

**AGENDA FOR AN ORDINARY MEETING OF TE TAUMATA RUNANGA TO BE HELD IN
THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN, WAITAKERE CITY,
ON MONDAY, 14 JUNE 2004, 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 whakaturupuranga, kia kaha, kia manawanui, kia u. Kia mau hoki ki te whakapono, te tumanako me te aroha.

1 APOLOGIES



2 CONFIRMATION OF MINUTES

Ordinary - Monday, 17 May 2004

RECOMMENDATION

That the minutes of the Ordinary Meeting of Te Taumata Runanga held on Monday, 17 May 2004, 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 SECRETARY'S REPORT

REPORTS PENDING			
Subject	Date Requested	Report Due	Reporting Officer
Naming of Roads	16 February 2004 Requested in the Chief Executives Report Resolution No: 809/2004	19 July 2004	Georgina Parata  836 8000 ext: 8406
"Strengthening Communities Through Local Partnerships" - Maori Research Report and Next Steps	17 May 2004 Resolution No: 810/2004	16 August 2004	Megan Courtney  836 8000 ext: 8432

RECOMMENDATION

That the Secretary's Report be received.

Report prepared by: Ngareta Delamere, Committee Secretary.



7 REVIEW OF TE TAUMATA RUNANGA 2004 MAORI COMMUNITY AWARDS

PURPOSE OF THE REPORT

The purpose of this report is to present the key findings from the review of the Community Awards and to enable Te Taumata Runanga to provide guidance on how to improve the Award events for future years.

BACKGROUND

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

There have been five Award Ceremonies held since 1999. Information on recent Awards suggests that the process needs to be enhanced for the staging of future events.

The total number of recipients in 2004 was 24 supported by whānau and friends, with an approximate figure of 130 people attending on the day.

Waitakere City Council Staff and the Working Party have reviewed the 2004 event, and have provided feedback on the areas that need to be addressed in the Awards process.

STRATEGIC CONTEXT

Te Taumata Runanga Maori Community Awards is an event that helps foster strong communities. Council acknowledgement (through Te Taumata Runanga) of the contribution made by people to help others within the community is valued by both recipients of the awards and their whānau.

ISSUES

The following feedback has been taken directly from the findings of the Working Party and Waitakere City Council Staff. It is intended also that policy guidelines and procedures are formulated at a later stage prior to the next Awards ceremony.

AREAS	FEEDBACK/RECOMMENDATIONS
Awards Sub-committee Working Group	The collaborative involvement of Te Taumata Runanga and Maori Issues and other Council staff proved essential and must continue. It is considered necessary to revise the process and subsequent recording of information developed by the Working Party and Staff prior to initiating the Awards ceremony process for next time.
Awards Catering	Selection of food was excellent, however timing had not been managed well and kai was served later than expected. This needs to be addressed through project management and the selection of contractors.
Awards Programme	The feedback has been positive on layout and design of the programme document.

AREAS	FEEDBACK/RECOMMENDATIONS
<p>Invitations:</p> <ol style="list-style-type: none"> 1. Initial panui to Te Taumata Runanga Members accompanying application forms. 2. Inviting recipients/ nominees and supporters to function once selected. 3. Advising non-eligibility. 	<p>Working Party Recommendations:</p> <ul style="list-style-type: none"> • Letters content requires some care. • Mail-out of initial requests needs to be done via Te Taumata Runanga sitting members. An initial quality control check must be done by Te Taumata Runanga Members, rather than returning directly to staff at Council. <p>This would allow the members to support the nominee and by making sure that it's not a repeat candidate and that the candidate is Maori being recognised by Maori.</p> <ul style="list-style-type: none"> • Invitations to local MP's and other key community figures need to be planned in the programme for future years.
<p>Nominees</p>	<p>The Working Party feels that the candidate must not be a past recipient.</p> <ul style="list-style-type: none"> • Te Taumata Runanga Members have identified the need to recognise and provide for ongoing communication with community and the process of validating nominees.
<p>Selection criteria: Application form</p>	<p>Working Party Recommendations:</p> <p>Requirement to confirm Iwi and/or Hapu.</p> <p>Time, date and contact points to be given in initial communication via letter.</p>
<p>Awards handing out/ presentation</p>	<p>Working Party Recommendations:</p> <ul style="list-style-type: none"> • Value added by members of Te Taumata Runanga, Councillors and special guests being involved in congratulating recipients. • Group format went well and gave a chance for the recipients to acknowledge each other accordingly. • Suggest giving out awards one at a time next time.
<p>Certificates</p>	<p>Working Party Recommendations:</p> <ul style="list-style-type: none"> • Certificates were appropriate for the 2004 Awards. To maintain.
<p>Administration:</p> <ol style="list-style-type: none"> 1. Attendance 2. Communications. 	<p>Working Party Recommendations:</p> <ul style="list-style-type: none"> • More commitment required from Working Party to attend meetings in terms of planning event. • More time and good communications around meeting frequency. • Appointment of Working Party required well in advance of event. • A visitors registrar is made available to all those who attend.
<p>Timeframe consideration - when to hold future awards</p>	<p>Working Party Recommendations:</p> <ul style="list-style-type: none"> • End of April, mid May to have future Awards; • More time is to be given for preparation of the event.

AREAS	FEEDBACK/RECOMMENDATIONS
Scrutinising (neutral person/s)	<p>Working Party Comments/Recommendations:</p> <ul style="list-style-type: none"> The Scrutineering process is an excellent system that must be continued, however an extension was given for more nominations to be received. There needs to be more rigour in the process. There need to be a check of nominations to see that all information has been filled in and that it is all easily readable. If any information is missing then it needs to go back to the respective member of Te Taumata Runanga for follow up and sign off.
Entertainment	<p>Working Party Comments:</p> <ul style="list-style-type: none"> Excellent, good selection of local rangatahi with cover and original music in tē reo also. Working Party would like the opportunity if possible to view the entertainment prior to deciding to book them for the event.
Taonga	<p>Working Party Comments:</p> <ul style="list-style-type: none"> The Rakau accompanying the certificates were superb. It is requested that the budget make allowances for koha to those who donate plants.
Visual Displays	<p>Working Party Comment/Recommendations:</p> <ul style="list-style-type: none"> Fronds excellent, ponga and rākau featured well against black background and the Treaty was visible. Allow provision for koha for donated display items and any material needed. Keep same format.
Master of Ceremonies	<p>Working Party Comments:</p> <ul style="list-style-type: none"> The MC provided an excellent presentation this year. It is recognised as important to have someone who has an intimate knowledge of the relationships of Council, Te Taumata Runanga, special guests and community figures.
Photography	<p>Working Party Comments:</p> <ul style="list-style-type: none"> Not done this year. Ensure that an opportunity to photograph recipients is provided for next time.
Profile Maori in Waitakere City	<p>Working Party Recommendations:</p> <ul style="list-style-type: none"> Establish a display providing information on Te Taumata Runanga and the Maori Issues Team.
Public Affairs	<p>Working Party Comments:</p> <ul style="list-style-type: none"> Increased communication of the Awards to the media is requested.
Voluntary Contributions	<p>Working Party Comments:</p> <ul style="list-style-type: none"> Voluntary Contributions of time and resources helps the awards ceremony. Opportunity to accept and acknowledge these should be investigated further.

AREAS	FEEDBACK/RECOMMENDATIONS
Budgetary provisions	Working Party Comments: <ul style="list-style-type: none">• Approximately 130 people attending the Awards this year. In the past the numbers in attendance have been the same. The coverage within the Maori Community of those attending has been great and continues to grow.• A greater level of budget provision would be useful and has been addressed through Te Taumata Runanga Submission to the Long Term Council Community Plan and Annual Plan.
Leadership and sponsorship	Working Party Comments: <ul style="list-style-type: none">• Improved communication between staff and members with key roles on the day of the event is an area for work for next year.

RESOURCES

Staff time and related project costs were provided for in the Long Term Council Community Plan and Annual Plan. The time of the Working Party was provided on a voluntary basis. Budget is required to be provided in the next Annual Plan for the Awards next year and has been requested in the current Te Taumata Runanga submission to the 2004/2005 Annual Plan.

CONCLUSION

The Awards were once again a very successful event but the review has identified potential improvements. It is important to note that the experience gained in recent events will add value to planning for future Award events. The improvements detailed in the feedback are required to address each area effectively with regards to event planning and management of the Awards.

RECOMMENDATIONS

1. That the Review of Te Taumata Runanga 2004 Maori Community Awards report be received.
2. That staff report back to Te Taumata Runanga on how the issue and recommendations identified will be addressed.

Report prepared by: Des Heke Kaiawha, Kaitakawaenga and Warahi Paki, Maori Issues Manager.



8 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.



9 NEXT MEETING

The next meeting of Te Taumata Runanga will be held in the Civic Centre, on Monday, 19 July 2004, commencing at 5.00 pm.

A representative is invited to present Te Taumata Runanga report at the next meeting of Council to be held in the Civic Centre, on Wednesday, 30 June 2004, commencing at 5.30 pm.

