

NZ Community Boards' Executive Committee



Celebrating 10 years of Community Boards

June 2008

NC20-07

MEMORANDUM

To: All Community Board Chairs
All Council Committee Advisors and Community Board Co-ordinators

From: Yvonne Palmer, Chair, NZ Community Boards' Executive Committee

Subject: 2009 Community Boards' Conference and Best Practice Awards

*Chris -
copy to each
Ch. Chris Palmer*

The March 2009 Conference celebrates 20 years of community boards. We are delighted to announce that it will be hosted by Christchurch City Council, which also hosted the Conference in 1997. The venue will be the Christchurch Convention Centre; proceedings will commence with the 20th Anniversary Celebratory Dinner on Thursday 19 March 2008 and close on Saturday 21 March 2009.

A key feature of the Dinner will be the presentation of the Best Practice Awards; these Awards are presented to Community Boards which have made significant contributions to achieving excellence and innovation in their communities. We thank MWH for agreeing to again be the overall Awards Sponsor.

If your Board is involved in a programme or project that you believe displays a high degree of excellence, we urge you to enter under one of the following categories:

- Consultation
- Significant project
- Facilitation
- Partnership
- Heritage
- Working with Maori
- Working with Children and Youth
- Harmonious relations
- Safety and the NZ Police.

The last three categories are sponsored by (respectively) UNICEF, the Human Rights Commission, and the NZ Police. Separate criteria may apply to these categories; where this is the case the criteria is attached separately to this correspondence. In addition, winning entries in each category will be eligible for the Supreme Award.

We have made a small change to help you with submitting your entries. Electronic entries should be submitted as usual, to BestPracticeAwards2009@ccc.govt.nz. However, for entries sent through NZ Post we attach a covering Entry Form to help ensure we have all your details. All entries must be received at Christchurch City Council by 5pm on Tuesday 16 December 2008. We regret we cannot receive late entries. The Judges' decision is final.

Entries will not be returned; they will remain at *Local Government New Zealand* in Wellington and will be used for sharing good practice with other Boards. These guidelines and other information about the Conference will be available on our website - www.cbc09.org.nz.

MEMBERS: Mike Cohen (Z1) • Chris Stark (Z2) • Nigel Ensor (Z3) • Louella Jensen (Z4) • Yvonne Palmer (Z5) [Chair] • Lyal Cocks (Z6)

CORRESPONDENCE:
G/- Dianne McPhail, Local Government New Zealand • PO Box 1214 • Wellington • Ph (04) 924 1200 • Fax (04) 924 1230 • Email: dianne.mcphail@lgnz.co.nz

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I would like to encourage all Community Boards to consider entering a significant or innovative project or programme. This is a prestigious Award and one of the most effective means of sharing your contribution to excellent and innovative Community Board Best Practice. The 2009 Awards will be special and unique to mark our 20th Anniversary, and will be presented at the Celebratory Dinner on Thursday 19 March 2009.

On behalf of the Executive Committee, and the Conference Organising Committee, I wish you all the best with your entries.

Yvonne Palmer
Chair
New Zealand Community Boards' Executive Committee

2009 COMMUNITY BOARD BEST PRACTICE AWARDS



entry form for non-electronic submissions

Celebrating 20 years of Community Boards
 • 20 Years •

Name of Community Board:		
Name of Submitter:		
Contact details of Submitter:		
Phone ()	mob	
Fax ()		
Address	Email	
Name of category being entered:		
Name of entry (if relevant):		
Nature of entry: (please list all the parts making up this entry, eg DVD, book, slides, report, etc)		
Will you be submitting a separate (electronic) PowerPoint presentation or Word document to support your entry?	Yes / No	
	(please send to BestPracticeAwards2009@ccc.govt.nz)	
Please ensure your entry includes the following: (either include this information in your electronic information, or attach as a looseleaf to this entry form)	A brief description of the project's implementation and achievement	✓
	A list of those involved in the project, and how they became involved	✓
	An estimate of the project's cost and how this was covered	✓
	A description of lessons learned and challenges overcome	✓
	An indication of how the project might be useful to other communities	✓
Name of Parent Council:		
Contact person at Parent Council:		
Phone ()	Email	
Do you wish to present this entry to the Judging Panel?	Yes / No	
	(Please bear in mind the Panel will meet in Christchurch; you will need to fund and arrange your own presentation.)	

Please note the following:

1. Your entry will be logged upon receipt and an acknowledgment will be sent to you.
2. Entries will not be returned unless requested in writing; entries will be stored at *Local Government New Zealand's* premises in Wellington.
3. Entries in the categories Working with Children and Youth; Harmonious Relations; and Safety will be judged against criteria provided by each category's sponsor.
4. The winning entries in each category will be eligible for the Supreme Award.
5. The Judges' decision is final.
6. Winners will be announced and prizes presented at the 20th Anniversary Celebratory Dinner to be held on Tuesday 19 March 2009.

Please mark your entry/s: **CB Best Practice Awards**, and forward it to: **Christchurch City Council, PO Box 237, Christchurch 8140. Entries must be received by 5pm on Tuesday 16 December 2008.**

Good luck.

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2009 COMMUNITY BOARD BEST PRACTICE AWARDS



Celebrating 20 years of Community Boards

The Community Board Best Practice Awards recognise excellence in the implementation of projects in local government. Prizes will be presented to the winners of each category and the best overall project.

The objectives of the Awards are:

- Recognition of significant contributions made by Community Boards to the process of achieving excellence in local government;
- Development of the awards scheme as a learning tool for quality improvements in the functioning of Community Boards;
- Fostering the exchange of best practice and innovative ideas.

CATEGORIES

<p>Consultation (eg how the Board has actively consulted with its community)</p>	<p>Significant Project (eg a major project in which the Board has been actively involved in achieving a desired outcome)</p>
<p>Facilitation (eg identification of a situation/s where the Board has taken a facilitation role to initiate a positive outcome)</p>	<p>Partnership (eg with parent Council / other Boards / community organisations)</p>
<p>Heritage (eg outline of heritage project in your community in which your Board has been involved)</p>	<p>Working with Maori (eg examples of projects in which the Board has been in partnership with local Maori)</p>
<p>Working with Children and Youth * (eg outline of projects in your community in which your Board and children have been involved)</p>	<p>Harmonious Relations * (eg examples of projects in which the Board has promoted diversity and harmonious relations in NZ)</p>
<p>Safety (sponsored by the NZ Police) (eg examples of a project/s in which your Board and the NZ Police have achieved safety for your community)</p>	<p>* The Young People and Harmonious Relations categories are sponsored, respectively, by UNICEF and the Human Rights Commission. Separate criteria may apply. These will be distributed once finalised and approved.</p>

In addition, from each of these categories an overall winner will be selected.

HOW TO FORWARD YOUR ENTRY

You can submit as many entries as you wish, however, each entry should only relate to a single category.

Award applications can be in the format of your choice (such as a PowerPoint presentation/ video/ photos, etc) and should include all relevant information relating to your application. Submissions as electronic files, eg Word documents, will make it easier to share your project information after the Conference. The following information should be included:

1. The name of the project; the Community Board and parent Council and a contact person's name, address, telephone number/s, fax number and email address (an Entry Form is attached to help you with this information);
2. A brief description of how the project was implemented and what was achieved;
3. A list of who was involved in the project, including local governments/s, community organisation/s, businesses, individuals, etc and how you got them involved;
4. An estimate of the total project cost, how the finance was achieved (eg rates, grants, etc) and any cost savings;
5. A brief explanation of improvements in service quality;
6. Information on lessons learned, including barriers encountered, what you would do differently next time, and how the project might be useful to other communities.

CLOSING DATE

Send your entries, marked *2009 CB Best Practice Awards* to: Christchurch City Council, PO Box 237, Christchurch 8140, or email to BestPracticeAwards2009@ccc.govt.nz by **5 pm Tuesday 16 December 2008**. Late entries cannot be accepted.

REVIEW PROCESS

All applications will be reviewed by the Conference Judging Panel. The Judges' decision is final. The winners will be announced and the Awards presented at the Celebratory Dinner on Thursday 19 March 2009.



Celebrating 20 years of Community Boards
REFLECT • REVEAL • REIMAGINE

19 - 21 March 2009 Christchurch Convention Centre www.chc09.org.nz

Registration of Interest

Information can be sent electronically via email or mailed. If you wish to receive Conference information by mail, please complete the address details below

Please Enter Your Details Below

First Name	<input type="text"/>	REQ
Last Name	<input type="text"/>	REQ
Position	<input type="text"/>	
Organisation	<input type="text"/>	REQ
Address	<input type="text"/>	
City/Town	<input type="text"/>	REQ
Postcode	<input type="text"/>	
Country	<input type="text"/>	
Telephone e.g 03 1234567	<input type="text"/>	REQ
Fax e.g 03 1234567	<input type="text"/>	
Mobile	<input type="text"/>	
Email Address	<input type="text"/>	REQ
Please re-enter your email address	<input type="text"/>	REQ

REQ = required field

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Draft Programme

Please note: *When considering flights, Conference will end at 6:00pm on Saturday 21 March*

Thursday 19 March 2009	Registration
Afternoon	Registration desk open <i>Pre-function foyer</i>
	Field Trips Council up-date
Evening	Celebratory Dinner incorporating the Best Practice Awards <i>Convention Centre</i>
Friday 20 March 2009	Registration
Morning Session 1	Registration desk open <i>Pre-function foyer</i>
	Keynote Session
Morning Tea	
Morning Session 2	Workshop Sessions x 9
Lunch	
Afternoon Session 1	Keynote Session
Afternoon Tea	
Afternoon Session 2	Workshop Sessions x 9
Evening	Free evening
Saturday 21 March 2009	Registration
Morning Session 1	Registration desk open <i>Pre-function foyer</i>
	Keynote Session
Morning Tea	
Morning Session 2	
Lunch	Workshop Sessions x 9

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Afternoon Session 1 Workshops Sessions contd

Afternoon Tea

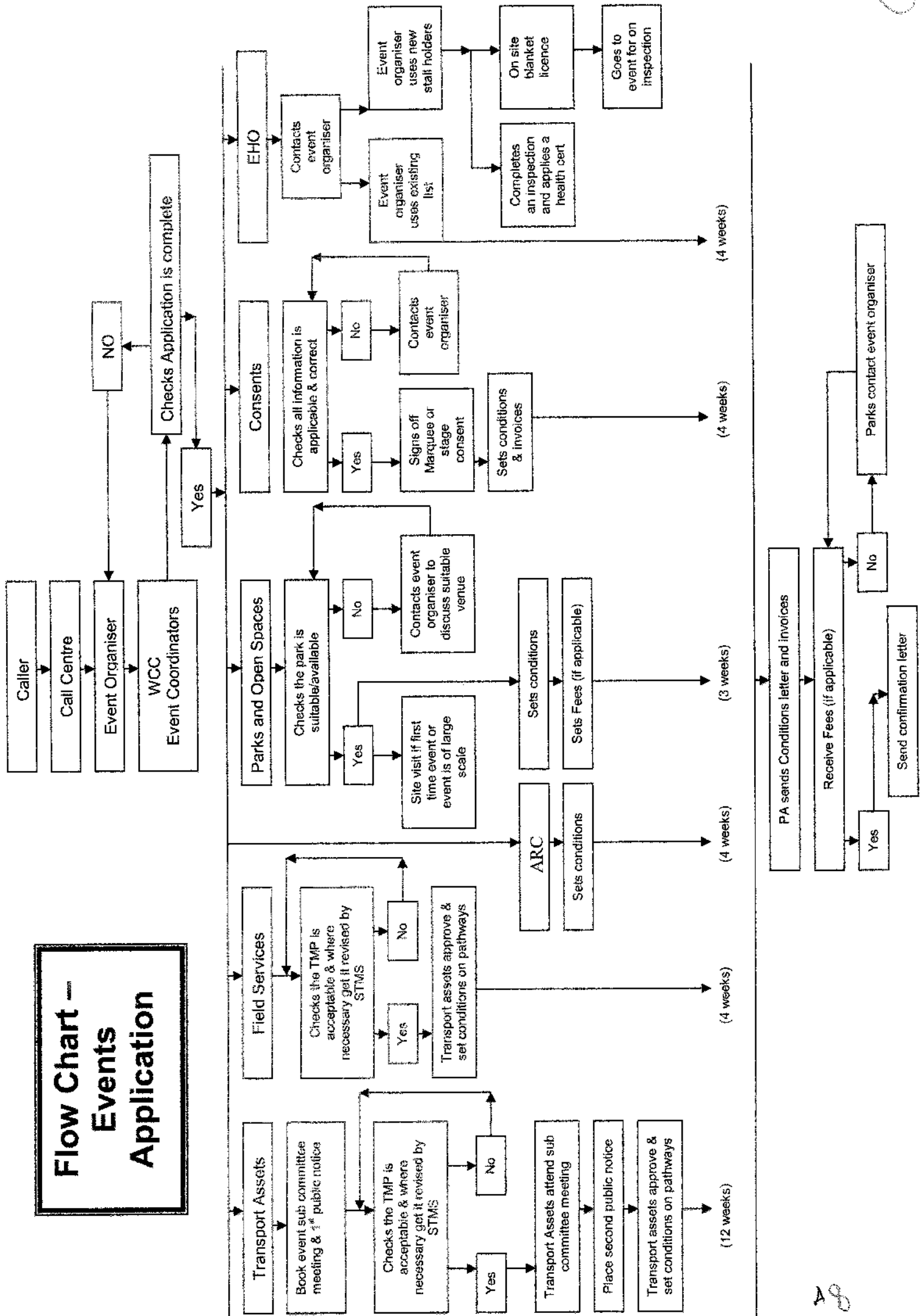
Afternoon Session 2 Keynote Session

Off -site interactive learning
experience and social

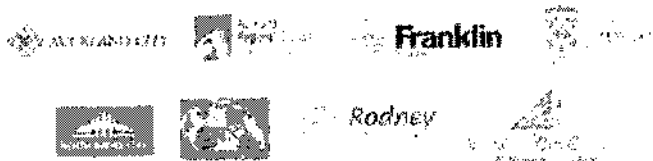
Evening Off -site interactive learning
experience and social

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Flow Chart - Events Application



EVENT BOOKING REF: _____



PLEASE ENSURE YOU HAVE CONTACTED THE LOCAL AUTHORITY PRIOR TO COMPLETING THIS FORM

This form applies to: Auckland City Council, Auckland Regional Council, Franklin District Council, Manukau City Council, North Shore City Council, Papakura District Council, Rodney District Council, Waitakere City Council

Please return this fully completed application form to:

Events Co-ordinator
 Waitakere City Council
 Private Bag 93109
 Henderson

Facsimile: 09 836 8001

Facility Booking Number: _____

Bond Receipt Number: _____

A Facility Booking Number is required with ALL applications and is obtainable by calling our Call Centre on (09) 836 8075.

Please note that completed application forms MUST be received by the City Event Co-ordinator at least **6 weeks** prior to the event. Applications for MAJOR EVENTS such as Triathlons, Surfing Events, Major Sports Events etc. must be received at least **6 months** prior to the event.

Name of Local Authority and your Facilitator: WAITAKERE CITY COUNCIL

Name of your Activity:

Date/s of Activity:..... Rain Date:.....

Type of Activity: (please circle) Concert / Exhibition / Festival / Function / Parade / Promotion / Protest / Sport / Wedding / Other (please state)

CONTACTS

Organiser Name:

Alternative Contact:

Organisation Name:

Postal Address:

Phone: Fax: E-mail: Mobile:

Contact on the Day: Mobile

LOCATION / VENUE, DATES & TIMES

Attach a site plan/s of the event area, including the location of marquees, vehicles, stages, generators, sound systems or stalls.

Location/Venue:

Activity Start Time: Activity Finish Time:

Setup Date/s: Start Time: Finish Time:
(if different from above):

Packdown Date/s: Start Time: Finish Time:
(if different from above):

Number of Participants (approx):

Number of Spectators attending (approx):

Please describe the purpose of your activity and your programme of activities (attach copy of programme if available):

.....

.....

.....

.....

.....

STREET ACTIVITIES (INCLUDING ROAD CLOSURES) n/a

NOTE: If this event requires a road closure, a minimum of eight (8) weeks notice must be given. Times may vary between local authorities, please check with your local authority contact

Parking – are Special Restrictions required? Yes No n/a

Traffic Control eg Stop/Go Control..... Yes No n/a

Road Closure required? Yes No n/a

Please describe the reason for the restrictions, traffic control and/or road closure. Include the name/s of road/s, time/s required. Attach a proposed Traffic Management Plan indicating the location of marshals, signage, cones, barriers and any traffic diversions.

.....

.....

Traffic Management Contractor Name:

Postal Address:

Phone: Fax: e-mail: Mobile:

For activities on Motorways and Highways contact Transit New Zealand

PARADE/MARCH/SPORTING ACTIVITIES

n/a

A Traffic Management Plan is required for all activities on the road.

Route:

Assembly Time of Participants (at the start venue):

Departure Time of Participants (at the start venue):

Finish Time of Activity (at the end venue):

Number/Type of vehicles, floats and people participating:

If your activity has more than one departure/finish time please attach additional schedule.

EFFECTS ON THE ENVIRONMENT

n/a

For ARC Applications, refer to their environmental impact assessment

Structures eg barbecues, marquees, signage, scaffolding, temporary seating, stages, tables
..... Yes No n/a

To be included on site map showing location and numbers of structure/s (also refer to regulatory licenses section).
Please attach any additional information:

Amplified Sound Yes No n/a

If your activity includes the use of amplified sound please supply details including type of music

Special Effects Yes No n/a

Please describe type of special effects eg stunts/ fireworks, including the time staged and indicate position on your site map:

Hazardous Substances & Fireworks Yes No n/a

(For fireworks activities contact ERMA (Environmental Resource Management Agency), and NZ Fire Service)

Vehicle Access

If access is required beyond carparks and roads please provide number and reasons, Number

Reason

All

GENERAL

Catering

Yes No n/a

Please supply the name of caterer/s and a contact phone number. All caterers must be self sufficient.

Clean Up

(The applicant is responsible for all clean up. How many litter bins will you provide for litter control?)

What are your arrangements?

.....

Consultation - please attach a draft copy of the letterdrop letter

Yes No n/a

Who will you be consulting with?

.....

Electricity (Check Availability with your Local authority - all electrical requirements to be self sufficient)

Local Authority power supply required..... Yes No n/a

Lighting

Yes No n/a

Generator used?

Yes No n/a

Please provide details including the type of generator and include positioning on your site map:

.....

Promotion (attach any material including any information you plan to drop to residents/businesses in the area.)

Please also provide a map of the drop area)

Yes No n/a

Is your event Profit or Non-Profit?

Yes No n/a

Sponsorship (attach any material and provide details of your sponsor/s marketing strategy to be employed on the day)

Yes No n/a

Toilets

Will you be using existing facilities? Yes No n/a

Providing own eg portaloos? Yes No n/a

If yes, include location of portaloos on site map – Health & Safety requirements require 1 portaloos per 150 people)

How Many?

Water – supply required? (Check Availability with your Local authority) Yes No n/a

Please describe source and purpose

Keys

Please indicate requirements for key access to Parks and Council Facilities.

REGULATORY LICENSES

The organiser is responsible for obtaining all appropriate licenses, if required, prior to the activity.

Trading Licence (required for sale of any goods, services, collecting money etc)..... Yes No n/a

Building Consents (required for the placement of temporary buildings..... Yes No n/a
eg marquees(over 30m²), stages (over1m), scaffolding, structures)

Liquor Licence (required for the sale and/or supply of liquor)..... Yes No n/a

Food/Health Licence..... Yes No n/a

Amusement Device Licence Yes No n/a

Aircraft (helicopters, balloons)..... Yes No n/a

Certain activities may require a Resource consent. Please discuss this with your Local Authority

PUBLIC LIABILITY INSURANCE

Provide proof of your Insurance (attach copy)..... Yes No n/a

Company:..... Amount \$:..... Expiry Date:.....

Comments: (including any relevant exclusions)

HEALTH AND SAFETY PLAN

The organiser must provide a written health and safety plan six (6) weeks prior to the activity. This plan must be prepared in accordance with the provisions of the Health and Safety in Employment Act 1992 including amendments made by the Health and Safety Act in Employment Act 2002, and the organiser is responsible for ensuring that the Act is complied with at all times. For further information see the attached guidelines or contact Occupational Safety and Health on (09) 525 0268.

CHARGES

The organiser may incur costs such as facility fees and other council incurred costs. The organiser will be responsible for the costs of barricades, signage, cones and other such items the activity requires. The organiser may be asked to provide a bond. The relevant Local Authority will quote facility fees based on the information contained in the completed form. Changes to the application may result in fee changes.

PRIVACY ACT 1993

The information collected will be used to ensure the effective facilitation of your event/activity. It will, therefore, be distributed to other council departments, external agencies and will be used for public information as required.

Organisers must comply with the conditions for the use The Local Authorities Parks, Reserves, Streets, Squares or Facilities. A set of standard conditions, relevant to the permitting Local Authority, are attached for your information. Any changes or additions to these conditions are at the discretion of the permitting Local Authority.

The information supplied with this application is true and correct according to the best of the Applicants knowledge. The applicant agrees to abide by any conditions which the Local Authority may impose on the exercise of its grant of this application, provided that the Local Authority gives reasonable notice of any additional conditions to the Applicant.

Signature:

Date:

Attachments

1. Parks and Green Assets – Conditions of Use of Parkland for an Event
2. Safety & Health Guidelines for Organisers of Events, Marches, Parades, Concerts etc
3. Foodstall Operating Requirements
4. Licence Application for Hawkers, Mobile Shops, Stands or Stalls
5. Sausage Sizzles & BBQ's
6. Permit Application for Filming in the Waitakere Region

To whom it may concern,

The Thundercat Racing Association of New Zealand has applied to hold round six of their national series at North Piha Beach on Saturday 28 February 2009.

This year Thundercat Racing Assn ran a successful event in which there were no issues in regards to running a safe and well organised event. On event day the organisers worked with our park ranger to restrict the vehicle movements to minimise the impact on the beach and to the surrounding areas and as a result left very little trace of an event.

Please note: Waitakere City Council's jurisdiction is to the MLWS (Mean Low Water Spring) only. If an event extends into the water it is then under the jurisdiction of the Auckland Regional Council.

On Monday 21st April a meeting was held at Waitakere City Council for all interested parties about the running of events held on Piha beaches in which the Thundercats Racing event was discussed. (Meeting notes attached)

As a result of the meeting there were the following issues raised

There are 3 issues that need to be resolved around events at Piha.

1. *Impact of event (noise, parking etc)*
2. *Access issues (speed of vehicles and number of accesses onto beach)*
3. *Communication (advising locals of events)*

1. The level of noise for any activity within Waitakere is set at 55dBA during the day. This is measured from the complainants' residential boundary to the activity. As there can not be a dedicated sound technician at every activity in Waitakere we make all measures to rectify any complaints made through our call centre.

Parking of vehicles and trailers will be in Piha domain which will lower the congestion of any traffic to the area. This will leave adequate parking for spectators to the event. This event does not draw huge crowds to the area as in the case of the surf boat competitions. If and when the numbers of cars increase, we will then make efforts to work with the event organiser and put in place traffic management procedures.

2. As with any public land our position is to allow public access to parkland within Waitakere City and in this case down to the Mean Low Water Spring Level (MLWS). Upon permission from Waitakere City Council event organisers are informed of the stipulations set upon them before they are given the final confirmation letter. This insures the organisers are well aware of the guidelines. As with any user of the beach there is a condition set in place for the number vehicle movements and vehicles allowed access, a 20km speed restriction is set in place and the access point is stipulated by the Parks and Open Spaces officer.

3. West Coast Plan - 15.3 ensure all rate payers and residents receive news about Waitakere City and Auckland Regional Council Activities.

Although this event is not run by the ARC or WCC we have in our conditions that the event organiser places a letter in all letter boxes of the parties that are directly effected by the event. We will be stating that this is to happen a week before the event.

Council's conditions need to be very clear around:

1. *Beach refuelling*
2. *Caution taping of dune areas*
3. *Number of vehicles to access sand and speed limits*

1. Beach refuelling – With in the safety plan received for the 2009 event, it states:

- All refuelling will be carried out in the designated fuel trailer by 'siphoning' from container to tank.
- The fuel trailer will be separate from the public and will have safety signage and no smoking signs erected.
- As per our Rule Book. No refuelling is permitted on the waters edge.
- If a boat is flipped and the motor needs to be flushed, all liquids must be caught and collected by the placing of an approved container under the engine and over the spark plug holes.

2. Cautioning of the sand dunes is a new concept which we will have to further investigate to whether it is feasible to the organiser and if we stipulate this to one event it will then have to be put in place for **all** events in Piha.

3. As mentioned above in point 2 of the issues.

This event has been shown no favours or disadvantages and has gone through the same procedures that any other event would have to go through when applying for permission to run an event with in Waitakere. We are keeping to the 'unofficial' rule that we will not hold any more than two events per month in Piha and we are contacting the R & R for feedback only, about events held in the area.

All other information regarding the events. e.g. health and safety, public liability etc have been satisfied by the event organiser.

I hope that this information gives you a full picture of the level of work that is undertaken when an event manager applies for an event in Waitakere.

Any questions please contact the events team on ph 836 8000

Regards,

The Waitakere City Council Events Team

AG

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Regards,

The Waitakere City Council Events Team

A17 - 1/1/11

IAN HENDERSON C.Eng., B.Sc., M.I.C.E., M.I.P.E.N.Z
1925 -2007 (Died aged 81 years)

- 1989 Arrived in Titirangi, to retire.
- 1990 Ian cleared about 800 m2 of ginger on steep slope from our section.
- 1991 Designed and built board walk on slope in our section.
- 1993 Attended Titirangi Residents and Ratepayers Association A.G.M. Two hours later we were on the Committee. Harley Neil remarked "man and wife on the same committee!"
- 1993-94 Titirangi Village Project. Helped Boffa Miskell, with street levels for Village Project.
- 1995 'Children's Tree' planted in Titirangi Village by supermarket. Ian arranged project with military precision. Village closed for traffic From 10.00am till midday.
- 1994-95 Driving business force behind "Ginger" programme. It was my idea, but Ian looked after the administration of the project which included, Video, teacher pack and poster for 420 Auckland schools. Raised \$40,000 from Lottery Board, Keep Waitakere Beautiful, ARC (worked with Lance Vervoort).
- 1996 Bob Harvey suggested a similar project for 'All Waitakere Weeds'. I said not even Steven Spielberg could do that. But it did happen and Ian applied for funding and looked after the business side whilst I was the artistic director. "*Invading Aliens*" was launched 1997.
- 1997-2001 As a TRRA committee member, Ian read the WCC Draft Annual Plan, page by page. I have been told, only two people in Waitakere did that.
- Responsible for instigating the laying of a wreath on Anzac Day on behalf of the TRRA.
- Ian consulted with Andrew Pollard and Alec Third, for whom he had much respect. Ian suggested WCC apply for a credit rating.

Ian thought he could run the council more economically. I stepped in, told Ian, local government are not civil engineering companies, who have to make a profit.

Supported my 'Welcome to Titirangi' folder; proof reading and financially, until I received a grant from Portage Licensing Trust as suggested by Judy Lawley. "Think Big", she said.

- 2002** Ian became President of TRRA (2002-2005). He campaigned strongly for Waitakere Ranges Heritage Bill. He stood firm inspite of much opposition.
- 2003** Titirangi sign launched. There had been other suggestions over the years. Ian raised funds from Portage Charitable Trust and New Lynn Community Board.
- 2005** Received Kauri award from Keep Waitakere Beautiful.
- 2005-06** After retiring from TRRA, helped with remedial reading at Glen Eden Intermediate School. When due to illness, he stopped, the kids asked, "What happened to the old dude?"
- 2008** 3rd April, 2008, was recognized in Parliament by Hon. David Cunliffe for his work with Waitakere Ranges Heritage Bill.

James Henderson



22 AUG 2008



22209

TITIRANGI RETURNED SERVICES ASSOCIATION (INC.)

P.O. Box 80013, Titirangi 7
Phone 817 6415

19th August 2008

Mr Wally Thomas

Director – Public Affairs.

Waitakere City Council

Private Bag 93109

Henderson 0650

Watakere City.

For the Attention of Mr Wally Thomas.

Dear Wally

Thank you for suggestion on plaque in hall, but respectfully suggest would be better at another location.

The suggestion at our meeting was a plaque in War Memorial Park to recognise Ian's work in the community.

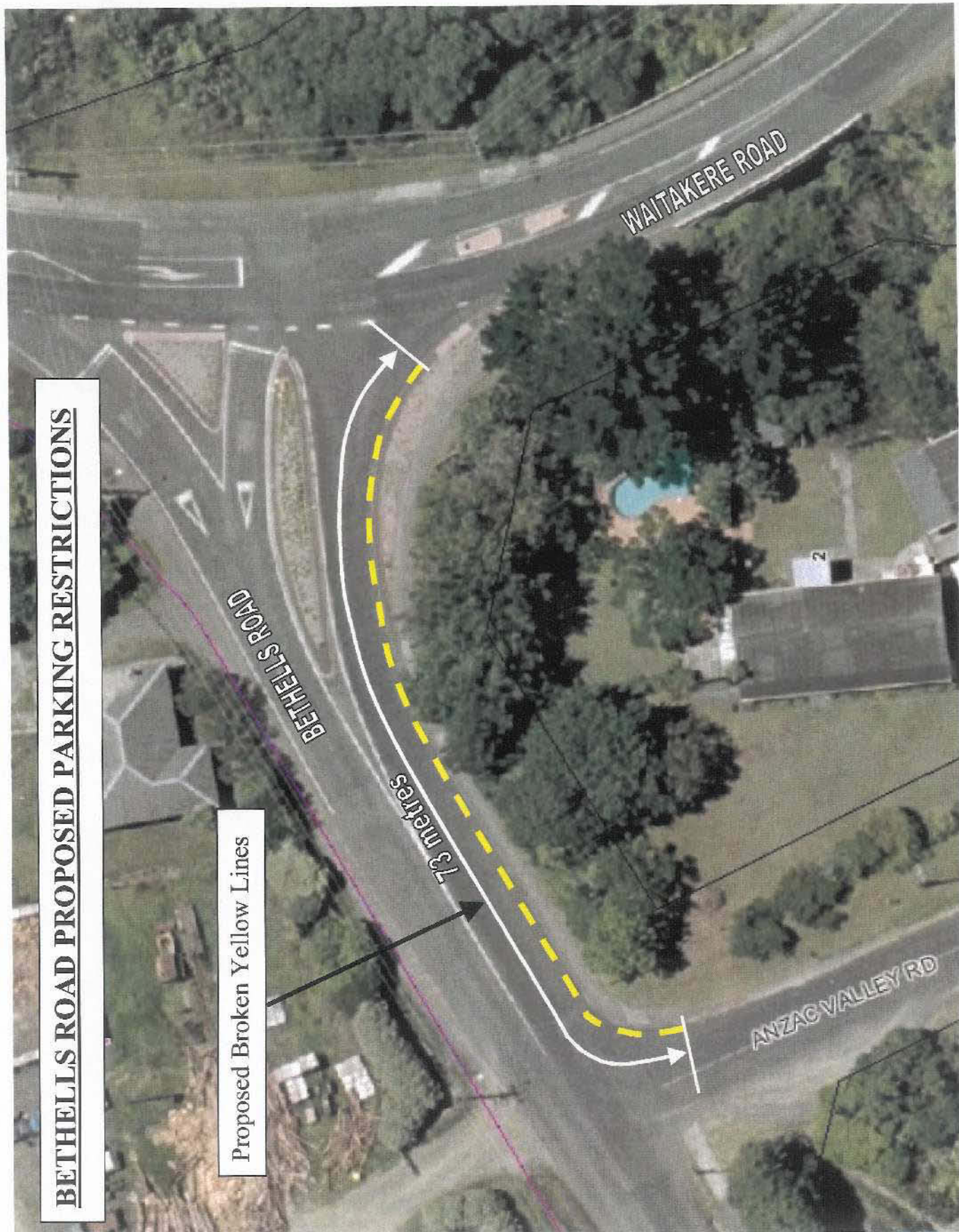
We hope this meets with your approval.

Kind Regards

RANDAL GODFREY

SECRETARY/MANAGER

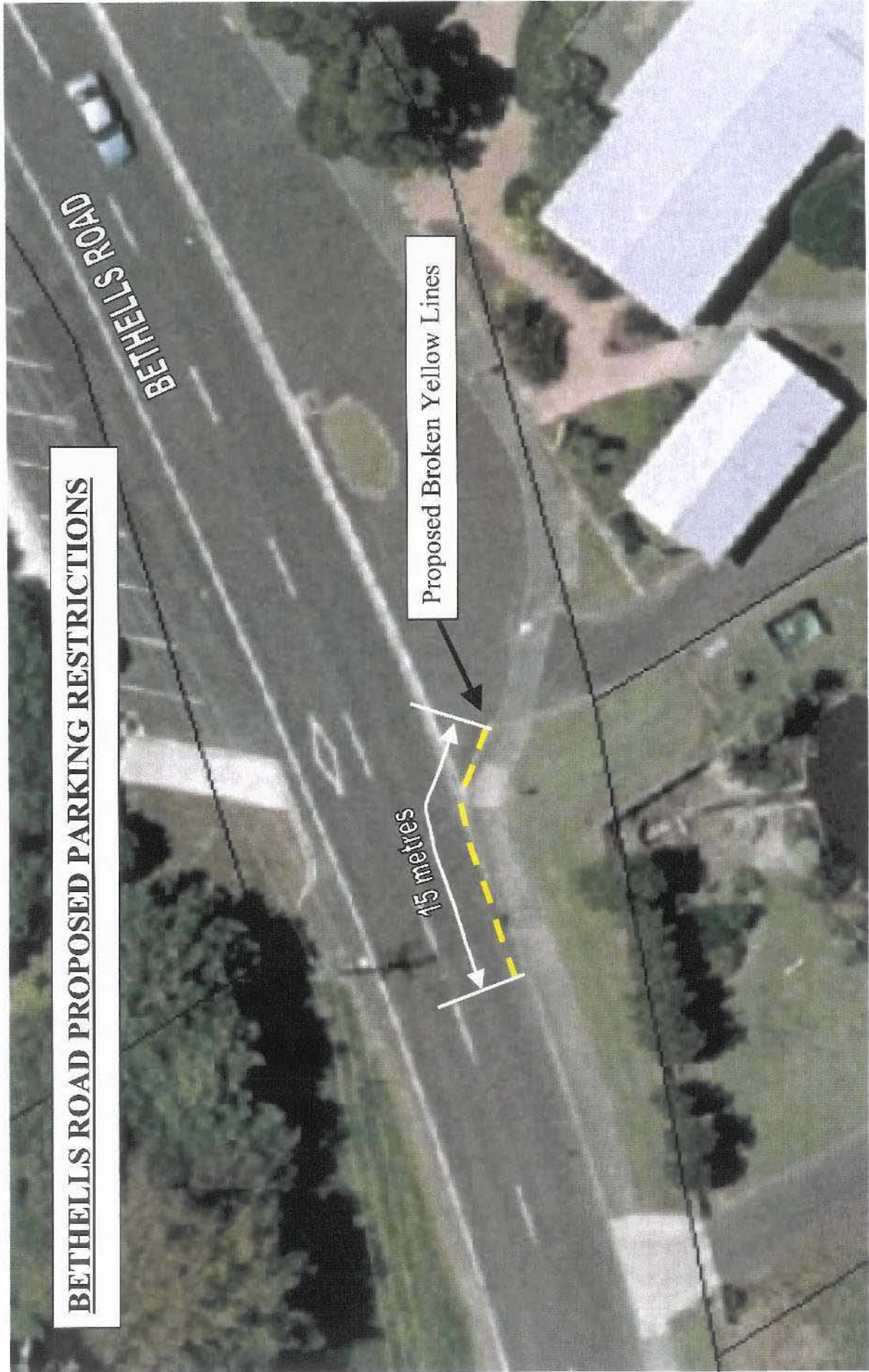
Administrative stamp and routing notes, including a signature at the bottom.



BETHELLS ROAD PROPOSED PARKING RESTRICTIONS

Proposed Broken Yellow Lines

73 metres



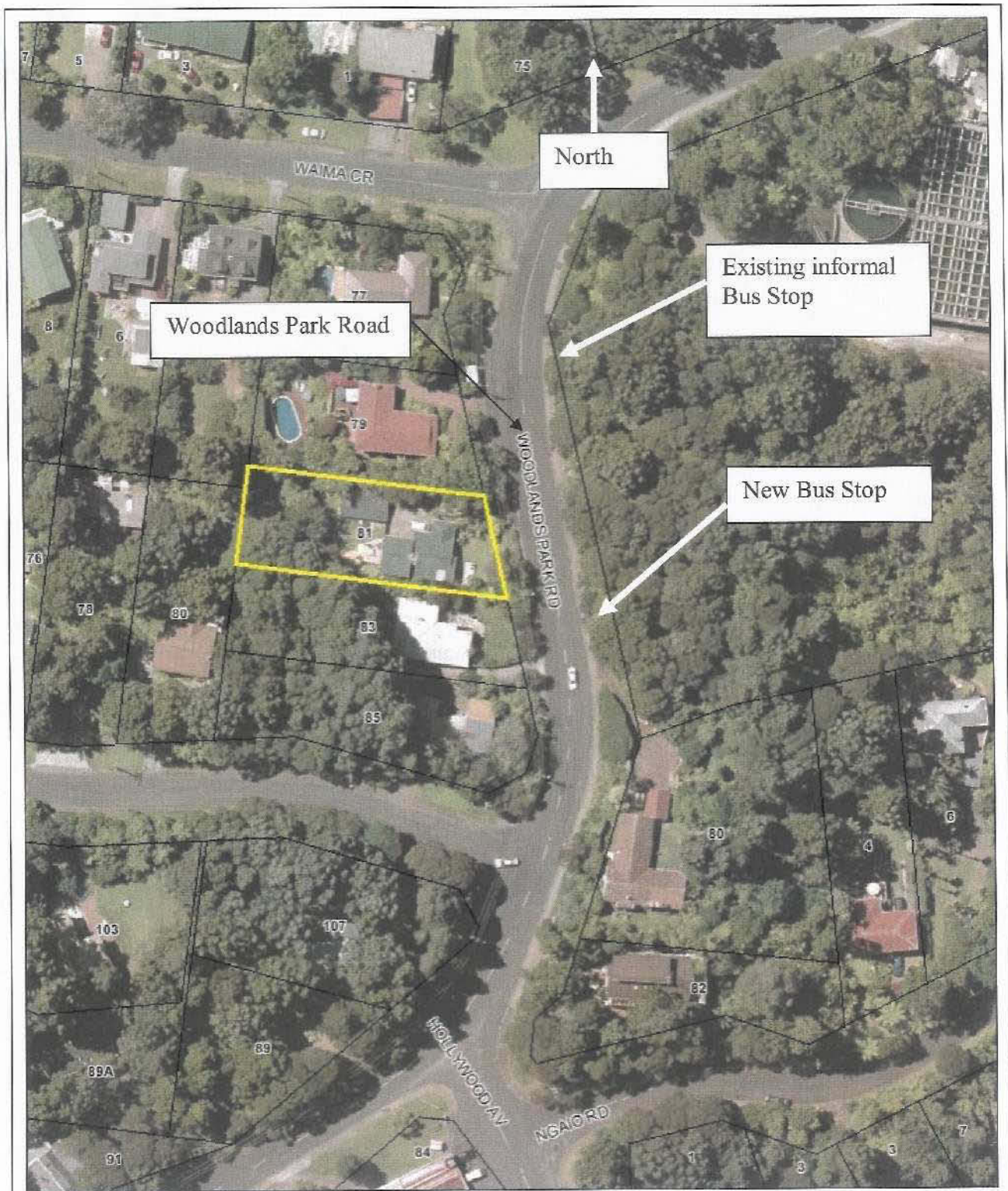
BETHELLS ROAD PROPOSED PARKING RESTRICTIONS

Proposed Broken Yellow Lines

15 metres

KA

Woodlands Park Road



22/08/2008

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Scale = 1:500 A4

Services shown on public amenity land are not public drains unless used as through drains. While Council endeavours to provide accurate spatial data no guarantee as to the completeness and accuracy of the data shown on this plan can be given. All information, including levels and locust data, are not of survey grade accuracy and should be verified on site. For enquiries about the information shown please phone the call centre (09) 839 1100.



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Waitakere City Council

Te Taiaro o Waitakere

Community Assistance Funds Policy and Guidelines

Strategic Priorities

The Treaty of Waitangi vision is that people in the city are proud to uphold the Treaty of Waitangi.

Sustainable Development requires that all major programmes demonstrate ongoing social, economic, environmental and cultural benefit for current and future communities.

First Call for Children vision is a city where children and youth participate in the development of the city; play and hangout safely; have good healthcare, education and housing; are free from violence; develop their own cultural identity and enjoy the city's diversity; access integrated transport systems; enjoy clean air, water and green spaces and are free from poverty.

Safe City requires that in addition to formal occupational health and safety considerations, the general safety of the community is integral to all of the Council's activities and planning and the Council advocates for and supports safety initiatives with its planning partners.

Lifelong learning vision is a city where everyone can access flexible, creative and inspirational affordable learning and can participate in city life.

Closing dates:

- There are two rounds every financial year, closing at 5pm on Friday:
 - 29th of August
 - 27th February
- Community Wellbeing Fund – Community Board: **local initiatives** are open throughout the year, an applicant may apply at anytime.

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Types of funding available:

The Council recognises that in addition to the services directly provided by the Council, the activities undertaken by community groups, not-for-profit organisations and individuals also make a valuable contribution to the community outcomes and the strategic outcomes pursued by the Council.

All not for profit organisations and community groups:

- Community Wellbeing Fund: Citywide and local activity/ projects/ services.
- Accommodation Assistance Fund: rates assistance.
- Fee Waivers Fund: reimbursement for some building consent fees and related charges relating to facilities, projects or activities.

Funds created to target specific needs:

- Out of School Care Fund: out of school care and holiday programmes.
- Youth Programme Fund: youth programmes.
- Community Halls and Marae Fund/Capital Works Fund – For Council owned and Community owned halls and marae in Waitakere City

Please note: each of these funds have specific policies relating to their criteria and requirements please download the related documents from <http://www.waitakere.govt.nz/CnlSer/fn/funds.asp> or call (09) 839 0400 for the policies to be sent out to you.

These activities/ projects must provide assistance in line with Council's Strategic Priorities and Community Outcomes. Those organisations that provide projects/ activities that produce the most measurable outcomes and are innovative and new will receive the most assistance.

Community Outcomes	We will know when we are succeeding when	Examples of projects/ activities supported through funds
<p>Strong Communities - He Iwi Kaha</p> <p>Waitakere has a strong sense of connection and networks of community and people feel safe and have a sense of belonging. We are civil and respectful of each other and have a good work life balance and contribute to our city, community, friends and family.</p>	<p>We will know when we are succeeding when</p> <ul style="list-style-type: none"> • Waitakere residents level of agreement that they have felt a sense of community in their neighbourhood increases. • Total recorded offence rates has reduced within Waitakere. • The percentage of residents who think Waitakere City is a safe place to live has increased. • The percentage of Waitakere residents who rate their Quality of Life as extremely good and good has increased. • The percent of residents who have undertaken volunteer work in the last 6 months has increased. • The frequency of physical activity in Waitakere has increased. • Percentage of residents who feel that the leisure facilities and activities in Waitakere meet their needs has increased. • Percent of residents who agree that there are sufficient things for young people to do in the city increases. • Percentage of residents who feel that diversity makes the city a better place to live increases. 	<p>Examples of projects/ activities supported through funds</p> <ul style="list-style-type: none"> • Small events and festivals • Neighbourhood assistance and support • Networks and forums • Safety and violence reduction • Youth leadership, cultural programmes • Cultural programmes • New migrant support groups. • Support and assistance for volunteers providing community assistance. • Educational workshops • Budgeting support • Leisure and sports activities

<p>Toiora – Healthy lifestyles <i>Tikanga/Kawa (Values)</i> Wairuatanga (Intrinsic values) Tautoko (Vision Moemoea – Aspirations/goals) Good health, education and increased participation in a healthy and positive lifestyle</p>	<ul style="list-style-type: none"> • We have the highest qualification of Māori in Waitakere • The percentage of Māori school leavers with no or low attainment decreases and the number which were qualified to attend university increases. • The percentage of Māori children attending early childhood education increases. • The location of attendance of Māori children in Waitakere attending early childhood education increases. • Age standardised rate of stand-downs, suspensions and exclusions per 1,000 students for Māori students in Waitakere decreases. • Life expectancy at birth by increases. • Frequency of physical activity for Māori residents increases. 	<ul style="list-style-type: none"> • Number of programmes produced by Māori or provide support specifically for Māori increases: i.e. before and after school care and holiday programmes, youth programmes, parenting programmes, and educational programmes.
<p>Urban and Rural Villages – Nga kainga taone, tuawhenua Henderson is the key central town centre with Westgate and New Lynn as major centres and a network of smaller villages and neighbourhoods. Thriving well connected town and neighbourhood centres where people want to live, play and work. The centres reflect local character and foster pride. Villages have an identified centre, are safe and have accessible common areas. People feel connected to their local place at each other. Homes are healthy and environmentally responsible.</p>	<ul style="list-style-type: none"> • Employee, resident population and household numbers in key growth areas increase. • Percentage of shoppers who rated key attributes in identified town centres as good and very good increase. • Pedestrian counts in Henderson and New Lynn town centres increases. 	<ul style="list-style-type: none"> • Housing assistance • Activities in recreational space and town centres. • Neighbourhood groups local identity projects.
<p>Working Together - Te mahi tahi We have a culture of working together as a city, as neighbourhood and as a family, efficiently utilising our time, people and resources. We mobilise local energy and empower people to participate though providing</p>	<ul style="list-style-type: none"> • Percentage of residents who agree that the community works together and people support each other increases. • The percentage of Waitakere residents who are satisfied with the way the council involves people in key decisions increases. • Percentage of Waitakere residents who agree that they are adequately informed about key council policies, decisions 	<ul style="list-style-type: none"> • Amalgamation and or collaboration between organisations that provide similar services. • Advertising and marketing costs. • Consultation with community for community projects/ services • Community activities • Support groups

<p>information people need and open transparent decision-making</p> <p>Mauri Ora – Access to Māori Resources</p> <p>Tikanga/ Kawa (values); Mana Tipuna/ Whakapapa – ancestral links between past, present and future. Tautoko (Vision Moemoea- Aspirations/ goals). Live as māori, celebrate ethnic cultural diversity, celebration of the city's unique and rich tribal and māori history.</p>	<p>and services increases.</p> <ul style="list-style-type: none"> Percentage of Māori residents in Waitakere who speak Te Reo increases. 	<ul style="list-style-type: none"> Networking opportunities Educational programmes that support the teaching of Te Reo.
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To be eligible an applicant must:

- Be a non-profit making organisation/ community group (Please note: if you are an individual you may apply to the Community Wellbeing Fund – Community Boards funds for \$1500. If you are applying for assistance for over \$1500 from any of the other funds you must apply under an umbrella organisation).
- Have an open membership
- Operate within Waitakere City boundaries or provide services which benefit a significant proportion of Waitakere City residents.
- Activities/ programmes that can be supported by the Community Assistance Funds are those that have community benefit.
- Please note: innovative projects or initiatives that support Waitakere residents are provided with a high priority.

Applicants will not be provided with funding if they:

- Applicants with sufficient funding to cover the costs of the project will not be accepted.
- Central government funded organisations such as the; police, education institutions and health service providers can not be supported, unless the programme is outside their normal jurisdiction.
- These funds are not intended to cover the full cost of a major project – or all operational expenses. For large requests, the group is expected to make a contribution (financial or non-monetary, such as volunteer labour).
- Political activities aimed at promoting party political goals.
- Expenditure already incurred (for example completed projects) or debt servicing costs

Please note: an organisation may only apply once to each funding round and may only apply once to each of the funds every financial year. For example: Group A may apply for assistance from the Out of School Care Fund and Community Wellbeing Fund in the funding round 1 and apply to the Accommodation Assistance Fund, Fee Waivers Fund and Youth Programme Fund in round two of the same financial year. However, Group A may not apply for assistance from the Out of School Care Fund in round one and two.

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Step 1. Plan

- * Plan your project/ activity:
 - o What services do you provide to the community?
 - o Who will be involved?
 - o What will be the associated costs of the project?
 - o What other forms of income will you need for the project?
- * Double check that there are no other groups/ organisations/ individuals providing the same service to the community. Community Waitakere can be contacted for information about services in your area. There website is: <http://www.wadccss.org.nz/> or phone number (09) 838 7903
- * The Community Liaison Officer is also available for assistance with strategic planning, please call or email info@waitakere.govt.nz (09) 839 0400 to book an appointment.
- * Community workshops will be held on the Council's application process please contact Council at the above listed details to RSVP.

Step 2. Check

- * Review the Council's funds and check which one your project best fits. This information can be viewed on the internet: <http://www.waitakere.govt.nz/CnlSer/fr/funds.asp> or information can be sent by posted out to you or call (09) 839 0400.
- * If your organisation does not fit any of Council's funds you can search for external Trusts funds on the internet via the Fundview database <http://www.fis.org.nz/databases/FundView.php> or call (04) 471 8900. The Community Liaison Officer is also available for support.
- * Two funding agencies that provide significant assistance to Waitakere City are:
 - * ASB Community Trust: <http://www.asbcommunitytrust.co.nz/> or call 0800 272 878
 - * The Trusts Community Fund (Waitakere and Portage Licensing Trust) : <http://www.thetrusts.co.nz/> or call (09) 826 2620

Step 3. Apply

Obtain the relevant application form (this can be downloaded from the website <http://www.waitakere.govt.nz/CnlSer/fr/funds.asp> or be sent to you.

- * Complete the organisational information section; include a description of what services your organisation will provide to the City and their current financial situation.
- * Describe your project activity and explain what the community benefit will be with consideration of the Council's strategic priorities, direction and community outcomes
- * Include all related costs and attach relevant quotes. Detail any income the project/ activity will receive
- * Enclose supporting information
- * Attach any relevant documents as required in this policy and the specific funds policy.
- * Double check you have met all the relevant requirements
- * Post application form to: Waitakere City Council, C/o: Council Grants Officer, Private Bag 93109, Henderson 0850, Waitakere City or hand deliver to: Reception, C/o: Council Grants Officer, Waitakere Central, 6 Henderson Valley Road, Waitakere City.

Checklist Please note if you do not provide this information your application may be considered ineligible. Please also remember to keep a copy of your application form

The following information is required from all applicants:

- A copy of the organisation's latest bank statement for each account, including investments
 - Audited Annual Accounts from the last financial year from an independent chartered accountant (Please note: if your organisation does not have audited accounts please and attach your current financial statement and associated bank statements).
 - Copy of a letter from IRD confirming Income Tax Exemption
 - Letters of support for your organisation and the work it does in the community
- Extra information is required for the following funds, please check the related policy for requirements
- Out of School Care Programmes
 - Fee Waivers

Assessment and Allocations

- Applications will be received and entered by our administration support team. Acknowledgement letters will be sent out no later than one month after the closing date. Applications to the CWF Community Boards will be received by the administration team and then sent to the appropriate Board for review. Applicants will be contacted by the Board and expected to present their application in the Community Forum.
- Organisational information will be assessed by the Council Grants Officer and the projects by specific council officer working parties.
- A report will go to the Community Assistance Fund Subcommittee who will listen to presentations from only new applicants and allocate funds, the decision will then be ratified by the Finance and Operational Performance Committee.
- Applicants will be notified of the results no later than three months after the closing date. Information will also be available on the website <http://www.waikare.govt.nz/CnlSer/funds.asp>

Successful Applicants

- Successful applicants are reminded to keep copies of all their receipts and a record of the income, which are to be recorded on the Certificate of Expenditure.
- A project report form must also be completed on the success/ failure of your project/ activity, number of staff/ volunteers and number of residents that benefited from the project/ activity.
- If you have any photos/ pamphlets etc of your project/ activity could you also please enclose this information with your report back to Council.
- If your organisation is GST registered, you must complete a GST Tax invoice for the total grant allocated plus gst.

Please note: Following receipt of your application, it may be apparent that more than one application has been received to provide similar services. At this point, the grants officer will contact both applicants to find out whether there is a duplication of services. If so:

1. One organisation may choose to withdraw their application;
2. Both organisations may collaborate on a joint application to consolidate service provision;
3. Both applications may be revised to rationalise services.

Community Wellbeing - Local Community Board Fund

Application for Financial Assistance 2008/2009



Waitakere City Council
Te Taiaroa o Waitakere

Send to: The Chief Executive
Waitakere City Council
Private Bag 93109
Henderson
WAITAKERE 0650

Deliver to: Waitakere Central
6 Henderson Valley Road
Henderson
Telephone (09) 839 0400

Attention: Grants Officer

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Applications close 5:00pm Friday 29 August 2008.
Late or faxed applications will not be considered.

Please complete one application form per project. If you need help with your application please phone the Call Centre on 839 0400.

Check your eligibility

The Council's eligibility criteria and priorities for funding are set out in the Community Wellbeing Fund Guidelines. Please read them carefully before filling out this form.

Is your organisation / group of a non-profit making nature? Yes

Is your application for a non-sporting or non-arts related project? Yes

Will your project benefit Waitakere City's residents? Yes

If you have answered yes to all of the above questions you are eligible to apply.

If you have not answered yes or are unsure about any of the above questions please phone the Call Centre on 839 0400.

1. Tell us about yourself

1.1 Full name of Group / Organisation: Waima Community Group

1.2 Street address: 86 Woodlands Pk Rd, Waima
Tikirangi

1.3 Postal address: as above

1.4 Telephone number: 8173232 Fax number: ---

Email address: flyngfishbecomes@clear.net.nz