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# Colac Bay Community Development Area Subcommittee

## OPEN MINUTES

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Minutes of a meeting of Colac Bay Community Development Area Subcommittee held in the Colac Bay Hall, 14 Manuka Street, Colac Bay on Tuesday, 12 July 2016 at 6pm.

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### PRESENT

<b>Chairperson</b>	Lynley Barclay
<b>Members</b>	Nathan Cleaver Graeme McKenzie Rowena Tomlin
<b>Councillor</b>	Rodney Dobson

### IN ATTENDANCE

<b>Community Partnership Leader</b>	Simon Moran
<b>Community Engineer</b>	Greg Erskine
<b>Community Development Planner</b>	Kathryn Cowie
<b>Committee Advisor</b>	Alyson Hamilton

## 1 Apologies

Moved Member Tomlin, seconded Member Cleaver and **resolved:**  
**That the apologies lodged by Members Bevin and Brinsdon be accepted.**

## 2 Leave of absence

There were no requests for leave of absence.

## 3 Conflict of Interest

There were no conflicts of interest declared.

## 4 Public Forum

There were no members of the public seeking speaking rights in the Public Forum section of the meeting.

## 5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

## 6 Confirmation of Minutes

### Resolution

Moved Cr Dobson, seconded Member Barclay **and resolved:**  
**That the minutes of Colac Bay Community Development Area Subcommittee meeting held on 17 March 2016 be confirmed.**

## Reports

### 7.1 Action Sheet

**Record No: R/16/7/10288**

Action Sheet from the subcommittee's previous meetings, was tabled.

Issues reported to the subcommittee included;

#### Colac Bay Hall

The Community Engineer reported repair work to the south-end wall of the Hall has been completed.

Mr Erskine advised in regards to replacing the hall signage he is to obtain a quote for a fibreglass sign and also a quote from a signwriter.

To progress this work Members requested Mr Erskine liaise with the Chair when the quotes have been obtained who in turn is to consult with subcommittee members on the preferred option.

Members expressed appreciation to Member Cleaver for his workmanship at the Hall.

### Changing Shed

The meeting was advised the builder has indicated the shed will be completed early summer.

### Derelict Bus

Councillor Dobson reported to the meeting of a site visit recently undertaken by Mayor Tong and presented to the meeting a map highlighting the location of the bus and the property ownership.

In discussing this issue Members felt they are aware of some of the property owners and it was agreed that the Chair and Member Tomlin to locate these owners with the view of staff ascertaining if they are aware Mr Thompson has placed a derelict bus on their property.

### Colac Bay Boat Ramp

The meeting was advised an approach has been made to the Colac Bay Progress League to confirm their ownership of the ramp.

The Committee Advisor advised a letter of response has yet to be received from Progress League.

### **Resolution**

Moved Member Cleaver, seconded Member Tomlin **and resolved:**

**That the Colac Bay Community Development Area Subcommittee:**

a) **Receives the report titled “Action Sheet” dated 4 July 2016.**

## **7.2 Works and Finance Report to Colac Bay Development Area Subcommittee for the period ended 31 May 2016**

**Record No: R/16/5/7856**

Works and Finance Report for the period ended 31 May 2016, was tabled.

Issues reported to the subcommittee included;

- Four new wooden tables have been purchased with two to be placed on existing concrete pads and two to be placed on new pads.
- The lawn mowing contract (Waynrit) expires on 30 August 2016. Members commented on the varying standard of the mowing.
- The subcommittee is to receive an update from Ian Marshall (Group Manager, Services and Assets) in approximately two weeks on the progress of the resource consent application lodged with Environment Southland in regard to the upgrade of rock protection work along the Colac Bay Foreshore Road.

### **Resolution**

Moved Member Tomlin, seconded Member Barclay **and resolved:**

**That the Colac Bay Community Development Area Subcommittee:**

- a) **Receives the report titled “Works and Finance Report to Colac Bay Development Area Subcommittee for the period ended 31 May 2016” dated 4 July 2016.**

### 7.3 Bylaw Review Process

**Record No: R/16/4/5182**

Report by T Dytor (Policy Analyst) outlining that in 2016, the Cemetery Bylaw 2006, the Keeping of Animals, Poultry and Bees Bylaw 2010 and the Control of Advertising Signs Bylaw 2008 will be reviewed, was tabled.

Ms Dytor outlined the approach that will be taken to consultation and review proposed.

The subcommittee noted the submission period is 9 to 30 June 2016 and that community views will be considered during formal consultation and during pre-consultation engagement.

Ms Dytor added that the subcommittee is asked to make a submission during the consultation period and individual members can engage during pre-consultation sessions in May.

#### **Resolution**

Moved Member McKenzie, seconded Cr Dobson **and resolved:**

**That the Colac Bay Community Development Area Subcommittee:**

- a) **Receives the report titled “Bylaw Review Process” dated 4 July 2016.**

### 7.4 Elected Members' Expense Reimbursements and Allowances

**Record No: R/16/7/10197**

Report by Sheree Marrah, Finance Manager, regarding Elected Members' Expense Reimbursements and allowances, was tabled.

Mrs Marrah advised the purpose of the report is to inform Community Boards and Community Development Area subcommittees of the recent changes to Council's Elected Members' Remuneration and Reimbursements Policy and the associated impact on them.

Members noted the revised policy amendments were adopted by Council on 8 June 2016 and are effective from 1 July 2016.

The subcommittee was advised that the Remuneration Authority (RA) sets the framework for the remuneration and reimbursement of local government elected members, namely the Mayor, Councillors and Community Board members.

Mrs Marrah informed Council recently reviewed its Elected Members' Remuneration and Reimbursements Policy as a result of some minor changes required by the RA to mileage and travel time allowances.

Mrs Marrah explained Council staff recommended a number of additional amendments to the policy to allow reimbursement of expenses and the payment of allowances to Community Board members and Council Subcommittee members.

The Subcommittee noted the revised policy includes the provision of mileage and travel time allowances as well as expenditure reimbursements for Community Board and Subcommittee members, in line with Councillors.

Mrs Marrah advised that the specific provisions relevant to Community Boards and Council Subcommittees incorporated into the revised policy are as follows:

- **Mileage allowance**, can be claimed in line with Councillors, where travel exceeds 30 kilometres within a day.
- The **mileage allowance** will be paid to elected members at a rate of 74 cents per kilometre (consistent with the IRD rates) for the first 5,000 kilometres.
- The rate for travel in excess of 5,000 kilometres will remain at 37 cents per kilometre. The 30 kilometre round trip threshold (ie, 15 kilometres each way) applies to visits to Council offices (or other regular meeting venues deemed to be a Council office for the purpose of this policy). For other Council requested travel by elected members, no threshold will apply.
- **Travel time allowance**, can be claimed in line with Councillors, at a rate of \$37.50 per hour, where travel time exceeds 1 hour within a day.
- The policy states that where Community Board or Subcommittee meetings are held at a regular venue other than a Council office, this location will be deemed to be a Council office for the purposes of mileage and travel time allowances.
- **Reimbursement for costs** can be claimed for courses, seminars and training associated with the role of an elected member. Associated travel and accommodation costs may also be reimbursed if in accordance with the policy.

In regard to the funding of any such claims the Board was informed although the revised change in mileage and travel time allowances for Community Board and Council Subcommittee members has not specifically been budgeted for in 2016/2017.

Mrs Marrah advised it is anticipated that this will not be a significant cost to the communities as the majority of elected members live within 15 kilometres of their nearest Council office and travel less than one hour to attend meetings.

The subcommittee noted payment of allowances and reimbursements will be funded from local operating budgets of the relevant Community Board or subcommittee.

### Resolution

Moved Member McKenzie, seconded Member Tomlin **and resolved:**

**That the Colac Bay Community Development Area Subcommittee:**

- a) **Receives the report titled “Elected Members’ Expense Reimbursements and Allowances” dated 4 July 2016.**

### 7.5 Venture Southland Update on Community Development Initiatives in Colac Bay and Waiau Aparima Ward

Record No: R/16/6/9488

Report by Kathryn Cowie, Community Development Planner, providing an update on staff changes within the Venture Southland Community Development Team and to report on community development initiatives and projects regionally, and within the Waiau Aparima ward, more specifically Otautau, was tabled.

Mrs Cowie outlined involvement with local initiatives in the Colac Bay area and with major projects in the wider area included;

- Colac Bay Progress League
- Colac Bay CDA
- Kohi Kohi's Cottage (Riverton)
- Taramea Bay Soundshell

The subcommittee noted regional initiatives included;

- Health & Safety Workshops for Volunteers & Community Groups
- Volunteers futures project (CONA)
- Southland Cycling Strategy

### **Resolution**

Moved Cr Dobson, seconded Member Cleaver **and resolved:**

**That the Colac Bay Community Development Area Subcommittee:**

- a) **Receives the report titled "Venture Southland Update on Community Development Initiatives in Colac Bay and Waiau Aparima Ward" dated 4 July 2016.**

### **8.1 Chairperson's Report**

The Chair, Member Barclay, reported on activities with which she has been involved since the Board's last meeting. These included;

- Attendance at Community Conversations meeting
- Hall maintenance update, possible kitchen repaint

The Chair expressed concern at the state of creek, becoming overgrown and blocked which is causing adverse effects. Request for the Community Engineer to follow-up on this.

### **8.2 Community Partnership Leader**

Mr Simon Moran reported on activities with which he has been involved. These included;

- Police Review
- Working with Ministry of Education – school bus route

### **8.3 Councillor's Report**

Councillor Dobson reported on activities from the Council table. These included;

- Adoption of Annual Plan 2016/2017
- Setting of rates for the financial year 1 July 2016 to 30 June 2017
- Riverton Pool rate increase of \$3.00

The meeting concluded at 7.15pm

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE COLAC BAY COMMUNITY DEVELOPMENT AREA SUBCOMMITTEE HELD ON TUESDAY, 12 JULY 2016.

**DATE:**.....

**CHAIRPERSON:**.....