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## **TAWA COMMUNITY BOARD PLAN**

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### **1. Purpose of Report**

This is a cover report for the Tawa Community Board Plan. It summarises the process so far in the development of the plan and requests the Board to now finalise the plan.

### **2. Executive Summary**

It is proposed that the Tawa Community Board finalise the Tawa Community Board Plan. This is the first such plan for the Tawa Community Board and the first in Wellington. The finalised plan will be circulated to key stakeholders to raise awareness of the Board's activities. This plan will guide the activities and work plan of the Board for the remainder of the triennium.

### **3. Recommendations**

It is recommended that the Community Board:

- 1. Receive the information.*
- 2. Agree the Tawa Community Board Plan is complete and that it be adopted.*
- 3. Agree to the communication methods, set out in this report, for the Community Board Plan.*

### **4. Background**

The Tawa Community Board Plan has been developed as a result of the Visioning Workshop on the 7 May and a subsequent meeting on the 16 June 2005. All Board members have had input to this plan.

The aim of the plan is to:

- Raise the profile of the Community Board's work within the Tawa Community
- Communicate the role of the Community Board
- Communicate the vision and mission of the Community Board
- Indicate the work programme for the remainder of the triennium
- Encourage community partnerships
- Identify the Board's stakeholders and key stakeholder groupings with Board member responsibility indicated for each grouping.

The plan will guide the work of the Tawa Community Board over the next two and a half years.

## **5. Discussion**

### **Review process**

The plan should be reviewed annually and updated. It is suggested that the review process happens at the same time next year to feed into the DAP process.

### **Ownership**

All Board Members should review and agree to their responsibilities as outlined in the plan. This is of particular importance for the Board Members that were unable to be present at the meeting on the 16 June 2005.

### **Communication of the plan**

It is intended that the following communication methods are used to communicate the Board's Plan:

- Advertise in the local paper
- Copies of the report to all stakeholders listed in the Plan
- Copy of the plan to be put on the Internet
- Display copies in the Tawa Library

Ngairé Best will be the liaison point regarding communication of the plan.

## **6. Conclusion**

The final version of the Community Board Plan has been prepared for the Tawa Community Board to agree on. The plan will be publicised as soon as possible after the Board agree to adopt the plan.

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