

AGENDA

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

**Commencing at 3:30pm
on Wednesday 9 November 2022**

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

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*

Community Environment & Services Committee

09 November 2022 09:00 AM



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COMMUNITY, ENVIRONMENT & SERVICES COMMITTEE

9 NOVEMBER 2022

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. RECOMMENDATION

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

COMMUNITY, ENVIRONMENT & SERVICES COMMITTEE

9 NOVEMBER 2022

AGENDA ITEM 2

Prepared by Krissy Trigg
Group Manager Community Services

MEMBERS INTEREST

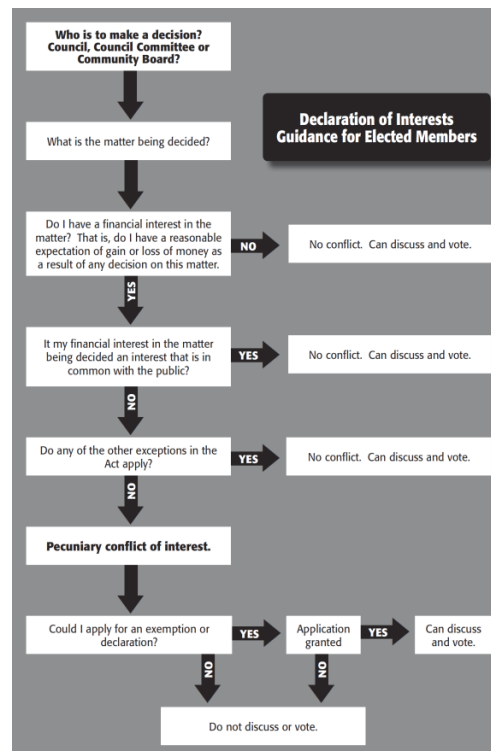
Members of the Community, Environment & Services Committee are encouraged to consider the items on the agenda and disclose whether they believe they have a financial or non-financial interest in any of the items in terms of Council's Code of Conduct.

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

9 NOVEMBER 2022

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 14 September 2022.

**MEETING OF THE COMMUNITY, ENVIRONMENT AND SERVICES COMMITTEE,
HELD AT 3.00PM ON WEDNESDAY 14 SEPTEMBER 2022 AT CLOCKTOWER
CHAMBERS, PALMERSTON STREET, WESTPORT.**

PRESENT: Cr M Montgomery (Chair), Mayor J Cleine, Cr J Bougen, Cr D Hawes,
Cr J Howard, Cr P Rutherford, DM S Roche, Cr R Sampson

APOLOGIES: G Weston, S Mason, N Tauwhare, R Nahr

IN ATTENDANCE: K Trigg (Acting Group Manager Community Services), M Schwill
(Communications and Community Services Officer), G Wilkinson (Communications
and Community Services Officer)

MEDIA: E Curnow (Westport News)

MEETING DECLARED OPEN AT 3.00pm

**1. APOLOGIES (Page 7)
Discussion**

G Weston, S Mason, N Tauwhare, R Nahr

RESOLVED: that the Community, Environment and Services Committee
receives apologies from G Weston, S Mason, N Tauwhare, R Nahr

Cr M Montgomery/DM S Roche
8/8
CARRIED UNANIMOUSLY

**2. MEMBERS INTEREST (Page 8)
Discussion**

Cr D Hawes: Declared an interest as a Trustee in application 6.11
Powerhouse Trust. He will abstain from that vote.

Cr J Howard: Declared an interest as a Trustee in application 6.16, 7.6 and
8.4 MENZ Shed. She will abstain but will answer questions.

Cr R Sampson: Declared an interest in application Karamea Communities Incorporated and also 6.6 Karamea Early Learning Centre. She will abstain from voting in these items.

DM S Roche: Declared an interest in application 6.1 Charleston Westport Coastal Trail Trust. Ms Roche's husband is one of the applicants signing the grant applications. She will abstain from voting in this application.

Application 6.2 Charleston Hall Board. Ms Roche is not a member but has been fundraising for this particular project and while there is not direct conflict, she will abstain from voting.

Application 6.15 Westport Early Learning Centre. She has a financial interest. The quote has come from IT@work, of which she is a Director and Shareholder. She will abstain from voting.

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/Cr M Montgomery
8/8

CARRIED UNANIMOUSLY

3. CONFIRMATION OF MINUTES (Page 9)
Discussion

RESOLVED that the Community, Environment and Services Committee receive and confirm minutes from the meeting of 13 July 2022.

Mayor J Cleine/Cr J Bougen
8/8

CARRIED UNANIMOUSLY

4. ACTION POINTS (Page 17)
Discussion

002: K Trigg advised this will be addressed at the first CESC meeting after elections.

010: Working group met today prior to today's meeting. There will be an update for September Council meeting.

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

DM S Roche/Cr J Howard
10/10

CARRIED UNANIMOUSLY

6. COMMUNITY GRANTS APPLICATION REPORT AUGUST 2022 (Page 21)

It was decided there be a 60/40% split between funding in this round and funding in the second round

M Schwill presented each of the applications.

1 - Charleston / Westport Coastal Trail Trust (Page 23)

Cr D Hawes	Maybe
Cr J Bougen	No
Cr J Howard	Maybe
Cr M Montgomery	Yes
Mayor J Cleine	Yes
Cr P Rutherford	No
Cr R Sampson	No
DM S Roche	Abstain
Tentative Decision	Maybe
Final Decision	Approved \$1,000

2 - Charleston Hall Board (Page 46)

Cr D Hawes	No
Cr J Bougen	Yes
Cr J Howard	No
Mayor J Cleine	Yes
Cr P Rutherford	Maybe
Cr R Sampson	Yes
DM S Roche	Abstain
Cr M Montgomery	Yes
Tentative Decision	Yes
Final Decision	Approved \$4,804

3 - Citizens Advice Bureau (Page 65)

Cr D Hawes	Partially Fund (Maybe)
Cr J Bougen	Maybe
Cr J Howard	Maybe
Mayor J Cleine	Yes
Cr P Rutherford	Yes
Cr R Sampson	Maybe
DM S Roche	Yes
Cr M Montgomery	Maybe
Tentative Decision	Maybe
Final Decision	Approved \$9,803 (75%)

4 - Island Creek Lodge (Page 92)

Cr D Hawes	Yes
Cr J Bougen	Yes
Cr J Howard	Yes
Mayor J Cleine	Yes
Cr P Rutherford	No
Cr R Sampson	Yes – Partial to get them going
DM S Roche	Yes – Partial to get them going
Cr M Montgomery	Yes
Tentative Decision	Yes
Final Decision	Approved \$4,200

5 - Kaitiaki Mokihiui Charitable Trust (Page 103)

Cr D Hawes	Yes
Cr J Bougen	Yes
Cr J Howard	Yes
Mayor J Cleine	Yes
Cr P Rutherford	Yes
Cr R Sampson	Yes
DM S Roche	Yes
Cr M Montgomery	Yes
Tentative Decision	Yes
Final Decision	Approved \$700

6 - Karamea Early Learning Centre (Page 117)

Cr D Hawes	Yes – Important part of community
Cr J Bougen	Yes - 75%
Cr R Sampson	Abstain
DM S Roche yes	Yes 50%
Cr J Howard	Yes \$2k Needing something more sustainable
Cr M Montgomery	Yes – Partial
Cr P Rutherford	Yes Partial
Tentative Decision	Yes
Final Decision	Approved \$2,000

7 - Kawatiri Group Riding for the Disabled (Page 130)

Cr D Hawes	Maybe
Cr J Bougen	Maybe
Cr R Sampson	No
DM S Roche	Yes - Partial
Cr J Howard	Yes \$2k
Cr M Montgomery	Yes
Cr P Rutherford	Yes - Partial
Tentative Decision	Maybe
Final Decision	Approved \$2,000

8 - Kawatiri Youth Voice Council (Page 147)

K Trigg advised the amount of \$10k already allocated is for wages.
This application is for events.

Cr D Hawes	Maybe
Cr J Bougen	Maybe
Cr R Sampson	Yes - Partial
DM S Roche	No - Funding of \$10k already is enough

Cr J Howard	No - \$10k already is a lot
Cr M Montgomery	No
Cr P Rutherford	Yes – Important to support youth
Mayor J Cleine	Yes
Tentative Decision	Maybe
Final Decision	Approved \$1,000

9 - New Zealand Food Network Foodbank Distribution Buller (Page 162)

Cr D Hawes	Yes
Cr J Bougen	Yes
Cr R Sampson	Partial
DM S Roche	Maybe
Cr J Howard	Yes
Cr M Montgomery	Yes
Cr P Rutherford	Yes
Mayor J Cleine	Yes
Tentative Decision	Yes
Final Decision	Approved \$2,000

10 - Palm Street Gallery (Page 170)

Cr D Hawes	No.
Cr J Bougen	No
Cr R Sampson	Partial
DM S Roche	Partial
Cr J Howard	No – Letter of support to DWC
Cr M Montgomery	No – Letter of support to DWC
Cr P Rutherford	No
Mayor J Cleine	No
Tentative Decision	No
Final Decision	No but letter of support for application to DWC

11 - Reefton Powerhouse Charitable Trust (Page 182)

Cr D Hawes	Abstain
Cr J Bougen	Yes - Partial if required
Cr R Sampson	No - Revitalisation Fund?
DM S Roche	Yes - Partial
Cr J Howard	No - Revitalisation Fund?
Cr M Montgomery	No - Revitalisation Fund?
Cr P Rutherford	Yes - \$10k
Mayor J Cleine	Yes
Tentative Decision	Maybe
Motion	\$10,000 Lost
Final Decision	Approved \$7,500 with recommendation to seek funding from Revitalisation Fund

12 - RNZSPCA - Greymouth Centre (Page 203)

Cr D Hawes	No
Cr J Bougen	No
Cr R Sampson	No
DM S Roche	No
Cr J Howard	No
Cr M Montgomery	No
Cr P Rutherford	No
Mayor J Cleine	No
Tentative Decision	No
Final Decision	No

13 - Sacred Heart School Reefton Parent Teacher Association (Page 213)

Cr D Hawes	Yes
Cr J Bougen	Yes
Cr R Sampson	Yes - Partial
DM S Roche	Yes - Partial
Cr J Howard	Yes
Cr M Montgomery	Yes - Partial
Cr P Rutherford	Yes
Mayor J Cleine	Yes
Tentative Decision	Yes
Final Decision	Approved \$3,094

14 - Victim Support in Buller (Page 230)

Cr D Hawes	Yes - Partial
Cr J Bougen	Yes - Partial
Cr R Sampson	Yes - Partial
DM S Roche	Yes - Partial
Cr J Howard	Yes - 75%
Cr M Montgomery	Yes - Partial
Cr P Rutherford	Yes
Mayor J Cleine	Yes
Tentative Decision	Yes
Final Decision	Approved \$4,000

15 - Westport Early Learning Centre (Page 288)

Cr D Hawes	Maybe - Partial
Cr J Bougen	Yes - Partial
Cr R Sampson	Yes - Partial
DM S Roche	Abstained
Cr J Howard	Yes - Partial
Cr M Montgomery	Maybe
Cr P Rutherford	Partial
Mayor J Cleine	Maybe - More from Mayoral Relief
Tentative Decision	Yes
Final Decision	Approved \$1,000

16 - Westport Menz Shed (Page 315)

Cr D Hawes	Maybe
Cr J Bougen	Yes
Cr R Sampson	Yes - Partial
DM S Roche	Yes
Cr J Howard	Abstain
Cr M Montgomery	Yes
Cr P Rutherford	Yes - Great support to community
Mayor J Cleine	Yes
Tentative Decision	Yes
Final Decision	Approved \$2,500

17 - Westport Municipal Band (Page 328)

Cr D Hawes	Yes - Partial noting they didn't give a final amount they were seeking
Cr J Bougen	Yes - Check insurance rate
Cr R Sampson	Yes - Partial
DM S Roche	Yes Partial – Same rule as Citizens Advice
Cr J Howard	Yes 75% - Check for other funding
Cr M Montgomery	Partial
Cr P Rutherford	Yes
Mayor J Cleine	Yes
Tentative Decision:	Yes
Final Decision:	Approved \$3,335

Five-minute break at 4.25pm.
Meeting resumed at 4.33pm.

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

Cr P Rutherford/Cr D Hawes

8/8

CARRIED UNANIMOUSLY

Cr D Hawes thanked M Schwill and her team for making this an easier process than previously.

7. COMMUNITY GRANTS ACCOUNTABILITY RECEIVED REPORT (Page 353)

1. Charleston Hall (Page 354)
2. Citizens Advice Bureau (Page 365)
3. Kaitiaki Mokihinu Charitable Trust (Page 372)
4. Karamea Craft Group (Page 375)
5. Karamea Estuary Enhancement Project (Page 378)
6. Westport Menz Shed (Page 387)
7. Westport Municipal Band (Page 398)

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

DM S Roche/Cr D Hawes

10/10

CARRIED UNANIMOUSLY

8. REVITALISATION FUND RECEIVED REPORTS (Page 404)

Progress Report Attachments:

1. Carters Beach Reserve Subcommittee - August 2022 (Page 407)
2. Kaitiaki Mokihinu Charitable Trust - August 2022 (Page 410)
3. Omau Domain Board - August 2022 (Page 413)

Completion Report Attachment

- A. Westport Menz Shed (Page 415)

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

Cr D Hawes/Cr M Montgomery

10/10

CARRIED UNANIMOUSLY

A verbal report was given by Cr J Howard regarding a clergy meeting at Punakaiki last night. It was positively received. A formal committee was established, and Ms Howard is looking forward to working with them.

K Trigg noted she was impressed with the support from the community and thanked all that turned up.

Cr M Montgomery thanked Councillors for the final CESC meeting.

Cr J Bougen thanked Cr M Montgomery for her time as Chair.

-
- There being no further business the meeting concluded at 4.53pm
 - **Next meeting:** 3pm, (tentatively) Wednesday 9 November 2022, Clocktower Chambers, Palmerston Street, Westport.
-

Confirmed: **Date:**

COMMUNITY, ENVIRONMENT & SERVICES COMMITTEE

9 NOVEMBER 2022

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.

COMMUNITY, ENVIRONMENT & SERVICES COMMITTEE

Outstanding Action Points

No.	Meeting of:	Action Point	Responsible	Update:	Date required by:
				NO OUTSTANDING ACTION POINTS	

COMMUNITY, ENVIRONMENT AND SERVICES COMMITTEE

9 NOVEMBER 2022

AGENDA ITEM: 5

- Prepared by** Mira Schwill
Team Leader Communications & Community Engagement
- Reviewed by** Krissy Trigg
Group Manager Community Services
- Attachments** A – Community-Led Revitalisation Fund: Information for Applicants
B – Applications Overview
C – Applications for Community-Led Revitalisation Fund

COMMUNITY-LED REVITALISATION FUND: FUNDING APPLICATIONS

1. BACKGROUND

The Community-Led Revitalisation Fund is set up to support the work of community groups and volunteer organisations who support projects that will:

- Transform our public spaces
- Bring new life to our communities and enhance community wellbeing
- Grow community ownership of our places through the contribution of volunteers
- Strengthen the relationship between Council and the community

This fund is provided by Council and is budgeted for each year within its Annual Plan.

The funding pool is set annually, and the pool is contestable. Applications are called for once a year. Applications are invited from community groups which are in the Buller District.

Further information about the fund is attached to this report which includes the criteria.

2. DRAFT RECOMMENDATION

That the Community, Environment and Services Committee considers the applications and advises of its decision.

3. APPLICATIONS: FUNDING ROUND 2022/2023

Six applications were received for a total requested funds of \$76,200.00.

An overview of the applications is provided in the spreadsheet attached to this report.

Full applications are included in this agenda for assessment by the committee against the assessment guidelines and marking sheet.

The budget for the Community-Led Revitalisation Fund is \$50,000.00. There is only one single funding round for this grant.

1. Carters Beach Recreation Reserve Subcommittee

Install both a public gas BBQ and an information sign at the Carters Beach Reserve.

Amount requested: **\$17,000**

Total cost of project: **\$17,000**

2. Clean Streams Karamea

Weed removal and native planting project around 1.71ha of Westport's Floating Basin / Kawatiri River Trail area.

Amount requested: **\$9,500**

Total cost of project: **\$13,550**

3. Charleston – Westport Coastal Trail Trust

Installation of two steel education/information panels along the Kawatiri Coastal Trail.

Amount requested: **\$10,994**

Total cost of project: **\$10,994**

4. Karamea Cemetery Trust

Completion of a utility shed and native planting around the cemetery reserve, and installation of a noticeboard at the natural burial site.

Amount requested: **\$16,206**

Total cost of project: **\$100,000**

5. Reefton Powerhouse Charitable Trust

Realignment / construction of bridges for pedestrian use to allow the Bottled Lightning Powerhouse Walk to stay open.

Amount requested: **\$7,500**

Total cost of project: **\$27,500**

6. Westport Railway Preservation Society

Build a shelter and display for public 2x historic steam engines.

Amount requested: **\$15,000**

Total cost of project: **\$25,000**

COMMUNITY-LED REVITALISATION FUND: INFORMATION FOR APPLICANTS

About the fund

Buller District Council has committed \$50,000 this financial year to the Community-Led Revitalisation Fund (CLRF). The fund is contestable and is designed to support projects that will:

- Transform our public spaces.
- Bring new life to our communities and enhance community wellbeing.
- Grow community ownership of our places through the contribution of volunteers.
- Strengthen the relationship between Council and the community.

Who can apply for funding?

Applications are invited from community groups which are in the Buller District.

Funding priorities

Westport

Council has set priorities for applications for revitalisation projects within the Westport area.

Strong preference will be given to projects that will be done on Council owned or land which Council leases, and that will also enhance the work that will be done through Council managed revitalisation projects.

Please refer to the Riverfront Concept Plan and the Westport Revitalisation Project Design Framework 2018 for details about these projects. These documents will assist you to assess whether your project will enhance these planned works.

However, all applications that meet the criteria will be considered. Please contact Council's Communications and Community Services Officer to see if your application meets criteria and if it is likely to be given priority.

Other areas within the Buller District

All applications that meet the funding criteria will be considered, however, if a revitalisation/master plan exists for that area preference will be given to proposals which align to that plan. Applications will not be disadvantaged if a revitalisation/master plan does not exist for an area.

In the absence of a revitalisation plan, applications must show alignment with the Council's vision for the district to become a thriving community where families enjoy a great quality of life and the distinctive natural, cultural and historical environment are treasured to enhance community wellbeing.

Applicants preparing funding applications for projects in the Punakaiki area should refer to the Greater Punakaiki Master Plan to understand the vision for this area and to identify how your proposal will link to the master plan.

Please contact Council's Communications and Community Services Officer to see if your application meets criteria and if it is likely to be given priority. Phone 0800 807 239 or email grants@bdc.govt.nz

- Applicants must be community groups representing their community within Buller District.
- Projects must be co-ordinated by established community groups, clubs, or associations.
- The project work will be done by volunteers overseen by the community group.
- The funds must be used for materials and services and invoices for all materials and services must be provided to Council as per the requirements for payment.
- Grants will not be made retrospectively.
- Applicants will have completed all areas of the application form and provided all required information prior to the close date.

Payment of funds

Council will pay on invoices for projects granted funding, up to the amount granted. The amount granted is GST exclusive. If a supplier is not GST registered the total amount is used. Invoices must be made to the Buller District Council and must include the unique reference number allocated to the project.

Invoices must be sent to Council's Communications and Community Services Officer.

Project updates

Successful applicants will be required to provide written progress updates every three months to Council. Failure to do so may result in further funding being withheld. Failure to progress the project as stated in the application may result in further funding being withheld.

On completion applicants are required to complete a project completion report including photos, videos, and any media coverage of the project. This report has to be submitted two-months after the project is finished.

All progress and completion reports must be sent to Council's Communications and Community Services Officer.

Info available to applicants

Council staff are available to provide you with guidance and information to help you collate your application. Please contact Council's Westport office to make an appointment to see Council's Communications and Community Services Officer.

The Westport Riverfront Concept Plan, the Westport Revitalisation Project Design Framework 2018, and the Greater Punakaiki Master Plan are available at www.bullerdc.govt.nz/funding or at Council's office in Westport or Reefton.

Forms

You'll find application forms, and information at Council offices and online at www.bullerdc.govt.nz/funding. Please contact Council's Communications and Community Services Officer on 0800 807 239 or email grants@bdc.govt.nz if you have any questions.

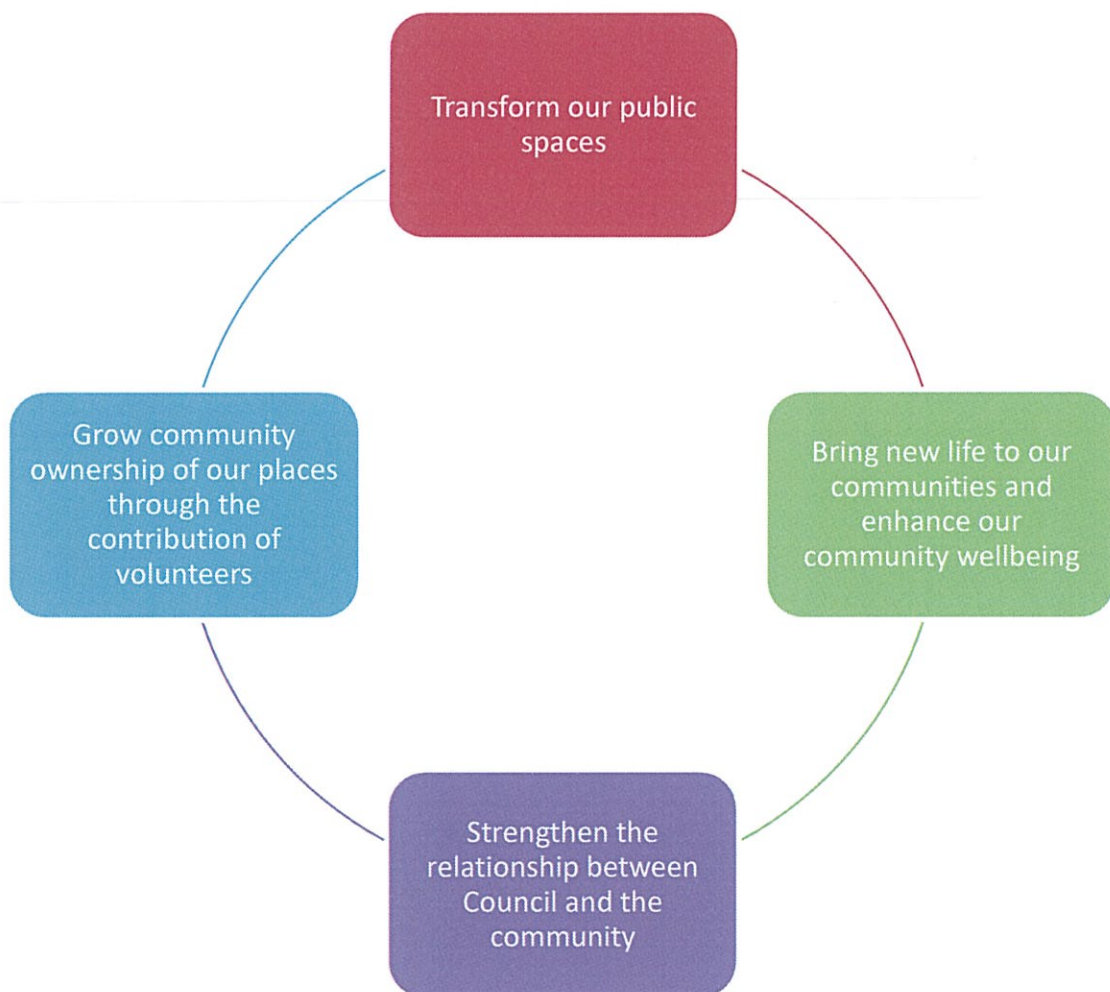
Application					District Revitalisation			Support Community Outcomes (Y/N)					Future Maintenance	
Organisation Name	Amount requested	Total project cost	Purpose	Accountability received	Location	Does the project need a building consent?	Does this project take place on Council owned or leased land?	Does this project enhance any master design plan that exists for that area?	Social	Affordability	Prosperity	Culture	Environment	Do you intend to manage the project once it is complete? Or do you wish Council to take over the maintenance and ongoing management of the project?
Carters Beach Recreation Reserve Subcommittee	\$17,000.00	\$17,000.00	Install a public BBQ and sign post at Carters Beach reserve	Y	Carters Beach Reserve	No	Yes	Yes	Y	Y	Y	Y	Y	Subcommittee will replace/refill gas bottles
Charleston to Westport Coastal Trail Trust	\$10,994.00	\$10,994.00	Installation of 2x corten steel education/information panels along the Kawatiri Coastal Trail	Y	Kawatiri Coastal Trail	No	Both reserve and crown leased land	Yes	Y	Y	Y	N	Y	Volunteers will maintain the signs
Clean Streams Karamea	\$9,500.00	\$13,550.00	Weed removal and native planting project around 1.71ha of Westport's Floating Basin / Kawatiri River Trail area	N/A	Kawatiri River Trail	No	Yes	Yes	Y	Y	Y	N	Y	Maintenance by community groups and volunteers
Karamea Cemetery Trust	\$16,206.00	\$100,000.00	Completion of shed, bund and esplanade reserve native planting, and installation of noticeboard at the natural burial site	N/A	Karamea natural burial cemetery	No	Yes	N/A	Y	Y	Y	Y	Y	Maintenance by Karamea Cemetery Trust
Reefton Powerhouse Charitable Trust	\$7,500.00	\$27,500.00	Realignment / build bridges for the Bottled Lightning Powerhouse Walk, to allow the walk to stay open while major rebuild and construction occurs	N/A	Reefton Bottled Lightning Walk	No	Yes	Yes	Y	Y	Y	Y	Y	Self sustaining
Westport Railway Preservation Society	\$15,000.00	\$25,000.00	Build a shelter for historic steam engines for public display	N/A	Westport Railway / Toki Bridge	No	No	Yes	Y	N	N	Y	N	Maintenance and management by the preservation society.
TOTALS	\$76,200.00	\$194,044.00												
Funding Available	\$50,000.00													
Difference	-\$26,200.00													

Legend

Y	Yes
N	No
M	Maybe
I	Conflict of Interest

COMMUNITY LED REVITALISATION FUND APPLICATION

The Buller District Council Community-Led Revitalisation Fund (CLRF) aims to partner with and support community groups who want to work with Council to achieve the following objectives:



**If you want to work with Council and enhance our district,
read the Community-Led Revitalisation Fund Information brochure
before filling out this application to ensure your project meets the criteria.**

Applicant's details

For photocopying purposes, please use a black pen to complete this form on paper. Please ensure you complete all sections with as much detail as possible.

Name of your community group:

Carters Beach Recreation Reserve Subcommittee

Legal status of your community group (e.g. trust, incorporated society, club, registered charity, board, sub-committee)

Subcommittee

Postal address:

C/- Secretary, 6 Cook Street, Carters Beach

Postcode: 7085

Email: cartersbeachsecretary@gmail.com

Contact people:

Name	Position in organisation	Daytime phone number
<i>Main contact:</i>		
Cody Frewin	Secretary	027 217 0846
<i>Secondary contact:</i>		
Shayne Barry	Chairperson	022 694 4592

When was the group established?

The current sub-committee was appointed by Mayor Jamie Cleine in April 2019.
The Subcommittee contribute many volunteer hours and funds to enhancing community spaces.

Examples include; cleaning of the public toilets, building maintenance, mowing, installing picnic tables, revitalizing the seal sculpture, revitalizing the gazebo, donating framed design plans of hall, recruiting new members to the Subcommittee, installing and maintaining paths to the beach, rubbish collections, community liaison, supporting other organisation's events at Carters Beach, project management, installing penguin nesting boxes, volleyball court, petanque courts, increased seating and picnic tables, community cycle loan scheme, community notice board, gardening and planting.

What are your group's main objectives?

To revitalise Carters Beach Recreation Reserve so that it becomes a vibrant destination of choice for local residents and tourists.

The Kawatiri Cycle Trail passes through the reserve and many families cycle/walk from Westport to Carters Beach and then return.

We aim to provide our community with a visitor experience similar to that of other seaside towns; accessible; lots of places to sit, picnic and relax with family and friends; and to provide visitor friendly amenities and activities.

Alongside this we aim to enhance the natural and intrinsic qualities of the reserve; we have begun planting, weeding, we have provided penguin nesting boxes in an attempt at providing habitat, we have created beach access walkways so that the sand-dune area can recover from years of neglect and human intrusion.

Community engagement

Describe how you have engaged with your community to identify the project(s) you are applying for?

We have had a community workshop whereby local residents came along and talked openly about what Carters Beach means to them; and how they would like to see it utilised. From this our community developed a 'wish list' of things that they'd like to see at Carters Beach.

Last year we were given revitalisation funding to carry out the first part of this community driven project: provide more seating and planting for shelter. This work has been completed.

This year we are applying for funding to start the next phase of the project - to make Carters Beach a place where families/friends can gather and picnic.

Looking to other seaside towns nationally and internationally, councils provide coin operated BBQ areas that can be used by members of the public.

A BBQ close to the children's playground was a high priority for Carters Beach residents. The playground is a focal point of the reserve and our priority has been to enhance this area first as this is where the majority of people gather.

We also wish to place a sign post so that visitors to the reserve can see what is on offer there; various recreational opportunities; petanque, beach volleyball etc.

Project details

About your project(s):

Summarise your project here. Attach full details of your project to your application (including scope of work, affected parties, timeline and key milestones, concept drawings and outcomes).

The initial phases of our project have been to look at what other towns in New Zealand have done in regards to providing public BBQs.

There are two options to consider; coin operated electric or coin operated gas BBQs. As there is no electricity to the children's playground area of the reserve the best option is for a gas operated BBQ.

Affected Parties: There are no affected parties. Local residents support the project.

Timeline: Some unknown factors; due to availability of product, delivery and installation. Once we have funding approved and we can commit to a product then delivery date and installation dates can be confirmed. It is expected that we would use local providers to undertake necessary groundwork.

Concept drawings: See attached quote from Urban effects; We plan to purchase a SINGLE burner stainless steel gas BBQ.

Outcomes: Having a BBQ at the centre of the reserve, by the playground, toilets, basketball court, petanque court, beach volleyball and cycle trail would have a 100% positive effect on the local area. Families would be able to use the reserve more like a 'park', especially with more picnic seating going in and the shelter-belt planting.

Volunteer labour: It is anticipated that the BBQ will be put in by volunteers and planting/seating areas will be created to enhance the setting of the BBQ area.

Community impact

How will your project(s) benefit the wider community?

Carters Beach is the safest swimming beach on the West Coast. Providing more funding to enhance the amenities that are already there will have a positive effect on the local economy and the local community.

The Kawatiri Cycle Trail passes right through the reserve. The amenities shed is about to be transformed into a welcoming sheltered space with seating and an outdoor shower.

More and more people are using the reserve on a daily basis. These people are not just Carters Beach residents. A recent poll of visitors taken over Labour Weekend showed that many of them came from outside of the Buller Region; Canterbury, Nelson/Marlborough, North Island and international travellers.

All of these people come to the Coast to experience the beauty and relaxing atmosphere of the Buller Region. Having a place to BBQ would enhance visitor experience and provide families with a sense of gathering; sharing kai and good times at the beach.

Which of the following objectives will your project contribute towards?

If your project does not support an objective insert N/A.

Yes/No/N/A	Objectives
Yes	Transform our public spaces.
Yes	Bring new life to our communities and enhance community wellbeing.
Yes	Grow community ownership of our places through the contribution of volunteers.
Yes	Strengthen the relationship between Council and the community.

Does this project take place on Council owned or leased land?

Yes

Does this project enhance any master design plan that exists for that area?

If yes which one. Copies of master design plans can be downloaded from Council's [website](#) or contact Community Services staff for more information.

There is no master plan for Carters Beach, however it does fit well in the Long Term plan for the Buller Region.

Continuing to enhance the usability and engagement with Carters Beach fits perfectly with a natural extension of the Riverfront Concept Plan and the Westport Revitalisation Project Design Framework 2018. Overall making Westport an appealing place to live and visit. This project would enable the Kawatiri Coastal Trail to have further amenities and grow community ownership of our place as they see their ideas come to fruition as well as enhance the public space.

Future maintenance

Do you intend to manage the project once it is complete? Or do you wish Council to take over the maintenance and ongoing management of the project?

Yes, absolutely. The Carters Beach Recreation Reserve subcommittee are committed to enhancing visitor experience of the reserve. Our volunteers already undertake planting and weeding at the reserve as well as cleaning the toilets, mowing lawns, maintenance of plant/amenities etc.

How do you see future maintenance of the project occurring?

Carters Beach Reserve Subcommittee would manage the replacing/refilling of gas bottles. Regular recertification/code of compliance for gas would need to be carried out by qualified gas fitter according to the manufacturers recommendation.

Will your project require a building and/or resource consent? If you are unsure, please get in touch with Council to determine if any consents will be required. Please be aware it may be your responsibility to obtain relevant consents.

No, however we would need a registered gasfitter to undertake installation of the equipment.

Estimated project costs

Please provide details about how you will spend any funding you receive. Invoices for goods or services purchased for the project have to be sent to the Buller District Council. The Buller District Council will pay the invoice/s on your behalf. Any unused funds will remain with Council so that they can be used for other projects in the district.

Item/activity/project	Detail – what will you be purchasing?	Cost (\$)
Provide BBQ at CB reserve	Urban Effects single stainless steel Gas BBQ	\$15,000 est
Provide signage at CB reserve	AA style sign post - pointing to all areas of activity	\$2,000
Total project cost:		\$ 17,000

If you are seeking funding from other sources please outline these below.

From	Applied/Received/Other	Amount (\$)
Total other funding		

How much funding are you applying for?

Total project cost	\$17,000
Less total other funding	
Amount you are requesting from this Revitalisation Fund	\$17,000

Have you received funding from the Community Led Revitalisation Fund in the past?

Yes

(If yes please complete the table below for your most recent project.)

Year	Project	\$ Amount	Was your project completed? If not feel free to write an explanation.
2021	Planting/seating at the Reserve	\$12,000	Yes

Community Outcomes

Which of the Buller District Council's Community Outcomes will your project contribute towards?

If your project does not support a Community Outcome insert NA. Copies of the Community Outcomes can be downloaded from Council's [website](#) or contact Community Services staff for more information.

✓	<p>Social</p> <p>Our communities are vibrant, healthy, safe and inclusive.</p>
✓	<p>Affordability</p> <p>Our communities are supported by quality infrastructure, facilities and services that are efficient, fit-for-purpose, affordable and met our current and future needs.</p>
✓	<p>Prosperity</p> <p>Our district is supported by quality technology and an innovative and diverse economy that creates opportunities for self-sufficiency, sustainable growth and employment</p>
✓	<p>Culture</p> <p>Our lifestyle is treasured, our strong community spirit is nurtured, and our inclusive and caring communities understand our whakapapa and heritage and support lifelong learning</p>
✓	<p>Environment</p> <p>Our distinctive environment and natural resources are healthy and valued.</p>

Declaration:

I/we hereby declare the information supplied in this application is correct. If the application is successful, I/we agree to provide progress and completion reports as required to Buller District Council.

I/we agree to participate in any funding audit of our organisation conducted by Buller District Council.

I/we also consent to Buller District Council collecting, retaining and using the contact details of our organisation that have been listed in this application.

I/we confirm we have the authority to provide these details and to commit the organisation to this application.

Where funds are approved, I/we agree to acknowledge Buller District Council in all promotions carried out.

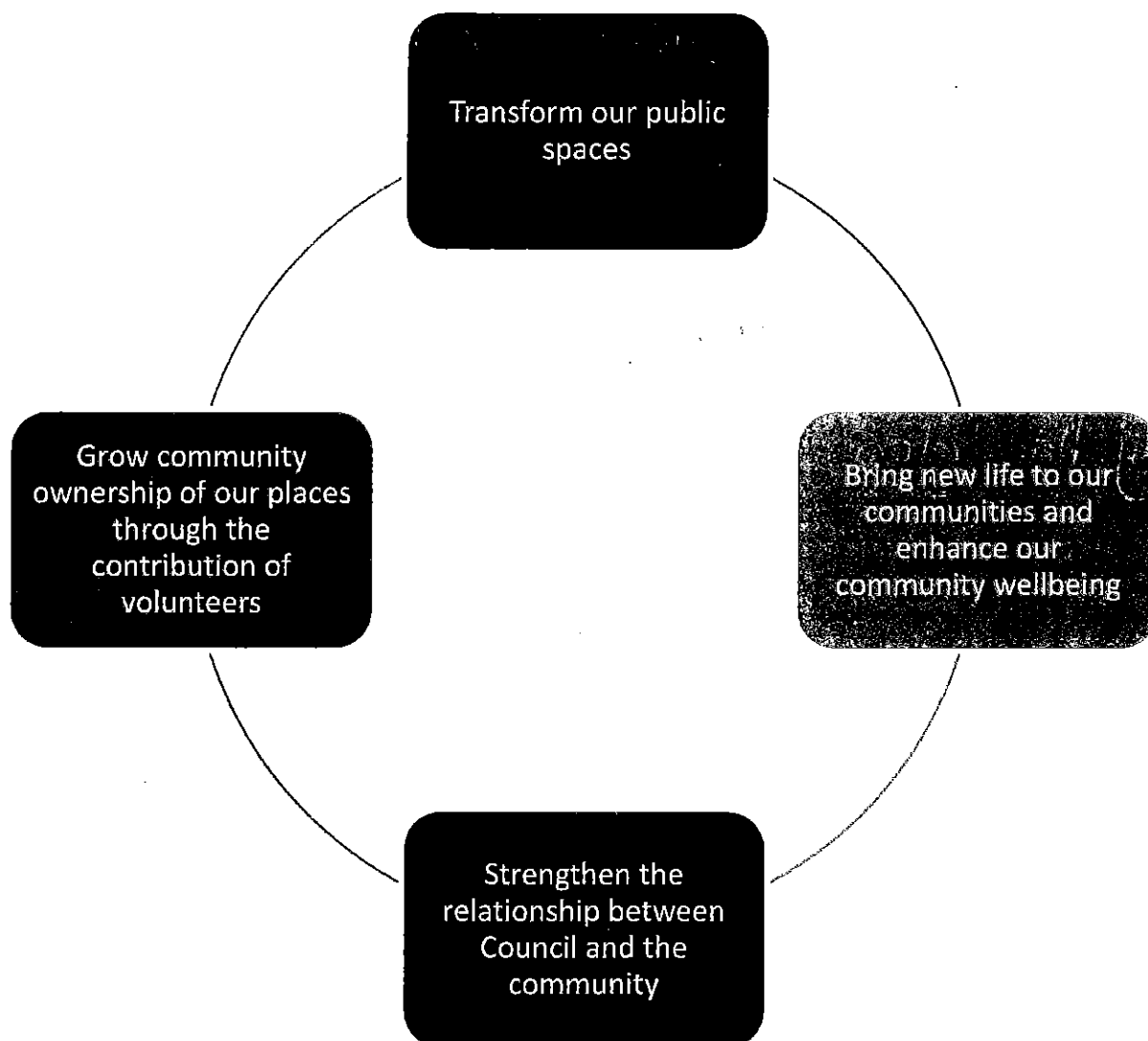
Name	Signature
Main contact: <i>Cody Freeman</i>	
Secondary contact: <i>Shayne Berry</i>	

Send your completed
application to: Buller District Council,
PO Box 21, Westport 7866
or email to grants@bdc.govt.nz

The personal information that you provide in this form will be held and protected by Buller District Council in accordance with our privacy policy (available at bullerdc.govt.nz/privacy and at council libraries and service centres) and with the Privacy Act 2020. Council's privacy policy explains how we may use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. We recommend you familiarise yourself with this policy.

COMMUNITY LED REVITALISATION FUND APPLICATION

The Buller District Council Community-Led Revitalisation Fund (CLRF) aims to partner with and support community groups who want to work with Council to achieve the following objectives:



If you want to work with Council and enhance our district,
read the Community-Led Revitalisation Fund Information brochure
before filling out this application to ensure your project meets the criteria.

Applicant's details

For photocopying purposes, please use a black pen to complete this form on paper. Please ensure you complete all sections with as much detail as possible.

Name of your community group:

Charleston - Westport Coastal Trail Trust

Legal status of your community group (e.g. trust, incorporated society, club, registered charity, board, sub-committee)

Charitable Trust

Postal address:

c/- Campbell and Associates, 68 Russell St, Westport

Postcode: 7825

Email: admin@kawatiri.coastaltrail.co.nz.

Contact people:

Name	Position in organisation	Daytime phone number
Main contact: Richard Niederer Trust Chair	Trust Chairman	027 280 9300
Secondary contact: Trudy Harrington	Admin Manager	021 223 2803

When was the group established?

The CWCT Trust was established in 2016. In 2017 the trail was included in the WC Economic Development Strategy and in 2018 a comprehensive business case resulted in CWCT receiving \$9.36 million from the Provincial Growth Fund (Kāwhiri) for the construction of the trail. Construction of the Kawatiri Coastal Trail began in 2020 and by November this year 22 km of continuous track will be completed. Completion of the full trail is expected by mid-late 2023.

What are your group's main objectives?

To provide an invigorating cycle and walk trail experience through a breath taking corridor of natural beauty with a rich and intriguing history, while also creating economic, social and cultural opportunities for the Buller District.

Community engagement

Describe how you have engaged with your community to identify the project(s) you are applying for?

Kawakiri Coastal Trail engages with the community through its quarterly newsletter, social media & newsprint.

The education/information signage and promotion panels are part of the overall plan to continue to enhance the trail & the user experience while at the same time promoting what the wider district has to offer.

KCT have engaged with DWC and have researched the benefits that can be gained for district promotion. by erecting installations that provide photo opportunities along a trail. These photos are often uploaded to individual's social media sites, increasing the branding reach.

Project details

About your project(s):

Summarise your project here. Attach full details of your project to your application (including scope of work, affected parties, timeline and key milestones, concept drawings and outcomes).

Kawatiri Coastal Trail would like to install corten steel education/information panels along the trail, designed to encourage trail user to stop, take a break and take a "selfie" using the panel in the background.

KCT have chosen corten steel as the medium for the panels to align with the "Welcome to Westport" sign and because of its resilience in coastal areas.

Three New Zealand cycle trails have been named among the most instagrammed in the world, lifting their districts profile. We believe the Kawatiri Coastal Trail has the potential to be the most instagrammed trail in NZ.

From the funding provided by the Revitalisation Fund we would install 2 of these panels, highlighting natural features along the trail.

Volunteers will assist with installation of the panels and they will also help to create a seating area by each panel.

KCT will continue this theme along the trail and hope to access other funding to enable this to happen.

Expected completion time for the project would be March 2023

Community impact

How will your project(s) benefit the wider community?

The new activity and attraction of the Kawakiri Coastal Trail is projected to contribute an additional \$79.1 million in visitor spending to the Buller District over the first 10 years, once the trail is completed. The objective of the trail is to create an iconic activity that celebrates the district's abundant cultural and natural heritage.

The corten steel panels, inspired by our natural environment, will highlight the geography, flora and fauna that can be experienced along the trail.

Local businesses will be engaged to create the panels and the panels themselves will not only provide points of interest & curiosity but will also create civic pride by highlighting our unique natural environment.

Which of the following objectives will your project contribute towards?

If your project does not support an objective insert N/A.

Yes/No/N/A	Objectives
Yes	Transform our public spaces.
Yes	Bring new life to our communities and enhance community wellbeing.
Yes	Grow community ownership of our places through the contribution of volunteers.
Yes.	Strengthen the relationship between Council and the community.

Does this project take place on Council owned or leased land?

Both reserve and crown leased land.

Does this project enhance any master design plan that exists for that area?

If yes which one. Copies of master design plans can be downloaded from Council's website or contact Community Services staff for more information.

The Kawatiri Coastal Trail enhances the work that council has carried out through its managed revitalisation project. The Toki Poutangata Bridge and the "all weather" trail project led by BDC connect Westport to the start of the Kawatiri Coastal Trail, allowing pedestrians and cyclists to link from Westport to Carters Beach, Tauranga Bay & beyond. The group manager of Infrastructure Services has stated "The KCT is integral to Westport's Master Plan & our District Design Framework Revitalisation Strategy".

Future maintenance

Do you intend to manage the project once it is complete? Or do you wish Council to take over the maintenance and ongoing management of the project?

Kawatiri Coastal Trail will provide maintenance once the panels are in place through their volunteer network.

How do you see future maintenance of the project occurring?

The panel sites will be included in the overall KCT maintenance plan that is managed through a mix of volunteer labour & commercial providers.

Will your project require a building and/or resource consent? If you are unsure, please get in touch with Council to determine if any consents will be required. Please be aware it may be your responsibility to obtain relevant consents.

No - Panels (seating) will be sited where resource consent is not required.

Estimated project costs

Please provide details about how you will spend any funding you receive. Invoices for goods or services purchased for the project have to be sent to the Buller District Council. The Buller District Council will pay the invoice/s on your behalf. Any unused funds will remain with Council so that they can be used for other projects in the district.

Item/activity/project	Detail – what will you be purchasing?	Cost (\$)
X. Information panel & seating	Panel, posts, seating & installation materials	\$ 5497
" " "		
	X2 panels	\$ 5497
Total project cost:		TOTAL : \$ 10,994

If you are seeking funding from other sources please outline these below.

No - not for these panels

From	Applied/Received/Other	Amount (\$)
Total other funding		

How much funding are you applying for?

Total project cost	\$10,994.00
Less total other funding	
Amount you are requesting from this Revitalisation Fund	\$10,994.00.

Have you received funding from the Community Led Revitalisation Fund in the past?
(If yes please complete the table below for your most recent project.)

Yes.

Year	Project	\$ Amount	Was your project completed? If not feel free to write an explanation.
2020	Mural - Trail Underpass.		Yes.

Community Outcomes

Which of the Buller District Council's Community Outcomes will your project contribute towards?

If your project does not support a Community Outcome insert NA. Copies of the Community Outcomes can be downloaded from Council's [website](#) or contact Community Services staff for more information.

✓	Social Our communities are vibrant, healthy, safe and inclusive.
✓	Affordability Our communities are supported by quality infrastructure, facilities and services that are efficient, fit-for-purpose, affordable and met our current and future needs.
✓	Prosperity Our district is supported by quality technology and an innovative and diverse economy that creates opportunities for self-sufficiency, sustainable growth and employment
✓	Culture Our lifestyle is treasured, our strong community spirit is nurtured, and our inclusive and caring communities understand our whakapapa and heritage and support lifelong learning
✓	Environment Our distinctive environment and natural resources are healthy and valued.



APPLICATION CHECKLIST

Information for applicants:

- Complete one application form per project.
- Applications are evaluated by the Community Grants Committee.
- Council's Community Services Officer is available if you require assistance, phone (03) 788 9683 or email grants@bdc.govt.nz
- Ensure you attach all the required supporting documents.
- The [Community Outcomes](#) can be downloaded from Council's website.
- Failure to include all relevant information may delay the processing of your application.
- If you are unsure of the closing date, please contact Customer Services. Late applications will not be accepted.
- Please keep a copy of the application for your records and reporting purposes.
- This document will be available to the public as part of the meeting agenda. Please refer to www.bullerdc.govt.nz/privacy or contact Council for a copy of Council's Privacy Statement.

Checklist for your project:

- ☒ My project takes place in the Buller District.
- ☐ I have contacted Council's Communications and Community Services Officer to discuss my application if necessary.
- ☒ I have determined whether my project requires any building and/or resource consents
- ☒ I have answered all the questions in the application form.
- ☒ I have provided estimates of project costs.
- ☒ I have provided an expected timeline which includes key milestones and completion dates for the delivery of the project.

Checklist for submitting your application:

- ☒ Filled out and signed application form. Please ensure that you have completed ALL sections of the application. If information is not provided, it may delay your application.
- ☐ Two letters of community support for your organisation, signed, dated and less than six-months old, from people not involved or connected in any way with the running of your organisation.
- ☒ You have provided full details of your project(s) with site plans, work timelines, estimated budgets, and any other project related information that will identify your project and vision if applicable.
- ☒ I/we have read and signed the declaration.

Declaration:

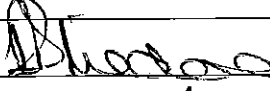
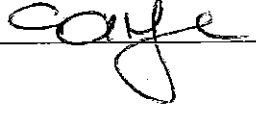
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I/we confirm we have the authority to provide these details and to commit the organisation to this application.

Where funds are approved, I/we agree to acknowledge Buller District Council in all promotions carried out.

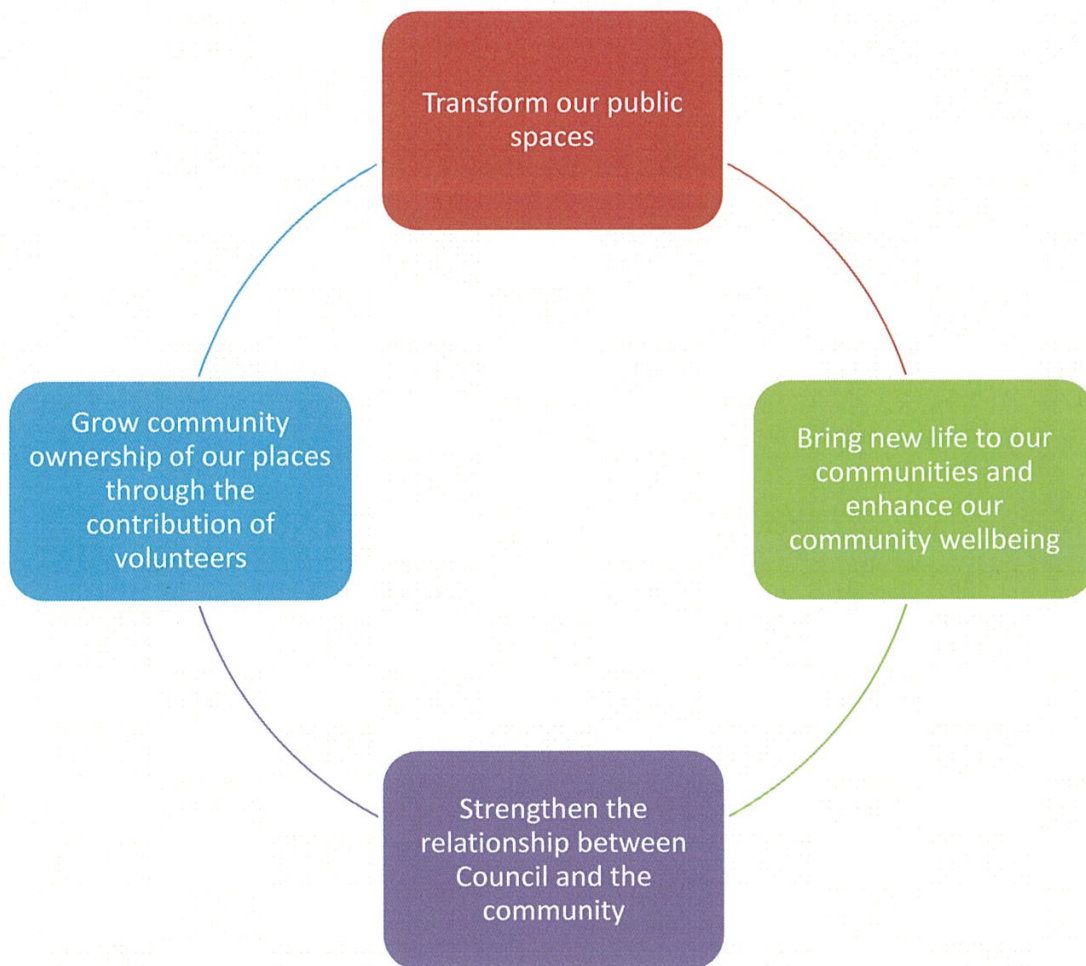
Name	Signature
Main contact: RICHARD NIEDERER	
Secondary contact: TRUDY HARRINGTON	

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PO Box 21, Westport 7866
or email to grants@bdc.govt.nz**

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COMMUNITY LED REVITALISATION FUND APPLICATION

The Buller District Council Community-Led Revitalisation Fund (CLRF) aims to partner with and support community groups who want to work with Council to achieve the following objectives:



**If you want to work with Council and enhance our district,
read the Community-Led Revitalisation Fund Information brochure
before filling out this application to ensure your project meets the criteria.**

Applicant's details

For photocopying purposes, please use a black pen to complete this form on paper. Please ensure you complete all sections with as much detail as possible.

Name of your community group:

Clean Streams Karamea Incorporated (project applicant)

Legal status of your community group (e.g. trust, incorporated society, club, registered charity, board, sub-committee)

Incorporated Society and Registered Charity

Postal address:

P.O. Box 111, Karamea

Postcode: 7893 Email: sachacleanstreams@gmail.com

Contact people:

Name	Position in organisation	Daytime phone number
Main contact: Sacha Healey	Treasurer	02041491184
Secondary contact: Sina Tuiavi'i	Manager	0212011577

When was the group established?

CSK was established in 2015 and incorporated in 2017. The native plant nursery was established during 2020 with first seeds sown in October 2020.

To deliver this project, CSK is partnering with the Kawatiri Nature Environment and Community Trust (KNECT). KNECT formed in August 2022 and is in the process of incorporating as a Charitable Trust.

Members of KNECT have affiliations across a range of community organisations, including Buller Cycle Club, Mokihinui-Lyell Backcountry Trust, Buller District Council, Department of Conservation, Gentle Annie Campground, MBC Environmental and CSK.

CSK is also collaborating on this project with the Kotahitanga mo te Taiao Alliance Protecting and Restoring Flora Project (KMTT Flora project). KMTT was formed in 2017, and the Flora project began in Buller in September 2021.

What are your group's main objectives?

Our main objective is to restore the Floating Basin to a healthy, native, lowland forest and estuary ecosystem. This is a valuable saltmarsh and supratidal estuary area with habitat for wading birds, whitebait and other estuarine species. Excellent viewing opportunities from the boardwalk across the estuary and from the proposed flood wall alignment around the area mean it is highly accessible to the whole community.

We will achieve this by removing weeds and planting appropriate native estuarine species, beginning with a 10metre wide corridor around the saltmarsh edge and along the northern side of the creek that runs north-east from the Harbour carpark.

Why now? The land is currently marginal for grazing and will become more so when the flood wall is built, leaving the area susceptible to total coverage with invasive weeds. This is a threat to native biodiversity, and will be an eyesore from the boardwalk and wall.

Additionally, the KMTT Flora project is currently working to control invasive weeds in the area, and the best long-term strategy is to densely revegetate the area with natives in order to shade out light-hungry weed species such as gorse, broom and sweet cherry.

Community engagement

Describe how you have engaged with your community to identify the project(s) you are applying for?

The previous BDC Harbourmaster, Rod Fox, nominated the area for restoration, noting the already marginal capacity for grazing, the high incidence of invasive weeds, and the potential for a striking restoration project that can be appreciated from the well-used track network in the area. Current CFO and Harbourmaster, Douglas Marshall, agrees with this potential, mentioning such a project would be aligned with similar projects elsewhere in the country where marginal public land is being transitioned from grazing leases to climate-adaptive reserves.

The KMTT Flora project's liaison with neighbours whose properties are adjacent to the Basin included a letter detailing the weed control happening. Three phone calls were received in response and all were positive about the possibility of a regeneration project replacing weeds with native plants.

The KNECT Trust was formed from members' awareness of increasing conversations about building on Westport's natural environment to create opportunities that support the economy and community wellbeing. KNECT is working with CSK on this project because it fits with the Westport Revitalisation Plan's focus on rejuvenating the waterfront and creating enjoyable linkages between the Buller and Toki bridges and North Beach. It's also a great opportunity to build on the previous restoration activities of the Buller Cycle Club by enhancing views from the boardwalk, further developing the strategy to attract community and tourists to appreciate our unique natural environment, in one of very few 'wild' areas accessible for families with young children and those who are less mobile.

The KMTT Alliance is seeking to make long-term, meaningful ecological gains with the Flora project. Replanting with natives is the best ecological long-term outcome, and also the best method to reduce required maintenance, by suppressing the weeds in the long term.

Project details

About your project(s):

Summarise your project here. Attach full details of your project to your application (including scope of work, affected parties, timeline and key milestones, concept drawings and outcomes).

The project has four key components:

- KMTT Flora project to remove all invasive weeds in the planting area.
- CSK to eco-source and supply native plants, including sourcing from other local nurseries (eg. Cave House nursery) as needed to ensure adequate numbers of appropriate plants.
- KNECT to organise at least one community planting day, working with KMTT Flora team to incorporate education on invasive weed ID, control methods and planting methodology. The KMTT Flora team can plant any left over plants not planted by community.
- KMTT Flora team to support weed control maintenance activities until June 2024, with ongoing weed control maintenance organised by KNECT as required.

Scope - 1.71ha.

Plants required - 2500

Affected parties - Two people who lease paddocks in this area will be required to ensure they have adequate fencing excluding stock from the area.

* The revegetation area has been defined to ensure that it will not be affected by the proposed flood wall build. It is also defined by the current lease boundary, so that leasees are only required to meet fencing requirements already in their lease. It is expected that the wall build will likely end these leases, and our intention is to support an extension of the regeneration area once this has happened.

Please see attached map for project area.

Timeline -

October-November 2022 - KMTT Flora team remove weeds. One paddock does not have a functioning fence excluding stock from the wetland; the Flora project team has found a row of historic fenceposts 10m back from the current wetland edge, this fenceline has been cleared of weeds to make it easy for the leasee to erect a fence there (Fencing is a condition of the Harbour leases and the lease states it is the leasees responsibility.)

- CSK grow plants and order other required species from Cave House.

November-December 22 - Harbourmaster to follow up with paddock leasees to arrange fencing to be installed as required to ensure stock are excluded from wetland planting area.

April 2023 - KMTT revisit site and do second round of weed control/ground preparation.

May-July 2023 (seasonal weather dependent) - Community planting day, with KNECT, CSK, KMTT supporting.

October 2023 - KNECT to keep eyes on the area and engage Flora team to do spring weed control/plant releasing as required

April 2024 - KMTT do weed control/ plant releasing as required, KNECT to link in and organise community revisit

July 2024 onwards - KNECT to organise ongoing weed control as required.

The outcome of this project is to construct a similar ecosystem to the lowland forest around the estuary at Martins Creek. See attached photos.

Community impact

How will your project(s) benefit the wider community?

- Increased opportunities to view native lowland forest ecosystems - these are very fragmented in Buller, few estuaries are bordered by forest and many are boundaried by private land or DOC land with grazing concessions making them inaccessible to the general public. The boardwalk section of the Kawatiri Coastal Trail near Martin's Creek is an exception and routinely receives rave reviews. The Floating Basin area is even more accessible for families with young children, the less mobile, or workers, as it is so close to town.
- Community wellbeing - beautiful, accessible, natural spaces encourage exercise and connection with nature, which are proven to support physical and mental wellbeing.
- Hands-on planting and weed ID workshops provide community environmental education, encouraging engagement with and kaitiakitanga of valued public spaces.
- Eco-tourism attraction - few towns in the world have restored wetlands right in town. This is an attraction for eco-tourists, including birdwatchers, walkers and cyclists. Attracting these people supports tourism businesses and the local economy.
- Future-proofing - the current weed-ridden state of the area shows that if there is no investment it is likely to become wholly overrun with invasive plants, especially once the flood wall is built and the area is even more marginal for grazing. This creates a thriving weed source that threatens neighbouring properties, can spread down river and on northerly currents up the coast, and will look terrible from the boardwalk and wall.

Which of the following objectives will your project contribute towards?

If your project does not support an objective insert N/A.

Yes/No/N/A	Objectives
Yes	Transform our public spaces.
Yes	Bring new life to our communities and enhance community wellbeing.
Yes	Grow community ownership of our places through the contribution of volunteers.
Yes	Strengthen the relationship between Council and the community.

Does this project take place on Council owned or leased land?

Yes, BDC Harbour land

Does this project enhance any master design plan that exists for that area?

If yes which one. Copies of master design plans can be downloaded from Council's [website](#) or contact Community Services staff for more information.

Yes – this project aligns with the The Riverbank Project, by enhancing the Floating Basin and Kawatiri River Trails, mentioned as being a key linkage between the town precinct and the river environment.

Our project also clearly aligns with the Westport Revitalisation Project Design Framework, in the following ways –

- “a river and beach town surrounded by untamed natural wilderness” – the Floating Basin wilderness is currently dominated by invasive weed species. Historically, it was also ‘tamed’ but next best thing to ‘untamed’ is ‘rewilded’!
- “increasing resilience” – Financial – by investing a small amount in plants while the KMTT Flora project is funded, we can use these investments to leverage more funding from eg Lotteries, for a larger regeneration project. Environmental – restore the landscape and ecology, in a way that acknowledges climate change’s future impact. Social – better accessibility, free public spaces in which to connect and enjoy our unique environment.

Future maintenance

Do you intend to manage the project once it is complete? Or do you wish Council to take over the maintenance and ongoing management of the project?

The KMTT Flora team can manage the maintenance until June 2024, with input from KNECT. Beyond this date, KNECT will be responsible for maintenance.

The planting will be done densely to create canopy closure and therefore outcompete weeds in the shortest possible timeframe. This will long-term reduce the maintenance required to suppress weeds. Grants supporting the community to revegetate this area will therefore long-term reduce the ongoing weed management responsibility for Council.

How do you see future maintenance of the project occurring?

The KMTT Flora team is funded to complete weed control until June 2024. Beyond this time, KNECT will work with community groups and volunteers to ensure that releasing, spraying and scrub cutting is done to keep on top of weeds until the plants are well established and can successfully outcompete weeds.

Will your project require a building and/or resource consent? If you are unsure, please get in touch with Council to determine if any consents will be required. Please be aware it may be your responsibility to obtain relevant consents.

No

Estimated project costs

Please provide details about how you will spend any funding you receive. Invoices for goods or services purchased for the project have to be sent to the Buller District Council. The Buller District Council will pay the invoice/s on your behalf. Any unused funds will remain with Council so that they can be used for other projects in the district.

Item/activity/project	Detail – what will you be purchasing?	Cost (\$)
2500 plants	2500 eco-sourced, appropriate plants from local native nurseries	\$10,000
Plant guards	2500 biodegradable plant guards, stakes and mats	\$3,250
Community day snacks	Biscuits, tea, milk, juice, cups for participants at the planting day	\$300
Total project cost:		\$13,550

If you are seeking funding from other sources please outline these below.

From	Applied/Received/Other	Amount (\$)
CSK donation 300 plants	Received	\$1200
Ministry for Environment POWER fund \$1/plant	Received	\$2200
KMTT leftover plant guards (500)	Received	\$650
Total other funding		\$4,050

How much funding are you applying for?

Total project cost	\$13,550
Less total other funding	\$9,500
Amount you are requesting from this Revitalisation Fund	\$9,500

Have you received funding from the Community Led Revitalisation Fund in the past?

No

(If yes please complete the table below for your most recent project.)

Year	Project	\$ Amount	Was your project completed? If not feel free to write an explanation.

Community Outcomes

Which of the Buller District Council's Community Outcomes will your project contribute towards?

If your project does not support a Community Outcome insert NA. Copies of the Community Outcomes can be downloaded from Council's [website](#) or contact Community Services staff for more information.

Yes	Social Our communities are vibrant, healthy, safe and inclusive.
Yes	Affordability Our communities are supported by quality infrastructure, facilities and services that are efficient, fit-for-purpose, affordable and met our current and future needs.
Yes	Prosperity Our district is supported by quality technology and an innovative and diverse economy that creates opportunities for self-sufficiency, sustainable growth and employment
NA	Culture Our lifestyle is treasured, our strong community spirit is nurtured, and our inclusive and caring communities understand our whakapapa and heritage and support lifelong learning
YES	Environment Our distinctive environment and natural resources are healthy and valued.

APPLICATION CHECKLIST

Information for applicants:

- Complete one application form per project.
- Applications are evaluated by the Community Grants Committee.
- Council's Community Services Officer is available if you require assistance, phone (03) 788 9683 or email grants@bdc.govt.nz
- Ensure you attach all the required supporting documents.
- The [Community Outcomes](#) can be downloaded from Council's website.
- Failure to include all relevant information may delay the processing of your application.
- If you are unsure of the closing date, please contact Customer Services. Late applications will not be accepted.
- Please keep a copy of the application for your records and reporting purposes.
- This document will be available to the public as part of the meeting agenda. Please refer to www.bullerdc.govt.nz/privacy or contact Council for a copy of Council's Privacy Statement.

Checklist for your project:

- ☒ My project takes place in the Buller District.
- ☒ I have contacted Council's Communications and Community Services Officer to discuss my application if necessary.
- ☒ I have determined whether my project requires any building and/or resource consents
- ☒ I have answered all the questions in the application form.
- ☒ I have provided estimates of project costs.
- ☒ I have provided an expected timeline which includes key milestones and completion dates for the delivery of the project.

Checklist for submitting your application:

- ☒ Filled out and signed application form. Please ensure that you have completed ALL sections of the application. If information is not provided, it may delay your application.
- ☒ Two letters of community support for your organisation, signed, dated and less than six-months old, from people not involved or connected in any way with the running of your organisation.
- ☒ You have provided full details of your project(s) with site plans, work timelines, estimated budgets, and any other project related information that will identify your project and vision if applicable.
- ☒ I/we have read and signed the declaration.

Declaration:

I/we hereby declare the information supplied in this application is correct. If the application is successful, I/we agree to provide progress and completion reports as required to Buller District Council.

I/we agree to participate in any funding audit of our organisation conducted by Buller District Council.

I/we also consent to Buller District Council collecting, retaining and using the contact details of our organisation that have been listed in this application.

I/we confirm we have the authority to provide these details and to commit the organisation to this application.

Where funds are approved, I/we agree to acknowledge Buller District Council in all promotions carried out.

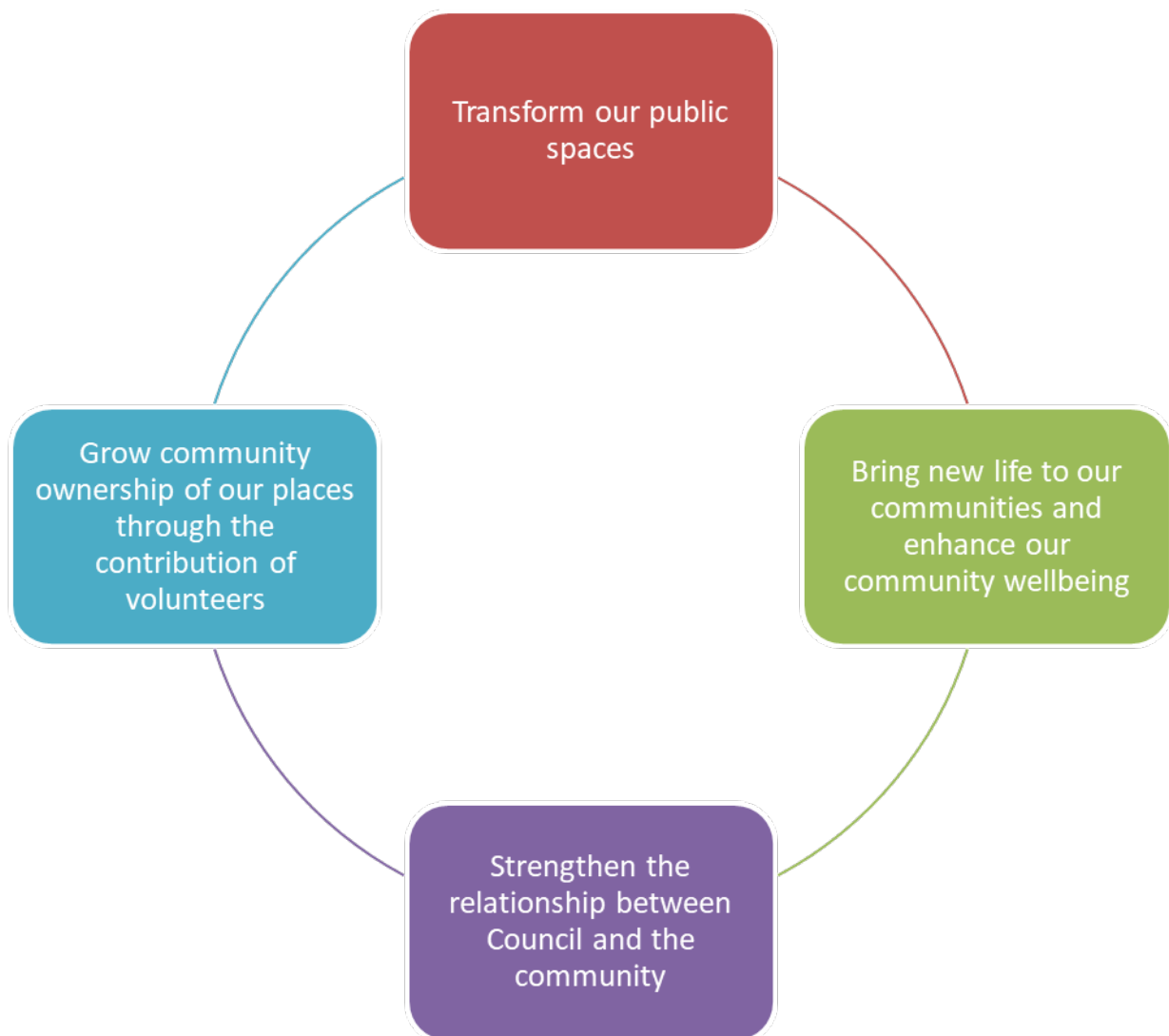
Name	Signature
Main contact: SACHA HEALEY	
Secondary contact: SINA TVIAVI'I	 25/10/22

**Send your completed
application to: Buller District Council,
PO Box 21, Westport 7866
or email to grants@bdc.govt.nz**

The personal information that you provide in this form will be held and protected by Buller District Council in accordance with our privacy policy (available at bullerdc.govt.nz/privacy and at council libraries and service centres) and with the Privacy Act 2020. Council's privacy policy explains how we may use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. We recommend you familiarise yourself with this policy.

COMMUNITY LED REVITALISATION FUND APPLICATION

The Buller District Council Community-Led Revitalisation Fund (CLRF) aims to partner with and support community groups who want to work with Council to achieve the following objectives:



**If you want to work with Council and enhance our district,
read the Community-Led Revitalisation Fund Information brochure
before filling out this application to ensure your project meets the criteria.**

Applicant's details

For photocopying purposes, please use a black pen to complete this form on paper. Please ensure you complete all sections with as much detail as possible.

Name of your community group:

Karamea Cemetery Trust

Legal status of your community group (e.g. trust, incorporated society, club, registered charity, board, sub-committee)

Trust

Postal address:

c/o 4545 Karamea Highway
Karamea RD3

Postcode: 7893

Email: hlmacbeth@yahoo.com.au

Contact people:

Name	Position in organisation	Daytime phone number
Main contact: Hamish Macbeth	Secretary/Treasurer	027 296 0376
Secondary contact: Sheryl Rhind	Chair	027 671 1426

When was the group established?

The Karamea Cemetery Trust was established about 1920.

A working group within the trust has been establishing a 'natural burial' site after a letter to BDC in 2017 and its first community meeting in 2018.

What are your group's main objectives?

The main objective of the the Karamea cemetery trust is to provide a clean, tidy and efficient cemetery for the Karamea community, owned by the Buller District Council. A recent, more specific objective has been to establish a natural burial option for the community as a complementary service to the conventional site. This addition will create about 100 more burial plots. The conventional site has approximately 200 of its 650 plots unused, so it will extend the life of the existing cemetery.

Community engagement

Describe how you have engaged with your community to identify the project(s) you are applying for?

The community has been consulted and informed of progress since the working group was created. This has been done via the community newspaper, the Chronicle, and through the community website, with community meetings, discussions with BDC staff and mayor and councillors, Karamea Area School staff and pupils. Senior school students have been involved in designing and building a storage shed. Discussions have been held with iwi and active church groups. A public planting day was held earlier this year. Further details can be provided if requested.

Project details

About your project(s):

Summarise your project here. Attach full details of your project to your application (including scope of work, affected parties, timeline and key milestones, concept drawings and outcomes).

The objective to establish a natural burial site in Karamea is almost complete. A natural burial is one where the body is not embalmed and natural materials are used to clothe the body and in coffin manufacture. The body is buried within the active soil layer and eventually a tree is planted above the body. The whole site is minimally maintained but the overall objective is to establish a park-like atmosphere. There will be no headstones or other markings in the burial site. A site map will be located in the shelter area for reference.

To date, the group has identified a portion of council road reserve, had it resurveyed, changed the status from road reserve to cemetery reserve and esplanade reserve through a gazettal process. After that we have created a landscape plan, formed a carpark, created a loop track through the one hectare area, and fenced off a portion of the area for stock grazing. School students are presently constructing a storage shed and shelter with information signage in the car park area. Plants have been acquired for planting out a small riparian area around a creek, and for plants over the two bunds in the car park area. Most of these have been planted.

To complete the project, the following stages need completion:

Acquiring and planting native trees for the esplanade reserve

Completing the storage shed

Designing and creating a noticeboard for the shelter

Acquiring and planting attractive groundcover plants for the remaining bunds in the car park

Some final administrative paperwork is with BDC staff for approval before selling rights to burial

Scope of work

The scope of work has been outlined above. The project is virtually complete except for some planting of two specific areas and the completion of the shed/shelter. A noticeboard is also a key component of the project so that the concept can be explained, the work acknowledged, and the landscape plan described, and the identity of people can be determined. Eventually, the site will be managed by the Karamea Cemetery Trust and the working group will be disbanded.

Affected parties

The site is able to be used from now on, although there are still some works to be completed.

Any person who wishes to, can consider purchasing a right to burial. There are about 30 people who have their names on a list of 'interested people'. A number of local contractors have been involved in the construction of the carpark, path, and fence. About 15 people turned out for a planting afternoon earlier in 2022. Several Karamea Area School students and their teacher have been involved in the design and build of the shed.

The working group has met BDC staff and mayor and councillors; iwi, church officials, surveyors, DoC staff, LINZ, nearby landowners, as well as open community meetings.

Timeline

The project started in August 2017 with a letter to the Buller District Council. A notice in the local community media then suggested enough interest to form a working group and to continue with the project. The Natural Burial site is now established and able to be used

although there are some finishing touches required, and some formalising of paperwork to be completed before we are ready to promote the site in an overt way.

Key milestones

01/08/17	Report to Buller District Councillors
01/04/18	Article in community media outlets
09/06/18	First working group meeting
19/06/18	Public meeting in Karamea
01/10/18	Meeting with Karamea Cemetery Trust
09/10/18	Preferred site selection chosen after investigating about 30
18/10/18	Meeting with 'Interested People'
07/11/18	Meeting with iwi reps Ned Tauwhare and Brendon
01/12/18	Meeting with mayor and CEO of BDC
	CL Coll surveyors engaged
21/08/19	Approval from DoC over some land ambiguities
04/11/20	Gazettal approval from LINZ for Cemetery Reserve and Esplanade Reserve
21/03/21	Blessing ceremony with Anglican and RC church and local kaumatua
01/04/21	Funds raised from pre-sale of plots
01/05/21	Locally funded Landscape Plan completed
01/07/21	Successful outcome from BDC Annual Plan for funding
28/04/22	Car park established, loop track built, fence erected
01/03/22	Students begin design and build of shed
28/05/22	Planting day open to public; 150 plants planted
11/08/22	BDC submission for further planting and shed completion funding declined
25/10/22	Revitalisation Fund application made
	Completion of shed
	Completion of planting
	Design and construction of noticeboard
31/12/23	Anticipated completion of all projects

Concept drawings

Landscape Plan attached.

Photos attached of completed projects, and shed construction in progress, and bunds partially planted.

Outcomes

The community will have an increase in the number of burial plots available for the foreseeable future. This site will provide people with another option instead of the conventional type of burial which is more familiar. There are a number of natural burial sites within New Zealand (about 15 councils have them) and it is likely that Karamea would serve the smallest community. It is also likely to be the cheapest site available, though that is not its major selling point. It is unlikely to be used by people wishing the cheapest method as it requires a considerable commitment from the family to ensure it happens correctly.

The final site should blend in easily to the land administered by Department of Conservation on its boundary, providing a park-like atmosphere. The Karamea River is on the other boundary and the mountains of the Karamea Gorge and Kahurangi National Park and Mt Stormy feature as a backdrop.

Community impact

How will your project(s) benefit the wider community?

The project will benefit the community as previously outlined. The new burial site adds capacity and alternatives for the Karamea community in providing further burial plots within the district.

The project will benefit the community as previously outlined. The new burial site adds capacity and alternatives for the Karamea community in providing further burial plots within the district.

Which of the following objectives will your project contribute towards?

If your project does not support an objective insert N/A.

Yes/No/N/A	Objectives
Y	Transform our public spaces.
Y	Bring new life to our communities and enhance community wellbeing.
Y	Grow community ownership of our places through the contribution of volunteers.
Y	Strengthen the relationship between Council and the community.

Yes

Does this project take place on Council owned or leased land?

Does this project enhance any master design plan that exists for that area?

If yes which one. Copies of master design plans can be downloaded from Council's website or contact Community Services staff for more information.

No master plan has been designed for Karamea which anticipates further burial sites. However Karamea Cemetery Trust has created a Landscape Plan for the specific purpose on this one hectare site.

Future maintenance

Do you intend to manage the project once it is complete? Or do you wish Council to take over the maintenance and ongoing management of the project?

Future maintenance

Karamea Cemetery Trust currently maintains the existing Karamea cemetery, while WestReef do a fantastic job mowing. It is anticipated that the trust will maintain the new facility as well, while WestReef will mow the accessible areas around the roadside verge and carpark area.

How do you see future maintenance of the project occurring?

As above.

Will your project require a building and/or resource consent? If you are unsure, please get in touch with Council to determine if any consents will be required. Please be aware it may be your responsibility to obtain relevant consents.

No building or resource consents are required.

Estimated project costs

Please provide details about how you will spend any funding you receive. Invoices for goods or services purchased for the project have to be sent to the Buller District Council. The Buller District Council will pay the invoice/s on your behalf. Any unused funds will remain with Council so that they can be used for other projects in the district.

Item/activity/project	Detail – what will you be purchasing?	Cost (\$)
Shed completion	The shed needs to be clad and roofed. This figure is established from combining Mitre 10 prices for screws and nails, spouting and guttering, bolts and other hardware relating to the build, as well as the remaining timber for cladding the building, which is locally sourced where possible, for \$2200.	\$4,013.00
Bund and Esplanade reserve planting	Our estimate for the total cost of seedlings for the planting programme is \$9800 for plants which are established enough to be transplanted (includes cabbage trees, manuka, kowhai, nikau, rimu, kahikatea, flax etc). We have received quotes for plants from Clean Streams Karamea and Cave House Propagation in Ngakawau, both of whom have given us competitive quotes.	\$9,800.00
Noticeboard	Design of panel 2400 wide by 1200 high, construction and erection	\$2,393.00
Total project cost:		\$16,206.00

If you are seeking funding from other sources please outline these below.

From	Applied/Received/Other	Amount (\$)
We have previously been successful with applications to BDC in Annual Plans to raise about \$70,000 for surveying and Land Information gazettement requirements, and then for establishing the car park, loop track and substantial stock proof fence.		
The group has already raised \$2500 from pre-selling 'rights to burial'. Once BDC has reviewed our proposed documentation, we will go to the public to raise further funding this way.		

We have provided building materials ourselves, and Brosnans, the new school builders, have donated roofing iron and reinforcing rod and mesh. A professional steel fixer provided the labour free. The concrete floor pad was provided free by Pearsons. The Karamea Area School senior students have designed and built the shed and a local timber miller has cut the timber at a very competitive price. The community input for these items would be worth several thousand dollars.

Clean Streams Karamea has provided 150 seedlings ready for planting on the riparian margin free of charge, as part of its contribution to community projects. These would have a commercial value of \$1500.

The working group has undertaken hundreds of hours of work to get this project to its current state with planning, site selection, letter-writing, meetings and on-site work.

Apart from funding the project from local sources as outlined above, the group has not sought outside funding except Buller District Council, which approved two Annual Plan requests. Our third request, in 2022, in which we sought a carry over of \$500 from the previous year's allocation of funds for our project and a further \$7000 for council share of further work. We suggested that funding could come from BDC's cemeteries R and M or from the Reserves Contribution Fund as had been previously done.

Our submission was declined and Council made the response as follows:

- *Council declined as the 2021/22 budget is fully spent.*
- *Funding this from the cemeteries R&M budget would require an additional \$5k from general rates. Council recommends submitting an application to the Community Revitalisation Fund – see BDC website for further information.*
- *Funding this from the cemeteries R&M budget would require an additional \$2k from general rates. Council recommends submitting an application to the Community Revitalisation Fund – see BDC website for further information.*

We have subsequently altered our application to include further items to enable completion as we have now lost another six months of potential progress.

How much funding are you applying for?

Total project cost	The total project cost since the beginning will probably be in the order of \$100,000, not including the Trust's own time contribution. We are seeking an allocation of \$16,206 in order to complete the project. We have not applied to this fund before because we thought that other avenues within council were appropriate and our approaches had been successful in the past.
Less total other funding	Approx \$84,000

Amount you are requesting from this Revitalisation Fund	\$16,206.00
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Have you received funding from the Community Led Revitalisation Fund in the past? No

(If yes please complete the table below for your most recent project.)

Year	Project	\$ Amount	Was your project completed? If not feel free to write an explanation.

Community Outcomes

Which of the Buller District Council's Community Outcomes will your project contribute towards?

If your project does not support a Community Outcome insert NA. Copies of the Community Outcomes can be downloaded from Council's [website](#) or contact Community Services staff for more information.

Y	Social Our communities are vibrant, healthy, safe and inclusive.
Y	Affordability Our communities are supported by quality infrastructure, facilities and services that are efficient, fit-for-purpose, affordable and met our current and future needs.
Y	Prosperity Our district is supported by quality technology and an innovative and diverse economy that creates opportunities for self-sufficiency, sustainable growth and employment
Y	Culture Our lifestyle is treasured, our strong community spirit is nurtured, and our inclusive and caring communities understand our whakapapa and heritage and support lifelong learning
Y	Environment Our distinctive environment and natural resources are healthy and valued.

We believe that our project will contribute towards all of the BDC's 'Community Outcomes'. It should support the Social, Affordability, Prosperity, Culture and Environment outcomes as outlined on the website. The project most closely identifies with the social, affordable, cultural and environmental outcomes in that it offers our community a cheap, environmentally friendly option for burial. It is community-driven and absolutely for the people and by the people. It will be a treasured taonga for every subsequent generation.

Thank you for your consideration of this application.

Nga mihi

Sheryl Rhind

Hamish Macbeth



APPLICATION CHECKLIST

Information for applicants:

- Complete one application form per project.
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Checklist for your project:

- ☐ Y: My project takes place in the Buller District.
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- ☐ Y: I have determined whether my project requires any building and/or resource consents
- ☐ Y: I have answered all the questions in the application form.
- ☐ Y: I have provided estimates of project costs.
- ☐ Y: I have provided an expected timeline which includes key milestones and completion dates for the delivery of the project.

Checklist for submitting your application:

- ☐ Y: Filled out and signed application form. Please ensure that you have completed ALL sections of the application. If information is not provided, it may delay your application.
- ☐ Y: Two letters of community support for your organisation, signed, dated and less than six-months old, from people not involved or connected in any way with the running of your organisation.(see attached)
- ☐ Y: You have provided full details of your project(s) with site plans, work timelines, estimated budgets, and any other project related information that will identify your project and vision if

applicable.



Y: I/we have read and signed the declaration.

Declaration:

I/we hereby declare the information supplied in this application is correct. If the application is successful, I/we agree to provide progress and completion reports as required to Buller District Council.

I/we agree to participate in any funding audit of our organisation conducted by Buller District Council.

I/we also consent to Buller District Council collecting, retaining and using the contact details of our organisation that have been listed in this application.

I/we confirm we have the authority to provide these details and to commit the organisation to this application.

Where funds are approved, I/we agree to acknowledge Buller District Council in all promotions carried out.

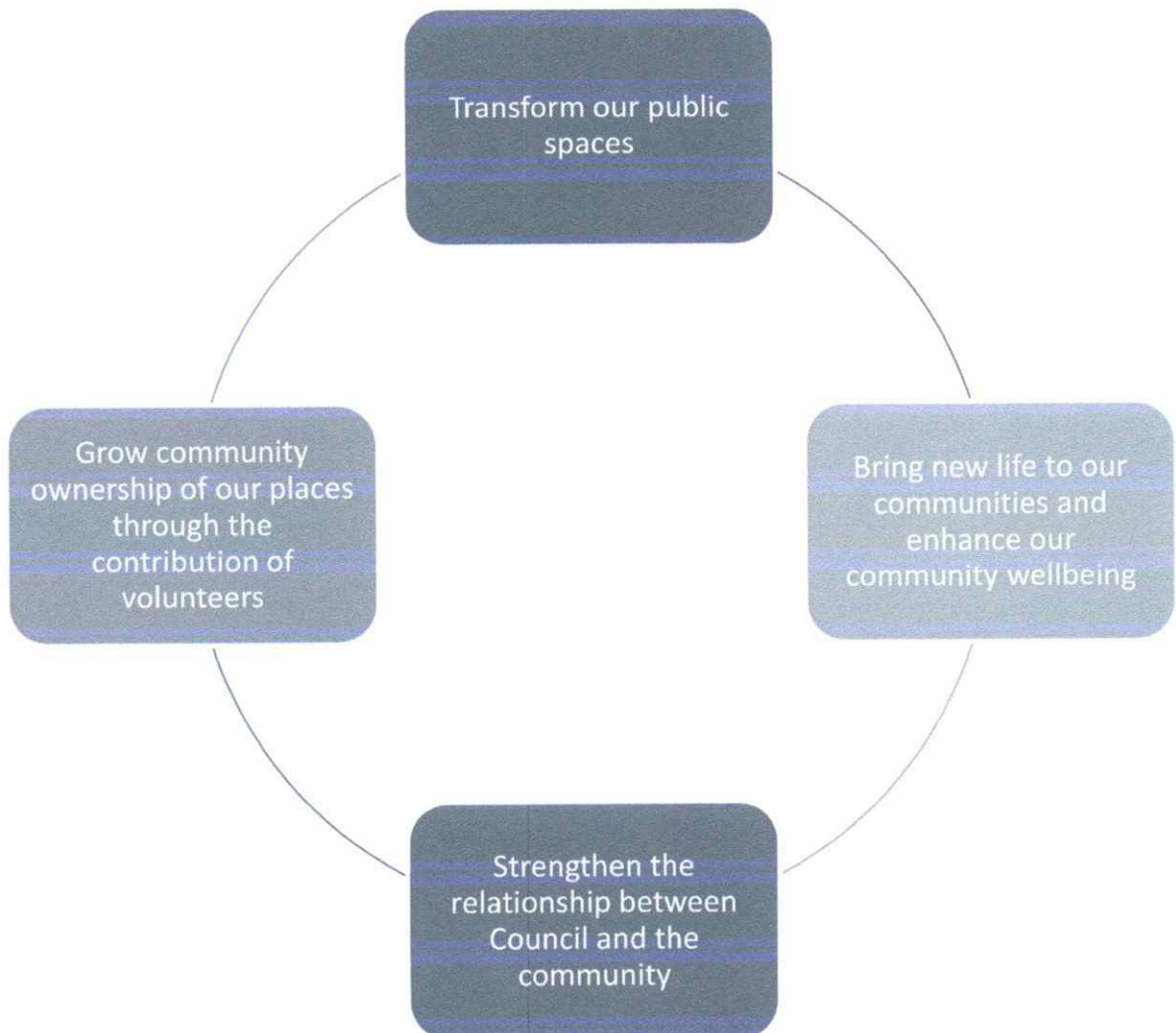
	Signature
<i>Main contact: Hamish Macbeth</i>	Hamish Macbeth
<i>Secondary contact: Sheryl Rhind</i>	Sheryl Rhind

**Send your completed
application to: Buller District Council,
PO Box 21, Westport 7866
or email to grants@bdc.govt.nz**

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COMMUNITY LED REVITALISATION FUND APPLICATION

The Buller District Council Community-Led Revitalisation Fund (CLRF) aims to partner with and support community groups who want to work with Council to achieve the following objectives:



**If you want to work with Council and enhance our district,
read the Community-Led Revitalisation Fund Information brochure
before filling out this application to ensure your project meets the criteria.**

Applicant's details

For photocopying purposes, please use a black pen to complete this form on paper. Please ensure you complete all sections with as much detail as possible.

Name of your community group:

REEFTON POWERHOUSE CHARITABLE TRUST INC

Legal status of your community group (e.g. trust, incorporated society, club, registered charity, board, sub-committee)

REGISTERED CHARITABLE TRUST

Postal address:

PO BOX 4, REEFTON

Postcode: 7851

Email: gregtopp@hotmail.co.nz

Contact people:

Name	Position in organisation	Daytime phone number
<i>Main contact:</i> GREG TOPP	PROJECT MANAGER	027 417 8552
<i>Secondary contact:</i> Patricia Russell	Chairperson	022 311 0605

When was the group established?

In 2011 the Reefton Powerhouse Charitable Trust was formed.

What are your group's main objectives?

The purpose of the Trust is:

To protect, conserve, promote and educate the public regarding Reefton's history as the first site in the Southern Hemisphere to have a municipal system of electricity generation and supply.

The focus of the Reefton Powerstation Project on restoring and rebuilding the 1908 and 1935 powerhouses and to generate hydroelectricity through the installation of a new turbine.

Th profits generated from electricity will be allocated to the charitable purposes of the Trust. Therefore the completion of this project is expected to contribute to the economic and tourism value of the Buller district and the West Coast Region.

Community engagement

Describe how you have engaged with your community to identify the project(s) you are applying for?

We are seeking funding to assist in the realignment of the public Bottled Lightning Powerhouse walk (part of the Inangahua Community Board's walkway project, so that during the construction of the site building this popular walkway can continue to be utilised in a safe way.

This walkway is the most popular of short walks in Reefton and is well utilised. The result of moving the walkway will enable the public to continue to access as well as view the rebuild taking place of the historic buildings

Project details

About your project(s):

Summarise your project here. Attach full details of your project to your application (including scope of work, affected parties, timeline and key milestones, concept drawings and outcomes).

This project for which we are applying for funding has been identified as an extra as we approach the building stage of what is a much larger project in the rebuild of not only the water race but the buildings which form the reconstruction of the historic Reefton Powerhouse.

In terms of the reconstruction the Buller District Council has a complete dossier of building plans and so forth.

In terms of this walkway, we have to remove topsoil, gravel which is then compacted for the walking tracks. Pedestrian bridges are to be built and associated earthworks to these. It is something we must do to ensure the health and safety of public whilst building is taking place and to ensure the long term viability of the public access walking track.

Community impact

How will your project(s) benefit the wider community?

Through making sure people are still able to utilise the walk and do their daily exercise without disruption. When the proposed ramp is put in the Swing Bridge (under construction now) this will make the walking loop accessible to people with disabilities so they can enjoy the outdoors and also consider the history of electricity in Reefton. This project is significant both nationally and internationally.

The overarching project cannot be underestimated as to just how significant it will be to Reefton and the wider Buller district

Which of the following objectives will your project contribute towards?

If your project does not support an objective insert N/A.

Yes/No/N/A	Objectives
Yes	Transform our public spaces.
Yes	Bring new life to our communities and enhance community wellbeing.
Yes	Grow community ownership of our places through the contribution of volunteers.
Yes	Strengthen the relationship between Council and the community.

Does this project take place on Council owned or leased land?

Yes. We have a licence to occupy on road reserve

Does this project enhance any master design plan that exists for that area?

If yes which one. Copies of master design plans can be downloaded from Council's [website](#) or contact Community Services staff for more information.

Yes. The Powerhouse Project rebuild in its entirety

Future maintenance

Do you intend to manage the project once it is complete? Or do you wish Council to take over the maintenance and ongoing management of the project?

Yes. The Trust has provision for this purpose

How do you see future maintenance of the project occurring?

The whole idea of being able to generate electricity and having a paying interpretative centre means that the facility will be self-sustaining into the future

Will your project require a building and/or resource consent? If you are unsure, please get in touch with Council to determine if any consents will be required. Please be aware it may be your responsibility to obtain relevant consents.

No.. We already have both building and resource consents in place.

Estimated project costs

Please provide details about how you will spend any funding you receive. Invoices for goods or services purchased for the project have to be sent to the Buller District Council. The Buller District Council will pay the invoice/s on your behalf. Any unused funds will remain with Council so that they can be used for other projects in the district.

Item/activity/project	Detail – what will you be purchasing?	Cost (\$)
Track surface	Construction costs	\$7500
2x 6m pedestrian bridges	Construction costs	\$15,000
Associated earthworks	Construction costs	\$5000
Total project cost:		\$ \$27500

If you are seeking funding from other sources please outline these below.

From	Applied/Received/Other	Amount (\$)
BDC Community Grants	Received	\$7500
Voluntary labour and materials	Surface gravels, culverts, timber, soil relocation	\$12500
Total other funding		\$20000

How much funding are you applying for?

Total project cost	\$27500
Less total other funding	\$20000
Amount you are requesting from this Revitalisation Fund	\$7500

Have you received funding from the Community Led Revitalisation Fund in the past?

No

(If yes please complete the table below for your most recent project.)

Year	Project	\$ Amount	Was your project completed? If not feel free to write an explanation.

Community Outcomes

Which of the Buller District Council's Community Outcomes will your project contribute towards?

If your project does not support a Community Outcome insert NA. Copies of the Community Outcomes can be downloaded from Council's [website](#) or contact Community Services staff for more information.

Yes	Social Our communities are vibrant, healthy, safe and inclusive.
Yes	Affordability Our communities are supported by quality infrastructure, facilities and services that are efficient, fit-for-purpose, affordable and met our current and future needs.
Yes	Prosperity Our district is supported by quality technology and an innovative and diverse economy that creates opportunities for self-sufficiency, sustainable growth and employment
Yes	Culture Our lifestyle is treasured, our strong community spirit is nurtured, and our inclusive and caring communities understand our whakapapa and heritage and support lifelong learning
Yes	Environment Our distinctive environment and natural resources are healthy and valued.

APPLICATION CHECKLIST

Information for applicants:

- Complete one application form per project.
- Applications are evaluated by the Community Grants Committee.
- Council's Community Services Officer is available if you require assistance, phone (03) 788 9683 or email grants@bdc.govt.nz
- Ensure you attach all the required supporting documents.
- The [Community Outcomes](#) can be downloaded from Council's website.
- Failure to include all relevant information may delay the processing of your application.
- If you are unsure of the closing date, please contact Customer Services. Late applications will not be accepted.
- Please keep a copy of the application for your records and reporting purposes.
- This document will be available to the public as part of the meeting agenda. Please refer to www.bullerdc.govt.nz/privacy or contact Council for a copy of Council's Privacy Statement.

Checklist for your project:

- ☒ My project takes place in the Buller District.
- ☒ I have contacted Council's Communications and Community Services Officer to discuss my application if necessary.
- ☒ I have determined whether my project requires any building and/or resource consents
- ☒ I have answered all the questions in the application form.
- ☒ I have provided estimates of project costs.
- ☒ I have provided an expected timeline which includes key milestones and completion dates for the delivery of the project.

Checklist for submitting your application:

- ☒ Filled out and signed application form. Please ensure that you have completed ALL sections of the application. If information is not provided, it may delay your application.
- ☒ Two letters of community support for your organisation, signed, dated and less than six-months old, from people not involved or connected in any way with the running of your organisation.
- ☒ You have provided full details of your project(s) with site plans, work timelines, estimated budgets, and any other project related information that will identify your project and vision if applicable.
- ☒ I/we have read and signed the declaration.

Declaration:



I/we hereby declare the information supplied in this application is correct. If the application is successful, I/we agree to provide progress and completion reports as required to Buller District Council.

I/we agree to participate in any funding audit of our organisation conducted by Buller District Council.

I/we also consent to Buller District Council collecting, retaining and using the contact details of our organisation that have been listed in this application.

I/we confirm we have the authority to provide these details and to commit the organisation to this application.

Where funds are approved, I/we agree to acknowledge Buller District Council in all promotions carried out.

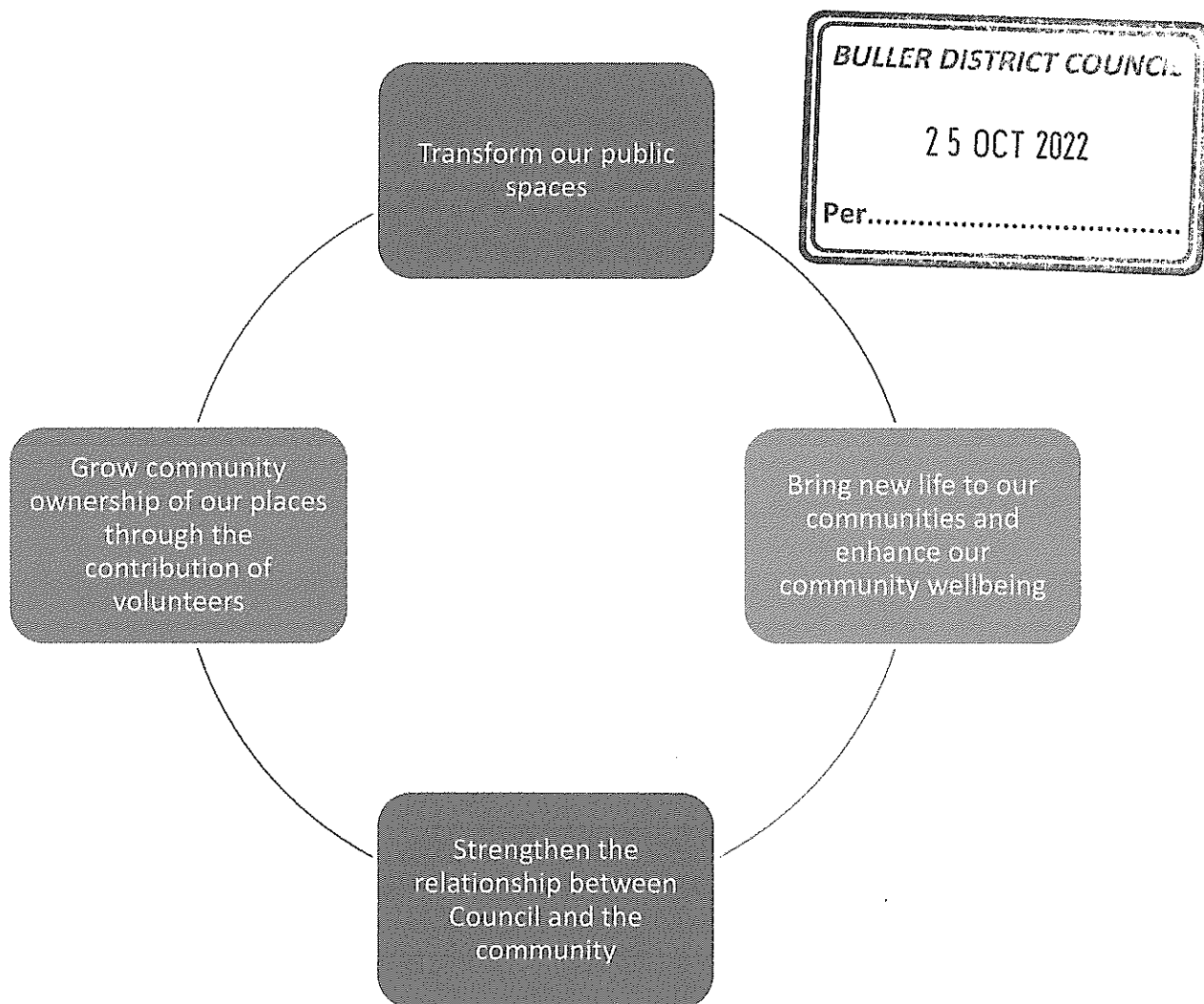
Name	Signature
Main contact: Greg Topp	
Secondary contact: Patricia Russell	

**Send your completed
application to: Buller District Council,
PO Box 21, Westport 7866
or email to grants@bdc.govt.nz**

The personal information that you provide in this form will be held and protected by Buller District Council in accordance with our privacy policy (available at bullerdc.govt.nz/privacy and at council libraries and service centres) and with the Privacy Act 2020. Council's privacy policy explains how we may use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. We recommend you familiarise yourself with this policy.

COMMUNITY LED REVITALISATION FUND APPLICATION

The Buller District Council Community-Led Revitalisation Fund (CLRF) aims to partner with and support community groups who want to work with Council to achieve the following objectives:



**If you want to work with Council and enhance our district,
read the Community-Led Revitalisation Fund Information brochure
before filling out this application to ensure your project meets the criteria.**

Applicant's details

For photocopying purposes, please use a black pen to complete this form on paper. Please ensure you complete all sections with as much detail as possible.

Name of your community group:

Westport Railway Preservation Society Inc

Legal status of your community group (e.g. trust, incorporated society, club, registered charity, board, sub-committee)

Incorporated Society.

Postal address:

115 Waterworks Rd, Westport, 202.

Postcode:

7892

Email:

rg@kinect.co.nz

Contact people:

Name	Position in organisation	Daytime phone number
Main contact: Rob Stoddart	Chairperson	021 859 635.
Secondary contact: Ruth Veaga	Secretary	021 125 2169

When was the group established?

Society began 29 years ago, 30 year anniversary 2023.

Group became a society on 15.6.2010

incorporation no: 2517708

What are your group's main objectives?

The groups main objective from the start was to preserve and store what was left of Bullers rail history for the future.

Community engagement

Describe how you have engaged with your community to identify the project(s) you are applying for?

Working with the council and the other organisations on the Westport revitalisation project and the river bank project. Our group has to be out of our building so now is the ideal time to make items available for use.

Bringing to life some of westports rail history.

Project details

About your project(s):

Summarise your project here. Attach full details of your project to your application (including scope of work, affected parties, timeline and key milestones, concept drawings and outcomes).

Within the goods shed where our group is currently located are two Trains (engines) one steam one a Diesel shunter both having served their entire lives in the Buller. Our project is to relocate these two engines as part of the Toki bridge riverbank project, and connect them to their corresponding wagons, and so building structures over them to protect them for future generations, this is with the blessings of the project managers. We would ~~like~~ like this entire to happen hopefully during this summer as we have to vacate our building, covering structures to follow as funding and engineering works are covered. attached are basic designs based on the shelter at the floating basin. We have a lot of old materials to go into the finished product. The vision is to have information boards, lighting, and an insight into the struggles of our history.

Community impact

How will your project(s) benefit the wider community?

Huge historical benefit and visual enhancement of our revamped waterfront for everyone to see.

Which of the following objectives will your project contribute towards?

If your project does not support an objective insert N/A.

Yes/No/N/A	Objectives
<input checked="" type="checkbox"/>	Transform our public spaces.
<input checked="" type="checkbox"/>	Bring new life to our communities and enhance community wellbeing.
<input checked="" type="checkbox"/>	Grow community ownership of our places through the contribution of volunteers.
<input checked="" type="checkbox"/>	Strengthen the relationship between Council and the community.

Does this project take place on Council owned or leased land?

Kiwi rail land.

Does this project enhance any master design plan that exists for that area?

If yes which one. Copies of master design plans can be downloaded from Council's [website](#) or contact Community Services staff for more information.

yes. Westport revitalisation project.
Westport Waterfront / the river bank project.

Future maintenance

Do you intend to manage the project once it is complete? Or do you wish Council to take over the maintenance and ongoing management of the project?

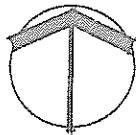
The project will be managed by WCRPSI, I'm sure
Council will have ongoing interests in management
at the site

How do you see future maintenance of the project occurring?

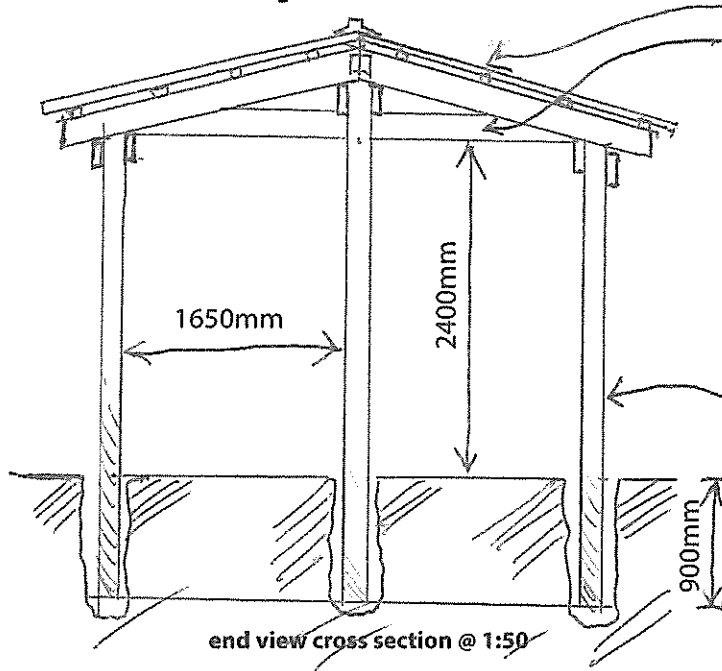
Through funding and the need to keep
preserving these items.

Will your project require a building and/or resource consent? If you are unsure, please get in touch with Council to determine if any consents will be required. Please be aware it may be your responsibility to obtain relevant consents.

The basic structure we propose should not need
either of these things



Revised Pergola for Yacht Club

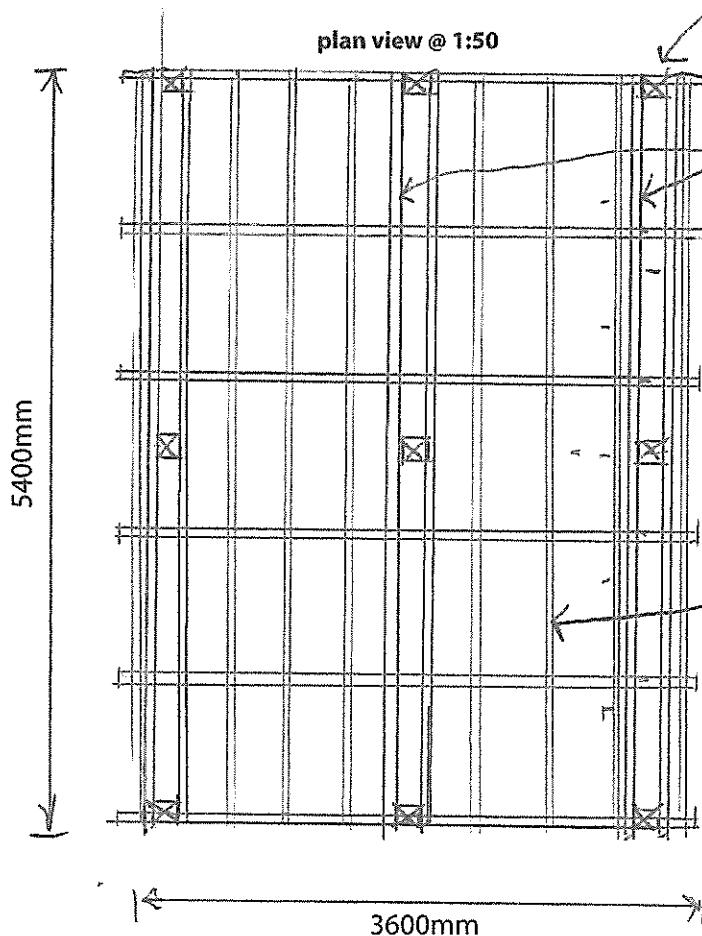


end view cross section @ 1:50

coloursteel corrugate .55 zincacore sandstone roofing screwed into 75x50 H3 RS Pine timber battens @ 600mm centres and roof set to 20 degrees

200x50 H4 RS Pine cross braces fixed into rafters with 2 x stainless M12 x 75mm coach bolts at each fixing

150 x 150 mm H4 RS Pine posts sitting a minimum of 900mm into concrete in ground - 9 in total in braced groups of 3



plan view @ 1:50

200 x 50 mm H4 RS Pine full length bearer bracing fixed both sides to posts with 2 x M12 x 175mm stainless coach bolts

200 x 50 mm H4 RS Pine rafters mitre cut at top and nail plated at 20 degrees fall. 6 in total at 1075mm centres. Fixed with 5 nails back to bearers

75x50 H3 RS Pine timber battens @ 600mm centres with double corner to corner angled lumberlock bracing strip



landscape architecture
& environmental planning

Steve White (BLA)
137 Brougham Street, Box 311, Westport
Ph 03 769 6066, Mob 021 718 097.
Email: steve@stimulusdesign.co.nz

drawn:

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Estimated project costs

Please provide details about how you will spend any funding you receive. Invoices for goods or services purchased for the project have to be sent to the Buller District Council. The Buller District Council will pay the invoice/s on your behalf. Any unused funds will remain with Council so that they can be used for other projects in the district.

Item/activity/project	Detail – what will you be purchasing?	Cost (\$)
SHELTER FOR STEAM ENGINE	Building products timber / roofing iron nails	base unsure as yet last minute application. @10,000
Engineering		\$5000
Total project cost:		\$ 15,000

If you are seeking funding from other sources please outline these below.

From	Applied/Received/Other	Amount (\$)
Westcoast Community trust.	Applied.	\$16000.00
Total other funding		

How much funding are you applying for?

Total project cost	approx \$25000
Less total other funding	
Amount you are requesting from this Revitalisation Fund	\$15,000

Have you received funding from the Community Led Revitalisation Fund in the past?

NO.

(If yes please complete the table below for your most recent project.)

Year	Project	\$ Amount	Was your project completed? If not feel free to write an explanation.

Community Outcomes

Which of the Buller District Council's Community Outcomes will your project contribute towards?

If your project does not support a Community Outcome insert NA. Copies of the Community Outcomes can be downloaded from Council's [website](#) or contact Community Services staff for more information.

/	Social Our communities are vibrant, healthy, safe and inclusive.
	Affordability Our communities are supported by quality infrastructure, facilities and services that are efficient, fit-for-purpose, affordable and met our current and future needs.
	Prosperity Our district is supported by quality technology and an innovative and diverse economy that creates opportunities for self-sufficiency, sustainable growth and employment
/	Culture Our lifestyle is treasured, our strong community spirit is nurtured, and our inclusive and caring communities understand our whakapapa and heritage and support lifelong learning
	Environment Our distinctive environment and natural resources are healthy and valued.

APPLICATION CHECKLIST

Information for applicants:

- Complete one application form per project.
- Applications are evaluated by the Community Grants Committee.
- Council's Community Services Officer is available if you require assistance, phone (03) 788 9683 or email grants@bdc.govt.nz
- Ensure you attach all the required supporting documents.
- The Community Outcomes can be downloaded from Council's website.
- Failure to include all relevant information may delay the processing of your application.
- If you are unsure of the closing date, please contact Customer Services. Late applications will not be accepted.
- Please keep a copy of the application for your records and reporting purposes.
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Checklist for your project:

- (Some)
- ☒ My project takes place in the Buller District.
 - ☒ I have contacted Council's Communications and Community Services Officer to discuss my application if necessary.
 - ☒ I have determined whether my project requires any building and/or resource consents
 - ☒ I have answered all the questions in the application form.
 - ☒ I have provided estimates of project costs.
 - ☒ I have provided an expected timeline which includes key milestones and completion dates for the delivery of the project.

Checklist for submitting your application:

- 1 x letter from Rail Heritage
- ☒ Filled out and signed application form. Please ensure that you have completed ALL sections of the application. If information is not provided, it may delay your application.
 - ☒ Two letters of community support for your organisation, signed, dated and less than six-months old, from people not involved or connected in any way with the running of your organisation.
 - ☒ You have provided full details of your project(s) with site plans, work timelines, estimated budgets, and any other project related information that will identify your project and vision if applicable.
 - ☒ I/we have read and signed the declaration.

Declaration:

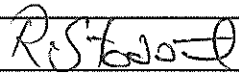
I/we hereby declare the information supplied in this application is correct. If the application is successful, I/we agree to provide progress and completion reports as required to Buller District Council.

I/we agree to participate in any funding audit of our organisation conducted by Buller District Council.

I/we also consent to Buller District Council collecting, retaining and using the contact details of our organisation that have been listed in this application.

I/we confirm we have the authority to provide these details and to commit the organisation to this application.

Where funds are approved, I/we agree to acknowledge Buller District Council in all promotions carried out.

Name	Signature
Main contact: Rob Stoddart	
Secondary contact:	

**Send your completed
application to: Buller District Council,
PO Box 21, Westport 7866
or email to grants@bdc.govt.nz**

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COMMUNITY, ENVIRONMENT & SERVICES COMMITTEE

NOVEMBER 2022

AGENDA ITEM 6

Prepared by Krissy Trigg
Group Manager Community Services

Reviewed by Rachel Townrow
Deputy Chief Executive

Appendices A - "Assessment Committees: The Role and Function"
Creative New Zealand Guidance

B - "Terms and Reference and Delegations for Creative
Communities Subcommittee"

ESTABLISHMENT OF SUBCOMMITTEE – CREATIVE COMMUNITIES

1. REPORT SUMMARY

This report outlines the background and current situation regarding the Creative Communities Subcommittee (CCS) of the Community, Environment and Services Committee which was established in the last triennium.

It recommends that the Committee establish a Creative Communities Subcommittee and adopt the draft Terms of Reference and Delegations attached. It also requests that staff be given the authority to call for applications for three community representatives on the subcommittee, and that the subcommittee be delegated the authority to appoint two community members at the close of the application process.

2. DRAFT RECOMMENDATION

That the Community, Environment & Services Committee:

- 1. Establishes the Creative Communities subcommittee to the Community Environment and Services Committee**
- 2. Notes the following members of the Subcommittee:**
 - a. Councillors Rosalie Sampson and Annelise Pfahlert**
 - b. A community representative from Te Runanga o Ngāti Waewae**

c. A representative from each of the Karamea, Buller and Inangahua Arts Councils

- 3. Resolves that up to three community representatives be members of the subcommittee.**
- 4. Instructs the Chief Executive to call for written nominations from those who wish to be considered for appointment as, community representatives on the subcommittee.**
- 5. Delegates authority to the Creative Communities subcommittee to elect up to three members as community representatives following the written nomination process.**
- 5. Adopts the “Terms and Reference and Delegations for Creative Communities Subcommittee”**

3. ISSUES AND DISCUSSION

3.1 Background

Creative NZ is a central government organisation which is the national agency for the development of the arts in New Zealand. Their purpose is to invest resources in arts in Aotearoa for the long-term benefit of our country.

Each year Buller District Council receives a grant from Creative NZ under the Creative Communities Scheme, for distribution to eligible projects in the community. The purpose of this scheme is to support and encourage all local communities to create and present a range of opportunities, for those interested, to be able to access and participate in arts activities within our specific geographical area.

This funding reaches communities by way of grants distributed by an assessment committee. Creative NZ has prepared guidance for the roles and functions of assessment committees, attached as Appendix A.

Assessment committees are to be either a committee of Council, a subcommittee or a community committee. Taking account of Council's broader governance structure, and the nature and level of decision-making by assessment committees, it is considered that the appropriate structure for Buller is for the assessment committee to be a subcommittee of the Community, Environment and Services Committee.

The Buller District Council has previously established an assessment subcommittee for this funding pool. This subcommittee was made up of two Councillors, an iwi representative, one person from each of the Community Arts Councils, of which we have three (Karamea, Buller that covers the Westport area, and Inangahua), plus two community

members. This has worked well and is consistent with Creative NZ's guidance. It is recommended that the same approach continues, with the ability to appoint up to three community representatives to enable the potential for representation from all Buller wards, and for an odd number of members as per the advice in the guidance.

3.2 Nomination of Community Representatives

The Creative NZ guidance suggests options for conducting a public nomination process for community representatives on an assessment committee. The option of calling for written nominations, with representatives being elected by the subcommittee from these nominees, is recommended as the appropriate option for Buller given the geographic spread of our community.

3.3 Terms of Reference

All committees and subcommittees of Council require Terms of Reference in order to operate. These set out the powers, responsibilities and obligations of the committee or subcommittee. In the case of this subcommittee, the Terms of Reference set out Council's responsibilities to the subcommittees and those of the subcommittee to council and the community.

4. CONSIDERATIONS

4.1. Strategic Impact

Terms of Reference mean that the subcommittees are included within the Council's Governance Structure. In addition, subcommittees allow decisions to be made at a more localised level.

4.2 Significance Assessment

The decisions in this report are not considered to meet the threshold to be considered significant decisions under the Policy.

4.3 Risk Management Implications

Strategic – the appointment process and terms of reference will be in line with the Council's overall Governance Structure and carried out according to legal requirements and advice

4.4. Values

The Buller District Values are: Community Driven, One Team, Future Focussed, Integrity and We Care. The recommended option is aligned with these values.

4.5 Policy / Legal Considerations

The following are relevant:

- Buller District Council Governance Structure
- Local Government Act 2002

4.6 Tangata Whenua Considerations

No specific considerations have been identified relating to this issue.

4.7 Views of Those Affected

The written nominations process enables those with an interest in being part of this subcommittee to put their name forward for consideration.

4.8 Costs

Council staff time and resources will continue to be managed under existing workloads and budgets.

4.9 Benefits

- Provides and opportunity for the council and community to work together to ensure that community has access to external funding for the arts
- The responsibilities and expectations on both Council and the subcommittees are clearly outlined and understood through clear Terms of Reference

4.10. Media / Publicity

There may be interest from the media in this issue. This will be managed by the Communications team as and when required.

Assessment committees: the role and function

Last Modified on 18/07/2018 3:01 pm NZST

Role of Assessment Committees

Assessment committees assess applications and allocate funding, in line with any specific local priorities that have been set aside by your council.

The assessors (the members of the assessment committee) should collectively have a broad knowledge of the arts activity in your local area.

Other functions of committee members include:

- discussing and making recommendations for [promoting the scheme locally](#)
- receiving reports on funded projects and discussing completed projects
- attending performances, exhibitions and other events funded by the Creative Communities Scheme
- attending meetings organised by Creative New Zealand
- contributing to the Annual Evaluation Report to Creative New Zealand
- electing new community representatives to the committee after a public nomination process

Membership and make-up of assessment committees

[Council committee, sub-committee or community committee?](#)

The CCS assessment committee can be established as a committee of council, a sub-committee or a community committee. When considering which type of committee will best suit the circumstances of your council we recommend that you consult with

your chief executive.

Decisions made by the CCS committee do not need to be approved or confirmed by your council.

Whatever form the committee takes, it must meet the following guidelines for membership and decision-making.

Size of the committee

There is no specific requirement for the number of members an assessment committee must have. However, Creative New Zealand strongly recommends there be at least seven, and not more than 11 members. A committee of nine members works well; having an odd number also assists with voting.

Who sits on the committee

Each assessment committee consists of –

Representation from local councils and community arts councils

- Local councils may appoint up to two representatives to the assessment committee. These may be elected councillors or community board members with an arts and culture focus or knowledge. Elected councillors and local board members must not make up more than half of an assessment committee.
- Each community arts council in the local area has the right to have a representative on the assessment committee. Community arts councils are organisations that have been formally gazetted under the Arts Council of New Zealand Toi Aotearoa Act 2014 or previous versions of this Act.

Community representatives

Community representatives on the assessment committee must be familiar with the range and diversity of local arts activities.

At least one member must be of Māori descent and have local knowledge of Māori arts

activity. It is recommended that CCS administrators consult with local iwi regarding Māori appointments.

Ideally membership of the committee should also reflect the make-up of the local community, eg young people, recent migrants, Asian residents, and local Māori and Pasifika peoples.

Youth councils, ethnic councils or other community groups do not have an automatic right to be represented on the committee, but they may nominate community representatives for election.

Community representatives can't include elected council members or community board members.

Community representatives must be elected in a public and open way by the existing assessment committee after a public nomination process. Options for doing this include –

- calling for written nominations through newspapers, community noticeboards, direct mail-outs and websites with representatives being elected by the committee from these nominees
- convening a public meeting where nominations are received from the floor with community representatives then being elected by the committee.

If there's a limited response to a call for nominations or a public election process or the committee lacks specific knowledge, the committee (via the CCS administrator) may approach individuals directly and invite them to become members.

Term of membership

Community representatives may serve for a specified term of up to three years and can serve a maximum of two consecutive terms.

This term limitation does not apply to council or community arts council representatives however we do recommend rotation of council and community arts council representatives to keep the committee fresh.

It's a good idea to have a combination of new and experienced members. To keep this balance we recommend that committee members be replaced over time. Having past members mentor new members can be a great way to support new or younger members as they join the committee.

Chairperson

Each year the assessment committee should elect a chairperson.

A person may serve a maximum of three consecutive years as chair.

Creative Communities Subcommittee

Reports to: Community Environment and Services Committee

Chairperson: [to be elected by the subcommittee]

Meeting Frequency: As required

Quorum: A majority of members (including vacancies)

Purpose:

The Creative Communities Subcommittee is the assessment committee for assessing applications and allocating funding provided to Council by Creative New Zealand through the Creative Communities Scheme.

Terms of Reference:

The Creative Communities Subcommittee considers local community arts applications to the Creative Communities Scheme and make grants in terms of the criteria specified by the scheme's funders, Creative New Zealand.

The Subcommittee is delegated the following powers:

The Creative New Zealand Community Funding Sub-Committee has full delegated authority to make distributions from the funding received annually from Creative New Zealand.

The Committee is delegated the following recommendatory powers:

- The Subcommittee may make recommendations to the Community, Environment and Services Committee on local priorities for arts participation.

Special Notes:

- The Subcommittee may not delegate any of their responsibilities, duties or powers to a committee, subcommittee, or person.
- Verbal updates may be requested to be provided to Community, Environment and Services Committee (CESC) meetings from the Deputy Chair of CESC and Group Manager Community Services from time to time.

Chairperson

The Subcommittee must have a chairperson who shall be elected by Subcommittee members at the first meeting of the Subcommittee.

The chairperson is responsible for:

1. The efficient functioning of the Subcommittee.
2. Setting the agenda for Subcommittee meetings.
3. Ensuring that all members of the Subcommittee receive sufficient timely information to enable them to be effective Subcommittee members.
4. Attending CESC meetings as required to represent the interests of the Subcommittee.
5. Being the link between the Subcommittee and Council staff.

Contacts with media and outside agencies

The Mayor acts as the official spokesperson for the Council with the media and may provide approval to elected members to act as an official spokesperson.

Subcommittee members, including the chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of the Council.

The Council, after consultation with the Subcommittee Chair, will manage the formal communications between the Subcommittee and the community in the exercise of its business.

Correspondence with central government, other local government agencies or other official agencies will only take place through Council staff.

Frequency of meetings

The Subcommittee shall hold formal meetings as required for funding rounds.

Conduct of affairs

The Subcommittee shall conduct its affairs in accordance with the *Local Government Act 2002*, the *Local Government Official Information and Meetings Act 1987*, the *Local Authorities (Members' Interests) Act 1968*, and Council's Standing Orders and Code of Conduct.

Quorum

The quorum at a meeting of the Subcommittee shall consist of:

1. Half of the members if the number of members (including vacancies) is even; or
2. A majority of members if the number of members (including vacancies) is odd.

Remuneration

No honorarium or meeting allowance will be payable to Subcommittee members.

Other delegations and responsibilities

None

COMMUNITY, ENVIRONMENT & SERVICES COMMITTEE

9 NOVEMBER 2022

AGENDA ITEM 7

Prepared by Bronwyn Little
Policy Advisor

Reviewed by Krissy Trigg
Group Manager Community Services

Appendix 1 Reserve and Hall Subcommittee Terms of Reference and General Delegations

ESTABLISHMENT OF SUBCOMMITTEES – COMMUNITY ENVIRONMENT AND SERVICES COMMITTEE

1. REPORT SUMMARY

This report outlines the background and current situation regarding the subcommittees of the Community, Environment and Services Committee which were established in the last triennium.

It recommends that the Committee establish the subcommittees once again and adopt the draft Terms of Reference and Delegations attached, noting there will be some change to these in future. It also requests that staff be given the authority to call for applications to the subcommittees and come back to Council with recommendations for appointments to each subcommittee.

2. DRAFT RECOMMENDATION

That the Committee:

- 1. Establishes the following reserves and/or halls subcommittees to the Community Environment and Services Committee:**
 - **Reefton Reserve Subcommittee**
 - **Seddonville Reserve Subcommittee**
 - **Karamea Reserve Subcommittee**
 - **Mokihinui Reserve and Hall Subcommittee**
 - **Carters Beach Reserve and Hall Subcommittee**
 - **Springs Junction/Maruia Reserve and Hall Subcommittee**

- Little Wanganui Reserve and Hall Subcommittee
 - Ngakawau/Hector Reserve and Hall Subcommittee
 - Waimangaroa Reserve and Hall Subcommittee
 - Omau Reserve Subcommittee
 - Inangahua Junction Hall Subcommittee
2. Sets a maximum number of 11 members on any reserve or hall subcommittee, including the Ward Councillor appointed to that subcommittee;
 3. Allows each subcommittee to choose the voting system it will use to appoint a chairperson and deputy chairperson of the subcommittee;
 4. Adopt the “Terms and Reference and Delegations for Reserve and Hall Subcommittees” attached as Appendix One;
 5. Instructs the Chief Executive to advise subcommittees of the opportunity to request appropriate changes to the ‘Frequency of Meetings’ and ‘Other Delegations and Responsibilities – Financial’ provisions in the ‘General Terms and Reference and Delegations for Reserve and Hall Subcommittees’;
 6. Instructs the Chief Executive to advertise for applicants to be considered for appointment as members of the various subcommittees;
 7. Establish assessment panels comprising of the Deputy Chair of Community, Environment and Services Committee, the Councillor appointed to the subcommittee, and the Group Manager Community Services to consider the applications received for each subcommittee and to make recommendations for appointments to Council.

3. ISSUES AND DISCUSSION

3.1 Reserves Act 1977

All land gazetted as a reserve in New Zealand is subject to the Reserves Act 1977. The purpose of that Act is set out in its section 3 and states:

“General purpose of this Act

(1) It is hereby declared that, subject to the control of the Minister, this Act shall be administered in the Department of Conservation for the purpose of—

- (a) providing, for the preservation and management for the benefit and enjoyment of the public, areas of New Zealand possessing—*
- (i) recreational use or potential, whether active or passive; or*
 - (ii) wildlife; or*
 - (iii) indigenous flora or fauna; or*
 - (iv) environmental and landscape amenity or interest; or*
 - (v) natural, scenic, historic, cultural, archaeological, biological, geological, scientific, educational, community, or other special features or value:...*
- (2) In the exercise of its administration of this Act, the Department may take any action approved or directed from time to time by the Minister so far as it is consistent with this Act or is provided for in any other Act and is not inconsistent with this Act."*

The Reserves Act contains legislative requirements for the use, management and operation of reserves. There are a number of specific, prescriptive requirements including appropriate uses of particular reserve types, use of funds acquired from reserves, leasing provisions, reserve management planning and a requirement for public consultation as part of specified processes.

The Minister of Conservation has delegated a number of duties, powers and responsibilities under the Reserves Act to councils. There are a number of reserves in Buller, for a wide range of purposes. This report deals only with the reserves expressly named in it.

3.2 Local Government Reorganisation Order 1989

On 9 June 1989 the 'Local Government (West Coast District) Reorganisation Order 1989' was introduced. The Order, which created the Buller District Council, included 'Dissolution of Existing Local Authorities and Abolition of Existing Districts'.

The following Reserve Boards were dissolved by the Order:

- The Brougham Street Reserve Board
- The Carters Beach Reserve Board
- The Karamea Memorial Reserve Board
- The Mokihinui Reserve Board
- The Little Wanganui Reserve Board
- The Mawheraiti Reserve Board
- The Ngakawau/Hector Reserve Board
- The Omau Reserve Board

- The Seddonville Soldiers Reserve Board
- The Waimangaroa Reserve Board
- The Reefton Reserve Board

Furthermore *‘all property, real and personal vested in the corporation of any former authorities and situated in the Buller District is hereby vested in the corporation of the Buller District, subject to existing encumbrances’* (Section 48 Vesting of Property (1))

From 1 November 1989, Buller District Council became responsible for the control and management of these 11 Buller recreation reserves. The Maruia and the Springs Junction reserves appear to have been adopted by Council at a later date, not long after the Order.

The Council resolved in 1990 that in accordance with section 104 of the Local Government Act 1974 (LGA 1974), the administration of the dissolved Reserve Boards would be delegated to subcommittees of the Council Operations Committee, who were to be known as Reserve Committees. The Council further resolved in accordance with section 104 of the LGA 1974, that Council appoint the Reserve Committees to manage the respective reserves within the District, with delegated authority to do so, subject to the limitations of that section.

3.3 Review 2019/2020

In January 2020 the Community Environment and Services Committee considered a report which outlined the background to the existing Reserve Committees and recommended a new approach based on the most recent legal advice received.

It was considered that the nature and scale of decision making, and delegated powers of these bodies was more aligned to that of a subcommittee (e.g. Creative Communities Scheme Assessment) than a full committee under Council's current governance structure.

The Local Government Act 2002 (LGA 2002) gives councils the authority to appoint committees and subcommittees. There is no legal requirement for membership of committees and subcommittees to be by election. It was agreed that members of the subcommittees should be appointed after undergoing a publicly advertised application process.

The committee recommended:

- Reserve and hall subcommittees are to be appointed subcommittees of the Community Environment and Services Committee.
- Where both a reserve and hall are located on the same site, or Council consider there is significant benefit, these

subcommittees are to be combined (Community Environment and Services Committee, 29 January 2020).

This approach was considered by the full Council and subsequently approved in April 2020.

The maximum number of members on any subcommittee reserve and/or hall subcommittee was set at 11, including the Ward councillor appointed to that subcommittee.

The Council also adopted a General Terms of Reference and Delegation for all Reserve and Hall Subcommittees.

The following subcommittees were therefore established:

Campgrounds:

- Reefton Reserve Subcommittee
- Seddonville Reserves Subcommittee
- Karamea Reserve Subcommittee

Campground and Hall:

- Mokihinui Reserve and Hall Subcommittee

Reserves and Halls:

- Mawheraiti Reserve and Hall Subcommittee
- Carters Beach Reserve and Hall Subcommittee
- Springs Junction/Maruia Reserve and Hall Subcommittee
- Little Wanganui Reserve and Hall Subcommittee
- Ngakawau/Hector Reserve and Hall Subcommittee
- Waimangaroa Reserve and Hall Subcommittee

Reserve Only:

- Omau Reserve Subcommittee

Hall Only:

- Inangahua Junction Hall Subcommittee

The applications received for positions on the subcommittees were also considered with recommendations made by a group comprising the Mayor, the Councillor associated with the relevant area, the Group Manager Community Services and the then Coordinator Property. These successful applicants were formally appointed by Council at the April 2020 meeting.

The Mawheraiti Reserve and Hall Subcommittee only attracted one applicant and it was decided, in agreement with the appointee, that the subcommittee was not required.

3.4 Moving Forward

Under the Local Government Act 2002 (the LGA 2002), all committees and subcommittees of councils are automatically dissolved following each council election and must be reappointed following the election if they are to continue.

The reserves and/or halls subcommittees have been operating for over 2 years. Council staff have been supporting the subcommittees as much as possible with limited staffing resource and throughout the two recent flood events.

The position of Team Leader Community Facilities role was created (with additional support) to include, amongst other duties, liaison with reserves and halls sub-committees and the development of Reserve and Asset Management Plans in association with sub-committees.

Support for the subcommittees from within Council will therefore be more available in the future. Although this position is currently vacant, a significant part of the position description is around the responsibility for liaising with the subcommittees.

It is recommended that the reserves and/or halls subcommittees be established once again under the Community Environment and Services Committee.

It is also recommended that the application process for positions on the subcommittees be undertaken in the same way as the first appointments were made with appropriate advertising - both formal (public notices in local newspapers) and on Council's social media sites and website for a two-week period.

After applications close it is proposed that assessment panels comprising of the Deputy Chair of the Community, Environment and Services Committee, the Ward councillor appointed to the subcommittee, and the Group Manager Community Services consider the applications received for each subcommittee and make recommendations for appointments to Council.

The Deputy Chair of the Community, Environment and Services Committee has responsibility for the reserve and hall subcommittees.

3.5 Terms of Reference

All committees and subcommittees of Council require Terms of Reference in order to operate. These set out the powers, responsibilities and obligations of the committee or subcommittee. In the case of these subcommittees, the Terms of Reference set out Council's responsibilities to the subcommittees and those of the subcommittee to Council and the community.

General Terms of Reference for all reserve and hall subcommittees have been drafted and are attached as Appendix One. These are based on legislative provisions and requirements, examples from other councils and the Terms of Reference and Delegations, and the Terms of Reference for the other subordinate decision making bodies of Council.

It is recommended that the Committee adopt these as a starting point, to apply to all reserve and hall subcommittees. They include responsibilities and powers of both the subcommittees and Council.

In some instances, more specific authorities and delegations, will be needed to enable the subcommittees to carry out their specific responsibilities and powers. Given the differences in activities on the reserves (e.g. a campground will require different delegations to a hall), it is proposed that the specific delegations and terms of reference be workshopped with the subcommittees to seek their views and their expertise on the reserves themselves, and also with the Community, Environment and Services Committee, before adoption.

These will be prepared on the principles of good delegation, namely that they will endeavour to enable efficient and effective functioning without undue interference while still ensuring accountability and transparency for decisions relating to public land and money. They will also comply with legal requirements and advice.

The general Terms of Reference will remain the base, for consistency with Council's governance structure and because having Terms of Reference for subcommittees which are the same, or substantially the same as far as possible, has benefits for the orderly management of the subcommittees by adopting a consistent approach to e.g. limits of authority and reporting obligations.

An area where subcommittees may need to adapt the Terms of Reference is financial delegations. There may be good reason for these to be altered, after consideration by the Committee, to suit the type of reserve and/or hall - for example campgrounds.

4. CONSIDERATIONS

4.1. Strategic Impact

The appointment of reserve and/or hall subcommittees ensures that the management and maintenance of reserves is aligned to the Council's policy and direction. Terms of reference and delegations mean that the subcommittees are included within the Council's Governance Structure. In addition subcommittees allow decisions to be made at a more localised level.

4.2 Significance Assessment

"Reserves" are listed as a strategic asset in Council's Significance and Engagement Policy. Appointing reserve and/or hall subcommittees is not considered to be transferring control of these assets as they are subcommittees of Council itself, and the ultimate responsibility, liability and control sits with Council.

The decisions in this report are not considered to meet the threshold to be considered significant decisions under the Policy.

4.3 Risk Management Implications

- **Public Perception** – Council has taken on board the need for further resource to support the subcommittees and the community volunteers that take on the responsibility of subcommittee appointments.

Appropriate Terms of Reference, delegations and support to the subcommittees acknowledge that the work of the volunteers on the subcommittees is highly valued by Council. The subcommittees allow the work of the volunteers to continue within the appropriate legal framework.

- **Strategic** – the appointment process, terms of reference and delegations will be in line with the Council's overall Governance Structure and carried out according to legal requirements and advice

4.4. Values

'To serve the residents of the Buller district, conscious of their needs, by providing facilities and services and creating an appropriate environment for progress and development while preserving the distinctive natural environment, as well as the cultural and historical environments.'

The Buller District Values are: Community Driven, One Team, Future Focussed, Integrity and We Care. The recommended option is aligned with these values.

4.5 Policy / Legal Considerations

The following are relevant:

- Buller District Council Governance Structure
- Local Government Act 2002
- Reserves Act 1977

4.6 Tangata Whenua Considerations

No specific considerations have been identified relating to this issue.

4.7 Views of Those Affected

There has been mixed feedback from those on the various reserves and/or halls subcommittees over the last two years. Much of this has related to the lack of support around meetings and day to day matters.

Reserves and halls throughout Buller include operating campgrounds, community halls and community reserves. The subcommittees therefore deal with a wide range of issues and responsibilities.

The Council's Community Facilities team and in particular the Team Leader now have responsibility for liaising with the subcommittees. This forms a significant part of the position description, and it is anticipated that the additional dedicated resource within Council will provide support for the subcommittees.

The development of Reserve Management Plans for each reserve, in partnership with each subcommittee, as required under the Reserves Act 1977 will be a priority for the Team Leader. This will assist the subcommittees in their future financial planning and identification of projects.

4.8 Costs

Council staff time and resources will continue to be managed under existing workloads and budgets.

4.9 Benefits

- The establishment of subcommittees ensures that reserves are managed in line with Council's legal obligations and responsibilities under the Reserves Act 1977
- Provides an opportunity for the council and community to work together to ensure that public assets are used in the best way for the local community
- The responsibilities and expectations on both Council and the subcommittees are clearly outlined and understood through clear Terms of Reference

4.10. Media / Publicity

There will be interest from the media in this issue. This will be managed by the Communications team as and when required.

Reserve and Hall Subcommittees

Reports To: Community, Environment & Services Committee

Chairperson: [to be elected by the subcommittee]

Membership: [members to be confirmed following process]

Meeting Frequency: Twice a year

Quorum: A majority of members (including vacancies)

Purpose

The Reserve and Hall Subcommittee is responsible for:

1. Providing general guidance and support to the Council in the management of specified Buller District Council local reserves and halls.
2. In making these delegations the Council recognises that it is ultimately responsible for the reserves and halls in the district and therefore retains the right to set minimum standards and to review the recommendations of Reserve and Hall Subcommittees associated with the exercise of these delegations.

General Terms of Reference:

The Subcommittees (Local Government Act 2002, s. 30 and 32 Schedule 7) :

1. Are to be formally appointed by Council, which has the power to appoint and discharge members of the Subcommittee or the Subcommittee in its entirety.
2. Are subject in all things to the control of the Council;
3. Must carry out all general and special directions of the Community, Environment and Services committee, and the Council, given in relation to the Subcommittee or its affairs;
4. Are prohibited from the disposing of or purchasing of land or buildings without the express approval of the Community Environment and Services Committee and/or Council, whichever is appropriate; and
5. Are prohibited from appointing any subordinate body.

Role and Powers

The role of Reserve and Halls Subcommittees is to:

1. Work with Council to manage reserves and halls in the district;
2. Develop in partnership with Council Reserve Management Plans where required and within Council's budgets as set out in Council's Annual Plan;
3. Undertake responsibilities set out in individual Reserve and Hall Subcommittee Terms of Reference and Delegations;
4. Make recommendations to Council on property (including land & buildings) acquisitions and disposals in relation to a reserve or hall.

In exercising the delegated powers, the Subcommittee will operate within:

1. Policies, plans, standards, or guidelines that have been established and approved by Council:

2. The approved Council budgets for the activity.

Power to delegate

The Subcommittee may not delegate any of their responsibilities, duties or powers to a committee, subcommittee, or person.

Matters which are NOT delegated by Council.

1. The power to:
 - Make a rate or bylaw.
 - Borrow money, or purchase or dispose of assets.
 - Acquire, hold, or dispose of property.
 - Appoint, suspend, or remove staff.
 - Institute an action for the recovery of any amount.
 - Issue and police building consents, notices, authorisations, and requirements under any Acts, Statutes, Regulations, By-laws and the like
2. The powers and duties conferred or imposed (on Council) by the Public Works Act 1981 or those powers listed in the Section 34 (2) of the Resource Management Act 1991

Membership

The membership of the Subcommittee consists of:

1. One member elected under the Local Electoral Act 2001; and
2. Appointed members – up to 10 selected by an advertised expressions of interest process.

Chairperson

The Subcommittee must have a chairperson who shall be elected by Subcommittee members at the first meeting of the Subcommittee.

The chairperson is responsible for:

1. The efficient functioning of the Subcommittee.
2. Setting the agenda for Subcommittee meetings.
3. Ensuring that all members of the Subcommittee receive sufficient timely information to enable them to be effective Subcommittee members.
4. Attending Council meetings as required to represent the interests of the Subcommittee.
5. Being the link between the Subcommittee and Council staff.

Accountability

(a) The Subcommittee shall:

- i) Present its proposed Annual Budget and Programme of Works, by the date specified, to the Community Environment and Services Committee for endorsement.
- ii) Present its Annual Report and Annual Accounts, by the date specified, to the Community, Environment and Services Committee of Council.
- iii) Present to the Community Environment and Services Committee or to Council any other report it is requested to provide.
- iv) Keep clear and accurate accounts and records of all transactions and make them available to the Council on request.

(b) Members of the Subcommittee shall not be personally liable for any act done or omitted to be done in good faith in the course of operations of the Subcommittee or for any debt or other liability lawfully incurred by the Subcommittee.

Contacts with media and outside agencies

The Mayor acts as the official spokesperson for the Council with the media and may provide approval to elected members to act as an official spokesperson.

Subcommittee members, including the chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of the Council.

The Council, after consultation with the Subcommittee Chair, will manage the formal communications between the Subcommittee and the community in the exercise of its business.

Correspondence with central government, other local government agencies or other official agencies will only take place through Council staff.

Frequency of meetings

The Subcommittee shall hold two formal meetings per year. For the avoidance of doubt, this clause does not prevent the Subcommittee holding workshops or working bees outside of the formal meeting schedule.

Conduct of affairs

The Subcommittee shall conduct its affairs in accordance with the *Local Government Act 2002*, the *Local Government Official Information and Meetings Act 1987*, the *Local Authorities (Members' Interests) Act 1968*, and Council's Standing Orders and Code of Conduct.

Quorum

The quorum at a meeting of the Subcommittee shall consist of:

1. Half of the members if the number of members (including vacancies) is even; or
2. A majority of members if the number of members (including vacancies) is odd.

Remuneration

No honorarium or meeting allowance will be payable to Subcommittee members.

Other delegations and responsibilities

These general provisions and delegations can be superseded by specific Management Plans and Reserve and Hall Subcommittee Terms of Reference and Delegations, following approval by the Community, Environment and Services Committee.