



NOTICE OF MEETING

TE TAUMATA RUNANGA

I hereby give notice that an Ordinary Meeting of Te Taumata Runanga will be held on:-

DATE: **Monday, 8 December 2003** **TIME:** **5.00 pm**

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

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

3 December 2003

Ngareta Delamere
COMMITTEE SECRETARY

Telephone (09) 836 8000 extn 8552

MEMBERSHIP:

Representative

TW Taua (Chairperson)
E Taumaunu (Deputy Chairperson)
F Delamere
Rev J Cooper
M Te Huia
W Hetaraka
P Northcroft
G Te Huia
K Wikiriwhi
D Hansen
Cr JP Lawley
Cr DA Yates, JP

Alternative Representative

W Knox Te Kawerau A Maki
J Mariu Te Roopu Wahine Maori Toko I Te Ora
J Turner Hoani Waititi Marae
TM Andrews Kakariki Marae
M Wellington Te Atatu
A Lauese Te Piringa Tahī O Te Maungarongo Marae
G Waho Te Roopu Kaumatua O Waipareira
K Parata Te Roopu Puawai O Waitakere
W Richards Te Runanga O Ngati Whatua
R Waititi Te Whanau O Waipareira Trust
Council
Council

Mayor Bob Harvey, QSO, JP (ex officio)
Deputy Mayor Carolynne Stone (ex officio)

(Quorum 6 members)

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

**AGENDA FOR AN ORDINARY MEETING OF TE TAUMATA RUNANGA TO BE HELD IN
THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN, WAITAKERE CITY,
ON MONDAY, 8 DECEMBER 2003, COMMENCING AT 5.00 PM.**

TABLE OF CONTENTS

<u>ITEM</u>	<u>PAGE NO.</u>
OPENING KARAKIA	1
MIHIMIHI	1
1 APOLOGIES	1
2 CONFIRMATION OF MINUTES	1
3 PUBLIC FORUM	1
4 PRESENTATION	2
5 COMMITTEE MEMBERS' REPORTS	2
6 CHIEF EXECUTIVE'S REPORT	2
7 TE TAUMATA RUNANGA 2003-2004 WAITAKERE CITY MAORI COMMUNITY AWARDS	2
8 COMMEMORATING WAITANGI DAY 6 FEBRUARY 2004 - PLANNING GROUPS REPORT BACK TO TE TAUMATA RUNANGA	5
9 URGENT BUSINESS	6
10 NEXT MEETING	6

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OPENING KARAKIA

MIHIMIHI

E nga waka, e nga mana e nga karangatangamaha, tena koutou, tena koutou, tena koutou. E nga mate i tautini, he mihi aroha tenei ki a koutou, haere, haere, haere. E te hunga ora, rau rangatira ma tenei te kakano ka rua nei a morimoritia kia puawai ai. Hei aha? Hei maunga ringa ma nga whakatupuranga, kia kaha, kia manawanui, kia u. Kia mau hoki ki te whakapono, te tumanako me te aroha.

1 APOLOGIES



2 CONFIRMATION OF MINUTES

Ordinary - Monday, 17 November 2003

RECOMMENDATION

That the minutes of the Ordinary Meeting of Te Taumata Runanga held on Monday, 17 November 2003 including the Public Excluded minutes, as circulated, be taken as read and now be confirmed.



3 PUBLIC FORUM

For guidance of Te Taumata Runanga Members, the Council's Standing Orders have the following provisions in regard to Public Forum.

- (i) Members of the public wishing to address the Committee in Public Forum shall furnish their names to the Chairperson at the beginning of the meeting; and
- (ii) The Chairperson shall determine the order of speakers, and allow five minutes for speaking time.
- (iii) Questions by members are to be confined to obtaining information or clarification on matters raised by the speaker.

Section 46(7) and (7A) of the Local Government Official Information and Meetings Act 1987 provides that no resolution, decision, or recommendation may be made in respect of any specific item of business not on the agenda except to refer the items to a subsequent meeting for further discussion. Therefore, no decision may be made on matters raised in Public Forum. However, written reports on matters raised may be requested from the Chief Executive.



4 **PRESENTATION**

A presentation will be made by Te Taumata Runanga Representatives who attended Te Waka Awhina O Aotearoa Conference 2003 which was held on 27 - 30 November 2003 in Rotorua.



5 **COMMITTEE MEMBERS' REPORTS**

Provision has been made on this agenda for Committee Members should they so wish to submit a report on their activities during the month in regard to matters within the scope and delegations of the Committee. However, to comply with the provisions of the Local Government Official Information and Meetings Act 1987, no decision may be made on matters raised in Committee Members' reports.



6 **CHIEF EXECUTIVE'S REPORT**

Provision has been made for the Chief Executive, or his nominated representative, to report on the progress of other matters considered to be of significance to Te Taumata Runanga, including organisation and representation issues.



7 **TE TAUMATA RUNANGA 2003-2004 WAITAKERE CITY MAORI COMMUNITY AWARDS**

PURPOSE OF THE REPORT

The purpose of this report is to inform and seek approval from Te Taumata Runanga on the recommendations based and findings from Te Taumata Runanga Maori Community Awards Working Party. The Working Party has provided guidance on how to improve on last year's event and deliver what is required for the next Awards.

BACKGROUND

Te Taumata Runanga Maori Community Awards Ceremony is an opportunity to honour Maori individuals and recognise their contribution to the local Maori community. The Awards recognise the dedication and commitment of those people who contribute their time and energy towards the well being of the City's Maori communities.

Since 1998, Te Taumata Runanga have supported the Award process, which seeks to publicly recognise the efforts, commitment and significant contributions individuals or groups have made to strengthen the general well being of the Maori community in the City. These people often do unpaid, voluntary work, are not highly visible and are generally referred to as the "silent workers".

Information on recent Awards suggests that the process needs to be enhanced for the staging of future events. The total number of recipients of the last event was 24 supported by whanau and friends, with an approximate figure of 120 people attending on the day. Waitakere City Council Maori Issues Virtual Team and the Working Party have further reviewed the last event, and have provided feedback on the areas to be addressed in the Awards process. The table below offers further recommendations and/or improvements that have come out of the review.

STRATEGIC CONTEXT

Te Taumata Runanga Maori Community Awards is an event that helps foster strong communities. Specifically it is the valuable contribution and achievements by an individual or group to the development of the Maori Community of Waitakere City which Te Taumata Runanga and Council honour as part of Te Taumata Runanga Maori Community Awards process. Council's support of the event is consistent with the Council's Treaty of Waitangi principle and the Strong Communities platform within the Long Term Council Community Plan. By recognising work from the Maori Community that contribute towards stronger communities, Council is encouraging Maori to make greater contributions to both Maori and wider community well being.

ISSUES

The following feedback has been taken directly from the findings of the Working Party and Waitakere City Council Maori Issues Virtual Team.

Awards Notification Process

1. Initial Panui to Te Taumata Runanga members with accompanying application forms.
2. Request for Master of Ceremonies, entertainment and catering.
3. Panui inviting recipients / nominees and supporters to function once selected.
4. Notification of programme to Te Taumata Runanga.
5. Public notification of Event, profiling Te Taumata Runanga and recipients.
6. Very Important Person Invitations.

Notification Content Requires Attention

Mail-out of initial requests needs to be done via Te Taumata Runanga sitting members. An initial quality control check must be done by the Te Taumata Runanga members, rather than returning directly to staff at Council.

- This would allow the members to support the nominee and ensure that it's not a repeat candidate and that the candidate is Maori being recognised by Maori.
 - Advising of non-eligibility not needed if the control measures are in place.
 - Invitation to local MP's and other key community figures identified.
 - Awards Catering organised.
 - Awards Programme to be notified.
 - Te Taumata members to recognise and provide for ongoing communication with community and the process of validating nominees.
 - Classic and contemporary form with a mix of items. Support new entertainers, as this would allow for some exposure. Working Party may in future be given an opportunity to preview the entertainment prior to deciding to have them.
 - Someone who has an intimate knowledge of the relationships of Council, Te Taumata Runanga, special guests and community figures is required.
 - Certificate to be confirmed.
 - Venue to be confirmed.

RESOURCES

Staff time and project costs are provided for in the Annual Plan. The time of the Working Party is provided on a voluntary basis. There is also acceptance of voluntary input of outside contributions in the form of kai and taonga.

CONCLUSION

The improvements have been identified to ensure the Awards continued success. It is important to note that the experience gained in recent events will add value to planning for the next event. Recommendations are set out below to enable the improvements outlined to occur.

RECOMMENDATIONS

1. That the information be received.
2. That Te Taumata Runanga approve the formal process for the Waitakere City Maori Community Awards as outlined below:

Formal Process Timetable

TIMETABLE		
ACTIVITY	TASK DATE	MEETING DATES
Initial panui to Te Taumata Runanga members with accompanying application forms and initial programme.	9 March 2004	9 March 2004 (1)
Request for Master of Ceremonies, entertainment and catering.	16 March 2004	9 April 2004 (1)
Final day for nominations to be received.	6 April 2004	
Te Taumata Runanga working group confirms recipients.	7 April 2004	7 April 2004 (2)
Panui notifying recipients / nominees and supporters to function once recipients are selected.	22 April 2004	22 April 2004 (3)
VIP Invitations.	22 April 2004	22 April 2004 (3)
Confirmation of catering, entertainment and Master of Ceremonies.	29 April 2004	29 April 2004 (4)
Certificates confirmed.	29 April 2004	29 April 2004 (4)
Notification of Programme (Public, Recipients, Te Taumata Runanga).	29 April 2004	29 April 2004 (4)
Set up venue.	7 May 2004	7 May 2004 (5)
Award Ceremony.	8 May 2004	

Report prepared by: Des Heke Kaiawha (Kaitakawaenga).



**8 COMMEMORATING WAITANGI DAY 6 FEBRUARY 2004 - PLANNING GROUPS
REPORT BACK TO TE TAUMATA RUNANGA**

PURPOSE OF THE REPORT

The purpose of this report is to provide Te Taumata Runanga with feedback on the work in progress from the four established citywide voluntary planning groups. These groups have all been established. At the December 2003 meeting, the Committee will be provided with a draft activity programme for each of the marae venues for 6 February 2004. Members of each planning and design group will be in attendance at the December 2003 meeting to assist with any clarification or questions that the Committee may have with regards to the Commemorating Waitangi Day programme.

BACKGROUND

At Te Taumata Runanga meeting of 13 October 2003, it was resolved,

- “2. *That Te Taumata Runanga recommends to Council that, subject to funding being made available by the Ministry of Culture and Heritage, it will take the lead to host citywide commemorating Waitangi Day celebrations in February 2004 on or before 6 February 2004.*
3. *That it be recommended to Council that four citywide voluntary planning groups be established by the middle of November 2003 consisting of a member from Te Taumata Runanga, a Ward Councillor, a Ward Community Board member, a member from Te Roopu Puawai, a member from the Waitakere Youth Council, a member from the Pacific Island Advisory Board, a member from Te Whanau O Waipareira Trust, a member from each of the Marae of the city and a key designated staff member for administrative support for this project.*
4. *That Te Taumata Runanga further recommends to Council that the voluntary planning groups provide to the December 2003 meeting of Te Taumata Runanga a programme around Te Taumata Runanga commemorating Waitangi Day festival that the voluntary planning groups will have organised to be held on or before 6 February 2004.”*

3021/2003

ISSUES

A number of voluntary design and planning meetings are currently underway to obtain ideas and possible resource requirements for the hosting of a successful Inaugural Waitakere City Commemorating Waitangi Day Celebrations in February 2004. It is expected that 2 but no more than 3 planning meetings will be all that is required for this project. A detailed final program for each of the venues is expected to be completed mid to late January 2004. On completion these will be made available to all Council Elected Members.

CONCLUSION

This report provides guidance to Te Taumata Runanga on the progress made and a number of the issues covered.

RECOMMENDATION

That the information be received.

Report prepared by: Warahi Paki, Manager: Maori Issues.



9 URGENT BUSINESS

Section 46A(7) and (7A) of the Local Government Official Information Act 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 item is a minor matter; and
- (ii) the Chairperson has explained at the beginning of the meeting (when open to the public) that the item will be raised for discussion, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting; and
- (iii) the Committee resolves to deal with the item.

No resolution, decision, or recommendation may be made in respect of the item except to refer the item to a subsequent meeting for further discussion.



10 NEXT MEETING

The next meeting of Te Taumata Runanga will be held in the Civic Centre, on Monday, 16 February 2004, commencing at 5.00 pm.

A representative is invited to present Te Taumata Runanga report at the next meeting of Council to be held in the Civic Centre, on Wednesday, 17 December 2003, commencing at 5.30 pm.

