I hereby give notice that an ordinary meeting of the Kaipātiki Local Board Community Forum will be held on:

**Date:** Wednesday, 24 July 2019  
**Time:** 6.00pm  
**Meeting Room:** Kaipātiki Local Board Office  
**Venue:** 90 Bentley Avenue, Glenfield

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**Kaipātiki Local Board Community Forum**  
**OPEN AGENDA**

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**MEMBERSHIP**

- **Chairperson:** John Gillon  
- **Deputy Chairperson:** Danielle Grant  
- **Members:**  
  - Paula Gillon  
  - Ann Hartley, JP  
  - Kay McIntyre, QSM  
  - Anne-Elise Smithson  
  - Adrian Tyler  
  - Lindsay Waugh

(Quorum 4 members)

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**Jacinda Short**  
Democracy Advisor - Kaipatiki  

18 July 2019

Contact Telephone: (09) 484 6236  
Email: jacinda.short@aucklandcouncil.govt.nz  
Website: www.aucklandcouncil.govt.nz

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**Note:** The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. Should Members require further information relating to any reports, please contact the relevant manager, Chairperson or Deputy Chairperson.
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1 Welcome

2 Apologies

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

3 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.

The Auckland Council Code of Conduct for Elected Members (the Code) requires elected members to fully acquaint themselves with, and strictly adhere to, the provisions of Auckland Council’s Conflicts of Interest Policy. The policy covers two classes of conflict of interest:

i) A financial conflict of interest, which is one where a decision or act of the local board could reasonably give rise to an expectation of financial gain or loss to an elected member; and

ii) A non-financial conflict of interest, which does not have a direct personal financial component. It may arise, for example, from a personal relationship, or involvement with a non-profit organisation, or from conduct that indicates prejudice or predetermination.

The Office of the Auditor General has produced guidelines to help elected members understand the requirements of the Local Authority (Member’s Interest) Act 1968. The guidelines discuss both types of conflicts in more detail, and provide elected members with practical examples and advice around when they may (or may not) have a conflict of interest.

Copies of both the Auckland Council Code of Conduct for Elected Members and the Office of the Auditor General guidelines are available for inspection by members upon request. Any questions relating to the Code or the guidelines may be directed to the Relationship Manager in the first instance.

4 Confirmation of Minutes

That the Kaipātiki Local Board:

a) confirm the ordinary minutes of its meeting, held on Wednesday, 26 June 2019, as true and correct record.

5 Leave of Absence

At the close of the agenda no requests for leave of absence had been received.
6 Acknowledgements

6.1 Sonia Nerheny

Te take mō te pūrongo
Purpose of the report
1. To acknowledge and congratulate Sonia Nerheny on her new role as Schools Engagement Facilitator for the Ministry of Business, Innovation and Employment.

Whakarāpopototanga matua
Executive summary
2. In 2012, the Board chose to support Kaipātiki Community Facilities Trust (KCFT) to develop a work stream to address local youth unemployment and we have seen this project evolve and grow to where we are today, on the verge of opening the Northern Job Skills Hub on the corner of Kaipātiki and Glenfield roads.

3. Since 2014, Sonia Nerheny has developed the work stream with a clear focus on the best process to deliver results for young people. Over this time, Sonia has built strong relationships with other agencies in the field and has secured their confidence to establish and fund a job skills hub in our local board area. As further testament to the professionalism that Sonia has shown she has now been appointed by the Ministry of Business, Innovation and Employment as their Schools Facilitator at the Job Skills Hub.

4. While Sonia will be a loss to KCFT we all gain, as a community, where all young people have access to pathways towards worthwhile employment under the guiding hand of a young woman steeped in youth focused community development.

Ngā tūtohunga
Recommendation/s
That the Kaipātiki Local Board:

a) acknowledge and congratulate Sonia Nerheny on her new role as Schools Engagement Facilitator.

b) thank Sonia Nerheny for her hard work for young people in the community.

7 Petitions

At the close of the agenda no requests to present petitions had been received.

8 Deputations

Standing Order 7.7 provides for deputations. Those applying for deputations are required to give seven working days notice of subject matter and applications are approved by the Chairperson of the Kaipātiki Local Board Community Forum. This means that details relating to deputations can be included in the published agenda. Total speaking time per deputation is ten minutes or as resolved by the meeting.
8.1 Northcote Birkenhead Yacht Club

Te take mō te pūrongo
Purpose of the report
1. The purpose of this deputation is to update the Kaipātiki Local Board regarding the Northcote Birkenhead Yacht Club.

Whakarāpopototanga matua
Executive summary
2. Chris Bowman, Commodore and Ali Wilford, Committee Member, will be in attendance to address the board in support of this item.

Ngā tūtohunga
Recommendation/s
That the Kaipātiki Local Board:
   a) receive the deputation from Northcote Birkenhead Yacht Club.
   b) thank Chris Bowman and Ali Wilford for their attendance and presentation.

Attachments
A  24 July 2019 - Kaipātiki Local Board Community Forum - Northcote Birkenhead Yacht Club presentation .......................................................... 17

8.2 Uruamo Maranga Ake Marae

Te take mō te pūrongo
Purpose of the report
1. The purpose of this deputation is to update the Kaipātiki Local Board regarding Uruamo maranga ake marae.

Whakarāpopototanga matua
Executive summary
2. Frances Waaka, Chairperson of Uruamo maranga ake marae (UMA) committee and Mark Bramley, UMA Project Manager, will be in attendance to address the board in support of this item.

Ngā tūtohunga
Recommendation/s
That the Kaipātiki Local Board:
   a) receive the deputation from Uruamo maranga ake marae.
   b) thank Frances Waaka and Mark Bramley for their attendance and presentation.
8.3 Glenfield Community Centre

Te take mō te pūrongo
Purpose of the report
1. The purpose of this deputation is to address the Kaipātiki Local Board regarding Glenfield Community Centre.

Whakarāpopototanga matua
Executive summary
2. Glenfield Community Centre Manager, Nigel Green and Chairperson, Sarah Nilson, will be in attendance to address the Kaipātiki Local Board.

Ngā tūtohunga
Recommendation/s
That the Kaipātiki Local Board:
 a) receive the deputation from Glenfield Community Centre.
 b) thank Nigel Green and Sarah Nilson for their attendance and presentation.

Attachments
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9 Public Forum

A period of time (approximately 30 minutes) is set aside for members of the public to address the meeting on matters within its delegated authority. A maximum of 3 minutes per item is allowed, following which there may be questions from members.

At the close of the agenda no requests for public forum had been received.

10 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."
Kaipātiki Local Youth Board update

File No.: CP2019/02135

Te take mō te pūrongo
Purpose of the report
1. The purpose of this report is to address the Kaipātiki Local Board to provide an update on the activities of the Kaipātiki Local Youth Board.

Whakarāpopototanga matua
Executive summary
2. An opportunity is provided for the Kaipātiki Local Youth Board to update the Kaipātiki Local Board on their activities.

Ngā tūtohunga
Recommendation/s
That the Kaipātiki Local Board:
a) receive the Kaipātiki Local Youth Board update.
b) thank the Kaipātiki Local Youth Board for their attendance and presentation.

Ngā tāpirihanga
Attachments
There are no attachments for this report.

Ngā kaihaina
Signatories

<table>
<thead>
<tr>
<th>Authors</th>
<th>Jacinda Short - Democracy Advisor - Kaipatiki</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisers</td>
<td>Eric Perry - Relationship Manager</td>
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</tbody>
</table>
Te take mō te pūrongo  
**Purpose of the report**

1. An opportunity is provided for the Kaipātiki Local Board Chairperson to update members on recent activities, projects and issues since the last meeting.

Ngā tūtohunga  
**Recommendation/s**

That the Kaipātiki Local Board:

a) note the chairperson’s report.

Ngā tāpirihanga  
**Attachments**

There are no attachments for this report.

Ngā kaihaina  
**Signatories**

<table>
<thead>
<tr>
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## ATTACHMENTS

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<th>Attachment</th>
<th>Description</th>
<th>Page</th>
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<td>Attachment A</td>
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Northcote Birkenhead Yacht Club – An Update

Chris Bowman – Commodore
Ali Wilford – Committee member

Learn to Sail
Our courses are popular with both adults and children
Attachment A

Item 8.1

Community Engagement
Our facilities are shared with many other community organisations

NBYC History Project
A team is working on documenting the long history of the Club
Item 8.1

Racing & New Yachts
Our Club has been reinvigorated with the purchase of new yachts

Yacht Storage
Our new storage area has been game-changing – but we’ve had a set-back!
Thank You!
1) Summary:

This report covers the last 12 months activity. It reports against the Centre’s Strategic Plan and 2014-2017 Kaipātiki Local Board (KLB) Plan priorities as described previously in our four quarterly reports to the KLB and Auckland Council. It gives a brief demographic Snapshot of Activity and then speaks to our three main 2018-2020 Strategic Outcomes — our Capacity and Capability, Financial Viability, and Relationships.
2) Demographic Snapshot:
Unfortunately, we lost one of our long-term tenants; Dementia Auckland who closed their administration office here on the Shore. Also, one of our largest hire groups, Chinese New Settlers Services Trust decided to seek an alternative venue while another, the North Shore Sikh Society, purchased their own premises on Sunnybrae Road and no longer need to access our space.

Slide 2: Total Visits to Centre

Total Visits – Decreased from 37,441 in 2017/18 to 28,605 in 2018/19
(Note this figure does not include visits to our Tenant Groups: Plunket, BAIS, Literacy Aotearoa, or Sweet Charity)

Slide 3: Total Number of Hours Booked

Total Number of Hours Booked – Decreased from 8,148 in 2017/18 to 5,536 in 2018/19

This has led to an inevitable drop in Visits and Hours Booked and will take us a while to rebound but demand for Access space in Glenfield remains strong.

This speaks to a level of risk when we rely on larger organisations to hire and occupy space, so we are looking at ways to spread this risk and attract new groups to the Centre.
It has spurred us to increase our marketing and seek alternative partnerships and we have ongoing discussions with other social-profit groups and services (Employment providers, Midwives, and Education providers), who may be interested in use and occupancy. Even with these fluctuations we still see a considerable number of individuals and user groups hiring space here and expect to in the future.

Slide 4: User Groups that Hire/ Tenant Space

Between 70 and 80 individuals and User Groups hired space
an average of 167 times per month
We continue to track Engagement. These are the enquiries we receive, advice we give, people we refer on to other agencies and organisations, and the general assistance we provide to persons who email, ring or walk in to the Centre.

Slide 5: Engagement

<table>
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<tbody>
<tr>
<td>Room Hire (11%)</td>
<td>Room Hire (12%)</td>
</tr>
<tr>
<td>General/ User Group (23%)</td>
<td>General/ User Group (24%)</td>
</tr>
<tr>
<td>Tenant-related (10%)</td>
<td>Tenant-related (11%)</td>
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<tr>
<td>ELC (9%)</td>
<td>ELC (9%)</td>
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<tr>
<td>Referral/Other Agencies (14%)</td>
<td>Referral/Other Agencies (14%)</td>
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<tr>
<td>Other (31%)</td>
<td>Other (30%)</td>
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Slide 6: Capacity and Capability: Weather-tightening Legal Class Action, Constitution, Policy, Succession Planning, & Wellbeing

3) Capacity and Capability — how we will seek to constantly improve our ability to deliver services to meet the needs of our stakeholders.

In November 2018, Governance decided to join a Weather-tightening Legal Class Action lead by Wellington’s Parker and Associates against Hardies over the installation of Harditex on the outside of the Centre in 1994. The parties to the dispute have exchanged discovery documents and are in the process of preparing their legal cases with a likely hearing scheduled for August 2020.
In the meantime, the Centre has continued to petition the Local Board to advocate for a land-swap between Council and the Methodist Church, to remain a feature of the long-term planning for the Glenfield Town Centre, and to Auckland Council to assist in subsidising the cost of ongoing Health and Safety assessments such as spore testing and engineering propping reports.

The Centre’s Constitution was updated and brought into line with the Law Commission’s recommendations around the review of the Incorporated Societies 1908 Act at our Annual General Meeting in November 2018.

Governance has formed a Policy Sub-committee and adopted a schedule that is pushing through revised, amended and new policy to meet our service commitment to our staff, clients and stakeholders.

Also, we elected new Officers to our Executive at the AGM. We welcomed two new members onto our Board — Craig Pettit, who has taken on the role of Treasurer, and Kim Bulluss. Jan Tasker has had to step aside due to other commitments with the Methodist Church, so we have discussed a Succession Plan with them and are waiting on the response from their Synod. Finally, we are seeking to attract two persons to serve on Governance who can assist us in long-term planning around the re-clad. Preferably someone with a building/engineering background and with a legal background.

Finally, we were involved in a Mental Health Foundation trial of their new Wellbeing in the Workplace training and resource kit roll-out. Our Early Learning Centre staff ran a series of training workshops around developing successful strategies around mental wellbeing for their workplace, have integrated this into their professional development schedule, and have provided feedback to MHF on the success of the programme.

**Slide 7: Financial Viability: Integrated Marketing Plan, Shift to Fibre and Office 365, Environmentally-Friendly Initiatives, Online Room Bookings**

**4) Financial Viability: How we will continue to seek ways to reduce costs, increase revenue and safeguard the organisation as a going concern.**

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<th>STRATEGIC OUTCOMES</th>
<th>MEASURES</th>
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<td><strong>Financial Viability</strong></td>
<td>• Monthly Room Hire and Utilisation statistics reports.</td>
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<tr>
<td>• Increase Room hire and utilisation.</td>
<td>• Internal Staff Surveys.</td>
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<td>• Integrate online Booking system with Xero.</td>
<td>• Customer Satisfaction Surveys.</td>
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<td>• Develop sponsorship of spaces by Local Business.</td>
<td>• Community Engagement review.</td>
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<tr>
<td>• Review Early Learning Centre Business Model and identify opportunities for growth.</td>
<td>• Redevelop ELC Business Plan.</td>
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<tr>
<td>• Develop Donations and Bequests programme.</td>
<td>• Increase in donations and bequests.</td>
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With the drop in booking numbers, we are in a rebuilding phase and looking at additional ways we can attract people to best utilise our space, so we need to look towards removing barriers to persons accessing and using our spaces.
Item 8.3

Work is underway into an integrated Marketing Plan that supports this but aspects of its implementation will be constrained to some degree by our budget.

The copper phone network is being retired and so the decision was taken to move to Fibre early. We experienced significant issues with our phone lines over the last couple of months, and this has impacted on our Staff’s ability to complete their work and for people to contact us and make bookings.

In addition, without adequate IT knowledge and support, there were various areas of vulnerability around backing-up critical files. This has been addressed by moving to Microsoft’s Office 365 cloud-based platform, which is automatically backed-up off-site. Our Internet speed is now much faster and will allow us to look at rolling out additional Wi-Fi support for our user groups, and the system will cost us half that of our current ISP and pay for itself within a year.

We continue to manage our environmental footprint by replacing equipment with greener alternatives, reducing water usage and leaks, recycling more, upgrading lighting and encouraging alternative transport options to our hirers. We still hope to install a Bike rack and Repair station and are in the process of applying for external grant funding. We will also be replanting sections of our boundary garden with natives sourced through the Kaipātiki Project.

Finally, we are in a review of online Room Booking software that we hope to eventually integrate into our website giving groups the facility to start the booking process online, while our commitment to first-line quality customer support will stay so we can ensure stakeholder groups remain valued and are getting the service they require.

Slide 8: Relationships: Local Business Network Meetings, Glenfield Community Network Survey, Community Place-making Events, WW1 Centennial Commemorative Mural, and Community Events

5) Relationships: How we will maintain a continuous level of meaningful engagement with our stakeholders.

We continue to deliver monthly email newsletters, have increased and improved Centre signage, and constantly upgrade our website and social media.

We work and support the other North Shore Community Manager network. We helped facilitate a recent Combined Hui at Bayview Community Centre in June, and are party to discussions around developing a Local Business Network with an aim to closer collaboration between our social profit groups and local business.
With the aid of a Masters of Social Work placement student from Massey University, we conducted a Glenfield Business Network Survey, the results of which support "Greater information delivery" and "Place-making" around Glenfield.

Our Manager is part of the joint Professional Development kindly funded by the Board. And we were instrumental in designing and delivering a North Shore Community Centre’s Directory that has proved extremely popular, copies of which have been circulated to the Board.

We continue to work on various Community Place-making Initiatives. Recently, with the assistance of Denise Bijoux and Paris Kirby from Catalyse, we installed a Multi-lingual Welcome Mural in our entrance, and held a Glenfield Community Place-making workshop at our Hall, which has sparked renewed interest in a Community Garden. And we thank the Board for funding the installation of our WW1 Centennial Commemorative Mural.

We continue to support the Wilson School Volunteer Programme with regular visits from their volunteers and support staff.

We have been developing closer relationships with a number of other local community groups including the Kaipatiki Project and Pest-free Kaipatiki, Glenfield Rotary and Lions, and the Zero Waste Initiative.

We continue to run, participate in and support a variety of Community Events both local and national including the annual Santa Parade, ANZAC Commemorations, Repair Cafés, Teddy Bears’ Picnic, Pink Shirt Day, Neighbours’ Day, Rotary Book Fair, and the Fairy Doors.

Slide 9: Future Challenges: Increased Board-to-Board engagement, Repairs and Renewals, new Tenants and Users, Partnering with Local Business through Sponsorship to deliver Community-led programmes

6) Future Challenges and Opportunities

We face several future challenges and opportunities.

We would like to see an increased level of Board-to-Board Engagement and Planning so we are all clear around capability and capacity and we can tailor part of our delivery to continue to meet KLB and Council expectations.

Funding of our Repairs, Renewals and Capital Expenditure (capex) remains a challenge, as besides the issue of the weather-tightening, there is not always available funding options open to address some of the issues around our ageing infrastructure and a significant amount of time is taken up through competitive grant application processes.

We need to continuously Attract new Tenants and User Groups but are limited in our capacity around advertising, and so continue to look towards innovative ways to maximise our impact in partnership with our stakeholders.

We need to increase Space Utilisation and hope to do so by partnering with Business groups and sponsors to deliver Community-led Programmes designed to meet the needs and wants of our community.
Finally, we would like to extend our thanks to the Local Board for their continued funding and support for the Centre and wish you all well in the upcoming Local Body Elections.