being invested in the organisation.</li> <li>• Clarity is also needed as to the level of KCFT involvement in the event. If it is at a high level of involvement then a funding agreement will be</li> </ul>

Item	Discussion
	<p>required as it is not currently part of the annual funding agreement's KPIs.</p> <ul style="list-style-type: none"> <li>• Possible programme content was discussed with respect to short films, a movie night and head line acts.</li> <li>• Aspects of the high level budget were reviewed and a request was made for more information on the breakdown of the total regional and local budget for Urbanesia.</li> <li>• There is some uncertainty as to the availability of Cadness and Greenslade Reserves due to other development work in the area, this is being clarified with Panuku.</li> <li>• A meeting has been arranged for Friday week at KCFT with those involved in planning the festival. If this meeting is unable to provide a much clearer understanding of the roles differing participants are delivering then consideration needs to be given to the future of this year's Kaipātiki event.</li> </ul>

# Briefing Record

What: Arts and Culture Portfolio  
 Where: Kaipātiki Local Board office  
 When: 2:10 pm, Tuesday, 23<sup>rd</sup> August 2016  
 Who: Member Danielle Grant, David Hebenton, Andy Roche  
 Apologies: Member Lindsay Waugh

**The following items were discussed at the portfolio briefing:**

Item	Discussion
NorthArt 360 Degree Review	<ul style="list-style-type: none"> <li>• The proposal from the preferred contractor was reviewed. This contractor has substantial experience in the field and has successfully undertaken the 360 degree review process in the past on council's behalf.</li> <li>• The proposed 'pop up' visual arts event has been deleted from the proposal on the grounds of budget.</li> <li>• Alternative ways of engaging the wider community were suggested using pre-existing planned events.</li> <li>• The timing of the proposed workshop with the incoming board was reviewed in the light of when the board will be sworn in and the decisions it will need to take around how it will conduct its business.</li> <li>• The need for the review to be robust and independent was reiterated.</li> <li>• The next steps in the project are that all feedback on the current draft will be reviewed and aspects of the proposal may be refined before the review is commenced.</li> <li>• After the 360 degree review has been completed a report will be made to the incoming board.</li> </ul>

# Briefing Record

**What:** Built Environment Portfolio Briefing / Birkenhead Town Centre working party  
**Where:** Kaipātiki Local Board office  
**When:** 9:45 am, Thursday 18 August 2016  
**Who:** Member Lindsay Waugh, Chairperson Kay McIntyre, Member Danielle Grant, Sara Dunn, Peter Beckerleg, Paul Edwards  
**Apologies:** Member Grant Gillon, Jeremy Pellow, Duncan Miller (AT)

**The following items were discussed at the portfolio briefing:**

Item	Discussion
Birkenhead Transformation projects	<ul style="list-style-type: none"> <li>• A general update was provided on the Birkenhead Transformation projects, including the following:               <ul style="list-style-type: none"> <li>○ Timeframes,</li> <li>○ Budget,</li> <li>○ Opening event, and</li> <li>○ Communications.</li> </ul> </li> </ul>

# Briefing Record

**What:** Community Development & Facilities Portfolio Briefing  
**Where:** Kaipātiki Local Board office  
**When:** 2:00pm, Wednesday 10 August 2016  
**Who:** Deputy Chair Ann Hartley, Member Richard Hills, Zella Morrison, Marilyn Kelly, Maureen Buchanan, Paul Edwards  
**Apologies:**

**The following items were discussed at the portfolio briefing:**

Item	Discussion
Lease advisor update	<ul style="list-style-type: none"> <li>• A report on the Men’s Shed lease is being written for the board to consider in September.</li> <li>• The next lease reports coming up are:               <ul style="list-style-type: none"> <li>○ Northart</li> <li>○ Mayfield Centre</li> <li>○ Fern Glen</li> </ul> </li> </ul>
Strategic Broker update	<p>Beach Haven marae</p> <ul style="list-style-type: none"> <li>• Working with Uruamo Maranga Ake on the feasibility study expression of interest panel and documentation.</li> </ul> <p>Kaipātiki Community Facilities Trust</p> <ul style="list-style-type: none"> <li>• Finalising the KCFT work programme.</li> </ul> <p>Local Board work programme</p> <ul style="list-style-type: none"> <li>• Finalised the local board work programme. Events is having a separate agreement for the event funding.</li> </ul> <p>Community Houses and Centre managers</p> <ul style="list-style-type: none"> <li>• Working with the houses and centre managers professional development programme</li> </ul> <p>Pest-free Kaipātiki</p> <ul style="list-style-type: none"> <li>• Attended a hui on the Pest-free Kaipātiki strategy.</li> </ul>
Community Facilities update	<ul style="list-style-type: none"> <li>• The new Programmes and Partnerships Advisor has completed visits of all community houses and centres in Kaipātiki. In addition they have met with John Duthie who is currently acting as an advisor to BBCP.</li> <li>• Working alongside the strategic broker on the houses and centre mangers professional development</li> <li>• An update was provided on community houses.</li> </ul>

# Briefing Record

What: Community Development & Facilities Portfolio Briefing - Youth

Where: Kaipātiki Local Board office

When: 2:30pm, Wednesday 24 August 2016

Who: Member Richard Hills, Chair Kay McIntyre, Sonia Nerheny (KCFT), Paul Edwards

Apologies: Deputy Chair Ann Hartley

**The following items were discussed at the portfolio briefing:**

Item	Discussion
Young People update	<p>Got a trade?</p> <ul style="list-style-type: none"> <li>• KCFT are working to establish a partnership with this initiative.</li> </ul> <p>Youth hub</p> <ul style="list-style-type: none"> <li>• Launched three weeks ago. It is an online networking platform similar to a 'LinkedIn for youth'.</li> <li>• Glenfield Mall has come on board and KCFT are working with retailers within the mall, primarily with those that own the business.</li> <li>• Have secured one of the vacant shops during the school holidays for 'imagers' to promote youth hub.</li> </ul> <p>Children and Youth Panels</p> <ul style="list-style-type: none"> <li>• The topic for this term was 'Safety'.</li> <li>• A change in the way feedback is collected from one of the schools has delayed the collation of data.</li> <li>• The initial review of the feedback highlights the following safety concerns:               <ul style="list-style-type: none"> <li>○ Poor level of street lighting, and</li> <li>○ Alcohol consumption in local parks.</li> </ul> </li> <li>• The finding of the previous topic on the Marlborough Park youth facility is being pulled together by Sonia in a report to be provided to the schools and the local board.</li> </ul> <p>Youth Voice</p> <ul style="list-style-type: none"> <li>• The council youth voice event is scheduled for the weekend. The Kaipātiki youth board have been made aware of the meeting however are unable to attend due to commitments around school exams.</li> </ul>

# Briefing Record

**What:** Economic Development Portfolio  
**Where:** Kaipātiki Local Board office  
**When:** 2:00 pm, Friday, 19<sup>th</sup> August 2016  
**Who:** Chairperson Kay McIntyre, Member Richard Hills, Jonathan Sudworth, Neville Collett, Edward James, Chris Lock, Sarb Lester (Raeburn House), Andy Roche

**Apologies:** Member Danielle Grant, Zella Morrison

**The following items were discussed at the portfolio briefing:**

Item	Discussion
Local Economic Development Profiles	<ul style="list-style-type: none"> <li>• These were originally produced in 2013 and are being updated for the incoming board.</li> </ul>
Migrant Business Study Update	<ul style="list-style-type: none"> <li>• A conversation has been started with the Starting Off Right contractor and the Office for Ethnic Affairs about the next phase of the Migrant Business Study Project.</li> <li>• A number of other boards are also considering this initiative.</li> <li>• A meeting between ATEED, Raeburn House, the Starting Off Right contractor was suggested as a way of progressing planning</li> <li>• Planning currently is focusing around two functions that could potentially be used to encourage participants to ATEED's Grow Your Business programme for more in depth advice and support.</li> <li>• At this stage of planning the programme is expected to be delivered in March / April 2017 and greater use of migrant media is expected.</li> <li>• Business associations in Beach Haven and Glenfield have also been contacted by ATEED.</li> </ul>
World Masters Games and Lions Tour Update	<ul style="list-style-type: none"> <li>• An update was provided on contacts with business associations and some individual businesses The tto ensure that they were aware of the opportunities that the World Masters Games would provide for promoting business activity.</li> <li>• ATEED will be releasing further information in the near future.</li> <li>• The potential of putting some currently available information on an App was raised and this idea was requested to be followed up with ATEED internal stakeholders.</li> </ul>
Birkenhead Public Realm Investments Benefits Study	<ul style="list-style-type: none"> <li>• The proposed methodology for the project was overviewed.</li> <li>• The timing of the proposed study was reviewed with respect to the anticipated finish date of the Highbury Corner part of the overall project for the town centre and the value of having the project completed in</li> </ul>

Item	Discussion
	<p>time to support board advocacy for other town centre projects to be included in the next Long Term Plan.</p> <ul style="list-style-type: none"> <li>• A report was requested to be made to the incoming board in December setting out the proposed project in more detail and identifying the optimum timing of the project.</li> </ul>
Regional Business Programmes Grants	<ul style="list-style-type: none"> <li>• No update was provided on recent grants, however, an overview of the programme and its outcomes was provided.</li> </ul>

# Briefing Record

What: Events Portfolio

Where: Kaipātiki Local Board office

When: 10am, Thursday 11<sup>th</sup> August 2016

Who: Member Lindsay Waugh, Member Danielle Grant, Jane Bergin, Irene Shepherd, Beth Conner, Michelle Whiu (KCFT), Paul Edwards, Andy Roche

Apologies:

**The following items were discussed at the portfolio briefing:**

Item	Discussion
Chinese / Korean New Year	<ul style="list-style-type: none"> <li>• The organisers of this annual event have failed to respond to enquiries as to what's being planned for 2017.</li> <li>• A report is expected to be made to the September board meeting on wider issues relating to aspects of the organiser's activities.</li> <li>• It is uncertain at this stage as to whether the event is going to go ahead.</li> <li>• In the event that the current issues aren't resolved quickly it seems unlikely that there will be sufficient time for an event to be organised.</li> <li>• Enquiries were requested to be made with Panuku as to whether it had any interest in supporting an alternative event.</li> </ul>
Birkenhead War Memorial Park – 'Social Family' Rugby League booking	<ul style="list-style-type: none"> <li>• A request for use of the field at the War Memorial Park for a social family rugby league game, barbecue and prize giving has been granted by Parks for September 10<sup>th</sup>. This permission relates solely to the use of the sports field and was processed as a normal park booking.</li> <li>• It now appears that this request was misleading and deceptive as to the nature of the event and who it was being organised by. It is now understood to be organised by a motorcycle club, ticketed and will involve the sale of food and alcohol.</li> <li>• The portfolio holders' view was that this event was inappropriate for the site and that permission should be rescinded. Prior to the portfolio meeting Events staff had already been in conversation with Parks to have the booking cancelled.</li> </ul>
Crofffield Lane Wetland project	<ul style="list-style-type: none"> <li>• An update on planning and the project's progress was provided.</li> <li>• If the weather remains as wet the opening may need to be delayed a week.</li> <li>• Aspects of the invitation list were reviewed and a request made to ensure that the original individual from stormwater who embraced the arts aspect of</li> </ul>

Item	Discussion
	the project was invited.
Kaimatara o Wai Manawa	<ul style="list-style-type: none"> <li>• An update on planning for the event was provided.</li> <li>• The invitation list for the event was requested to be extended to include those individuals who were involved in the earlier phases of the project.</li> <li>• Catering was requested to be sourced from a Highbury caterer, if the café lessee was unable cater for the community opening.</li> <li>• The artist will attend, but would prefer not to speak but has also asked to be supported by his iwi.</li> </ul>
Suffrage Day	<ul style="list-style-type: none"> <li>• This is on track.</li> <li>• A speaker has been identified and is being approached.</li> <li>• Possible options around a young woman speaker were also reviewed and a suggestion made.</li> </ul>

# Briefing Record

What: Finance Portfolio Meeting

Where: Kaipātiki Local Board office

When: 4pm, Monday 8 August 2016

Who: Chairperson Kay McIntyre, Pramod Nair, Paul Edwards

Apologies: Member Lorene Pigg

## The following items were discussed at the portfolio briefing:

Item	Discussion
Quarterly Performance Report	<ul style="list-style-type: none"> <li>The final quarterly performance report for the 2015/16 financial year is on the agenda for the August business meeting. A couple of questions have been provided by members in advance and a response will be available at the meeting.</li> </ul>
Annual Report	<ul style="list-style-type: none"> <li>The Annual Report is on the August meeting agenda.</li> <li>A workshop will be held by November on the measures and targets.</li> <li>There was discussion on the service measures.</li> </ul>

# Briefing Record

**What:** Natural Environment Portfolio Meeting

**Where:** Kaipātiki Local Board office

**When:** 9:00 am, Tuesday 16<sup>th</sup> August 2016

**Who:** Members: Grant Gillon, Danielle Grant, Ann Hartley, Chairperson Kay McIntyre  
 Staff: Theresa Pearce, Zoe Lyle, Mary Stewart, Janet Cole (Kaipātiki Project), Andy Roche

**Apologies:** Chris Burgess, Ashley White, Liz Ross.

**The following items were discussed at the portfolio briefing:**

Item	Discussion
Kauri Dieback	<ul style="list-style-type: none"> <li>• An update was provided on the regional approach to kauri dieback.</li> <li>• Although no kauri dieback has been detected in Kauri Glen the nature of the disease is that it is soil borne and an infected tree can be asymptomatic for a period of time prior to symptoms being detected.</li> <li>• The use of trigene spray and closing tracks are both approaches used to prevent the spread of the disease.</li> <li>• Track closure are advisable from the biosecurity perspective, however there are other factors that are relevant to wider community interests.</li> <li>• Major trigene stations have been installed at both ends of the main route through the reserve, there is, however, a lack of clarity around what other actions have been taken to reduce the risk of kauri dieback with respect to the lesser priority tracks (including the loop track).</li> <li>• Further advice is to be sought from Parks as to what actions have been taken.</li> <li>• The progress of the Kaipātiki wide report is to be followed up and the board is to be briefed on its findings. (preferably prior to the end of the term).</li> <li>• The board’s community partners were requested to be invited to this briefing.</li> </ul>
Kaipātiki Project funding agreement and Ecofest	<p>Funding Agreement Schedule 1</p> <ul style="list-style-type: none"> <li>• The proposed Schedule 1 of the funding agreement was reviewed. Further thought was requested to be given to:               <ul style="list-style-type: none"> <li>○ Providing greater clarity around what the board was funding to be delivered as opposed to what the Project would be intending to deliver by being able to leverage third party funding.</li> <li>○ Ensuring that the board’s funding was</li> </ul> </li> </ul>

Item	Discussion
	<p>focused on the 'hard to fund' core activities.</p> <ul style="list-style-type: none"> <li>○ Providing some target numbers, potentially using last year's figures to provide a baseline.</li> <li>● A revised schedule is to be circulated.</li> </ul> <p>Facility Repairs</p> <ul style="list-style-type: none"> <li>● Progress on addressing the fence and roof of the project's premises was requested to be followed up with Community Facilities Maintenance.</li> </ul> <p>Ecofest Funding Re-purposing</p> <ul style="list-style-type: none"> <li>● The rationale for the proposed repurposing of some of the Ecofest funding was outlined and a proposed alternative investment of 40% of this funding was overviewed. This issue will be reported to the board at its September meeting for decision.</li> <li>● The multi-board grant application for Ecofest funding was requested to be followed up with Community Grants to understand what decisions were taken by the other boards.</li> </ul>
Pest Free Kaipātiki Strategy Update	<ul style="list-style-type: none"> <li>● A brief update was provided on work underway to identify possible actions and budgets available to the board to progress some of the short term aspects of the Pest Free Kaipātiki Strategy and available budgets.</li> </ul>
Budget Update	<ul style="list-style-type: none"> <li>● This item was considered as part of the previous item.</li> </ul>

# Briefing Record

What: Sport, recreation and parks (active) Portfolio Briefing

Where: Kaipātiki Local Board office

When: 9:00am, Tuesday 9 August 2016

Attendees: Deputy Chair Ann Hartley, Member Danielle Grant, Matthew Alsweiler, Mat Walsh, Paul Edwards

Apologies:

## The following items were discussed

Item	Discussion
Sport and Recreation advisor update	<p>Sports partnerships</p> <ul style="list-style-type: none"> <li>• Working on the template for the partnership with Birkdale Primary School courts.               <ul style="list-style-type: none"> <li>○ Putting in place a maintenance plan</li> <li>○ Requesting to meet the Board of Trustees</li> </ul> </li> <li>• An update was requested on the Beach Haven Tennis Courts.               <ul style="list-style-type: none"> <li>○ What public access to courts is proposed?</li> <li>○ Where has the governance entity discussion got to?</li> </ul> </li> <li>• An update was requested on the squash courts.</li> </ul> <p>North Shore Events Centre</p> <ul style="list-style-type: none"> <li>• The artificial ice rink has arrived.</li> <li>• The events centre is working with the Kaipātiki Community Facilities Trust to run a free community event in early-mid September.</li> </ul>
Sports Turf advisor update	<p>Shepherds Park</p> <ul style="list-style-type: none"> <li>• A meeting was held with the contractor of the #3 field renewal. The field should be open and available to use for cricket and summer football from mid-September.</li> </ul> <p>Harvey Wright Reserve</p> <ul style="list-style-type: none"> <li>• A query was raised by a local board member regarding the 'wet and boggy' nature of the sidelines. It was suggested that at the time of the next field renewal, the turf is extended beyond the field to include the sidelines.</li> <li>• An update was requested on the timing of any renewal of the floodlights and grandstand.</li> </ul> <p>Onepoto Domain</p> <ul style="list-style-type: none"> <li>• A request has been received from baseball wanting to use Onepoto Domain. There are currently no plans to accommodate baseball.</li> <li>• It was confirmed that next financial year there is planning and design funding for the sports fields.</li> </ul>

# Briefing Record

**What:** Transport Portfolio Meeting  
**Where:** Kaipātiki Local Board office  
**When:** 9:00 am, Wednesday 3<sup>rd</sup> August 2016  
**Who:** Member Richard Hills, Marilyn Nicholls, Andy Roche  
**Apologies:** Member Lindsay Waugh,

**The following items were discussed at the portfolio briefing:**

Item	Discussion
Stanley Road	<ul style="list-style-type: none"> <li>• A complaint has been received about recent changes to road markings in the vicinity of the retirement village.</li> <li>• It is believed that these changes are part of the resource consent granted to the development.</li> <li>• Any conditions relating to the Stanley Road retirement village were requested to be researched.</li> </ul>
Auckland Transport Quarterly Report	<ul style="list-style-type: none"> <li>• The rationale for the proposed changes to the report was outlined.</li> <li>• Moving to a monthly report from the current quarterly report will make the information the board receives more timely and allow for a quicker response to any issues that board members wish to raise.</li> <li>• Conversely the advocacy section of the quarterly report rarely changes and it is proposed to reduce the frequency of this report to six monthly.</li> <li>• The Auckland Transport quarterly report to the Governing Body may also form part of future reporting as this also may be of strategic interest to the board.</li> </ul>
Birkenhead Wharf Bike Shed	<ul style="list-style-type: none"> <li>• This has now been removed, but the concrete slab remains in place.</li> <li>• Some complaints at its removal have been received.</li> <li>• Auckland Transport will be monitoring scooter parking for a while before reviewing what scooter parking provision should be provided.</li> </ul>
Birkdale Shops LBTCF Project	<ul style="list-style-type: none"> <li>• Analysis of the consultation is still underway. It is hoped to include this issue in the report to the September board meeting.</li> </ul>