



AGENDA

RĀRANGI TAKE

NOTICE OF A MEETING OF THE

COMMUNITY DEVELOPMENT COMMITTEE

to be held on **Monday 08 June 2020** commencing at **5.30 pm**
via Zoom

Chairperson: Cr Martin

Members: Cr Carruthers
Cr Keogan
Kw Madgwick

Cr Davidson
Cr Neale
Kw Tumahai



In accordance with clause 25B of Schedule 7 of the Local Government Act 2002, members will attend the meeting by audio or audiovisual link.

Council Vision:

We work with the people of Westland to grow and protect our communities, our economy and our unique natural environment.

Purpose:

The Council is required to give effect to the purpose of local government as prescribed by section 10 of the Local Government Act 2002. That purpose is:

- (a) To enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) To promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

1. NGĀ WHAKAPAAHA APOLOGIES

(includes leave of absence notification)

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

Members need to stand aside from decision-making when a conflict arises between their role as a Member of the Council and any private or other external interest they might have. This note is provided as a reminder to Members to review the matters on the agenda and assess and identify where they may have a pecuniary or other conflict of interest, or where there may be a perception of a conflict of interest.

If a member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a member thinks they may have a conflict of interest, they can seek advice from the Chief Executive or the Group Manager: Corporate Services (preferably before the meeting). It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

3. NGĀ MENETI O TE HUI KAUNIHĒRA MINUTES OF MEETINGS

Minutes circulated separately via Microsoft Teams

4. ACTION LIST (Pages 4 – 5)

5. NGĀ TĀPAETANGA PRESENTATIONS

- Westland Cultural Heritage Tourism Project – Jackie Gurden
- Heritage Hokitika Projects – Verbal Update – David Verrell
- Te Tai o Poutini Art Awards Proposal – Sue Asplin
- Destination Hokitika – Verbal Update – Samuel Blight

6. PŪRONGO KAIMAHI STAFF REPORTS

- Adopting Term of Reference for the Parks, Reserves and Environment Subcommittee (Pages 6 - 10)
- Parks, Reserves and Environment confirmation of Committee Members (Pages 11 - 13)
- Westland Creative Community confirmation of Committee Members (Pages 14 - 16)

**DATE OF NEXT COMMUNITY DEVELOPMENT COMMITTEE MEETING
03 AUGUST 2020
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA**

08.06.2020 COMMUNITY DEVELOPMENT COMMITTEE – ACTION LISTING

Date	Item	Action Required	Status	Lead Officer
03.02.20	Reserves, Parks and Environment Sub-Committee	Sub-Committee to be formalised.	<ul style="list-style-type: none"> Terms of Reference developed. Report to committee to confirm. Require council nominations Nominees contacted Report to CDC to confirm membership of Parks Reserves & Environment Sub-Group 	Community Development Advisor
03.02.20	Terms of Reference – Reserves, Parks and Environment Sub-Committee	To be drafted and emailed to the Committee for their input.	<ul style="list-style-type: none"> Complete – awaiting Committee sign-off 	Community Development Advisor
03.02.20	WestREAP	Invite to a future Committee Meeting.	<ul style="list-style-type: none"> Suggest invite WestREAP CE and Education Manger to present at 03August meeting 	Community Development Advisor
03.02.20	Westland Safe Community Coalition – Safer Westland	Letter to the group to advise that the Committee recognises the Sub-Committee. Chair: Cr Jane Neale 6 monthly reports to CDC	<ul style="list-style-type: none"> Letter to Safer Westland next Meeting 12 June 2020 	Community Development Advisor
03.02.20	Hokitika Museum Governance Group	To be established.	<ul style="list-style-type: none"> Awaiting impacts of COVID-19. Changing landscape in regards to museum requirements 	Regulatory Services Manager
03.02.20	Culture and Heritage Sub-Committee	To be established comprising: Heritage Hokitika, Westland Industrial Heritage Park, West Coast Heritage Chair: Deputy Mayor Cr Carruthers Terms of Reference for Sub-Group	Ongoing	Chief Executive
03.02.20	Rimu-Woodstock Lookout	Consideration of the future upkeep of this area and check if it is included on the Council's Asset Register and regular maintenance of the area scheduled.	<ul style="list-style-type: none"> Ownership investigated – sits on private land. The track (90m), kiosk, plantings, grass and a tree is loaded into Council's Assetfinda system. 	Chief Executive

08.06.2020 COMMUNITY DEVELOPMENT COMMITTEE – ACTION LISTING

Date	Item	Action Required	Status	Lead Officer
		Clarification if the area is to be referred to Heritage Hokitika for maintenance purposes.	<ul style="list-style-type: none"> • Clarification to be sought regarding if the maintenance is to be referred to Heritage Hokitika. • Ongoing 	
03.02.20	Hokitika Cemetery and Signage at Franz Josef	Lack of maintenance noted in these areas.	<ul style="list-style-type: none"> • Audit of cemeteries requested. • Audit completed of cemeteries and short comings addressed via contracts with Westroads 	Group Manager: Louis Sparks
03.02.20	Westland Creative Community Group	Email current members & thank Advertise nominations in Guardian CDC confirm membership of Committee	<ul style="list-style-type: none"> • Report to CDC to confirm members 	Community Development Advisor
03.02.20	Events Calendar	Check on existing avenues for listing events in the Westland District.	<ul style="list-style-type: none"> • Ongoing 	Committee Secretary
03.02.20	Hokitika Central Business District – Revitalisation Working Group	Group needs to be established. Council internal review Draft Concept – bring working group back together	<ul style="list-style-type: none"> • Fiona Scadden tasked with leading the project. Aligns with the One District Plan work. Ongoing 	Regulatory Services Manager and Planning and Customer Services Manager

Report



DATE: 8 June 2020
TO: Community Development Committee
FROM: Community Development Advisor

ADOPTING TERMS OF REFERENCE – PARKS, RESERVES & ENVIRONMENT SUBCOMMITTEE

1 SUMMARY

- 1.1 The purpose of this report is to present the Terms of Reference for the Parks, Reserves and Environment Subcommittee
- 1.2 This issue arises from the establishment of the Parks, Reserve and Environment Subcommittee.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in May 2018, which are set out in the Long Term Plan 2018-28. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that the Committee adopt the Terms of Reference – Parks, Reserves, and Environment Subcommittee.

2 BACKGROUND

- 2.1 With the establishment of the Parks, Reserves, and Environment Subcommittee there is a need to develop a Terms of Reference.

3 CURRENT SITUATION

- 3.1 The Parks, Reserves, and Environment Subcommittee is being established and as part of this process there is a need to adopt a Terms of Reference for this Subcommittee moving forward.

4 OPTIONS

4.1 Option 1: The Parks, Reserves, and Environment Subcommittee Terms of Reference are adopted.

4.2 Option 2: Amend the Terms of Reference

5 SIGNIFICANCE AND ENGAGEMENT

5.1 This is of low level of significance as this is administrative in nature.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

6.1 Adopting the Parks, Reserves, and Environment Subcommittee Terms of Reference will ensure that Council meets responsibilities and the Parks, Reserves, and Environment Subcommittee has established guidelines.

6.2 There are no financial implications as the Parks, Reserves, and Environment Subcommittee will bring any recommendations to the Community Development Committee.

7 PREFERRED OPTION(S) AND REASONS

7.1 Option 1: The Parks, Reserves, and Environment Subcommittee Terms of Reference are adopted as presented.


8 RECOMMENDATION(S)

A) **THAT** the Parks, Reserves, and Environment Subcommittee Terms of Reference are adopted.

Sarah Brown
Community Development Advisor

Appendix 1: Parks, Reserves, and Environment Subcommittee Terms of Reference

**TERMS OF REFERENCE FOR THE
PARKS, RESERVES AND ENVIRONMENT SUBCOMMITTEE**

	Authorising Body	Mayor / Council
	Status	Subcommittee of Community Development Committee
	Title	Parks, Reserves and Environment Subcommittee
	Approval Date	8 th June 2020
	Administrative Support	Chief Executive Office

PURPOSE:

To assist the Council with the development of community services which contribute to the character, culture, and identity of the Westland district, and to pursue an active community role in active partnership with local communities.

The Parks, Reserves and Environment Subcommittee meets and reports to the Community Development Committee covering a wide range of issues relating to open spaces in the public realm altogether ensuring Westland is a vibrant, inclusive and safe district to live for all people, all ages and abilities.

RESPONSIBILITIES:

The focus of the Parks, Reserves and Environment is matters relating to “Open spaces” in the public realm:

- Parks, Reserves, Gardens, Cemeteries, Memorials, Statues and Public Art
- Sports, recreation and leisure services and facilities

The Subcommittee:

- Promotes active membership, community participation and community partnerships
- Work alongside Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio
- Works in partnership with key agencies, organisations, community groups and clubs
- Is innovative and creative in ways it contributes to social and community wellbeing

The Parks, Reserves and Environment Subcommittee considers and reports to the Community Development Committee on issues and activities relating to:

- Community projects in open spaces
- Sports, recreation and leisure services and facilities
- Open spaces in the public realm: Parks, Reserves, Tracks, Carparks, Play equipment, Gardens, Cemeteries, Memorials, Statues and Public Art
- Township Planning
- Support the development and review of reserves Management Plans
- Review the council policy on Statues, Monuments & Public Art as required
- Evaluate any applications for the utilisation of the Parks & Reserves Development Contribution Funding

DELEGATIONS TO THE COMMITTEE:

The Parks, Reserves and Environment shall have delegated authority to:

- Power to co-opt other members as appropriate
- Provide recommendations to the Community Development Committee on issues/topics in relation to their responsibilities

Membership

The Parks, Reserves and Environment will comprise the following, one of which will be the chairperson:

- Chairperson (Appointed by the Chairperson Community Development Committee)
- At least 1 Councillor
- Iwi Representation
- At least 6 members nominated by Councillors

Chairperson

The Chairperson is responsible for:

- The efficient functioning of the Subcommittee;
- Setting the agenda for Subcommittee meetings in conjunction with the Community Development Officer; and
- Ensuring that all members of the Subcommittee receive sufficient timely information to enable them to be effective Subcommittee members.

The Chairperson will be the link between the Subcommittee and the Community Development Committee.

Quorum

The quorum at any meeting of the Subcommittee shall be Chairperson and any (3) Members

Relationships with Other Parties

The Chief Executive is responsible for servicing and providing support to the Committee in the completion of its duties and responsibilities. The Chief Executive shall assign council staff as required to provide these functions on his/her behalf.

Contacts with Media and Outside Agencies

The Community Development Committee Chairperson is the authorised spokesperson for the Subcommittee in all matters where the Subcommittee has authority or a particular interest.

Subcommittee members, including the Chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the Subcommittee's delegations. All correspondence should be passed via the Strategy and Communication Advisor.

The Chief Executive will manage the formal communications between the Committee and its constituents and for the Committee 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 and will be undertaken under the name of the District Council.

Conduct of Affairs

The Committee 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, Council's Standing Orders and Code of Conduct.

Public Access and Reporting

Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders, but it should be noted that:

- Workshop meetings solely for information and discussions and at which no resolutions or decisions are made may be held in accordance with Standing Orders.
- Extraordinary meetings of the Committee must be held in accordance with Standing Orders.

The public may be excluded from the whole or part of the proceedings of the meeting and information withheld on one or more of the grounds specified in s.48 of the Local Government Official Information and Meetings Act 1987.

The Parks, Reserves and Environment Subcommittee shall record minutes of all its proceedings.

Confirmed by Community Development Committee:

Report



DATE: 8 June 2020

TO: Community Development Committee

FROM: Community Development Advisor

PARKS, RESERVES, & ENVIRONMENT CONFIRMATION OF COMMITTEE MEMBERS

1 SUMMARY

- 1.1 The purpose of this report is to have Council confirm the nominated members of the Parks, Reserves, and Environment Subcommittee.
- 1.2 This issue arises from calling for nominations for the Parks, Reserves, and Environment Subcommittee.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in May 2018, which are set out in the Long Term Plan 2018-28. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council confirm the nominations to the Parks, Reserves, and Environment Subcommittee.

2 BACKGROUND

- 2.1 The Community Development Committee have adopted the Terms of Reference for the Parks, Reserves, and Environment Subcommittee. The Parks, Reserves, and Environment Subcommittee considers and reports to the Community Development Committee on issues and activities relating to:
 - Community projects in open spaces
 - Sports, recreation and leisure services and facilities
 - Open spaces in the public realm: Parks, Reserves, Tracks, Carparks, Play equipment, Gardens, Cemeteries, Memorials, Statues and Public Art

- Communities of place, identity and interest
- Township Planning
- Support the development and review of reserves Management Plans
- Review the council policy on Statues, Monuments & Public Art as required
- Evaluate any applications for the utilisation of the Parks & Reserves Development Contribution Funding

3 CURRENT SITUATION

3.1 The Parks, Reserves and Environment Subcommittee will comprise of the following, one of which will be the chairperson:

- Chairperson (Appointed by the Chairperson of the Community Development Committee)
- At least 1 Councillor
- Iwi Representatives
- At least 6 members nominated by Councillors

3.2 Councillors were contacted to nominate individuals from within Westland who would add value to this Subcommittee. The Community Development Committee will appoint at least one Councillor and Iwi Representatives.

4 OPTIONS

4.1 Option 1: Confirm the appointment of the following to the Parks, Reserves, and Environment Subcommittee for the current triennium: Donna Baird, Pip Meuli, Jo Parsons, Reilly Burden, Biddy Manera, Sue Davis, Kate Baird, Rob Daniel.

4.2 Option 2: Vary the appointment of members to the Parks, Reserves, and Environment Subcommittee.

4.3 Option 3: that Council do not confirm the appointment of members to the Parks, Reserves, and Environment Subcommittee and nominations are re-opened.

5 SIGNIFICANCE AND ENGAGEMENT

5.1 This is of low level significance as this is administrative in nature.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 The advantage of this Subcommittee is that it considers and reports to the Community Development Committee on issues and activities relating to Parks, Reserves and Environment in the Westland District.
- 6.2 The financial implications are that this Subcommittee can make recommendations to the Community Development Committee.

7 PREFERRED OPTION(S) AND REASONS

- 7.1 Option 1: Confirm the appointment of the following to the Parks, Reserves, and Environment Subcommittee for the current triennium:
Donna Baird, Pip Meuli, Jo Parsons, Reilly Burden, Biddy Manera,
Sue Davis, Kate Baird, Rob Daniel.

8 RECOMMENDATION(S)

- A) **THAT** Council confirm the appointment of the nominated members to the Parks, Reserves, and Environment Subcommittee.

Sarah Brown
Community Development Advisor

Report



DATE: 8 June 2020

TO: Mayor and Councillors

FROM: Community Development Advisor

WESTLAND CREATIVE COMMUNITY CONFIRMATION OF COMMITTEE MEMBERS

1 SUMMARY

- 1.1 The purpose of this report is to have Council confirm the nominated members of the Westland Creative Community Committee for the current triennium.
- 1.2 This issue arises from advertising and calling for nomination for the Westland Creative Community Committee.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in May 2018, which are set out in the Long Term Plan 2018-28. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council confirm the nominations to the Westland Creative Community Committee.

2 BACKGROUND

- 2.1 Creative New Zealand sets out guidelines for local Creative Community Committees to allocate funds to applicants to the Creative Community Scheme supporting Local Arts. Creative New Zealand suggest the membership of local Creative Community Committees be advertised to coincide with the Local Government Triennium and allocation of Councillors to this committee. It is suggested that nominated members serve no more than 7 years on the committee.

3 CURRENT SITUATION

- 3.1 Advertising calling for nominations for Westland Creative Community Committee was carried out in March and the closing date extended through the Covid-19 Level 4 and 3 Alerts following the guidelines provided by Creative New Zealand.
- 3.2 Creative New Zealand criteria has been met: with 9 nominations received including a nomination from Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio. Two Councillors have been appointed from Council to the Westland Creative Community Committee. There is an option to have a Youth member on the committee put forward each year by the High School.

4 OPTIONS

- 4.1 Option 1: Confirm the appointment of the following to the Westland Creative Community Committee:
Angie Foster, Davina Ruru, Fayne Robinson, Maire Hearty, Glenys Byrne, Sue Asplin, Sally Richardson, Hamiria Hutana, Paul Kerridge.
- 4.2 Option 2: Vary the appointment of members to the Westland Creative Community Committee.
- 4.3 Option 3: That Council do not confirm the appointment of members to the Westland Creative Community Committee and this be re-advertised.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 This is of low level significance as this is administrative in nature.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 The advantage of this committee is that it allocates funds into the Westland District for the promotion of Local Arts.
- 6.2 Annual funding from Creative New Zealand has increased to \$20,334.00 with allocation divided into two funding rounds usually advertised in August and March distributing funds in September and April.

7 PREFERRED OPTION(S) AND REASONS

- 7.1 Option 1: Confirm the appointment of the following to the Westland Creative Community Committee:

Angie Foster, Davina Ruru, Fayne Robinson, Maire Hearty, Glenys Byrne, Sue Asplin, Sally Richardson, Hamiria Hutana, Paul Kerridge.

8 RECOMMENDATION(S)

- A) **THAT** Council confirms the appointment of the nominated members to the Westland Creative Community Committee.

Sarah Brown
Community Development Advisor