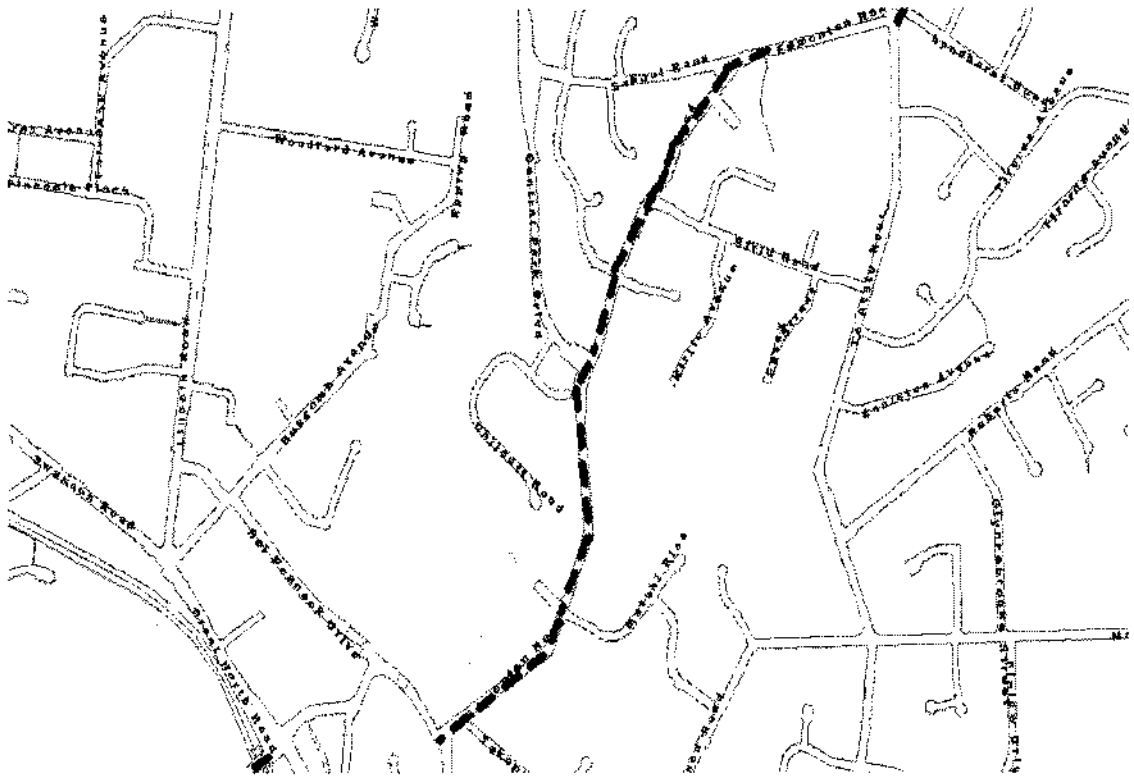


Te Atatu Road between Edmonton Road to SH16 bridge.



Edmonton Road between Alderman Drive to Bosnyak Drive

Waitakere Wellbeing Collaboration Project
Strategic Outcomes for 2003-2005

Strategic Outcomes

**Culturally Diverse
& Socially integrated**

**Healthy, Safe
&
Well Housed**

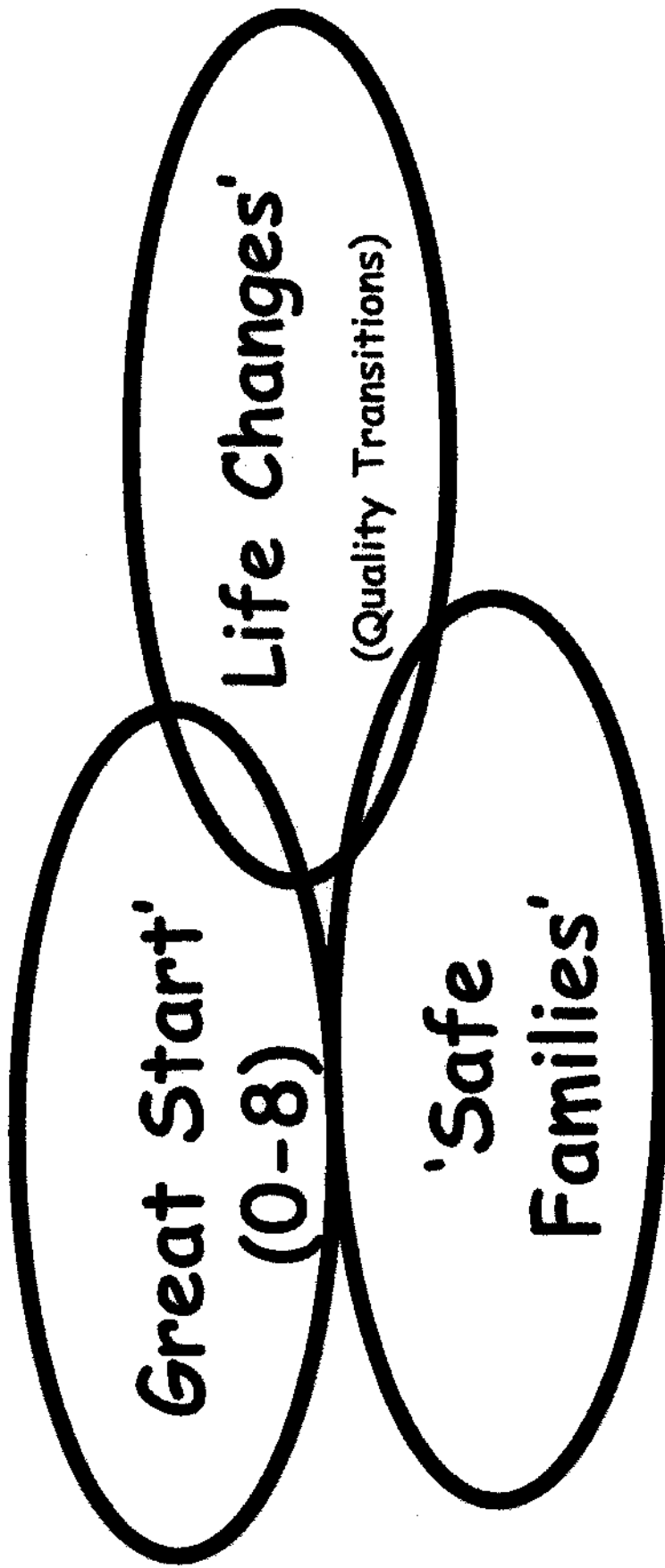
**Economically
Productive
& Innovative**

**Educationally Rich,
Highly Skilled
& Creative**



Waitakere Wellbeing Collaboration Project
Focus Areas for 2003-2005

Focus areas



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Waitakere Wellbeing Collaboration Project
Calls to Action for 2003-2005

**Every child has access to a
quality early childhood education**

**Violence against children
& women is reduced**

**Families give their
children a great start**

**Every new migrant or refugee to
Waitakere City settles successfully**

A65



Waitakere Wellbeing Collaboration Project
Calls to Action for 2003-2005

**Schools and Communities
Working together**

**Every student in Waitakere
leaves school with a plan**

**Develop a culture of inclusion
that fully includes all people in
Waitakere City**

A66



Waitakere City Council Contract Half Year Report to 31 December 2002

Objective One: **Administering the Waitakere Community Resource Centre, providing shared office space and facilities for community organisation**

Performance Measures

a) *Maintain occupancy of office space to at least 5 community groups*

Annual Target: 100%

Half Year Progress: 9 tenants including WADCOSS (list attached)

There has been some movement of tenants, with the new addition of Health Advocates Trust. There is still half an office available at this stage. The crèche has been temporarily converted to accommodate WADCOSS community intern Monica Sharma for her six month secondment from Waitakere City Council

b) *Maintain the use of meeting rooms by community/community groups*

Annual Target: at least 450 bookings per annum

Half Year Progress: 765.75 hours used by 31 groups (list attached)

We have got several permanent ongoing bookings which has greatly increased the hours. The weekends are now heavily booked.

c) *Operation of the Resource Centre by the Resource Centre Co-ordinator being present each working day.*

Annual Target: Open at least 4 hours each working day

Half Year Progress: Co-ordinator available Mon – Fri. 9 – 2.30pm

The current administrator's position is currently advertised, as Pauline Williams is going on maternity leave for 12 months from the end of February.

Objective Two: Clarify options for the future accommodation of community/social services in Henderson.

Performance Measures:

- a) *Convene steering group of stakeholders including Council*
- Annual Target: Preferred options for social service accommodation considered in planning for Henderson Town Centre and Waitakere Hospital developments.
- Half Year Progress: Outcome of survey delivered to community via WADCOSS networks, public forum, and updated through the newsletter.
- Continued discussion, and linkages maintained with Waitakere City Council regarding Henderson Town Centre developments, and with Waitakere Hospital with regards to the option of a Social Service Centre located in the "Healthwest" building. Interested parties to reconvene in March.

Objective Three: Strengthen the Voluntary Sector

Performance Measures

- a) *WADCOSS newsletters are circulated widely*
- Annual Target: Circulated to all members and at least 50 prospective members
- Half Year Progress: Issued 5 times a year – to all members, plus at least 50 other interested stakeholders

The newsletter is used as a vehicle for dissemination of outcomes from public meetings and forums. It is also widely used by other community groups to promote their services, and introduce new community groups

Articles in the last 6 months have included:

- Waitakere Social Services Centre Public Forum – Sector Accommodation
- Submission to the Waitakere City Draft Annual Plan
- Waitakere Hospital updates/plans
- He Waka Kotiua
- Key role for Adult and Community Education
- Healthlink updates (ongoing)
- RAP updates (ongoing)

- Outcomes of the Family Violence Forums
- Statement of Government Intentions for an improved Community
- Te Rito New Zealand Family Violence Prevention Strategy
- ANZTSR Conference
- Ongoing course and workshop details
- Promotion of local initiatives, forum, public meetings, training opportunities and funding

b) *Membership of WADCOSS is maintained/enhanced*

Annual Target: At least 100 members.

Half Year Progress: Currently 117 members

A new brochure has been developed. However, promotion was delayed due to the loss of our full database through a computer virus. Database and promotion are currently being worked on and will be an area of focus for the new Administrator.

c) *WADCOSS will reasonably acknowledge Council support for services provided*

Annual Target: Reasonable acknowledgement

Half Year Progress: Acknowledgement on every newsletter, on WADCOSS brochures, flyers, at the AGM and other events as appropriate.

d) *Convene Housing Forum as required for emerging housing issues.*

Annual Target: Regular updates on housing issues included in newsletter

Half Year Progress: Current options for shared social service accommodation disseminated via the newsletter, and WADCOSS network meetings.

e) *WADCOSS provides advice and assistance with funding applications, referrals to other funding sources and access to Fundview.*

Annual Target: Funding Expo, involving all major funding agencies, held during the year.

Half Year Progress: Latest funding information provided in the newsletter. Funding Expo to be held on March 25th 2003 at Ceramco Park. FIS data base currently held at the Resource Centre. Fundview to be loaded on the new computer when it becomes available in July 2003. Referral to Man Alive to access their fundview in the interim, but full list of funding available held in office. Also continuing to provide information on sources of funding & providing umbrella support for new groups seeking funding.

Have continued to provide ongoing capacity building with emerging groups.

f) Submission of Applications for WADCOSS' own additional funds.

Annual Target: at least three applications submitted per annum

Half Year Progress: Application successful to ASB, who have provided new computer system, storage cabinets, dishwasher, and chairs for the meeting room. Portage Licensing Trust grant was

successful in providing new brochure stands. (we could finally throw out the old Hallmark card stands that had been "acquired" from a jumbo skip).

g) Participation in the process of implementation of "He Waka Kotuia" - the report of the Community- Government Relationship Steering Group.

Annual Target: To be negotiated when the government's response to the report is released.

Half Year Progress: Updates and information disseminated via the newsletter.

After some issues in the last year regarding NZCOSS, the membership has thrown its weight behind ensuring that our national body continues, so that we have an effective network and flow of information. The new executive has taken the opportunity to renew links with other organisations and government departments, including representation on the Ministry of Social Development's NGO Core group, and maintaining links with our JUG (Joint Umbrella Group) colleagues, NZ Federation of Voluntary Welfare Organisations and NZ Council of Christian Social Services. (please see attached latest newsletter from NZCOSS)

Objective 4: Clarify priorities for social service development for migrants and refugees in Waitakere

Performance Measures:

a) Convene Steering Group

Annual Target: Report on the outcomes of the migrants forum planned for September.

Half Year Progress: Migrant Steering group established. Public Forum held in September. WADCOSS successful in attaining a community internship through Department of Internal Affairs – Monica Sharma of Waitakere City Council seconded for 6 months as Project Manager. The Call-to-Action group from the Wellbeing Summit 2002, and the Migrant Steering group have met and agreed to combine, forming NOW – New Out West. (please see attached timeline and brief from Monica)

Objective 5: Advocate on behalf of Waitakere social/community services

Performance measures:

- a) *Administration of the Waitakere Community Wellbeing Network, including agenda development, minute taking and distribution of minutes.*

Annual Target: Reminder notice and draft agenda 3 weeks prior to meeting,. Minutes are accurate and distributed within 7 days of meeting.

Half Year Progress: All notices, draft agenda's and minutes provided in an accurately and timely manner.

The process has been an ongoing development, and fine-tuning of this process has been achieved through regular meetings with Tony Rea.

- b) *Coordinate input into the Wellbeing process.*

Annual Target: Ongoing participation in the Collaboration Strategy Group, Community Wellbeing Network and relevant "work streams" of the Waitakere LEC.

Half Year Progress: Participation in the Collaboration Strategy Group, Wellbeing Summit Working Group, Call-To-Action Group, Waitakere Intersector Mapping Project.

1. Other Activities:

Network Meetings:

Due to their popularity, WADCOSS now holds bi-monthly meetings. It appears to be a very useful part of the networking framework. This is especially so for new community workers. These meetings also provide an opportunity for feedback and discussion on the work Wadcross undertakes for the Waitakere community. The average attendance of Network Meetings is 15 organisations. WADCOSS is able to gain valuable feedback on its work through these meetings and get some indications of issues that need to be addressed through lobbying and/or wider community forums.

- **Waitakere Health Link**

WADCOSS maintains strong links with Healthlink. Sally Clarkson (Coordinator) was re-elected onto the executive at last AGM as a community representative, and is currently Vice-Chair.

WADCOSS continues to strengthen community linkages for Health Link through information dissemination via network meetings and newsletters.

- **Waitakere Winter Series – 3 Forum relating to Family Violence**

This was a new initiative which was very successful. WADCOSS, WAVES and Waitakere Health Link worked together to collaboratively present a snapshot of Waitakere and what was being undertaken with regards to Family Violence. It provided an opportunity for all relevant parties to network and discuss. It was also a way of widely promoting **Te Rito – New Zealand Family Violence Strategy**.

- **Regional COSS Meetings**

WADCOSS also participates in regular meetings with other COSS in the Auckland region. They provide a chance to share information on the activities of each COSS, such as Expo events, training ideas, guest speakers, new social services initiatives and research. They also enable COSS to form a regional perspective on social issues, create regional submissions to both local and central government, and a combined regional approach to problems with WINZ and funding for social services.

- **West Auckland Services Directory.**

Application was made to Unitec Waitakere to utilise the updating of the directory and creating a version online. This was not successful. However, there is still a proposal to be looked at for the web design to be used as a project component. Funding options are currently being investigated. The original steering group for this directory will be reconvened once funding is established.

- **United Way**

The Waitakere Community Resource Centre has had a new coat of paint. This began with a Corporate Team building exercise that was organised through United Way. Simpson and Grierson came in for an afternoon and painted the kitchen, front lounge area, and the crèche . This was then continued during the Christmas break when we acquired a painter for "community rates" to paint the meeting room . Many thanks to all involved in this sprucing up, especially Simpson and Grierson, United Way and Gerd Erbkamm.

Prepared by Sally Clarkson
For WADCOSS

WAITAKERE COMMUNITY RESOURCE CENTRE
MONTHLY USE FOR THE MEETING ROOM
1ST JULY 2002 TO 30TH JUNE 2003

ORGANISATION	J	A	S	O	N	D	J	F	M	A	M	J	TOTAL	
ABC Training			8.5		13		12						33.5	
Age Concern	1.5		1.5	1.5									4.5	
Auckland Zepher Club													0	
CAB Henderson		2											2	
DIWN	3.5	1.5	1.5	1.5	3.5		1.5						13	
Epilepsy Support													0	
Health Link		2				2							4	
Home Care "Thuiszorg"	3												3	
Kilongo Fou Youth Group													0	
ME Support Group	2	2	2	2	2								10	
NZ Nepal Society	3	7	4	4									18	
Omegatrend	2	2	2	2	1	2							11	
New Out West							2						2	
Nukufetau Community													0	
PAFT - Anau Aro				5.5									5.5	
Parent Aid	1	3.5	1	1	1	1							8.5	
Pasifica Family Start													0	
PHAB													0	
Poetry Group													0	
Restorative Justice			2	2		3							7	
Social Service Centre Working Group													0	
Special Olympics													0	
TAG West				1.5									1.5	
TASA													0	
TAT South Community	15.5	14	14	17	14	12.5	2						88.5	
Auckland Tuvalu Society Inc				5	12								17	
UNITEC	7.5	10	5										22.5	
WA ESOL													0	
WADCOSS	5.5	6	12	5.3	6	8							42.75	
Waipareira Health	25												25	
Waitakere Indian Associatio	14	14	16	12	12	10							78	
Waitakere Multicultural Soc	2	2		2	2								8	
Walsh Trust				2									2	
WAVES	4	4	6	9	6	4							33	
WCRC House Committee	1	1	1	1	1								5	
WEA	3	21.5	3	4.5	27	1.5							60.5	
Well Women's Nursing													0	
WSCCT	3.5	1.5	4	10	1.5	7							27.5	
Zion City Christian Church	42	44.5	62	44	44	35	10.5						282	
TOTALS	138	139	136	131	133	86	16	0	0	0	0	0	777.25	781.75

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**PHONE AND CONTACT LIST
OF STAFF AND TENANTS
OF THE
WAITAKERE COMMUNITY RESOURCE CENTRE**

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Email: wadcoss@xtra.co.nz

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Room One		
Epilepsy Support	Joan O'Keeffe	Phone: (09) 837 2530 Fax: (09) 838 7206 Email:
		Phone: (09) Fax: (09) Email:
Room Two		
Safer Community Council	Ngaroimata Reid	Phone: (09) 837 2273 Fax: (09) 837 2289 Email: wsocct@ihug.co.nz
Room Three		
Disability Information Waitakere Network	Pat Culham	Phone: (09) 836 1609 Fax: (09) Email: diwn@ihug.co.nz
WAVES	Helen Jones	Phone: (09) 832 3009 Fax: (09) 832 4009 Email: Helenjones1951@hotmail.com
Room Four		
NZ Nepal Society	Kamal Prasad-Shrestha	Phone: (09) Fax: (09) Email:
Health Advocates Trust	Angela Little	Phone: (09) Fax: (09) Email:
Room Five		
Age Concern	Michael Blakely	Phone: (09) 838 4745 Fax: (09) 838 7206 Email: agewaitakere@xtra.co.nz
Room Six		
WADCROSS	Sally Clarkson	Phone: (09) 838 7903 Fax: (09) 838 7206 Email: wadcoss@xtra.co.nz
Room Seven		
NOW	Monica Sharma	Phone: (09) 838 7103 Fax: (09) 838 7206 Email: wadcoss2@xtra.co.nz

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Progress Report re Community Internship

The internship commenced on the week of 20 January 2003. There was some down time as a result of the need to establish office space and IT facilities in the area that was formerly the crèche.

Initial meetings were held between the intern (Monica Sharma) and WADCOSS (Sally Clarkson) to tease out project scope and direction.

The Migrant and Refugee Steering Group met on 29 January 2003 where it was agreed that it would be beneficial to merge with the Migrant Call to Action group that had formed out of the December 2002 Wellbeing Summit, under the umbrella of a unified New Out West (NOW) project team. Potential projects were discussed and it was agreed that meeting information needs of new migrants and refugees was a priority project. Final decisions on projects were delayed for discussion at the Migrant Call to Action meeting.

Steering Group members attended a Migrant Call to Action meeting on 5 February at which the proposal to merge the two groups was agreed to. The process will now continue under the umbrella of NOW, with WADCOSS the lead agency and the intern (Monica Sharma) as convenor and project manager.

Mark Allen, Collaboration Project Manager, recommended that no more than three projects be chosen and outlined criteria to assist in project selection at the next meeting.

There was discussion regarding the current lack of funding available for projects and the need for funding proposals to be developed to appropriate agencies, once projects have been selected.

Next Steps:

Monica Sharma will present background information on each of the potential projects (outputs, timeframes, resourcing, outcome measures) to assist in project selection and will develop a communication plan to ensure that ethnic communities are well informed and able to participate in New Out West projects.

Once projects have been selected, Monica will support project teams to develop project plans and funding proposals to implement projects within the identified time frames.

A funding proposal will be presented to the Community Employment Group of the Department of Labour in April, seeking to extend the project management role provided by Monica, until the end of the 2003 calendar year.

The WADCOSS submission to Council's 2003/04 Annual Plan will incorporate recommendations regarding ethnic communities' issues and needs.

Sally Clarkson
Liaison Worker

From **WADCOSS** to **NOW**

February 2001 Research on New Migrants

Monitoring/involvement with regional activities

June 2002 Migrant Forum in Massey

Expressions of interest in being part
of a Migrant & Refugee Steering Group

**September 2002 Public Forum with Ethnic Communities
in New Lynn**

Approval of Community Internship to support
project to meet migrant & refugee needs

**Monthly meetings of Steering Group to progress
outcomes from Public Forums**

Wellbeing Summit 2002
Migrant Call to Action

January 2003 Commencement of Internship

CURRENT MEMBERSHIP OF THE PACIFIC ISLANDS ADVISORY BOARD
March 2003

Mr Taha Fasi (Chairperson)
Miss T Raa (Secretary)
Mr T Amosa (Treasurer)
Cr G B Presland (Council representative)

Ethnic representatives

Mr W Hakaoro (Cook Islands)
Mr B Leo (Fiji)
Mr P Vaha (Niue)
Mr L Leilua (Samoa)
Mr S Vulu (Tokelau)
Mr M Ofanoa (Tonga)
Mr S Tala (Tuvalu)

General Members

Ms L Schwenke (Gender)
Mr P Taulapapa (Youth Wing)

Co-opted Members

Mr L Alofa
Mr S Kelly
Mr N Luisi
Mr R Matafeo
Mr P Saifoloi
Mrs T Vaha

EXECUTIVE SUMMARY

The Pacific Islands Advisory Board (the Board) was established in Waitakere City in 1990. It became an Incorporated Society in 1993 and signed a Memorandum of Understanding with Waitakere City Council (the Council), its core funder and partner, in 1998. This year the Board decided to review:

- ⊖ Its relationship and links with its communities.
- ⊖ Its relationship with Waitakere City Council.
- ⊖ How the Board is operating.

The review was based on looking at relevant written material, interviews with around 30 key people and feedback from six community meetings with Pacific residents.

Feedback from individuals and groups

There was strong support for the existence of the Board. The generally agreed purpose of the Board was to help Pacific communities and provide a voice for Pacific people in order to get their needs addressed.

While the current focus of the Board on economic development and arts is supported, there was a desire for the Board to widen this focus. Other priorities were supporting grass roots community activities, addressing health issues, education and crime, family violence and the needs of children/youth, and working regionally and nationally to improve the social and economic situation of Pacific people.

The Board's core roles were seen as advising, facilitating, coordinating and lobbying. Over and above these roles, the Board faces decisions as to whether it wants to seek more funding to buy in skills as needed, and/or to undertake larger scale projects or deliver services. As volunteers, Board members currently have very limited ability to undertake projects.

Key achievements of the Board were the Living Arts Festival, arts activity at Corban's Estate, developing partnerships and a good regional and national profile.

Key areas for the Board to address are working together more as a team and linking more strongly with its communities.

More leadership could be developed within and across the Board, which includes reviewing the role of the Chairperson. The decision-making and planning processes of the Board need to include all Board members, and some members need to play a stronger role or allow another person onto the Board in their place.

The process of electing Board members needs tightening and improving. The next AGM should provide clear information on what is expected of Board members and involve the wider community.

There was support for the Board creating a home base or office.

The meeting style of the Board could be more relaxed and informal, allow for more discussion and include more spiritual and cultural aspects.

The Board needs to make more use of its strong relationship with the Council and could be having a far greater influence on the Council. The role of Council staff in relation to the Board needs to be clarified.

Decisions are needed on the future of the Living Arts Festival and the development of arts and other Pacific activity at Corban Estate.

There were a range of concerns regarding the proposed cultural centre and a feeling that the cultural centre should be a long-term goal only, with many building blocks needing to be put in place before a centre is feasible.

Feedback from community meetings

Communities support the idea of a Board but community awareness of the Board is low.

Communities want the Board to represent Pacific communities and make a difference for Pacific people. Key priorities were jobs, health services, children and young people, sharing and retaining culture and supporting what is already happening in the community.

Key for communities is being aware of the Board, who the Board representatives are, what the Board is doing and how to seek assistance from the Board. People also wanted to be able to take issues and ideas to the Board or to Board members.

Skilled and enthusiastic Board members are critical – overall people want to know that the Board is making a difference and that it is linked in with Pacific communities. The relationship and support between the Board and communities should be two-way.

Support groups should be developed for each Board member to share the workload – it was acknowledged that Board members are volunteers.

The Board should be easy to approach and develop a reputation for getting things done.

The report ends with a set of recommendations based on the key findings of the review.

voice for Pacific people. It was felt that Board members should be upfront about having an interest in their own community, and the Board should cater for this in terms of the focus of each ethnic rep in particular, yet still retain a bigger picture awareness.

4.0 RECOMMENDATIONS

"We have been top down - we need to be bottom up."

"We already know enough, we want action, it's how that occurs that's the issue, it comes down to how to connect aspirations with results."

This final section sets out the recommendations arising from the review.

Vision and purpose

1. As a Board, develop a short and clear vision statement that Board members relate to and buy into (and feel happy to promote). This could also act as a by-line for the Board, for example "Pacific Islands Advisory Board – helping Pacific people to meet their needs".
2. Promote the purpose of the Board as being to provide a voice for Pacific people in Waitakere City in order to get their needs met.

Roles, priorities, setting a work programme

3. Confirm the Board's core roles as advising, facilitating, coordinating and advocacy – "getting things done by working together."
4. Other roles that the Board may consider, based on the findings of this review are:
 - ☉ Support for grass roots community groups.
 - ☉ Information provider.
 - ☉ Community development projects.
 - ☉ Undertaking projects.
5. Based on the above, at any stage the Board may want to consider seeking funding and resources for:
 - ☉ A staff role or roles to undertake liaison between the Board and its communities, support community groups and undertake community development projects (the existing staff resource could also be examined in light of this).
 - ☉ Discrete projects.
 - ☉ Buying in any expertise or skills needed.
6. Decisions on the extent to which the Board wishes to undertake projects may impact on the Board's structure.

7. As a Board, review the key priorities for the year up to the next AGM (refer 3.1.2 and 3.2.3). Develop a work programme, which is jointly negotiated with the Council, which sets out what will happen, when, how and by whom, alongside targets. Make the role of staff in implementing this programme clear.
8. From the next AGM, develop an annual detailed work programme each year, and agree joint projects and tasks with Council as part of this process. This should be an inclusive process and an opportunity for interaction between the Board, Councillors and Council staff. Again, make staff roles clear.
9. Develop Pacific activity at Corban Estate as a priority.
10. At the same time, seek decisions from Council as to the future of Corban Estate, to include a strong core of Pacific activity (refer also the Waitakere Arts and Cultural Development Trust's last Annual Plan submission to the Council, seeking that potential partners on Corban Estate and their development intentions are resolved).
11. Look also for other means and locations to grow Pacific arts and cultural activity, and support what is already occurring.
12. Have a cultural centre as a long-term goal only – focus on the steps needed to make such a centre feasible before seeking any further funding for a centre (such as building capacity for making arts and cultural products and growing the demand for such products).

Profile of the Board, links with Pacific communities and communications

13. Develop a support group for each Board member, which is community based for ethnic reps and as appropriate for general reps. These groups can develop a set of achievable tasks for their Board member up to the next AGM (or the Board may want to implement this recommendation from the next AGM).
14. Develop a plan for improving the links between the Board and communities as a key priority, via the support groups for members and the ideas in this report (in particular those in 3.1.8, 3.2.1 and 3.2.2).
15. Based on the ideas in 3.1.8, 3.2.1 and 3.2.2, develop a communications plan for the Board.
16. Develop a marketing strategy for the Board that makes it clear to Board members, Council and communities what the Board is and does. This could include developing a by-line for the Board (based on the vision) and promotional materials.

Structure and operations

17. At this stage, do not change the basic structure of the Board (ie the Board and Subcommittee structure). Debate is needed however on an advisory versus project focus, and on how to implement and resource the work of the Board.
18. Develop a home base or office for the Board, preferably at Corban Estate. This could go a long way towards bringing the Board closer to its communities and supporting greater independence. Seek funding for a part-time office manager or coordinator who is based in this office.
19. Leave the name of the Board as it is for now – there was no strong call to change it.
20. Consider minor changes to the Board's meeting style, while retaining the basic structure and meeting legal requirements (see 3.1.6). This may require changes to the Standing Orders of the Board.
21. As a Board, develop ongoing team building activities, including social events.
22. Board members should receive a meeting allowance to cover costs of attending Board meetings.
23. Investigate issues around other payments to Board members and develop clear processes for making decisions on who will undertake work for the Board (for example, the Board rather than Subcommittees should make these decisions).

Election process and AGM

24. Review the election process prior to the next AGM, with a focus on attracting high quality nominees to the Board, who have strong community links. Consider setting minimum criteria for Board members, or a list of qualities that people should consider when nominating or voting for Board members.
25. Develop a campaign prior to the next AGM, involving community forums, in order to:
 - Advertise the AGM.
 - Explain the role of Board members.
 - Seek nominations for the Board.
 - Raise the profile of the Board.
 - Seek feedback on priorities for the next two years.

Leadership and management

26. Each current Board member to honestly assess their commitment to the Board, and allow someone else to take their place if for any reason they cannot contribute significantly and positively to the Board, up to the next AGM.
27. As a Board, develop ways to support member participation and activity.
28. As a Board, review the Chairperson's role and develop a recommendation if need be for consideration at the next AGM.
29. In the interim, the Board may also decide to share the load, for example by appointing a Co-Chairperson or developing other means to support the Chairperson.
30. Review the Board's current representation on Committees and groups (see the last AGM Chairperson's report for a list) – share representation and choose people based on skills, interest and experience in the particular area.
31. Identify groups working in areas of key importance for Pacific people, such as health, education and crime, and seek Board representation on these groups.

Relationship with Council

32. Raise the profile of the Board to the Council and strengthen the relationship between Council and Board members (see 3.1.7).
33. Strengthen the Board's advisory role to the Council.
34. With the Council, identify issues to consult Pacific people on each year, to inform Council decision-making.
35. Clarify the relationships and expectations between Council staff and the Board, as in 3.1.7.
36. In terms of the MOU, little change is needed except to make sure that it is fully implemented by both parties. The MOU is still a very clear and strong document. It is time for both parties to reread and recommit to the MOU, especially in terms of agreeing a work programme and clarifying the roles of Council staff, particularly in terms of 4 (page 6) in the MOU, Community Liaison, Events and Administration, relating to the role of the Pasifika Coordinator.
37. It is recommended that both the Board and Council formally recommit to the MOU and agree to its implementation. This would mean updating the MOU and resigning it, with another review process in three to five years.

**MINUTES OF AN ORDINARY MEETING OF THE PROJECTS SPECIAL COMMITTEE
HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN,
WAITAKERE CITY, ON WEDNESDAY, 5 FEBRUARY 2003
COMMENCING AT 9.36 AM.**

PRESENT:

Councillors	RP	Dallow, QPM, JP (Chairperson)
	DQ	Battersby, JP
	BA	Brady, JP
	JM	Clews, QSO, JP
	AC	Fenton
	GW	Russell

Deputy Mayor, CA Stone (ex officio)

IN ATTENDANCE:

City Services: Group Manager: Project Services
Director: Quality Assurance
Aquatic & Recreation Centre Manager
Consultancy Services: Business Manager
Consultancy Services: Principal Engineer
Aftercare Special Projects: Special Projects Engineer
Committee Secretary: A Chan

1 APOLOGIES

14/2003

MOVED by Cr Fenton, seconded Cr Brady:

That an apology from Cr Lawley for absence be received and sustained.

CARRIED

2 URGENT BUSINESS

There was no Urgent Business.

3 CONFIRMATION OF MINUTES

15/2003

MOVED by Cr Fenton, seconded Cr Russell:

That the minutes of the Special Meeting of the Projects Special Committee held on Friday, 13 December 2002, as circulated, be taken as read and now be confirmed.

CARRIED

4 WAITAKERE SPORTS COMPLEX - PROGRESS UPDATE

16/2002

MOVED by Cr Fenton, seconded Cr Brady:

That in the absence of the Deputy Chairperson, Cr Stone preside over the meeting when Cr Dallow vacated the Chair.

CARRIED

DECLARATION OF INTEREST

9.37 am Cr Dallow declared an interest on Item 4: Waitakere Sports Complex - Progress Update, vacated the Chair and spoke and answered questions in his capacity as Chairman of the Waitakere Sports Complex Board.

9.38 am Cr Stone assumed the Chair.

17/2003

MOVED by Cr Brady, seconded Cr Clews:

That the information be received.

CARRIED

10.00 am Cr Dallow resumed the Chair.

5 WEST WAVE AQUATIC DEVELOPMENT PROJECT COSTS UPDATE

18/2003

MOVED by Cr Clews, seconded Cr Brady:

That the information be received.

CARRIED

10.45 am

The Chairperson thanked members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AT AN ORDINARY MEETING OF THE
PROJECTS SPECIAL COMMITTEE HELD ON

DATE:.....

A85

CHAIRPERSON:.....