
VISIONING WORKSHOP FOR THE TAWA COMMUNITY BOARD

1. Purpose of Report

This report proposes a visioning workshop for the Tawa Community Board that would result in a Community Plan for Tawa. The Chair of the Community Board has requested this workshop to guide future activities of the Community Board.

2. Executive Summary

It is proposed that the Tawa Community Board take part in a visioning workshop and tour of the Council facilities and areas of interest in Tawa. The workshop can comprise an induction to Board members on the role of the Board and associated democratic processes, and to the strategy and vision of Wellington City Council. The workshop can also incorporate discussion of the objectives of each of the members, the Board as a whole and the interests of stakeholders. The output of the workshop could be in the form of a Community Plan that can be circulated to and consulted on with key stakeholders. This Plan will guide the activities and work of the Board for the next 2 ½ years.

3. Recommendations

It is recommended that the Tawa Community Board:

- 1. Receive the information.*
- 2. Agree that a tour of facilities and visioning workshop should occur in April 2005.*
- 3. Agree on the outline for the Visioning workshop.*
- 4. Agree to circulate and consult on the outputs of the workshop, in the form of a Community Plan, and use this as a promotional publication.*

4. Background

Community boards roles vary for each community board throughout New Zealand. Wellington City Council has approved a Terms of Reference for the Tawa Community Board; these will be reviewed in 2005.

With a new Board member being appointed on 14 April 2005, it is a good time to review the role of the Board and the objectives of its elected members. The Board could use a visioning workshop as a training and information gathering experience in addition to developing a plan to meet objectives and stakeholder requirements.

Some community boards, such as the Otago Peninsula Community Board in Dunedin, have developed community plans. The Otago Peninsula Community Plan is attached as an appendix for this report for the Board's consideration.

It is envisaged that the output of a Tawa Community Board visioning workshop would be in the form of a Community Plan.

5. Discussion

5.1 Outline for the workshop

The workshop can be preceded by a tour around Council facilities and areas of interest in Tawa. This will ensure Board members are introduced to the staff at the facilities and provide an opportunity to gain a greater understanding of the operations of the facilities. The library, pool, recreation centre, parks, playgrounds and rural fire base would form part of the tour.

The aim of the workshop itself would be to:

- Develop a focus for the Community Board
- Outline the role of the Board and its members
- Reconfirm issues within Tawa that need to be addressed
- Prioritise initiatives
- Develop a work programme for the next two and a half years
- Encourage community partnerships
- Raise the profile and communicate the role of the Community Board

The outputs of the workshop could be in the form of a Community Plan incorporating:

- A mission and goals for the Community Board
- Defined roles and objectives of the members of the Community Board
- A prioritised work programme for the Community Board
- Identification of all key strategic relationships, Associations and Residents Communities of Interest

The workshop could be in 2 parts:

1. **Information gathering.** The workshop will start with a short overview of the Council's vision and strategy. This will be followed up by a discussion on the Key Achievement Areas. Specific information will be presented regarding the role of the Tawa Community Board, conflicts of interest, standing orders and the current Terms of Reference. Documents relevant to Tawa will be available for all Board members.
2. **Discussion.** This will focus on communication with key stakeholders, objectives of Board members, mission and goals, priorities for work programmes and opportunities to increase the effectiveness of the work of the Community Board for Tawa residents.

5.2 Benefits from the workshop

The workshop will help the Tawa Community Board agree on what its priorities are for the next two and a half years and how it wishes to go about conducting its business.

The output of the workshop would be a Community Plan that would guide the work of the Tawa Community Board over the next two and a half years.

5.3 Steps following the workshop

Once drafted, the Community Plan can be made available to the public through the library and circulated to all key stakeholders for consultation. Circulation of the Plan will increase awareness of Community Board activities and future plans. The Plan can be reviewed and amended based on feedback.

The Plan will form the basis of all Community Board work. It could be reviewed after a period of one year to measure what actually happened against what was planned. Key successes and areas for improvement can be documented at this time.

5.4 Timescale

This workshop can take place after a new board member is sworn in (14 April 2005).

If the Board wishes to make any submissions to the Council's Draft Annual Plan as an output from this Visioning workshop, then submissions will need to be made by 20 May. The Draft Annual Plan will be available for consultation on the 20 April.

6. Conclusion

A visioning workshop would be beneficial for the Tawa Community Board in terms of outlining their role as a Board and coordinating the objectives of each of the members. The workshop, and resulting Community Plan, should lead to a cohesive Board working together to achieve agreed objectives and goals. The Community Plan can be circulated to all key stakeholders to increase awareness of, and participation in, Board activities.

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Appendix One - Otago Peninsula Community Board Community Plan