

AGENDA FOR AN ORDINARY MEETING OF THE CITY DEVELOPMENT COMMITTEE TO BE HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN, WAITAKERE CITY, ON THURSDAY, 8 JULY 2004 COMMENCING AT 9.30 AM.

TABLE OF CONTENTS

<u>ITEM</u>		<u>PAGE NO.</u>
1	APOLOGIES	1
2	URGENT BUSINESS	1
3	CONFIRMATION OF MINUTES	1
4	PRESENTATION - PROPOSED NEW PRIVATE SCHOOL - SUNDERLAND SCHOOL	1
5	RECOMMENDATIONS ON SUBMISSIONS TO THE DRAFT REGIONAL OPEN SPACE STRATEGY	2
6	WAITAKERE ETHNIC BOARD	3
7	WAITAKERE CITY WELLBEING COLLABORATION PROJECT	6
8	PROJECTS SPECIAL COMMITTEE	12

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1 APOLOGIES



2 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.

NOTE: Urgent Business need not be dealt with now and may be delayed until later in the meeting.



3 CONFIRMATION OF MINUTES

Ordinary - Thursday, 3 June 2004

RECOMMENDATION

That the minutes of the Ordinary Meeting of the City Development Committee held on Thursday, 3 June 2004, as circulated, be taken as read and now be confirmed.



4 PRESENTATION - PROPOSED NEW PRIVATE SCHOOL - SUNDERLAND SCHOOL

Michael Barnett, will make a presentation on the proposed new private school - Sunderland School.



5 **RECOMMENDATIONS ON SUBMISSIONS TO THE DRAFT REGIONAL OPEN SPACE STRATEGY**

PURPOSE OF THE REPORT

The Regional Growth Forum has resolved that their recommendations on submissions to the draft Regional Open Space Strategy be forwarded to each Council for consideration, and the comments reported back to the Forum. A copy of the draft strategy together with a schedule of recommendations on submissions has been placed in the Councillors Lounge.

BACKGROUND

The City Development Committee endorsed the draft Regional Open Space Strategy at its meeting of 4 December (4277/2003). The document has since been publicly notified and submissions considered by the Regional Growth Forum.

STRATEGIC CONTEXT

The draft Regional Open Space Strategy develops an integrated approach to open space provision and is complementary to the Regional Growth Strategy. The Regional Growth Strategy partners (Auckland Regional Council and seven territorial authorities) have developed sector agreements to guide development and infrastructure provision in the four regional sectors (north, west, central and south). These agreements, together with the draft Regional Open Space Strategy, are the basis for furthering an integrated approach to the provision and management of open space in the Auckland region over the next twenty years.

The review of the Council's own Parks Strategy in 2004/2005 will make reference to the final Regional Open Space Strategy.

ISSUES

Many of the submissions to the draft Regional Open Space Strategy expressed support for the document and sought only minor wording changes or clarification. The key amendments recommended include:

- The role of non-government organisations in the provision, protection and maintenance of open space, and as strategy partners will be acknowledged;
- The Royal Forest & Bird Protection Society's project "Auckland Naturally" will be referenced in the strategy;
- Reference is to be made to the pressure of growth on natural and physical resources within open space;
- There are more references to urban forests, ecosystem services and ecological corridors;
- The cumulative and long term effects of loss of views and sightlines of the volcanic cones will be highlighted as a challenge for open space provision.

RESOURCES

There are no additional resource implications presented by the adoption of the draft regional open Space Strategy. Resource needs that arise as a result of further work on implementation of the strategy can be addressed through the appropriate Annual Plan process.

CONCLUSION

The proposed amendments to the draft Regional Open Space Strategy are minor with no additional resource or policy implications for Waitakere City Council and, therefore, can be supported.

RECOMMENDATIONS

1. That the Recommendations on Submissions to the Draft Regional Open Space Strategy report be received.
2. That the City Development Committee endorses the recommendations and amendments proposed by the Regional Growth Forum to be made to the draft Regional Open Space Strategy.
3. That the City Development Committee recommends to Council to adopt the Regional Open Space Strategy as amended.

Report prepared by: Carol Bergquist, Senior Analyst Environmental Policy.



6 WAITAKERE ETHNIC BOARD

PURPOSE OF THE REPORT

The purpose of this report is to provide a progress report on Council's relationship with the Waitakere Ethnic Board.

BACKGROUND

The Waitakere Ethnic Board emerged from the New Out West collaborative process in response to calls from ethnic communities for the establishment of a mandated ethnic advisory body for Waitakere City.

The Waitakere Ethnic Board made a presentation to Council's December 2003 meeting requesting formal recognition and funding assistance from Council. The Waitakere Ethnic Board request was referred to the City Development Committee for consideration.

At its 5 February 2004 meeting, Council's City Development Committee resolved:

"That the City Development Committee approves in principle, recognition of the Waitakere Ethnic Board as the body representing the city's ethnic communities, subject to further work being undertaken on the issues noted in this report.

That Council officers be authorised to enter into dialogue with the Waitakere Ethnic Board on the issues noted in this report and in the Waitakere Ethnic Board presentation, and report back to the City Development Committee on progress.

That a representative be appointed to assist the Executive Committee of the Waitakere Ethnic Board and to facilitate communication between the Board and Council."

77/2004

At its 6 May 2004 meeting, Council's City Development Committee resolved:

"That Councillor Annette Fenton be confirmed as Council's representative to the Waitakere Ethnic Board and to facilitate communication between the Waitakere Ethnic Board and Council.

That a further progress report on the Waitakere Ethnic Board be tabled at the July 2004 City Development Committee meeting."

721/2004

STRATEGIC CONTEXT

Waitakere City Council's vision as expressed in its Long Term Council Community Plan 2003 - 2013 is for a city that:

- celebrates and sustains its people;
- has a strong sustainable economic base;
- honours its environment; and
- builds on its cultures and heritage.

The new Local Government Act 2002 requires councils to engage with their communities and Waitakere City Council has made an early commitment to this in its Long Term Council Community Plan, aiming for a process of engagement with Waitakere's ethnic communities to be in place by 2004/2005.

ISSUES

Progress On Issues Raised In City Development Agenda Report 5 February 2004

At the February 2004 City Development Committee meeting, Council recognised in principle the Waitakere Ethnic Board as the body representing ethnic communities in Waitakere, subject to further work being undertaken with the Board on the following issues:

- demonstration of the representative nature of the organisation in relation to the ethnic groups in Waitakere City;
- demonstration that it is operating as a viable, fully functional community organisation;
- developing a feasible strategic plan;
- developing a strategic focus for the organisation's activities; and
- having the confidence of their membership.

A brief summary of progress on these issues is outlined below:

1. Representative nature of the Board

Data from the 2001 Census on ethnic groups in Waitakere has been analysed in order to identify gaps in the membership. The Waitakere Ethnic Board Executive has embarked on a programme of presentations to ethnic community organisations in order to develop relationships with ethnic groups already represented and to encourage non-member groups to join the Waitakere Ethnic Board. The Waitakere Ethnic Board is exploring effective promotional and membership building strategies to address the issue of ethnic representation.

2. Operation of the Organisation

The Executive Committee of the Board meets monthly in the Civic Centre. Cr Annette Fenton was confirmed as Council's representative on the Executive at the May 2004 City Development Committee meeting. The Executive is working on strategies to engage with ethnic communities in ways that will meet the needs of the wider membership and encourage active participation by Waitakere Ethnic Board members at monthly members meetings and other Waitakere Ethnic Board activities. Funding applications have been made to support implementation of projects and ongoing organisational activities. Assistance, financial or otherwise, has also been sought from Council to support the Waitakere Ethnic Board meet priority objectives.

3. Strategic Plan and Focus of Activities

The Waitakere Ethnic Board Draft Strategic Plan was tabled at the May 2004 City Development Committee meeting for Council's consideration. The primary focus of activities is on capacity building so that the Waitakere Ethnic Board can meet its aim of engaging ethnic communities, and with Council and central government processes. Increasing the involvement of a wider range and larger number of ethnic groups in the Waitakere Ethnic Board and achieving financial sustainability are key priorities for the 2004/2005 Action Plan.

Mr Tony Mayow has been engaged by Council to support the Waitakere Ethnic Board to build its capacity to deliver its objectives and address the issues noted in the February 2004 City Development report. Mr Mayow has significant expertise in community development and can draw on his experiences from the development of Council's relationship with the Pacific Island Advisory Board to work with the Waitakere Ethnic Board on addressing the issues raised by Council.

Mr Mayow has undertaken a capability audit of the Executive, the results of which have fed into the identification of leadership development and training needs and of priority areas for the 2004/2005 year. He has supported the President and Sub committee chairs on refining strategies for implementation of activities. It is expected he will also provide support to the Executive during the process of developing a Memorandum of Understanding with Council.

Relationship with Council

The Waitakere Ethnic Board has sought to formalise the relationship with Council through a Memorandum of Understanding similar to that developed between Council and the Pacific Island Advisory Board. A Memorandum of Understanding with the Waitakere Ethnic Board will support Council's commitment in the current Annual Plan to having a process for engaging with ethnic communities in place and symbolise Council's commitment to working with the city's migrant and refugee communities in a meaningful way.

Discussions with the Waitakere Ethnic Board Executive have indicated the need for dialogue between Councillors and the Waitakere Ethnic Board on the objectives of an Memorandum of Understanding, expectations of each other, scope of the relationship and nature and extent of assistance available. The outcomes of this dialogue can then feed into further discussion and the development of a draft Memorandum of Understanding document between the Waitakere Ethnic Board and Council.

While it had been envisaged that a draft Memorandum of Understanding would be brought back to the August 2004 meeting of the City Development Committee, this is now unlikely because of heavy commitments during the months of June and July to the Annual Plan process and significant events such as the Wellbeing Summit. Planning is currently underway for a Waitakere Ethnic Board/Council workshop in August to clarify both Council's and Waitakere Ethnic Board's expectations regarding Memorandum of Understanding outcomes and a shared work programme.

It is therefore expected that a draft Memorandum of Understanding will be tabled at the September 2004 City Development Committee meeting for consideration and forwarded to the September full Council meeting for adoption.

RESOURCES

A small budget is available to support ethnic liaison activities in the Annual Plan 2003/2004 and some provision is also made in the 2004/2005 Draft Annual Plan. The Strategic Partnerships team has a dedicated staff resource to work on migrant and refugee issues.

CONCLUSION

Council has approved, in principle, recognition of the Waitakere Ethnic Board as the body representing ethnic communities, subject to further work being undertaken by the Waitakere Ethnic Board on a number of issues as outlined in this report.

Officers are working with the Board to further develop the relationship with Council and to support the work required to assure Council that engagement with Waitakere's ethnic communities via the Waitakere Ethnic Board is effective and sustainable in the long term.

RECOMMENDATIONS

1. That the Waitakere Ethnic Board report be received.
2. That a Waitakere Ethnic Board/Council workshop be held in August 2004 to clarify mutual expectations of a Memorandum of Understanding.
3. That a draft Memorandum of Understanding between Council and the Waitakere Ethnic Board be developed.

Report prepared by: Monica Sharma, Partnerships & Advocacy Leader: New Migrants.



7 WAITAKERE CITY WELLBEING COLLABORATION PROJECT

PURPOSE OF THE REPORT

This report updates the City Development Committee on progress with the Wellbeing Collaboration Project since the last report in October 2003 and includes a preliminary overview of the Waitakere Wellbeing Report 2004 and the upcoming Wellbeing Summit.

BACKGROUND

During 2002 the Wellbeing process evolved into a three-way partnership between the community sector, Central Government agencies and Council. A Collaboration Strategy Group made up of representatives from each sector has led the process since July 2002; an employment sub-committee of this group directs the work of the Project Manager. Council acts as the employing authority for the Project Manager whose salary is resourced from government agencies.

The Wellbeing Summit held in December 2002 involved approximately 170 individuals from 70 organisations. Participants mandated a set of 'Strategic Outcomes', 'Focus Areas' and 'Calls to Action' in a series of workshops. Participants also committed to working in teams under each of the 'Calls to Action' to identify and carry out projects.

During 2003 each of the 'Call to Action' teams met and initiated projects. In mid-2003 the Protecting Our Tamariki project recommended a series of action areas which were subsequently endorsed as a series of projects under Great Start - Te Korowai Manaaki. These were incorporated into the overall Waitakere Wellbeing Collaboration Project.

The project has also progressed work on aligning planning processes among key agencies, identifying joint consultation and research opportunities and developing an online social services database.

City Development Committee resolved on 12 August 2002:

"That approval be given for Council to assume the role of employing authority for the Collaboration Project Manager Position."

2537/2002

City Development Committee further resolved on 11 November 2002:

"That the Council endorses the draft 'Focus Areas' and 'Calls to Action' in principle, subject to further reports as to details of programmes and allocation of funds and resources."

3242/2002

STRATEGIC CONTEXT

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 health and wellbeing. This role is a key element of Agenda 21 and has been developed through establishing a range of collaborative partnerships with government agencies and community organisations. The collaborative tradition developed locally has become known as 'The Waitakere Way'.

Council's participation in the Waitakere Wellbeing Collaboration project is embedded in the Long Term Council Community Plan, particularly in the 'Strong Communities' and 'Active Democracy' Platforms. In the 'Strong Communities' Platform Council has committed to a number of actions that will serve to ensure local services meet changing needs and that responses to Wellbeing issues are developed in partnership with the relevant community and central government agency partners.

ISSUES

'Calls To Action'

Since the last report the 'Call to Action' teams have continued to meet and progress their individual projects.

A1-A4

In summary 33 projects have been identified. Of these 4 have been completed, 17 are in progress 6 are in development and 6 are on hold. The relationship between the Focus Areas, Calls to Action and the projects details are attached at pages A1-A4.

Following is a brief resume of progress on each of the 'Calls to Action'.

'Every New Migrant or Refugee Settles Successfully'

This 'Call to Action' team adopted the name 'New Out West'. New Out West's first successful project was the establishment of the Waitakere Ethnic Board. The Board and its potential relationship with Council has been the subject of separate dialogue with Council.

The opening of a 'One Stop Settlement Support Service' is pending the receipt of funding from the Community Employment Group for the salary of a coordinator. The Ministry of Social Development through their Work and Income Service have committed to siting a work broker with the project.

The team also brokered funding for migrant road safety and driver licence training from the Land Transport Safety Authority with Council's Road Safety Coordinator, Kitch Cuthbert. The Workers' Educational association subsequently contracted to provide this service focussed on training trainers in different migrant communities.

The work of this group has positioned Waitakere to take advantage of recent budget allocations for migrant resource services.

'Every Child Has Access to a Quality Preschool Education'

Following the success of the Early Childhood Forum "E Tipu E Rea" last year the 'Call to Action' team has focussed on two areas - the employment of a part-time coordinator to expand the networking of the sector in Waitakere and the co-organisation with Council of the Toddlers Day Out in May 2003.

Successful Early Childhood Education cluster meetings have been held in 4 areas. Newsletters are also being circulated with a view to developing a better informed and integrated network of Early Childhood Education providers.

The Toddlers Day Out event was primarily about fun for toddlers and their parents but also had the underlying goals of informing and promoting early childhood education and children's health. Council provided baseline funding of \$5,000 and Public Affairs staff assisted in the event management. The Call to Action group, in particular the Coordinator, put considerable effort into the organisation of the event. A critical factor in ensuring the event's success was securing a contribution of \$15,000 from the Ministry of Education. Since the event further meetings to increase engagement with the Ministry of Education have been organised.

The Call To Action Team is now focussed on building on the networking initiative and developing projects such as a "What is ECE?" pamphlet incorporating a guide to ECE providers in Waitakere. They will also be available to assist Council to develop its own early childhood education strategy in the 04/05 financial year.

The work of this Call to Action Group has also assisted Waitakere to be well positioned to take advantage of central government budget allocations in the early childhood area.

'Great Start - Te Korowai Manaaki'

Of the eight initiatives identified through the Safe Waitakere research, five are in action or development.

The Interim Strategy/steering group has been progressing the preferred governance model with significant discussion around the development of a māori - pākehā partnership model.

A significant step forward has been the success of a collaborative funding application to Child, Youth and Family for the amount of \$130,000 towards coordination and projects for WAVES, the Violence Reduction call to action and Great Start - Te Korowai Manaaki.

The first project to have been launched was under the "Promotion of the First 5 Years" banner and comprised a billboard and newspaper campaign aimed at highlighting the importance of the first five years of a child's life. The campaign was funded through support from Safe Waitakere and the Licensing Trusts. This promotion coincided with the first 'Toddlers Day Out' and included a seminar at the event.

Another project in action is the Health Sector Training in Family Violence prevention for Home Visitors and staff of other child-focussed agencies. This initiative has secured funding support from Public Health.

The Alternatives to Physical Violence is preparing an application for funding from a government fund.

Other areas still developing are the Mental Well-being of Parents, Ataata o le Taea (Pacific Island) and Hono I tē Ora (Māori).

'Reduction of Violence to Women and Children'

The team have identified three projects and are currently finalising their scope and securing final mandates. They are linked to Great Start - Te Korowai Manaaki and are Collaborative Case Management Meetings, the Training of Home Visitors and a Safe Families Multi-Agency Project.

'Culture of Inclusion in Waitakere'

Having produced and distributed widely a checklist for inclusive meeting and event practices the group have now moved on to developing a potential charter of inclusion for the City.

'Every Student Leaves School with a Plan - Waitakere Employment and Skills Project.'

Waitakere has been unique in its taking a skills demand approach based on regular business research by Massey University. The project has 12 areas for action and a major recent success has been the production and distribution of 6000 DVDs to all senior students in Waitakere City profiling 9 industries where there is an identified skills demand and industry training opportunities. The project has also progressed the production of a website to support the DVD information, the compiling of a directory of ESOL provision in Waitakere, student workplace placement through the Gateway programme and the organisation of a Jobs Fair.

This initiative has been the subject of separate reports to Council.

Two Calls to Action have not progressed. The **'Parents give their Children a Great Start'** Call to Action team identified a parent resources project but were under-resourced to progress it. The 'Great Start' initiative has since started and the project has been identified to be progressed under a different banner. The **'Schools and Community Working Together'** Call to Action team were working closely with the Waitakere Education Sector Trust on the identification of best practice examples of school-community relationships and the promotion of achievement in Waitakere schools. Waitakere Education Sector Trust has recently refocused its effort to establish a 'One Stop Learning Shop' and other projects. The Call to Action team is now considering their future direction.

COLLABORATION STRATEGY GROUP

The membership of the Collaboration Strategy Group has recently been effected by transfer of key central government personnel and illness of some the community network representatives. There is a need for a re-mandating of representatives from each sector. In addition West Auckland District Council of Social Services has been undertaking a review of the Community Wellbeing Network and assessing how it might be more effective in representing a community sector voice.

COLLABORATIVE PLANNING

The project has attempted to both formally and informally identify and link collaborative planning opportunities. Communication of opportunities and liaison with potential initiatives has been a challenging area and is projected to be an increasingly critical area for attention particularly due to the increasing awareness and expectations of the new Local Government legislation and the Long Term Council Community Plan.

Discussions are continuing with Waitemata District Health Board senior staff to align their strategic planning process with our next Long Term Council Community Plan timeline. The Regional Manager of Housing New Zealand Corporation has also indicated an interest in working together with Council on aligning planning processes.

Two key areas of work have been the collaborative production of the 2004 Wellbeing Report and the upcoming Wellbeing Summit over two Friday mornings in July and August.

WAITAKERE WELLBEING REPORT 2004

This year's document has been produced under the collaborative project with an editorial group with representatives of the three sectors, community, government and Council; this has enabled a broader development of strategic capacity. Council has funded the production of the report and council staff have made a substantial contribution of their time.

The document has referenced previous report's measures to enable some comparison and has attempted to seamlessly link to the national Ministry of Social Development's Social Report and the metropolitan Eight Cities Report. Two new chapters have been added, Māori and Economic Wellbeing. The Health chapter has been split into Health and Lifestyles.

The report has attempted to balance the need for recognition of progress and the need to identify areas needing attention. The report is on track to be distributed on 9 July 2004.

WELLBEING SUMMIT

The Summit is being organised on a collaborative basis and is planned over two half days on 16 July 2004 and 20 August 2004. The first event will focus on the content in the Wellbeing Report and the current situation and the second will look to the future. Invitations have been sent out and a broader range of participants is expected in comparison to previous summits.

It is anticipated that following the first event participants will be able to reflect on the issues discussed within their group or agency and return to the second event with a mandated position to advance in the discussions. The expected outcomes are that participants mandate an ongoing collaborative focus and recommend key areas for attention by participant groups.

Following the first event a further report will be prepared for the August 2004 meeting of the City Development Committee to clarify or mandate Council's position on issues raised at the July Summit.

The launch of the new city web portal, *Waitakereonline*, and the New Settlers Guide are also planned to occur at the July Summit.

WELLBEING BUS TOUR

An upcoming event is the Wellbeing Bus Tour for wellbeing collaborative partners, particularly the Community Wellbeing Network and Government Intersector Group members. With a significant proportion of the membership of these groups changing this is seen as an important induction process; it will also enable key Council staff to meet and communicate Council's vision with partner organisations.

RESOURCES

In terms of the financial year 2004/2005 commitments can be met within the allocations contained in the Annual Plan; \$5,000 is committed to supporting the processes associated with the Wellbeing Collaboration Project.

The cluster of government agencies have committed ongoing salary funding for financial year 2004/2005 for the Collaboration Project Manager position: the amount committed means it may be feasible to employ a second person on a part-time short term basis to be based at the Waitakere Community Resource Centre. There will be no cost to Council associated with any extra position.

CONCLUSION

There has been continuing progress in all aspects of the Wellbeing Collaboration Project since the last report. Most 'Call to Action' teams have developed and managed projects to address their specific priority areas.

The Wellbeing Report will provide a basis for discussion at the Wellbeing Summit highlighting key achievements and issues requiring further attention. The Summit itself is planned as a major review of our current situation and a mandating process for future directions.

RECOMMENDATION

That the Waitakere City Wellbeing Collaboration Project report be received.

Report prepared by: Tony Rea, Acting Group Manager, Strategic Partnerships and Advocacy and Mark Allen, Wellbeing Collaboration Project Manager.



8 **PROJECTS SPECIAL COMMITTEE**

THE COMMITTEE SUBMITS THE FOLLOWING REPORT OF ITS ORDINARY MEETING HELD ON WEDNESDAY, 2 JUNE 2004.

MATTERS CONSIDERED

Axx-Axx

The Committee dealt with a number of items for which it has delegated powers to act and a copy of the minutes of the meeting is attached at pages Axx to Axx in the Attachments supplement.

The Committee Recommends:

That the Ordinary Meeting report of the Projects Special Committee held on Wednesday, 2 June 2004 be received.

RP Dallow, QPM, JP
CHAIRPERSON

