
Colac Bay Community Development Area Subcommittee OPEN MINUTES

Minutes of a meeting of Colac Bay Community Development Area Subcommittee held in the Colac Bay Hall, 14 Manuka Street, Colac Bay on Tuesday, 30 May 2017 at 7.05pm.

PRESENT

Members

Lynley Barclay
Ian Brinsdon
Donna Cleaver
Nathan Cleaver
Graeme McKenzie
Juliana O'Connell
Councillor George Harpur

IN ATTENDANCE

Committee Advisor

Alyson Hamilton

Community Partnership Leader

Simon Moran

1 Apologies and Welcome

Councillor Harpur opened the meeting and welcomed the Members to the Inaugural meeting of the Colac Bay Community Development Area Subcommittee for the 2016 – 2019 triennium.

Councillor Harpur congratulated the Members present on being elected to the Colac Bay Community Development Area Subcommittee for the ensuing three year term.

Councillor Harpur advised there were no apologies received.

2 Election of Chair and Deputy Chair

Record No: R/17/5/9006

Councillor Harpur called for nominations for the position of Chairperson of the Colac Bay Community Development Area Subcommittee.

<u>Nominee</u>	<u>Moved</u>	<u>Seconded</u>
Lynley Barclay	Ian Brinsdon	Nathan Cleaver

There were no further nominations.

The nomination of Lynley Barclay for Chairperson of the Colac Bay Community Development Area Subcommittee for the 2016-2019 term was PUT and declared CARRIED.

Lynley Barclay was duly elected Chair of the Colac Bay Community Development Area Subcommittee for the 2016-2019 term.

Councillor Harpur then called for nominations for the Deputy Chairperson of Colac Bay Community Development Area Subcommittee.

<u>Nominee</u>	<u>Moved</u>	<u>Seconded</u>
Graeme McKenzie	Lynley Barclay	Donna Cleaver

There were no further nominations.

The nomination of Graeme McKenzie for Deputy Chairperson of the Colac Bay Community Development Area Subcommittee for the 2016-2019 term was PUT and declared CARRIED.

Graeme McKenzie was duly elected Deputy Chairperson of the Colac Bay Community Development Area Subcommittee for the 2016-2019 term.

Resolution

Moved Member Cleaver, seconded Member O'Connell **and resolved:**

That the Colac Bay Community Development Area Subcommittee:

- a) **Receives the report titled "Election of Chair and Deputy Chair" dated 1 May 2017.**

- b) **Elects Lynley Barclay to be Chair of the Subcommittee for the 2016/2019 Triennium.**
- c) **Elects Graeme McKenzie to be Deputy Chair of the Subcommittee for the 2016/2019 Triennium.**

Councillor Harpur vacated the seat and the Chair, Lynley Barclay proceeded to chair the meeting from this point.

3 Leave of absence

There were no requests for leave of absence.

4 Conflict of Interest

There were no conflicts of interest declared.

5 Public Forum

Julie Guise

Mrs Guise addressed the meeting on the following issues;

- Update on Colac Bay Foreshore Road erosion issues in particular, concern expressed at the delays with the resource consent application.
- Enquired whether any progress has been made in regards to ownership of the boat ramp and if there is any proposed maintenance to be undertaken.

Mr Moran responded the Property Manager has confirmed Council is not the responsible owner of the boat ramp and that an approach had been made to the Colac Bay Progress League to ascertain their interest in ownership of the ramp.

However concerns had been raised by the Progress League at the possible high costs of ongoing maintenance of the ramp and it was suggested the subcommittee consider taking ownership of the ramp.

Mr Moran suggested that prior to the Subcommittee consider taking ownership of the ramp an assessment be made of the ramp in terms of maintenance both short and long term and that costings be obtained prior to any decision of ownership being made.

- Enquired whether any progress has been made in regards to the kitchen upgrade, which Mrs Guise felt funding up to the amount of \$6,000 has been allowed in the 2016/2017 financial year. It was agreed that staff clarify this matter and liaise with the Chair in due course.
- Enquired whether any progress has been made in regards to the proposed access to the beach by way of steps to be situated at the "T" intersection of Colac Bay and Colac Bay Foreshore Road. Mrs Guise advised the resource consent application lodged by the Southland District Council in regards to the Colac Bay Foreshore Road included access to the beach. Mr Moran advised the resource consent application has yet to be approved by Environment Southland.

The Chair expressed appreciation to Mrs Guise for her presentation to the subcommittee.

6 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

7 Confirmation of Minutes

Resolution

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

That the minutes of Colac Bay Community Development Area Subcommittee meeting held on 23 March 2017 be confirmed as a true and correct record.

Reports

8 General Explanation from Chief Executive

Record No: R/17/5/9054

Committee Advisor, Alyson Hamilton presented the report.

Mrs Hamilton advised that Clause 21(5) of Schedule 7 of the Local Government Act 2002 requires the Chief Executive Officer to provide an explanation to elected members on certain legislation which controls the way in which the Council's business may be conducted and the laws affecting elected members.

The Subcommittee noted the contents of the report and Mrs Hamilton explained the various parts of the legislation that Members of the Colac Bay Community Development Area Subcommittee need be aware of.

Resolution

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

That the Colac Bay Community Development Area Subcommittee:

- a) **Receives the report titled "General Explanation from Chief Executive" dated 2 May 2017.**

9 Terms of Reference and Delegations 2017/2020

Record No: R/17/5/9055

Committee Advisor, Alyson Hamilton presented the report.

Mrs Hamilton advised that the Terms of Reference and Delegations that were before the Subcommittee for noting had been approved by Southland District Council at its meeting on Wednesday 26 October 2016.

The Subcommittee noted the roles and responsibilities as delegated by the Southland District Council to CDA members.

Resolution

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

That the Colac Bay Community Development Area Subcommittee:

- a) **Receives the report titled “Terms of Reference and Delegations 2017/2020” dated 2 May 2017.**
- b) **Note the Terms of Reference and Delegations for Community Development Area Subcommittee approved by Council at its meeting on Wednesday 26 October 2016.**

10 Standing Orders

Record No: R/17/5/9057

Committee Advisor, Alyson Hamilton presented the report.

Mrs Hamilton advised that the purpose of the report was to inform the Subcommittee that the Southland District Council adopted Standing Orders at its meeting on Wednesday 26 October 2016.

The Subcommittee noted the Standing Orders have been adopted for use at all meetings of the Council, Committees, Subcommittees and Community Boards and Community Development Area Subcommittees.

Resolution

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

That the Colac Bay Community Development Area Subcommittee:

- a) **Receives the report titled “Standing Orders” dated 2 May 2017.**
- b) **Notes that Southland District Council at its meeting on Wednesday 26 October 2016 adopted Standing Orders for use at all Council, Committee, Subcommittee, Community Board and Community Development Area Subcommittee meetings of the Southland District Council and that it is required to operate in accordance with the Standing Orders so adopted.**

11 Elected Members Code of Conduct

Record No: R/17/5/9060

Committee Advisor, Alyson Hamilton presented the report.

Mrs Hamilton advised that the Elected Members Code of Conduct (the Code) was adopted by the Southland District Council at its meeting on Wednesday 26 October 2016.

The Subcommittee noted that the Code acts as a guide to ensure a standard of behaviour that is expected by all elected members (Councillors, Community Board and Community Development Area Subcommittees) when they are acting under Council delegations.

Resolution

Moved Member O’Connell, seconded Member Cleaver **and resolved:**

That the Colac Bay Community Development Area Subcommittee:

- a) **Receives the report titled “Elected Members Code of Conduct” dated 2 May 2017.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Notes the Elected Members Code of Conduct for Councillors and members of the Community Boards and Community Development Area Subcommittees of the Southland District Council which was adopted by Council at its meeting on 26 October 2016.**
- e) **Adopts the Elected Members Code of Conduct when acting under its statutory powers as provided for in the Local Government Act 2002.**
- f) **Notes that the Elected Members Code of Conduct must be complied with when the Board is acting under its delegations approved by Council at its meeting on 26 October 2016.**

12 Council Report

Record No: R/17/5/8950

Simon Moran (Community Partnerships Leader) presented the report.

Mr Moran advised the purpose of the report is to provide an overview of key issues across the Southland District, as well as high level local issues from various Council units.

Mr Moran informed the report highlighted various issues of interest. Particular highlights included:

- Te Anau Wastewater Discharge project
- Fresh Water Management
- Digitisation Project
- New Dog Registration Discounts
- Freedom Camping
- Leadership Plan Workshops
- Community Conversations update
- Community Governance Project and Representation Review Project update
Mr Moran commented the community governance project and representation review projects are aimed at enhancing community involvement so council governance structures are fit for the future and fit for the purpose.
- Emergency Management
Mr Moran advised Emergency Management Southland is updating tsunami information boards to inform the public, including visitors, about the warning signs of a tsunami and what to do.

The signs also include maps that show where tsunamis of a particular height may reach.

Mr Moran explained the signage will be provided without any cost to the Subcommittee.

Following discussion it was agreed the Community Engineer investigate the location of the current signage, whether they are situated in the appropriate location and liaise with Environment Southland to arrange installation of the replacement signage.

- **Hall Signage**

Mr Moran provided copies of the layout of four options of new signage for the Colac Bay Hall seeking feedback from the Subcommittee on their preferred option.

Following discussion Members agreed on option two (6x1.5 ACM (2panels) - Colac Bay Text 400mm high Volunteer text 290 mm high) being the preferred option and members were advised it is expected to be in place within a couple of weeks of being approved.

- **Creek clean-out**

Mr Moran advised that following enquiries from the Subcommittee on the possible cleaning out of Hauraki Creek, staff have obtained planning advice on the rules that govern this activity and are now following up with Environment Southland.

In regards to finance Mr Moran advised Colac Bay expenditure is lower than budgeted due to the fact that minimal costs have been incurred for the hall and the playground to date.

Mr Moran advised no Capital Expenditure has been incurred due to the Subcommittee placing the footpath project on hold and that more design being needed for the information board before it is completed.

Following discussion on the proposed information panel it was agreed Members to meet informally to discuss options, placement and in regards to funding for this project an approach be made to Kathryn Cowie, Community Planner.

Resolution

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

That the Colac Bay Community Development Area Subcommittee:

- a) **Receives the report titled “Council Report” dated 22 May 2017.**

13 Recently Adopted Policies

Record No: R/17/3/4044

Committee Advisor, Alyson Hamilton presented the report.

Mrs Hamilton advised that the purpose of the report was to inform the subcommittee of policies that had been adopted by the Southland District Council.

The subcommittee noted the bylaws referred to include the Easter Sunday Shop Trading Policy, the Stewart Island/Rakiura Visitor Levy Policy and the Remission and Postponement of Rates on Maori Freehold Land Policy.

Resolution

Moved Member O'Connell, seconded Member Cleaver **and resolved:**

That the Colac Bay Community Development Area Subcommittee:

- a) **Receives the report titled "Recently Adopted Policies" dated 23 May 2017.**
- b) **Notes that the Council has recently adopted three new policies, two of which came into effect on the 23rd of February 2017.**

14 Chairperson's Report

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

- Four members of the Subcommittee attended the Community Leadership Plan Workshop held recently in Tuatapere along with representatives from the Tuatapere, Riverton/Aparima Community Boards and Orepuki and Thornbury Community Development Area Subcommittees.
- Suggestion of community working bees be undertaken on minor projects within the township.

15 Councillor's Report

Councillor Harpur reported on issues from the Council table which included;

- Te Anau waste water update
- Representation Review update
- Community Conversations update
- Tour of Dipton Forest
- Increase in Tourist funding from the Government
- Around the Mountain Cycle Trail update

The meeting concluded at 8.12pm

CONFIRMED AS A TRUE AND CORRECT
RECORD AT A MEETING OF THE COLAC BAY
COMMUNITY DEVELOPMENT AREA
SUBCOMMITTEE HELD ON TUESDAY, 30 MAY
2017.

DATE:.....

CHAIRPERSON:.....