



**AGENDA FOR A MEETING OF THE CULTURE AND COMMUNITY COMMITTEE  
TO BE HELD AT WAITAKERE CENTRAL, 6 HENDERSON VALLEY ROAD,  
HENDERSON, WAITAKERE, ON WEDNESDAY, 13 AUGUST 2008  
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 Chairman 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 CONFLICTS OF INTEREST**

The Council has acknowledged in its Code of Conduct that Elected Members need to be vigilant to stand aside from decision making when a conflict arises between their role as a member of the Council and any private or other external interest they might have. This note is provided as a reminder to members to check that no such conflicts arise in relation to any items on this agenda.



**4 CONFIRMATION OF MINUTES**

Meeting Minutes - Wednesday, 9 July 2008.

**RECOMMENDATION**

It is recommended that the Culture and Community Committee resolve to:

**Receive** the minutes of the meeting of the Culture and Community Committee held on Wednesday, 9 July 2008, as circulated, and that they be taken as read and now be confirmed.



## 5 LEISURE FACILITY PARTNERSHIP FUND 2008/2009 STAGE ONE APPLICATIONS

### GLOSSARY

Leisure Facility Partnership Fund	(LFPF)
LFPF Review Group	(Review Group)
Waitakere City Racquets Sports Trust	(WCRST)
Waitemata Canoe and Multisport Club Incorporated	(WCMCI)

### EXECUTIVE SUMMARY

The purpose of this report is to seek approval from the Culture and Community Committee as to which applicants progress through to stage two of the Leisure Facility Partnership Fund (LFPF).

There were three applications received for the 2008/2009 stage one round of the LFPF. The applications were assessed against the stage one criteria set out in the LFPF policy document with two having met the criteria and are now recommended to progress to stage two. These applications were received from the Waitakere City Racquets Sports Trust (WCRST) and from Rutherford College.

### RECOMMENDATIONS

It is recommended that the Culture and Community Committee resolve to:

1. **Receive** the Leisure Facility Partnership Fund 2008/2009 Stage One Applications report.
2. **Approve** to stage two of the Leisure Facility Partnership Fund 2008/2009 the applications received from:
  - Waitakere City Racquets Sports Trust; and
  - Rutherford College.

### BACKGROUND

1. The purpose of the LFPF is to enable the Council to strategically direct capital development assistance to community leisure and sporting projects. Traditionally the Council responded to such capital development requests on an ad hoc basis, which raised the potential risk that worthy projects may have gone unsupported for the simple reason that they were presented before the Council at an inopportune time.
2. The Council's funding will be used to secure access to facilities for community use. Funding is only available for capital development projects (new facilities and expanding/refurbishing existing facilities) and specifically excludes debt servicing, annual maintenance, the Council owned assets and operational funding. The fit-out of facilities is not generally eligible, however, a single chattel costing more than \$100,000 will be considered, for example floodlighting of sports pitches.
3. In any given year, an amount of \$500,000 is available to be shared amongst successful applicants at stage three. This funding is contested, with final allocation resting solely at the Council's discretion. The Council may choose not to fund any of the proposed projects in a given year or alternatively may forward fund in another year.
4. Proposals to the LFPF will be analysed in three distinct stages, each with their own evaluation criteria. The policy has been set out this way so as to minimise the level of work community organisations are required to undertake when making an initial proposal.

5. There are currently four applications from previous funding years that are in stage three of the LFPF. These four applicants are working closely with the Council officers to ensure the continued progression and completion of these projects.

### DECISION MAKING

6. Stage one applications for the LFPF closed on 4 July 2008 and three applications were received. A LFPF Review Group (Review Group) consisting of Council officers from Leisure Services, Parks Planning and Parks Assets as well as the Sport Development Manager from Sport Waitakere, assessed the applications against the criteria as outlined in the policy document. Table 1 summarises the Review Group's assessment against the criteria.

### Options Identified

#### Waitakere City Racquets Sports Trust

- A1 7. The WCRST is looking at creating a multi-use sport and recreation facility. Their fund application is for stage one of the club development which involves the expansion of their existing building to incorporate four squash courts and a fitness centre (attached at page A1 of the agenda).

#### Waitemata Canoe and Multisport Club Incorporated (WCMCI)

8. The WCMCI applied for funding for a complete refurbishment of the interior of their existing clubrooms which involves the floor, walls, ceiling, bathrooms, kitchen and storage facilities.

#### Rutherford College

- A2 9. Rutherford College have a swimming pool that is in need of repair and is currently under utilised. The application involved the restoration of the pool and the potential development of a purpose built swimming complex to maximise existing and future usage (attached at page A2 of the agenda).

### Assessment of Options

**Table 1: Assessment of the applicants against the stage one criteria**

Stage One Criteria	Waitakere City Racquets Sports Trust	Waitemata Canoe and Multisport Club Incorporated	Rutherford College
Demonstrated community active or passive leisure or sports benefits	Yes	No	Yes
Not-for-profit and legally constituted	Yes	Yes	Yes
Located in Waitakere	Yes	Yes	Yes
Aligns with the Council's strategic objectives	Yes	No	Yes
Acceptable location with easy community access	Yes	Yes	Yes
The project must be financially viable.	Yes	Yes	Yes
Estimated Cost	\$1.27 million	\$26,000	\$1.5 - \$2 million
Own contribution	\$20,000	\$13,000	\$94,800
Proposed contribution by the Council	\$250,000	\$13,000	\$250,000
Project to be completed by	July 2010	3 - 4 weeks from grant date	July 2010

10. The WCMCI facility is single use and the refurbishment would not create new leisure opportunities. The Review Group therefore recommends WCMCI do not progress through to stage two. The WCRST and Rutherford College applications were considered to have met the stage one criteria and the Review Group are recommending that their applications should progress to stage two. If successful the Review Group would like the applicants to explore the comments as detailed below and these will be included as part of the stage two criteria.

#### **Waitakere City Racquets Sports Trust**

11. The surrounding community is typically the right market to utilise squash and fitness facilities and with the current absence of these facilities in the surrounding area it suggests good potential for this project. If successful in progressing to stage two however, the Review Group would like to see further investigation into the need and interest for squash courts and a fitness centre in the area as well as other possible ways the community could utilise the new space and surrounding land.

#### **Rutherford College**

12. The Review Group recognised the potential benefits in partnering with a school as school and community groups have a tendency to require the facility at different times. After identifying other schools that have existing swimming facilities, the Review Group concluded that Rutherford College had potential due to location, accessibility and the size of the existing pool. With a significant lack of 'lane space' in Waitakere, maximum usage of the pool could be achieved by partnering with a swim club. The Review Group also felt that to be financially viable the project will need to explore the option of securing a commercial learn to swim provider as well as identifying the potential use of surrounding schools. The Review Group would like the school to explore these options if they are successful in progressing to stage two of the LFPF.
13. Those successful in progressing to stage two will be provided with a set of criteria that they will have to meet, which will include specific areas of interest as identified by the Review Group as well as the stage two criteria as outlined below.
14. The criteria used to assess stage two will be:
  - What extent will the facility support increased community participation, in particular leisure or sporting activities?
  - Has the proposed facility got community support and involvement?
  - Detailed investigation into the likely community use of the proposed facility and how does that compare to the size of the capital grant being sought?
  - Is there a need for the facility of this nature in that particular area?
  - The potential of the project to resolve existing community facility or capacity building problems;
  - Detailed evidence of the financial viability of the project, including which organisations have signalled they will fund this project and how much are they going to contribute;
  - The degree to which partner organisations have shown the ability and willingness to develop and share in a joint vision in a facility (e.g. has the potential partner shown a willingness to enter into a partnership with the Council); and
  - The extent to which the organisation has demonstrated the ability to develop and then operate the proposed facility.
15. It is important to note that by applicants progressing to stage two it does not guarantee funding.

### Consideration of Community Views

16. Community organisations have the opportunity to apply to the LPPF for assistance in capital development projects that increase leisure and recreation opportunities for the community.

### Preferred Options

17. The Review Group felt that the WCRST and Rutherford College applications meet the criteria for stage one of this fund, and should therefore have the opportunity to move through to stage two.

### STRATEGIC CONTEXT

18. Through the Strong Communities platform, the Council outlines its commitment to undertaking initiatives that will contribute to making Waitakere a safe, informed and healthy place to live and to improving local leisure and recreation opportunities and choices. Through adoption of First Call for Children, the Council has also stated its commitment to proactively supporting children, young people and their families in Waitakere. Direct financial assistance to organisations providing facilities and activities to get people more active, assists the Council's commitment to these policies.
19. Waitakere is one of the least active cities in New Zealand. New facilities create more opportunities for residents to participate in sport and or physical activity and will complement the initiatives being implemented through the Active Waitakere 'Move It Waitakere' Action Plan.

### CONSULTATION

20. The Leisure Services team are involved with these partnership projects at differing levels. Consultation about funding LPPF is carried out annually as part of the Annual Plan in the Long Term Council Community Plan process every three years.

### RESOURCES

21. The Council has set aside \$528,000 in the 2008/2009 Annual Plan for the LPPF. Other resources include dedicated staff time to review and assess the applications and assist and direct the organisations with the gathering of information.

### IMPLEMENTATION ISSUES

22. It is important that the Council continues working closely with community organisations on partnership projects. Council officers are able to provide a lot of advice and guidance in the development of a successful community facility especially in the early stages of development.

**Report prepared by:** Paul Edwards, Recreation Partnership Projects Leader.



## 6 WAITAKERE EDUCATION AND LEARNING PLAN

### GLOSSARY

Waitakere Education and Learning Plan	(the Plan)
Waitakere Education Sector Trust	(WEST)
Early Childhood Education	(ECE)
Waitakere Area Principals Association	(WAPA)
Tertiary Education Commission	(TEC)
Adult and Community Education	(ACE)

### EXECUTIVE SUMMARY

The purpose of this report is to provide the Culture and Community Committee with an update on the development and implementation of the Waitakere Education and Learning Plan (the Plan).

The Plan sets out a framework of outcomes and priorities that provide direction on how the work of the Council and key education stakeholders could contribute to improving educational participation and outcomes for Waitakere's people and communities.

### RECOMMENDATIONS

It is recommended that the Culture and Community Committee resolve to:

1. **Receive** the Waitakere Education and Learning Plan report.
2. **Note** that further sector wide consultation needs to occur before a final draft of the Waitakere Education and Learning Plan is developed.
3. **Agree** that the final version of the Waitakere Education and Learning Plan be brought back to the Culture and Community Committee for approval in December 2008.

### BACKGROUND

1. The initial impetus for the development of a Waitakere Plan was born out of leadership from the Waitakere Education Sector Trust (WEST) and the Educators and Communities Call to Action. Significant community and education sector consultation was undertaken throughout 2007. Feedback from this consultation was collated and is being incorporated into the development of the Plan.
2. The Plan will provide guidance for the City's education sector and other key stakeholders on how more optimal educational and learning outcomes can be achieved in the various aspects of the work done in the City, both individually and collectively. The Council will have a role in brokering strategic partnerships with the key education stakeholders identified in the Plan.
3. In late 2007, the Council with the support of WEST created the new role of Strategic Partnerships Advisor: Education & Learning. This position was filled in March 2008 and is based within the (now) Community Wellbeing Unit.
4. The rationale for this new position to be established in Council was to ensure that the development and implementation of the Plan was given the leadership and support it required to take it to the next level.
5. WEST continues to meet on a monthly basis; a WEST Reference Group has been set up to provide additional guidance and support to the Council role, ensuring that the development of key priorities and actions are in line with the goals of WEST.

## DECISION MAKING

### Issues

#### Relationship with Te Whanau o Waipareira

6. In October 2007, the Mayor expressed concern about the poor educational outcomes being achieved by young people attending school in Waitakere and indicated his desire to set up a Taskforce on Education. Of particular concern were the large numbers of young people leaving school without any qualifications and the significant number of Waitakere young people attending schools outside the City. Ministry of Education data indicates that although there has been a significant reduction in the percentage of school leavers with little or no formal leaving qualifications (18.1% in 2005 down to 14.4% in 2006), Waitakere still lags behind the national average of 11.1% and there is clearly much room for improvement.
7. In early 2008 Te Whanau o Waipareira set up a Taskforce on Education including a high level Academic Advisory Board. The Mayor has given his support for Te Whanau o Waipareira to lead this initiative and is no longer looking to set up another Taskforce on Education.
8. The Council is currently negotiating a Memorandum of Understanding with Te Whanau o Waipareira; this work is the subject of a separate report on this agenda. Council officers are working closely with the Te Whanau o Waipareira General Manager: Education, to develop and support key strategies and actions that will improve educational outcomes for those not achieving in Waitakere.

#### Sector Updates

##### Waitakere Early Childhood Education

9. Waitakere City has a shortage of Early Childhood Education (ECE) providers, particularly those that could meet the needs of Maori, Pasifika and immigrant communities. Discussions around ECE provision, specifically in the Massey area, are being held as part of the Massey Matters project. Significant effort will be made to consider ECE needs for Waitakere in the Plan.

##### The Waitakere Area Principals Association Learning Plan

10. The Waitakere Area Principals Association (WAPA) has developed a *WAPA Schooling Sector Learning Plan Draft Proposal - May 2008*. In this, they outline a two year pilot project that looks to develop and implement strategies to address the three key themes as outlined in the Secondary Futures project, being (i) Students First; (ii) Inspiring Teachers; and (iii) Community Connectedness.
11. WAPA has received a \$30,000 Council grant through the Annual Plan 2008/2009 towards the development of community engagement initiatives. The schooling sector are currently awaiting the outcome of a funding application to the Ministry of Education, to enable them to fully initiate their pilot project, the total cost of which is approximately \$1 million.
12. The schooling sector is the most highly funded sector and similar efforts (not necessarily monetary) need to be made in the ECE, Adult and Community Education (ACE) and tertiary sectors also, to effectively address low levels of participation and achievement across all sectors. The initiatives and solutions will need to be a multi sector approach to be effective. The Council can contribute to these sectors by assisting them to develop their individual sector plans and this will also better inform the development of the Plan.

### **Tertiary Sector**

13. As part of the Tertiary Education Commission's (TEC) Regional Facilitation process, the Statement of Tertiary Needs for Waitakere City was developed in June 2008. This has now been submitted to the TEC to help better inform them in their investment process.

### **Adult and Community Education Sector**

14. The management committee of ACE Space was unsuccessful in their submission to the Annual Plan 2008/2009 for funding towards their operational costs. Under the Learning Plan, the opportunity exists for a single provider of community education information to be created. Meetings are being organised to further this discussion.

### **Central Government**

15. The 'Secondary Futures' Project will significantly contribute to the development of the Plan's key strategies. 'Secondary Futures' staff work with the education sector and a wide range of people from different communities to revolutionise policy and practice about education and learning.
16. The 'Secondary Futures' project is government funded, though not government driven. Through research, discussion and sharing information and ideas, 'Secondary Futures' plans to make sure New Zealanders get a chance to influence education policy, from a futures perspective.

### **STRATEGIC CONTEXT**

17. The Council has a keen interest in improving educational outcomes for the City's residents. One of the five Council priorities is "Lifelong Learning" which articulates the following vision statement: "*A City where everyone can access flexible, creative and inspirational affordable learning and can participate in City life*". This priority requires that consideration is given to how programmes support lifelong learning in the City. The Council has made a significant strategic commitment to enhancing educational and learning opportunities in the City with the adoption of the Lifelong Learning Priority in the Long Term Council Community Plan 2003-2013.
18. Learning and education also feature strongly in many of the nine strategic platforms, as well as being a focus of the First Call for Children Policy. Central to the implementation of the concept of lifelong learning is the need to have an education sector that is working seamlessly and collaboratively from ECE through compulsory schooling, to work related training, tertiary, and ongoing adult learning opportunities. The Council currently works actively with a number of key education stakeholders on a variety of different projects in order to facilitate this process.

### **CONSULTATION**

19. As the Plan is still being developed it has not yet been through a formal public external consultation process; this will be undertaken before December 2008. It has, however, had the input of many community members and key education stakeholders during the data collection stages.
20. It is anticipated that a high level Education Advisory Group will be established to provide strategic input as part of the external consultation process.

## RESOURCES

21. The primary resource required to develop the Plan is staff time. Additional funds may be required to pay for a high level Education Advisory Group but every effort will be made to engage the services of advisors as part of their current roles (therefore not soliciting any fees). Funding of up to \$10,000 is available in the Managing Strategic Partnerships (Social) budget for this and other expenses related to the development of the Plan.
22. There is no funding from external sources currently contributing to the development of the Waitakere Plan.

## IMPLEMENTATION ISSUES

23. It is envisaged that improved outcomes will be achieved through more integrated thinking and coordinated action by the Council and other key players such as central government and the community. There could be a refocusing in some areas of the Council's work as new priorities are identified. If better outcomes are to be achieved it will require more than a "business as usual" approach.

**Report prepared by:** Gayle Lafaiali'i, Strategic Partnerships Advisor: Education & Learning.



## 7 RELATIONSHIP AGREEMENT WITH TE WHANAU O WAIPAREIRA TRUST

### GLOSSARY

Te Whanau o Waipareira Trust	(the Trust)
21 <sup>st</sup> Century Education Summit	(Education Summit)

### EXECUTIVE SUMMARY

The purpose of this report is to set out a proposed process for the development of a Relationship Agreement between the Council and Te Whanau o Waipareira Trust (the Trust).

The Trust is a significant community based service provider in Waitakere, with an estimated client base of 16,000. Whilst the Trust has a strong focus on improving wellbeing outcomes for Maori, its services are available to the whole community.

Discussions between the Council and the Trust in regard to developing a formal relationship have been ongoing, and a draft Memorandum of Understanding was developed in 2005. There is a strong rationale for the Council to engage in a formal relationship with the Trust, including:

- The opportunity to significantly enhance collaboration and coordination around a number of areas of mutual interest, thereby contributing to the achievement of community outcomes, particularly in the areas of social, cultural and economic wellbeing; and
- A strengthened relationship with a key Maori stakeholder in Waitakere and consequently improved responsiveness to the Maori community.

This report proposes that an appropriate level of formal Relationship Agreement be drafted in conjunction with the Trust for consideration and ratification by the Culture and Community Committee.

### **RECOMMENDATIONS**

It is recommended that the Culture and Community Committee resolve to:

1. **Receive** the Relationship Agreement with Te Whanau o Waipareira Trust report.
2. **Approve** that a draft Relationship Agreement be brought back to the October 2008 meeting of the Culture and Community Committee for consideration and ratification.

### **BACKGROUND**

A3-A6

1. Te Whanau o Waipareira Trust is a charitable trust, incorporated in 1984 for the aims, purposes and objectives as outlined in its constitution. A copy of the Trust's objectives, as contained in its constitution, is attached at pages A3-A6 of the agenda.
2. The Trust is a significant urban Maori organisation that operates in Waitakere as well in other parts of the Auckland region and nationally. The Trust has objectives that include the themes of the welfare of people and of inclusiveness. While the Trust is strongly connected to the Maori community, it is open to and serves the wider community. The Trust delivers a range of social and other services, undertakes commercial activities to generate employment opportunities and also provides cultural and leisure activities, as well as advocacy services on behalf of its communities.
3. The Trust has been represented on Te Taumata Runanga since the Committee's inception, and Te Roopu Kaumatua o Waipareira, the kaumatua advisory committee to the Trust, is also represented.
4. The Trust's current range of services include:
  - Mental health and addictions services;
  - Community health including the WaiHealth clinic based on Ratanui Street;
  - A range of whanau development/social services;
  - Bi-lingual early childhood education;
  - Alternative education;
  - Social workers in schools;
  - Business support services; and
  - On-line distance learning.

A7-A18

5. In its 2007 Annual Report, attached at pages A7-A18 of the agenda, the Trust estimates its client base at around 16,000 people, highlighting its significance as a key service provider in Waitakere.
6. In April 2008 the Trust hosted the 21<sup>st</sup> Century Education Summit (Education Summit). The Education Summit's aim was to identify, develop and promote solutions to address issues in the education sector that are contributing to poor Maori educational performance, and which subsequently contribute to other social issues.

7. As an outcome of the Education Summit, the Trust is moving forward with a significant and long term programme of work, and is seeking to engage with key stakeholders to progress this work programme. In a recent meeting between the Mayor and representatives of the Trust, it was proposed that a formal relationship between the Council and the Trust be developed toward this end. There is however obvious benefit to both the Trust and the Council in considering a relationship in broader terms, as opposed to focussing solely on education.
8. There have already been discussions regarding a formal Relationship Agreement between the Council and the Trust, with a draft Memorandum of Understanding being developed in 2005. For various reasons the Memorandum of Understanding was not signed off. The outcomes from the Education Summit provide a significant impetus to resume these discussions.

## **DECISION MAKING**

### **Issues**

#### **Partnering Approach**

9. The Council's partnering approach has developed in the period since 2005, and it is prudent that the format and content of a potential formal Relationship Agreement be revisited. The Trust has indicated that they have prioritised strategic engagement with key stakeholders and have dedicated the time to expedite relationship development with the Council. It is envisaged therefore, that a draft Relationship Agreement can be reached within two months, and pending consideration by the Culture and Community Committee, ratified thereafter.

#### **Opportunities for Collaboration**

10. The Trust is one of the largest community based service providers in Waitakere, and its existing services contribute to the social, economic and cultural wellbeing of Maori and of the wider Waitakere community.
11. The Council and the Trust are currently engaged in a wide range of activities in regard to which the benefits of improved collaboration and coordination are obvious. Current examples of Council projects that would benefit from increased involvement of the Trust include the Social Strategy, the Education Plan and Te Aho Tumanako (Maori Wellbeing Collaboration and Investment Plan). In turn, the Trust has a number of initiatives that would similarly benefit from Council advice and support, including their education portfolio and Family Management Plan.
12. In addition to current or future initiatives of mutual interest and benefit, there is scope for significantly enhanced strategic coordination of efforts, particularly in the social sector, which could accrue through an improved relationship with the Trust.

#### **Strengthening Relationships with Maori**

13. Pursuant to the Local Government Act 2002 (Part 2 Section 14), the Council is obliged to "provide opportunities for Maori to contribute to its decision making processes."
14. Currently, the Council has a formalised partnership agreement with Te Kawerau a Maki, who are acknowledged as possessing Mana Whenua in Waitakere. This is the only formal governance level external relationship that the Council has with a Maori organisation.

15. The recent Te Taumata Runanga Review recommends that the Council audit and improve its capacity and capability to be responsive and effective for Maori, and that opportunities to strengthen the Council's relationship with the Maori community be pursued.
16. The proposed process of relationship development between the Council and the Trust, leading towards the ratification of a formal Relationship Agreement, will therefore contribute significantly to a number of the Council's strategic outcomes.

#### **Options Identified**

17. It is proposed that Council officers liaise with a working party designated by the Trust to develop an appropriate level of formal Relationship Agreement. With reference to the 'partnering continuum' that now informs the Council's partnering approach, there are a number of options as to what form this relationship might be expressed in. For example, a partnering agreement, a Memorandum of Understanding or a charter reflect differing levels of engagement along the partnering continuum.
18. It is envisaged that an agreed annual work programme would form part of any formal Relationship Agreement; however it is possible that this be developed after an initial agreement has been ratified.

#### **Assessment of Options**

19. The cost impact of a formal relationship with the Trust will include staff time and whatever areas that might from time to time be agreed upon to be contained in the annual work programme. However, there are potential cost benefits to the Council in terms of improved effectiveness through collaboration and coordination that may accrue solely through the investment of time.
20. The proposed formal relationship with the Trust will contribute to the Council's statutory obligations to Maori under the Local Government Act 2002, particularly those sections that provide for Maori input into local authority decision making processes. It will also increase the Council's capacity to engage with a significant proportion of its community.
21. As with any formal relationship, there is a risk around disagreement and fallout on particular issues. These risks can be mitigated through appropriate protocols and principles that would be contained in any formal agreement.
22. There is a further risk of missed opportunity by failing to engage adequately with the Trust as a key service provider and community organisation in Waitakere.

#### **Consideration of Community Views**

23. For the purposes of developing a relationship between the Council and the Trust, the Trust is considered to be mandated to represent the views of its constituents. Therefore, as the community immediately affected by this process will be the constituents of the Trust, it will be taken that those views are represented by the Trust itself.
24. The views of representatives of Te Kawerau a Maki and Ngati Whatua will be sought in regard to this process, and Te Taumata Runanga will also be informed.

### Preferred Option

25. It is proposed that Council officers liaise with a working party designated by the Trust to develop an appropriate level of formal Relationship Agreement, and that a draft Relationship Agreement be presented to the Culture and Community Committee at its meeting on 8 October 2008 for consideration and ratification as appropriate.

### STRATEGIC CONTEXT

26. It is envisaged that a formal relationship with the Trust would be focussed around mutual objectives in the areas of social, economic and cultural wellbeing. The following community outcomes would be promoted and achieved through this relationship:

- Mauri Ora - Access to Maori Resources;
- Nga Manukura - Maori Leadership;
- Strong Communities - He Iwi Kaha;
- Strong Economy - He Tupuranga Kaha Ihi Wana;
- Te Mana Whakahaere - Autonomy;
- Toiora - Healthy Lifestyles;
- Vibrant Arts and Culture - Toi me nga Tikanga Taketake;
- Whaiora - Participation in Society; and
- Working Together - Te Mahi Tahī.

27. In addition to the community outcomes referred to above, the proposed process of relationship development will contribute to the Council's Treaty of Waitangi strategic priority, which requires that the Treaty of Waitangi is upheld in all the Council activities and planning process.

### CONSULTATION

28. A team of officers from the Maori Relationships team and Social and Cultural Strategy team within the Community Wellbeing Unit have been involved in developing this process. There is wide support for a formal relationship with the Trust within both teams, as current engagement with the Trust on various initiatives lacks an overall focus and tends to be ad hoc - an issue that would be addressed by having clear communication protocols and an agreed work programme.
29. There has been preliminary discussion with designated representatives of the Trust, who have indicated strong support from the Trust for the development of a formal Relationship Agreement.

### RESOURCES

30. No resources other than staff time are required to develop a Relationship Agreement with the Trust. It is possible that investment by the Council could comprise a feature of the proposed annual work programme with the Trust. However, it is not possible to estimate the potential resource implication of the proposed work programme until discussions on its content commence.

### IMPLEMENTATION ISSUES

31. A letter has been sent by the Chief Executive Officer affirming the Council's commitment to develop a formal relationship with the Trust. Work will continue on the development of a draft Relationship Agreement with the Trust and be presented back to the Culture and Community Committee at its October 2008 meeting.

32. In the meantime, it is proposed that the Mayor and Deputy Mayor will be briefed directly on progress, and that a preliminary meeting be convened between the Mayor, Councillors and the Trustees at an appropriate time.

**Report prepared by:** Wayne Knox, Maori Relationship Manager.



## 8 COMMUNITY WAITAKERE ANNUAL REPORT 2007/2008

### EXECUTIVE SUMMARY

This purpose of this report is to present the Community Waitakere Annual Report 2007/2008 in accordance with the requirements of the Partnering Agreement between Council and Community Waitakere. The report also seeks the Culture and Community Committee's approval of the shared work programme for 2008/2009.

The past year has been intensive for Community Waitakere with a continuing focus on the development of the new Community Resource Centre. The organisation has continued to consolidate its capacity building role with the community and voluntary sector, to act as an advocate for the sector locally and nationally and to play a key role in local collaborative initiatives focussed on social wellbeing.

### RECOMMENDATIONS:

It is recommended that the Culture and Community Committee resolve to:

1. **Receive** the Community Waitakere Annual Report 2007/2008 report.
2. **Approve** the shared work programme between Waitakere City Council and Community Waitakere for 2008/2009.

### BACKGROUND

1. The Long Term Council Community Plan and Annual Plan Committee approved Community Waitakere as one of the organisations to continue to receive three year funding during deliberations on 21 June 2006.
2. A Partnering Agreement was signed between Council and Community Waitakere at the Council meeting on 29 November 2006. The Partnering Agreement was negotiated for a term of 3 years and clarified the respective roles of each organisation in areas where there were mutual interests and specified funding arrangements and protocols to support the relationship.
3. A triennial work programme lists agreed priorities on which both organisations will focus their combined resources for the term of the Partnering Agreement. A more detailed work programme is negotiated on an annual basis.

A19-A27

4. In accordance with reporting requirements a report from the Manager of Community Waitakere is attached at pages A19-A24 of the agenda. The report comments on progress in relation to objectives agreed in the shared work programme for 2007/2008. A review of the shared work programme for 2007/2008 is also attached at pages A25-A27 of the agenda.

## DECISION MAKING

### Issues

#### **Provide Office Accommodation and Meeting Space for the Community and Voluntary Sector of Waitakere**

5. The current Community Resource Centre remains a valuable asset for the community and voluntary sector. The 5 staff of Community Waitakere are based there together with staff from 4 other organisations. The meeting space continues to be well used. Property Services are negotiating a further lease for two years from October 2008 given the current uncertainty around the development of the new centre.
6. Leading the development of the new Community Resource Centre in Tui Glen continued to be a major focus for Community Waitakere during the past year. Resource consent for the Community Resource Centre was refused in May 2008 following a hearing before an independent commissioner. Community Waitakere has appealed the decision and will participate in a mediation process to be convened by the Environment Court.

#### **Support and Strengthen the Community and Voluntary Sector in Waitakere**

7. Community Waitakere has played a key role in convening and hosting forums on new initiatives. In addition, the organisation has continued to assist in the coordination and hosting of community workshops and education courses with other training providers.
8. The noticeboard on the Community Waitakere website has proved to be of major benefit to community organisations. The daily message board provides a wide range of information and serves to consolidate notifications of events, meetings, etc, through a single channel.

#### **Advocate on Behalf of the Community and Voluntary Sector in Waitakere**

9. Community Waitakere represents the voice of the Waitakere community in national forums such as the New Zealand Federation of Voluntary Welfare Organisations and the New Zealand Council of Social Services, and in dialogue with central government agencies such as the Ministry of Social Development.
10. Community Waitakere developed a comprehensive submission to the Royal Commission on Auckland Governance and encouraged constituent organisations to make submissions.

#### **Support Collaborative Responses in Relation to Social Wellbeing**

11. Community Waitakere management and board members have continued to play significant roles in the ongoing development of the Waitakere Wellbeing Collaboration Project. Community Waitakere led the Housing 'Call to Action' and employed the convenor during 2007/2008. In addition staff have participated in the Early Childhood and Family Violence 'Calls to Action'.

#### **Build the Capacity of Community and Voluntary Organisations in Waitakere**

12. Community Waitakere has completed its own organisational transition to becoming an incorporated charitable trust. This was accompanied by a streamlining of its own governance and management processes.

13. Community Waitakere has taken a leadership role in providing support for the various community organisations that have contracts through Project Twin Streams; this has been done through workshops and forums.
14. Sustainable community development is a major theme for Community Waitakere in its work. Staff have worked with colleagues from Waitakere Enterprise exploring opportunities for social enterprise.
15. Community Waitakere has also taken the initiative in convening a regular forum of the Chief Executives of a range of organisations in the community and voluntary sector to explore ways of working together more effectively in Waitakere.

#### **Identify the Added Value of Both Organisations Working Together in a Partnering Way**

16. The Partnering Agreement between Council and Community Waitakere has continued to be the subject of joint presentations during 2007/2008 as a means of promoting the benefit of the partnering model and sharing the learnings from this process.
17. Of particular value has been our partnering in the 'Simpler Funding Waitakere' project along with major funding organisations such as the ASB Trust, Tindall Foundation, The Portage and Waitakere Licensing Trusts, JR McKenzie Trust and Philanthropy New Zealand. This is leading to practical solutions to simplify and improve the 'fund identification' process.
18. As noted in previous reports the major challenge of a partnering agreement like this is to generate a 'whole of council' commitment to the relationship given that Community Waitakere will interact with a range of personnel from Council. The development of a Council Partnering Policy was deferred from the 2007/2008 work programme due to other commitments; it will be progressed in 2008/2009.

#### **Shared Work Programme for 2008/2009**

- A28-A30
19. The shared work programme for 2008/2009, attached at pages A28-A30 of the agenda, has the same overall objectives as the 2007/2008 programme. The objectives relate to the core ongoing commitment from both organisations to the community and voluntary sector. The year will be an important one as Council seeks to clarify its community development role through a Community Development Plan; it will be important to ensure that our respective organisations complement each other in this area.

#### **Council - Community Waitakere Workshop**

20. The Protocols and Processes to Support the Relationship included as Schedule 2 of the Partnering Agreement include a provision for Elected Members and staff of both organisations to come together for a workshop in September each year. The workshop is intended to be an opportunity to discuss shared issues and projects that will potentially be incorporated into future work programmes. A date and venue for this workshop will be confirmed shortly.

#### **STRATEGIC CONTEXT**

21. Central to Council's eco city vision is the aim of improving the level of wellbeing of residents. Council has taken a facilitative role brokering relationships between service providers and the community and encouraging communities to take greater responsibility for their own wellbeing issues. This facilitation role responds to the principles in the Rio Declaration and is a key element of Agenda 21; the role has been fostered through establishing a range of collaborative partnerships with government agencies and community networks.

22. Council's relationship with Community Waitakere serves to assist in responding to a number of the community outcomes for 2006-2009: Strong Communities, Whaiora (Participation in Society), Working Together, Sustainable Environment and Environmental Protection.
23. The relationship also responds to a number of strategic platforms of the Long Term Council Community Plan 2006-2016: Strong Communities, Green Network and Three Waters. The relationship also serves to strengthen overall the community and voluntary sector and its ability to engage in decision making with both the Council and government agencies i.e. directly contributing to the Active Democracy platform of the Long Term Council Community Plan 2006-2016.

### CONSULTATION

24. The shared work programme was developed in direct negotiation with Community Waitakere. There was no consultation with other external parties.

### RESOURCES

25. Council has approved Community Waitakere for 3 year funding for the period 2006-2009. The allocation approved in the 2008/2009 Annual Plan is \$155,000.

### IMPLEMENTATION ISSUES

26. There are no implementation issues associated with this report.

**Report prepared by:** AJ (Tony) Rea, Group Manager: Social and Cultural Strategy.



## 9 WAITAKERE ARTS AND CULTURAL DEVELOPMENT TRUST - ANNUAL REPORT 2007/2008 AND FUNDING AND SERVICE AGREEMENT 2008/2009

### GLOSSARY

Waitakere Arts and Cultural Development Trust (WACDT)  
Corban Estate Arts Centre (CEAC)

### EXECUTIVE SUMMARY

A31-A44

This report presents the Annual Report of the Waitakere Arts and Cultural Development Trust (WACDT) for 2007/2008. Attached at pages A31-A44 of the agenda.

The report also submits a Funding and Service Agreement for 2008/2009 with a revised set of Performance Targets as agreed by both parties. These performance targets take account of, and reflect, changes in demographics, funding streams, new programmes and technological advances.

In summary, this report shows that WACDT, as the governance body for the Corban Estate Arts Centre (CEAC), has met all performance targets for the 2007/2008 year. CEAC continues to deliver a rich and varied programme of arts and cultural activity to Waitakere and has maintained this growing programme in tandem with a significant contribution over the past year to the development work around the proposed 'Creative Quarter' project.

## **RECOMMENDATIONS**

It is recommended that the Culture and Community Committee resolve to:

1. **Receive** the Waitakere Arts and Cultural Development Trust Annual Report 2007/2008 and Funding and Service Agreement 2008/2009 report.
2. **Approve** the Funding and Service Agreement 2008/2009 between Waitakere City Council and the Waitakere Arts and Cultural Development Trust.

## **BACKGROUND**

1. WACDT was established in 1998 with a brief to both develop an arts centre on the Corban Estate and to deliver an overview of arts and cultural development for the City.
2. CEAC opened in 2001 and has successfully delivered a programme based around community arts provision, local and heritage exhibitions, education, studio incubator facilities, events and public programmes.
3. WACDT has taken responsibility for the restoration of much of the heritage fabric of the existing buildings, in particular the Corban Homestead, and has built new educational facilities.
4. WACDT has recently signed a lease with the Henderson Heritage Trust for the management of St Michael's Church which will be made available to the community for a wide range of cultural activities.
5. WACDT has also contributed to the Corban Estate development project which has been underway since 2006 and was a signatory to the 'letter of intent' signed by both Council and Unitec in December 2006.
6. CEAC continues to contribute a rich programme of cultural services to the residents of Waitakere.

## **DECISION MAKING**

### **Issues**

7. WACDT has met all performance targets for the 2007/2008 year and has continued to explore and implement new ideas and ways of delivering these services.
8. CEAC has experienced significant changes in management through this year. It is the first complete year of management under a new director.
9. *A45-A54* The Funding and Service Agreement 2008/2009, attached at pages A45-A54 of the agenda, reflects the additional funding of \$10,000 approved through the Annual Plan 2008/2009. The schedule of performance targets has been analysed and agreed by both Council staff and the staff of CEAC. It reflects the high level of delivery that CEAC has achieved and the changes that they are implementing to reach new levels of efficiency and diversity.
10. These changes are reflected in areas such as the increased emphasis on Waitakere arts and heritage, the growth of the CEAC Summer School and an increase in public programmes and arts enterprise seminars. It also reflects changes in methods of marketing and promotions.

11. CEAC is experiencing an increase in costs across the board, particularly in service charges for basic commodities and in materials costs for exhibitions, education and public programmes. This increase will be partly offset by the increase in the operating grant for 2008/2009.

### **STRATEGIC CONTEXT**

12. CEAC is identified in the Arts and Cultural Strategy as one of two major arts precincts for the City.
13. Support for CEAC is consistent with the Local Government Act (2002) directive that local authorities are responsible for the cultural wellbeing of their communities.

### **CONSULTATION**

14. The Funding and Service Agreement 2008/2009 has been developed in full consultation with the management of CEAC.

### **RESOURCES**

15. There is \$335,000 as approved in the Annual Plan 2008/2009 for operational funding for WACDT.

### **IMPLEMENTATION ISSUES**

16. The delivery of services by WACDT in the 2007/2008 year has been of a high standard as is reflected in the Annual Report. The Funding and Service Agreement for 2008/2009 has been developed in response to that delivery and is appropriate for the resources and funding available.

**Report prepared by:** Naomi McCleary; Manager: Arts



## **10 WAITAKERE HISTORY PROJECT**

### **GLOSSARY**

Portage Licensing Trust (PLT)  
Waitakere Licensing Trust (WLT)

### **EXECUTIVE SUMMARY**

The purpose of this report is to provide an update to the Culture and Community Committee on the progress and status of the Waitakere History project.

The Waitakere History project is progressing well in relation to a timeline which will deliver a published work for the twentieth anniversary of Waitakere.

The high quality of the writers' chapter contributions to date is gratifying.

Early draft work on design and layout is underway with Random House Publishers.

The date for publishing is still planned for March 2009, the twentieth anniversary of the City.

The title of the book is proposed to be 'WEST - The History of Waitakere City' in order to ensure longevity in relation to any future restructuring of the Auckland region.

There is still a budget deficit of approximately \$62,000 (including contingency) and this is being sought from the private sector.

### **RECOMMENDATIONS**

It is recommended that the Culture and Community Committee resolve to:

1. **Receive** the Waitakere History Project report.
2. **Note** that there is a deficit of \$62,000 for the Waitakere History Project which is being sought from the private sector in Waitakere.
3. **Agree** that the Waitakere History Project continues with the objective that publishing occurs in March 2009 as part of the celebration of the twentieth anniversary of the founding of Waitakere.
4. **Agree** that the Waitakere History Project attachment pages in the confidential supplement remain confidential until such time as the reasons for confidentiality no longer exist.

### **BACKGROUND**

1. The proposal to publish a comprehensive history of Waitakere was initiated in 2005 with a view to publishing in 2009 as part of the celebration of the twentieth anniversary of the inauguration of Waitakere. This project is the culmination of many previous attempts to record the history of West Auckland.
2. In 2005 a Project Manager was contracted and funding was directed towards the production of a review of literature and resources to date and the establishment of a partnership with Random House Publishers.
3. A detailed project plan was presented to the Culture, Arts and Events Special Committee at its meeting of Wednesday, 9 August 2006 and a potential partner for the project, the Going West Trust, was identified.
4. The resolutions from that meeting are as follows:
  - “1. That the Waitakere City History Project report be received.
  2. That the Waitakere City History Project be endorsed and the history project with other options and further detailed costings be brought back to the Culture, Arts and Events Special Committee.

*1518/2006”*
5. A revised project plan and information regarding other publishing options was brought back to the Culture, Arts and Events Special Committee at its meeting of Wednesday, 13 December 2006. This included identification of the Licensing Trusts as key external funders.
6. The resolutions from that meeting are as follows:
  - “1. That the Waitakere City History Project report be received.
  2. That the Culture, Arts and Events Special Committee appoints Councillor Lawley as its representative to the Project Advisory group of the Waitakere City history project.

3. *That the Culture, Arts and Events Special Committee endorsed the Waitakere City History Project with an initial print run of 3,500 soft cover copies and 250 hardback copies as described in the revised project plan and further, endorses Option A as outlined in the agenda report with costs to Council of \$96,250 over three years and the balance to be covered by funding organisations.*
4. *That the Culture, Arts and Events Special Committee endorses the option to approach the Going West Trust as a project and funding partner for the Waitakere City History Project.*

2459/2006”

7. During 2007 the agreement to partner with the Going West Trust was confirmed, a Memorandum of Understanding with Random House Publishers was signed and a General Editor and writers selected and contracted. Funding applications were submitted by the Going West Trust in the latter part of the year to the ASB Charitable Trust and to the Portage and Waitakere Licensing Trusts as per the project plan.
8. To date \$35,000 has been received from the ASB Charitable Trust; a total of \$30,000 from each of the two Licensing Trusts was applied for with the result being \$29,500 from the Portage Licensing Trust (PLT) and \$10,000 from the Waitakere Licensing Trust (WLT).
9. At the Finance and Operational Performance Committee meeting of Monday, 10 March 2008 the Committee approved the underwriting of the writers’ fees for \$60,000 pending the resolution of issues relating to the partnership between the Going West Trust and Council in relation to Licensing Trust funding for this project.
10. The resolution from that meeting is as follows:

*“That Council underwrites the Waitakere History Project for a sum of \$60,000 in order to meet editing deadlines for a 2009 publication.*

300/2008”

11. Subsequent to the resolution of issues relating to Licensing Trust funding and given the total of \$39,500 granted from the combined Licensing Trusts, Council approved the allocation of \$20,000, which is the shortfall of the total \$60,000 applied for to the two Licensing Trusts, through the 2008/2009 Annual Plan.
12. Currently, twenty-one out of twenty-five chapters have been submitted and outstanding chapters are expected by mid August 2008. At the time of writing image research is underway and all aspects of the book are progressing on schedule for submission to Random House Publishers.
13. A report from the General Manager is attached at pages C1-C5 to the confidential supplement.

CI-C5

## DECISION MAKING

### Issues

14. The Waitakere History project is progressing well and according to plan. The projected date of publication is March 2009.

15. There is a current budget deficit of \$62,000. This includes a contingency sum of \$12,000. It has always been part of the overall plan that this sum would be sought from the private sector within Waitakere and a programme of sponsorship search is now underway. Proposals are with key Waitakere businesses with a sponsorship range of between \$5,000 and \$15,000. It is of note that there is a projected income from royalties over time; approximately \$13,000 on the first print run and up to \$18,000 on a second print run should sales indicate that this is viable.

### **STRATEGIC CONTEXT**

16. The production of a history of Waitakere is appropriate under both the Arts and Cultural strategy 2002 and the Heritage Strategy.
17. The publication of a Waitakere History will serve a profiling and promotional role for Waitakere and enhance a sense of identity for residents.

### **CONSULTATION**

18. A Project Advisory Group has been in operation since 2006 and has representation from the Mayoral Office, arts, heritage, libraries and a Councillor representative. The Project Advisory Group has met regularly and provided advice to the Waitakere History project.
19. Both Te Kawerau A Maki and Ngati Whatua iwi have been contracted to contribute chapters to the history. Alignment of those tribal histories is being managed by Council's Maori Relationships team.

### **RESOURCES**

20. A sum of \$53,000 is allocated in the 2008/2009 Annual Plan. \$52,000 was allocated in the 2007/2008 budget and \$25,000 in the 2006/2007 budget, a total of \$130,000 over a three year period.
21. A total of \$74,500 has been received to date from external funders. A further \$62,000 is being sought.

### **IMPLEMENTATION ISSUES**

22. The Waitakere History project is progressing according to plan. Further funding is being sought in order to complete the Waitakere History project.

**Report prepared by:** Naomi McCleary; Manager: Arts.



### **PUBLIC EXCLUDED MATTER**

#### **11 WAITAKERE HISTORY PROJECT - ATTACHMENT PAGES**

The attachment pages to this report will be considered under the confidential supplement to the agenda, and have been circulated to members separately.

#### **PROCEDURAL MOTION TO EXCLUDE THE PUBLIC**

That the public be excluded from the following part of the proceedings of this meeting, namely, Waitakere History Project - attachment pages.

The general subject of the matter to be considered while the public is excluded, the reason for passing this resolution in relation of the matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of the matter to be considered.	Reason for passing this resolution in relation to the matter.	Ground(s) under Section 48(1)(a) for the passing of this resolution.
Waitakere History Project - attachment pages.	The withholding of information is necessary in order to: <ul style="list-style-type: none"><li>• Protect the privacy of natural persons, including that of deceased natural persons.</li></ul>	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 7(2)(a) of that Act which would be prejudiced by the holding of the part of the proceedings of the meeting in public as follows:

- *The attachment pages contain information which if released could affect the privacy of the individuals involved.*

