



AGENDA

Meeting of the
Inangahua Community Board

Tuesday 5 December 2023
Commencing at 5:00pm

To be held at the
St Johns Rooms, 8 Smith Street
Reefton

Inangahua Community Board

Reports to: Council

Meeting Frequency: Bi Monthly

Purpose:

1. The purpose of these delegations is to give effect to the local community empowerment model which is a partnership approach to the governance of the District that will primarily be delivered through the Inangahua community board.
2. The intent of these delegations is to delegate authority and, as far as possible, responsibility to the Inangahua community board to allow the community board to effectively govern and provide recommendations to the Buller District Council regarding local issues associated with their areas.
3. In making these delegations the Council recognises that it is ultimately responsible for the governance of the district and therefore retains the right to set minimum standards and to review community board recommendations associated with the exercise of these delegations.

In making these delegations the Council undertakes to:

1. Provide for and give consideration to community board input into significant governance decisions affecting the respective community board area.

The ICB is delegated the following Terms of Reference and powers:

Terms of Reference:

Community Board Status

A community board (Local Government Act 2002, s.51) is:

1. An unincorporated body; and
2. Not a local authority; and
3. Not a committee of the Council.

Role

The legislative role of community boards (*Local Government Act 2002, s.52*) is to:

1. Represent, and act as an advocate for, the interests of its community, and
2. Consider and report on all matters referred to it by Council, or any matter of interest or concern to the community board: and
3. Maintain an overview of services provided by the Council within the community: and
4. Prepare an annual submission to the Council for expenditure within the community: and
5. Communicate with community organisations and special interest groups within the community: and
6. Undertake any other responsibilities delegated to it by Council.

Delegations

In exercising the delegated powers, the community board 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

In addition to the community boards legislative role the community board is responsible for and accountable to the Council for:

1. Providing local leadership and developing relationships with Council, the community, and community organisations in developing local solutions within the Community board area.
2. Assisting the organisation with consultation with local residents, ratepayers, Iwi, community groups and other key stakeholders on local issues including input into the Long Term Plan and the Annual plan.
3. Making recommendations to Council on leases, licenses or concessions associated with all Council owned property included within the locally funded activities of the community board area, excluding Council administration land and buildings.
4. Making recommendations to council on property (including land & buildings) acquisitions and disposals in the local area.

Note:

None of the delegations may be sub delegated

1. Council retains decision making authority associated with new or existing maintenance contracts.

Additional financial delegations

Community Board has the authority to approve annual expenditure from a discretionary fund determined by Council on an annual basis, for local activities with the following parameters:

1. The decision meets relevant legislation and Council policy requirements including any controls on the use of funds from the respective account.
2. The decision is made after considering a report from staff or community members.
3. This expenditure may be operating or capital in nature, or a mixture of the two.
4. This expenditure cannot fund the “additional capacity” component of capital projects. It can only fund renewal or increased level of service components of capital projects

Power to delegate

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

Matters which are not delegated.

Council does not delegate:

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.
 - Adopt a long term plan or annual plan or annual report.
 - 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.
 - Enter into contracts and agreements.
 - Incur expenditure in excess of the approved Community budget; or
2. The powers and duties conferred or imposed (on Council) by The Public Works Act 1981 or those powers listed in the Section34 (2) of The Resource Management Act 1991

Review of a Community Board decision

In recognition of Council’s ultimate responsibility for the governance of the District, that Council retains the right to review any decision of a community board where it believes:

1. The decision is not consistent with the Council’s vision, mission, values and goals.
2. Where it believes the community board decision has contravened any relevant legislation.
3. The powers and functions of community boards as defined in the Local Government Act 2002 have been exceeded.
4. The delegations of the community board have been exceeded.
5. The decision will unduly impact on the ability of the Council to provide a district wide level of service where it believes it is necessary to do so.
6. The decision is contrary to the Council’s Ten Year Plan, adopted council policy, plan or strategy or any other authority, license, consent or approval.

Decision review process

A decision to review and determine the associated course of action associated with a community board decision will be made jointly by the Mayor and Chief Executive. The relevant community board chairperson will be consulted in the process of the Council determining whether a community board decision will be reviewed. Generally the course of action will include one of the following:

1. Refer the decision back to the community board for reconsideration; or
2. Refer the decision to the Council, one of its committees or its delegated representative for determination.

Community Board to Council decision referral process

In exceptional circumstances, community boards may refer any decision to Council or its delegated committee for determination subject to that referral including the reasons the decision has been referred to the Council for determination.

Membership

The membership of the community board (Local Government Act 2002, s.50) consists of:

1. Members elected under the Local Electoral Act 2001; and
2. Members appointed in accordance with the Local Electoral Act 2001 by the Buller District Council.

Chairperson

The community board must have a chairperson (Local Government Act 2002, Schedule 7, Clause 37), who shall be elected at the first meeting of the community board in accordance with the Local Government Act 2002, Schedule 7, Clause 25 or in accordance with any subsequent amendment to this Act.

The chairperson is responsible for:

1. The efficient functioning of the community board.
2. Setting the agenda for community board meetings.
3. Ensuring that all members of the community board receive sufficient timely information to enable them to be effective community board members.
4. Attending Council meetings to represent the interests of the Community Board.
5. Being the link between the community board 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.

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

The Group Manager for the community board area, after consultation with the Community Board Chair, will manage the formal communications between the community board and its constituents, and for the community board 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 community board shall meet at least two monthly.

Conduct of affairs

The community board 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*, Councils Standing Orders and Code of Conduct.

Quorum

The quorum at a meeting of the community board 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

Elected members will be reimbursed in accordance with the current Local Government Elected Members' Determination.

Inangahua Community Board

VENUE: St Johns Rooms, 8 Smith Street, Reefton



05 December 2023 05:00 PM

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INANGAHUA COMMUNITY BOARD

5 DECEMBER 2023

AGENDA ITEM 1

Prepared by Krissy Trigg
Group Manager Community Services

APOLOGIES

1. REPORT SUMMARY

That the Inangahua Community Board receive any apologies or requests for leave of absence from elected members.

2. DRAFT RECOMMENDATION

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

OR

That the Inangahua Community Board receives apologies from (*insert Board Member name*) and accepts Board Member (*insert name*) request for leave of absence.

INANGAHUA COMMUNITY BOARD

5 DECEMBER 2023

AGENDA ITEM 2

Prepared by Krissy Trigg
Group Manager Community Services

MEMBERS INTEREST

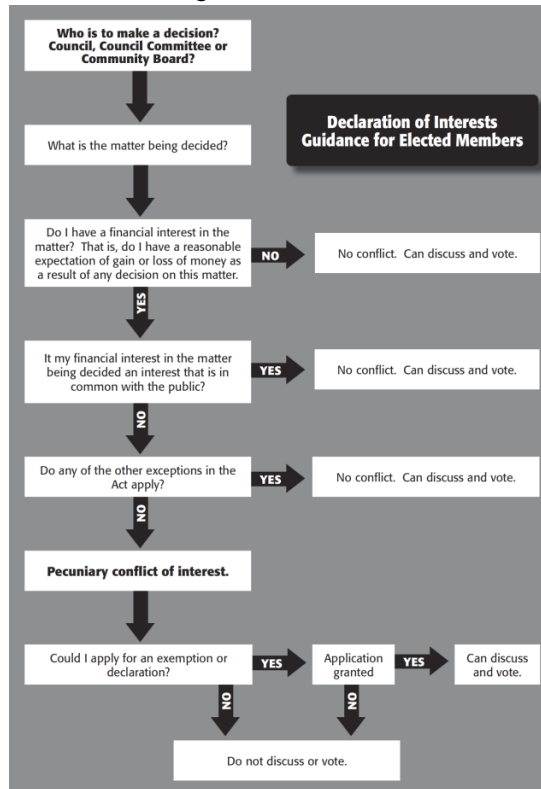
Members are encouraged to consider the items on the agenda and disclose whether they believe they have a financial or non-financial interest in any of the items in terms of Council's Code of Conduct.

Members 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 disclose any financial or non-financial interest in any of the agenda items.



INANGAHUA COMMUNITY BOARD

5 DECEMBER 2023

AGENDA ITEM 3

Prepared by Krissy Trigg
Group Manager Community Services

CONFIRMATION OF MINUTES

1. DRAFT RECOMMENDATION

That the Inangahua Community Board receive and confirm minutes from the meeting of 3 October 2023.

MEETING OF THE INANGAHUA COMMUNITY BOARD, HELD AT 5.00PM ON TUESDAY 3 OCTOBER 2023 AT ST JOHNS ROOMS, 8 SMITH STREET, REEFTON

PRESENT: Cr L Webb (Chair), Mayor J Cleine, R Abbey, A Bollinger, D Giddens, A Neil, Cr G Neylon

IN ATTENDANCE: S Jope (Acting GM Community Services), S Gibling (CEO), A Johnson (Coordinator Property and Facilities), M Sutherland (Contractor Manager Infrastructure Planning), A Naik (Legal Assistant)

PUBLIC FORUM:
Nil

MEETING DECLARED OPEN AT: 05:01pm

1. APOLOGIES (Page 8)

Discussion:

R Abbey

RESOLVED that the Inangahua Community Board receives apologies from R Abbey.

Cr L Webb/ D Giddens
5/5

CARRIED UNANIMOUSLY

2. MEMBERS INTEREST (Page 9)

Discussion:

Nil

RESOLVED that Inangahua Community Board members disclose any financial or non-financial interest in any of the agenda items.

A Neil / A Bollinger
5/5

CARRIED UNANIMOUSLY

3. CONFIRMATION OF MINUTES (Page 10)

Discussion:

Cr. L Webb mentioned a correction regarding point 3.1- The Reefton policy action point regarding access into the building was meant to refer to the King George Park when we were talking about the ramp and the access into the building.

Noted and amended.

RESOLVED that the Inangahua Community Board receive and confirm minutes from the meeting of 8 August 2023.

Cr L Webb / D Giddens

5/5

CARRIED UNANIMOUSLY

4. ACTION POINTS (Page 17)

Discussion:

Action point 30 – Moved to December meeting.

Action point 34 – To be marked as completed as this is addressed in the Infrastructure Services Report.

Action point 38 – To be marked as completed as has been attended to in the Infrastructure Report.

No.	Action Point / Meeting Date	Responsible	Update	Date Required By
30	7 February 2023 Cr L Webb to find understanding of requirements in a letter of support and draft one in support of learn to swim pool etc by next meeting.	Cr L Webb	Moved to June ICB Moved to August ICB Moved to October	9 May 2023 13 June 2023 8 August 2023 3 October 2023
34	9 May 2023 M Williams to advise costings for accessibility to toilet at Women's Institute Rooms	M Williams	Part of Better Off Funding first. If this is not available then other funding sought - possible new contractor and will get him to price. Update next meeting. Moved to October	13 June 2023 8 August 2023 3 October 2023
38	8 August 2023 Access into the building at pool to be looked at	S Jope		3 October 2023

RESOLVED that the Inangahua Community Board receive the Action points report for information.

Cr G Neylon / D Giddens
5/5
CARRIED UNANIMOUSLY

5. COMMUNITY SERVICES REPORT (Page 18)

Discussion:

Cr L Webb spoke to her report.

5.1 Library

Cr. Webb spoke of the resolution of removing library fines in the last Council meeting and that it has now in effect.

5.2 Reefton Theatre/Community Centre

S Jope spoke about the recruitment of an additional permanent part time employee in the theatre. Debbie (NSB Theatre Manager) has confirmed there is a suggestion box and will be checked regularly with feedback for any suggestions.

R Abbey arrived at 5:08 pm.

A Bollinger noted that the bora dust had been treated.

Mr Bollinger noted also that the feedback on the library is fabulous.

5.3 Reefton Visitor and Service Centre (RVSC)

S Jope stated that the Centre was closed on Friday due to staff illness, which is unfortunately a recurring issue. Council is looking to provide services seven days a week from Labour weekend and put in an interim roster to specifically cover the busy times, especially when the Caravan Association are going to be here.

5.4 Kotahitanga mō te Taiao Alliance (KMTT)

Nil

RESOLVED that the Inangahua Community Board receive the Community Services report for information.

Cr L Webb / A Bollinger
6/6
CARRIED UNANIMOUSLY

6. INFRASTRUCTURE SERVICES REPORT (Page 21)

Discussion:

6.1 Reefton Pool

CEO S Gibling spoke on the funding application as it relates to one of the action points previously noted. He stated that he received feedback that not everyone from the community was on the same page with the proposal combined with some of that information in the application, we didn't quite hit the mark with the DIA. A combination of these factors led him to make a decision to defer the funding application on behalf of both the Council and the Community.

He stated that the work has been put on hold as the Council would like to work with this Community Board to understand how we may bring this proposal back to the community.

The next funding application is in January. Mr Gibling would look to inspect the pool in the next week to establish a plan to ensure that we are building the right thing for the community.

It is important to be aware of all costing for this project. Also, ensuring the plant and equipment can support the new functionality we put into this facility. We also critically need to make sure community are 100 percent behind what we are proposing to do.

In response to who was working on the proposal, S Gibling stated that the proposal was not put forward by the ICB. We received a number of letters, but we missed the Community Board's input and wanted to make sure that the Council undertakes work with the support of this Committee.

S Gibling stated that in the next couple of weeks we want to establish the working group and make sure that we have brought the right people together.

S Gibling emphasised the need of connectivity between the ICB and the working group for a good workflow. He also clarified that it would be a purely capital funding application allocated exclusively for the capital works and confirmed that the detailed information regarding the costs would be presented in the meeting to be held in December.

A Johnson explained regarding the outstanding maintenance that there is approximately \$254,000 allocated for resurfacing of the existing main pool and installation of the new lap and hydro pool. She noted further that there is \$150,000 to upgrade the heating system to a combination of diesel and solar. She clarified that neither of the accounts have had anything taken out of it yet.

Ms Johnson added that the mechanical ventilation report is ready and Council are looking to secure a contractor to do the works.

When asked why there was nothing noted specifically for the hydrotherapy pool in the Annual Plan workshops, Mayor J Cleine advised it was put there as stage 2; the original one was building, then there was a budget one put in for the community to decide, what it wants to do with stage 2; be it hydrotherapy or a kids pool etc. The consultation with the community was the step that was missed but the budget line was there and money is there.

When asked who would be making a decision around whether the pool could be opened more days, thus potentially causing an increase in rates, S Gibling advised that comes through working party, to the ICB and then on to Council through this formal process of meeting. This will happen before January and we have an understanding of general costs, and since we are in a position of submitting the application, we want to take a step back, bring the working party together and then to ICB.

Mayor J Cleine noted that it is up to the Board if the Committee decides to rush the process.

S Gibling spoke that there is some scope to pause now in order to get the right outcome, and we want to spend money on right things.

6.2 CWI Rooms - Ramp and Handrails

A Johnson stated that at this stage there is a checkerboard plate ramp in place, There is a little concern around the narrowness of the two single doors for wheelchair access. Handrail is done. She will be contacting WestReef to finish the remaining concreting.

The work around the cenotaph should be completed by the end of October.

6.3 King George Park Path

Nil

6.4 RVSC Automatic Front Doors

S Jope spoke that A Johnson has begun a conversation with ANZ as some information has been sent through regarding the cost and responsibility. Ms Johnson asked them to consider covering the costs for the door if they are upgrading the machine anyway.

On being asked if the sliding door could be retrofitted and could we put in a swing door, S Jope reiterated the discussion had in previous meetings with the advice from M Williams (Acting GM Infrastructure) being that in his experience, the mechanisms used for retrofitting were costly, unreliable, and not durable for high use.

Ms Jope stated that the Council has been consistent and open to consideration for further improvements with the entrance door and other parts of the buildings. She added that looking at the budget the Council had, it is requisite to consider some funding options to continue making improvements.

RESOLVED that the Inangahua Community Board receive the Infrastructure Report (Property) for information.

D Giddens / Cr G Neylon

6/6

CARRIED UNANIMOUSLY

7. ICB CHAIR'S REPORT (Page 24)

Discussion:

7.1 Visitor Experience-Globe

Cr L Webb advised that the Committee hasn't yet been able to get there but intends to by the end of the year.

Cr. Neylon noted ICB had missed their tentative date at the last minute and would be good if everyone could come in as the group is keen for community board to have some input for the planning. He added that upgrading to a Grade III, the all-purpose track from the zigzag to the globe would render it being closed for three months.

7.2 Meeting Procedure-Standing Orders

Cr L Webb spoke that she received an email from the Mayor regarding a complaint from media that public members were interjecting and were discussing items that were not on the agenda; therefore not following the Standing Orders.

Cr Neylon spoke regarding the required procedures and noted that regular participation from the community would help the process and advised on the facility to adjourn the meeting and hold a workshop to train the community. It was noted that a number of members of the community that attended the last meeting were unaware that the ICB existed and the work they did. He offered also, there may be the option of moving to step away from Standing Orders for a period of time within a meeting, in order to allow members of the public to freely speak.

S Gibling recommended the reference to the Community Board's Terms of Reference at the beginning of the agenda and asked whether this was in line with how the Community Board would like to run. The Standing Orders gives the Chair the ability to oppose or differ from the standard process. The Council staff is supporting that process as well and we know it is more flexible here than the process for Council meetings.

Responding to suggestion for a response to the complainant, S Gibling suggested sharing minutes of this meeting with the complainant.

7.3 Flags on Broadway

S Gibling apologised for the delay which had been caused due by the team being under resourced. He had been advised that it is on the work plan for next week and will communicate with the Chair early next week.

He confirmed the flags will be replaced and will also be looking at a way to bring this back locally, to give more autonomy.

7.4 Dental Van – School

Cr L Webb noted that the school dental van for children hasn't been available for the past year due to recruitment issues. She also addressed the need to convey the importance of an annual check-up to all parents. Until the arrangement is made, they could go to Greymouth or Westport to the normal dental clinics.

Regarding the travel subsidy for dental appointments, Cr Webb advised this would be provided for through Te Whatu Ora, like other travel subsidies for some appointments and that she would talk to Reefton Medical.

7.5 Request for funding - Framing

Helen Bollinger submitted a letter requesting funding for the quilt, and the flag in the community hall. She is wanting to have framed information plaques.

Suggested that Helen source quotes for the like of laser engraved enamel or framing from Bad Boy Graphic.

RESOLVED that the Inangahua Community Board consider for approval, upon receipt of a quote from Bad Boy Graphics, granting funds to Helen Bollinger for the purchase of information signage at the community hall.

Cr G Neylon / R Abbey
6/6

CARRIED UNANIMOUSLY

Cr Webb expressed her thanks to Alex and Alan for the clean-up of the Lyall Cemetery.

S Gibling addressed concerns from some members of the community about the chlorination of water causing skin irritation. He gave assurance that Council staff are collecting information on the quality of water.

RESOLVED that the report be received for discussion and information.

A Bollinger/ R Abbey
6/6

CARRIED UNANIMOUSLY

PUBLIC FORUM RESPONSES:

Discussion: Cr L Webb advised there would be no responses necessary.

RESOLVED that the Inangahua Community Board advise of any public forum responses.

Public Speaker – Susan Barnett noted that the ramp by the steps has large boulders in the way and asked if this is for older people or meant for wheelchairs/access.

Cr Neylon replied that it was meant to be a ramp for wheelchair access way but is not as per the required grade, so it has been converted into a rock garden. A response from Waka Kotahi is awaited and the track would be re-routed to join the main road.

Suzanne suggested having some sort of sign for wheelchair access.

Cr L Webb will endeavour to make contact with ICB members to arrange a visit to the Visitor Experience Globe.

There being no further business the meeting concluded at: 5.57pm.

- **Next meeting:** 5 December 2023

Confirmed: **Date:**

INANGAHUA COMMUNITY BOARD

5 DECEMBER 2023

AGENDA ITEM 4

Prepared by Krissy Trigg
Group Manager Community Services

ACTION POINTS

1. REPORT SUMMARY

A summary of resolutions requiring actions by the Inangahua Community Board.

2. DRAFT RECOMMENDATION

That the Inangahua Community Board receive the action points report for information.

ICB Action Points - CURRENT

No.	Action Point / Meeting Date	Responsible	Update	Date Required By
30	7 February 2023 Cr L Webb to find understanding of requirements in a letter of support and draft one in support of learn to swim pool etc by next meeting.	Cr L Webb	Moved to June ICB Moved to August ICB Moved to October Moved to December	9 May 2023 13 June 2023 8 August 2023 3 October 2023 5 December 2023

INANGAHUA COMMUNITY BOARD

5 DECEMBER 2023

AGENDA ITEM 5

Prepared by: Team leaders – Infrastructure and Community Services

Reviewed by: Krissy Trigg
Group Manager Community Services

Appendix: ICB Action Sheet

INANGAHUA COMMUNITY BOARD UPDATE

1. REPORT SUMMARY

The report will provide an update on the positive and strategic aspects that are happening in the Inangahua District between the last Inangahua Community Board meeting to now and moving forward.

The Inangahua action sheet, (appendix 1) has been developed following requests for updates on works in the Inangahua ward. This report updates the Community Board on the actions taken as a result of service requests and to show progress made as a result of works undertaken as part of Council's adopted works programme (and levels of service).

2. DRAFT RECOMMENDATION

That the Inangahua Community Board receive the Inangahua Community Board Update for information.

3. Community Services Updates:

3.1 Reefton Cinema

We have a new part time staff member for the Reefton Cinema. This will aid and provide cover for existing staff member. This will ensure continuity for the movies for our community.

In the final process of quotes and costings for integrated dimmable lighting for the cinema. External funding is required for this so once the paperwork is in order, fund applications will be made.

3.2 Inangahua County Library Reefton

Lego and Knitting continues to be popular events at the library. The Reefton Knitters have Christmas decorations on display at the library, which can be purchased for a donation towards local charities.

The library team is getting ready to launch the annual Summer Reading Programme with \$3500 in prizes up for grabs. Staff are planning a visit to the local Reefton schools on the 23 November to promote the programme. It is designed to help with the 'Summer Reading Slide' and is a fun way for children to be connected to their local library. Children can sign-up on 1 December at the Inangahua County Library from 3.00 pm (last day for sign-ups is noon 22 December).

Christmas has landed! Children in Reefton can write to Santa and post their letters in the 'direct-to-the North Pole' letterbox located in the Reefton Visitor and Services Centre!



APNK computers and free Wifi continue to be well used by the community. In September 50 computer sessions were recorded, and the free Wifi was accessed 338 times.

Library staff last month also helped the community with a staggering 459 Information queries and assisted 37 people with their digital technology requirements!

3.3 Communications and Engagement

Long Term Plan (LTP) pre-engagement

Staff in conjunction with elected members carried out the LTP pre-engagement campaign for five weeks until the 12 November. This engagement focused on enabling the community to join the conversation and shape Buller's next 10-year plan.

94 paper responses and 238 online responses were collected during the engagement period totalling 332 responses to the survey. The final count for the quick polls came to 170 responses. Feedback to the survey from Reefton totalled to 2.1% Reefton and 0.4% of the survey feedback came from Maruia/Springs Junction.

Thank you to anyone who got involved in this process – it allows us to understand what is important to our community.

The results are being processed and will be communicated to staff, elected members, and the community at the end of November and start of December.

Engagement App for Buller

Staff have been working with a development team on the customer and admin interface of Council's new engagement app- to be soft launched in early December. This app will provide numerous benefits, exceptional integration capabilities, cost-effectiveness, and high customizability, as well as its impressive functionality and improve Council's communication with the community.

After testing phase, the app will be promoted to the community in early 2024.

Funding / Grants

The Inangahua Silver Band Club received \$11,648.15 excluding GST through Council's Revitalisation Fund.

Christmas on Broadway will be supported with \$700.00 inclusive GST through the Creative Communities Funding Scheme.

Reefton Open Arts Studios that received \$750.00 inclusive GST from the same fund.

3.4 Reefton Visitor and Service Centre

The Reefton Visitor and Service Centre celebrated its first year of operation on 21 November 2023. Appreciation has been given to the Reefton staff for their dedication and hard work. Feedback on the amalgamated facility and services has been positive.

RVSC have successfully recruited for two new staff members. Zeina joins the team at the beginning of December on a permanent part time basis to replace a previous staff member and Cory joins us for a three-month fixed term contract to add some additional support.

The centre has been operating for seven days a week, subject to staff illness since Labour Weekend. The staff are anticipating a busy visitor season.

3.5 Buller District representation review

The council has commenced its representation review that will be used for the 2025 and 2028 council elections.

Timetable

The timetable for the electoral representation decisions of the council is below.

Electoral system	
By 12 September 2023	Resolution on electoral system FPP/STV (optional) – council resolution adopted 30 August 2023 to remain with FPP for 2025 and 2028 elections
By 19 September	Public notice of electoral system (mandatory) – public notice given on 31 August of FPP decision by council. Part of the notice advises that if 5% of electors believe the STV election system is more appropriate, then they have until the 11 December to ask the council to undertake a poll on FPP compared to STV.
Māori representation	
By 23 November	Resolution on Māori Representation (optional) – council decided that the current process involving an appointed Ngāti Waewae member, but non-voting member of the council, works well so there is no need for a Maori ward in the District representation system.
Representation Review	

From 20 December 2023	Earliest date to resolve Initial Proposal
By 31 July 2024	Last date to resolve Initial Proposal
By 8 August 2024	Notification of Initial Proposal – open consultation (14 days from resolution)
By 8 September 2024	Public submissions on Initial Proposal close (not less than one month after notification)
By 3 November 2024	Last date for notification of Final Proposal (8 weeks after end of submission period)
By 3 December 2024	Last date for public appeals/objections on Final Proposal
By 10 April 2025	If appeals/objections – last date for LGC determination

Council governance

The council is now moving into the representation review phase of the above timetable and seeks feedback from the community board on the future representation of the District.

In considering what feedback the board should provide, a key point for the board to consider is the future need for the community board itself in the Inangahua ward.

The board members should consider their current and post role, but more importantly is the boards role in the council's future governance structure. Any views the board would like to provide over the coming months will help inform the initial proposal for the future governance structure of the district.

Currently the council's thinking is that the current structure for the District would be:

- 3 wards in the District – same as the current structure
- 10 councillors elected over the current 3 ward structure; 6 councillors for Westport and 2 councillors for each of Seddon and Inangahua wards – same as the current structure

The council is not considering any new community boards and seeks the community boards feedback on their view of the need for a community board before forming its opinion for the initial representation review.

Some councils establish a committee or a working party for their representation reviews with their reports being provided to the council for them to make the decision related to the initial proposal for community consultation.

Council staff will report back to the council in February 2024 on the boards feedback plus any other matters that have come to the council attention for its considerations in the initial proposal.

Population data for representation review

The forecasts to be used for the representation review that will apply from the 2025 election have now been provided via the electoral commission.

The 2019 representation review was based on the following data (note the reference below to Statistics NZ 2011 should be 2017):

Ward	Population*	Number of councillors per ward	Population per councillor	Deviation from district average population per councillor	% deviation from district average population per councillor
Seddon	1,740	2	870	-139	-13.78
Inangahua	1,980	2	990	-19	-1.88
Westport	6,370	6	1,062	+53	+5.25
Total	10,090	10	1,009		

*Based on Statistics NZ 2011 population estimates

The information provided for the council and its wards is as follows:

DISTRICT	WARD	Population	Members	Population-member ratio	Difference from quota	% Difference from quota
Buller District	Seddon Ward	1,780	2	890	-78	-8.06
	Inangahua Ward	1,830	2	915	-53	-5.48
	Westport Ward	6,070	6	1,012	44	4.51
	Total	9,680	10	968		

If the council retains its wards and ward boundaries as currently, then the forecast populations as noted above fit inside the councillor to population split within the acceptable +/- 10% variation. Accordingly, there is no need to consider boundary changes.

The District has one community board. The forecast population is below. As there are no subdivisions in the community board area, no further consideration is required about population balance.

DISTRICT	COMMUNITY/LOCAL BOARD AREA & SUBDIVISION	Population	Members	Population-member ratio
Buller District	Inangahua Community	1,830	4	458
	Area outside community	7,850		
	Total	9,680		

Number of community board members

The number of elected members to the Inangahua Community Board also needs to be formally considered by the board itself, the council and the community.

Feedback on appropriate numbers for the board would be appreciated.

Inangahua Community Board (ICB) Action Sheet

Item	Year	Responsibility Area	Issues/Projects	Actions	ICB Contact	Timeframe
Property - Parks & Reserves						
1	2023	Infrastructure Services	Accessibility to the Women's Institute Rooms	Ramp and handrail to be installed for full accessibility access into the Women's Institute Rooms. Ramp has been completed to the top of the steps. A small alloy ramp has been fabricated and installed to the entrance of the buildings for immediate use.	Michael Duff	Q4 2023
2	2023	Infrastructure Services	Completion of the pathway to the cenotaph	Pathway to the cenotaph is to be completed. <i>As of 20 November 2023 this matter has not progressed as the former Property Coordinator resigned and at the time of resignation, the specific details of what was required had not been confirmed with Westreef. This matter will be now be taken up by remaining and acting staff.</i>	Michael Duff	TBC
3	2023	Infrastructure Services	Reefton Pool	Discussions ongoing about what capital works are within scope at the pool with the feedback from the community about what improvements they would like to see. Need to build greater understanding about ongoing maintenance costs with any capital upgrades. Verbal update to be given at the meeting	Michael Duff	TBC
Solid waste Management						
1	2023	Infrastructure Services	Maruia Landfill and Recycling Centre	Maruia Landfill consent has now been successfully issued by WCRC, and is valid until 2036	Michael Duff	Completed - Aug 2023
2	2023	Infrastructure Services	Reefton Transfer Station and Recycling Centre	The new entrance and security gate has been installed	Michael Duff	Completed - July 2023
3	2023	Infrastructure Services	Maruia Landfill and Recycling Centre	Council is in the progress of securing a new site supervisor as the current supervisor is retiring in December 2023. Negotiations with WestReef Service Ltd. (WRSL) are currently in progress to ascertain whether they can take the site supervision contract for the Maruia Landfill operations into the future. Note: the landfill is only open for one day a week, which is Thursdays from 1:00 - 2:30pm	Michael Duff	By December 2023
Wastewater & Stormwater						
1	2023	Infrastructure Services	Failed Aerator at Reefton WWTP	Technical team is working with WRSL to replace a failed aerator at the wastewater treatment plant	Michael Duff	By July 2024
2	2023	Infrastructure Services	Upgraded monitoring at the Reefton Waste Water Treatment Plant (WWTP)	Monitoring will continue to be upgraded depending on the available resources in the annual plan - a second dissolved oxygen (DO) meter will be located at the discharge pond, with final location to be confirmed	Michael Duff	By July 2024
3	2023	Infrastructure Services	Surface flooding on Broadway	Council staff continue to advocate with Waka Kotahi to upgrade stormwater beside 1 Broadway, Reefton to stop localised flooding	Michael Duff	By July 2024
4	2023	Infrastructure Services	Stormwater and Wastewater modelling	The storm and waste water modelling project will look to inform options for separation and improve Wastewater treatment plant performance and Te Mana o te Wai, which is essential for deciding on future waste water and storm water pipe specifications - especially around the brick arches and near the waste water treatment plan where one pipe needs to be replaced with two	Michael Duff	By July 2024
5	2023	Infrastructure Services	Potter - Buller Road deep sewer main relining (ongoing from last financial year)	An additional access structure is needed near Potter Street and Buller Road junction to access sewer for any existing or future blockages	Michael Duff	By July 2024
6	2023	Infrastructure Services	Brennan Street, lowering of access structure (manhole)	This manhole is currently standing above the road level, staff and contractor is looking to rectify this	Michael Duff	By July 2024
7	2023	Infrastructure Services	Wastewater Pipe Renewals along the Strand	Currently working through this workplan in sections	Michael Duff	By July 2024
8	2023	Infrastructure Services	Brennan St Wastewater replacement	Replacements are planned from 5 Victory St through to the MainStreet in the School Yard	Michael Duff	By July 2024
9	2023	Infrastructure Services	alternate design/ relining the service lane between Potter, Ranft, Main and Dick Street	This work package is currently being scoped and will depend on pricing and constructability	Michael Duff	By July 2024
Drinking Water						
1	2023	Infrastructure Services	Replacement of Reefton Water main	To replace Walsh street water main from Herald Street to Dick Streety to enhance level of service and resilience	Michael Duff	Planned for Q1 2024
2	2023	Infrastructure Services	Repair of Reefton treated water reservoir fencing	To repair Reefton treated water reservoir fencing to increase water supply security and minimize open water hazard of old water reservoir body	Michael Duff	Planned for Q4 2023
3	2023	Infrastructure Services	Inangahua Settlement new treated water main	To install new resilience rising main pipeline from Inaganahua Junction Water treatment plant to the treated water reservoir	Michael Duff	Planned for Q2 2024

Item	Year	Responsibility Area	Issues/Projects	Actions	ICB Contact	Timeframe
Roading						
1	2023	Infrastructure Services	Camp Bridge replacement	Camp Bridge is minor bridge located along the side of the KiwiRail line in Inangahua. It is due for replacement because of structural failure. Technical staff have received conceptual design options from WSP	Michael Duff	By July 2024
2	2023	Infrastructure Services	Reefton and Ikamatua footpath resealing	There is a planned work programme for footpath resealing in Reefton, and Ikamatua area to be undertaken throughout the 2023-2024 summer	Michael Duff	By July 2024
3	2023	Infrastructure Services	Temporary Traffic Management (COPTTM) - Community Events	Any community events planned for the year (such as a Christmas Parade or an ANZAC ceremony) that requires a road closure, will need the organisers to submit a CoPTTM Compliant Temporary Traffic Plan (TMP). These plans need to be created by a TMP Planner Certified. WestReef Services Ltd (WRSL) has in the past provided this service to community group free of charge (as part of their long standing community support offer). The rules and regulations are regularly changing, so each year a plan will need to be re-submitted and may not be able to be simply recycled from the previous plan. Organisers of community events are responsible to get their TMP and Road Closure Requests to Council well ahead of an event. Note that Road Closure requests need to be made at least 42 days before the event.	Michael Duff	By July 2024
Community Services						
1	2023	Senior Housing	Update on current vacancies	There is currently one vacant senior housing unit, located in Don Street. The applicant identified as the most in need next tenant has declined tenancy due to the condition of the unit. It has renovation and maintenance requirements which currently has no allocated budget. Council Community Facilities team are aware of this and the costs associated with works will be identified as all of Councils senior housing units (Reefton, Westport & Karamea) are being independently audited from early December 2023.	Shelley Jope	Dec-23
2	2023	Reefton Visitors and Service Centre	Update	The Reefton Visitor and Service Centre celebrated its first year of operation on 21 November 2023. Appreciation has been given to the Reefton staff for their dedication and hard work. Feedback on the amalgamated facility and services has been positive. RVSC have successfully recruited for two new staff members - 1x permanent part time, 1x fixed term. The Centre has been operating for seven days per week, subject to staffing availability, since Labour Weekend.	Shelley Jope	Dec-23
3						

INANGAHUA COMMUNITY BOARD

5 DECEMBER 2023

AGENDA ITEM 6

Prepared by Councillor Linda Webb
Chair

CHAIR'S REPORT

1. REPORT SUMMARY

This report is to provide commentary on significant events and meetings attended by the Chair. The report also provides information on advocacy or political matters relevant to the Inangahua ward currently before Council.

2. DRAFT RECOMMENDATION

That the report be received for discussion and information.

3. GENERAL ITEMS

3.1 Senior Housing

Members of the community are concerned that some units have been vacant for months. Following a discussion with Council staff, an update is to be provided at today's meeting.

3.2 Traffic Management Plans

Update on traffic management plan costs for annual community events such as the Christmas Parade, ANZAC Parades etc.

3.3 Community Funding

How can we make sure community groups are aware of the Community Funding Opportunities that are available.

- NZ Creative Communities Scheme Funding (Funding for the Arts)
- Community Grants
- Rural Travel Fund (Sport NZ)
- Facility Hire Fund
- Community-Led Revitalisation Fund

3.4 Ziman House Update

A verbal update will be given at the meeting.

3.5 Flags on Broadway

New flags are up looking great.