



Waitakere City Council
Te Taiao o Waitakere

NOTICE OF MEETING

ARTS AND EVENTS SPECIAL COMMITTEE

I hereby give notice that a Meeting of the Arts and Events Special Committee will be held on:-

DATE: **Wednesday, 9 November 2005** **TIME:** **9.30 am**

VENUE: **Civic Centre, 6 Waipareira Avenue, Lincoln, Waitakere City**

to consider the business as set out herein and to take any necessary action connected therewith.

4 November 2005

Sharon Simiona
**DEMOCRACY SUPPORT AND
SISTER CITY OFFICER**

Telephone (09) 836 8000 extn 8820

MEMBERSHIP:

Councillors	JP	Lawley (Chairperson)
	DE	Gilmour (Deputy Chairperson)
	MFP	Chan, JP
	RI	Clow
	LA	Cooper
	AK	Corban, OBE, JP
	VS	Neeson, JP

Mayor RA Harvey, QSO, JP (ex officio)
Deputy Mayor CA Stone (ex officio)

(Quorum 4 members)

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(The reports and recommendations contained in all agendas are reports and recommendations only and are not to be construed, in any way, as Council policy until adopted.)

**AGENDA FOR A MEETING OF THE ARTS AND EVENTS SPECIAL COMMITTEE
TO BE HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN,
WAITAKERE CITY, ON WEDNESDAY, 9 NOVEMBER 2005,
COMMENCING AT 9.30 AM.**

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1 APOLOGIES



2 URGENT BUSINESS

Section 46A(7) of the Local Government Official Information and Meetings Act 1987 provides that where an item of business is not on the agenda, it may only be dealt with at the meeting if:

- (i) the Committee by resolution so decides; and
- (ii) the Chairperson has explained at the beginning of the meeting (when open to the public) that the item will be raised for discussion and decision, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting.

The Committee may make a decision on a matter determined to be urgent.

NOTE: Urgent Business need not be dealt with now and may be delayed until later in the meeting.



3 CONFIRMATION OF MINUTES

Meeting Minutes - Wednesday, 12 October 2005

RECOMMENDATION

That the minutes of the Meeting of the Arts and Events Special Committee held on Wednesday, 12 October 2005, as circulated, be taken as read and now be confirmed.



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ONLINE EVENTS CALENDAR

PURPOSE OF THE REPORT

The purpose of this report is to inform the Arts and Events Special Committee about the development of an Online Events Calendar.

BACKGROUND

The Public Affairs Unit put forward a business case to the Information Management Advisory Group in February 2005, outlining some of the high-level requirements for an Online Events Calendar management/coordinating tool which could operate on both EcoNet and the Council's external website. The main objective of the proposed system would be to capture all events information at inception, record it on a database and share it with stakeholders.

At the same time, Information Management was also made aware of the requirement from various community groups for a similar system to be developed for the Waitakere *ONLINE* website. It was decided that the best approach to this issue would be to look into requirements for all three systems (EcoNet, the Council's Website and Waitakere *ONLINE*) and to try to make a solution that would work without unnecessary effort duplication.

As Public Affairs have an urgent need for such a system, the Business Solutions team (part of Information Management) was sent to investigate a possible 'quick solution' by evaluating the Auckland City Council Events Calendar system and see if Waitakere City Council could successfully reuse it. Following the investigation it became clear that if Council decides to buy ACC's calendar system the Council will have to accept it in its entirety only with smaller modifications. Any extensive changes will be more difficult to achieve than building it from scratch. As part of the feasibility analysis, a comparative study on the following websites that provide similar solution was conducted at the time: <http://www.feelinggreat.co.nz/index.php> , <http://www.bethere.org.nz/> , <http://www.manukau.govt.nz/event/about.asp> and <http://www.citysoup.ca/cal/calendar.asp>. As the Council Events Calendar needs to cater for internal events as well as external, the Business Solutions team along with project sponsor, Director: Public Affairs, ascertained that it would be more cost-effective to fully develop our own system rather than to reuse the ACC Calendar

The Business Solutions team carried out consultation in early July 2005 with West Auckland District Council of Social Services representatives to determine what sum of requirements in terms of online Events Calendar are. It became apparent that there are no obvious differences between the calendar requirements for the Council website and those for Waitakere *ONLINE*. The workshop group determined that there is no-one, at this stage, within the community groups who is prepared to take up ownership of the calendar administration process. Therefore it was left to Council to design and develop an online Events Calendar without further community consultation.

STRATEGIC CONTEXT

The Council has an expressed policy of developing a year-round events programme to promote the City as a vibrant and exciting place to be in. The events programme also serves the Council's well-being programmes; it creates ways in which residents can be involved in their community and supports residents who are creating community events. Both outcomes support the Council's initiatives to promote stronger, more sustainable, communities and help make the urban and rural villages more vibrant and attractive.

Furthermore, events assist to portray a favourable image of the City to the region and the country.

These outcomes meet the Long Term Council Community Plan objectives of: "Making the City a vibrant, exciting place to live" and of making town centres, "thriving places in which people can live, work and play."

The calendar additionally supports Waitakere *ONLINE* which the Council also formally endorsed as a priority project in delivering the Council's long term strategic goals for increased partnerships and advocacy and community collaboration by developing an electronic gateway to the City. Waitakere *ONLINE* project contributes to both Active Democracy and the Integrated Transport and Communication strategic platforms. To achieve those objectives the Council agreed to support the Waitakere *ONLINE* project and contributory initiatives (like the proposed Events Calendar) during its "start-up" phase.

ISSUES

Problems With the Existing Systems

- **Lack of Control / High Workload** - There are too many "points of entry" by which events can enter the Council system and they currently do not lead automatically to one single place where all events can be recorded, evaluated and prioritised. This results in inefficiencies and a significant duplication of effort both of which are a constant source of frustration for both staff and events promoters alike.
- **Timeliness of Information is Not Satisfactory** - because information is recorded in disparate systems; Council staff are not able to register all events (confirmed and proposed) by date, type, proposed venue, and other essential criteria, as soon as they become known.
- **Limitations on the Capability or Capacity of Current Resources** - The Council cannot easily review its commitments, identify possible conflicts of events nor provide the public with a timely, easily accessed Events Calendar.

Opportunities

- **Excellent Customer Service** - by providing an up-to date, comprehensive, searchable, Events Calendar that simultaneously provides the council with an efficient management system and provides council staff and residents alike, with an online facility to register events. This service would be available on Waitakere Online and the Council's Website.
- **Workload Reductions and Avoidance of Future Costs** - The number of events is expected to grow as the City grows and the council has the option to create an electronic service now, that maximises management efficiency and customer service. The only alternative will be to proceed manually for which more staff will be required.
- **Ability to Add Capacity to Current Resources** - current resources in the Web Team that are manually publishing/managing events could be redirected to more technical web activities. Public Affairs staff will have more time to dedicate towards the actual quality of information that is put forward to public.

Timeline

The project is in the development stage at the moment. Due to the complexity of the solution, (three websites and toolset enabling administrators to maintain it without any web knowledge) the Events Calendar will be delivered in two stages:

Stage One

The calendar for internal use will be rolled out (on the EcoNet) on 16 November 2005 and will capture both internal and internally-known external events. This information will provide a management tool but will not be made available to the public on the Waitakere City Council site or Waitakere *ONLINE* at that time. This stage will deliver to the Council staff a central database as the tool by which to manage its commitments in a very short timeframe. At the same time, a number of calendar administrators will be trained and publishing process will be redefined.

Stage Two

The calendars on the Council Website and Waitakere *ONLINE* will go live in early March 2006. These calendars will provide a customer service facility by which residents and others may search for dates/venues that do not conflict with other events; research the city's criteria for events in the City, etc; register events they wish to stage; and seek support for events they wish to stage.

An "events" subsections of the website will be established linking to an information about: how to register an event, links to information about various council facilities and how to book etc. The public will also be able to search by date, category and keyword.

RESOURCES

The Events Calendar will be developed, maintained and administered using internal Council resources available within the Public Affairs and Information Management staffing complements.

CONCLUSION

The Council has undertaken to develop an Events Calendar on all three websites (EcoNet, Council Website and Waitakere *ONLINE*), with the principal objective of capturing all events information at inception, record it on a database and share it with stakeholders. This will permit a cross-council team comprising people working in different areas that are key to events (events management, resource consents, parks, bookings facilitators, etc) to identify duplications, undertake Strengths, Weaknesses, Opportunities and Threats analyses, initiate appropriate procedures, allocate resources where appropriate, etc. and publish an electronic Events Calendar that is continuously comprehensive and up-to-date.

RECOMMENDATION

That the Online Events Calendar report be received.

Report prepared by: Jasmina Mihic, Senior Business Analyst, Business Solutions.



CITY EVENTS SUMMER CALENDAR

PURPOSE OF THE REPORT

The purpose of this report is to inform the Committee of the Summer Events Calendar (November 2005 - April 2006).

BACKGROUND

Council continually receives annual plan submissions and sponsorship requests for a variety of City events, parades and festivals in Waitakere. The Public Affairs Events Team work in liaison with the wider community in the planning and staging of such events, and also facilitate on behalf of the City a host of cultural, musical and sporting events.

STRATEGIC CONTEXT

The Local Government Act defines one of the purposes of Local Government as being to promote the social, economic, environmental and cultural well being of communities, in the present and for the future.

The City Event programme aligns with the Long Term Council Community Plan in creating vibrant and economically viable town centres, contributing to the Urban and Rural Villages strategic platform and to the development of Strong Communities.

ISSUES

Summer Events Calendar - November 2005 to April 2006

The table below includes all Council and Council sponsored/partnered events currently listed in the Public Affairs Events Calendar - as at the time of writing this report.

Table 1 - Summer Events Calendar

Event	Date(s)	Location & Time
Waitakere Pasifika Living Arts Festival	3 - 5 November 2005	Corban Estate Arts Centre
Push Play Day	4 November 2005	Starling Park, Ranui 5.00 pm - 7.00 pm
Waitakere Fireworks Display	5 November 2005	Douglas Track & Field Waitakere Stadium 5.00 pm till 9.00 pm
Freedom of the City Charter Parade	11 November 2005	Pringle Drive, Te Atatu Peninsula 10.30 am
West Auckland Community Toy Library 25 th Jubilee	12 November 2005	Motu Moana
Glen Eden Christmas Parade	19 November 2005	Glen Eden Town Centre Start at 1.30 pm
Henderson Creek Jetties Opening Celebrations	19 November 2005	Chris Timms Memorial Jetty 9.30 am Tui Glen Heritage Jetty 10.30 am
Henderson Creek Celebration Weekend	19 November 2005 20 November 2005	Tui Glen Reserve 10.00 am Falls Park 11.00 am

Event	Date(s)	Location & Time
Trash to Fashion	25 & 26 November 2005	The Trusts Stadium 8.00 pm
Henderson Rotary Christmas Parade	26 November 2005	Henderson Town Centre Start at 10.30 am
New Lynn Christmas Parade	26 November 2005	New Lynn Town Centre Start at 10.00 am
Henderson Valley Riding Fair	27 November 2005	Henderson Valley Pony Club
Te Atatu Peninsula Christmas Parade	3 December 2005	Te Atatu Peninsula Town Centre
Waitakere Christmas Festival	3 December 2005	Parrs Park, Oratia 6.00 pm till 10.00 pm
Christmas Gift Making	3 December 2005	West Wave Recreation Centre
Carols at Falls Park	18 December 2005	6.30 pm - 8.30 pm Falls Park
Elvis in the Park	8 January 2006	Cranwell Park, Henderson
Infratil Community Awards	Late January 2006	The Trusts Stadium
Sturges West Community House Opening Celebrations	Late January 2006	Sturges West Community House
Waitakere Summer Music Series	11 February 2006	Harbour View 5.00 pm till 9.00 pm
	19 February 2006	Cranwell Park 1.00 pm till 5.00 pm
	4 March 2006	Shadbolt Park 1.00 pm till 5.00 pm
	19 March 2006	Huia, 1.00 pm till 5.00 pm
	27 March 2006	Triangle Park 5.00 pm till 9.00pm
Unitic / Henderson Library Opening Celebrations	February 2006	Unitic / Henderson Library
Soap Box Derby	March 2006	Westgate Drive
Toddlers Day Out	2 April 2006	
SummerSlamz '06	8 April 2006	Te Pai Skate Park
Eco Festival	April 2006	
Anzac Day Commemorations	25 April 2006	Waikumete Cemetery
Laureates	April 2006	

RESOURCES

In addition to the specific event sponsorship allocated in the 2005/2006 Annual Plan, a sum of \$60,000 for General Events and \$95,000 for Event Bids is allocated for discretionary event sponsorship.

In order to meet the growing demand for youth events and programmes, an additional staff member in Public Affairs for a Youth Events and Programmes position has been approved by Council in the 2005/2006 Annual Plan and is currently being advertised.

CONCLUSION

Council continues to sponsor, develop and facilitate, in collaboration with external community organisations, a variety of events in Waitakere City.

RECOMMENDATION

That the City Events Summer Calendar report be received.

Report prepared by: Jo-Anne Inancsi, City Events Coordinator: Public Affairs.



REPORTS FROM THE SUBCOMMITTEES

6 COMMUNITY SPORT FUND ALLOCATION SUBCOMMITTEE

THE SUBCOMMITTEE SUBMITS THE FOLLOWING REPORT OF ITS MEETING HELD ON WEDNESDAY, 19 OCTOBER 2005

MATTERS CONSIDERED

A1-A3

The Subcommittee dealt with a number of items for which it has delegated powers to act and a copy of the minutes of the meeting is attached at pages A1 to A3.

The Subcommittee Recommends:

That the Meeting report of the Community Sport Fund Allocation Subcommittee held on Wednesday, 19 October 2005 be received.

JP Lawley
CHAIRPERSON



CREATIVE COMMUNITIES SCHEME ALLOCATION SUBCOMMITTEE

THE SUBCOMMITTEE SUBMITS THE FOLLOWING REPORT OF ITS MEETINGS HELD ON WEDNESDAY, 12 OCTOBER 2005 AND RECONVENED ON TUESDAY, 18 OCTOBER 2005

MATTERS CONSIDERED

A4-A10

The Subcommittee dealt with a number of items for which it has delegated powers to act and a copy of the minutes of the meetings are attached at pages A4 to A10.

The Subcommittee Recommends:

That the Meeting reports of the Creative Communities Scheme Allocation Subcommittee held on Wednesday, 12 October 2005 and reconvened on Tuesday 18 October 2005 be received.

JP Lawley
CHAIRPERSON



RECOMMENDATIONS FROM OTHER MEETINGS

8 RECOMMENDATIONS FROM CITY DEVELOPMENT COMMITTEE

NEW ZEALAND CERAMIC HERITAGE TRUST LEASE OF AMBRICO STUDIO

The City Development Committee recommends to the Arts and Events Special Committee:

That the New Zealand Ceramic Heritage Trust Lease of Ambrico Studio report be referred to the Arts and Events Special Committee for the appropriate updates and decisions.

