

MEETING — AGENDA —

Ngā Take

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Western Bay of Plenty
District Council

COMMUNITY COMMITTEE

Komiti Hapori



CC11
Thursday, 6 June 2018
Council Chambers
Barkes Corner, Tauranga
9.30am

Notice of Meeting No CC11 Te Karere

Community Committee Komiti Hapori

Thursday, 6 June 2018
Council Chambers
Barkes Corner
9.30am

His Worship the Mayor

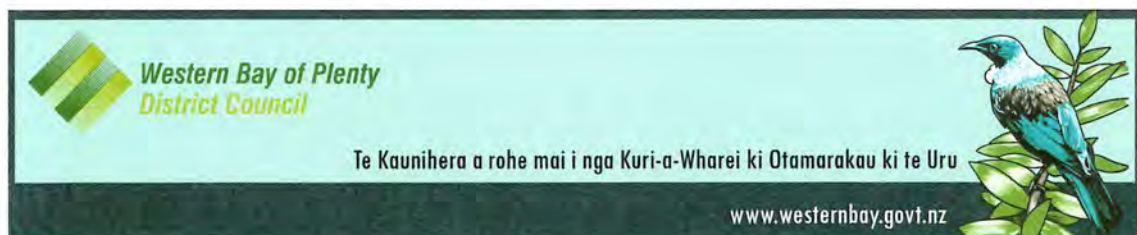
G J Webber

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. CC11

Pages

**Present
In Attendance
Apologies**

Public Excluded Items

The Council may by resolution require any item of business contained in the public excluded section of the agenda to be dealt with while the public are present.

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.

Information

CC11.1 **Community Team Update** 8-14

Attached is a report from the Community Team Leader dated 23 May 2018.

Decision

CC11.2 **Community Service Contracts Reporting** 15-18

Attached is a report from the Community Relationships Manager dated 14 May 2018.

Presentations

CC11.3 Bay of Plenty Garden and Arts Festival

Marc Anderson, Manager of the Bay of Plenty Garden and Arts Festival, will be in attendance to speak to the Committee regarding this years festival.

CC11.4 Oropi Primary School's International Strategy

Andrew King, Principal of Oropi Primary School will be in attendance to speak to the Committee regarding the school's leadership role on its International Strategy.

COMMUNITY TEAM UPDATE

23 May 2018

1. Purpose

The purpose of this report is to update Elected Members on recent and future community activities taking place in and around the District that may be relevant to them.

2. Activities and updates

2.1 Community Matching Fund

This is a reminder of the following key milestones on our Community Matching Fund (CMF) process:

- Promotion has commenced
- Application opens next Tuesday and end a month later on Thursday, 12 July
- Following 12 July, the CMF Working Party will take place on Thursday, 9 August to evaluate the received applications
- At the Community Committee meeting on Thursday, 30 August, decisions will be made on the received applications and CMF evolutions.

The Community Team encourages all Elected Members to help spread the word around.

2.2 Economic Development survey

An economic development measure was included in the 2015-25 Long Term Plan for Council to conduct a two-yearly survey of Western Bay businesses on Council's approach to economic development. The first of these was conducted in 2016, with emails sent to nearly 600 local businesses, and a total of 39 responses.

The measure is not included in the 2018-28 LTP as there are questions over its effectiveness, and to allow an internal review of all Council's surveys to be completed. However, in order to meet the requirements of the previous LTP one more survey needs to be conducted prior to 30 June 2018.

For your information, the same five questions will be asked:

1. Are you aware of the different ways that Council supports economic development in the Western Bay of Plenty?
2. How satisfied are you with Council's role in supporting economic development?
3. Do you believe you have experienced direct or indirect benefits from Council's role in supporting economic development?

4. Do you believe Council should do more or less to support economic development in the Western Bay of Plenty?
5. In what areas and/or in what ways do you think Council should be providing more or less economic development support?

2.3 **Community Service Contracts** **Contract cycle**

The Community Relationships Team is proposing to move most (11) of its current community service contracts to a three-year rolling cycle. The main benefits of this change would be as follows:

- Contract terms would better align with our Long Term Planning cycle and the LTP budgets
- Gives service contractors more certainty beyond the 12-month period
- Refines administrative processes for the contractors and Council staff.

There is no change proposed to the reporting cycle. Nor will the proposal affect Council's or the contractors' ability to make minor alterations to the deliverables as and when required.

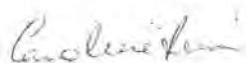
Elected Members have previously indicated their support of this proposal. A report is on tomorrow's Long Term Plan and Annual Plan Committee meeting agenda for a decision on this.

Networking and Relationship Building session

At 8 June 2017 Community Committee, the Community Team proposed the following:

The Community Development team proposes an option for next year's Service Delivery Contract reporting format. We propose a one-stop-shop expo which would involve all contract holders over a 50 minute period presenting at the same time. There would be formal reports from contractors. This would be followed by enough time for mingling and questions. Then Elected Members would go back to chamber and make resolutions to accept reports.

Wednesday's 6 June workshop session will cover the above.



Caroline Lim
Community Team Leader



Frank Begley
Community Relationships Manager

Community Service Contract Verbal Reporting

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.

Te Puke Economic Development Group (TPEDG) - Representative – 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.

Creative Bay of Plenty (CBOP) - Representative – Meg Davis and Lena Kovac

Are 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 will now focus on implementing this strategy.

Tauranga Art Gallery (TAG) - Representative – Karl Chitham 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.

The gallery recently celebrated its ten-year anniversary.

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.

Waihi Beach Events and Promotions (WBEP) - Representative – Teresa Qualtrough and Nicky Mowat

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.

Katch Katikati (KK) - Representative – Jacqui Knight

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.

Katch Katikati is taking over management of the Visitor Information Centre service when Council vacates the building.

Surf Life Saving New Zealand (SLSNZ) - Representative – Chris Emmett and Chaz Gibbons-Campbell

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.

Katikati Community Centre (KCC) - Representative – Chris Ridder

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

Sport Bay of Plenty (SBOP) - Representative – Catherine McCulloch, Sonia Lynds 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 & Recreation Information Hub for Tauranga/Western Bay of Plenty
- Collective Sports House facility provided for sport & 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.

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.

Western Bay of Plenty District Council**Community Committee****Community Service Contract Reporting**

Purpose

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

Recommendation

1. *THAT the Community Relationships Manager's report dated 14 May 2018 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 Council receives the verbal contract reports presented by the following community service contract holders:*
 - *Citizens Advice Bureau*
 - *Creative Bay of Plenty*
 - *EPIC Te Puke*
 - *Katikati Community Centre*
 - *Katch Katikati*
 - *Sport Bay of Plenty*
 - *Surf Lifesaving NZ*
 - *Tauranga Art Gallery*
 - *Te Puke Economic Development Group*
 - *Waihi Beach Events and Promotions*
 - *Wild About New Zealand*
- OR*
4. *THAT Council does not receive the verbal contract reports presented by the community service contract holders.*



Frank Begley
Community Relationships 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.

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.

This year the Community Team has changed the format. The reports will take place in a 'world café-style' conversation session, where elected members in pairs travel around the service contractors to discuss progress on their contracts.

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

Interested/Affected Parties	Completed/Planned Engagement/Consultation/Communication
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

Option A	
<i>THAT Council receives the verbal contract reports presented by the following community service contract holders:</i>	
<ul style="list-style-type: none"> • <i>Citizens Advice Bureau</i> • <i>Creative Bay of Plenty</i> • <i>EPIC Te Puke</i> • <i>Katikati Community Centre</i> • <i>Katch Katikati</i> • <i>Sport Bay of Plenty</i> • <i>Surf Lifesaving NZ</i> • <i>Tauranga Art Gallery</i> • <i>Te Puke Economic Development Group</i> • <i>Waihi Beach Events and Promotions</i> • <i>Wild About New Zealand</i> 	
Assessment of option for advantages and disadvantages taking a sustainable approach	Enables contractors to fulfil the reporting requirements of their service delivery contracts.
Costs (including present and future costs, direct, indirect and contingent costs) and cost effectiveness for households and businesses	No costs.
Other implications	None.
Option B	
<i>THAT Council does not receive the verbal contract reports presented by the community service contract holders.</i>	
Assessment of option for advantages and disadvantages taking a sustainable approach	<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>
Costs (including present and future costs, direct, indirect and contingent costs) and cost effectiveness for households and businesses	
Other implications	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

Budget Funding Information	Relevant Detail
N/a	N/a