

NOTICE OF MEETING

TE TAUMATA RUNANGA

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

DATE: **Monday, 16 September 2002** **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.

10 September 2002

Ngareta Delamere
COMMITTEE SECRETARY

Telephone (09) 836 8000 extn 8552

MEMBERSHIP:

Representative

Te Warena Taua (Chairperson)
Evelyn Taumaunu (Deputy Chairperson)
Fraser Delamere
Rev Judy Cooper
Mihi Te Huia
Wiremu Hetaraka
Poata Northcroft
Rawiri Waititi
Karen Wikiriwhi
Reginald Ratahi
Cr JP Lawley
Cr DA Yates, JP

Alternative Representative

Wayne Knox
June Mariu
TBA
Te Miringa Andrews
Melba Wellington
Ada Lauese
Gary Waho
Raymond Dunn
Waata Richards
Ricky Houghton
Te Kawerau A Maki
Te Roopu Wahine Maori Toko I Te Ora
Hoani Waititi Marae
Kakariki Marae
Te Atatu
Te Piringa Tahī O Te Maungarongo Marae
Te Roopu Kaumatua O Waipareira
Te Roopu Rangatahi
Te Runanga O Ngati Whatua
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, 16 SEPTEMBER 2002, COMMENCING AT 5.00 PM.**

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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, 19 August 2002

RECOMMENDATION

That the minutes of the Ordinary Meeting of Te Taumata Runanga held on Monday, 19 August 2002, 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 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.



5 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.



6 RIPOTA O TE KAITUHITUHI - COMMITTEE SECRETARY'S REPORT

TE TAKE (Issue)	HE KORERO WHAKAHOKIA (Comment)	TE TANGATA WHAKAMOHI TE TAKE NEI (Reporting Officer)
Project Twin Streams	<p>The Environmental Management Committee at its 9 July 2002 meeting considered a progress report on Project Twin Streams. The Environmental Management Committee resolved:</p> <p><i>“That a copy of the Project Twin Streams - Community Participation report be forwarded to the Henderson, Massey, New Lynn and Waitakere Community Boards, Te Taumata Runanga, the Eco Matters Environment Trust, all iwi groups and the wider outer community to seek appointment of a voluntary representative to the Project Twin Streams Steering Group.”</i></p> <p style="text-align: right;">2291/2002</p> <p>Accordingly, Te Taumata Runanga is requested to nominate a representative to the Project Twin Streams Steering Group on a voluntary basis. The Steering Group will meet once every two months for one hour at EcoWater, 133 Central Park Drive.</p> <p>Te Taumata Runanga at its meeting held 19 August 2002 resolved to defer appointment of a representative to the Project Twin Streams Steering Group on a voluntary basis to the September meeting of the Committee.</p>	<p>Tony Miguel ☎ 836 8000 Ext 8294</p>

RECOMMENDATIONS

1. That the information be received.
2. That Te Taumata Runanga appoint a representative to the Project Twin Streams Steering Group on a voluntary basis.

Report prepared by: Ngareta Delamere, Committee Secretary.



7 WEST WAVE AQUATIC CENTRE DEVELOPMENT - PROJECT UPDATE

PURPOSE OF THE REPORT

The purpose of this report is to provide a project briefing on the upgrade of the West Wave Waitakere City Aquatic Centre. The report also provides information on the proposed Opening Event.

BACKGROUND

The 2000/2001 Annual Budget process gave approval for a substantial upgrade of the Aquatic Centre. The development is intended to revitalise the City's key leisure asset and to move the Centre to a true lifestyle facility, catering for the broader leisure needs of the community.

The approved concept plan allowed for a number of additional features to be built in a staged process in parallel with the normal operation of the existing facilities. The adopted project plan consolidates the upgrade into one stage, with the option to add a Wave Rider should Council so resolve.

In summary, Council approved:

- The amendment of the Long-Term Financial Strategy for the inclusion of an additional \$2,232,619 and the bringing forward of funding from the 2002/2003 and 2003/2004 financial years, providing total funding for the project of \$14,167,919 (of which \$1,287,375 had been expended prior to award of the construction contract);
- The exclusion of the Wave Rider option and the further investigation of sponsorship options;
- The letting of the construction contract to Gibson O'Connor Limited in the amount of \$11,670,765 (excluding GST), subject to any savings being negotiated. The contract figure included "provisional sums" (estimated costs for items that can only be accurately priced at the time of purchase) of \$929,000 (excluding GST);
- Delegations were extended to the Director: City Enterprises to expend against the provisional sum items and further to authorise contract variations where contingency funding was available.

Following approval to award the contract, negotiations with Gibson O'Connor Limited were concluded and the contract awarded in the value \$11,522,414, with Provisional Sums (within this sum) adjusted to \$977,000.

Quarterly updates to Committee were also resolved.

STRATEGIC CONTEXT

Council's 1994 Leisure Strategy includes three action points that are relevant:

- 2.3.1 *Reflect the excitement of the west coast surf in development and promotion of fun pools and the Aquatic Centre through development of wave pools, fountains, paddling pools and interactive water play areas.*
- 3.2.4 *Add fun pool and hydroslide and range of fun activities for youth at the Aquatic Centre.*
- 3.2.5 *Café linked to "people place" location.*

The redevelopment will enhance the Henderson Creek corridor by providing an additional six-metre strip at the rear of the building by the stream that can be "reclaimed" as parkland. This will allow the relocation of the path further up the bank and also enable an improved edge treatment and interface between the Aquatic Centre, the path, and the stream. The proposed windows and closed-circuit television camera to the rear of the Centre will improve safety and surveillance of the area and McLeod's Crossing bridge, as well as improving its amenity value.

The project also has linkages to Council's 'First Call for Children' and 'Safer City' policies, and includes provision for the extension to the urban and regional cycleway network.

Collaborative Approach (Architecture and Art)

A key feature of this project has been the collaborative approach adopted by Council, its consultants, and the project's "lead artist" Virginia King. This has ensured that the whole concept has integrated the various architectural, artistic, and cultural features of the future facility to reflect the contextual themes inherent in Council's Leisure Strategy. The key arts inputs include two fibre optic based water features in the wave pool, a strong influence in pool forms and interior décor including rock wall and water feature, tile colours, specialist art works in the toddlers play area, Learners and Hydrotherapy Pools and main foyer works by Te Kawerau A Maki and Ngati Whatua. In addition, the Fitness Centre will feature a Dean Buchanan painting and Graeme Gash graphics for the glazing facing the Main Pool.

Council's Arts Co-ordinator has been working closely with the project team, Virginia King, iwi representatives, and local artists to ensure that the finished facility delivers on the Council's vision for strategic projects of this nature. The approach continues to deliver to expectations and will result in the premier aquatic facility in the region.

Sustainable Building Features

The design of the building and the pool plant and equipment has drawn on national and international experience and expertise to maximise the energy efficiency of the future facility. This includes allowance for the utilisation of rainwater for pool filter backwash and reuse in toilets. Pool water heating is to be augmented by a large array of solar panels located on the roof of the existing building, with further energy efficiencies gained from "run-around" heat reclaim coils for the ventilation system, heat pumps as a secondary heat source, and variable-speed pumps on pool water and circulation systems. This project has so far won an Institution of Professional Engineers of New Zealand Environmental Award 2002 merit award and gained a "merit" (equal second) award in the prestigious 2002 Institution of Professional Engineers of New Zealand (Auckland Branch) Arthur Mead Environmental Awards.

BUDGET

Element	Costs to Date
Design Services	\$1,157,515
Construction Contract - Current Forecast	\$11,963,755
Works Required by Resource Consent (Roading, Stormwater, etc.)	\$171,187
Planning, Management, Artwork and Other Project-related Costs	\$733,710
TOTAL COST	\$14,026,167

PROJECT TIMETABLE

- Early July 2001 - Construction commenced.
- 8 October 2002 - Due date for completion (further claims for extension of time are anticipated).
- Late October 2002 - Construction complete.
- 9 November 2002 - Upgraded facility opened to public.

General Progress of Construction Contract

Key achievements over the past two months:

- Erection of the ripple sound ceiling vapour barrier/acoustic lining;
- Substantial completion of the pool shells and tiling;
- Erection of the Hydroslide;
- Demolition of the Recreation Centre Café 1 area and framing out and lining of the Reception and adjacent spaces;
- Substantial completion of the outdoor area;
- Substantial completion of the Changing Rooms;
- Completion, equipping and staffing of the Fitness Centre. A 'soft' opening took place 5 July.
- Completion and handover of a key stakeholder (Auckland Swimming Association) rooms.

OTHER PROJECT MATTERS

Branding and Sponsorship

The West Wave brand and logo were formally approved at the July meeting of the City Development Committee. Internal and exterior signage, promotional material and staff uniforms using the brand are being developed or ordered. A sponsorship package has been developed and will be presented to identified potential sponsors by the Mayor, the Director of City Enterprises, and the Manager of Public Affairs during August/September 2002.

Opening Event

A draft plan for the West Wave opening event has been developed as attached at pages A1 to A6. The Main Opening Event date has been set at Saturday, 9 November 2002, subject to project completion by 31 October 2002.

A1-A6

Roading and Related Upgrading Works

The planned upgrades of the Sel Peacock Drive / Alderman Drive roundabout (\$87,000) and the Alderman Drive / Edmonton Drive roundabout (\$50,000) have been deferred pending further work on the Henderson revitalisation project proposal to link this corner with Trading Place. City Services - Transportation Assets Management are to proceed with the upgrading of the access to/from Cranwell Park, the main entrance to the facility. This work is in the planning stages, however, it is intended that it will be completed by mid-October 2002 in time for the official opening.

In addition, City Services - Parks Asset Management have confirmed their intention to undertake a general tidy up of the car park and garden areas in time for the opening. The Recreation Centre, Henderson Library and Sport Waitakere exterior areas have been painted under programmed maintenance budgets to complement the redeveloped Aquatic Centre.

CONCLUSION

This report has provided a summary of progress on the Aquatic Centre Upgrade and the Opening Event programme.

RECOMMENDATIONS

That the information be received.

Report prepared by: Doug Guthrie, Manager: Aquatic and Recreation Centre.



8 TE TAUMATA RUNANGA MAORI COMMUNITY AWARDS

PURPOSE OF THE REPORT

The purpose of this report is to inform and seek endorsement from the Committee on Te Taumata Runanga Maori Community Awards for 2002 and recommend the process to be undertaken with the wider community of the City.

BACKGROUND

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".

In recognition of the tireless voluntary work made by an individual or group, Te Taumata Runanga Maori Community Awards are held annually.

STRATEGIC CONTEXT

Council recognises the many diverse and changing communities and how each community has a contribution to make to the general well being of the City. The Maori community makes up 14% of the City's population and contributes to both the Maori community and the wider community in a range of areas: political, social, cultural, economic, environmental and spiritual.

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.

As a consequence of this event, Te Taumata Runanga Maori Community Awards has also contributed to the City's key strategic objective on strong communities. This event celebrates and strengthens communities, and promotes positive leadership role models.

ISSUES

The process will involve:

- Disseminating information to the community in a timely and appropriate manner;
- Managing Community response appropriately.

NEXT STEPS

A7-A11

To address the above issues and support the Awards process, an outline of key work areas has been developed: Terms of Reference, Timetable of Events, Associated Activities and Allocation of Responsibilities and Nomination Forms are attached at pages A7 to A11.

It is suggested that Te Taumata Runanga Maori Community Awards be held either on Saturday, 9 November 2002 or Saturday, 16 November 2002 and the Committee may wish to consider other key work areas other than those outlined. It is also suggested that a working group consisting of Te Taumata Runanga representatives and staff be established to implement the Awards process.

The Awards process that has been developed will provide a framework for the future, and where there may be any significant issues, these will be reported to the Committee for guidance and direction.

CONCLUSION

The report outlines Te Taumata Runanga Maori Community Awards process for the Committee's approval.

RECOMMENDATIONS

1. That the information be received.
2. That Te Taumata Runanga approve Te Taumata Runanga Maori Community Awards process as outlined in the report.
3. That Te Taumata Runanga confirm the date for Te Taumata Runanga Maori Community Awards 2002 to be held.
4. That representatives be appointed to Te Taumata Runanga Maori Community Awards working party, on a voluntary basis.

Report prepared by: Des Heke, Kaitakawaenga, Maori Liaison Officer and Georgina Parata, Senior Policy Analyst, 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, 14 October 2002, 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, 25 September 2002, commencing at 5.30 pm.





DRAFT: OPENING EVENT

Proposed Main Event Date: Saturday 9th November 2002

Purpose:

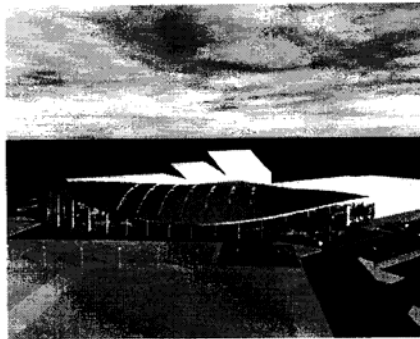
- To celebrate the completion of the Waitakere City Aquatic Centre upgrade and recognise the input of the various stakeholders.
- To introduce this unique and vibrant facility to the people of Waitakere City

Goals:

- To involve the youth of Waitakere City, as this facility has been constructed to meet their growing leisure needs.
- To ensure that the facility is opened in accordance with relevant cultural and other protocols
- To recognise the eco-features used as part of the construction, and the valuable role that these features play.
- To provide the people of Waitakere City with the opportunity to participate in innovative, safe and pleasurable leisure experiences
- To ensure that the facility opening recognises the input of those involved in its planning, approval, design and construction and does so in the appropriate format
- To reward those user groups who have experienced inconvenience due to the upgrade process
- To provide opportunities for Waitakere City Council staff to experience this facility firsthand, and in doing so recognise their valuable inputs into the project

Outline:

It is envisaged that the main event will occur on Saturday 9th November 2002, and there will be a number of smaller events both in the lead up and follow on from this. It is currently planned that these events will begin on Tuesday 5th November and will continue through until Thursday 14th November.





Events & Related Timelines:

School Involvement:

As the youth of Waitakere City are a key future user group of this facility, we have deemed it essential for them to be involved in the opening process.

This involvement is being conducted through a Water Safety Colouring Competition at Waitakere City Primary Schools. This competition serves 3 key purposes, these being to promote safe aquatic experiences, raise awareness of the facility amongst this key user group and to allow schools the opportunity to experience this amazing facility.

There are prizes allocated for school classes who submit the best entries as well as the most entries. These winning classes have the opportunity to have a preview visit to the facility in the week leading up to the main event. The school that submits the most entries overall wins the opportunity to be involved in the opening event.

Timeline:

Tuesday October 8 th :	Winning Schools/classes notified
Tuesday November 5 th :	5 winning classes visit
Wednesday November 6 th :	5 winning classes visit
Thursday November 7 th :	5 winning classes visit
Saturday November 9 th :	Winning School involved in opening event





Members and User Group Involvement:

Throughout the upgrade, many facility members and user groups, who have put up with the related inconveniences and disruptions, have continued to support the centre. As such it is our desire to reward these groups for both their patience and ongoing support. We intend for this to be done in 2 distinct ways.

For our members and key user groups we will hold a "Members Night" preview of the centre. This will allow these people to preview the new facilities first hand, as well as participating in guided tours of the centre. In addition to this we plan to give each person a special members pack, as a token of our thanks and appreciation.

In addition to this "Members Night" a number of sports user groups (e.g. Diving Waitakere) have been asked to do displays on opening day. This allows these user groups the opportunity to showcase both their sports and the wealth of local talent involved. It also communicates to the public the multi-purpose nature of the facility.

Timeline:

Wednesday November 6th: "Members Night"

Saturday November 9th: Selected user group displays throughout opening event





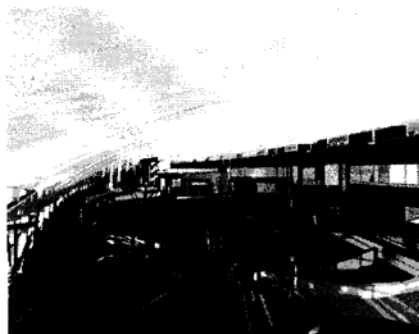
Council Staff and Contractor Involvement:

Many council staff and contractors have played integral roles in this project and its related aspects. Therefore we felt that it would be appropriate to thank these staff members and contractors for their invaluable efforts and input, as well as providing them with the opportunity to experience this wonderful facility that their employer has constructed.

We intend to do this via a "Council Staff and Contractor Evening" along a similar format to the "Members Night". This evening will allow council staff, contractors and their families the opportunity to experience the facilities prior to opening, as well learning about the facility from those who have played key roles in its development. Attendees will also receive West Wave packs as a token of our appreciation and we may also include the provision of light refreshments.

Timeline:

Thursday November 7th: "Council Staff and Contractor Evening"





Opening Day (November 9th)

Official Ceremonies:

This day will begin with a dawn blessing of the facility by local Iwi at approximately 5:00 am (before daybreak). This blessing will begin in a central aspect of the centre and will progress around the facility. At the completion of this dawn blessing there will be a light breakfast served (the breaking of bread plays an integral role in the blessing process) in the activity rooms. It is envisaged that this will be completed by approximately 7:30am. Local Iwi, and other dignitaries will be invited to this aspect.

The official opening will begin at approximately 9:15 am and run through until 10:15am (this will be held on the mezzanine deck), it is envisaged that this will involve speeches from the invited dignitaries, a Kapa Haka or Wero from the local Iwi and a formal unveiling of a commemorative plaque by the invited dignitary and 'The Children Of Waitakere City' (these being the children from the winning school).

Following this the Grand Prize winning school from the Water Safety Colouring Competition will be the first "Official Users" of the complex. They will have exclusive access from 10:30am – 11:30am, and the invited dignitary will count down their entry into the pool.

During this a light morning tea will be served in the activity rooms to those attending the opening. There will also be the opportunity for tours of the centre for those who are interested.

Public Opening:

It is envisaged that the doors will open at midday; the day will be run in sessions to allow more people access to the facility (these tickets will be pre-sold as demand will be significant). These sessions are proposed to be 3 hours in length, so as to allow attendees sufficient time to explore and experience the many aspects of the facility.

During this day there will be many activities running both inside and outside the facility, we will also have an MC to ensure that people know what is happening throughout the various areas of the centre, and music will also play a central part.

Examples of the types of activities being run both inside and outside are:

- Clowns (afternoon session)
- User Group Demonstrations (afternoon session)
- Stilt Walkers (afternoon session)
- Sporting Activities @ Assid Corban Recreation Centre (afternoon session)
- Attractions (afternoon and evening sessions)
- Concessionaires (afternoon session)
- DJ (evening session)



Follow On Events

In the week following opening day, we will continue to have various events and attractions, such as youth evenings with bands, and other performances, as well as a number of other school visits.

Pertinent Issues

There are a number of issues, which we must consider to ensure the smooth running of this event. These being to ensure:

- That there is effective communication between all groups involved
- That the format of the opening event (pre-sales etc.) is communicated well to the public, so we avoid any possible disappointment
- That adequate traffic control and parking measures are in place
- That adequate rubbish control measures are in place
- That we do not conflict with other significant events (e.g. Henderson Bowling Club competitions)
- That the level of staffing and relevant staff training is to an extremely high level, so that we can adequately deal with the vast number of customers and exceed their service expectations.



**TE TAUMATA RUNANGA MAORI COMMUNITY
AWARDS APPLICATION FORMS FOR
NOMINATIONS PERSONAL PROFILE**

(To be completed by the nominating community, organisation or individual)

1. CANDIDATES DETAILS

Name _____

Address _____

Telephone _____

(OPTIONAL: The following details are confidential - for office use only)

Iwi _____

Hapu _____

Marae _____

2. NOMINATING COMMUNITY ORGANISATION OR INDIVIDUAL

Name _____

Address _____

Telephone _____

Signed by nominating
community organisation
or individual _____

Date _____

3. CATEGORY/IES WHICH THE CANDIDATE HAS BEEN NOMINATED

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Political | <input type="checkbox"/> Economic |
| <input type="checkbox"/> Social (Health, Education etc.) | <input type="checkbox"/> Environment |
| | <input type="checkbox"/> Spiritual |
| <input type="checkbox"/> Cultural (Sports, Arts etc.) | <input type="checkbox"/> Other |

4. PROVIDE A SUMMARY OF THE CANDIDATE(S) EXPERIENCE, BACKGROUND AND CONTRIBUTION TO THE MAORI COMMUNITY

5. STATEMENT OF SUPPORT OR LETTER BY THE NOMINATING COMMUNITY ORGANISATION OR INDIVIDUAL

6. ADDITIONAL INFORMATION

TE TAUMATA RUNANGA MAORI COMMUNITY AWARDS 2002

*"He aha te mea nui, he tangata, he tangata, he tangata..."
(What is the most important thing, people, people, people...)*

PURPOSE OF THE AWARDS

**To recognise the valuable contribution and achievements
of the Maori community of Waitakere City**

DESIRED OUTCOMES

- ✚ Individuals and groups feel good about their achievements.
- ✚ Waitakere City recognises the voluntary work of individuals and groups.
- ✚ Individuals and groups feel a sense of pride and identity associated with being part of Waitakere City.
- ✚ Future role models are established for other members of the community.

Objective of the Award

To recognise, each year, an individual or group who has, through their efforts and initiative, made a significant contribution to the development of the Maori community of Waitakere City.

It is envisaged that the scope of this Award could include activities in one or more areas including:

- ✚ Political
- ✚ Social
- ✚ Cultural
- ✚ Economic
- ✚ Environmental
- ✚ Spiritual
- ✚ Other

Eligibility

Any person or group are eligible to enter this Award - irrespective of age or ethnicity.

Posthumous citations are eligible for this Award.

Candidates must have contributed to the development of the Maori community within the territorial boundaries of Waitakere City Council.

Nomination Guidelines

The candidate's application for the award can be prepared and submitted by an individual, a community organisation, or directly by the candidate himself or herself.

The nomination shall provide supporting details of the relevant activities carried out by the applicant.

All nomination details will be treated in confidence, but Te Taumata Runanga Committee reserve the right to seek clarification of any material supplied in the nominee's case.

Nominations must be received by 25 October 2002.

Formal Process

All nominations shall be forwarded to the Committee Secretary, Ngareta Delamere, Waitakere City Council, Private Bag 93 109, Henderson, Waitakere City who will then distribute them to the Te Taumata Runanga Committee (working group) once all applications are received.

If you require any further information, please feel free to contact Ngareta Delamere on 836 8000 extn. 8552

TIMETABLE OF EVENTS, ASSOCIATED ACTIVITIES

AND ALLOCATION OF RESPONSIBILITIES

ACTIVITY	DATE TO BE COMPLETED	RESPONSIBILITY
✚ Maori community to receive the terms of reference	September	Ngareta Delamere
✚ Maori community application forms and promotional material	September	Ngareta Delamere
✚ Te Taumata Runanga Committee to establish a working party Call for candidates	September	Warahi Paki
✚ Final day for nominations	25 October	Ngareta Delamere
✚ Te Taumata Runanga working group confirms recipients	October	Warahi Paki
✚ Recipients notified ✚ Final arrangements confirmed for the Award Ceremony including: 1. Selection of the Convenor 2. Certificates 3. Venue 4. Guests	October	Ngareta Delamere
✚ Award Ceremony	November	Warahi Paki Ngareta Delamere