NOTICE OF MEETING

Notice is hereby given of a Meeting of the Events Committee to be held in the Council Chambers, First Floor, Civic Administration Building, 101 Esk Street, Invercargill on Thursday 23 June 2016 at 9.00 am

Cr Peter Kett (Chairperson)
His Worship the Mayor, Mr T Shadbolt
Cr D Ludlow

Richard King
CHIEF EXECUTIVE
Moved, seconded that the public be excluded from the following parts of the proceedings of this meeting; namely

(a) Funding Application – Cycling Southland
(b) Funding Application – New Zealand Breakers Pre Season Game
(c) Burt Munro Accountability Report
(d) Confirmation of Public Excluded Minutes of Events Committee Meeting held on 28 April 2016

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1)(d) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

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<th>Ground(s) under Section 48(1) for the passing of this resolution</th>
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<td>Section 7(2)(i)</td>
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◆◆◆◆◆◆◆◆◆◆◆◆◆
1. **APOLOGIES**

Richard King.

Moved Cr Kett, seconded His Worship the Mayor and **RESOLVED** that the apology be accepted

2. **MINUTES OF THE MEETING OF THE EVENTS COMMITTEE HELD ON 26 FEBRUARY 2016**

Moved Cr Ludlow, seconded Cr Kett and **RESOLVED** that the minutes be received as a true and correct record.

3. **MATTERS ARISING**

Nil.

4. **FINANCIAL UPDATE**

The financial report had been circulated.

Cr Ludlow said a query had been raised at the Finance and Policy Committee as it said that the Events Fund was $70,000 over budget which was not the correct wording because the Committee had approved funding with the knowledge that there was carry forwards to be used. He asked that Mr King or Mr Johnston report back with a suggestion on how the finances could be levelled back so it did not show over budget. A formal resolution would be needed to bring $72,000 from the reserves. Cr Kett said looking at the Creation / Promotion Funds, there were two large items this year which were one off. He would rather see smaller applications coming in for family friendly events.

His Worship the Mayor it had to be made clearer. He said a Councillor had suggested that the Committee publish all applicants who applied for funding, even those rejected by the Committee. He felt uncomfortable about this and did not want to cause embarrassment. Cr Ludlow said this was two separate issues raised around information and reporting in the Events Committee and what Councillors expressed was a desire to see a six monthly on what had received funding.
He suggested publishing a list of applications received. Ms Brown said Venture Southland could help with this reporting.

Moved Cr Ludlow, seconded His Worship the Mayor and **RESOLVED** that the Committee ask Mr King to clarify the funding situation and that a six month report be issues outlining all funding applications, successful and unsuccessful.

Moved Cr Ludlow, seconded Cr Kett and **RESOLVED** that the Financial Update be received.

Cr Ludlow asked Ms Brown to pass on his congratulations for a spectacular start to the Festival of the Arts. Ms Brown wanted to acknowledge the funding received for Festival of the Arts. His Worship the Mayor asked whether Invercargill had the infrastructure to cover the big events that were coming. At some stage there needed to be thought given to facilities to accommodate events.

5. **URGENT BUSINESS**

Nil.

6. **COMMITTEE IN PUBLIC EXCLUDED SESSION**

Moved Cr Ludlow, seconded His Worship the Mayor and **RESOLVED** that the public be excluded from the following parts of the proceedings of this meeting, namely:

(a) **Funding Application – National Basketball League Limited**
(b) **Funding Application – Invercargill Gymnastics Club**
(c) **Confirmation of Public Excluded Minutes of Events Committee Meeting held on 26 February 2016**
(d) **Urgent Business**

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1)(d) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

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## EVENTS FUND - Creation/Promotion

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<tbody>
<tr>
<td>Annual Budget Funding</td>
<td>100,000.00</td>
<td>100,000.00</td>
<td>100,000.00</td>
</tr>
<tr>
<td>Reserve Balance from prior year</td>
<td>124,516.01</td>
<td>125,516.01</td>
<td>186,220.27</td>
</tr>
</tbody>
</table>

**Spend:**
- Stadium - Joseph Parker fight: 50,000.00
- Stadium - NZ Breakers match: 5,000.00
- Southland Basketball Association Inc.: 2,000.00
- Fireworks display: 20,000.00
- Southland Sports Car Club: 10,000.00
- Invercargill Leisure Marching Nationals: 3,000.00
- Stadium - Nigella Lawson event: 10,000.00
- Stadium - World Sheep Shearing event: 20,000.00
- Blondini Enterprises - "Goodbye Prok Pie" film: 36,000.00
- National Basketball League Events funding: 10,000.00
- Christmas Variety Show: 6,000.00
- SBHS - Secondary Schools Culinary Challenge: 5,000.00
- Volleyball Southland - Beach Volleyball tournament: 5,000.00
- Venture Southland - Ride the Soldiers' Train: 5,000.00
- Southland Art Society - City Gallery: 2,000.00
- Invercargill Repertory - Once on Chunuk Bair: 500.00
- Highlanders Trust - Super Rugby fixture: 8,000.00
- Bluff Promotions: 1,000.00
- Heritage South: 4,000.00
- Seniors Celebrate - Have A Go Day: 2,000.00
- Stadium - Ukelele GAL (to be paid): 795.74
- Peter Arnett Film: 15,000.00
- Southland Wild Foods Festival: 30,000.00
- Civic Events Limited: 2014 Winery Tour: 18,000.00
- 2013 Stadium Southland Christmas show: 8,000.00
- CUE Productions – ‘Paul Potts’: 18,000.00
- A2B Yacht Race: 15,000.00
- 2014 International Secondary Schools’ Culinary Challenge: 5,000.00
- Southern Filmmakers Trust - James Wilkinson: 7,000.00
- Poppy Boys' film - Patrick Gillies: 10,000.00
- National Brass Band Championships: 3,000.00

**Total spend**: 99,000.00 | 39,295.74 | 176,000.00

**Balance remaining**: $125,516.01 | $186,220.27 | $110,220.27

## EVENTS FUND - Iconic Events

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<td>100,000.00</td>
<td>100,000.00</td>
</tr>
<tr>
<td>Reserve Balance from prior year</td>
<td>45,000.00</td>
<td>55,000.00</td>
<td>5,000.00</td>
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<tr>
<td>Monies from Bluff Borough Council amalgamation</td>
<td>70,000.00</td>
<td>-</td>
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</table>

**Total**: 145,000.00 | 225,000.00 | 105,000.00

**Spend:**
- Buskers Festival: 25,000.00
- Burt Munro: 30,000.00
- Cycling Southland - Tour of Southland: 20,000.00
- Venture Southland - ‘Southland Festival of the Arts’: 10,000.00
- Sport Southland - Surf to City: 17,391.00
- Kidzone: 5,000.00
- Maruhiike Maori and Pasifika Trust - Polyfest: 15,000.00
- Bluff Oyster & Food Festival Committee: 100,000.00
- Southland Sports Car Club: 15,000.00

**Total spend**: 90,000.00 | 220,000.00 | 147,391.00

**Balance remaining**: $55,000.00 | $5,000.00 | -$42,391.00
Kia ora Michelle,

Please see attached copies of the draft Choice As events agreements Healthy Families Invercargill has developed to aid event organisers in planning healthy events in our community.

These documents have been created after consultation with event organisers and in partnership with our Healthy Families Invercargill leadership group, which includes deputy mayor Darren Ludlow.

Our hope is that they will be considered by the Events Committee and added to the Invercargill City Council website to sit alongside the other information and forms provided for event organisers, with the following question:

‘If your Event will have food and beverage available for members of the public to purchase or consume, will there be healthy options available? (For information on healthy options refer to Invercargill’s Choice As Events Guide)’

We aim to finalise the documents by 10 June 2016 and for the guide to go on the following websites:

- ICC
- Venture Southland
- CTOS
- ILT
- Sport Southland
- Healthy Families Invercargill

Any queries, feel free to contact me.

Regards,

Nathan Burdon
Communications and Engagement Advisor
Healthy Families Invercargill

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The information contained in this email is confidential and intended for the addressee only. If you are not the intended recipient, you are asked to respect that confidentiality and not disclose, copy or make use of its contents. If received in error you are asked to destroy this email and contact the sender immediately. Your assistance is appreciated.
Choice As Events

Our community takes pride in their health and wellbeing. By doing your best to provide a healthy experience at your event you are creating a more vibrant event experience and promoting a healthier future for the community. Here’s a list of things to consider when planning an event.

1. **CONSIDER NEW MENU OPTIONS**
   - Explore healthier and fresher options.
   - Think about including dietary options like vegetarian and gluten-free.
   - Look at portion sizes, and have healthy combo options that are priced the same, or less than, unhealthy options.
   - Sell and promote water as the drink of choice.
   - Use the Food & Beverage Subcontractors Agreement Generic Template for Events as a guide. (link)
   - If having a sausage sizzle fundraiser use the **Choice As Sizzle** guide. (link)

2. **INTEGRATE FITNESS**
   Think of fun and fresh ways to mix fitness into your event:
   - have an active session, or optional fitness experiences throughout the event for children to choose from
   - Move to groove, interactive games and demonstrations from local clubs, (make sure the music is energetic but also family friendly)
   - A walking trail encourages kids to take a walk around the grounds
   - Consider using an event space such as parks or gardens with playgrounds

3. **MAKE YOUR EVENT SMOKEFREE**
   You can play a big part in promoting smokefree outdoor areas. Contact the smokefree officers at Public Health South (03) 211 0900 (link)

4. **BE ALCOHOLWISE**
   Does alcohol need to be served at your event? Make the event the focus, rather than drinking. If there are families involved in your event then it should be alcohol free.
   Where facilities are licensed to provide alcohol at events they should not be provided in excessive quantities and should be served in accordance with the Sale and Supply of Alcohol Act 2012. Ensure that there are defined areas for alcohol consumption and...
discourage irresponsible promotions which lead to rapid consumption of alcohol. Contact the Invercargill District Licensing Committee. (link)

5. FAMILY FACILITIES
   • breastfeeding facilities, change tables and changing areas
   • sunscreen and shaded areas
   • toilet facilities and first aid
   • safety, lighting, accessibility, free transport, traffic management and risk management plans
   • consider the environment (waste management) (links)

6. INCLUDE THE CHOICE AS FACTOR
   • encourage posts about healthy habits during your event with your event hashtag, or have your guests check into healthy activities or healthy booths at your expo.
   • Give out prizes that align with health messages. (link to POD award)
   • Have a Choice As Family Zone with:
     - healthy cooking demonstrations
     - bicycle safety demonstrations
     - Check It Out stations. Volunteers at this station provide families with information about living a healthy life and link them to resources available within the community
     - picnic areas
     - farm fresh booth
     - water and snack stations (i.e. orange slices, low-fat yogurt with berries, etc. for kids to fuel-up)
     - use champions as great role models to help promote health messages
     - signage promoting healthy messages
     - promotion and advertising. Be aware of the powerful effect this has on children (links to health agencies)

Everyone who goes to an event is busy and trying to soak up as much of the experience as possible, but that doesn’t mean their health should suffer. Do your best as the event planner to have some healthier options and create a

Choice As Event.
GENERIC TEMPLATE FOR EVENT PLANNERS (INSERT ORGANISATION NAME)

FOOD & BEVERAGE SUBCONTRACTORS AGREEMENT

The places where we spend our time are the foundation for a healthier future. The food environment plays a major role in the food choices that people make. Any positive changes to the food environment can begin to shift momentum. We move away from a community that so easily promotes unhealthy eating, and toward a community where healthy eating is the default choice.

Step 1: Insert a food and beverage criteria for your event: (see examples a. and b. on the next page or customize your own)

Step 2: Insert a food and beverage guideline for your event: (see examples next page or customize your own)

FOOD AND BEVERAGE SUBCONTRACTORS AGREEMENT

Please state all food and beverages intended for sale or provision at the event:
(Fill in and return this form to ...............Events Team (Insert organisation name, number and email details)

| Event: | Date: |

<table>
<thead>
<tr>
<th>Food or Beverage Item:</th>
<th>Brand (if applicable)</th>
<th>Unit size</th>
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Subcontractor Name:_________________________________________  Signature:_____________________________________
Contact phone:______________________________________________  Date:_________________________________________

Making healthy choices easier where we live, learn, work & play
**Step 1: Organisation Criteria for Event regarding Food and Beverage Examples:**

a) XXX organisation expect the Food and Beverage sub-contractors to offer and promote healthier foods and beverages. (Healthier foods defined as those foods lower in fat, sugar, salt and energy and higher in nutritional value and fibre). *(This option implies change and a shift in choice).*

b) XXX organisation expect the Food and Beverage sub-contractors to offer and promote some healthier foods and beverages options.

**Step 2: Define the Food and Beverage Guideline Examples:**

a) There are certain foods that are high in energy and/or saturated fat and/or added sugar and/or salt and provide minimal nutritional value. These beverages and foods stated below are to be limited at (insert organisation name) organised events.

- Deep-fried foods
- Pastry items
- Confectionary
- Energy dense nutrient poor packaged snack foods like crisps
- Sugar sweetened beverages
- Alcohol

b) Food and Beverage subcontractors that provide healthier options will be given priority for contracts. *(Insert some of the criteria below or above from example one, that fit your event)*

- Our event is aiming for (50%) healthier options, (choose your percentage)
- Unhealthy Foods and Beverages are only to be available for set hours between...
- Sugar sweetened beverages not to be displayed
- Indicate on this form what makes your items healthier, include ingredients or cooking methods
- Rewards or gifts to children not to be “treat foods”
- Avoid selling fried foods
- Price leverage healthy options- right sized portion healthier foods priced lower/same than those foods/beverage items that are not healthy
- Unhealthy foods and beverages will not be promoted through advertising
- Healthier option vendors will be given premium locations
- Unhealthy Foods and Beverages are to be available in small serve options only
- A maximum of 20% items available at our event are unhealthy foods, (choose your percentage)
- Low sugar option beverages to be provided only: these include water, plain low fat milk, flavoured milk, dilute fruit juices or flavoured water
- Vendors have completed The Chip Group training
- Avoid selling confectionary
- Where facilities are licensed to provide alcohol at events they should not be provided in excessive quantities and served in accordance to the Sale and Supply of Alcohol Act 2012. Low alcohol, non-alcohol and water must also be available.
Food safety regulations
The subcontractor shall comply with the Food Hygiene Regulations and have their own food safety plan registered at the (Insert Organisation City) City Council.
(Insert email link for organisation city council guidelines and contact).

Food choices
To ensure that healthier foods will be available, the subcontractor provides food consistent with the MOH Food and Nutrition Guidelines to Eating and Physical Activity Guidelines. See below for examples.

Provide a variety of foods
- Use a variety of grainy breads, cereals, pasta and other grain products, preferably wholegrain
- Aim for 50% of the sandwiches to be made from wholemeal/wholegrain bread
- Use lean and skinless meats and minimize processed meat where possible. Consider alternatives like legumes (E.g. hummus, bean salad)
- Add vegetable and fruit choices
- Prepare meals with minimal added fat (especially saturated fat) and use unsaturated fat such as margarine or oil (E.g. canola, sunflower or olive oil) for cooking instead of saturated fats such as butter, dripping and lard.
- If using a spread, choose an unsaturated spread such as margarine and only use a small amount. Where possible do not pre-spread baking items with margarine.
- Choose low fat cooking methods such as grilling, boiling, steaming or microwaving. After grilling or roasting, stand meat on a rack to let the fat drain off.
- Choose low fat varieties of sauces and dressings. Serve sauces and dressings separately where possible or otherwise use sparingly.
- Reduce salt by adding little or no salt to cooking. Don’t include salty ingredients. Spices, herbs, vinegar, or lemon juice can be used as an alternative. If using salt, use iodised salt.
- Have appropriate serving sizes
- Have free water available at all times and provide healthy food choices and a non-alcoholic alternative where alcohol is provided.
- Where milk or other dairy products are served always offer a reduced fat variety.

For further information www.heartfoundation.org.nz/hospitality-hub.

Choice As Sizzle Checklist:

☐ Switch the bread to wholegrain slices
☐ Ditch the margarine, limit the oil, have some split pre-cooked sausages if only providing sausages
☐ Swap the sauce to lower salt and sugar types
☐ Add some vegetables
☐ Do not sell sugar sweetened beverages

To download a copy of Choice As Sizzle www.healthyfamiliesinvercargill.org.nz