



Waitakere City Council
Te Taiao o Waitakere

NOTICE OF MEETING

TE TAUMATA RUNANGA

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

DATE: Monday, 10 December 2007 **TIME:** 5.00 pm

VENUE: Waitakere Central, 6 Henderson Valley Road, Henderson, Waitakere

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

4 December 2007

Ngareta Delamere
COMMITTEE SECRETARY

Telephone (09) 836 8000 extn 8552

MEMBERSHIP:

Representative

W Paki (Chairman)
M Te Huia (Deputy Chairman)
S Livingstone
TW Taua
W Hetaraka
P Northcroft
T Bond
J Mariu
A Hudson
E Taumaunu
Cr LA Cooper, JP
Cr RI Clow

Alternative Representative

Rev J Cooper
M Wellington
W Mark
To Be Advised
A Lauese
T Moanaroa
T Tangihaere
To Be Advised
G Wilcox
N Glavish
Hoani Waititi Marae
Te Atatu
Kakariki Marae
Te Kawerau A Maki
Te Piringatahi o Te Maungarongo Marae
Te Roopu Kaumatua o Waipareira
Te Roopu Puawai o Waitakere
Te Roopu Wahine Maori Toko I Te Ora
Te Runanga o Ngati Whatua
Te Whanau o Waipareira Trust
Council
Council

Mayor RA Harvey, QSO, JP (ex officio)
Deputy Mayor PA Hulse (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 A MEETING OF TE TAUMATA RUNANGA TO BE HELD AT
WAITAKERE CENTRAL, 6 HENDERSON VALLEY ROAD, HENDERSON,
WAITAKERE, ON MONDAY, 10 DECEMBER 2007
COMMENCING AT 5.00 PM**

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1 OPENING KARAKIA

2 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.

3 APOLOGIES



4 CONFIRMATION OF MINUTES

Meeting Minutes – Monday, 12 November 2007

RECOMMENDATION

That the minutes of the Meeting of Te Taumata Runanga held on Monday, 12 November 2007, as circulated, be taken as read and now be confirmed.



5 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.



6 PRESENTATION - SPORT WAITAKERE AND SAFE WAITAKERE INJURY PREVENTION

The Safe Waitakere Puriri Injury Prevention officer and Rocky Tahuri, Sport Waitakere Kaiwhakahaere will present the Manawa Rawe Project, which is a 37 week pilot initiative on physical activity and fall's prevention study programme for Maori aged 50 years+. The programme is delivered at Hoani Waititi Marae, Te Piringatahi Marae and the West Wave Swimming Complex. The programme consists of low cardio impact, Oruorua Whakaoriori (Harmony in Motion, adaptation of Tai Chi), aqua walking sessions with kai and nutrition and a home safety falls prevention component.



7 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 Chairman at the beginning of the meeting; and
- (ii) the Chairman 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 Officer.



8 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.

TE TAUMATA RUNANGA APPOINTMENTS

OUTSIDE ORGANISATIONS	APPOINTMENT
Keep Waitakere Beautiful	Rev Judy Cooper
West Coast Plan Liaison Group	To Be Advised
Safe Waitakere Alcohol Project	Warahi Paki
Safe Waitakere Injury Prevention Board	Fred Hollaway Mihi Te Huia

OUTSIDE ORGANISATIONS	APPOINTMENT
West Education Sector Trust	Awa Hudson Carol Ngawati
City Safe Action Group	To Be Advised
Mayoral Task Force on Family Violence	June Mariu Rev Judy Cooper Ngaire Te Hira
COUNCIL COMMITTEES	
Community Sport Fund Allocation Subcommittee	To Be Advised
Policy and Strategy Committee	Mihi Te Huia
Long Term Council Community Plan and Annual Plan Special Committee	Warahi Paki Mihi Te Huia (alternate)



9 CHIEF EXECUTIVE OFFICER'S REPORT

Provision has been made for the Chief Executive Officer, 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.



10 ADOPTION OF THE MEETING SCHEDULE

A1-A37

Section 21(5)(d) of Schedule 7 of the Local Government Act 2002 provides for the Local Authority at its first meeting to adopt a schedule of meetings. A proposed meeting schedule for Te Taumata Runanga until October 2010 is attached at pages A1 to A37.

The December 2007 meeting was approved by the Committee at its 12 November 2007 meeting and the Committee requested that the meeting schedule for 2008 until October 2010 be brought back to its December 2007 meeting to be adopted.

RECOMMENDATION

A1-A37

That the schedule of meetings of Te Taumata Runanga for the years 2008, 2009 and 2010 until October as attached at pages A1 to A37 be adopted.



11 COMMUNITY OUTCOMES AND STRATEGIC PLATFORMS MONITORING AND REPORTING

GLOSSARY

Long Term Council Community Plan 2006-2016 (LTCCP)
Local Government Act 2002 (LGA)

PURPOSE OF THE REPORT

This report requests endorsement of the monitoring and reporting framework for the Maori world view community outcomes.

BACKGROUND

Section 91 of the Local Government Act (LGA) requires Council to develop Community Outcomes. These outcomes are a key aspect of the Long Term Council Community Plan 2006-2016 (LTCCP). In 2005 the Council undertook a series of consultations with the community and key stakeholders to produce such outcomes. The result was eight Community Outcomes and six Maori world view Community Outcomes.

Under section 92 of the LGA, Council is required to report progress made by itself and others in achieving the outcomes. Specifically section 92 states:

- (1) *A local authority must monitor and, not less than once every 3 years, report on progress made by the community of its district or region in achieving the Community Outcomes for the district or region.*
- (2) *A local authority may decide for itself how it is to monitor and report under subsection (1), but the local authority must seek to secure the agreement of organisations and groups identified under section 91 (3) (a) to the monitoring and reporting process, including the incorporation of any research, monitoring, or reporting undertaken by those organisations and groups.*

Groups according to 91(3) (a) are “*other organisations and groups capable of influencing either the identification or the promotion of Community Outcomes*”. Monitoring and reporting is seen to encompass both numerical and narrative processes.

STRATEGIC CONTEXT

As noted previously, Council is legally required to monitor progress against the Community Outcomes. These outcomes are a key aspect of the context for the setting of the strategic direction for the City and the Council through the Platforms. Their measurement provides an agreed base of data for analysis, dialogue and identification of areas for action. It also provides a benchmark for reporting progress.

ISSUES

Community Outcomes

Volume three of the current LTCCP contains a number of indicators “of success” that were selected to demonstrate progress in achieving the Community Outcomes. Specific measures were not identified as other contributing agencies’ input was required to ensure appropriate measures were used. Subsequently work has been progressed to identify the specific measures and collect data against these to fulfil our reporting requirements. As the data collection progressed it was found that for some of the proposed indicators, data

was either not collected or was not easily available, data sets for some of the indicators required further definition; “health statistics” for example, and some of the indicators are better expressed through narratives, such as case studies and examples.

A38-A42

Therefore some development has been required to finalise the measures. It should be noted that these proposed measures give indication of progress towards achieving the statements of the Community Outcome. It is not a comprehensive list of every possible measurement and it is anticipated that other data will be considered as required for identifying actions. The process for producing the measures has been to take the intent embodied within the outcomes, identify the key ideas in these statements and produce measures that encapsulate their meaning. A focus has been to ensure that such changes are in line with what has been recorded in the LTCCP. The list of measures for the outcomes are attached at pages A38 to A42.

To enable a fuller picture for many of the outcomes and their supporting statements, the monitoring document will include a case study of an event or programme, of either the council or another agency. This is particularly useful in the framework for the Maori Community Outcomes. It is worth noting that this technique was used in the Waitakere Wellbeing Report and indeed elsewhere in the country for similar reasons and has been well received.

A38-A42

A hui with Maori representatives has occurred to discuss the specific indicators to be used to monitor the Maori community outcomes and the overall monitoring approach. The attendees, some of whom participated in developing the Maori Community Outcomes, were presented with a proposed list of measures associated with each outcome. This group expressed a strong desire for the monitoring report to highlight the range and success of many of the programmes being run in the city that align with the community outcomes. A draft set of measures for the Maori outcomes are attached at pages A38 to A42.

A requirement of the Community Outcomes monitoring is that Council seek agreement with agencies on the monitoring approach. Key agencies who are involved in achieving the outcomes were involved in the development of the indicators through interagency meetings. A strong focus has been on meeting with social agencies due to the Wellbeing Project and the strong interest in social measures. There was strong support for the proposed measures and to focus on narratives and case studies. Letters to key agencies capable of influencing the Community Outcomes are in the process of being sent out. These letters will outline the overall monitoring framework to be used, request any additional research that could be incorporated into the report as well as the proposed set of measures. This process allows Council to fulfil its legislative requirement around seeking input of other agencies capable of achieving the Community Outcomes.

Platforms: Council's response to Community Outcomes

Council has defined its direction and response to the Community Outcomes through the nine Strategic Platforms. These Platforms also had indicators associated with them and published in the LTCCP that were to be used to measure success. Data for some of these measures has been difficult to obtain and other data sets have required further definition. Therefore some changes have been required to the list of Platform measures.

The intent of some Platforms and Community Outcomes is strongly aligned. For example the Urban and Rural Villages Platform has a strong overlap with the Community Outcome (e.g. Urban and Rural Villages) in their intent and focus. Other Platforms have less overlap. For example the Strong Communities Platform has an emphasis on health and physical activity not covered under the Strong Communities Community Outcome. Therefore Platform specific measures are included where the intent and focus is different. For example the data on physical activity is specific to the strong communities Platform

given the focus on health. Appendix A includes the indicators for the Platforms under the most appropriate Community Outcomes.

Achievement reporting approach and timeline

The LGA requires that the Community Outcome be reported at least once every three years. The Waitakere Community Outcomes Progress Report 2007 will include statements and examples of what council and other agencies are doing to achieve the Community Outcomes and the list of measures.

Given the overlap between the Community Outcomes and Council's Strategic Platforms, it is proposed to produce a single report. The report will be framed around the Community Outcomes but clearly show the relationship to the strategic Platforms measures.

RESOURCES

Approximately \$10,000 has been set aside to publish the monitoring report. The report is to be completed by the end of December 2007. The report will be published in hard copy form and uploaded onto Council's website.

CONCLUSION

A comprehensive list of measures/indicators to report progress against the Community Outcomes and Strategic Platforms has been developed. Most of the data for these measures has been collected. Discussions with key agencies have highlighted the need to include other ways of monitoring progress, such as highlighting actions and in depth case studies. Discussion of the measures is being used to inform dialogue on contributions to achieve the Community Outcomes. These will add some depth to the monitoring framework and also provide the community with a useful overview of how the council and others are achieving the Community Outcomes.

RECOMMENDATIONS

1. That the Community Outcomes and Strategic Platforms Monitoring and Reporting report be received.
2. That the approach for monitoring and reporting progress of the Maori world view Community Outcomes measures identified in the report be endorsed by Te Taumata Runanga.

Report prepared by: Regan Solomon: Strategic Research and Evaluation, and Mark Allen: Strategic Advisor: Community Outcomes and Partnering



12 TE TAUMATA RUNANGA REVIEW - FINAL REVIEW REPORT

GLOSSARY

Te Taumata Runanga Review – Final Review Report (Final Review Report)
Long Term Council Community Plan 2006-2016 (LTCCP)

PURPOSE OF THE REPORT

The purpose of this report is to introduce Te Taumata Runanga Review – Final Review Report (Final Review Report), and to seek Te Taumata Runanga's feedback prior to the Final Review Report being presented to the Council in February 2008. This report also informs the Committee of the pending review of its appointments to other Council

Committees, which the Council has requested occur in conjunction with Te Taumata Runanga Review.

BACKGROUND

Te Taumata Runanga has operated as a Standing Committee of the Council since October 1992. The Operating Guidelines and Authorities for Te Taumata Runanga in force from that time until October 2007 stated that:

“Te Taumata Runanga will be formed on a three-yearly basis in line with the local government election cycle, with a review of Te Taumata Runanga to be undertaken by the outgoing Taumata Runanga, and provided to the Council.”

Since its inception, there have been a number of such reviews. These reviews were conducted by Council staff in association with Te Taumata Runanga, and focussed primarily on the Committee's fields of activity, delegated powers, membership and other methods of engagement. The scope of the current review was broader than those of previous reviews, to allow the Committee to evaluate all areas of its activity.

Following receipt of an interim report on the review of Te Taumata Runanga at its September 2007 meeting, Te Taumata Runanga resolved as follows:

1. *That Te Taumata Runanga Review report be received.*
2. *That it be recommended to Council that, pursuant to Schedule 7, 30 (7) of the Local Government Act 2002, that Council resolve that Te Taumata Runanga not be discharged as a Standing Committee of Council at the coming into office of Members of Council following each triennial general election.*
3. *That Te Taumata Runanga convey to the incoming Council its strong support for the role of Te Taumata Runanga as a Standing Committee of Council.*
4. *That an implementation plan for Te Taumata Runanga Review be presented to Te Taumata Runanga when it is available.*
5. *That Te Taumata Runanga advise Council that it wishes to indicate further work on Te Taumata Runanga Review and further advice and recommendations will be provided to Council when this work has been progressed.*
6. *That Te Taumata Runanga ask the Chief Executive Officer to work with Te Taumata Runanga Review working party to revise and recommend an amended set of delegated authorities for Te Taumata Runanga for consideration of the incoming Council.*
7. *That Te Taumata Runanga record its thanks to Cheryl Holloway, Kaahu Communications Limited, for all the hard work and effort that went into preparing the robust report that has been produced.”*

(3550/2007)

At their meeting on 19 September 2007, the Council subsequently resolved:

1. *That Te Taumata Runanga Review update report be received.*
2. *That pursuant to Schedule 7, 30(7) of the Local Government Act 2002, the Council resolves that Te Taumata Runanga not be discharged as a Committee of the Council at the coming into office of Members of Council following each triennial general election.*

3. *That the Council convey to the incoming Council its strong support for the role of Te Taumata Runanga as a Standing Committee of the Council.*

(3555/2007)

A review of the delegations of Te Taumata Runanga was carried out in line with the resolutions of Te Taumata Runanga. This resulted in an amended set of delegations for Te Taumata Runanga being adopted by Council at its meeting of 31 October 2007.

STRATEGIC CONTEXT

Te Taumata Runanga has been in existence for around 15 years now, and has received the support of successive Councils over that time. Te Taumata Runanga has a number of significant achievements, and has been a leading example of engagement between Local Government and Maori nationally. Its key stakeholders, the Maori community and the Council, have in recent times seen the need to thoroughly examine the Committee, to ensure that it remains an effective and relevant instrument for achieving outcomes for Maori as part of the wider community in Waitakere.

Specifically Te Taumata Runanga review contributes to community outcomes described by Maori:

Nga Manukura

- Maori determination and integrity;
- Sustained Maori leadership;
- Constant mentoring to maintain leadership capacity;
- Recognition of Maori leadership;
- Mandate, accountability and transparency are consistent;
- A strengthened capacity for Maori to develop rangatahi (tuakana, teina);
- Strong collaborative relationship between Maori and Civic leaders.

Te Mana Whakahaere

- Rangatiratanga (whānau base self determination);
- Active protection of Maori interests in accordance with the Treaty;
- Recognition of Iwi Maori aspirations;
- Maori participation and representation in decision making;
- Maori focused policies or policies which contain a Maori component;
- Enhanced capacity of self government through increasing representation in all sectors of or community.

Local Government Act 2002

The Local Government Act 2002 makes the following provisions in terms of the relationship between Local Authorities and Maori:

Part 1 Section 4: “Treaty of Waitangi: in order to recognise and respect the Crown’s responsibility to take appropriate account of the principles of the Treaty of Waitangi and to maintain and improve opportunities for Maori to contribute to Local Government decision making processes, Parts 2 and 6 provide principles and requirements for local authorities that are intended to facilitate participation by Maori in local authority decision-making processes.”

Part 2 Section 14: “(d) a local authority should provide opportunities for Maori to contribute to its decision-making processes.”

Part 6 Section 77: (1) A local authority must, in the course of the decision-making process,—“(c) if any of the options identified under paragraph (a)

involves a significant decision in relation to land or a body of water, take into account the relationship of Maori and their culture and traditions with their ancestral land, water, sites, waahi tapu, valued flora and fauna, and other taonga.

Part 6 Section 81: (1) A local authority must - (a) establish and maintain processes to provide opportunities for Maori to contribute to the decision-making processes of the local authority; and (b) consider ways in which it may foster the development of Maori capacity to contribute to the decision-making processes of the local authority.

Though Te Taumata Runanga was established well before the amendment of the Local Government Act, the Committee is one of the key instruments via which the Council meets its legislative requirements as outlined above. Improving Maori participation in Council decision making is one of the key drivers for this review.

Long Term Council Community Plan 2006-2016 (LTCCP)

The review of Te Taumata Runanga relates to the Council's Treaty of Waitangi strategic priority, which requires "that the Treaty of Waitangi is upheld in all Council activities and planning". It also relates to the Council's Active Democracy Strategic Platform. This platform supports the involvement of citizens in the Council's decision-making process, through education, removing barriers, developing partnerships, improving information flows and supporting communities' own ways of interacting with the Council.

Furthermore, the Local Government Act 2002 states:

"Development of Maori capacity to contribute to decision-making processes: A long-term council community plan must set out any steps that the local authority intends to take, having considered ways in which it might foster the development of Maori capacity to contribute to the decision-making processes of the local authority, over the period covered by that plan."

Schedule 10 (5)

Pursuant to this clause of the Act, the LTCCP states:

"The Council has over a number of years examined ways to foster Maori capacity to contribute to participation in its decision-making processes. It has developed a number of processes and mechanisms to this end which it intends to provide for through the period of the Long Term Council Community Plan."

(p32)

Te Taumata Runanga is referred to as one of the ways the Council intends to foster Maori capacity as described above. The plan states that:

"The Council is committed to working in partnership with Te Taumata Runanga to review its make up on an ongoing basis to ensure it maintains and improves its capability to serve the Maori communities of the city and input effectively to Council decision-making."

ISSUES

Terms of Reference for the Review

At its October 2006 meeting, Te Taumata Runanga approved the Terms of Reference for the review, which are summarised below:

1.0 Scope of the Review

The review encompassed the following broad areas:

1. Structure of Te Taumata Runanga, including:
 - Membership
 - Delegated Authorities
 - Representation on other Committees
 - Subcommittees
2. Capacity of Te Taumata Runanga, including:
 - Capacity of Members
 - Resourcing Participation
3. Relationship between Te Taumata Runanga and the Waitakere Maori Community, including:
 - Awareness Raising
 - Appointments to Te Taumata Runanga
4. Relationship between Te Taumata Runanga and the Council, including:
 - Promoting mutual understanding
 - Representation on other Standing Committees
5. Processes of the Council as they relate to Te Taumata Runanga, including:
 - Identification, presentation and follow through of issues
 - Strategic input to policy development
6. Processes of the Council as they relate to the Maori Community

Though the scope of the review was very broad, it was narrowed over the course of the review to focus on critical areas identified in the process of data collation.

2.0 Process for Te Taumata Runanga Review

The Maori Relationships Manager was responsible for managing the review. Consultancy, Kaahu Communications Ltd. was engaged to conduct the review and provide an independent perspective on how Te Taumata Runanga can be made more effective.

The methodology undertaken to collate data for the review involved the following:

Te Taumata Runanga Working Party

In order to assist the Committee to have an active role in guiding this review process, a working party was established. The Terms of Reference for the working party was to provide guidance with respect to the implementation of the review, including issues such as workshop content, hui venues, key informants etc.

Consultation with Mana Whenua

Representatives of Te Kawerau a Maki and Ngati Whatua were invited to have input to the review. This occurred both in direct consultation with representatives and through the wider community processes.

Te Taumata Runanga Workshops

Three workshops of Te Taumata Runanga were held during the course of the review.

Community Hui

One community Hui was held, hosted at Kotuku Marae.

Interviews with Key Informants

In order to ensure that the thoughts of key community leaders were incorporated into the review, a number of interviews were held, including with past Chairs of Te Taumata Runanga.

Recommendations from the Review

The recommendations from the review are presented for consideration by Te Taumata Runanga. A further report outlining these recommendations will be presented to the Council in February. There is the opportunity for Te Taumata Runanga to make any additional recommendations to the Council regarding the review.

A literature review of key internal documents was also undertaken by the consultant.

Final Review Report Recommendations

At its September 2007 meeting, Te Taumata Runanga considered some of the issues and themes emerging from the review. These included:

- Improvement of organisational support for the committee
- Improvement of communication with the Maori community
- Clarification of the roles and responsibilities of members
- Shifting from being reactive to proactive
- Review of the delegated powers of Te Taumata Runanga
- Review of the composition of Te Taumata Runanga
- Establishment of Te Taumata Runanga as a committee permanently

At that time, the Final Review Report was not available; however, the report is now complete and has been distributed to members with the December agenda. The recommendations from the Final Review Report are set out below.

“The review is supported by a number of data collection reports which provide a detailed benchmark by which to evaluate progress over the next three years. The data collection reports, observations during the review, and an evolving understanding of the needs and priorities of the Council and Maori in Waitakere City provide a robust basis for developing an “improvement plan” which should form part of the Committee’s 2007-2010 strategic work programme.

1. Develop an “improvement plan”¹ which includes strategies to:

- FOUNDATION**
- Develop, adopt and embed Terms of Reference for Te Taumata Runanga which set out the principles upon which this partnership is based.
 - Expand governance opportunities for Maori within the

¹ This should be a staged plan which prioritises and estimate the time & resource required to implement each strategy.

- Council.*
- *Entrench the existence of Te Taumata Runanga.*
- STRUCTURE**
- *Develop and adopt an appropriate membership structure for Te Taumata Runanga (including selection, mandating and Council appointment processes).²*
 - *Review delegations, in particular the financial authorities and clarification of the policy development authority.³*
- OPERATIONS**
- *Develop a three year strategic work programme and annual work programmes incorporating recommendations from review and relevant content from previous plans.*
 - *Negotiate direct link between strategic & annual work programmes and Council's Annual Planning and Reporting process.*
 - *Audit and improve the organisation's capacity and capability to be responsive and effective for Maori. Improvements should:*
 - *Build the capacity of Council staff to engage effectively with Maori.*
 - *Embed appropriate processes in the organisational framework to enable more effective and efficient engagement with Maori, including:*
 - *The Treaty of Waitangi Framework.*
 - *Te Aho Tumanako.*
 - *A performance management system relating to Maori responsibilities.*
 - *Treaty responsibilities in the job descriptions and performance plans of the Chief Executive Officer and Directors.*
 - *Amendments to existing organisational planning processes to prompt early involvement of Maori in initiatives.*
 - *Align Te Taumata Runanga strategic and annual planning with Council's annual planning and reporting processes.*
 - *Review, amend, adopt and embed appropriate operating guidelines for Te Taumata Runanga which include:*
 - *An appropriate meeting format to better enable Te Taumata Runanga to fulfil both its "proactive" and "responsive" roles.*
 - *Member position descriptions and performance measures.*
 - *Provision for regular Te Taumata Runanga team building wananga*
 - *Involvement in determining meeting agendas.*
- OTHER**
- *Build effective working relationships between Te Taumata Runanga and:*
 - *Council (to increase participation in governance).*
 - *Senior management (to increase organisational support).*
 - *Maori communities within Waitakere City including mana whenua and taurahere, groups and individuals (to increase Committee's relevance for its constituency).*
 - *Investigate options for creating a Maori representative entity independent of Council.*

² This might include statistical analysis of demographics, analysis of membership structure options, and hui-a-iwi

³ This should happen after the foundation documentation has been developed and adopted.

- *Audit and improve the Maori Relationship Team's capacity and capability to be responsive and effective for Maori.*

2. *Implement the "improvement plan".*
3. *Monitor and review the "improvement plan".*

A copy of the Final Review Report will be circulated separately with the Agenda. The key next step for the review will be the preparation of an 'Improvement Plan', detailing how the recommendations outlined above and the further minor recommendations discussed in the additional data collection reports will be enacted. This plan will identify actions that need to be taken by the stakeholders identified in the Final Review Report as having an influence of the review's intended outcomes, namely Te Taumata Runanga, the Council, senior management, the Maori Relationships Team and the wider organisation.

The Final Review Report will be presented to the Council in February 2008, with any additional comments and recommendations from Te Taumata Runanga. It is anticipated that the only recommendations to the Council regarding the Final Review Report will be that the report be received, and that an Improvement Plan be presented to them when available.

In order to enable members to have discussion and to provide comment on the Final Review Report, it is suggested that the committee adjourn to a workshop, and return to committee with any further recommendations.

Te Taumata Runanga Appointment to the Strategy and Policy Committee

In 2005 the Council resolved as follows:

"That the Council invite Te Taumata Runanga to nominate a representative for Council appointment to the City Development Committee for a period of 12 months with a review regarding such appointments to be undertaken in 12 months."

(2315/2005)

In November 2006, the Council then resolved:

"That the Council approves the incorporation of the Appointment of a Te Taumata Runanga representative to the City Development Committee into the Delegated Authorities of Te Taumata Runanga, such that the appointment is reconsidered on a triennial basis, post Local Body Elections, and, that Te Taumata Runanga be invited to nominate a representative for Council appointment to the City Development Committee for the remainder of the current Council's term."

(2282/2006)

The City Development Committee has not been re-established by the new Council. The Strategy and Policy Committee has been delegated authority to deal with these issues. At the inaugural meeting of the current Council it was resolved that:

"The appointment of Mihi Te Huia to the Strategy and Policy Committee as a representative of the Te Taumata Runanga be confirmed and the consideration of appointments of representations of Te Taumata Runanga Members to Council Committees be carried out in conjunction with the consideration of the review of Te Taumata Runanga."

(3669/2007)

Since that time there have been discussions at Council and Te Taumata Runanga about the possible need to review the process of naming a representative, due to the fact the Te Taumata Runanga did not have the opportunity to nominate a representative.

In relation to appointments from Te Taumata Runanga to other committees of the Council, the Final Review Report states:

“...participation of Te Taumata Runanga members on key decision-making Committees of Council is another area of great concern. As key decisions of Council are made by other Committees, the appointment of representatives to those Committees is considered to be a strategic priority.

The appointment of a representative from Te Taumata Runanga to the City Development Committee was seen as a significant achievement which positively contributes to the capacity of Maori to be involved in the Council’s decision-making processes. There is a general feeling that there is still a “long way to go,” and there may be an opportunity for Te Taumata Runanga to more fully maximise the existing place they have on the City Development Committee, as well as building and presenting a robust case for extending participation on this and other committees. Such a case might be largely premised on the principles underlying the “partnership” between Te Taumata Runanga and the Council. In particular, there is strong support to extend membership of Te Taumata Runanga onto the Planning & Regulatory Committee and the Finance and Operational Performance Committee.”

It is recommended that Te Taumata Runanga workshops with the Council to discuss the benefits of its appointment to the Strategy and Policy Committee and to other committees, prior to this matter coming before the Council for consideration in February of next year.

RESOURCES

Given the extent of work likely to be proposed from the review Improvement Plan discussed above, it is anticipated that there will be resource implications not currently provided for in the Annual Plan 2007/2008. These resource implications are being further explored in the drafting of budgets for the Annual Plan 2008/2009.

CONCLUSION

The triennial Te Taumata Runanga Review process commenced in October 2006 has reached an important milestone with the completion of the Final Review Report. The report has fulfilled the requirements of the terms of reference for the review.

The Final Review Report is now presented to Te Taumata Runanga for their consideration and feedback. It makes a number of recommendations of ways in which the committee’s effectiveness can be improved, which is the key outcome sought from the review process. The report proposes the preparation of an Improvement Plan, detailing the process for implementation of the review’s recommendations.

The Final Review Report will be reformatted for the Council, and presented to them in February 2008. The Council has requested that they have an opportunity to consider appointment of representatives from Te Taumata Runanga to other Council committees in conjunction with this review. It is recommended that Te Taumata Runanga workshop with the Council prior to this.



RECOMMENDATIONS

1. That Te Taumata Runanga Review – Final Review Report be received.
2. That Te Taumata Runanga adjourn into a workshop to discuss the Final Review Report, and return to committee with any additional recommendations, including any recommendations they may like to make to the Council.
3. That Te Taumata Runanga invites the Council to a workshop to discuss the appointment of representatives from Te Taumata Runanga to Council Committees prior to the presentation of the Final Review Report to the Council in February 2008.
4. That an Improvement Plan for Te Taumata Runanga Review be presented to Te Taumata Runanga when it is available, and subsequently reported to Council once approved by Te Taumata Runanga.


Report prepared by: Wayne Knox: Maori Relationships Manager





13 COMMITTEE SECRETARY'S REPORT

Issue	Comments	Reporting Council Officer
Waitakere Indian Association – Diwali Festival Officer's Report	On 21 October 2007 the Waitakere Indian Association held its Diwali Festival. Correspondence has been received from Manoj Tahal, President of the Waitakere Indian Association extending the Association's thanks to Te Taumata Runanga for its involvement in the Diwali Festival. The letter is attached at page A43 for your information.	Wayne Knox  836 8000 Ext: 8923
Te Taumata Runanga Appointments to Committees Officer's Report	<p><u>Community Sport Fund Allocation Subcommittee</u></p> A report was presented to Te Taumata Runanga at its 12 November 2007 meeting requesting that one member and one alternate member be appointed to the Community Sport Fund Allocation Subcommittee. This item was deferred until the Committee's 10 December 2007 meeting. Te Taumata Runanga is requested to appoint one member and one alternate member to the Community Sport Fund Allocation Subcommittee. <p><u>Creative Communities Scheme Allocation Subcommittee</u></p> A report was presented to Te Taumata Runanga at its 12 November 2007 meeting requesting that one member and one alternate member be appointed to the Creative Communities Scheme Allocation	Greta Buchanan  836 8000 Ext: 8150

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Issue	Comments	Reporting Council Officer
	<p>Subcommittee.</p> <p>Council officers are reviewing the membership on the Creative Communities Scheme Allocation Subcommittee and have advised that this item will be brought back to the Committee at a later date for consideration.</p>	
<p>Te Taumata Runanga Appointments to Ad Hoc and External Organisations</p> <p>Officer's Report</p>	<p><u>West Coast Plan Liaison Group and City Safe Action Group</u></p> <p>A report was presented to Te Taumata Runanga at its 12 November 2007 meeting requesting that the Committee appoint a representative to the West Coast Plan Liaison Group and the City Safe Action Group. This item was deferred until the Committee's 10 December 2007 meeting.</p> <p>Te Taumata Runanga is requested to appoint a representative to the West Coast Plan Liaison Group and a representative to the City Safe Action Group.</p>	<p>Ngareta Delamere</p> <p> 836 8000</p> <p>Ext: 8552</p>

REPORTS PENDING			
Subject	Date Requested	Report Due	Reporting Officer
<p>Workshop Between Te Taumata Runanga and the Waitakere Pacific Board</p>	<p>14 August 2006</p> <p>Resolution No. 1564/2006</p>	<p>February 2008</p>	<p>Cheryl Talamaivao</p> <p> 836 8000</p> <p>Ext: 8930</p>
<p>Youth and Alcohol Problems in Wilsher Crescent and Henderson Park</p>	<p>19 March 2007</p> <p>Public Forum</p>	<p>February 2008</p>	<p>Roy Hunt</p> <p> 836 8000</p> <p>Ext: 8714</p>

RECOMMENDATIONS

1. That the Committee Secretary's Report for 10 December 2007 be received.
2. That Te Taumata Runanga appoint one member and one alternate member to the Community Sport Fund Allocation Subcommittee.
3. That Te Taumata Runanga appoint a representative to the West Coast Plan Liaison Group.
4. That Te Taumata Runanga appoint a representative to the City Safe Action Group.

Report prepared by: Ngareta Delamere: Committee Secretary.



14 **KARAKIA**

The next meeting of Te Taumata Runanga will be held in the Civic Centre, on Monday, 18 February 2008, 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, 19 December 2007, commencing at 5.30 pm.

