

# **AGENDA:**

Meeting of the

## **COMMUNITY ENVIRONMENT & SERVICES COMMITTEE**

**Wednesday 7 August 2019**

Commencing at 3:00pm

Clocktower Chambers  
Palmerston Street, Westport



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# COMMUNITY ENVIRONMENT & SERVICES COMMITTEE

7 August 2019

Agenda Item No 1

Prepared by - Rachel Townrow  
- Group Manager Community Services

## MEMBERS INTEREST

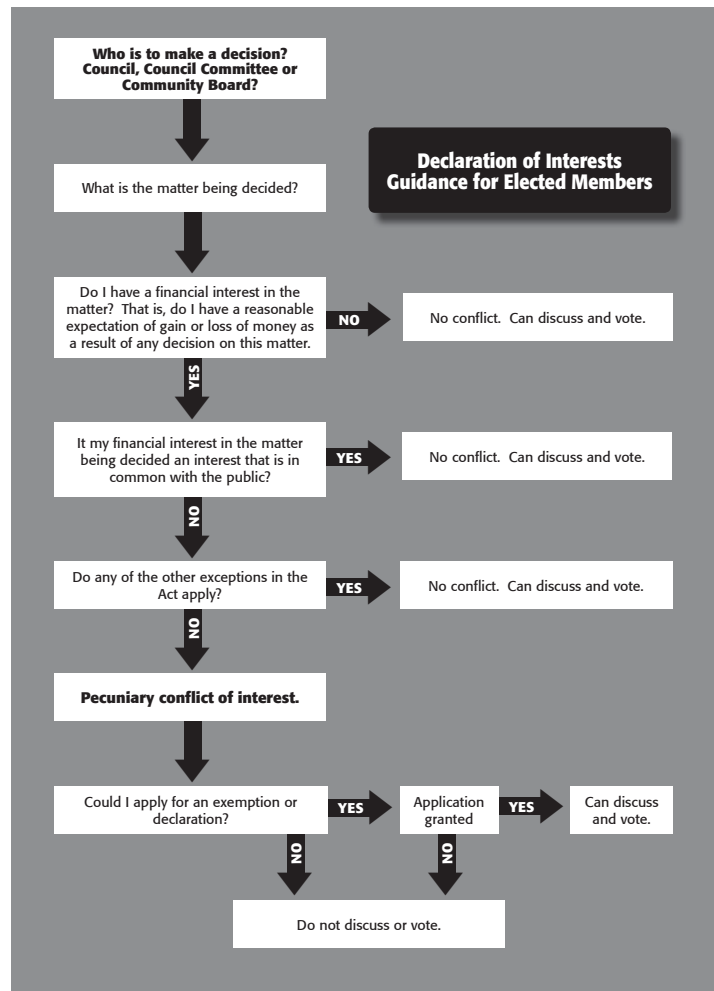
Councillors are encouraged to consider the items on the agenda and disclose whether they believe they have a financial or non-financial interest in any of the items in terms of Council's Code of Conduct.

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

The following flowchart may assist Councillors in making that determination (Appendix A from Code of Conduct).

## DRAFT RECOMMENDATION

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



# COMMUNITY ENVIRONMENT & SERVICES COMMITTEE

7 AUGUST 2019

Agenda Item No 1

Prepared by - Kelly Langford  
- Communications & Community Services Officer

Reviewed by - Rachel Townrow  
- Group Manager Community Services

## COUNCIL ADMINISTERED GRANTS

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### 1. REPORT SUMMARY

This report provides an update on Council administered grants for the 2018/2019 financial year.

It is also requested for discussion to be had in regard to the timing of funding allocation rounds for the 2019/2020 financial year.

### 2. DRAFT RECOMMENDATION

That:

1. the Committee receive the attached Summary of Grants for the 2018-2019 financial year.
2. the Community Lead Revitalisations Funding applications open no later than February 2020.
3. Dates be set for the 2019/2020 financial year grant allocations.

### 3. ISSUES AND DISCUSSION

Buller District Council is responsible for the administration of Council distributed grants, as well as grants distributed on behalf of Creative New Zealand and Sports New Zealand.

A total of \$258,313.96 was distributed from Council administered grants in the 2018/2019 financial year. \$13,428.40 was granted through the Creative Communities Scheme, \$9,500 for the Rural Travel Fund which is the full allocation from Sports New Zealand. \$95,835.56 was granted through the Community Grants Fund, \$4,600 through the Events

Support Fund and \$134,950 through the Community-Lead Revitalisation Fund. A summary of the Community Grants, Creative Communities Scheme, and Rural Travel Fund, Community Lead Revitalisation Fund, and Event Support Fund grant allocations is attached to this report.

On top of this Council have also granted \$4,890 to community groups through the Facilities Hire Fund. The summary for Facilities Hire is also attached to this report.

Discussion around the close date of the upcoming Community Grants rounds for the 2019/2020 financial year. Previously rounds have closed in September and March. As per the Community Grants Policy the Committee shall meet twice a year for the purpose of considering applications. Grants policy is attached for your reference.

As there is work to be done around the Community Lead Volunteer Revitalisation Fund it is suggested that the Revitalisation fund be advertised once this financial year at the beginning of 2020. Community Grants and Event Support Fund applications will be called for, for a round that will close at the beginning of September for the allocation meeting to be the end of September, with the second round to close at the beginning of 2020 alongside the Community Lead Volunteer Revitalisation Fund. The Rural Travel Fund from Sport New Zealand is currently distributed once a year in the March/April funding round. In 2018/2019 the full allocation of \$9,500 was distributed to the benefit of junior sports teams to be able to participate in weekly sports competitions.

The September funding round at this stage is set to close on Monday 9 September 2019, allocations would normally be made by the end of September. This round would consist of the Community Grants Funding and Event Support Fund.

## **4. CONSIDERATIONS**

### **4.1 Strategic Impact**

As per our Buller District Values, Council administered grants helps us to work towards achieving being community driven, making a difference in our community, being fit for the future and is part of caring about our community, people and place.

### **4.2 Significance Assessment**

This is of low significance in accordance with our policy.

### **4.3 Values**

The Buller District Council values are: One Team, Community Driven, We Care, Integrity and Future Focussed. The allocation of Grant funding allows BDC to support community groups. It provides Council with the opportunity to support our districts volunteers and community groups and organisations to ensure they can continue to support our wider community

### **4.4 Risk Analysis**

Within the risk framework this is considered to be of low risk.

#### **4.5 Policy/Legal Considerations**

The current grants policy is attached but is in need of review. The setting of grants criteria is also under review.

#### **4.6 Tangata Whenua Considerations**

No specific considerations have been identified. Diversity and inclusion of Maori arts incentives is its own criteria for the Creative Communities Scheme.

#### **4.7 Views of Those Affected**

A large majority of our Community Grant applications are for operating costs for organisations in our district. Specifically, insurance cost cover. Without community grants these organisations would struggle to pay for their basic operating costs.

#### **4.8 Costs**

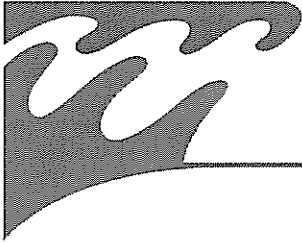
All grants are budgeted for within the Long Term and Annual Plans

#### **4.9 Benefits**

Council administered grants give a source of funding to our community groups and organisation to ensure they can continue to provide services to our district

#### **4.10 Media/Publicity**

Moving forward there is the opportunity to generate good news stories from projects that Council support with grants funding.



## **COMMUNITY GRANTS POLICY**

Source:	Manager Community Services, ratified by Council		
Date:	22/11/2001		
Reviewed:	15/07/2014	Next review:	2017
See also:			

The Communities Committee shall meet twice each year for the purpose of considering applications from community organisations for grants from the Council.

The Communities Committee shall, when considering applications give recognition to funds already approved, including base funding, minor grants and rates funding before making allocations from the funding pool.

All decisions on grant allocations are the delegated responsibility of the Communities Committee. That sub-committee may seek comments and recommendations from the Community Board or from other members of the Council should it be deemed necessary.

### **Information required to accompany grant applications**

That applications to the Communities Committee be accompanied by a copy of a current financial statement and that the formal status of the organising body be declared prior to the allocation of grants.



Organisation Applying	Purpose of Grant	Total Project Cost (\$)	Funds Requested (\$)	Funds Allocated (\$)
<b>Buller Basketball Association</b>	Funding towards qualified development coaches and referees from Canterbury to come to Westport to train local Coaches and Referees	\$5,700.00	\$1,400.00	\$1,000
<b>Buller Budget Advisory Service</b>	Cover volunteer and administration costs	\$10,265.00	\$7,365.00	\$3,000
<b>Buller Citizens Assistance Group</b>	Support and supply Buller residents who need a helping hand with supplies sourced from Canterbury Food Bank	\$2,000.00	\$2,000.00	\$1,000
<b>Buller Country Music Club</b>	Hold 31st Annual Country Music Awards	\$39,430.00		\$1,500
<b>Buller REAP Festival for the Future</b>	Send 8 Buller youth and 3 youth workers/teachers to Festival for the Future in Wellington	\$7,259.65	\$2,500.00	\$1,500
<b>Gentle Exercise</b>	Hall hire to continue to provide exercise for the elderly	\$400.00	\$400.00	\$400
<b>Homebuilders West Coast Trust</b>	Assistance towards the running of a parenting programme for clients and the local community	\$4,490.00	\$4,000.00	\$3,000
<b>Karamea Bowling Club Inc</b>	Help towards funding some fixed costs of running the club. Contribution towards having a valuation carried out	\$3,730.00	\$3,730.00	\$1,700
<b>Karamea Early Learning Centre</b>	Contribution towards power and insurance costs	\$4,880.08	\$4,880.08	\$3,335

<b>Karamea War Memorial Library</b>	Cover of annual insurance costs	\$1,226.29	\$1,200.00	\$1,200
<b>Market Cross Community Group</b>	Contribution towards insurance costs	\$3,070.00	\$3,070.00	\$3,070
<b>Ngakawau Hector Reserve Board</b>	Building insurance, plant and contents insurance costs	\$5,526.00	\$3,526.00	\$3,526
<b>Sunset Speedway</b>	Water tanks, ride on lawn mower and fencing		\$9,274.00	\$3,500
<b>Taiko Festival Inc</b>	2019 Festival, promote and celebrate local area	\$16,185.00	\$3,485.00	\$1,000
<b>Westport Municipal Band</b>	Contribution toward insurance	\$2,544.56	\$2,544.56	\$2,544.56
<b>Buller Arts and Recreation Trust</b>	Seed funding to enable the ability to apply for other grants	\$4,000	\$4,000	\$4,000
<b>Buller Gorge Country Music Festival</b>	Encourage amateur and professional musicians and singers	\$16,200	\$3,500	\$1,000
<b>Buller Wheelchair Bus Incorporated</b>	Maintain service to the community	\$2,898.09	\$2,000	\$2,000
<b>Citizens Advice Bureau Buller</b>	Payment of rent for Clocktower offices	\$13,000	\$13,000	\$13,000
<b>Granity Voluntary Fire Brigade</b>	Replace two large water tanks in Granity to ensure firefighting supply	\$11,048	\$10,000	\$5,000
<b>Ikamatua Playground</b>	Move playground so it is more accessible	\$130,500	\$70,000	\$5,000

<b>Inangahua A&amp;P Show</b>	Hire of Reefton Sports Park for A&P Show	\$1,500	\$1,000	\$1,000
<b>Inangahua VRFF Community Project Trust</b>	Provide an AED sign and cabinet for Inangahua	\$2,799.73	\$1,500	\$1,500
<b>Kaitiaki Mokihinui</b>	Basic care and maintenance	\$500	\$500	\$500
<b>The Karamea Events Trust</b>	Continue to grow the Oparara Wilderness Trail event	\$17,219.20	\$5,000	\$2,500
<b>Kawatiri Group Riding for the Disabled</b>	Request towards wages for admin	\$500	\$500	\$500
<b>Karamea Estuary Enhancement Project</b>	Build a sculpture of a Hokioi (Haast's Eagle) in Karamea	\$300,000	\$600	\$600
<b>Love Kawatiri Community Trust</b>	Establish a mobile community engagement tent/marquee	\$3,151.17	\$3,151.17	\$2,000
<b>Ministry of Inspiration</b>	Aquabot competition to be held in Westport in October	\$6,435	\$6,035	\$2,500
<b>Northern Buller Communities Society Incorporated</b>	Replace society's tractor and mower	\$37,030	\$36,000	\$5,000
<b>Northern Buller Yoga Group</b>	Run weekly classes for 50 weeks a year	\$2,750	\$1,065	\$1,065
<b>Potikohua Trust</b>	Audit fees and insurance	\$6,269.90	\$6,269	\$2,000
<b>Poutini Waiora</b>	Marquee hire to house band and for sewing of the Hangi at Waitangi Day celebrations	\$5,100		\$1,000
<b>Rape and Sexual Abuse Support</b>	Community Outreach and Liaison Programme	\$2,095	\$1,595	\$1,595
<b>Reefton Dirt Track Riders</b>	Build jump/pump track out of dirt for BMX and mountain bikers	\$3,000	\$2,500	\$2,500

<b>Sacred Heart School</b>	Supplying volunteers with costumes for Stars in the Fog concert	\$2,500	\$2,500	\$500
<b>Te Hā o Kawatiri</b>	Build raised gardens and storage for garden equipment	\$17,039	\$17,000	\$1,000
<b>The Friday Thing</b>	Create a space and provide funds for Granity area young people	\$800	\$800	\$800
<b>Victim Support Buller</b>	Providing service in Buller district	\$38,835	\$3,000	\$2,000
<b>West Coast Adult Learning Services</b>	Driver education programme	\$4,058	\$2,663	\$1,500
<b>Westport Amateur Swimming Club</b>	Send swimmers to South Island Town and Country Champs in Invercargill and MARKOS-Division II in Dunedin	\$6,948.80	\$1,000	\$1,000
<b>Westport Early Learning Centre</b>	Replace bikes at the Centre	\$2,834	\$1,440.30	\$500
<b>Westport MENZ Shed</b>	Cover of operating costs	\$2,000	\$2,000	\$1,500
<b>Granity School</b>	Matariki Night Market	\$2,650	\$2,000	\$1,500

The above is a summary of grants that were granted in the 2018/2019 Financial Year and what they were granted for. A large number of these grants are for insurance and operating costs of volunteer organisations

<b>Organisation</b>	<b>Purpose</b>	<b>Total Project Cost</b>	<b>Funds Requested</b>	<b>Funds Allocated</b>
<b>Kawatiri Western Riding Club</b>	Revival of a point awarded western riding show	\$2,365	\$2,365	\$2,365
<b>Kawatiri Women's Welfare League</b>	Host Annual 2019 Maori Womens' Welfare League Regional Conference	\$2,100	\$2,100	\$2,100
<b>Westport Volunteer Fire Brigade</b>	Contribution towards 150th year celebration of the Westport Volunteer Fire Brigade	\$5,000	\$5,000	\$2,500

The above has been allocated from the Events Support Fund

#	Organisation Applying	Purpose of Grant	Funds Requested (\$)	Funds Approved (\$)
1	Buller Cycling Club	Change layout of area around boatsheds to improve safety and enhance the look and feel- Kawatiri River Trail	\$25,000	\$25,000.00
2	Karamea Community Incorporated	Protection and Conservation. Improving access road, building of picnic table on raised platform and creating interpretation panel about the life the Oparara Estuary supports	\$4,158	\$4,158.00
3	Karamea Memorial Domain Board	Enhancement of domain grounds for the public and visitors to the area by plantings of native and exotic trees and shrubs	\$5,000	\$4,000.00
4	Little Wanganui Recreation and Reserve Board	Upgrade of kitchen in Little Wanganui Hall to meet commercial kitchen standards. Community Facility provides access and use for community and private use	\$21,000.00	\$21,000.00
5	Love Kawatiri Community Trust- Derby Street Park	Enhance playground and family recreation area through the installation of a scooter park, childrens fort and sheltered seating/picnic area. Develop a community orchard and improve site drainage	\$25,000	\$25,000.00
6	Love Kawatiri Community Trust- Westport Library	Upgrade the outside of the Sue Thomson Casey Memorial Library to incorporate seating, outside planting, bike racks, improved imagery and signage	\$37,235	\$20,000.00
7	Omau Domain Board	Relocate public vehicle turnaround and parking area due to erosion. Plantings and picnic tables	\$22,530	\$22,530.00
8	Westport Disc Sports Club	Complete a nine hole disc golf course along Buller River between Westport Domain and Esplanade. Will be available for all members of the public and visitors to use	\$5,962	\$5,962.00
9	Little Wanganui Recreation and Reserve Board	Basketball Court/Heli facility at Little Wanganui	\$7,300	\$7,300.00

The above has been allocated through the Community-Lead Volunteer Revitalisation Fund

<b>Group/Organisation</b>	<b>Venue</b>	<b>Amount</b>	<b>Date (if over multiple days, last date of Venue use)</b>
<b>The Northern Buller Communities Society Inc.</b>	NBS Theatre-Auditorium	\$200.00	28/07/18
<b>Siobhan Neill</b>	NBS Theatre-Screen Room	\$400.00	29/07/18
<b>Reefton WMC Indoor Bowls</b>	Reefton Community Centre	\$200.00	1/09/18
<b>Buller Basketball Association</b>	Pulse Energy Centre-Stadium	\$400.00	8/09/18
<b>Seth Ketcher</b>	NBS Theatre-Auditorium	\$200.00	13/10/18
<b>Westport Municipal Band</b>	NBS Theatre-Auditorium	\$200.00	22/10/18
<b>Monster Ball (NZ Barber Shed Ltd)</b>	NBS Theatre-Auditorium	\$200.00	27/10/18
<b>Reefton Sacred Heart PTA</b>	Reefton Community Centre	\$200.00	27/10/18
<b>Ministry of Inspiration</b>	Pulse Energy Centre- BEL Aquatic Centre	\$400.00	28/10/18
<b>Buller Womens Health Fund</b>	Pulse Energy Centre- Holcim Room	\$200.00	11/11/18
<b>Homebuilders West Coast Inc</b>	NBS Theatre-Auditorium	\$200.00	22/07/19
<b>Dr Toms Hopp Tour</b>	NBS Theatre-Auditorium	\$400.00	21/01/19
<b>Reefton Youth Club</b>	Reefton Community Centre	\$330.00	26/04/19
<b>Westport Performing Arts</b>	NBS Theatre-Auditorium	\$200.00	21/04/19
<b>Reefton Operatic Repertory Society</b>	Reefton Community Centre	\$200.00	17/03/19
<b>Ara Institute of Canterbury</b>	NBS Theatre-Auditorium	\$350.00	2/04/19

<b>Buller Country Music Club</b>	NBS Theatre-Auditorium	\$200.00	5/05/19
<b>Royal New Zealand Air Force Band</b>	NBS Theatre-Auditorium	\$200.00	21/05/19
<b>Granity School</b>	NBS Theatre-Auditorium	\$210.00	8/05/19

The above has been allocated to community groups through the Facilities Hire Fund



Applicant	Purpose of Grant	Funds Requested (\$)	Funds Allocated (\$)
<b>Buller Hockey Association</b>	Provide assistance for players from Karamea, Granity and Reefton to attend club and representative fixtures	<b>\$2,000</b>	\$1,000
<b>Karamea JAB</b>	Petrol vouchers for players to travel through to Westport for Buller Rugby competition from Karamea, Mokihinui and Seddonville	<b>\$2,250</b>	\$2,100
<b>Karamea Netball Club</b>	Travel assistance for two junior teams to participate in Buller competition in Westport	<b>\$2,000</b>	\$2,000
<b>Karamea Soccer Club</b>	Travel assistance for Karamea Soccer teams to participate in Summer and Winter Soccer League	<b>\$1,500</b>	\$1,000
<b>Reefton Area School</b>	Travel assistance for basketball and volleyball teams to participate in weekly competition in Westport	<b>\$1,300</b>	\$1,300
<b>Reefton JAB</b>	Hire of buses/vans to transport JAB teams from Reefton to Westport for Buller Rugby competition	<b>\$2,370</b>	\$2,100

Above allocated from the Rural Travel Fund on behalf of Sport New Zealand

Name of Group Applying	Project Detail	Funds Requested	Funds Approved
<b>Granity School and Granity Fire Performers Club</b>	Circus performers/tutors travelling between the countries two major circus festivals providing workshops and a performance	\$1,300	\$1,300
<b>Karamea Community Arts Council</b>	Funds requested towards hall hire, PA hire and the hire of lighting for The Karamea Variety Show	\$230	\$230
<b>Margaret Jones</b>	Funds requested towards a guitar workshop being held in Buller	\$170	\$170
<b>Westport School of Dance</b>	Funds requested to help with the cover of Venue hire for the showcase titled Broadways Grand Finale	\$1,355	\$1,355
<b>Buller Country Music Club</b>	31st Annual Country Music Awards, to be held 3 May 2019-5 May 2019	\$430.00	\$430
<b>Charleston Waitakere Community Group Incorporated</b>	Meremade Harakeke Potae Weaving Wananga- a two day Harakeke Weaving workshop for advanced weavers.	\$585.00	\$340
<b>Buller Community Arts Council</b>	Poetry Evening, local poets read their own work to a keen audience. Provide a venue and co-ordinate an evening of local poetry	\$480.00	\$480.00
<b>Buller Community Arts Council</b>	TheatreFest 2019, present a local TheatreFest as part of Theatre New Zealand's national programme to foster community theatre	\$5,220	\$2,500

<b>Buller REAP</b>	OSCAR Holiday Programme, alongside physical and social activity the programme endeavours to offer quality art/drama/ community connection experiences over a two week programme	\$728.40	\$728.40
<b>Gravity School</b>	Matariki Night Market 2019, an event that allows artists and craft persons to exhibit and market their creations, local musicians to perform, local performance groups to present their skills and the communities children to actively participate in creating an event	\$500.00	\$500
<b>Gravity Dance Studio</b>	Mid-Winter Demonstration concert to showcase the hard work of Buller dancers	\$4,000.00	\$1,295
<b>Karamea Community Arts Council</b>	Winter School 2019, knowledge sharing workshops	\$940.00	\$600
<b>Little Green Man Productions</b>	Matariki Glow Show- A magical glow-in-the-dark legend of Matariki puppet show. To be held in Westport 21 June 2019	\$5,193.00	\$3,500

The above was allocated from Buller District Councils Creative Communities Scheme on behalf of Creative New Zealand. The fund for 2019/2020 has been increased to \$21,090

# COMMUNITY ENVIRONMENT & SERVICES COMMITTEE

7 AUGUST 2019

Agenda Item No 2

**Prepared by** - Garry Howard  
- Mayor  
  
- Rachel Townrow  
- Group Manager Community Services

**Reviewed by** - Sharon Mason  
- Chief Executive

## TE TAI O POUTINI PLAN (ONE DISTRICT PLAN) UPDATE

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### 1. REPORT SUMMARY

This report provides an overview of progress on the Te Tai o Poutini Plan (TTPP) project to date.

### 2. DRAFT RECOMMENDATIONS

**That the report be received for information and discussion.**

### 3. ISSUES AND DISCUSSION

The second Order in Council, required to complete the process of transferring the necessary statutory powers and establishing the Joint Committee for the TTPP, was signed on 17 June 2019. Council was first made aware of this when the Mayor attended the hearing for the West Coast Regional Council's (WCRC) Draft Annual Plan 2019-2020 on 28 June. The Local Government Commission (LGC) has since apologised for the oversight.

Prior to learning of this, Council tried a number of avenues to have the decision to proceed with the TTPP reviewed or amended, however the final Order in Council was signed to proceed with the project, including Buller's involvement.

Council also made a submission opposing the proposed budget for the project as it was put forward in the WCRC's Draft Annual Plan 2019-2020. WCRC decided to proceed with the rating for TTPP at a lower amount of \$250,000 as a result of changing the budget. As

per the attached report from WCRC, presented to the Joint Committee at its first meeting on 19 July 2019, the confirmed budget for the project is \$650,000.

In response to questions raised by Council the LGC has clarified that the strict legal power to set the budget and decide the sources of revenue for the TTPP sits with WCRC. The Joint Committee may provide recommendations to WCRC and be consulted with as part of setting the budget, and this was referred to in WCRC's Consultation Document for their Draft Annual Plan, however the decision on the budget sits with WCRC. The Joint Committee has no legal power to set the budget for this project.

Following deliberations on its own Annual Plan Council resolved not to contribute \$25,000 to the TTPP in the 2019-2020 financial year. Council agreed to retain the existing operational budget to contribute towards the review of the Buller District Plan. It is noted that through the Order in Council the statutory powers of this Council to make a district plan have been transferred via WCRC to the Joint Committee. At best, any proposed changes to the Buller District Plan through any review work carried out by Council would need the approval of the Joint Committee to be completed. At worst Council may no longer have a legal mechanism to amend the Buller District Plan. Either way, any review work carried out by Council could be provided for consideration as part of the TTPP.

Work is now underway on the project to deliver the TTPP, and the Project Manager is providing monthly project status reports to Council and iwi representatives. The report for July is attached for information.

At its 19 July meeting the Joint Committee was also presented with the attached "Deed of Agreement", which it will be asked to sign in November. The document is provided for information only at this stage. A report will be brought to Council closer to November seeking a resolution regarding signing the Deed.

## **4. CONSIDERATIONS**

### **4.1. Strategic Impact**

The TTPP is a strategically important document as it will be the 'district plan' for Buller. It will outline how this Council is to meet its obligations under the Resource Management Act 1991, and how our district is to develop. The project has implications for Council's schedule of work, including work on the review of the Buller District Plan.

### **4.2. Significance Assessment**

As no budget changes are currently proposed to what Council consulted on as part of its Draft Annual Plan 2019-2020, nor are any changes to levels of service currently proposed, the subject matter of this report is not considered significant in terms of Council's policy.

#### **4.3. Risk Analysis**

The TTPP has potential for considerable risk as it will involve aspirations of other districts and councils, which may not align with those of Buller. The risk of the TTPP being challenged via appeals is high, potentially exposing Council to significant costs.

#### **4.4. Policy/Legal Considerations**

The Resource Management Act 1991, Local Government Act 2002 and the two Orders in Council relating to the TTPP are relevant.

#### **4.5. Tangata Whenua Considerations**

Input from tangata whenua is an important part of the TTPP's development.

#### **4.6. Views of Those Affected**

Affected parties and stakeholders including community members, private sector, government ministries, agencies and authorities are consulted throughout the project delivery process.

#### **4.7. Costs**

Council has not provided for the \$25,000 as requested for the project. Any variation will require resolution of Council and be outside of current 2019-2020 budget.

Continuing the review of the Buller District Plan and assisting with information for the TTPP will place pressure on resources.

#### **4.8. Benefits**

The cost benefits for Buller ratepayers have been submitted on to WCRC, LGC and Minister of Local Government. Council has advocated the concern for Buller ratepayers in regards to very little benefit for high and unaffordable cost.

It is noted that there would be some benefits from the TTPP, such as sharing the costs for meeting the new National Planning Standards and other national policy documents, which are a legal requirement. A regional approach to meeting national direction is often appropriate.

#### **4.9. Media/Publicity**

There exists high public interest in the TTPP and its implications for ratepayers.

## THE WEST COAST REGIONAL COUNCIL

Prepared for: 19 July 2019 – Tai Poutini Joint Plan Committee Meeting  
Prepared by: Michael Meehan – Chief Executive  
Date: 15 July 2019  
Subject: **2019/20 Budget**

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### Budget

Following West Coast Regional Council's (WCRC) 2019/20 Annual Plan decision, the Joint Committee has the following confirmed budget to work with:

Local Government Commission one off contribution	\$200,000
WCRC Special Targeted Rate	\$250,000
WCRC repurposed Economic Development rate	\$150,000
WCRC previously budgeted contribution to the TPOP	\$25,000
WCRC previously budgeted contribution to the TPOP	\$25,000
<b>Total</b>	<b>\$650,000</b>

*In addition to this confirmed budget both Grey and Buller District Councils had set aside \$25,000 each towards the project. It is understood the Grey DC contribution is subject to all four Councils making contributions and the Buller District Council has withdrawn its contribution.*

### Expenditure

It is proposed that this budget is utilised for the following:

Governance and Stakeholder engagement	\$100,000
Project Manager and Senior Planner	\$300,000
Senior Consultant Planner (144 days per year)	\$100,000
*Organisational overheads	\$150,000
**Research	\$50,000
Legal	\$0
Senior Planner	\$0

\*overheads include Natural Hazard analyst support (high level advice, reporting and reviewing information), planning support, IT (general support to the program along with website for the project and E plan work), communications support (drafting media releases, supporting community work, online content for social media etc.), financial and administration support and other services across the organisation. One significant area will be in relation to GIS and IT support for mapping and providing the platform for E planning and website support.

\*\*subject to contributions from Grey and Buller District Councils. Note research is required to commence work looking at the issues the plan deals with, natural hazard analysis etc. It is also required to fulfil the obligations to produce a thorough section 32 report to accompany the plan for consultation.

### **Recommendations**

*That the Joint Committee receives and endorses the report.*

Michael Meehan  
**WCRC- Chief Executive**

# Monthly Project Status Report

## Te Tai o Poutini Plan

For the period: 1 July – 31 July 2019

Prepared By: Jo Armstrong

Date Prepared: 30 July 2019

### Accomplishments this Period

- Work programme for 2019/20 approved by TTPPC
- Contract signed with planning consultant. Lois Easton commenced work on 29 July
- Advertisement out for permanent senior planner
- Further stakeholder meetings undertaken e.g. Bathurst Resources, Chorus, Forest and Bird
- First update sent to key stakeholders on 29 July





### Plans for Next Period

- Interview senior planner candidates
- Gap analysis across current West Coast district plans and how they implement national and regional policy
- First meeting of the Technical Advisory Team on 29 August

### Key Issues, Risks & Concerns

Item	Action/Resolution	Responsible	Completion Date
Securing planning and communications staff	Ongoing conversations and formulation of job descriptions. Recruitment	Jo/Mike/Kim	30 September 2019
Not getting key stakeholder buy-in	Contact and meet with them individually. Plan a stakeholder workshop and on-going engagement process	Jo	28 February 2020
Not producing a notified plan in a timely manner	Set achievable milestones and monitor/report progress. ID additional expertise/capacity	Jo/Planning Team	30 June 2024
Decision makers can't agree	Get agreement on pieces of work prior to plan completion	Rex	On-going
Budget insufficient for timely plan delivery	Work with TTPPC to recommend budget, and with WCRC to raise rate to achieve deliverables	Jo	Annually

### Status

<b>Overall</b>		Good start to project. Documentation, engagement and reporting are underway. Budget set for 2019/20 and recruitment underway.
<b>Schedule</b>		Year 1 work programme approved
<b>Resources</b>		Planning Consultant contracted and began work on 29 July. Advertising for permanent senior planner with applications closing 12 August.
<b>Scope</b>		Deliver efficient, effective and consistent Te Tai o Poutini Plan



## Schedule

Stage	Target Completion	Revised Completion	Comments
Complete project initiation documentation	30-Apr-19	19-July-2019	TTPPC to approve once Committee is appointed
Identify and contact key stakeholders	03-May-19	Ongoing	Connection made with all key stakeholders and started a second round of contact with other interested parties
Contract senior planning consultant	01-Aug-19	29-July-2019	Contract in place 29/7/19 -30/6/20
Recruit permanent senior planner	30-Sep-19		Advertised 24 July. Applications close 12 August
Set up Te Tai o Poutini One Plan website and communications package	30-Sep-19		Contracting web designer
Set planning milestones	31-Oct-19		Once planning team assembled
Hold key stakeholder workshop	28-Feb-20		Once planning team assembled
Hold Community information meetings	31-Mar-20		Once planning team assembled
Notify Te Tai o Poutini One Plan	30-Jun-24		Indicative time only -Too early to rely on this date

## Actions required

Note the above content

\*The Local Government Reorganisation Scheme (West Coast Region) Order 2019 was published at 10:37am on Friday 21 June 2019 at <https://gazette.govt.nz/notice/id/2019-go2872>.

**BULLER DISTRICT COUNCIL**

**GREY DISTRICT COUNCIL**

**WESTLAND DISTRICT COUNCIL**

**WEST COAST REGIONAL COUNCIL**

**TE RŪNANGA O NGĀTI WAEWAE**

**TE RŪNANGA O MAKAAWHIO**

# **Tai Poutini Plan Committee Deed of Agreement**

THIS DEED is made this 19 day of July 2019

## Parties

**BULLER DISTRICT COUNCIL**

**GREY DISTRICT COUNCIL**

**WESTLAND DISTRICT COUNCIL**

**WEST COAST REGIONAL COUNCIL**

**TE RŪNANGA O NGĀTI WAEWAE**

**TE RŪNANGA O MAKAAWHIO**

## Background

In October 2018 the Local Government Commission issued a final reorganisation proposal relating to district plan responsibilities on the West Coast. It involves transfers of statutory obligations and a delegation to a joint committee, comprising members of the Buller, Grey and Westland district councils, the West Coast Regional Council and local iwi, to be responsible for preparing and approving a new combined district plan for the West Coast. This initiative followed receipt by the Local Government Commission of a local government reorganisation application and then extensive consultation and investigation work on the West Coast from 2015 to 2018.

In November 2018 an Order in Council was signed giving effect to the Commission's proposal. This enabled a transition period to take place for making a number of detailed decisions prior to the joint committee beginning its work on the combined district plan. This work has been completed and the contents of the required reorganisation scheme agreed. The reorganisation scheme was given effect to by a further Order in Council on 17 June 2019.

In addition to the reorganisation scheme, the parties have agreed to the contents of a further document (Deed of Agreement) to assist the parties meet their formal obligations set out in the reorganisation scheme.

This Deed of Agreement sets out both the main provisions of the reorganisation scheme as well as the further detailed and procedural matters agreed by the parties on how the joint committee will operate.

## Provisions of reorganisation scheme

### Transfer of district plan obligations

1. The obligations of each of Buller, Grey and Westland district councils, under section 73 and Schedule 1 of the Resource Management Act 1991, for there to be a district plan at all times for each district and for the preparation, notification, adoption, periodic amendment and review of these district plans, are transferred to West Coast Regional Council.
2. The transferred obligations for the preparation, notification and adoption of new district plans and for the periodic amendment and review of those plans will be met by the preparation, notification, adoption, periodic amendment and review of a combined district plan for the Buller, Grey and Westland districts under section 80 of the Resource Management Act 1991.
3. For the avoidance of doubt, clause 2 will not prevent the preparation, notification, adoption, periodic amendment and review of a document that meets the requirements of both the combined district plan and a regional plan or regional policy statement, or both, as authorised under section 80 of the Resource Management Act 1991.

### Delegation of transferred obligations to joint committee

4. There is to be a permanent joint committee between all four West Coast councils and local iwi (the Tai Poutini Plan Committee).
5. The West Coast Regional Council is to delegate to Tai Poutini Plan Committee the district plan obligations transferred to it.

### Role and membership of joint committee

6. The purpose and terms of reference for Tai Poutini Plan Committee are to:
  - a) prepare and notify the proposed combined West Coast district plan (combined district plan)
  - b) hear and consider (including through subcommittees as necessary and appropriate) all submissions received on the proposed combined district plan
  - c) adopt a final combined district plan
  - d) monitor implementation of the combined district plan and the need for amendments
  - e) undertake amendments and reviews of the combined district plan, or ensure these are undertaken, as required.

7. The initial membership of Tai Poutini Plan Committee, to at least such time as the combined district plan becomes fully operative, is to comprise:
  - a) an independent chairperson
  - b) the chairperson of West Coast Regional Council and one other elected member from and appointed by West Coast Regional Council
  - c) the mayor of Buller District and one other elected member from and appointed by Buller District Council
  - d) the mayor of Grey District and one other elected member from and appointed by Grey District Council
  - e) the mayor of Westland District and one other elected member from and appointed by Westland District Council
  - f) one representative appointed by Te Rūnanga o Ngati Waewae
  - g) one representative appointed by Te Rūnanga o Makaawhio.
8. The first appointment of the independent chairperson of Tai Poutini Plan Committee will be made by the Local Government Commission on the recommendation of the transition board, with all subsequent appointments made by the committee.

### **Technical Advisory Team**

9. A technical advisory team is to provide technical advice to Tai Poutini Plan Committee.
10. The membership of the technical advisory team will be agreed by Tai Poutini Plan Committee following nominations by the parties comprising the committee.

### **Funding**

11. Subject to clause 12, the costs for there to be a combined district plan and for preparing, notifying, adopting, periodically amending and reviewing the combined district plan will be funded by West Coast Regional Council through a rate set in relation to all rateable land within West Coast Region.
12. Tai Poutini Plan Committee may agree that the relevant district council or councils, or their district or districts, is to be responsible for funding work relating to a particular amendment to the operative combined district plan which will have only, or predominantly, a localised impact.

## **Further provisions relating to operation of joint committee**

### **Membership and meetings of Tai Poutini Plan Committee**

13. The four West Coast councils will appoint their second elected member to Tai Poutini Plan Committee (i.e. other than the regional council chairperson/district mayor) at their first meeting after each triennial election. The councils will appoint, if necessary, a replacement member for a particular triennium as soon as practically possible.
14. Responsibility for hosting Tai Poutini Plan Committee meetings will rotate around the six parties making up the committee.
15. The quorum for Tai Poutini Plan Committee meetings will comprise one representative of four of the six parties comprising the committee.
16. Media publicity relating to Tai Poutini Plan Committee meetings will be the responsibility of the chairperson but be undertaken after liaising with the regional council chairperson and district mayors as appropriate. Proposed media releases will generally be an agenda item for committee meetings.
17. Remuneration of council members of Tai Poutini Plan Committee will be the responsibility of each council. Remuneration of the chairperson and iwi representatives will be agreed by Tai Poutini Plan Committee and be funded by West Coast Regional Council.
18. Administrative support for Tai Poutini Plan Committee and its meetings will be provided by West Coast Regional Council in conjunction with the organisation hosting a particular meeting as agreed by the parties.

### **Membership of West Coast District Plan Technical Advisory Team**

19. Tai Poutini Plan Committee will be supported by a technical advisory team comprising planners with expertise from across the four councils and local iwi.
20. The team will work with the project manager to ensure that Tai Poutini Plan Committee receives technical support throughout the process. The team's contribution in kind to the district plan development process will be supported by their reporting organisation.
21. Each party to this agreement is expected to make contributions of staff time and technical expertise "in kind".

## **Steering group**

22. In addition to the technical advisory team, a steering group comprising the council chief executives and iwi representatives will meet regularly with the project manager to ensure the project is supported and progressing as planned. West Coast Regional Council will provide secretariat support to this group.

## **Administration of existing district plans**

23. The Buller, Grey and Westland district councils will continue to administer and be responsible for their own district plans in accordance with the requirements of the Resource Management Act 1991, until such time as there is an operative combined West Coast district plan.

# Signatures

SIGNED by )  
**BULLER DISTRICT COUNCIL** ) \_\_\_\_\_  
by its authorised signatory ) Authorised Signatory  
in the presence of: )

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Witness name

\_\_\_\_\_  
Witness Occupation

\_\_\_\_\_  
Witness Town of Residence

SIGNED by )  
**GREY DISTRICT COUNCIL** ) \_\_\_\_\_  
by its authorised signatory ) Authorised Signatory  
in the presence of: )

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Witness name

\_\_\_\_\_  
Witness Occupation

\_\_\_\_\_  
Witness Town of Residence



SIGNED by )  
**WESTLAND DISTRICT COUNCIL** ) \_\_\_\_\_  
by its authorised signatory ) Authorised Signatory  
in the presence of: )

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Witness name

\_\_\_\_\_  
Witness Occupation

\_\_\_\_\_  
Witness Town of Residence

SIGNED by )  
**WEST COAST REGIONAL COUNCIL** ) \_\_\_\_\_  
by its authorised signatory ) Authorised Signatory  
in the presence of: )

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Witness name

\_\_\_\_\_  
Witness Occupation

\_\_\_\_\_  
Witness Town of Residence

SIGNED by )  
**TE RŪNANGA O NGATI WAEWAE** ) \_\_\_\_\_  
by its authorised signatory ) Authorised Signatory  
in the presence of: )

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Witness name

\_\_\_\_\_  
Witness Occupation

\_\_\_\_\_  
Witness Town of Residence

SIGNED by )  
**TE RŪNANGA O MAKAAWHIO** ) \_\_\_\_\_  
by its authorised signatory ) Authorised Signatory  
in the presence of: )

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Witness name

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Witness Occupation

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Witness Town of Residence

## COMMUNITY ENVIRONMENT & SERVICES COMMITTEE

7 August 2019

Agenda Item No 4

Prepared by - Rachel Townrow  
- Group Manager Community Services

### PUBLIC EXCLUDED

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#### 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

That the public be excluded from the following parts of the proceedings of this meeting.

Item No	Minutes/Report of:	General Subject	Reason for Passing Resolution Section 7 LGOIMA 1987
4.1.	Group Manager Community Services	Coaltown Trust Key Performance Indicators Report - January to June 2019	Section 2(b)(ii) - Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.