

# MEETING — AGENDA —

*Ngā Take*

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# COMMUNITY COMMITTEE

*Komiti Hapori*

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**CC18**  
**Thursday, 20 June 2019**  
**Council Chambers**  
**Barkes Corner, Tauranga**  
**9.30am**



# Notice of Meeting No CC18 Te Karere

## Community Committee Komiti Hapori

**Thursday, 20 June 2019**  
**Council Chambers**  
**Barkes Corner**  
**9.30am**

His Worship the Mayor

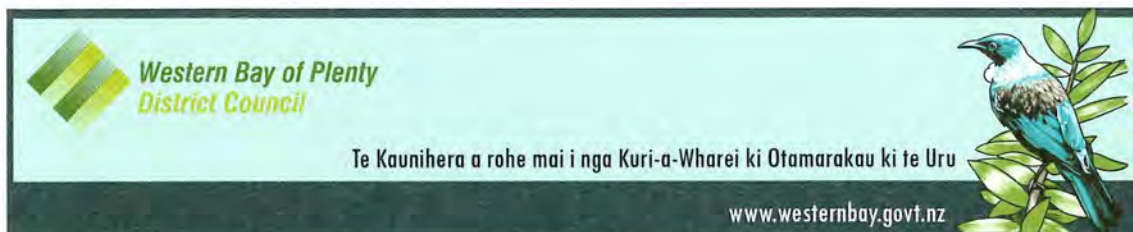
G J Webber

Councillors:

P Mackay (Chairperson)  
M Murray-Benge (Deputy Chairperson)  
G Dally  
M Dean  
M Lally  
K Marsh  
D Marshall  
J Palmer  
J Scrimgeour  
D Thwaites  
M Williams

Media  
Staff

Miriam Taris  
**Chief Executive Officer**  
**Western Bay of Plenty District Council**



# Community Committee Delegations

## Mangai o Te Kaunihera

### **Quorum:**

The quorum for this meeting is six members.

### **Role**

Subject to compliance with Council strategies, policies, plans and legislation:

- To develop relationships in community sectors to enable Council to achieve local solutions to local problems and promote positive change and sustainability for strong, healthy and safe communities.
- To develop for recommendation to the Policy Committee the plans, programmes and policies for co-ordination with other agencies including but not restricted to government, regional and community agencies to further community development outcomes.
- To work with others to share information and to connect community groups to each other where appropriate.
- To establish a strategic focus to align Council economic, cultural, social and environmental development programmes with community outcomes as set out in the Long Term Plan.
- To develop and maintain a strong relationship with Tangata Whenua by ensuring Maori values are considered.
- To maintain liaison with the relevant community boards regarding issues raised in their board areas.

### **Delegations:**

- To monitor the work of the Community Development Team through receipt of regular reports.
- To receive community development plans and where appropriate make recommendations to Council or its Committees to assist in the implementation of the plans.
- To receive and resolve on or recommend to Council or its Committees as appropriate the reports, recommendations and minutes of any Joint Committee, working group or forum as directed by Council.
- To facilitate the involvement of external parties in achieving Council outcomes in the Long Term Plan.
- To promote and advocate on behalf of Council the co-ordination of community services and agencies for the well-being of the community.
- To advise Council and its Committees on community plans, policies and projects that impact on the achievement of Council outcomes.
- To develop and promote strategies and programmes to facilitate community participation in issues which contribute to Council strategies and outcomes.
- To monitor performance and outcomes of community halls, including development and maintenance of relationships with Community Hall Committees.



- To monitor Community Service Contracts, set service delivery requirements and receive reports from but not limited to the following:
  - Katikati Open Air Art
  - Tauranga Safer Cities
  - Tauranga Citizens Advice Bureau
  - Sport BOP
  - BOP Surf Lifesaving – Waihi Beach and Maketu
  - Katikati Resource Centre
  - Tauranga Art Gallery
  - Creative Tauranga
  - Wild about NZ
  - Te Puke Economic Development Group
  - Katch Katikati
  - Waihi Beach Events and Promotions
  
- To receive resolve on or refer to Council and its Committees as appropriate the recommendations from the Rural Forum.

### **Community Grants**

Subject to compliance with Council strategies, policies, plans and legislation to allocate or recommend allocation of discretionary funds in accordance with the following delegations:

- To allocate funds from the Discretionary Community Grants fund in accordance with Council's criteria and policies for the fund.
- To consider applications to the Facilities in the Community Grant Fund and make recommendations to Council through the annual plan process on such applications in accordance with Council's criteria and policies for the fund.
- To monitor the allocation of all discretionary grants made by Council and its Community Boards.

### **Financial Delegations**

Allocation of annual budgeted funds from the Discretionary Community Grants fund.

Allocation of Ecological Financial Contributions Accumulated in accordance with Council policy.

### **Other**

The Committee will meet at least five times a year, in once in each of the following communities:

- Kaimai Ward
- Te Puke/Maketu Ward
- Katikati/Waihi Beach Ward
- Māori Community
- Rural Community

The Committee may without confirmation by Council exercise or perform any function, power or duty relating to those matters delegated by Council in like manner, and with the same effect, as the Council could itself have exercised or performed them.

The Committee may delegate any of its functions, duties or powers to a subcommittee subject to the restrictions on its delegations and provided that any sub-delegation to subcommittees includes a statement of purpose and specification of task.

The Committee may make recommendations to Council or its Committees on any matters to achieve the outcomes required in the role of the Committee but outside its delegated authorities.

# Agenda for Meeting No. CC18

Pages

## Present

## In Attendance

## Apologies

## Declarations of Interest

Members are reminded of the need to be vigilant and to stand aside from decision making when a conflict arises between their role as an elected representative, and any private or other external interest that they might have.

## Public Forum

A period of up to 30 minutes is set aside for a public forum. Members of the public may attend to address the Committee for up to three minutes on items that fall within the delegations of the Committee provided the matters are not subject to legal proceedings, or to a process providing for the hearing of submissions. Speakers may be questioned through the Chairperson by members, but questions must be confined to obtaining information or clarification on matters raised by the speaker. The Chairperson has discretion in regard to time extensions.

Such presentations do not form part of the formal business of the meeting, a brief record will be kept of matters raised during any public forum section of the meeting with matters for action to be referred through the customer contact centre request system, while those requiring further investigation will be referred to the Chief Executive.

CC18.1

## Community Service Contracts Reporting

7-18

Attached is a report from the Community Manager dated 7 June 2019.



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## Western Bay of Plenty District Council

### Community Committee

### Community Service Contract Reporting

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#### **Purpose**

To receive the verbal reports presented by community service contract holders.

#### **Recommendation**

- 1. THAT the Community Manager's report dated 7 June 2019 and titled Community Service Contract Reporting be received.**
- 2. THAT the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.**
- 3. THAT the Community Committee receives the verbal contract reports presented by the following community service contract holders:**
  - **Citizens Advice Bureau**
  - **Creative Bay of Plenty**
  - **Envirohub**
  - **Environmental Education for Resource Sustainability Trust**
  - **EPIC Te Puke**
  - **Katch Katikati**
  - **Katikati Community Centre**
  - **Maketu Ongatoro Wetland Society**
  - **Multicultural Tauranga**
  - **Priority One**
  - **SocialLink**
  - **Sport Bay of Plenty**
  - **Surf Lifesaving New Zealand**
  - **Sustainability Options and Envirochallenge**
  - **Tauranga Art Gallery**
  - **Te Puke Economic Development Group**
  - **Tourism Bay of Plenty**
  - **Waihi Beach Events and Promotions**
  - **Waste Education NZ Ltd**
  - **Waste Free with Kate Meads**
  - **Waste Watchers Ltd**
  - **Western Bay Museum**
  - **Wild About New Zealand**

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David Pearce  
**Community Manager**

## 1. Background

Council has a number of community service contracts with organisations that provide a range of support and facilitation services to the community on its behalf. This includes activities such as economic development, environmental services, events and promotions, and support for the sport and arts sectors as outlined in **Attachment A** of this reports.

The reporting requirements generally call for two six-monthly written and one verbal progress reports. The verbal reports are generally done as presentations to the Community Committee in Chambers.

Last year the Community Team changed the format. The reports took place in a 'world café-style' relationship management conversation session, where elected members moved around the service contractors to discuss progress on their contracts. With the success of last year's session we will continue with that format.

This report is to accept this session as completing the attending contractors' verbal requirements under their community service contracts.

## 2. Significance and Engagement

The Local Government Act 2002 requires a formal assessment of the significance of matters and decisions in this report against Council's Significance and Engagement Policy. In making this formal assessment there is no intention to assess the importance of this item to individuals, groups, or agencies within the community and it is acknowledged that all reports have a high degree of importance to those affected by Council decisions.

The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.

In terms of the Significance and Engagement Policy this decision is considered to be of low significance because this activity is required under the contractors' contract deliverables and there are no financial or other implications.



### 3. Engagement, Consultation and Communication

<b>Interested/Affected Parties</b>	<b>Completed/Planned Engagement/Consultation/Communication</b>
Name of interested parties/groups	Community engagement on this matter is not planned because there are no implications for tangata whenua or the general public.
Tangata Whenua	As above.
General Public	As above.

#### 4. Issues and Options Assessment

<p><b>Option A</b></p> <p><i>THAT Council receives the verbal contract reports presented by the following community service contract holders:</i></p> <ul style="list-style-type: none"> <li>• <i>Citizens Advice Bureau</i></li> <li>• <i>Creative Bay of Plenty</i></li> <li>• <i>Envirohub</i></li> <li>• <i>Environmental Education for Resource Sustainability Trust</i></li> <li>• <i>EPIC Te Puke</i></li> <li>• <i>Katch Katikati</i></li> <li>• <i>Katikati Community Centre</i></li> <li>• <i>Maketu Ongatoro Wetland Society</i></li> <li>• <i>Multicultural Tauranga</i></li> <li>• <i>Priority One</i></li> <li>• <i>SociaLink</i></li> <li>• <i>Sport Bay of Plenty</i></li> <li>• <i>Surf Lifesaving New Zealand</i></li> <li>• <i>Sustainability Options and Envirochallenge</i></li> <li>• <i>Tauranga Art Gallery</i></li> <li>• <i>Te Puke Economic Development Group</i></li> <li>• <i>Tourism Bay of Plenty</i></li> <li>• <i>Waihi Beach Events and Promotions</i></li> <li>• <i>Waste Education NZ Ltd</i></li> <li>• <i>Waste Free with Kate Meads</i></li> <li>• <i>Waste Watchers Ltd</i></li> <li>• <i>Western Bay Museum</i></li> <li>• <i>Wild About New Zealand</i></li> </ul>	
<b>Assessment of option for advantages and disadvantages taking a sustainable approach</b>	Enables contractors to fulfil the reporting requirements of their service delivery contracts.
<b>Costs (including present and future costs, direct, indirect and contingent costs) and cost effectiveness for households and businesses</b>	No costs.
<b>Other implications</b>	None.



<b>Option B</b>	
<i><b>THAT Council does not receive the verbal contract reports presented by the community service contract holders.</b></i>	
<b>Assessment of option for advantages and disadvantages taking a sustainable approach</b>	<p>Will not enable contractors to fulfil the reporting requirements of their service delivery contracts.</p> <p>Will require staff to organise an alternative method of completing this process and require contractor involvement.</p> <p>Will effectively repeat the content of this session.</p> <p>May not be able to be achieved in the current financial year.</p>
<b>Costs (including present and future costs, direct, indirect and contingent costs) and cost effectiveness for households and businesses</b>	
<b>Other implications</b>	Potential reputation damage.

## 5. Statutory Compliance

This meets Council's requirements under its community service contracts and fits in with legislative requirements.

## 6. Funding/Budget Implications

<b>Budget Funding Information</b>	<b>Relevant Detail</b>
N/a	N/a

## Community Service Contracts and Grants

### **Citizens Advice Bureau (CAB) – Representative – Kim Saunders**

Duties include:

- Providing an information and support service for residents and ratepayers of the Western Bay of Plenty District Council. The advice is free and confidential to anyone who contacts the organisation
- Managing the Community Directory database of community groups and organisations in the Western Bay.

CAB is funded by Western Bay of Plenty District Council and Tauranga City Council.

### **Creative Bay of Plenty (CBOP) – Representative – Meg Davis**

CBOP is the support organisation for arts and culture in Tauranga and the Western Bay.

Duties include:

- Administering the Creative Communities funding scheme on behalf of both councils
- Providing promotional channels for local arts, build the capability of the local arts sector.

CBOP facilitated the development of the Sub-region Arts and Culture Strategy which Western Bay of Plenty District Council and Tauranga City Council have adopted. They are now implementing this strategy.

### **Envirohub – Representative – Laura Wragg**

The Envirohub contract ensures the Sustainable Backyards Programme has a strong representation of events and activities in the Western Bay District.

It also promotes waste minimisation and the elimination of single use plastic in Katikati, Waihi Beach and Te Puke.

### **Environmental Education for Resource Sustainability Trust (Paper4trees Programme) – Representative – Satsuki Takenouchi**

Programme information:

- Has been operating in WBOPDC schools since 2001. It is an award winning national programme with over 4000 schools and early childhood centres
- Helping schools reduce waste by providing free 45 litre recycling bins for every classroom and all other rooms throughout the school
- The programme helps educate staff and students about increasing recycling rates at their school
- Schools and pre-schools keep track of their recycling and are rewarded with native trees every year based on their recycling rates
- There are over 50 schools and preschools in the programme in the Western Bay of Plenty.



**EPIC Te Puke – Representative – Rebecca Larson**

Duties include:

- Providing event and promotion activities for Te Puke
- Working collaboratively with community groups to unite and engage the township through events and promotions aimed at creating a vibrant town centre
- Running successful events such as the Te Puke Christmas Parade, Te Puke Float Parade and Multicultural Food Festival, Easter Egg Trail, The Great Debate, Te Puke Treat Trail, Celebrity Book Launch and campaigns such as Te Puke Dollar and Shop Local promotions.

**Katch Katikati (KK) – Representative – Nicky Austin**

This organisation provides event, promotion and economic development services to the Katikati community. Their vision is to have an active and creative community where locals love to live and visitors want to come back to.

Duties include:

- Supporting and promoting activities and opportunities that engage their community
- Facilitating events such as the NZ Mural Contest and Arts Festival, Christmas Concert, ECHO Walking Festival and the Avocado Food and Wine Festival
- Delivering the Business Awards and other business networking activities
- Advocating for their community and supporting local initiatives and organisations.

**Katikati Community Centre (KCC) – Representative – Allan Wainwright and Sally Goodyear**

This is a not-for-profit organisation offering information, services and support to meet the needs of our community in the areas of health, education and well-being.

Duties include:

- Connecting and supporting the Katikati community with the provision of an information, support and activity centre
- Linking our rural community with social and health services, promoting community wellbeing and life-long learning.

**Maketu Ongatoro Wetland Society (MOWS) Education programme – Representative – Tania Garborit**

Primarily volunteer based, MOWS is a leader in environmental restoration with numerous biodiversity management contracts covering multiple restoration sites.

This annual contract delivers their environmental education programme to schools; Te Kura o Maketu; Te Puke Primary; Paengaroa Primary and Te Puke Intermediate. Other schools are also part of the programme via other funding partners. It purposefully aligns with the goals and aspirations of MOWS, and involves both classroom work and site visits.

A secondary target market for this contract is “adults” within these communities, and is achieved through presentations to school boards, adult attendees to work days, active assistance from teachers, etc.

### **Multicultural Tauranga (MT) – Representative – Alex Finn**

Multicultural Tauranga is a charitable, non-profit, non-political, non-religious community organisation and a registered charity, run by a group of volunteers who share the desire to promote and protect the interests of various groups which make up New Zealand's multicultural society.

Multicultural Tauranga offers:

- Settlement support services
- Interpreting and translations services
- English and foreign language classes
- Individual personal counselling
- A number of multicultural community events e.g. Tauranga Multicultural Festival and Newcomers Network Morning Tea.

MT is a tactical group member of the sub-regional Tauranga and Western Bay Welcoming Communities programme.

### **Priority One – Representative – Nigel Tutt**

Priority One is the Western Bay of Plenty region's economic development organisation, established in 2001 by the Tauranga and Western Bay of Plenty business community in partnership with the sub-region's local authorities.

Priority One was the first economic development organisation in New Zealand to be initiated by the business community and run along business principles of action and results.

This organisation's focus is to grow the economy of the region, to work with local authorities to ensure local government and business needs and aspirations are aligned and to actively encourage Bay of Plenty businesses to grow by the removal of roadblocks, ensuring the skills and experience required by industry is available locally, and active targeting of offshore businesses into the Western Bay of Plenty market.

Priority One has built up strong networks and valuable experience dealing with business migration and investment.

### **SocialLink – Representative – Charlotte Van Dorne and Chris Johnstone**

This organisation contributes towards creating and supporting an environment where social service is valued by all, where social services are fully connected and that organisations are able to take full advantage of every collaborative effort.

Duties include:

- Facilitating collaboration between social services in Te Puke, to provide youth engagement, housing and community connection and cohesion outcomes.



**Sport Bay of Plenty (SBOP) – Representative – Catherine McCulloch, Nick Chambers and Zane Jensen**

This organisation works in our community to get more people, more active, more often through the provision of information and support across the sport, recreation and health sectors.

Duties include:

- Provision of a Sport and Recreation Information Hub for Tauranga/Western Bay of Plenty
- Collective Sports House facility provided for sport and recreation organisations to operate from
- Ongoing support to develop the capability of sporting organisations to deliver their sport
- Being the lead agency for provision of strategy advice related to sport and recreation
- Co-ordinating activities that promote and profile recreation and active lifestyles.

**Surf Life Saving New Zealand (SLSNZ) – Representative – Chase Cahalane and Talia Comp**

The national association representing 74 Surf Life Saving Clubs in New Zealand who patrol in over 80 locations throughout the New Zealand summer months, protecting our community in the water.

Duties include:

- Providing a professional lifeguard service on the Western Bay of Plenty beaches
- Responding and actioning where possible, public requests for assistance in regard to safety on the beaches specified
- Facilitating opportunities for local surf clubs to develop a direct relationship with Council
- Providing development support to local surf clubs.

**Sustainability Options (SO) and EnviroChallenge (EC) – Representative – Jo Wills**

Sustainability Options is a social business operating from the Western Bay of Plenty and covering the region. SO provides independent, sustainable living, design and housing advice with the intention of improving the performance and effectiveness and efficiency of New Zealand homes for the benefit of our people, environment and future generations.

SO does this through:

- House assessments
- Sustainable design, building and materials advice
- Training programmes around behaviours as well as knowledge and skill transfer
- Partnering with local councils, health providers, iwi as well as other agencies to address health, housing and environmental impacts
- Initiating projects and programmes which deliver to urgent needs such as Curtain Bank, Heater Bank, Trade Bank and other initiatives.

Further to this work, they also run a regional programme for secondary students called EnviroChallenge.

EnviroChallenge Day brings students together to learn, share and inspire environmental awareness and action through the delivery of their presentations and the other challenges (on the day). While it's a day event, it's a part of the year long focus on sustainability strategy and initiatives by the students. The purpose is to continue to nurture and grow environmental leadership within the students.

The students absolutely buzz on Challenge Day with passion and commitment to their school initiatives, and get a lot from being able to meet up with students from around the region doing the same thing. Previous events have also prompted a lot of inter-regional visits between schools to see projects more closely.

### **Tauranga Art Gallery (TAG) – Representatives – Alice Hutchison and Jillian Peck**

Duties include:

- Organising and coordinating visits from Western Bay schools to the gallery, including school holiday programmes
- Hosting Western Bay visitor groups
- Administering the Miles Art Award
- Providing an Art Bus service to bring students to the gallery.

### **Te Puke Economic Development Group (TPEDG) – Representatives – Mark Boyle and Paul Hickson**

Duties include:

- Providing economic development and business promotion services to the Te Puke/Maketu area
- Liaising with groups and individuals that build value for the Te Puke and Maketu communities
- Working with other agencies in a collaborative manner to drive sub-regional and regional strategies
- Organising the annual Te Puke Business Awards.

### **Tourism Bay of Plenty – Representative – Kristin Dunne**

Tourism Bay of Plenty has an objective to promote the economic welfare and development of the Western Bay of Plenty region and its citizens through the marketing, management and any other activity which impacts on the region as a visitor and tourist destination.

Aspirational targets for the region are to be a destination that has a vibrant tourism offering and continues to increase visitor spend.

Focus remains, amongst other things, on implementing research, continuing to improve the visitor experience, collaboration with Māori, increasing the spend of both domestic and international visitors and to support tourism operators.



### **Waihi Beach Events and Promotions (WBEP) – Representatives – Teresa Qualtrough, Kirsty West & Nicky Mowat**

WBEP aims to foster cultural, social, sporting, business and environmental activity that will benefit both residents and visitors to Waihi Beach.

Duties include:

- Providing event, promotion and economic development services to the Waihi Beach community
- Managing the Visitor Information Centre and co-hosting bi-annual business awards events
- Facilitating a number of community events such as Carols In Pohutukawa Park, Summer Concert Series, Kid's Day, Frocks On Bikes and the Op Shop Ball
- Actively working to increase visitor numbers encourage networking within the business community with a view to supporting economic growth and development.

### **Waste Education NZ LTD (WENZ LTD) – Representative – Kim Edwards**

Providing waste minimisation education to schools, preschool and community. Waste Education NZ LTD currently offers services in 22 council areas including around 500 preschools and schools per year.

Services delivered in the WBOPDC include:

- Zero Waste Education is offered to all students in years 1-8 – our vision is that youth in our country are aware of waste from a young age. Also that behaviour change and invention opportunities exist to minimise waste and can be adopted to help society and the future of our environment. Our programme aims to ensure each student receives different unit topics of waste minimisation education throughout their primary and intermediate years. Topics run from younger students receiving Litterless lunches, 'Is That Really Rubbish?', Reduce, Reuse, Recycle, Composting, Rural Waste, through to older students learning about Resource Sustainability and Water
- Zero Waste Education into preschools – when requested a fun, interactive session introducing the concept of waste and what we can do about it
- Waste Minimisation consultation and advice to schools and preschools – such as education on recycling, purchasing choices and establishing a worm farm or compost onsite as requested
- Community education – worm composting workshops coordinated and delivered at four events per year in various parts of the Western Bay of Plenty District Council area. Running since November 2016, workshops now see approximately 1372kg/week of organic waste diverted from landfill. This is in addition to the other positive behaviour changes from activities encouraged at the workshops, such as composting, recycling and sensible shopping
- Team and resources – the team are all trained and equipped with an extensive range of resources, physical items, interactive activities, URL links. All students take home a workbook relating to their particular unit of learning to share with their families at home. The idea is that audiences become the experts who teach the people in their world and take the waste minimisation behaviour change messages wider than just in the sessions.

**Waste Free with Kate Meads – Representative – Rochelle Searle**

Kate Meads was recently labeled New Zealand's own waste free warrior and is a very humorous and motivating speaker. Kate has been working with the general public and councils for over ten years.

Kate's organisation provides quality education on waste free living in New Zealand. Based in Katikati, people can find out more about waste free parenting workshops, food lovers masterclass, disposable vs reusable and how to reduce waste with a baby in the house.

**Waste Watchers Ltd (WWL) – Representative – Marty Hoffart**

Waste Watchers Ltd works directly with businesses, industry, local government, event organisers, and schools. WWL designs and manages ongoing recycling programmes, as well as tackling one-off resource efficiency projects and waste minimisation projects.

The WWL Team conducts on-site waste audits to measure business waste, and works directly with businesses, cleaning contractors, waste and recycling service providers to implement sustainable business practices. The WWL Team also helps plan and implement waste minimisation schemes for events, to ensure successful outcomes for organisers and the community.

**Western Bay Museum – Representative – Paula Gaelic**

The Western Bay Museum provides a vital resource for the region and is based in Katikati. Council support allows the Museum to focus on delivering a programme of interactive events, exhibitions and education programmes. The Museum is focussing on a strategic plan and the building of revenue, sponsorship, partnership and collaboration opportunities.

A large focus is on proactively promoting the suite of interactive events, exhibitions and education programmes that can be delivered by the Museum. Communication and engagement activities aim to be informative and to encourage participation. The Museum is assisted by a large number of local volunteers.

**Wild About New Zealand (WANZ) – Representative – Andrew Jenks**

This is an innovative "hands-on" biodiversity investigation and action programme that provides schools and community volunteers within the Bay of Plenty the chance to help turn the tide for our native wildlife.

Duties include:

- Working with ten lead schools/groups to develop the "Wild About Western Bay" programme
- Working in partnership with agencies including DOC and the Regional Council to facilitate habitat restoration and/or overcome factors limiting biodiversity
- Training of teachers, members of the community and community care groups involved in the "Wild" programmes
- Assisting participating schools with developing their "Wild" programmes
- Administering and coordinating the Guardianship Catchment Scheme.