

AGENDA

Meeting of the:

Omau Reserve Subcommittee

5.00pm, Thursday 14 July 2022

**at the
Clocktower Chambers,
Palmerston Street, Westport**

Omau Reserve Subcommittee

Venue: Clocktower Chambers, Palmerston Street, Westport



14 July 2022 05:00 PM

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OMAU RESERVE SUBCOMMITTEE

14 JULY 2022

AGENDA ITEM 1

Prepared by Krissy Trigg
Acting Group Manager Community Services

APOLOGIES

1. REPORT SUMMARY

That the Omau Reserve Subcommittee receive any apologies or requests for leave of absence from members.

2. DRAFT RECOMMENDATION

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

OR

That the Omau Reserve Subcommittee receives an apology from (insert subcommittee members name).

OMAU RESERVE SUBCOMMITTEE

14 JULY 2022

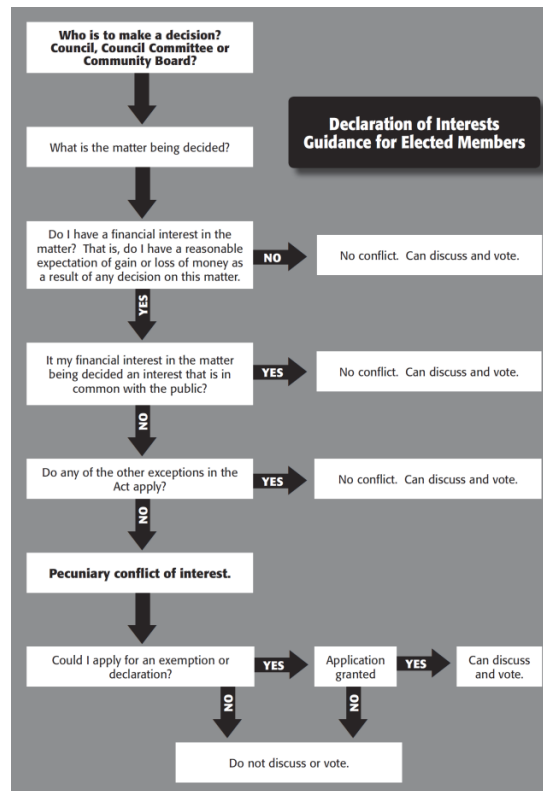
AGENDA ITEM 2

Prepared by Krissy Trigg
Acting Group Manager Community Services

MEMBERS INTEREST

Members of the Omau Reserve Subcommittee 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.

The attached flowchart may assist committee members in making that determination (Appendix A from Code of Conduct).



DRAFT RECOMMENDATION:

That the Omau Reserve Subcommittee members disclose any financial or non-financial interest in any of the agenda items.

OMAU RESERVE SUBCOMMITTEE

14 JULY 2022

AGENDA ITEM 3

Prepared by Krissy Trigg
Acting Group Manager Community Services

CONFIRMATION OF MINUTES

1. DRAFT RECOMMENDATION

That the Omau Reserve Subcommittee receive and confirm previous minutes from 18 November 2021 and 9 July 2020.



MEETING OF THE OMAU RESERVE SUBCOMMITTEE, HELD AT 6 PM ON THURSDAY 18 NOVEMBER 2021 AT THE CLOCKTOWER CHAMBERS, PALMERSTON STREET, WESTPORT.

PRESENT: Richard Niederer, Wendy Chisnall, Bruce Cargill, Cr Joanne Howard, Vic Peacock, Vaughn Leigh (from 6.26pm)

APOLOGIES: Karen Forsman

IN ATTENDANCE: K Trigg (Acting Group Manager Community Services), B Little (Policy Advisor), V Hill (Governance Assistant)

Meeting opened at 6.05pm

1. APOLOGIES (p2)

Discussion:

Karen Forsman emailed an apology for the meeting.

RESOLVED that the Omau Reserve Subcommittee receive apologies from Karen Forsman.

W Chisnall/Cr J Howard
5/5

CARRIED UNANIMOUSLY

2. MEMBERS INTEREST (p4)

Discussion:

Nil.

RESOLVED that Omau Reserve Subcommittee members disclose any financial or non-financial interest in any of the agenda items.

R Niederer/W Chisnall
5/5

CARRIED UNANIMOUSLY

3. CONFIRMATION OF MINUTES (p5)

Discussion:

K Trigg (Acting GM Community Services) indicated minutes for the meeting held 9 July 2020 were not currently available. Ms Trigg extended an apology saying these minutes would be available at a later date.

W Chisnall had formally kept notes of meetings and had chased up the minutes from 9 July 2020 however had not received them.

Cr J Howard suggested approval of the minutes be carried over to the next meeting.

RESOLVED that the Omau Reserve Subcommittee carry over approval of the minutes from the meeting of 9 July 2020 until the next meeting.

Cr J Howard/R Niederer
5/5

CARRIED UNANIMOUSLY

4. GENERAL BUSINESS (p7)

Discussion:

Terms of Reference

K Trigg (Acting GM Community Services) confirmed the subcommittee had reviewed the Terms of Reference provided at the last meeting

Meeting frequency and financial delegations are yet to be established.

B Little (Policy Advisor) pointed out the example of a specific financial delegation on page 8 of the agenda.

W Chisnall had a recollection from notes taken that at a meeting held on 10 November 2020, financial delegations were not discussed at that point.

Ms Chisnall advised that there was general agreement to the Appendix 1 Terms of Reference that were presented. Accountability was noted and it was agreed that formal meetings were to be held on a six monthly basis with potential for an annual workshop.

Ms Trigg confirmed it was possible to hold workshops as often as required.

Ms Trigg also apologised for the lack of communication from the Buller District Council.

Rick Barry had done a great job with available resources and since moved on to flood recovery. Mr Barry's job description had changed subsequently and subcommittees were being made a main focus. This was endorsed by the Chief Executive Officer, Sharon Mason. Ms Mason wanted to ensure this responsibility receives the time required to support the subcommittees.

Until the newly created Team Leader Community Facilities is appointed, Ms Trigg could be contacted directly and would be following up service requests.

Service requests were discussed, in particular one service request regarding the mowing of the reserve.

Ms Trigg has contacted WestReef for a cost for mowing the reserve however there has been no response as yet.

A plan for Gibson's Beach track reinstatement and an engineers report has been discussed with Phil Rossiter from the Kawatiri Coastal Trail.

Mr Rossiter has indicated it will be possible to add this into a current consent and will go through the consenting process. It will be affordable to put in steps.

Ms Chisnall noted access to the beach isn't part of any services request.

Three service requests related to mowing of the domain, vehicles accessing the playground adjacent to the domain and causing problems. Bollards and bunds are required to protect unstable areas. Also picnic tables (one fixed and one relocatable) are in an area that had signs up as being deemed as unstable.

K Trigg has passed these onto WestReef and they will be actioned.

R Niederer advised that money from the revitalisation fund for the turnaround area was for additional planting to go on the bund and a fence barrier to manage access to the domain area.

K Trigg confirmed that these funds would continue to be available.

R Niederer was concerned that some form of barrier be formed to protect a dangerous area where people were parking.

W Chisnall advised the meeting that formal notes did say that the area in front of Harry's is not officially part of the domain.

Cr J Howard agreed, however health and safety is everyone's responsibility.

Budgets are to be discussed at a workshop.

There was discussion regarding expenditure of maintaining and running the mower and the possible sale of the mower if WestReef mow the reserve in future.

R Nieder queried if the expense of spraying the bunds etc could be reimbursed to the individuals.

J Howard suggested some of the expenses associated with maintaining the area should come out of reserves funding.

K Trigg will follow this up.

Vaughn Leigh joined the meeting at 6.26pm

The subcommittee's role with maintaining the Council asset was discussed.

R Niederer commented that the challenge is around the mowing and spraying of the area and there is no revenue being derived.

B Little (Policy Advisor) suggested it would be best to get an idea of how much it would cost for WestReef to mow the area and it may be necessary to take this to Council or look at existing budgets.

Cr J Howard recommended the mowing of the domain keep going until the Annual Plan, then it may be included in budgets at that stage.

This could be taken to the Annual Plan for inclusions in an April or May 2022 submission.

It was agreed that continuing to mow the area would not be a problem for six months or so until about 1 July 2022.

K Trigg (Acting GM Community Services) advised that Rick Barry's replacement will be working on developing a reserve management plan with the subcommittee.

B Little commented that with an asset management plan comes a budget and this is a good basis to present to Council for the Annual Plan and also for accessing grants.

Revitalisation and community grants are available through Council.

Mira Schwill (Communications and Community Services Officer) is always available to assist with the application process and is a good point of contact.

It was agreed to adopt the standard delegated authority which was suggested in the agenda

“Other delegations and responsibilities:

- All invoices for goods and/or services costing no more than \$2,000 for budgeted items, and \$500 for non-budgeted items may be authorised for payment by the Chairperson or Secretary of the Subcommittee.*
- Approval for the payment of invoices over \$2,000 for budgeted items and \$500 for non-budgeted item must be authorised by a Council staff member with appropriate delegated authority*

Booking Events

The process for booking for use of the domain was discussed, along with health and safety obligations.

An updated booking form will be required to conform with COVID-19 restrictions and K Trigg indicated Council would be able to assist with this.

Cr J Howard suggested an agreement to clear up rubbish etc was required and queried the use of alcohol on council land.

B Little (Policy Advisor) told the meeting that the reserve is a public place so any public liquor licensing laws about places that can't have alcohol may apply.

K Trigg (Acting GM Community Services) will check this.

B Cargill said a liquor license has been required in the past for events, along with fire extinguishers etc. The Country and Western group did all of that themselves.

Putting a fee on the power box on the site will need to be arranged as well.

These issues will be included in the reserve and asset management plans.

In the meantime, K Trigg will send the current booking form to make the necessary changes.

Track to Gibsons Beach

R Niederer reported that a route is being established with Phil Rossiter and Hamish Seaton. Affected landowners, NZTA and Council will also be consulted and easements over land on titles would be for perpetuity.

RESOLVED that the Omau Reserve Subcommittee:

1. Discuss general business items, to be limited to discussions and timelines.

R Niederer/B Cargill
6/6

CARRIED UNANIMOUSLY

2. Recommend to the Community Environment and Services Committee the following to be included in the Omau Reserve Subcommittee Terms of Reference:

'Frequency of meetings

The Subcommittee shall hold formal meetings 2 times a year'; and

Agree to standard delegated authority as per Item 3.1

"Other delegations and responsibilities:

- *All invoices for goods and/or services costing no more than \$2,000 for budgeted items, and \$500 for non-budgeted items may be authorised for payment by the Chairperson or Secretary of the Subcommittee.*
- *Approval for the payment of invoices over \$2,000 for budgeted items and \$500 for non-budgeted item must be authorised by a Council staff member with appropriate delegated authority*

W Chisnall/R Niederer
6/6

CARRIED UNANIMOUSLY

3. Receive the Annual Financial Return for the year ended 30 June 2021 for information

R Niederer/B Cargill

6/6

CARRIED UNANIMOUSLY

-
- There being no further business the meeting concluded at 7.06pm
 - **Next meeting:** TBC
-

Confirmed: **Date:**



MEETING OF THE OMAU RESERVE SUBCOMMITTEE, HELD AT 4.30 PM ON THURSDAY 09 JULY 2020 AT THE CLOCKTOWER CHAMBERS, PALMERSTON STREET, WESTPORT.

PRESENT: Karen Forsman, Richard Niederer, Bruce Cargill, Steve Lee, Stacy Offwood, Wendy Chisnall, Vaughn Leigh

APOLOGIES: Staci Offwood

IN ATTENDANCE: Mary Wilson (Executive Assistant Commercial & Corporate Services)

Meeting opened at 4.30pm

1. APOLOGIES (p2)

Discussion:

RESOLVED that the Omau Reserve Subcommittee receive apologies from Staci Offwood

R Niederer/W Chisnall

7/7

CARRIED UNANIMOUSLY

2. MEMBERS INTEREST (p4)

Discussion:

Nothing to declare.

RESOLVED that Omau Reserve Subcommittee members disclose any financial or non-financial interest in any of the agenda items.

K Forsman/V Leigh

7/7

CARRIED UNANIMOUSLY

3. ACKNOWLEDGEMENT AND RECOGNITION OF PREVIOUS BOARD (p5)

Discussion:

Letters of acknowledgement and recognition of the work of the previous board are to be sent.

Advertisements will also be set up.

RESOLVED that the Omau Reserve Subcommittee agree to recognise the dedication and level of contribution from past committee members of the Omau Domain Board and thank them for their efforts.

S Lee/B Cargill

7/7

CARRIED UNANIMOUSLY

4. APPOINTMENTS OF THE OMAU RESERVE SUBCOMMITTEE (p6)

Discussion:

After referring the Buller District Council Standing Orders, subcommittee members agreed to choose System B to determine a voting system.

RESOLVED that the Omau Reserve Subcommittee:

1. Refer to Clause 5.6 of Buller District Council's Standing Orders and choose System B to determine a voting system to appoint the chairperson, deputy chairperson, secretary and treasurer
2. Accept nominations for the positions of chairperson, deputy chairperson, secretary and treasurer and use the above agreed voting system to appoint these positions

R Niederer/S Lee

7/7

CARRIED UNANIMOUSLY

The following nominations were accepted and confirmed by the Omau Reserve Subcommittee:

RESOLVED that the Omau Reserve Subcommittee elect Richard Niederer as Chair of the subcommittee

K Forsman/W Chisnall

7/7

CARRIED UNANIMOUSLY

RESOLVED that the Omau Reserve Subcommittee elect Steve Lee as Deputy Chair of the subcommittee

R Niederer/V Leigh

7/7
CARRIED UNANIMOUSLY

Council will prepare agendas, reports and minutes of formal meetings. Meeting schedules are set by Council, once the frequency of the formal meetings is agreed to by the subcommittee.

Informal workshops run by the subcommittee may be held as often as required.

RESOLVED that the Omau Reserve Subcommittee elect Wendy Chisnall as Secretary of the subcommittee

K Forsman/R Niederer
7/7
CARRIED UNANIMOUSLY

RESOLVED that the Omau Reserve Subcommittee elect Karen Forsman as Treasurer of the subcommittee

R Niederer/S Lee
7/7
CARRIED UNANIMOUSLY

5. TERMS OF REFERENCE (p8)

Discussion:

A workshop will be held to determine the frequency of meetings and financial delegations.

RESOLVED that the Omau Reserve Subcommittee receive the Terms of Reference for information.

K Forsman/V Leigh
7/7
CARRIED UNANIMOUSLY

6. CONFIRMATION OF MINUTES (p12)

Discussion:

The minutes of the meeting held 10 January 2019 were tabled and accepted.

RESOLVED that the Omau Reserve Subcommittee receive and confirm previous minutes from 10 January 20169.

K Forsman/R Niederer
7/7
CARRIED UNANIMOUSLY

7. FINANCIAL AND GOVERNANCE RESPONSIBILITIES (p16)

Discussion:

Bank accounts will need to be updated and changed to Omau Reserve Subcommittee.

Financial statements to be audited by the end of July.

The subcommittee has no charitable status.

The group watched a short video clip prepared by Lynn Brooks (BDC, Management Accountant) with some guidelines and suggestions.

RESOLVED that the Omau Reserve Subcommittee discuss financial and governance responsibilities of being a subcommittee of the Buller District Council

S Lee/W Chisnall

7/7

CARRIED UNANIMOUSLY

8. GENERAL BUSINESS (p17)

Discussion:

Workshops and insurance were discussed, along with the freedom camping status of the reserve.

Buller District Council policy regarding freedom camping and maps are to be forwarded to the subcommittee.

Vic Peacock is a subcommittee member.

RESOLVED that the Omau Reserve Subcommittee discuss general business items, to be limited to discussions and timelines.

B Cargill/S Lee

7/7

CARRIED UNANIMOUSLY

-
- There being no further business the meeting concluded at 5.30 pm
 - **Next meeting:** TBC
-

Confirmed: **Date:**

OMAU RESERVE SUBCOMMITTEE

14 JULY 2022

AGENDA ITEM 4

Prepared by Gary Sran
Team Leader Community Facilities

GENERAL BUSINESS

1. BACKGROUND

The Omau Reserve Subcommittee is to discuss general business in a capacity limited to discussions and timelines. Some matters are outlined below by way of formally putting them before the Subcommittee for consideration at this meeting.

Any other large items requiring discussion are to be discussed outside the meeting with the Chairperson, to be presented to the next meeting through the agenda.

2. RECOMMENDATION

That the Omau Reserve Subcommittee discuss general business items.

3. ISSUES AND DISCUSSION

3.1 Annual Financial Return:

The Annual Financial report is to be distributed at the meeting.

3.2 Mowing the Reserve

Confirmation of the responsibility going forward will be discussed.

3.3 Track down to Gibson's Beach

Currently, the track down to Gibson's Beach is closed for health and safety reasons. The future of access down to the beach will be discussed at the meeting.

3.4 Lighthouse Road

The discussions regarding the speed limit will be carried out at the meeting.

3.5 Recruitment for Treasure Role

Discussions to have around the recruitment for the Treasurer role.

3.6 Trimming of Trees at the Playground

The responsibility of trimming the trees at the playground which are under the power lines will be discussed in the meeting.

3.7 Clarification of Process for Future Appointment of Sub Committee After Local Elections

- i. Does it just roll over? If so, how long for?
- ii. Do we need to resubmit the expression of interest to remain on the subcommittee?

4. CONSIDERATIONS

4.1 Strategic Impact

The appointment of reserve and hall subcommittees ensures that the running of reserves is aligned to Council's policy and direction. Terms of reference and delegations mean that the subcommittees are able to carry out their functions, duties and powers.

4.2 Significance Assessment

The decisions to be made in this report are not deemed significant under Council's Significance and Engagement Policy.

4.3 Values

The Buller District Values are: Community Driven, One Team, Future Focussed, Integrity and We Care. The decisions to be made in this report are consistent with these values.

4.4 Risk Analysis

The key risk identified from the matters discussed in this report relate to compliance with statutory requirements. Where relevant these have been discussed above with information and recommendations given to help mitigate this risk.

4.5 Policy/Legal Considerations

- Local Government Act 2002
- Reserves Act 1977

4.6 Tangata Whenua Considerations

No specific considerations have been identified.

4.7 Views of Those Affected

No affected persons have been identified, based on the information available at the time of writing this report.

4.8 Costs

No additional costs have been identified, based on the information available at the time of writing this report.

4.9 Benefits

Through this report the Subcommittee can discuss and make decisions on the matters outlined above, to enable it to carry out its business.

4.10 Media/Publicity

There is likely to be some local interest in the activities of the Subcommittee.