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## MEMORANDUM

**TO:** Kaipatiki Local Board

**FROM:** John Duthie: Adviser to BBCP

**DATE:** 30 November 2016

**SUBJECT:** Update report Birkdale Beach Haven Community Project

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This is my regular update to the Kaipatiki Local Board on the work of BBCP, and my role since April 2016 as adviser to the BBCP Board on the rejuvenation programme.

I consider that BBCP has now completed the rejuvenation programme as required by Kaipatiki Local Board. I have summarised the key points below. While a number of these issues have been covered off in my previous reports, I have included these items in terms of my view that the rejuvenation programme is now complete.

### 1. **A new Strategic Plan developed through strong community engagement**

BBCP has completed its Strategic Plan. This followed an extensive engagement programme involving the community, the staff and volunteers of BBCP, and the Board at BBCP.

In my view it was a robust process.

A number of Board members will be aware that the final Strategic Plan was presented to the AGM for BBCP as part of a public workshop.

The Strategic Plan is a five year plan but to be reviewed every three years. It is a good platform for BBCP to deliver community programmes and support into the Birkdale Beach Haven area. It is a bottom up driven document with good community ownership (relative to similar exercises).

### 2. **Business plan**

BBCP has completed its Business Plan. This operationalises the Strategic Plan and sets out the key initiatives which BBCP will deliver.

The Business Plan will be updated annually. It sets in detail progress over the year with a general overview of the following 12 months.

I have copied both the Strategic Plan and Business Plan to Kaipatiki Local Board staff.

### 3. **Governance**

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The governance review of BBCP is complete with a new BBCP Board elected and the Board fully operating under good governance practice.

#### 4. **Organisational structure**

The full organisational restructure at BBCP is complete with all positions filled and a growing pool of volunteers. There are clear accountabilities, roles, and delegations.

#### 5. **Programmes**

The strength of BBCP is that throughout this process there has been no dilution in the community programmes offered through the two houses. In fact, there has been significant growth, particularly at Birkdale, which is now operating at strength.

Both Beach Haven House and Birkdale House are achieving 70% usage based on 21 time slots in the week, i.e. assuming there is a potential booking availability every morning, afternoon and evening seven days a week. I suspect this will be amongst the highest usage of community facilities of this size.

#### 6. **Kids@134 programme**

The Kids@134 programme is fully operational. The new programme coordinator and team is appointed. The budget, accounting, and reporting is now fully independent of the community houses with the Kids@134 programme being financially self-sustainable. The licence has increased from 20 to 30 children with all places filled.

#### 7. **Budget**

BBCP has benefitted from the budget support Kaipatiki Local Board.

Robust financial procedures have always been in place, and continue.

BBCP is on a sound footing but remains reliant on the grants from Kaipatiki Local Board.

#### 8. **Reporting**

The reporting procedures from management to the BBCP Board, and BBCP to the Council; have been strengthened. The quality of reporting now enables the BBCP Board to be fully informed and for the reporting to be a meaningful management tool in terms of governance of BBCP.

#### 9. **Operations**

Significant work has been done in the health and safety area. There is a health and safety plan and improving regular reporting on health and safety.

The Kaipatiki Local Board was going to facilitate a workshop for all Kaipatiki community groups to gain greater knowledge in the health and safety area and as a vehicle to network and share best practice amongst the different community groups. In my view, there is still significant benefit in this being facilitated.

As outlined at the beginning of this report, in my view BBCP can now be seen to have completed the rejuvenation programme. That is not to say that the organisation will still need to evolve and there are a number of operational and governance aspects which the BBCP Board continues to focus on and which will be enhanced over time. However, this is no different than continuous improvement programmes which should apply in community organisations, obviously relative to the ability of a volunteer based community organisation.

In my view, BBCP can return to the normal reporting timeframes of the Kaipatiki Local Board.

My appointment by the Kaipatiki Local Board as advisor to BBCP is through until March 2017. In one sense the adviser role is complete with the rejuvenation programme complete. By the same token, I think there is merit in supporting BBCP through until March in the ongoing work and embedding of these initiatives. The BBCP Board has invited me to remain for the duration of my original appointment. However, that is obviously a decision for the Kaipatiki Local Board.

This has no cost implications as there is no cost for my involvement with BBCP either to the Kaipatiki Local Board, the Council, or BBCP.

John Duthie