

SmartGrowth Social Sector & Environment Sustainability Joint Forum Meeting

Village Hall, Historic Village, 17th Avenue, Tauranga

Agenda

Thursday 4 April 2019 9:30am – 12:00pm

1. Apologies	Chair
2. Minutes and Actions from the previous 6 December 2018 meeting (Paper A)	Chair
3. UFTI Project Update (Paper B) UFTI Update Presentation on below link http://www.smartgrowthbop.org.nz/about-us/leadership-group/agendas-and-papers/	Bill Wasley
4. Community Development Team Update – Presentation	Michael Vujnovich
5. Transport Planning <ul style="list-style-type: none"> • Bus crisis and review BOPRC • Parking Strategy TCC (Paper C) • Short overview BOPRC Elder transportation research Carole 	Chair
The draft annual plans for 2019/20 is open for feedback, list of engagement dates and further details can be found on below websites: BOPRC closes 6 May 2019 https://www.boprc.govt.nz/your-council/plans-and-policies/plans/annual/ TCC closes 23 April 2019 https://www.tauranga.govt.nz/community/have-your-say/open-consultations-and-engagements/consultation-details/artmid/1491/articleid/4358 WBOPDC closes 18 April 2019 https://www.westernbay.govt.nz/our-council/council-publications/annual-plans/Pages/2019-2020-Annual-Plan.aspx	Information Only
6. Forum Round Table Updates	All
7. General Business	All
8. Key message for SmartGrowth Leadership Group	Chair

Social Sector Forum – Terms of Reference

Membership Criteria: The Social Sector Forum is intended to be a voice for the non-government and not for profit sector. Other organisations and government agencies are welcome to attend as participating observers.

Purpose: The purpose of the Social Sector Forum (the forum) is to draw on existing experience and positively contribute to the on-going evolution and success of the SmartGrowth Strategy (the Strategy). The forum will provide a view that reflects the interests of social and community groups across the wider western Bay of Plenty. The forum will enable direct social sector industry participation in Strategy implementation and monitoring in order to provide vital sector input (in collaboration with the Strategy partners and lead agencies) into the wide range of challenges faced in the sub-region, including specific input into:

- Building the Community
- Housing affordability
- The contribution of the social sector to economic growth

Role: The Forum will have on-going input into Strategy development and implementation including the following specific aspects:

- Providing input and feedback in respect of partner projects relating to strategy actions.
- Monitoring of strategy actions.
- The development of statutory and non- statutory policies by the SmartGrowth Partners that either arise from the strategy or have the potential to impact on the strategy.
- SmartGrowth representations to regional and national forums and central government.
- Identifying proposed actions during Strategy review/update to respond to emerging social and community issues

Other SmartGrowth Forums and the SmartGrowth Strategic (Managers) Group (SSG) – Linkages and Reporting: In order to provide transparency, a member (an alternate can be appointed) of the other SmartGrowth Forums and the SSG (as selected by those groups) will be invited to attend and participate in the Social Sector Forum meetings. The Social Sector Forum may also appoint a member to attend and contribute to the wider Strategic Partner Forum. Meeting minutes and reports from each of the SmartGrowth Partner Forums will be made available to the other forums, to SSG and to SLG.

SmartGrowth Leadership Group (SLG) – Linkages and Reporting: The forum members are able to present to the SmartGrowth Leadership Group at any of the formal meetings with agreement of SLG Chair and at any agreed workshops, held between SLG and the forum. Every six months SLG has a workshop with the individual forums to discuss a range of matters and issues. The minutes of the forum meetings are provided to SLG as part of the regular reporting process and any particular issues are drawn out and highlighted in the bi-monthly report presented to SLG by the Independent Chair, Programme /Implementation Manager and Strategic Adviser.

Information Provision and Feedback: Relevant draft reports, ideas, submissions, and proposed initiatives are provided to the Forum for discussion and input prior to matters going to SLG for decision-making. These may be part of a meeting agenda item, or if between meetings, circulated by email to the Forum Chair, for feedback. This feedback will be presented to SLG as per item 5 above.

Meetings, Attendance and Presentations:

- The Independent Chair, Programme Manager and Implementation Advisor may attend meetings from time to time, provide written reports, advice and seek input on various matters.
- SLG members may also be invited to attend the Forum from time to time.

Frequency: The Forum will meet bi-monthly, prior to the SLG meeting to provide information and feedback on specific issues directly relating to Strategy implementation.

Servicing: The Forum will be serviced by SmartGrowth through the Programme Manager, for matters including venues, agenda circulation, minute- taking and report materials.

Chair: A Chair will be appointed by the Forum.

Social Sector Forum – Membership

The forum membership is representative of the wider community within the western Bay of Plenty and is currently represented by the following individuals and organisations;

Name	Organisation
Carole Gordon (Chair)	Seniors United to Promote Age-Friendly NZ (SUPA-NZ)
Anna Larsen	Welcome Bay Community Centre Manager
Eddie Jackson	Age Concern
Jo Gravit	Tauranga Budget Advisory service, Tauranga Community Housing
Liz Davies	SocialLink
Beth Bowden	Te Tuinga Whanau
James Muir	NZ Christian Network - BOP
Sharon Hanna	SocialLink
Kathy Webb	Alzheimers Society/Neighbourhood Support
Mary Dillon	Welcome Bay Community Centre
Monique Edlinger	Volunteer Bay of Plenty
Theo Ursum	Volunteer Bay of Plenty
Peter Malcolm	Closing the gap
Ian McLean	Closing the gap
Ewa Fenn	Multicultural Tauranga
Brian Thomas (Associate Mbr)	Family Link
Irene Walker	Combined Tangata Whenua Forum
Sameli Tongalea	AvaNiu Pasifika
SmartGrowth Partner Staff	
Rachael Davie	Western Bay of Plenty District Council
Emily Rogers	Western Bay of Plenty District Council
Jodie Rickard	Western Bay of Plenty District Council
Michel Vujnovich	Tauranga City Council

Meagan Holmes

Tauranga City Council

- Plunket
- Settlement Support
- Welcome Bay Community Centre
- Relationships Aotearoa
- Waiapu Anglican Services
- Volunteer Centre
- Age Concern
- Alzheimers Association
- Housing Trust
- Yoga Centre
- National Council of Women
- Rise Up Tauranga
- Headway Bay of Plenty
- Foundation for youth development
- Home Instead Senior Care
- Strengthening Families



Terms of Reference

1. Membership Criteria

The Environment and Sustainability Sector Forum is intended to be a voice for the non-government and not for profit sector. Other organisations and government agencies are welcome to attend as participating observers.

2. Purpose

The purpose of the Environment and Sustainability (E&S) Sector Forum ('the forum') is to draw on existing experience and to positively contribute to the on-going evolution and success of the SmartGrowth Strategy ('the Strategy')

The forum will provide a view that reflects the interests of E&S groups across the wider western Bay of Plenty.

The forum will enable E&S groups/organisations and the sector industry direct participation in the strategy implementation and monitoring in order to provide vital sector input, in collaboration with the strategy partners and lead agencies into the wide range of challenges faced in the sub-region, including specific input into:

- Sustaining and improving the environment.
- Building the Community
- Urban form and design
- Housing affordability
- The contribution of the E&S sector to economic growth and wellbeing of the people.

3. Role

The Forum will have on-going input into the Strategy development and implementation including the following specific aspects:

- Providing input and feedback in respect of partner projects relating to strategy actions where such input is sought by the SmartGrowth Strategic (Managers) Group (SSG) particularly with regard to sustainable development/management considerations
- Monitoring of relevant strategy actions.
- The development of statutory and non-statutory policies by the SmartGrowth Partners that either arise from the strategy or have the potential to impact on the strategy.
- SmartGrowth representations to regional and national forums and central government.
- Using the grassroots knowledge of the forum to alert SmartGrowth to emerging environmental matters and sustainability developments that may impact on SmartGrowth policy and direction.



4. Membership

The forum membership is representative of the wider community within the western Bay of Plenty and currently has representation from the following organisations:

- Papamoa Progressive Association
- Master Painters BOP
- Sustainability Options
- Sustainable Business Network
- Envirohub
- Toi-Ohomai Institute of Technology
- Tauranga Carbon Reduction Group
- Surf Break Protection Society
- Maketu Ongatoro Wetland Society
- Uretara Estuary Managers
- Friends of Puketoki and Friends of the Blade
- Welcome Bay Community Centre
- Aongatete Forest Restoration Trust
- Federated Farmers
- Fruit Growers Association
- New Zealand Planning Institute
- Royal Forest and Bird Protection Society of NZ
- Te Puke Environment Forum
- The Rock – Papamoa Community Garden
- The Sustainability Society
- Bay Conservation Alliance
- Toi Te Ora – Public Health Service BOPDHB
- Kaimai Settlers Association
- Permaculture NZ



5. Other SmartGrowth Forums and the SmartGrowth Strategic (Managers) Group (SSG) – Linkages and Reporting

In order to provide transparency, a member (an alternate can be appointed) of the other SmartGrowth Forums and the SSG (as selected by those groups) will be invited to attend and participate in the E&S Sector Forum meetings. The E&S Sector Forum may also appoint a member to attend and contribute to the wider Strategic Partner Forum. Meeting minutes and reports from each of the SmartGrowth Partner Forums will be made available to the other forums, to SSG and to SLG.

6. SmartGrowth Leadership Group (SLG) – Linkages and Reporting

The forum members are able to present to the SLG at any of the formal meetings with agreement of SLG Chair and at any agreed workshops, held between SLG and the forum. Annually SLG hosts a workshop with the forum (or combined with other forums) to discuss a range of matters and issues. The minutes of the forum meetings are provided to SLG as part of the regular reporting process and any particular issues are drawn out and highlighted in the bi-monthly report presented to SLG by the Independent Chair, Implementation Manager and Strategic Advisor.

7. Information Provision and Feedback

Relevant draft reports, ideas, submissions, and proposed initiatives are provided to the Forum for discussion and input prior to matters going to SLG for decision-making. These may be part of a meeting agenda item, or if between meetings, circulated by email to the Forum Chair, for feedback. This feedback will be presented to SLG.

8. Meetings Attendance and Presentations

The Independent Chair, Implementation Manager, Strategic Adviser and Well-Beings Implementation Officer may attend meetings from time to time, provide written reports, advice and seek input on various matters. SLG members may also be invited to attend the Forum from time to time.

Frequency - The Forum will meet bi-monthly, prior to the SLG meeting to provide information and feedback on specific issues directly relating to Strategy implementation.

Servicing - The Forum will be serviced by SmartGrowth through the Implementation Manager, for matters including venues, agenda circulation, minute-taking and report materials.

Chair - A chair will be appointed by the Forum

Environment and Sustainability Forum (E&S Forum) – Membership

Current Members	Representation
Barry Roberts	Federated Farmers
Buddy Mikaere	Combined Tangata Whenua Forum
Dean Tully	Toi-Ohomai Institute of Technology
Eddie Orsulich	Aongatete Forest Restoration Trust
Glen Crowther	Sustainable Business Network
Gray Southon	Tauranga Carbon Reduction Group
James Hughes	The Sustainability Society
Jo Wills	Sustainability Options
John Garwood	Fruit Growers Association
Julian Fitter	Maketu Ongatoro Wetland Society
Julie Midson	Kaimai Settlers Association
Lawrie Donald	Uretara Estuary Managers
Leo Murray	Permaculture NZ
Mary Dillon	Envirohub BOP
Mel Arnold	Toi Te Ora – Public Health Service BOPDHB
Michelle Elborn	Bay Conservation Alliance
Paul Hickson	Surf Break Protection Society
Riki Nelson	Master Painters BOP
Vicktoria Blake	Toi-Ohomai Institute of Technology
SmartGrowth Partner Staff	
Amy Brasch	Tauranga City Council
Glenn Ayo	Western Bay of Plenty District Council
Stephanie Macdonald	Bay of Plenty Regional Council

Paper A

SmartGrowth Social Sector Forum Meeting
Thursday 6 December 2018
School House, Historic Village, 17th Avenue

Forum Members Present	Carole Gordon (Chair-Supa NZ), Mary Dillon (Welcome Bay Community Centre) Liz Davies (Socialink), James Muir (NZ Christian Network BOP), Eddie Jackson (Age Concern), Peter Malcolm (Closing the Gap), Ewa Fenn (Multicultural Tauranga), Helen Stewart (Volunteer Service)
SmartGrowth	Vicki Jones (SmartGrowth Co-ordinator)
Other	
Partner Staff	Michael Vujnovich (TCC) Ana Hancock (TCC) presented on Proposed Tauranga Urban Strategy, Rachael Davie (WBoPDC) – apology, Megan Holmes (TCC) – apology
Apologies from forum members	Jo Gravit (Budget Advisory Service, Community Housing Trust), Beth Bowden (Te Tuinga Whanau), Sharon Hanna (Socialink), Anna Larsen
Previous Minutes and Actions	<p>Minutes of the previous 2 August 2018 meeting accepted as a true and correct record.</p> <p><u>Previous actions confirmed:</u></p> <p>All previous actions confirmed ongoing</p> <p>Page 9 update organisations to services, page 5 Ewa</p> <p>Page 9 The Hub is primarily for non-profit organisations and providers and open plan co-work space.</p> <p>Over 700 services to the community.</p> <p>Chair welcomed Helen Stewart, Manager of the Volunteering Bay of Plenty who will attend the SSF meetings going forward.</p>

		<p>Chair welcomed Ana Hancock to present today on the emerging themes that have come out the consultation process that took place 5 Oct – 5 November on the strategic documents Tauranga Urban Strategy and Future Development Strategy.</p> <p>Please email info@smartgrowthbop.org.nz for presentation.</p> <p>Next Steps:</p> <ul style="list-style-type: none"> • 12 December SmartGrowth Leadership Group Meeting • February provide comprehensive summary of feedback and report with recommendations for amendments. • April/May finalise Tauranga Urban Strategy
Forum submissions to the Future Development Strategy & Tauranga Urban Strategy		<p>Chair thanked Lisa Hickling for collating forum feedback and writing up the submission. Thanks expressed to Beth Bowden and the rest of the forum for their valuable feedback into the submission. The submission was well received at the SLG meeting on 31 October 2018.</p> <p>Carole noted in the SG newsletter thanks is expressed to all the forums and acknowledges the work completed. The forums contribution has been appreciated.</p>
Forum round table updates	Key areas of focus	<p>Michael – Annual planning process. 14 June 2019 new team members will start.</p> <p>Peter – Trying to get people to produce readable reports. Peter noted anyone that is interested in public relations should read the book Government for the public good, author Max Rashbrooke. Peter would like to look further into introducing the living wage for contractors, interested in the tax working group, well-being living standards.</p> <p>Liz – The Kollektive opened on 10 October very exciting. Big focus on numbers in 2019 and how we work collaboratively. Funding of \$25,000 received from SmartGrowth to complete the mapping the social sector database.</p>

		<p>Eddie – Age Concern growth and demand has been huge. Grief support services on the increase reviewing how much we can do with the resources we have. The last couple of years we have been focused on sustainable funding. Rental accommodation rises are having effect.</p> <p>Ewa - Tuesday last singing and dancing for 2018 in the Village 6.30 all welcome 2019 – 20th multi-cultural festival and 25 year of existence's</p> <p>Helen – Currently working on stakeholder engagement and streamlining systems and processes looking at strategic planning session in February and how to be sustainable.</p> <p>James – 2018 has been working on broken relationships. Cliff road event took place recently inspired by the mapping social project on marriage and family life, breakup of families is huge and we need to work on this bringing real outcomes. How to strengthen family life we will look at in 2019.</p> <p>Carole - Super NZ held successful ageing symposium different people involved from across the sector. Looking at making place for older people. Carole is undertaking transport research work (engaging older people) funded by BOPRC.</p>
Housing Elder Housing		None
SmartGrowth Update		<p>Chair welcomed Bill Wasley:</p> <p>Bill acknowledged the Social Sector Forum's input into the Tauranga Urban Strategy and Future Development Strategy noting it was a significant piece of work all the forums submitted on. The SmartGrowth Leadership Group next workshop will be held on 12 December to discuss and understand the emerging themes from the consultation/submissions.</p>

		<p>Urban Form & Transport Initiative –The focus is to rekindle and make sure all the partners including the NZTA are around the table.</p> <p>Key projects: Transport planning, funding and multimodal. Development of Stakeholder Strategy engagement and getting all partners signed up.</p> <p>Multimodal – It’s not one need or the other. What’s provided and when. It’s not a change that happens overnight there are lots of different parts. Bill is pleased to see progress made for example cycling in the network.</p> <p>Forum partnership review – This is currently on hold due to other key projects. This will be reviewed for progress discussions at end of first quarter 2019.</p> <p>Housing work streams –March 2018 SmartGrowth Leadership Group signed off the Housing Needs Research this was multi funded. Agreed four pillars in regards to the housing work, partner councils have picked up different pillars. Bill gave credit to Western Bay of Plenty District Council and Tauranga City Council commending the leadership of Philip King who picked up some of the work responsibilities. Bill has proposed additional funding under the housing budget line for 2019.</p> <p>Mary noted: Okoramo structure planning is happening and it might be useful for the forum to review.</p> <p>Bill noted Phil Twyford the minister of housing is looking to roll over the housing legislation. They will have requirements around it.</p> <p>Bill acknowledged and expressed thanks on behalf of the partnership to the forums noting the input throughout the year has been valuable.</p>
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Urban Form and Transport Initiative		Urban Form and Transport Initiative <ul style="list-style-type: none"> • UFTI Presentation to the SmartGrowth Leadership Group 21 November 2018 UFTI presentation 21 November 2018 • Transport Stocktake and Gap Analysis PowerPoint from 21 November 2018 (Paper C) of the agenda SmartGrowth Partnership Reports November 2018
General Business		Carole thanked the forum for their contribution throughout 2018, valuable input.
Key message for SmartGrowth Leadership Group		None
	Action	
Meeting Closed at 12:00pm		Next Meeting at School House , Thursday 7 February 2019, 9.30-12pm

Outstanding Actions

1.	Liz	Housing Trust – invite Andrew Wilson Manager of Accessible Properties to talk about Social Housing once confirmed inform Chair.
2.	Tessa/Kathy	Compile list of prospective forum members - ongoing
3.	Carole	Discuss report from housing working groups once released. Eco housing required, discussion with TCC regarding city transformation, community committee, and meeting with the two Chairs & Mayor.

Report to	SmartGrowth Leadership Group
Meeting Date	20 March 2019
Author	Partner Council Chief Executives
Purpose	UFTI Project Update: Principles, Project Plan, Briefing Papers, Communications & Engagement Strategy

1. Introduction & Context

The UFTI project has reached the stage where Phase 1 is virtually complete which required the development of a project plan; resourcing plan (which is still under consideration by Chief Executives) discussions on procurement and potential funding arrangements; and the pending appointment of a Project Director.

While for some members progress may have not been as fast as envisaged, it has been important to take the time to get the arrangements anchored across the partners and with NZTA who have a national approach and obligations. The project is now at the stage where proposed phases 2-4 have been scoped; procurement processes are underway in respect of obtaining the services of a Project Director to drive the project on behalf of the partners; and a Technical Director. The nature and scope of support resources will follow once the Project Director is appointed.

It is noted that the NZTA has signed off on the terms of reference recently and all partners have committed to the UFTI partnership approach and scope of work to be undertaken.

The development of a robust and agreed evidence base across the UFTI partnership is a critical foundation for making progress in addressing transport and urban form matters. The western Bay of Plenty sub-region is in competition with a number of other areas particularly when it comes to seeking government funding.

2. Project Overview- A3 Documents

The attached A3 documents provide a Project Overview and an overview of the Communications & Engagement Strategy. They are intended to be used in communicating the nature and scope of the UFTI project and its various components.

The meeting will focus on the A3's as they contain key elements of the below mentioned documents.

3. UFTI Principles

On page 1 of the UFTI Update A3, a number of principles are outlined in respect of partnership, protocols, and solutions. Feedback and input on these, is sought from the SmartGrowth Leadership Group, and to sign off on them in 'principle'. Amendments and additional principles may emerge

during the project. Many of the principles build on existing ones contained in the SmartGrowth strategy.

4. UFTI Project Plan- Draft

The attached plan has been considered and approved by the Executive Review Group at its meeting on 6 March 2019. The draft has also been discussed at a recent Project Sponsors Group. However, the plan is remaining as a draft to:

- accommodate any feedback and input from the Leadership Group; and
- Enable the project director, when appointed, to influence the project plan and own the delivery thereof.

David Cunliffe of Stakeholder Strategies will be in attendance to present on the plan and respond to queries members may have.

Responsibility for approval of the final project plan sits with the Executive Review Group.

5. Briefing Papers

A number of briefing papers are attached for discussion and comments are sought on these. The papers cover what are considered to be the most important topics for consideration by UFTI.

They are intended to highlight the current state of knowledge, the challenges, opportunities, approach and deliverables in respect of each key area of work.

Also, they will help ensure the thinking of all parties is aligned on each key area, and if thinking is not aligned, highlight what issues require further research and analysis

The papers will also provide a working base of material for use in stakeholder communications.

Those papers in particular (but not limited to) where comments are sought, include 'near Term Projects'; 'Mode Shift'; Multi Modal Transport Options', and 'Housing Supply'.

6. Communications & Engagement Strategy

A high- level strategy is attached for comment and noting. Scott Campbell of Campbell Squared will be in attendance to present and respond to queries.

7. Recommendations

That the SmartGrowth Leadership Group receives the report and subject to any comments and input;

- Endorses the UFTI principles;

- Notes the draft project plan;
- Notes the briefing papers as a basis for issue identification for consideration in the UFTI project;
- Notes the high- level communications and engagement strategy



Forum Update	Social Sector & Environment Sustainability Joint Forum Meeting
Meeting Date	Thursday 4 April 2019
Author (s)	Mathew Stewart, Principal Strategic Advisor - Tauranga City Council
Purpose	To provide an update on the Tauranga Parking Strategy

Tauranga Parking Strategy Update

Project progress

Collecting evidence/information, including:

- Parking surveys were completed in and around Mount Mainstreet and City Centre in early December 2018 and also again at Mount Mainstreet in the second week of January 2019. We are still awaiting the report on these surveys from our consultant.
- Market research primarily focused on Mount Mainstreet and the City Centre from December 2018 – February 2019. This research sought to understand what the people of Tauranga value in a town/city centre, their travel habits, things that needed improving in our centres and their attitudes towards parking.
- Looking at the costs of providing off-street parking.
- Looking at future parking demand for the city centre.
- Examples and research from around New Zealand and the world on parking management and successful centres.
- Investigating the issues that were raised by stakeholders during the engagement completed during the latter part of 2018, ensuring we have the evidence to confirm and respond to these issues and creating some draft recommendations for the Parking Strategy. This bit of work is nearing completion.

Next steps

- Late April – present evidence/findings and draft recommendations to Councillors for feedback. Take this feedback on board.
- May/June – reconnect with key stakeholders. Present evidence/findings and draft recommendations for feedback. Take feedback on board. Sorry I acknowledge that this is later than originally planned. Unfortunately things are taking a little bit longer to progress due to the size of the evidence base being collected and analysed (which we think is necessary to help us all make informed decisions), delays to the parking survey reports and ensuring that we give Councillors time to review and comment on the work to date before we present it to key stakeholders.