



AGENDA

Meeting of the:
**Community, Environment & Services
Committee**

**Commencing at 4:30pm
on Wednesday 17 May 2023**

*To be held at the
Clocktower Chambers
Palmerston Street
Westport*



CORE COUNCILLOR ROLE AND RESPONSIBILITIES

- The Governance role entails:
- Strategic planning and decision-making;
 - Policy and strategy review;
 - Community leadership and engagement, and stewardship;
 - Setting appropriate levels of service;
 - Maintaining a financially sustainable organisation; and
 - Oversight/scrutiny of Council's performance as one team.

The governance role focusses on the big picture of 'steering the boat' - management's role focusses on 'rowing the boat'

Our commitments to best support each other and meet the challenges and opportunities of 2023 include:

CLEAR AND RESPECTFUL COMMUNICATION

We are committed to:

- Actively listening and not interrupting;
- Remaining conscious of 'tone', body language, and amount of time speaking (allowing time for others);
- Responding/answering in a timely manner; and
- Being honest, reasonable, and transparent.

TRUST AND RESPECT

We recognise that trust and respect must be earned and that a team without trust isn't really a team. Trust can be built by:

- Valuing long-term relationships;
- being honest; honouring commitments; admitting when you're wrong; communicating effectively; being transparent; standing up for what's right; showing people that you care; being helpful; and being vulnerable.

CONTINUOUS LEARNING AND IMPROVEMENT

Continuous learning and improvement are critical for growing together as a team.

We are committed to constantly reviewing what is going well and what needs to improve in relation to the way we work together, the processes we follow, and the outcomes we deliver.

NONE OF US IS AS SMART AS ALL OF US

Community, Environment and Services Committee

Reports To:	The Council
Chairperson:	Joanne Howard
Deputy Chairperson:	Rosalie Sampson
Membership:	The Mayor, all Councillors and Māori Representative
Meeting Frequency:	Bi Monthly
Quorum:	A majority of members (including vacancies)

Purpose

The Community, Environment and Services Committee is responsible for:

1. Guiding and monitoring the provision of strategic community infrastructure and services to meet the current and future needs of the district and its communities.
2. Governance of recreational, event, and community facilities and amenities.
3. Facilitating community and stakeholder involvement and discussion on community infrastructure, community safety and community wellbeing matters.
4. Funding to benefit the social, cultural, arts and environmental wellbeing of communities in Buller District.
5. Advising Council on the best ways to improve Buller district's people quality of life environmentally, socially, culturally and economically by protecting and enhancing the local environment.
6. Guiding the development of Council's Climate Change Adaptation Plan.
7. Facilitating Council's engagement with stakeholders and communities of interest, including but not limited to the Punakaiki community and Youth.

In addition to the common delegations on page 7, the Community, Environment and Services Committee is delegated the following Terms of Reference and powers:

Terms of Reference:

1. To provide direction on strategic priorities and resourcing for community infrastructure aligned to district development and oversight of strategic projects associated with those activities.
2. To develop policy, approve community-related strategies and plans, and monitor their implementation, including Council's Climate Change Adaptation Plan.
3. To receive and consider presentations and reports from stakeholders, government departments, organisations and interest groups on community development and wellbeing issues and opportunities.

4. To monitor Buller's social demographics and social climate to assess current and future impacts on the Council and Buller communities.
5. To determine the funding priorities for the Community Grants Allocation Panel, Long Term Plan and Annual Plan.
6. To determine the priority of Council projects suitable for contestable and philanthropic funding, excluding NZTA funding.
7. To coordinate and make decisions on proposals, applications for external funding, and the distribution of Council funding and funding provided to Council for the environment, public art, recreational and community facilities and amenity.
8. To monitor and oversee the delivery of Council's non-financial performance and non-financial key projects, against the Long Term Plan, excluding key performance indicator reporting which is the responsibility of the Finance Risk & Audit Committee.
9. To monitor Council sustainability principles and actions.
10. To monitor and oversee the Reserves and Halls Subcommittees.
11. To monitor and oversee the Creative Communities Subcommittee.

The Committee is delegated the following powers to act:

- Performing the Council's functions, powers and duties (excluding those matters reserved to the Council by law, by resolution of the Council or as otherwise delegated by Council) under the Burial and Cremation Act and the Reserves Act.
- Approval of applications for Council projects suitable for contestable and philanthropic funding.
- Approval of distributions from Council's contestable grant funding.

The Committee is delegated the following recommendatory powers:

- The Committee may make recommendations to Council.
- The Committee may make recommendations to other Committees.

Special Notes:

- The Deputy Chairperson has responsibility for the Council grants portfolio under this Committee.
- The Chief Executive Officer and Group Manager Community Services are required to attend all meetings but are not members and have no voting rights. Other Council officers may attend the committee meetings, as required.
- Written updates may be requested to be provided to Council meetings from the Chair and Group Manager Community Services from time to time.

Oversight of Policies:

- *Dwellings on Unformed Legal Road*
- *Housing for the Elderly*
- *Building on Reserve Land*
- *National Representation – Financial Assistance*
- *ANZAC Day Observance*
- *Community Grants*
- *Smokefree Environments – Council Buildings and Public Spaces*
- *Use of Council Parks, Reserves and Buildings*
- *Verandas Over Public Places*
- *NZLGA Annual Conference and Zone Meetings*
- *Petitions/Referenda*

Common Delegations

The following delegations from Council are common to the Risk and Audit Committee, the Community, Environment and Services Committee and the Regulatory, Hearings and Planning Committee within their respective areas of responsibility.

General Principal

1. The work of these Committees will be in accordance with the priorities and work programme agreed by the Council.
2. These Committees have the powers necessary to perform the Committee's responsibilities, in accordance with the approved Long Term Plan and Annual Plan budgets. Subject to confirmation of compliance with the financial strategy.

These Committees will:

Strategy, plans and policy

1. Develop and agree to strategies, plans and policies for the purposes of consultation and/or engagement with community.
2. Recommend to Council for adoption.
3. Monitor and review as and when required.

Bylaws

1. Develop and agree to the statement of proposal for new or amended bylaws for consultation.
2. Recommend to Council new or amended bylaws for adoption.

Consultation and engagement

1. Ensure appropriate, effective and transparent engagement with the community, tangata whenua and other stakeholders.
2. Conduct any public engagement required on issues before the Committee, in accordance with Council's Significance and Engagement Policy.
3. Conduct hearings, where appropriate, to consider submissions from members of the public and external organisations, making determinations on such matters unless they are reserved for Council to decide.

Submissions and legislation

1. Approve submissions to external bodies/organisations on legislation and proposals, related to the Committee's areas of responsibility, that impact governance policy or matters.
2. Monitor and oversee strategic projects and programmes.
3. Monitor Council's Asset Management Plans/Strategic Infrastructure Plan.

Contracts

1. Approve and monitor contracts and other legally binding arrangements provided that such contracts/arrangements:
 - a) Do not require the approval of the whole of Council; and
 - b) Fall within the budget approved under the Long Term Plan or Annual Plan and have a value exceeding the Chief Executive's financial delegation.

Other

1. Consider and make decisions which are within the Chief Executive Officer's delegations, and which the Chief Executive Officer has referred to the Committee for recommendation to Council.
2. Consider and make decisions on operational matters that fall within a Committee's area of responsibility that are outside of delegations to the Chief Executive Officer or other Council officers.
3. Commission new Committee reports and work required to respond to significant or compliance issues, or to complete the agreed programme of Council.
4. Monitor Audit recommendations and ensure completion.

Community Environment & Services Committee

17 May 2023 04:30 PM



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COMMUNITY, ENVIRONMENT & SERVICES COMMITTEE

17 MAY 2023

AGENDA ITEM 1

Prepared by Krissy Trigg
Group Manager Community Services

APOLOGIES

1. REPORT SUMMARY

That the Community, Environment and Services Committee receive any apologies or requests for leave of absence from elected members.

2. DRAFT RECOMMENDATION

That there are no apologies to be received and no requests for leave of absence.

OR

That the Community, Environment and Services Committee receives apologies from (insert councillor name) and accepts councillor (insert name) request for leave of absence.

COMMUNITY, ENVIRONMENT & SERVICES COMMITTEE

17 MAY 2023

AGENDA ITEM 2

Prepared by Krissy Trigg
Group Manager Community Services

MEMBERS INTEREST

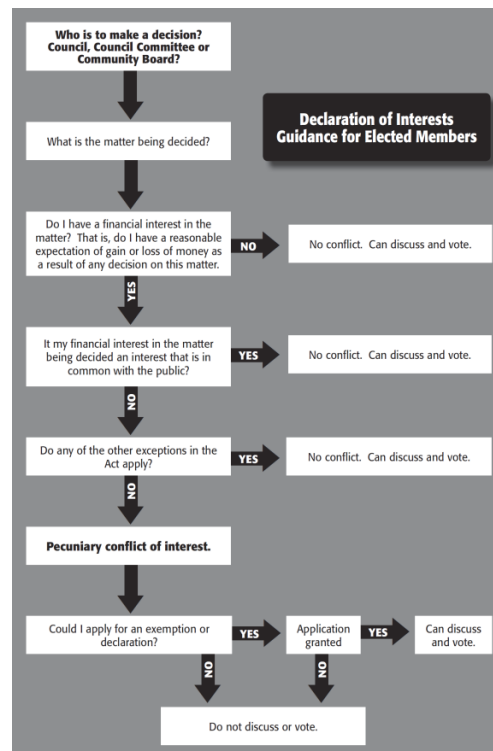
Members of the Community, Environment & Services Committee are encouraged to consider the items on the agenda and disclose whether they believe they have a financial or non-financial interest in any of the items in terms of Council's Code of Conduct.

Councillors are encouraged to advise the Governance Assistant, of any changes required to their declared Members Interest Register.

The attached flowchart may assist members in making that determination.

DRAFT RECOMMENDATION:

That Members of the Community, Environment & Services Committee disclose any financial or non-financial interest in any of the agenda items.



COMMUNITY, ENVIRONMENT & SERVICES COMMITTEE

17 MAY 2023

AGENDA ITEM 3

Prepared by Krissy Trigg
Group Manager Community Services

CONFIRMATION OF MINUTES

1. RECOMMENDATION

That the Community, Environment & Services Committee receive and confirm minutes from the meeting of 15 March 2023.

**MEETING OF THE COMMUNITY, ENVIRONMENT AND SERVICES COMMITTEE,
HELD AT 3.30PM ON WEDNESDAY 15 MARCH 2023 AT CLOCKTOWER
CHAMBERS, PALMERSTON STREET, WESTPORT.**

PRESENT: Chair J Howard, Deputy Chair R Sampson, Mayor J Cleine DM A Basher, Councillors P Grafton, G Neylon, T O'Keefe, A Pfahlert, C Reidy, L Webb, G Weston

APOLOGIES:

IN ATTENDANCE: R Townrow (Acting CEO), K Trigg (Group Manager Community Services), M Williams (GM Infrastructure Services), M Schwill (Communications and Community Services Officer), G Barrell (Governance Secretary)

PUBLIC FORUM:

Theo Morra - Chase Security Ltd

Theo spoke to his application. The product Quantum is to protect users' security and privacy online.

For trial periods when a credit card is required, this product generates a card the user can pay via.

This is single use and expires at the end of the trial preventing the company from charging.

It is location and merchant locking.

They are seeking funding for gaming hub at old Subway.

Games will be a library of games people can choose from or people can login and use their own.

They will provide gaming gear.

There would be locks on all equipment to prevent theft.

They intend to have security staff.

This is not aimed at any specific demographic.

The hours plan to be 8am - 8pm Monday to Saturday.

The software provides locks for ages and ID will be required for proof of age.

Federated Login is supported meaning this provides temporary school logins and can also lock out students that should be in school.

MEETING DECLARED OPEN AT 3.48pm

1. **APOLOGIES (Page 6)**
Discussion

N Tauwhare will be late

RESOLVED:

That the Community, Environment and Services Committee note that N Tauwhare will be late.

Cr G Weston/Cr L Webb
11/11
CARRIED UNANIMOUSLY

2. **MEMBERS INTEREST (Page 7)**
Discussion

Cr L Webb - Inangahua Junction Reserve and Hall Subcommittee - she will abstain from the votes for these.

Cr R Sampson - Little Wanganui Subcommittee and Karamea Subcommittee - she will abstain from the votes for these.

Cr T O'Keefe - Mokihinui subcommittee - she will abstain from votes in this.

Cr J Howard - KNECT Trustee and Heritage Jewellers - she will abstain from votes in these.

RESOLVED that Members of the Community, Environment & Services Committee disclose any financial or non-financial interest in any of the agenda items.

Mayor J Cleine/DM A Basher
11/11
CARRIED UNANIMOUSLY

3. **CONFIRMATION OF MINUTES (Page 8)**
Discussion

10/10 not 9/9 - *noted and amended*

RESOLVED that the Community, Environment and Services Committee receive and confirm minutes from the meeting of 9 November 2022 noting the above amendment.

Cr J Howard/Cr A Pfahlert
11/11
CARRIED UNANIMOUSLY

There was discussion around the requirement to have names of those voting against a movement recorded. Current Standing Order 28.2 advises:

The minutes must record:

(p) the names of any members requesting that their vote or abstention be recorded;

This should go to Full Council if an amendment is to be made.

For today's meeting, it will be as per Standing Orders and members requesting to have their name recorded shall have it done.

4. ACTION POINTS (Page 20) Discussion

002: Complete

0010: There had been no room for a meeting for senior housing before CESC. A meeting to come prior to next month. This Action Point has been pushed extended until next meeting.

0018: An assessment has been done. It was advised there would be a significant capital expenditure required to bring the hall up to standard and this issue would need a decision from council. Cr G Neylon advised that most locals prefer demolition. This Action Point has been extended until May CESC.

0019: A meeting was held in December with Jackie in Ngakawau. This item is completed.

RESOLVED that the Community, Environment & Services Committee receive the Action Points for information.

DM A Basher/Cr A Pfahlert

10/1

Cr C Reidy against

CARRIED

5. REVIEW OF COUNCIL'S CLASS 4 GAMBLING AND TOTALISATOR AGENCY BOARD (TAB) VENUE POLICY (Page 25) Discussion

K Trigg spoke to the report.

Policy needs to be reviewed. If any changes are required, this will require public consultation and hearings and therefore moved to the RHC.

Cr G Neylon spoke that this was last reviewed in 2018 and it is possibly time to check with what the community thinks.

There is no ability to reduce the current number of machines, but if a machine is removed from a location, this will not be able to be moved to another location within the district (this is the 'Sinking Lid' policy).

People now can apply for a new venue and have up to nine machines.

S Judd arrived at 4:26pm

Cr G Neylon recommends community consultation.

There have been very few applications for new gaming machines or vendors.

RESOLVED that the Committee:

- (1) notes that the Gambling Act 2003 requires Councils to adopt a Class 4 Gaming and Board Venue Policy and to review this every three years;
- (2) notes that the Racing Industry Act 2020 also requires territorial authorities to have a policy on TAB venues and to review this every three years;
- (3) notes there are a number of options presented in this report which include no change to the policy, capping the number of venues and gaming machines, setting specific location criteria and implementing a sinking lid policy;

Cr C Reidy/Cr A Pfahlert
11/11
CARRIED UNANIMOUSLY

- (4) Instructs the Chief Executive Officer to either:
 - Prepare a report for the next Council meeting to recommend retention of the existing policy with no consultation required;

Cr C Reidy/Cr G Weston
3/8
MOTION LOST

- ~~• Report back to this committee in May 2023 with a draft Statement of Proposal which outlines the existing policy (and any minor changes if any) for community consultation; OR~~
- Report back to the Regulatory and Hearings Committee in May 2023 with a draft Statement of Proposal setting out various policy options for community consultation.

Cr G Neylon/Cr R Sampson
8/3
CARRIED

Cr J Howard handed the Chair over to Cr R Sampson for the funding applications.

6. DISTRICT ECONOMIC STIMULUS FUND: FUNDING APPLICATIONS (Page 54)

M Schwill advised that this discussion is assessing feel the CESC committee has for the funding applications and DWC will make the final decision.

DWC want to distribute all of these funds. There is no further fund available from the Stimulus Fund.

The following applications were made:

1 - Buller Bay Apiaries Ltd	\$122,329.04
2 - Chase Securities	\$122,368.00
3 - Heritage Jewellers	\$ 36,521.00
4 - Kawatiri Coastal Trail	\$ 45,486.00

RESOLVED That the Community, Environment & Services Committee considers the funding applications and advises of its recommendation.

That applicants 1, 2 and 4 be recommended to receive funding through the District Economic Stimulus Fund.

Cr R Sampson/Cr A Pfahlert
7/3
Cr J Howard abstained
CARRIED

7. COMMUNITY GRANTS: FUNDING APPLICATIONS (Page 129)
Discussion

There was discussion around the eligibility of the late applications. It was agreed that they be considered however, it should be noted that late applications cannot be guaranteed consideration in future.

It was noted that Little Wanganui Hall could be funded from the Reserve Fund Contribution because it is a new capital upgrade. It was removed from this funding pot.

The following applicants were denied funding:

- West Coast Penguin Trust
- Whenua Iti Outdoors

RESOLVED That Members agree that the groups that were granted funding, each receive 79.71% of their requested funds.

DM A Basher/Cr A Pfahlert
10/1
CARRIED

RESOLVED That the Community, Environment & Services Committee considers the funding applications and advises of its recommendation.

The following funding applicants be granted:

Buller Basketball Association	\$1,594.20
Buller Budget Advisory Service	\$3,985.50
Inangahua Junction Reserve and Hall Subcommittee	\$1,913.04
Kawatiri Nature Environment & Communities Trust	\$3,387.68
Market Cross Community Group Inc	\$3,137.39
Mokihinui Reserve and Hall Subcommittee	\$ 914.27
Pickle Ball Karamea	\$ 597.83
Westport Playcentre	\$3,985.50
Westport Toy Library	\$3,049.00

Total Granted	\$22,564.40
Funding Available	\$22,565.58
Difference	- \$ 1.18

Cr G Neylon/Cr C Reidy
10/1
CARRIED

Noting the following abstentions in individual votes:

Cr L Webb - Inangahua Junction Reserve and Hall Subcommittee

Cr T O'Keefe - Mokihinui Subcommittee

Cr J Howard - Kawatiri Nature Environment & Communities Trust

N Tauwhare arrived at 4.43pm.

8. COMMUNITY GRANTS: ACCOUNTABILITY REPORTS (Page 332)
Discussion

Nil

RESOLVED That the Community, Environment & Services Committee receives the correspondence for information

Cr G Neylon/Cr A Pfahlert
12/12
CARRIED UNANIMOUSLY

R Townrow spoke that the Regulatory Hearing is due to start at 5pm and due to the CESC meeting running behind time, the RHC meeting will be delayed.

9. COMMUNITY LED REVITALISATION FUND ACCOUNTABILITY REPORT
(Page 427)
Discussion

Cr J Howard noted the disappointment in some Accountability Reports not being returned as yet.

Staff advised that they do follow up with late accountability reports.

RESOLVED That the Community, Environment & Services Committee receives the correspondence for information.

Cr L Webb/Cr J Howard
12/12
CARRIED UNANIMOUSLY

10. RURAL TRAVEL FUND: FUNDING APPLICATIONS (Page 450)
Discussion

It was noted that Reefton Netball is not eligible for funding from this grant.

RESOLVED that the Community, Environment & Services Committee consider the Rural Travel Fund applications and advise of its decision.

The following funding applicants be granted 75.4% of their applications

Buller Gymnastics Club	\$ 595.20
Buller Hockey Association	\$1,116.00
Karamea Football Club	\$1,116.00
Karamea Rugby JAB	\$1,041.60
Ngakawau Rugby	\$1,860.00
Reefton Boxing Academy	\$1,339.20
Reefton Rugby JAB	\$2,477.52
Reefton Rugby Club Girls	\$3,720.00

Total Granted	\$13,265.52
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Funding Available	\$13,443.73
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Difference	- \$ 178.21
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To be carried over to next financial year

Cr G Neylon/Cr P Grafton
8/4
CARRIED

DM A Basher left the room at 5.22pm

11. RURAL TRAVEL FUND: ACCOUNTABILITY RECEIVED (Page 450)
Discussion

Nil.

RESOLVED That the Community, Environment & Services Committee receives the correspondence for information.

Cr R Sampson/Cr P Grafton
11/11
CARRIED UNANIMOUSLY

DM A Basher arrived back at 5.24pm

12. TERMS OF REFERENCE

Discussion

There was generous discussion amongst staff and councillors around the past events in workings to get the TOR completed and how to move forward.

Cr R Sampson requested temporary suspension of SO9.10 to allow discussion and resolution of the item due to the late publishing of the agenda item.

RESOLVED that the Committee grant a suspension of Standing Order 9.10 in order to achieve a resolution of Agenda item 12.

**Cr R Sampson/Cr G Neylon
11/1
CARRIED**

K Trigg spoke to the report.

Cr P Grafton left the meeting at 5.34pm.

At 5.37pm R Townrow noted that due to the running over of the CESC meeting, the following Regulatory Hearing and Extraordinary Meetings will be delayed.

Cr P Grafton arrived back at 5.38pm

R Townrow advised of the reasonings for subcommittees to have a Terms of Reference. She also clarified the difference between operational and governance requirements for the subcommittees.

Ms Trigg advised Council is communicating with the subcommittees to arrange workshops to work through the TOR with them.

RESOLVED that the Committee directs the Chief Executive that engagement continue with the Reserve/Hall Subcommittees on amendments to their terms of reference prior to them being submitted to the full Council for adoption at its April meeting.

**Mayor J Cleine/DM A Basher
11/1
CARRIED**

K Trigg advised there will be another subcommittee report to come to the next full council meeting.

-
- There being no further business the meeting concluded at 5.52pm
 - **Next meeting:** Wednesday 17 May, Clocktower Chambers, Palmerston Street, Westport.

Confirmed: **Date:**

COMMUNITY, ENVIRONMENT & SERVICES COMMITTEE

15 MARCH 2023

AGENDA ITEM 4

Prepared by Krissy Trigg
Group Manager Community Services

ACTION POINTS

1. RECOMMENDATION

That the Community, Environment & Services Committee receive the Action Point report for information.

CESC Action Points - CURRENT

No	Meeting Of / Action Point	Responsible	Update	Date Required By
0010	<p>10 November 2021 Senior Housing Develop an alternative operating plan for seniorshousing – update to be provided at each meeting</p>	K Trigg	<p>Meetings are well underway and have been taking place regularly with the selected steering group since late 2021.</p> <p>A contractor has been brought onboard to gauge feasibility in options available. A new option has been brought to light which could be a great solution for Buller. Initial discussions have been started with a 3rd party regarding selling the assets to the organisation however, we are in the investigation stages of this with staff finding information from other Councils who have completed the same thing.</p> <p>Our main priority is to ensure our residents will continue to be provided with healthy homes and be cared for.</p> <p>This is an ongoing and sizable project; updates will be provided to CESC throughout. It is likely the completion of this will not likely be for 3 years</p> <p>Senior housing group meeting held 8 September 2022 – update to September Council Meeting.</p> <p>Members appointed to the Senior Housing working Group in February’s meeting. Proposed meeting before the next CESC. Report to full Council in March</p> <p>There had been no room for a meeting for senior housing before CESC. A meeting to come prior to next month. This Action Point has been extended until next meeting.</p>	<p>May 2022</p> <p>September 2022</p> <p>15 March 2023</p> <p>17 May 2023</p>

CESC Action Points - CURRENT

No	Meeting Of / Action Point	Responsible	Update	Date Required By
0018	COUNCIL Meeting 14 December 2022. Item 6 Request someone assess the state of the Mawheraiti building and report back to discuss intention / plan for it	K Trigg	Verbal update to be given at March CESC <i>An assessment has been done. It was advised there would be a significant capital expenditure required to bring the hall up to standard and this issue would need a decision from council. Cr G Neylon advised that most locals prefer demolition. This Action Point has been extended until May CESC.</i>	15 March 2023 <i>17 May 2023</i>

COMMUNITY ENVIRONMENT AND SERVICES COMMITTEE

17 MAY 2023

AGENDA ITEM 5

Prepared by Krissy Trigg
Group Manager Community Services

PUBLIC EXCLUDED

1. REPORT SUMMARY

Subject to the Local Government Official Information and Meetings Act 1987 s48(1) right of Local Authority to exclude public from proceedings of any meeting on the grounds that:

2. DRAFT RECOMMENDATION

RESOLVED that the public be excluded from the following parts of the proceedings of this meeting:

Item	Minutes/Report:	General subject	Reason for passing resolution Section 7 LGOIMA 1987
6	Rachel Townrow Acting Chief Executive	Infrastructure Acceleration Fund Project Update	s7(2)(c)(i) protect information which is subject to an obligation of confidence, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied s7(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
7	Penny Bicknell Programme Manager - Recovery	Flood Recovery Temporary House Options	s7(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)