

**AGENDA FOR A MEETING OF THE ARTS, EVENTS AND CULTURE SPECIAL COMMITTEE
TO BE HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN,
WAITAKERE CITY, ON WEDNESDAY, 7 JUNE 2006,
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, 10 May 2006

RECOMMENDATION

That the minutes of the Meeting of the Arts and Events Special Committee held on Wednesday, 10 May 2006, as circulated, be taken as read and now be confirmed.



4

ECODAY 2006

PURPOSE OF THE REPORT

The purpose of this report is to update the Arts, Events and Culture Special Committee on the EcoDay Festival held at Olympic Park, New Lynn, on 2nd April 2006.

BACKGROUND

EcoDay 2003 and 2004 were successfully staged and run by Council. In 2004 an approach was made to Council by an external party who wanted to produce EcoDay 2005 in conjunction with their EcoShow. Funding of \$25,000 was advanced to EcoShow organisers to run the free EcoDay event as part of their show.

In 2006 it was decided to bring EcoDay back under the Waitakere City Council umbrella and EcoMatters Environment Trust were contracted to manage EcoDay 2006 on behalf of the Council.

A steering committee was convened in November 2005 and met on a regular basis to discuss, provide input and make decisions concerning the event. The steering committee was made up of members from EcoMatters (staff and Trustees) and Council.

In early January 2006 letters of interest were sent to a database of potential exhibitors, which included over 200 companies and organisations dealing in environmental issues, products and services. Hard work by the steering committee ensured that all (approximately 35) display spaces were taken.

Some 3,500 people attending during the day.

Run in conjunction with EcoDay were the ever popular seminars and bus tours. Seminars this year focussed on "Transport and the Natural Environment" and "Building a More Sustainable Home". Both of these were well supported by visitors.

Because of the inclement weather the bus tours did not attract the numbers expected, but feedback from those who did brave the elements to visit Earth Song indicated that the tours were of value.

Marketing of the event commenced in mid-February with articles and advertising (in local newspapers). In addition to this a double page spread was produced in the Western Leader and 12 roadside billboards were put up at strategic intersections around the city. Sponsorship by the Radio Network ensured that the event received a high profile to a diverse radio audience via Newstalk ZB and seven other radio stations (including George FM and BFM, in the Auckland Region). Detailed information on the event was also available on the Council's website and that of EcoMatters.

STRATEGIC CONTEXT

The programme is aligned to the Council's Sustainable Development priority and contributes to meet the Strong Communities strategic platform.

Clearly the environmental focus of the day is also directly supportive of the Council's broad Eco City aims.

ISSUES

Health & Safety

No major issues were reported, despite the weather.

Security

No major security issues were reported.

Venue

Because of limited indoor space at Olympic Park, EcoDay 2006 was designed around both indoor and outdoor exhibitor space. With the arrival of torrential rain on the morning of the event it was necessary to relocate all exhibitors indoors, making for a cramped space.

The popularity of the Western Bowling Club Hall as a venue for other events also meant that the organisers could not access the space until late on the Saturday evening, which meant a very short pack in time was available. Organisers are now recommending that a larger venue be sought and booked well in advance.

Outdoor Marketplace

Several attempts were made to interest retailers in setting up an outdoor market selling fresh organic produce, plants and crafts. Unfortunately they could not interest anyone this year, but are keen to try again in 2007. It is possible that if the market were a success that it could continue on throughout the year as a regular event.

Funding and Sponsorship

The organisers have recognised the need to identify funding opportunities as a top priority and will work with Council staff to secure funding early in the 2006/2007 year. Council allocated \$10,000 through the 2005/2006 Annual Plan general events budget and has in the draft budgets for 2006/2007 a line item of \$25,000 to support this event.

RESOURCES

Funding of \$10,000 was made available to EcoMatters Trust and this enabled them to hire a Project Co-ordinator whose role it was to secure additional funding, co-ordinate marketing and promotion of the event, liaise with potential exhibitors, design and manage the event from start up through to pack down and to submit a written report and budget to Council at the end of the project.

In addition to the seed funding of \$10,000 provided by Council, the steering committee were successful in securing \$6,500 in additional funding from other Council units – Strategic Projects, Parks, and Green Network. External sponsorship of \$17,700 was raised from Methven, Beacon Pathways, Absolute Air-conditioning the Radio Network, Excel Group and Fujitsu.

There were minimal resourcing requirements placed upon Council staff to manage this event as it was produced by an external organisation. Council allocated \$10,000 through the 2005/2006 Annual Plan general events.

CONCLUSION

EcoDay 2006 was a success, attracting around 3500 people over a period of 6 hours. Feedback from the public and exhibitors was very positive and it is proposed to once again contract the EcoMatters Trust to produce EcoDay 2007 on behalf of Council.

Council allocated \$10,000 through the 2005/2006 Annual Plan general events budget and has in the draft budgets for 2006/2007 a line item of \$25,000 to support this event.

RECOMMENDATIONS

1. That the EcoDay 2006 report be received.
2. That EcoMatters trust be thanked for their support of EcoDay 2006.

Report prepared by: Barbara Cade, Events and Special Projects Manager.



5 EVENTS BID - OCEANIA UNDER 16 BASKETBALL TOURNAMENT

PURPOSE OF THE REPORT

The purpose of this report is to introduce an opportunity for Waitakere City to host the Oceania Under 16 Basketball Tournament in 2006 by allocating seed funding to assist in securing the tournament in the 2005/2006 financial year and further event management funding in the 2006/2007 financial year.

BACKGROUND

The International Basketball Federation Youth Basketball Tournaments are an important element in the development programme of young basketballers as well as for coaches and referees. The teams in the tournament are made up from selected players from national championships in the Oceania region and the player talent identification pathways in those participating countries. The tournament is a selection event for the Oceania All-Star team, which will subsequently represent the Oceania zone at an elite event in Australia, at the beginning of 2007.

The first tournament was held in Fiji in 1997 and then was established on a two year rotation and has been held in the following countries:

New Caledonia	1998
Vanuatu	2000
Tonga	2002
Australia	2004

The event is run under international FIBA Rules and will incorporate coaching, refereeing and administration clinics and seminars by the New Zealand Drug Agency. The organising committee are also looking to set up a number of cultural exchanges between athletes and local Waitakere schools during the tournament period.

Teams who have registered to participate in New Zealand include American Samoa, Australia, Fiji, Guam, New Caledonia, Papua New Guinea, Tahiti and New Zealand.

Waitakere City is being asked to provide seed funding of \$20,000, tagged to hireage of The Trusts Stadium, for the Oceania Under 16 Basketball Tournament from the 2005/2006 Events Bid Budget and a further sum of \$15,000 to assist with securing accommodation in Waitakere City and to subsidise transportation costs (from the 2006/2007 draft Annual Plan). Additional sponsorship will be sought by the organising committee. An AUD\$30,000 organising grant from the International Basketball Federation has already been made.

STRATEGIC CONTEXT

Strong Innovative Economy is one of the strategic platforms for this Council. The Oceania Under 16 Basketball Tournament is seen as having both economic and social benefits, particularly for the youth of Waitakere City. In addition, major events themselves bring a range of economic and social benefits, as well as providing "profile" for the City. Such an event also aligns with the Council's Leisure Strategy which is aimed at promoting health and wellbeing amongst the city's residents.

ISSUES

Initial discussions with Basketball Waitakere were undertaken in late 2005 and concerns were raised over their ability to produce an event to an international standard. Subsequently Basketball New Zealand will now run the tournament with the assistance of an organising committee, which will include representation from Waitakere City Council, The Trusts Stadium, Sport Waitakere and Basketball New Zealand.

There is currently no funding set aside in the 2005/2006 Annual Plan for this specific event. The Public Affairs budget does however have an events bid line item of \$90,000, from which it is proposed to seed fund this event to the amount of \$20,000. This amount is being tagged to Stadium hire.

A specific line item (\$15,000) has been included in the 2006/2007 draft Annual Plan and will be used to pay local accommodation and transportation provider costs.

In return for the City's investment returns to local accommodation, transport, food, advertising and travel are, based on economic development impact reports from the Australian competition in 2004, to be in the vicinity of \$114,588 (refer breakdown below). In addition to this are un-measurable benefits to local tour operators and retailers from personal spending by participants and their supporters.

Accommodation:	\$38,643
Transportation:	\$14,316
Food:	\$33,335
Advertising:	\$ 5,848
Airfares:	\$11,201
Stadium Hire:	\$11,245

These figures are based on 16 teams which equal 260 athletes, 51 team officials, 60 volunteers, 25 tournament officials and 10 workshop presenters

RESOURCES

As well as funding Council's events staff will work with the organising committee to assist them with any requirements they may be required to deal with under Council's consent processes and in terms of general event management.

CONCLUSION

Waitakere City Council has been approached to fund and assist in the delivery of the Oceania Under 16 Basketball Tournament and will closely work alongside Basketball New Zealand and Sport Waitakere to deliver this event.

Seed funding of \$20,000 is being sought to contract to host this event.

A budget line item of \$15,000 has been provided for in the 2006/2007 draft Annual Plan to assist with costs associated with accommodation and transportation requirements of tournament participants.

RECOMMENDATIONS

1. That the Events Bid - Oceania Under 16 Basketball Tournament report be received.
2. That the Arts, Events & Cultural Special Committee approve the allocation of \$20,000 from the events bid budget 2005/2006 to pay for the hire of The Trusts Stadium for the Oceania Under 16 Basketball Tournament for 2006.
3. That the Arts, Events & Cultural Special Committee recommend to the Finance and Operational Performance Committee that \$20,000 for the hire of The Trusts Stadium for the Oceania Under 16 Basketball Tournament from the events bid budget be carried forward to the 2006/2007 financial year.

Report prepared by: Barbara Cade, Events and Special Projects Manager: Public Affairs.



6 WAITAKERE INTERNATIONAL CULTURAL FESTIVAL 2006

PURPOSE OF THE REPORT

The purpose of this report is to update the Arts, Events and Culture Special Committee on the Waitakere International Cultural Festival held at Te Pai Park, Lincoln North, on 25 March 2006.

BACKGROUND

The Waitakere International Cultural Festival is an event produced by the Waitakere Ethnic Board and supported by Waitakere City Council through the provision of a seed sponsorship grant of \$2,500.

The main objective of the event is "to bring cultures together" through sharing food, music, dance and heritage.

A range of ethnic groups supported the event and ensured that a good cultural mix was showcased and that it was inclusive and representative of the changing face of Waitakere City. The following countries were represented:

Brazil	Samoa	Kiribati	Philippines	Korea
China	India	Cook Islands	Spain	Middle East

Approximately 3,000 people attended through the day, not only from Waitakere City, but from across the Auckland region. People attending were entertained by Emcee Junior Samuela whose energy was certainly appreciated by those present. In addition to the performances a formal welcoming ceremony was held featuring Member of Parliament, Lynne Pillay.

A good representation of ethnic media (World TV, the Filipino News and the Migrant News) ensured good post event publicity.

STRATEGIC CONTEXT

The programme is aligned to the Council's Strong Communities strategic platform and contributes towards celebrating the City's diversity of lifestyles and people.

In addition, the concerts more fully utilise local parks which is a goal of the draft Parks and Open Space Strategy.

ISSUES

Health and Safety

No major issues were reported, and no incidents were reported to organisers.

Security

No security issues were reported.

Event Organisation

The organising committee have made recommendations around a project management structure going forward. The Waitakere Ethnic Board are recommending that a new position on the Board be set up which will focus on "social activities" and will lead/project manage events such as this in the future.

Lead time for the event was short and a recommendation has been made that this be pushed out by 2-3 months.

Timing of the event was an issue and 25 March 2006 was a busy day in the City with this Festival, Whanau Day Out and Waitakere Sounds all on. This did have an impact on numbers attending and it was acknowledged that the organisers needed to work with Council's Events Team to ensure that multiple events on the same day were avoided in future.

RESOURCES

Council allocated \$2,500 through the 2005/2006 Annual Plan sponsorship fund to assist in the production of this event. This funding was tagged for promotion, rubbish collection and port-a-loo hire. In addition to this, Events staff provided support and guidance around health and safety and in making the necessary contacts within Council to ensure that the event ran smoothly.

CONCLUSION

The Waitakere International Cultural Festival was a success. Feedback from the public has been very positive and the event brought families together to experience the many and varied cultures that now make up the fabric of our City. The event was also an economically positive event for the city through the participation of stallholders and performers and through the purchase of services from small businesses that are resident in the City.

RECOMMENDATION

That the Waitakere International Cultural Festival 2006 report be received.

Report prepared by: Barbara Cade, Events and Special Projects Manager.



7 WHANAU DAY OUT 2006

PURPOSE OF THE REPORT

The purpose of this report is to update the Arts, Events & Culture Special Committee on the Whanau Day Out Festival held at Parris Park, Oratia on 25 March 2006.

BACKGROUND

Whanau Day Out is an event produced by Ezekiel 33 Trust and supported by Waitakere City Council by the provision of a seed sponsorship grant of \$2,500. The 2006 event was the second Whanau Day Out held in the City.

The event is primarily targeted at Maori and provides a platform for performers to showcase their talents and enjoy free family fun in a safe environment.

The event attracted some 6,000 people who enjoyed performances from professional and amateur groups, a Youth 4 Youth jam session, where youth of the city were able to express themselves in a format of hip hop, and kapa haka performances from local school groups. For many parents, this was the first opportunity they had to see their children perform. In addition to the stage performances there were fairground rides, a farm yard, bomb art and information booths for services available for the community.

STRATEGIC CONTEXT

The programme is aligned to the Council's Treaty of Waitangi priority and contributes towards the Strong Communities strategic platform by fostering people's connectivity to others.

In addition, the concerts more fully utilise local parks which is a goal of the draft Parks and Open Space Strategy.

ISSUES

Health and Safety

No major issues were reported, though there were a number of minor cuts and scratches.

Security

No major security issues were reported. A good police presence (4 - 6 during the day, building to 15 as the sun went down) ensured security was not an issue at the event.

Communication

Because of the size of the event the event organiser is recommending that in 2007 additional ground crew will be employed who will be fully briefed and tasked with managing smaller and targeted areas of the event and the employment of an additional MC to ensure the stage works seamlessly.

RESOURCES

There were minimal resourcing requirements placed upon Council staff to manage this events as it is produced by an external organisation. Council allocated \$2,500 through the 2005/2006 Annual Plan seed funding budget to assist the Ezekiel 33 Trust produce this event. This funding was tagged for promotion, rubbish collection and port-a-loo hire.

CONCLUSION

Whanau Day Out was an outstanding success. Feedback from the public has been very positive and the event certainly met the objective of brining the city's families together to experience a 'day out' at little or no cost. Holding an event such as this also demonstrated the possibilities of using parks and recreational spaces for other than sporting fixtures.

RECOMMENDATION

That the Whanau Day Out 2006 report be received.

Report prepared by: Barbara Cade, Events and Special Projects Manager.



8 DRAFT EVENTS STRATEGY UPDATE

PURPOSE OF THE REPORT

The purpose of this report is to advise the Arts, Events and Culture Special Committee that in July 2006 the Committee will receive the first draft of the Events Strategy for Waitakere City and this report provides an update.

BACKGROUND

This project to develop an Events Strategy arises from the Economic Development Strategy adopted in 2004 which recognises that events in the City link with many of the City's other strategic goals. Events can and do play a valuable role in creating the atmosphere, colour and vitality that is part of the social fabric of Waitakere and also contribute to economic development. Through recent Annual Plan and Long Term Council Community Plan deliberations the Council has also signalled a desire to increase events activity and funding. An Events Strategy provides a framework under which decisions on types of events - and levels of Council support - can be made.

The Events Strategy for Waitakere City is intended to ensure that:

1. Council uses all available opportunities to leverage the investment and effort put into events for the benefit of the Waitakere community in general and the City's economic development in particular.
2. Council develops a mix of events (type, scale, sector, timing, etc) consistent with the City's strategic direction and designed to optimise benefits to the City.

This work has been proceeding over recent months and was reported to this Committee in March and April 2006.

STRATEGIC CONTEXT

Because events are so diverse and have such potential to contribute widely to the achievement of the City's strategic direction, the draft Events Strategy has been developed in the context of the Citywide Investment Marketing Strategy (work in progress), draft Leisure Strategy, Parks Strategy, Economic Development Strategy - ensuring that the strategies co-evolve.

The Strong Innovative Economy platform expresses Council's desire for a vital and sustainable economy providing quality jobs for local people. The potential for events to contribute to this platform is recognised in this strategy with reference to the action of "City promotion - high profile events, arts programmes".

In particular the Economic Development Strategy, adopted by Council in 2004, provides the most explicit strategic context for the development of an Events Strategy. The Economic Development Strategy identifies a broad strategy for economic development and a number of actions to further the economic development of the City. Events are specifically identified as potentially important vehicles to promote Waitakere as a great place to live and do businesses.

Events also have the potential to deliver outcomes supporting several of Council's other strategic platforms such as Urban and Rural Villages and Strong Communities.

ISSUES

As work has progressed during the last three weeks to finalise the draft Events Strategy, the desirability of revisiting some of the key stakeholder consultation discussions has become evident. Though many individuals and groups have been consulted to date, during June staff will be revisiting some of them for more detailed input on the draft strategic themes being developed for events.

While it is recognised how very desirable it is that this work be completed as speedily as possible, it is also clear that more refinement at this point has the potential to save time and resources later once staff begin implementing the Events Strategy and using the tools that accompany it. This has been discussed with the Chair of the Committee.

The proposal is therefore to bring the draft Events Strategy to this Committee for consideration at the next meeting in July 2006.

RESOURCES

Council committed \$40,000 to the development of an Events Strategy through the 2005/2006 Annual Plan.

This proposed extension of time can be managed within existing budgeted resources.

RECOMMENDATION

That the Draft Events Strategy Update report be received.

Report prepared by: Sue Bidrose, Director: Strategic Performance.



ESTABLISHMENT OF THE CORBAN ESTATE REFERENCE GROUP

PURPOSE OF THE REPORT

The purpose of this report is to provide the Arts, Events and Culture Special Committee with a recommended Terms of Reference, timeline and membership for the establishment of the Corban Estate Reference Group (the Reference Group).

BACKGROUND

At its meeting of 10 May 2006, the Arts, Events and Culture Special Committee resolved:

- “2. *That the Council approve the establishment of a Reference Group to assist with ongoing planning for the Corban Estate precinct subject to approval of the terms of reference, timeline and membership.*
3. *That the Chair of the Arts, Events and Culture Special Committee be nominated to be on the Reference Group and Council approve one further member.*
4. *That feedback received in the workshop session is fed into the further refinement of the Corban Estate Concept Plan.*
5. *That regular update reports on the Corban Estate Concept Plan be brought back to this Committee on a bi-monthly basis.”*

830/2006

STRATEGIC CONTEXT

The Corban Estate has the potential to become a major arts, heritage and cultural facility for Waitakere City and provide a unique regional attractor within the Henderson Town Centre area. The Council's Arts and Cultural Strategy proposes this project as a priority for the City.

Within the Henderson Concept Plan and work programme it is referred to as development area 'precinct 4' and a number of initiatives are included in the wider work programme that will integrate the 'Arts Centre' into the town centre, Civic Centre and tertiary area, the leisure facilities and the public transport systems. Development of this site will contribute to achieving the Council's strategic objectives in relation to both town centre development and development of arts and cultural activities in the city while providing a unique environment for leisure and educational activities, contributing to the Council's Urban and Rural Villages platform.

ISSUES

Need for a Reference Group

As officers work to prepare the development framework to guide the future redevelopment of the Corban Estate there has been limited input from the management boards of the key tenants on the site. Officers have been working with the individual tenant officers, but no collective consultation as yet has been reached as each of the tenant organisations has a slightly different perspective of the future arts role on the Corban Estate. It is important to combine all these views in the future planning process. There also has been limited co-ordination between the various Trusts and tenants in consideration and preparation of the development framework for the future or the daily use of the site to date. A joint membership Reference Group is proposed to be a mechanism to address these issues. This Reference Group would not replace the ongoing Joint Officers Working Group nor would it prevent any further additional consultation with other parties.

It is intended that the Reference Group provide a forum where a range of issues can be discussed and debated amongst the key stakeholders on the site. This forum is a way to ensure that the needs of the tenants, users and landowner can be combined into a workable planning programme for the future of the site. Therefore the scope of the matters to be considered by the Reference Group will be limited to:

1. Operational issues in co-ordination of the different organisations that use the site and management of impacts from the various activities; and
2. The range and integration of uses, built form layout, development staging and possible funding sources for the future development options for the site.

Reference Group Purpose

The purpose of the Reference Group is to:

- Review and work collectively through matters in relation to the daily operation of the site and preparation of a development and management framework for the Corban Estate;
- To make recommendations to the Waitakere City Council (as the landowner and landlord) for consideration prior to finalising the development and management framework; and
- Give feedback to the various stakeholder organisations on the future development options for the Corban Estate.

It is intended that the discussions and recommendations from the Reference Group be kept at a high level to provide direction and that detailed work be undertaken by the Joint Officers Working Group.

Proposed Membership

The proposed membership is to include the major tenants currently on the site and specialist advisers who have the potential to assist in the future development of the site. Major stakeholders currently on the site, with the prospect of long-term involvement of the Corban Estate include:

- Waitakere Arts and Cultural Development Trust incorporating the Corban Estate Arts Centre;
- Waitakere Pacific Arts and Cultural Trust incorporating the Mamas;
- Waitakere Central Community Arts Council split over two sites; and
- The MAU dance troupe.

Each of the tenant groups have a different arts focus that combine on the Corban Estate to add a richness and diversity of attractions.

Corban Estate Arts Centre is the longest established tenant and has a service agreement with the Council through an annual grant. Their charter and business plan seek to expand their current lease beyond the existing five buildings further develop the site.

Waitakere Pacific Arts and Cultural Trust has plans to consolidate its vision and work towards a purpose built centre on the site. Also Waitakere Pacific Arts and Cultural Trust is considering what potential economic development benefits might be derived from its component of the site.

Waitakere Central Community Arts Council is currently a sub tenant to Corban Estate Arts Centre in one of their five leased buildings. The Waitakere Central Community Arts Council also has space allocated at the Westwave Centre. The group has a membership of over 350 and run a series of art classes, both during the day and evening. It would be desirable to have this group consolidated in the Corban Estate site to build on the arts focus and facilitate the joint use of facilities.

MAU, an international dance troupe, currently use the Corban Estate as their home base within Auckland. The dance troupe has a short term lease (two years) over half the basket ball court building, but are interested in exploring longer term opportunities to remain part of the site and its future redevelopment. The dance troupe have conducted several performances at the Corban Estate, and there are also education courses conducted from time to time at this venue.

Specialist advice in relation to economic development and development feasibility and construction could be supplied by Enterprise Waitakere and Waitakere Properties Limited respectively.

To capture feedback from other groups that have less formal connections with the Corban Estate, it is suggested that these groups would be consulted through a broader consultation process and not be directly represented on the Reference Group. This would include talking to local traders, adjoining neighbours, community groups and the broader community in seeking comment on the future development of the site.

The following membership is suggested as a starting point:

- Councillor Lawley from the Arts, Events and Culture Special Committee;
- Councillor Hulse from the City Development Committee;
- Two representatives from Waitakere Arts and Cultural Development Trust;
- Two representatives from Waitakere Pacific Arts and Cultural Trust;
- One representative from Waitakere Central Community Arts Council;
- One representative from MAU dance troupe;
- One representative from Enterprise Waitakere; and
- One representative from Waitakere Properties Limited.

The most important factor in recommending the membership for the Reference Group is to balance the need for major stakeholders to have a voice in the development of the Corban Estate, yet make the Reference Group of an appropriate size for optimum decision-making. Although on first inspection the proposed representation above may seem quite large, it will be more efficient to present issues and ideas to the collective group at the same time and with a consistent message rather than a string of individual meetings which allows for various interpretations on what was presented to be taken from a single perspective.

Group Structure

As each of the proposed members will be representing a specific group or specialist area it is proposed that the Reference Group not have a formal Chairperson position. It is suggested that the Council uses its resources and skill base to provide administrative support to the Reference Group. Given the range of views that will need to be covered in the Reference Group's discussions, it is suggested that a dedicated facilitator role from the Council be assigned to the Reference Group.

Group Decision-making

It is not intended that the Reference Group be conducted as a formal group with voting rights. In reporting the outcomes of discussion to the Council the following guidelines are suggested:

- Where consensus is reached within the Reference Group, this may be reflected in collective recommendations to the Council; and
- Where there is no clear consensus, the report to the Council will present the range of issues identified.

Reporting to the Council

- The outcomes and recommendations from the Reference Group's discussions will be reported to this Committee on a bi-monthly basis. In addition to the feedback from the Reference Group other material that updates the progress of the Development and Management Framework will be included. This will enable the Council to make the final decision on how best the Corban Estate may be developed in the future as an Arts Culture and Heritage precinct and as a Citywide asset.
- Officer work on related matters would be reported to either the City Development Committee or the Arts and Events and Cultural Special Committee depending on the issue.

Lifecycle of the Reference Group

It is anticipated that the Reference Group's role would last only until a development framework was completed and adopted by the Council. After this point it may be more appropriate for a different type of group with specific objectives to be established. Given there is a backlog of issues that could be considered by the Reference Group and the fact that the Reference Group will need several meetings to establish itself, it is expected that the Reference Group will need to exist until the end of June 2007.

Meetings

It is proposed that the Reference Group will meet monthly, and present bi-monthly reports to the Arts, Events and Culture Special Committee (to coincide with reports from officers).

It is proposed that at the first meeting of the Reference Group, Council officers facilitate the various individuals to form as a group, and that the individual groups be provided with a background document summarising the history, present situation and likely future direction of the Corban Estate.

It is envisaged that second and future meetings of the Reference Group will focus on the development of an appropriate governance regime, and on the development of an appropriate event management plan.

RESOURCES

It is proposed that the Reference Group as established by the Council be provided with administrative support by at least two Council officers (to act as facilitator and minute secretary).

It is recommended that membership of this Reference Group not be remunerated.

The establishment of a Reference Group will be managed by the City Development section part of Council's Quality Assurance Unit in consultation with the Arts section, and the roles of facilitator and administrative support be provided from within the Council's existing staff resource.

CONCLUSION

At its 10 May 2006 meeting, the Arts, Events and Culture Special Committee called for a report outlining a proposal for the Terms of Reference and Scope of a proposed Corban Estate Reference Group. This report covers the areas that direct how the Reference Group will operate as follows:

- Need for a Reference Group;
- Reference Group Purpose;
- Proposed Membership;
- Group Structure;
- Group Decision-making;
- Reporting to the Council;
- Lifecycle of the Reference Group; and
- Meetings.

It is recommended that the Committee adopt the formation of a Reference Group in the terms as proposed in this report.

RECOMMENDATIONS

1. That the Establishment of the Corban Estate Reference Group report be received.
2. That the Arts, Events and Culture Special Committee recommend to the City Development Committee:
 - i) That the establishment of a Corban Estate Reference Group be based on the scope and membership as follows:
 - Councillor Lawley from the Arts, Events and Culture Special Committee;
 - Councillor Hulse from the City Development Committee;
 - Two representatives from Waitakere Arts and Cultural Development Trust;
 - Two representatives from Waitakere Pacific Arts and Cultural Trust;
 - One representative from Waitakere Central Community Arts Council;
 - One representative from MAU dance troupe;
 - One representative from Enterprise Waitakere; and
 - One representative from Waitakere Properties Limited.
 - ii) That the establishment of the Corban Estate Reference Group report form the Terms of Reference for the Corban Estate Reference Group and the scope of the matters to be considered by the Corban Estate Reference Group be limited to:
 - Operational issues in co-ordination of the different organisations that use the site and management of impacts from the various activities; and
 - The range and integration of uses, built form layout, development staging and possible funding sources for the future development options for the site.

- iii) That Councillors Lawley and Hulse be the Council's representatives on the Corban Estate Reference Group;
- iv) That a letter be sent to each external organisation identified in recommendation 2(i) above inviting them to nominate representative(s) to form the Corban Estate Reference Group;
- v) That the Corban Estate Reference Group meet monthly commencing June 2006 until such time the Corban Estate Reference Group is disestablished.

Report prepared by: Yvonne Rust, Manager: City Development and Michael Riley, Project Manager: Strategic Property Projects.



10 CREATIVE COMMUNITIES SCHEME ALLOCATION SUBCOMMITTEE

THE SUBCOMMITTEE SUBMITS THE FOLLOWING REPORT OF ITS MEETING HELD ON WEDNESDAY, 3 MAY 2006 AND RECONVENED ON WEDNESDAY, 10 MAY 2006

MATTERS CONSIDERED

A1-A6

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 A6.

The Subcommittee Recommends:

That the Meeting report of the Creative Communities Scheme Allocation Subcommittee held on Wednesday, 3 May 2006 and Reconvened on Wednesday, 10 May 2006, be received.

JP Lawley
CHAIRPERSON

