



AGENDA

**Ordinary meeting of the
Nelson City Council**

Community Services

**Tuesday 25 June 2013
Commencing at 9.00am
Council Chamber
Civic House
110 Trafalgar Street, Nelson**

Membership:

His Worship the Mayor Aldo Miccio, Councillors Ian Barker, Ali Boswijk (Deputy Mayor), Gail Collingwood, Ruth Copeland, Eric Davy, Kate Fulton, Paul Matheson, Jeff Rackley (Co Portfolio Holder), Pete Rainey (Co Portfolio Holder), Rachel Reese, Derek Shaw and Mike Ward

Opening Prayer

Apologies

1. Interests

- 1.1 Updates to the Interests Register
- 1.2 Identify any conflicts of interest in the agenda

2. Confirmation of Order of Business

3. Public Forum

- 3.1 Riverside Mural Project

Mr Richard King will speak about the Riverside Mural Project.

4. Confirmation of Minutes – 14 May 2013

8-24

Document number 1508680

Recommendation

THAT the minutes of the meeting of the Nelson City Council – Community Services and Infrastructure, held on 14 May 2013, be confirmed as a true and correct record.

5. Applications for Leave of Absence

- 5.1 Councillor Matheson

Councillor Matheson has applied for a leave of absence from 7 July to 8 August 2013, Standing Order 3.6.1 refers.

Recommendation

THAT Councillor Matheson's application for a leave of absence, from 7 July to 8 August 2013, be granted.

5.2 Councillor Copeland

Councillor Copeland has applied for a leave of absence from 3 July to 7 August 2013, Standing Order 3.6.1 refers.

Recommendation

THAT Councillor Copeland's application for a leave of absence, from 3 July to 7 August 2013, be granted.

6. Mayor's Report

7. Status Report – Community Services

25-28

Document number 1034860 v11

Recommendation

THAT the Status Report – Community Services (1034860 v11) be received.

8. Portfolio Holder's Report

During this part of the meeting the Mayor will be joined by the Community Services Co-Portfolio Holder, Councillor Rainey.

9. Community Assistance Funding Criteria Review – Additional Information

29-48

Document number 1520812

Recommendation

THAT changes to the Community Assistance Policy to align with the new purpose of local government be approved as set out in document 1485919, including the following changes to criteria:

- 1. Item 3 be changed to: Applications must demonstrate the contribution the project will make to Council's Community Outcomes and Long Term Plan priorities and the vision and goals for Nelson 2060, which may include a Council contribution to community place-making projects.***

- 2. Item 5 be changed to: Only initiatives within Nelson and/or benefitting Nelson residents will be funded. Services delivered regionally will have funding eligibility relative to the benefit derived by Nelson residents.**
- 3. A new criterion be added: Applications must be for, and clearly detail, a specific service and/or outcome that will result from the funding.**
- 4. A new criterion be added: All applications must be aligned with the purpose of local government as contained in the Local Government Act 2002 – "to meet the current and future needs of communities for good quality local infrastructure, local public services and the performance of regulatory functions in a way that is most cost-effective for households and businesses".**

REPORTS FROM COMMITTEES

10. Nelson Youth Council Update

Chelcie Phillips and Charlie Norton of the Nelson Youth Council will be in attendance, and will provide an update about Nelson Youth Council activities.

11. Nelson Youth Council – 11 April and 15 May 2013 49-58

Document numbers 1491607 and 1513430

Recommendation

THAT the minutes of the meetings of the Nelson Youth Council, held on 11 April and 15 May 2013, be received.

CROSS-COUNCIL ITEMS

12. Preparation for the 2013 Local Elections 59-61

Document number 1517471

Recommendation

THAT Warwick Lampp of Electionz.com be affirmed as Electoral Officer for Nelson City Council.

THAT in accordance with Regulation 31(2) of the Local Electoral Regulations 2001, the candidates' names on voting documents for the 2013 triennial local election be in computerised random order.

THAT in accordance with Section 79(1) of the Local Electoral Act 2002, the voting documents for the 2013 triennial local election be processed during the voting period.

13. Remuneration of Elected Members 2013 62-65

Document number 1534058

Recommendation

THAT report 1534058 Remuneration of Elected Members 2013 be received.

PUBLIC EXCLUDED BUSINESS

14. Exclusion of the Public

Recommendation

THAT the public be excluded from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
1	<p>Public Excluded Minutes – Nelson City Council Community Services – 14 May 2013</p> <p>These minutes confirm the public excluded minutes of the Community Services and Infrastructure meeting of 2 April 2013, and also contain information regarding:</p>	<p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7</p>	<p>The withholding of the information is necessary:</p>
	<p>Natureland Expressions of Interest</p>		<p>Section 7(2)(i)</p> <p>To carry out negotiations</p>
	<p>The tender for the operation and maintenance of the regional sewerage assets</p>		<p>Section 7(2)(i)</p> <p>To carry out negotiations</p>
	<p>The possible negotiation of a Cricket World Cup contract</p>		<p>Section 7(2)(h)</p> <p>To carry out commercial activities</p> <p>Section 7(2)(i)</p> <p>To carry out negotiations</p>
	<p>Council Owned Earthquake Prone Buildings – Mediterranean Food Warehouse Building</p>		<p>Section 7(2)(h)</p> <p>To carry out commercial activities</p> <p>Section 7(2)(i)</p> <p>To carry out negotiations</p>
	<p>The potential purchase of a strategic piece of land in order to protect a section of the Southern Arterial Corridor</p>		<p>Section 7(2)(i)</p> <p>To carry out negotiations</p>
2	<p>Public Excluded Status Report – Community Services – 25 June 2013</p> <p>This report contains information relating to:</p>	<p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7</p>	<p>The withholding of the information is necessary:</p>

	Natureland Expressions of Interest		Section 7(2)(i) To carry out negotiations
3	Natureland – Options This report contains information relating to:	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7	The withholding of the information is necessary: Section 7(2)(h) To carry out commercial activities Section 7(2)(i) To carry out negotiations

15. Re-admittance of the public

Recommendation

THAT the public be re-admitted to the meeting.

Minutes of a meeting of the Nelson City Council – Community Services and Infrastructure

Held in the Council Chamber, Civic House, Trafalgar Street, Nelson

On Tuesday 14 May 2013, commencing at 9.06am

Present: His Worship the Mayor A Miccio, Councillors I Barker, G Collingwood, R Copeland, E Davy, K Fulton, P Matheson, P Rainey (Co-Portfolio Holder), R Reese, D Shaw, and M Ward

In Attendance: Chief Executive (C Hadley), Acting Executive Manager Community Services (R Ball), Chief Financial Officer (N Harrison), Executive Manager Kaihautū/Community Relations (G Mullen), Executive Manager Network Services (A Louverdis), Executive Manager Regulatory (R Johnson), Executive Manager Strategy and Planning (M Schruer), Manager Community Relations (A Ricker), Manager Administration (P Langley), Administration Adviser (L Laird and E-J Ryan), and Nelson Youth Councillors (C Rumsey and A Doggett)

Apologies: Councillors A Boswijk (Deputy Mayor) and J Rackley (Co-Portfolio Holder)

Opening Prayer

Councillor Davy gave the opening prayer.

1. Apologies

Resolved

THAT apologies be received and accepted from Councillors A Boswijk and J Rackley.

His Worship the Mayor/Collingwood

Carried

2. Interests

2.1 There were no updates to the Interests Register.

2.2 In relation to the agenda, Councillor Matheson declared an interest with the Community Trust and the Gambling Trust.

Councillor Collingwood declared an interest with the Youth and Community Facilities Trust and the Kindergarten Association.

Councillor Rainey declared an interest as the Council representative on Youth Nelson and with the Youth and Community Facilities Trust.

3. Confirmation of Order of Business

His Worship the Mayor informed Council that in accordance with Standing Orders 3.3.8 (b) and (c) the meeting would be recorded.

3.1 Public Excluded Late item – Operations and Maintenance Contract Procurement: Nelson Regional Sewerage Business Unit

Resolved

THAT the item regarding Operation and Maintenance Contract Procurement: Nelson Regional Sewerage Business Unit be considered at this meeting as a major item not on the agenda, pursuant to Section 46A(7)(a) of the Local Government Official Information and Meetings Act 1987, to enable the Nelson Regional Sewerage Business Unit to award the Operation and Maintenance Contract.

Copeland/Reese

Carried

His Worship the Mayor informed that there were three additional public forums that would be heard at the meeting.

4. Public Forum

4.1 Youth Nelson

Maree Shalders addressed Council about the services of Youth Nelson and its value to the Nelson community. She said that, if Council cut or limited funding, the organisation would struggle to deliver its services to young people. Ms Shalders reminded Council that there was no other service that offers this support to young people.

Ms Shalders tabled additional information about other projects delivered by the Youth and Community Facilities Trust, including 'The Truck' (1513604).

4.2 Rocks Road Pedestrian Refuge

Anna Hickman and Greg Bate spoke in support of the Days Track Pedestrian Refuge on Rocks Road. Ms Hickman encouraged the Council to continue negotiating with NZTA to find a solution to the 80cm shortfall in the lane width to allow construction of the refuge to continue.

4.3 Activities at Tahunanui Reserve

Peter Clark spoke about concessions for businesses operating at Tahunanui Reserve. He noted concession fees were \$250 a month operated for six months from October.

Mr Clark asked Council to be flexible regarding the duration and fees associated with concessions, as he said that they were currently prohibitive for start-up businesses.

4.4 Issues with Orphanage Creek, Octopus Gardens and Ngawhatu Road during rainfall

David Lacey spoke to Council about infrastructure issues in the Ngawhatu area as a result of the heavy rainfall events. He said that the issues involved sewerage and stormwater escaping into waterways during periods of heavy rain, and that there was a major flood risk to residential properties in the area. He strongly encouraged Council to remedy these issues immediately.

In response to questions, His Worship the Mayor said officers were aware of the issues Mr Lacey highlighted. He added that a report would be presented to Council where there was no budgetary provision to remedy the issues.

4.5 April 2013 Rainfall Event

Christine Hands spoke about the impacts of the April 2013 rainfall event on houses in Bridgewater Lane, and tabled a document with additional information (1513606).

Ms Hands noted that the culvert under Bridgewater Lane was inadequate for the flow of water during heavy rainfall events and that the swale diverted water into houses. She added that stumps of removed willow trees had also diverted water towards houses.

Ms Hands encouraged the Council to clean the culvert of gravel and sludge to ensure water could move freely.

5. Mayor's Report

There was no Mayor's Report

COMMUNITY SERVICES ITEMS

6. Confirmation of Minutes

6.1 Council – Community Services – 2 April 2013

Document number 1482851, agenda pages 12-19 refer.

Resolved

THAT the minutes of the meeting of the Nelson City Council – Community Services, held on 2 April 2013, be confirmed as a true and correct record.

His Worship the Mayor/Rainey

Carried

- 6.2 Council – Deliberations on Submissions to the Rutherford and Traftalgar Parks Development Plan – 2 April 2013

Document number 1483273, agenda pages 20-22 refer.

Resolved

THAT the minutes of the meeting of the Nelson City Council – Deliberations of Submissions to the Rutherford and Traftalgar Parks Development Plan, held on 2 April 2013, be confirmed as a true and correct record.

His Worship the Mayor/Rainey

Carried

7. Status Report – Community Services

Document number 1034860 v10, agenda pages 23-24 refer.

Resolved

THAT the Status Report – Community Services (1034860 v10) be received.

Rainey/Collingwood

Carried

It was requested that an update on the Modellers Pond be presented to Council.

8. Portfolio Holder’s Report

There was no Portfolio Holder’s Report.

9. Days Track Pedestrian Refuge

Document number 1497275, agenda pages 74-80 refer.

The Principal Adviser Transport and Roothing, Rhys Palmer, joined the meeting and presented the report. He said NZTA had initially approved the construction of the refuge however, the final design revealed that the widths of through lanes was too narrow by 800mm.

Councillors discussed the possibility of negotiating with NZTA regarding trialling a refuge to reveal information about how the road was used.

Mr Palmer outlined the standard design criteria set by NZTA for State Highways, including the required lane widths. In response to a question, he explained that a pedestrian crossing was not an option as that part of road lacked the required volume of people.

Councillors were informed that the construction on the top section of Days Track would be completed by December 2013, however there was no programmed construction for the bottom section as yet.

The Chief Executive advised that this was a state highway and not within Council jurisdiction therefore, Council should take NZTA advice that the widths were not such that would produce a safe crossing point for pedestrians. She added that the recommendation in the staff report allowed for officers to continue working on the project within the ambit of the Rocks Road Shared Path.

The Council discussed other options to allow pedestrians to cross Rocks Road safely. There was general agreement that there was value in gathering information through a trial to inform the feasibility study of the Rocks Road Shared Path.

Attendance: Councillor Davy left the meeting from 10.36am to 10.40am

Resolved

THAT the motion be put.

His Worship the Mayor/Copeland

Carried

Resolved

THAT the construction of a pedestrian refuge on Rocks Road adjacent to Days Track be considered in conjunction with the investigation of the Rocks Road Shared Path project.

Matheson/Davy

Carried

The Council then turned their minds to a subsequent motion.

Resolved

THAT the Council continue to work with NZTA as to whether there is any way of achieving greater pedestrian safety in this area, including the possible trialling of some measures over the coming summer in order to help inform the feasibility study for the Rocks Road Shared Path;

AND THAT the Council refer the safety concerns raised by residents to NZTA for their consideration.

Shaw/Fulton

Carried

Attendance: the meeting adjourned for morning tea from 10.58am to 11.20am and were joined by members of the Nelson Youth Council.

10. New Purpose of Local Government: Project Review

Document number 1470396, agenda pages 25-36 refer.

The Manager Policy and Planning, Nicky McDonald, and the Manager Community Development, Kath Inwood, joined the meeting and presented the report.

Councillors turned their minds to the list of projects that may not fit the new purpose statement of the Local Government Act 2002, as presented in the report. Each Councillor was given the opportunity to list the projects of concern to them.

There was general agreement that all of the programmes listed in the report should continue to receive Council funding. It was agreed that there was still a social responsibility inherent in the service that Council provided and that all of the projects presented in the report were of value to the community.

Resolved

THAT the motion be put.

Davy/Shaw

Carried

Resolved

THAT Council, having considered the new purpose of the Local Government Act 2002, believes that the projects outlined in report 1470396 are still appropriate for Council to consider to continue supporting.

Shaw/His Worship the Mayor

Carried

PUBLIC EXCLUDED BUSINESS

11. Exclusion of the Public

Resolved

THAT, in accordance with section 48(5) of the Local Government Official Information and Meetings Act 1987, Donna Hiser remain for the item "Operations and Maintenance Contract Procurement: Nelson Regional Sewerage Business Unit" after the public has been excluded, as she has knowledge that will assist the Council;

AND THAT, in accordance with section 48(6) of the Local Government Official Information and Meetings Act 1987, the knowledge that Donna Hiser possesses relates to the governance and operations of the Nelson Regional Sewerage Business Unit.

His Worship the Mayor/Davy

Carried

Resolved

THAT the public be excluded from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
1	<p>Public Excluded Minutes – Nelson City Council Community Services – 2 April 2013</p> <p>These minutes confirm the public excluded minutes of the Community Services meeting of 19 February 2013, and also contain information regarding:</p>	<p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7</p>	<p>The withholding of the information is necessary:</p>
	<p>Cricket World Cup 2015 Contract.</p> <p>Note: The minutes include resolutions to release from public excluded sufficient information to explain and discuss Council's bid as part of consideration of the draft Annual Plan</p>		<ul style="list-style-type: none"> • Section 7(2)(h) To carry out commercial activities • Section 7(2)(i) To carry out negotiations

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	<p>2013/14, and the Economic Impact Assessment prepared by the Nelson Regional Economic Development Agency for Council's Cricket World Cup 2015 bid.</p>		
	<p>Natureland's Future</p> <p>Note: The minutes include a resolution for the Chief Executive to release information relating to the decision over Natureland's future to the public in due course.</p>		<ul style="list-style-type: none"> • Section 7(2)(b) To protect information that may disclose a trade secret or the commercial position of a person • Section 7(2)(h) To carry out commercial activities
2	<p>Public Excluded Status Report – Community Services – 14 May 2013</p> <p>This report contains information relating to:</p> <p>Natureland Expressions of Interest</p>	<p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7</p>	<p>The withholding of the information is necessary:</p> <ul style="list-style-type: none"> • Section 7(2)(i) To carry out negotiations
3	<p>Operation and Maintenance Contract Procurement: Nelson Regional Sewerage Business Unit</p> <p>This report contains information relating to the consideration of tenders and the negotiation of a contract.</p>	<p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7</p>	<p>The withholding of the information is necessary:</p> <ul style="list-style-type: none"> • Section 7(2)(i) To carry out negotiations
4	<p>Cricket World Cup 2015 Contract Update</p> <p>This report contains information relating to the possible negotiation of a contract.</p>	<p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7</p>	<p>The withholding of the information is necessary:</p> <ul style="list-style-type: none"> • Section 7(2)(c) To protect information that is subject to an obligation of confidence • Section 7(2)(h)

			<p>To carry out commercial activities</p> <ul style="list-style-type: none"> Section 7(2)(i) To carry out negotiations
5	<p>Public Excluded Minutes – Nelson City Council Infrastructure – 4 April 2013</p> <p>These minutes confirm the public excluded minutes of the Infrastructure meeting of 21 February 2013, and also contain information regarding:</p>	<p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7</p>	<p>The withholding of the information is necessary:</p>
	<p>Council Owned Earthquake Prone Buildings – Mediterranean Food Warehouse Building</p> <p>Note: The minutes include a resolution authorising the Chief Executive to release the resolution regarding the Mediterranean Food Warehouse building to the public.</p>		<ul style="list-style-type: none"> Section 7(2)(h) To carry out commercial activities Section 7(2)(i) To carry out negotiations
6	<p>Public Excluded Status Report – Infrastructure – 14 May 2013</p> <p>This report contains information relating to:</p>	<p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7</p>	<p>The withholding of the information is necessary:</p>
	<p>Boulder Bank Culvert Agreement</p>		<ul style="list-style-type: none"> Section 7(2)(c) To protect information that is subject to an obligation of confidence Section 7(2)(i) To carry out negotiations
	<p>Council Owned Earthquake Prone Buildings – Mediterranean Food Warehouse Building</p>		<ul style="list-style-type: none"> Section 7(2)(h) To carry out commercial activities Section 7(2)(i) To carry out negotiations

7	<p>Southern Arterial Corridor Land Purchase</p> <p>This report contains information relating to the potential purchase of a strategic piece of land in order to protect a section of the Southern Arterial Corridor</p>	<p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7</p>	<p>The withholding of the information is necessary:</p> <ul style="list-style-type: none"> • Section 7(2)(i) To carry out negotiations
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Matheson/Copeland

Carried

The meeting went into public excluded session at 11.56am and resumed in public session at 12.34pm.

12. Re-admittance of the Public

Resolved

THAT the public be re-admitted to the meeting.

Reese/His Worship the Mayor

Carried

Attendance: the meeting adjourned for lunch from 12.35pm to 1.11pm. During the lunch break His Worship the Mayor left the meeting.

13. Chairperson

Resolved

THAT, in accordance with Standing Order 2.3.1, Councillor Collingwood be elected chairperson for the remainder of the meeting.

Rainey/Barker

Carried

14. Community Assistance Funding Criteria Review

Document number 1471461, agenda pages 37-53 refer.

Manager Policy and Planning, Nicky McDonald, and Manager Community Development, Kath Inwood, joined the meeting and presented the report. Ms McDonald outlined the proposed changes to the policy, to ensure consistency with the new purpose statement in the Local Government Act 2002.

Councillors discussed the Community Assistance Funding process, and whether it should be delegated to a group of Councillors or community experts to make decisions.

Councillor Shaw, seconded by Councillor Fulton moved the recommendation:

THAT changes to the Community Assistance Policy to align with the new purpose of local government be approved as set out in RAD 1485919, including the following changes to criteria:

- 1. Item 3 be changed to: Applications must demonstrate the contribution the project will make to Council's long term community outcomes and priorities and the vision and goals for Nelson 2060, which may include a Council contribution to community place making projects.*
- 2. Item 5 be changed to: Only initiatives within Nelson and/or benefitting Nelson residents will be funded. Services delivered regionally will have funding eligibility relative to the benefit derived by Nelson residents.*
- 3. A new criterion be added: Applications must be for, and clearly detail, a specific service and/or outcome that will result from the funding.*
- 4. A new criterion be added: All applications must be aligned with the purpose of local government as contained in the Local Government Act 2002 – "to meet the current and future needs of communities for good quality local infrastructure, local public services and the performance of regulatory functions in a way that is most cost-effective for households and businesses".*

Councillors discussed whether it was preferable to indicate priorities for funding for each application round, and a variety of views were expressed. In response to a question, Ms Inwood explained that clause 4.10 of the draft Community Assistance Policy 2013 allowed Council the flexibility to choose to focus grants on particular Council priorities, and Councillors discussed how this fit with the priorities set out in the Long Term Plan. A suggestion was made that the interface between Long Term Plan priorities and any other priority Council chose under clause 4.10 could be more explicitly stated in the draft Policy.

Councillors also discussed Founders Heritage Park, and the fact that leases and licences in this area were specifically excluded from the Policy. Support was indicated for the suggestion to remove the reference to Founders Heritage Park from the draft Policy, and the Chief Executive suggested that officers provide advice at a future meeting regarding this point so that Councillors could make an informed decision.

Attendance: Councillors Copeland and Rainey left the room at 1.42pm, and returned at 1.44pm

Councillors also expressed a variety of views regarding whether the vision and goals for Nelson 2060 should be expressly included within the criteria for Community Assistance Funding, and whether community place making projects were also appropriately included as an example.

There was general agreement that the report and motion should be left to lie on the table, pending further staff advice regarding the issues raised.

Resolved

THAT, in accordance with Standing Order 3.12.1(e), the item of business being discussed be left to lie on the table.

Reese/Rainey

Carried

15. Funding Application for Saxton Oval

Document number 1498685, agenda pages 54-55 refer.

Attendance: Councillor Matheson declared a conflict of interest, and left the room.

Project Management Adviser, Chris Blythe, joined the meeting and presented the report. He explained that the scope of the proposed works had been scaled back, and would be expected to cost less than previously expected.

Councillors discussed the proposed works and emphasised the need for temporary add-ons to be complementary to the design of Saxton Oval, and of appropriate quality.

Resolved

THAT Council makes an application of up to \$30,000 to the New Zealand Community Trust for funding to upgrade Saxton Oval to meet One Day international match accreditation.

Davy/Rainey

Carried

Attendance: Councillor Matheson re-joined the meeting.

REPORTS FROM COMMITTEES

16. Nelson Youth Council Update

Nelson Youth Councillors, Chloe Rumsey and Alex Doggett provided an update on recent Youth Council activities, including The Amazing Race,

and the mural under the Collingwood Street Bridge. They said that Youth Council would be presenting awards at Rockquest and Stage Challenge, and explained Youth Council involvement in the Active Transport Advisory Group, the Creative Funding Panel, and the Youth Volunteer Awards.

In response to a question, Ms Doggett explained the promotion of the Youth Volunteer Awards through schools.

17. Nelson Youth Council – 25 March 2013

Document number 1481736, agenda pages 56-60 refer.

In response to a question, it was clarified that the parks referred to in item 3 of the minutes were car parks.

Resolved

THAT the minutes of the meeting of the Nelson Youth Council, held on 25 March 2013, be received.

Davy/Rainey

Carried

18. INFRASTRUCTURE ITEMS

19. Confirmation of Minutes

Council – Infrastructure – 4 April 2013

Document number 1488233, agenda pages 61-70 refer.

In response to a question regarding item 7, the Executive Manager Network Services advised that the total cost of the seating area was \$7,612, plus approximately \$2000 staff time. The Chief Executive clarified that the model of Councillor Ward had been created by a staff member in their own time, and had been gifted to the project.

Resolved

THAT the minutes of the meeting of the Nelson City Council – Infrastructure, held on 4 April 2013, be confirmed as a true and correct record.

Fulton/Shaw

Carried

20. Status Report – Infrastructure

Document number 1034781 v8, agenda pages 71-73 refer.

Resolved

THAT the Status Report – Infrastructure (1034781 v8) be received.

Collingwood/Davy

Carried

21. Portfolio Holder's Report

Councillor Davy noted the high standard of the completed resurfacing on Main Road Stoke.

22. Proposed Road Stopping – 80 Scotia Street

Document number 1459196, agenda pages 81-84 refer.

Principal Adviser Transport and Roading, Rhys Palmer, and Policy Adviser, Paul Harrington, joined the meeting and presented the report.

In response to a question, Mr Harrington advised that administration fees for such matters had always been charged to cover expenses and staff time.

Resolved

THAT the Chief Executive be delegated the authority to proceed with the road stopping of 85.87m² of unformed legal road adjoining the eastern boundary 80 Scotia Street (Lot 35 DP 2049), and to sell that land to the adjoining owners as an amalgamated title, subject to the outcome of the public consultation required under the Local Government Act 1974, and the owners paying:

- ***an initial administration fee of \$600 plus GST;***
- ***the value of the land as assessed by a registered valuer;***
- ***all costs associated with the road stopping which may include valuation costs, legal costs, survey costs, Land Information New Zealand costs, public notification costs, hearing costs and/or consultants, Environment Court hearing costs and administration costs in excess of the \$600 deposit referred to above.***

Ward/Copeland

Carried

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23. REPORTS FROM COMMITTEES

24. Regional Transport Committee – 8 April 2013

Document number 1489593, agenda pages 85-86 refer.

Resolved

THAT the unconfirmed minutes of the meeting of the Regional Transport Committee, held on 8 April 2013, be received.

Barker/Copeland

Carried

Attendance: Councillor Rainey departed the meeting at 2.11pm.

CROSS COUNCIL ITEMS

25. Amendment to Speed Limits Bylaw 2011 (No.210)

Document number 1490698, agenda pages 100-114 refer.

Principal Adviser Transport and Roading, Rhys Palmer, and Policy Adviser, Paul Harrington presented the report.

Councillors discussed variable speed school zones, and expressed a desire for consistency of the times of operations of variable speed school zones where possible. In response to a question, officers advised that consistency would be sought where feasible, but that the timings did not form part of the Bylaw, and were not being consulted on through the Statement of Proposal.

Councillors also discussed Ross Road, noting that it was a narrow, unsealed road, culminating in a difficult intersection with SH 6. Support was expressed for reviewing the speed limit on Ross Road and considering lowering it to 50 km/h. In response to a question, the Chief Executive suggested that portfolio holders should meet with managers to discuss potential solutions for Ross Road, and that the speed limit for Ross Road could potentially be considered together with Cable Bay Road and Waimea Road through a future Bylaw review.

Resolved

THAT the motion be put.

Copeland/Collingwood

Carried

Resolved

THAT the Statement of Proposal (1493126) including the draft amendment to Schedules A and M of the Speed Limits Bylaw 2011 (No. 210), be approved and advertised for consultation in accordance with Section 83 of the Local Government Act 2002;

AND THAT the consultation period runs from 16 May 2013 to 17 June 2013;

AND THAT Council hear, deliberate and make decisions on all submissions made on the Statement of Proposal;

AND THAT Council amends the scope of the present Bylaw review to remove proposed amendments to the Cable Bay Road and Waimea Road speed limits at this time.

Davy/Reese

Carried

26. Confirmation of Minutes

Deliberations on the draft Morrison Street Pedestrian Mall Declaration - 15 April 2013

Document number 1497173, agenda pages 117-121 refer.

Resolved

THAT the minutes of the meeting of the panel delegated to deliberate on the draft Morrison Street Pedestrian Mall Declaration, held on 15 April 2013, be confirmed as a true and correct record.

Davy/Copeland

Carried

27. Morrison Street Pedestrian Mall Declaration

Document number 1494248, agenda pages 117-121 refer.

Resolved

THAT the amended draft Morrison Street Pedestrian Mall Declaration (1469117) be adopted, to take effect from 18 May 2013.

Davy/Reese

Carried

Council – Community Services and Infrastructure
14 May 2013

There being no further business the meeting ended at 2.59pm.

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date

COMMUNITY SERVICES STATUS REPORT – 25 JUNE 2013

No	Meeting Date	Document Number	Report Title/Item Title	Officer	Resolution or Action	Status
1	5/6/2012	1279540	Camping Bylaw Review 2012	Sarah Yarrow	<p><u>THAT</u> the resolution to approve the proposed Nelson City Camping Bylaw 2012 (Bylaw 220) for public consultation be left to lie on the table until a working party had reformulated the Statement of Proposal.</p> <p><u>THAT</u> a working party comprising Councillors Davy, Fulton, Shaw, and Ward be established to consider the wording of the draft Nelson City Camping Bylaw 2012 (Bylaw 220) and the draft Statement of Proposal and make recommendations back to Council.</p>	<p>25/6/2013 Report to Council with recommendations of Working Party considered at 4 June 2013 Council meeting.</p> <p>Complete.</p>
2	20/11/2012	1410302	Update on Council's Bid to Federation Internationale de Football Association Under 20s World Cup 2015	Chris Blythe	<p><u>THAT</u> Council proceeds with the previously agreed bid of \$500,000, including staff time, to be a host city for the Federation Internationale de Football Association Under 20s World Cup 2015, and emphasises the non-financial benefits it can offer as a host city.</p>	<p>25/06/2013. This resolution has been superseded by resolutions made at the Annual Plan deliberation meetings on 19-20 May. (See item 3 below)</p> <p>Complete.</p>
3	20/5/2013	1527230 (public Excluded)	Update on Council's Bid to Federation Internationale de Football Association Under 20s World Cup 2015	Chris Blythe	<p><u>THAT</u> Council formally withdraws from the FIFA under 20s bid process and the budget is removed from the Annual Plan 2013/14.</p> <p><u>THAT</u> Council authorises the release from Public Excluded of resolutions arising from this report.</p>	<p>25/06/2013. New Zealand Football has been informed of Council's decision and officers have received an acknowledgement letter.</p>

No	Meeting Date	Document Number	Report Title/Item Title	Officer	Resolution or Action	Status
4	19/02/2013	1436334	Framing Our Future – Draft Nelson 2060 Strategy Public Consultation	Sarah Yarrow	<p><u>THAT</u> subject to final approval by the Mayor and the Deputy Mayor, the Draft Nelson 2060 Strategy (1452447) be approved for public consultation;</p> <p><u>AND THAT</u> the Framing Our Future Committee hear, consider and make decisions on submissions to the Draft Nelson 2060 Strategy;</p> <p><u>AND THAT</u> the Framing Our Future Committee recommend to the Council a final version of the Nelson 2060 Strategy for adoption;</p> <p><u>AND THAT</u> the members of the Mayoral Taskforce be invited to recommend to their respective organisations the adoption of the Strategy.</p>	<p>25/6/2013 Framing our Future Committee heard submissions on 9 April 2013 and considered and made decisions on submissions on 30 April 2013. A final version of the Nelson 2060 Strategy will be recommended to the Council for adoption at 4 June 2013 Council meeting.</p> <p>Complete.</p>
5	02/04/2013	1473760	Cricket World Cup 2015 Contract	Roger Ball/ Chris Blythe	<p><u>THAT</u> the Chief Executive Officer be delegated authority to finalise a contract with Cricket World Cup 2015 within a cap of \$900,000 including staff time, subject to consultation of the draft Annual Plan 2013/14;</p> <p><u>AND THAT</u> Council expresses its support in principle for the following additional requirements (estimated at \$40,850 CAPEX) to meet minimum One Day International requirements at Saxton Oval:</p> <ul style="list-style-type: none"> • Semi-permanent awning for Player B viewing area; • Improvements to umpires' changing room; • Semi-permanent scorers' box <p>and will consider this issue further during</p>	<p>25/06/2013. This resolution has been superseded by resolutions made at the Annual Plan deliberation meetings on 19-20 May. (See below.)</p> <p>Complete.</p>

No	Meeting Date	Document Number	Report Title/Item Title	Officer	Resolution or Action	Status
					consideration of the draft Annual Plan 2013/14. <u>AND THAT</u> these resolutions be released from public excluded, together with sufficient information to explain and discuss Council's bid as part of consideration of the draft Annual Plan 2013/14. <u>AND THAT</u> Council release from public excluded the Economic Impact Assessment (1398161) prepared by the Nelson Regional Economic Development Agency for Council's Cricket World Cup 2015 bid.	
6	20/05/2013	1527230 (Public Excluded)	Cricket World Cup	Chris Blythe	<u>THAT</u> Council affirm its commitment to Cricket World Cup 2015. <u>THAT</u> Council authorises the release from Public Excluded of resolutions arising from this report	25/06/2013 Council has resolved to allocate funding for the tournament. We expect a decision from CWC about whether Nelson is part of the tournament by the end of Jul 2013.
7	14/05/2013	1497275	Days Track Pedestrian Refuge	Rhys Palmer	<u>THAT</u> the Council continue to work with NZTA as to whether there is any way of achieving greater pedestrian safety in this area, including the possible trialling of some measures over the coming summer in order to help inform the feasibility study for the Rocks Road Shared Path; <u>AND THAT</u> the Council refer the safety concerns raised by residents to NZTA for their consideration.	25/6/2013 Complete

No	Meeting Date	Document Number	Report Title/Item Title	Officer	Resolution or Action	Status
8	14/05/2013	1498685	Funding Application for Saxton Oval	Chris Blythe	<u>THAT</u> Council makes an application of up to \$30,000 to the New Zealand Community Trust for funding to upgrade Saxton Oval to meet One Day international match accreditation.	25/06/2013. This resolution has been superseded by resolutions made at the Annual Plan deliberation meetings on 19-20 May. Complete.
9	20/05/2013	1525033	Saxton oval	Chris Blythe	<u>THAT</u> Council allocates up to \$30,000 for an awning, scorers box and upgrades to the umpires room at Saxton Oval to meet requirements for One Day International matches; <u>AND THAT</u> this funding is available only when other external funding is not secured, or granted in full.	25/6/2013 Staff have submitted a funding application to NZ Community Grants for a grant to cover upgrade costs to meet the One Day International accreditation.

Community Assistance Funding Criteria Review – Additional Information

1. Purpose of Report

- 1.1 To provide additional information requested by Councillors, in order to review and update the funding criteria for the Community Assistance Policy, so that it is consistent with the new purpose statement in the Local Government Act 2002.

2. Recommendation

THAT changes to the Community Assistance Policy to align with the new purpose of local government be approved as set out in document 1485919, including the following changes to criteria:

- 1. Item 3 be changed to: Applications must demonstrate the contribution the project will make to Council's Community Outcomes and Long Term Plan priorities and the vision and goals for Nelson 2060, which may include a Council contribution to community place-making projects.***
- 2. Item 5 be changed to: Only initiatives within Nelson and/or benefitting Nelson residents will be funded. Services delivered regionally will have funding eligibility relative to the benefit derived by Nelson residents.***
- 3. A new criterion be added: Applications must be for, and clearly detail, a specific service and/or outcome that will result from the funding.***
- 4. A new criterion be added: All applications must be aligned with the purpose of local government as contained in the Local Government Act 2002 – "to meet the current and future needs of communities***

for good quality local infrastructure, local public services and the performance of regulatory functions in a way that is most cost-effective for households and businesses”.

3. Background

- 3.1 During Council’s consideration of the new purpose of local government at workshops in February, it was decided that a review of the criteria for the Community Assistance Policy was required. A report (Attachment 1) was presented at the 14 May 2013 Community Services Meeting. Councillors indicated they were generally satisfied with the updates to the policy and funding criteria, although it was identified that changes were required and several questions needed researching.
- 3.2 The report was then left to lie on the table, to be brought back to the following Community Services meeting.
- 3.3 This report details officer responses to the questions raised by Councillors, in order to fully inform Councillors so that they may consider the draft Community Assistance Policy 2013 (Attachment 3) in time for this year’s Community Assistance Funding round beginning in July 2013.
- 3.4 Please note that reference to the Physical Activity Fund has now been removed from the ‘What this policy does not cover’ section.

4. Discussion

Contribution to Council goals

- 4.1 There was some discussion on the first recommendation and which goals applicants should be delivering against. The Community Outcomes and priorities referred to are those included in the Long Term Plan. The Community Outcomes are those agreed with the community through an intensive consultation process. The seven priorities were developed by Council as part of the process of focussing the draft Long Term Plan.
- 4.2 This recommendation initially only included the Nelson 2060 vision and some Councillors suggested adding the goals as well. Now that the strategy has been adopted by Council it would be appropriate to include the goals and this has been added to the recommendation.
- 4.3 A further suggestion by Councillors was to make specific reference to place-making projects. Some felt this was already covered by existing wording, others thought it was useful to highlight this as an area of particular interest to Council. This wording has been added to the recommendation.

Lease Rates at Founders Heritage Park

- 4.4 Councillors raised the issue of whether community organisations based at Founders Heritage Park should pay standard lease rates or receive

- reduced rates through Community Assistance funding, which are set at 10% of commercial rates.
- 4.5 Founders' income from leases to businesses and organisations is currently \$94,000 per annum, plus \$13,000 from the residential tenancy (upstairs in the Anchor Inn).
 - 4.6 There are currently three historic community leases to the Railway Society, Vintage Car Club and White Star Club. These have no rental review dates, two of them have no fixed term and the third expires in 2027. The lease charges are respectively \$204, \$266, and a peppercorn amount. (As a result of preparing this report, officers have been asked by the Chief Executive to look into the nature of these historic leases and to regularise them.)
 - 4.7 All other leases are commercially valued every three years by a registered valuer. This practice was put in place under the Founders Heritage Park Strategic Plan 2002-2012, which required commercial leases under the tenancy goal, and also had a goal to increase the financial viability of the Park. Most leases are between \$2,000 and \$6,500 per annum but there are two, at \$13,000 and \$25,000, which are for large areas and buildings.
 - 4.8 There are 24 leases for land and buildings, and 4 just for land (where the tenant owns the building).
 - 4.9 Current community groups with commercial leases at Founders Heritage Park are Fresh FM, Whakatu Marae, and the Nelson Musical Theatre. The total income from these leases is \$14,875 per annum. Fresh FM currently pays \$6,500 rent per annum.
 - 4.10 The impact of changing the policy would be a drop in income for Council. An immediate drop in income of \$13,387 per annum would result, with the potential for a larger ratepayer subsidy in future should more community groups take up leases at the park. Should the policy change, existing leases with community groups would need to be reviewed and rewritten.
 - 4.11 Council's main aim with Founders' tenancies in the past has been to generate income and to attract tenants who will contribute to the life of the park. The Heritage Activity Management Plan sets a financial goal "to improve Founders' finances so that it becomes less dependent on ratepayer support".
 - 4.12 All three community groups that pay commercial rentals took on their leases knowing it would be on that basis. Given the financial impact of applying discounted community leases at Founders Park it is recommended that the existing policy of commercial leases for all continue to apply as at present. Should Council wish to consider changing the approach it is suggested this be evaluated through the upcoming review of the Heritage Activity Management Plan so it can be discussed in the wider context of the strategic objectives for Founders Park.

Value of Community Assistance

- 4.13 Councillors requested that the current combined value of all forms of community assistance be added to the introductory section of the draft policy. This amount has been calculated as \$869,985 for 2012/13 and is made up as follows: \$479,285 for community assistance grants, \$73,000 for rates remission and \$317,700 for community leases and licenses.

5. Conclusion

- 5.1 The draft Community Assistance Policy has been updated to align with the new purpose of local government. It is recommended that Council adopts the policy so that the next funding round, scheduled for July, can proceed.

Nicky McDonald

Manager Policy and Planning

Attachments

Attachment 1: Community Assistance Funding Criteria Review [1471461](#)

Attachment 2: Community Assistance Policy 2009 [725470](#)

Attachment 3: Draft Community Assistance Policy 2013 [1485919](#)

No supporting information follows.

Community Assistance Funding Criteria Review

1. Purpose of Report

- 1.1 To review and update the funding criteria for the Community Assistance Policy, to ensure consistency with the new purpose statement in the Local Government Act 2002.

2. Recommendation

THAT changes to the Community Assistance Policy to align with the new purpose of local government be approved as set out in RAD 1485919, including the following changes to criteria:

- 1. Item 3 be changed to: Applications must demonstrate the contribution the project will make to Council's community outcomes and priorities and the vision for Nelson 2060.***
- 2. Item 5 be changed to: Only initiatives within Nelson and/or benefitting Nelson residents will be funded. Services delivered regionally will have funding eligibility relative to the benefit derived by Nelson residents.***
- 3. A new criterion be added: Applications must be for, and clearly detail, a specific service and/or outcome that will result from the funding.***
- 4. A new criterion be added: All applications must be aligned with the purpose of local government as contained in the Local Government Act 2002 – "to meet the current and future needs of communities for good quality local infrastructure, local public services and the performance of regulatory functions in a way that is most***

cost-effective for households and businesses”.

3. Background

- 3.1 Parliament amended the Local Government Act 2002 in December last year. One of the key changes was the modification of the purpose of local government, which is now:

“to meet the current and future needs of communities for good quality local infrastructure, local public services and the performance of regulatory functions in a way that is most cost-effective for households and businesses.”

- 3.2 At the draft Annual Plan workshops in February 2013, officers indicated that a review of the funding criteria for the Community Assistance Programme was in order.

- 3.3 A report was then brought to the Council’s Infrastructure meeting on 21 March 2013, with Councillors resolving:

THAT the criteria for grants from the Community Assistance Programme be reviewed before the next application round.

4. Discussion

Current Criteria

- 4.1 The current criteria for Community Assistance applications can be found under section 4.0 of Attachment 1, the Community Assistance Policy 2009.

Recommended Changes

- 4.2 It would be challenging to provide a comprehensive description of which services would be eligible and which would not. More general amendments are therefore suggested to ensure grants are allocated to projects that align with the new purpose of local government.
- 4.3 Criterion Number Three - “Applications must demonstrate the contribution the project will make to Council’s community outcomes.”
- 4.3.1 While amendments are being made to the Community Assistance Policy it would be appropriate to add to the above criterion “and priorities”, to bring it into line with the community outcomes and priorities in the Long Term Plan 2012-22.
- 4.4 Criterion Number Five - “Preference is given for initiatives within Nelson and that benefit Nelson residents.”
- 4.5 This criterion is no longer appropriate given the focus of the new purpose on local services. It is suggested the criterion be amended to read:

"Only initiatives within Nelson and/or benefitting Nelson residents will be funded. Services delivered regionally will have funding eligibility limited in proportion to the benefit derived by Nelson residents."

4.6 New Criterion – Specific Service/Outcome

4.7 In demonstrating that community grants comply with the new purpose it will be important to be quite clear about what is being funded. Advice from the Society of Local Government Managers on the legislative changes was that community grants and contracts should be for a specific outcome or service rather than a generic grant to an organisation.

4.8 A new criterion that would cover this point would be:

"Applications must be for, and clearly detail, a specific service and/or outcome that will result from the funding."

4.9 New Criterion – Other Factors

4.10 It is suggested that alignment with the new purpose of Local Government be added as a criterion of the policy, as a final point. This is an additional protection which draws applicants' attention to the need to align with the purpose and gives Council a sound basis for declining applications that do not do so.

4.11 This new criterion could read as follows:

"All applications must be aligned with the purpose of local government as contained in the Local Government Act 2002 – "to meet the current and future needs of communities for good quality local infrastructure, local public services and the performance of regulatory functions in a way that is most cost-effective for households and businesses."

4.12 Updates to Guidelines and Application Forms

4.13 A set of guidelines outlining the purpose and criteria of the funding and amounts available for allocation are provided each year to all applicants along with their application forms. Updates to the guidelines and application forms will be made in line with changes to the policy.

4.14 Extra questions for the application form would include what the specific outcomes of the proposed service would be and whether any other agencies are currently providing the same service locally.

Implications for existing contracts

4.15 Currently there are 67 community assistance contracts, for between one and four years, and 28 one-off grants. There are 18 contracts that will conclude by 30 June this year and 49 that will continue into 2013/14 or longer. A number of Community Assistance Funding contracts have been allocated for multiple years, with the last of these ending in June 2016. Existing contracts will be honoured.

Implications for new contracts

- 4.16 Most applications currently received are to fund provision of local public services, although some are to assist with local public infrastructure.
- 4.17 Applications that may not fit the new purpose are largely those that provide services that could be provided by another agency. These would need to be assessed against the direction from government that councils should be "doing the things only councils can do" and not being diverted into "areas already covered by central government and the private sector".
- 4.18 Any applications which do not fit the new purpose of local government will be advised accordingly when they are notified that the application has been unsuccessful.

Improvements to the grant allocation process

- 4.19 At the Annual Plan workshop in February, Councillors requested some thought be given to ways the decision making process for grants could be improved. The present system is very time consuming for Councillors.
- 4.20 This is not a new issue and has been considered on a number of previous occasions by Council, including by a working party of Councillors during the 2009 review of the policy. Some of the options previously discussed/trialled include:
 - 4.20.1 Contracting decision making out to another organisation (and possible tax advantages of using a registered Trust). This was proposed during the 2009 review but not supported for two reasons. First because it was felt it would lead to a loss of Council branding for the grants and a reduction in the goodwill Community Assistance generates for Council. Second because Councillors felt the grants provided important contacts with community groups for staff and Councillors and a valuable source of information on what was happening within the community.
 - 4.20.2 Delegating decision making to a panel of community experts to be appointed by Council. This was also proposed during the 2009 review and rejected for the reasons above.
 - 4.20.3 Delegating decision making to a subcommittee of Councillors. This was trialled in the past when for some time the assessment was undertaken in the Community Services Committee and then confirmed by full Council. This led at times to relitigation of decisions at full Council and overturning of recommendations.
 - 4.20.4 In some previous rounds all Councillors have filled out assessment sheets and votes for projects were collated by staff, the amount to be supported calculated by averaging the amount each Councillor proposed. This was found by Councillors to be overly complex and was discontinued.

- 4.21 As concerns remain about the inefficiencies of the current process which consumes a large amount of time for all Councillors, consideration could be given to delegating responsibility to a subcommittee as a trial for the upcoming round.

5. Conclusion

- 5.1 Council needs to review the criteria for Community Assistance grants to ensure criteria and decisions are in line with the new purpose of local government. This needs to be done before the next funding round, beginning in July 2013. Updates to the policy will need to be accompanied by updated guidelines and application forms.
- 5.2 The grants allocation process has long been a frustration with many different approaches having been tried in the past. The option of delegating a subcommittee of Councillors to make recommendations on grants could be trialled at the next Community Assistance round in July.

Nicky McDonald

Manager Policy and Planning

Attachments

Attachment 1: Community Assistance Policy 2009 [725470](#)

Attachment 2: Draft Community Assistance Policy 2013 [1485919](#)

Supporting information follows.

Supporting Information	
1. Fit with Purpose of Local Government	This report aims to ensure that Community Assistance funding criteria fit with the new purpose of local government.
2. Fit with Community Outcomes and Council Priorities	A current requirement of applications for Community Assistance Funding is that they are in alignment with one or more of the Community Outcomes. The recommended changes to the policy will not change this but will add Council priorities to this requirement.
3. Fit with Strategic Documents	The Community Assistance Policy was initiated by the Social Wellbeing Policy, and supports the community sector in initiatives that assist in achieving social wellbeing outcomes for the Nelson community.
4. Sustainability	An improved Community Assistance policy will ensure that Council continues to meet its commitment to sustainability by funding projects and services that positively impact the needs of the Nelson community, today and in the future.
5. Consistency with other Council policies	No consequential inconsistencies with other policies.
6. Long Term Plan/Annual Plan reference and financial impact	Funding for Community Assistance is allocated in the Long Term Plan 2012-22, and included in the draft Annual Plan 2013/14.
7. Decision-making significance	This is not a significant decision in terms of the Council's Significance Policy.
8. Consultation	Consultation has not been undertaken with external organisations, as the matter at question is Council compliance with the 2012 amendments to the Local Government Act 2002.
9. Inclusion of Māori in the decision making process	As above.
10. Delegation register reference	Decision of Council

DRAFT

**Community Assistance Policy
for
Nelson City Council**

1.0 BACKGROUND

- 1.1 Nelson City Council has been providing assistance to community organisations for many years through a variety of mechanisms such as funding agreements, one-off grants, rates remissions, intermediary loans, and community leases and licences. In 2004 Council developed a Community Assistance Policy as called for in the Social Wellbeing Policy, in order to give direction to the future allocation of community assistance.
- 1.2 The policy formalised the procedures for allocating support to community organisations, basing the allocation of funds on the three significant activity areas of recreation and leisure; culture, heritage and arts; and social development; plus an “other” category. The policy made contracts and one-off grants contestable through a process where applicants compete for a set pool of funds.
- 1.3 The combined value of all forms of community assistance (including community leases) in 2007/08 was over one million dollars. The pool of funding available for community contracts, one-off grants and rates remissions in 2008/09 was \$447,079. This funding is adjusted annually by the rate of inflation.
- 1.4 In 2009 the Community Assistance Policy was reviewed by a Working Party of Councillors and staff. Changes were made to streamline the assessment and approval process and to improve accountability. Categories were removed so that applications competed against each other on the basis of the contribution they made to Council’s community outcomes and how well they met other criteria of the policy.
- 1.5 The revised policy was approved by Council on x and is scheduled to be reviewed again in 2015. Council may decide to review the policy at any time before then.

2.0 OBJECTIVE

- 2.1 The purpose of this policy is to enable charitable and not-for-profit organisations to contribute towards community outcomes as defined in the Nelson Community Plan.

3.0 TYPES OF COMMUNITY ASSISTANCE

- 3.1 Council provides five types of community assistance. These are outlined in the table below. Council also provides rates remissions to community groups who own their own land. This is covered in a separate policy but the funding comes from the community assistance budget.

Type	Description
Community Contracts	Community Contracts are awarded for one to four years. There is no specified maximum amount for community contracts.
One-off Grants	Can be for underwriting as well as grants. Grants and underwriting guarantees are for a maximum of \$2,500. These grants must be spent within 12 months of being awarded unless otherwise agreed.
Intermediary loans	Loans obtained by Council on behalf of not-for profit organisations who wish to develop facilities on council land but as they do not own the land cannot offer sufficient security

Type	Description
	to obtain loans on the open market.
Community leases and licences	Agreements with not-for-profit organisations that rent or occupy Council land and/or buildings.
Rates remissions	These are guided by a separate policy (see appendix 1).

4.0 CRITERIA

1. Only organisations with “Registered charitable entity” status, or that can demonstrate that for tax purposes they are considered “not for profit”, will be eligible for Community Assistance under this policy.
2. Retrospective funding will not be considered.
3. Applications must demonstrate the contribution the project will make to Council’s community outcomes.
4. Preference is for applications that leverage additional funding as demonstrated by documentation of applications lodged with, or offers of funding from other funders.
5. Preference is given for initiatives within Nelson and that benefit Nelson residents.
6. Other factors that will be considered are:
 - The benefit of the project to the community in comparison to the cost to Council.
 - The level to which the wider community will be involved in the project.
 - The past achievements or potential of the organisation.
 - The ability of the organisation to successfully administer the grant/contract and deliver the outcomes.
 - A project’s contribution towards achieving the goals of other Council policies and strategies
7. Organisations can only make one application to each of the two grant categories (contracts and one-offs) per year.
8. One-off grants cannot be used for ongoing expenses and applicants must demonstrate that they have sufficient resources to implement the project.
9. In addition to the criteria set out above, Council may at times choose to focus grants on particular Council priorities. The decision on focus area can be made at two different points. It can be made during the Annual Plan process, to be implemented the following financial year. It can also be made at the conclusion of the grants funding round, to be implemented in the following year’s round.

5.0 COMMUNITY CONTRACTS AND ONE-OFF GRANTS

- 5.1 The pool of funding for contracts and one off grants is allocated annually by Council. Between 10 to 20% of funds will be available for one-off grants. Applications are accepted for underwriting of projects as well as grants. A minimum of \$2500 will be available annually for underwriting. The proportion of the underwriting monies not uplifted will return to the underwriting fund to

accumulate to a maximum of \$10,000. When the underwriting fund has reached its maximum unused underwriting monies will return to the grant pool.

- 5.2 Staff will assess all applications against the criteria and will prioritise them accordingly within the funds available. The list of prioritised applications will be presented to the Community Services Committee or relevant committee for consideration.

6.0 INTERMEDIARY LOANS

- 6.1 The value of the intermediary loan pool is capped at \$1.5 million. This figure excludes intermediary loans for regional facilities.

- 6.2 The additional criteria for intermediary loans are:

- Only developments on Council-owned land will be eligible.
- Intermediary loans will be for a maximum of one third of the value of the development.
- Council will not provide loan guarantees or interest-free loans.

- 6.3 Applications for intermediary loans will be considered for approval by the Community Services Committee or the Governance Committee.

7.0 COMMUNITY LEASES AND LICENCES

- 7.1 Community leases and licences adhere to the following:

- Formal lease agreements shall be required where organisations occupy Council land or buildings.
- Rent for the exclusive use of Council buildings or land will normally be set at 10% of the market rent for a comparable building or land.
- Rent for the non-exclusive use of Council buildings or land will normally be set at 5% of the market rent for a comparable building or land.
- Valuation of land for rental purposes shall be based on the Rateable Value.
- DELETION

- 7.2 Community leases for whole or part of Council owned buildings will be advertised when they are vacated so that all community groups have an opportunity to submit expressions of interest.

- 7.3 Buildings on Council land may be sold, conditional on the building being advertised and the prospective buyer obtaining a Council lease to occupy the land.

- 7.4 Termination of lease. See paragraph 8.2.

- 7.5 Applications for new community leases and licences will be considered for approval by the Community Services Committee or the Governance Committee using the criteria in paragraph 4 above.

8.0 ACCOUNTABILITY

- 8.1 All recipients of community assistance will provide periodic accountability reports documenting how their activities have contributed to the objectives for which the assistance was given. The following are the reporting schedules:

- Community Contracts – annual reports
- One-off Grants – within six months of expenditure of funding
- Loans – annual reports
- Leases – annually for leases less than four years, minimum of four times during total lease period for leases over four years

8.2 Recipients that fail to submit accountability reports, or that have not spent the money in accordance with the application/contract, or where the use of the facility/land does not satisfactorily contribute to the community outcome will receive up to two written notices asking them to rectify the situation, and may thereafter be asked to return all or part of the funding or vacate the facility/land if they do not comply. Community contracts will continue or be terminated conditional on receipt of satisfactory reports. Recipients that fail to submit acceptable accountability reports may forfeit their eligibility to receive any Community Assistance in the future.

9.0 RELATIONSHIPS WITH OTHER FUNDERS

9.1 Staff will explore and take advantage of opportunities for information sharing with other funders. Using this information, a directory of funding sources will be produced annually to assist the community in finding support for projects. A copy of the directory will be sent out with all application packs.

10.0 WHAT THIS POLICY DOES NOT COVER

- Council Controlled Organisations such as the Tasman Bays Heritage Trust, Bishop Suter Art Museum, Nelson Tasman Tourism and the Regional Economic Development Agency which are funded separately.
- Council funding for major community initiatives budgeted for separately through Council's community plan/annual plan processes.
- The Youth Development Fund which provides financial support for young people to attend outdoor education courses.
- Financial assistance to achieve resource management objectives such as fencing subsidies and subsidies to change heating methods. These costs are funded by Council's Resource Management activities.
- Nelson City Physical Activity Fund for sports and recreation from the former Hillary Commission.
- Contracts or other commercial arrangements where a not-for-profit organisation is contracted to deliver a service for Council.
- Council support for regional facilities - that is capital projects costing \$500,000 or greater.
- Leases and licences at Founders Heritage Park.
- Council owned motor camps.

Draft Community Assistance Policy 2013

Contact: Kath Inwood
 Approved by: TBA
 Approval date: TBA
 Review date: June 2015

1.0 BACKGROUND

- 1.1 Nelson City Council has been providing assistance to community organisations for many years through a variety of mechanisms such as funding agreements, one-off grants, rates remissions, intermediary loans, and community leases and licences. In 2004 Council developed a Community Assistance Policy as called for in the Social Wellbeing Policy, in order to give direction to the future allocation of community assistance.
- 1.2 The policy formalised the procedures for allocating support to community organisations, basing the allocation of funds on the three significant activity areas of recreation and leisure; culture, heritage and arts; and social development; plus an "other" category. The policy made contracts and one-off grants contestable through a process where applicants compete for a set pool of funds.
- 1.3 The combined value of all forms of community assistance (including community leases) in 2007/08 was over one million dollars. The pool of funding available for community contracts, one-off grants and rates remissions in 2008/09 was \$447,079. **This funding is adjusted annually by the rate of inflation, with the 2012/13 budget for contracts, grants and rates remissions being \$498,357.**
- 1.4 In 2009 the Community Assistance Policy was reviewed by a Working Party of Councillors and staff. Changes were made to streamline the assessment and approval process and to improve accountability. Categories were removed so that applications competed against each other on the basis of the contribution they made to Council's community outcomes and how well they met other criteria of the policy.
- 1.5 **In 2013, Council assessed the Community Assistance funding criteria against the new purpose of local government as stated in the amended Local Government Act 2002. The criteria were updated to reflect the need for Council to focus its support on groups that could not be funded by other agencies.**
- 1.6 **The revised policy was approved by Council on tba 2013 and is scheduled to be reviewed again in 2015. Council may decide to review the policy at any time before then.**

2.0 OBJECTIVE

2.1 The purpose of this policy is to enable charitable and not-for-profit organisations to contribute towards community outcomes as defined in the Nelson Community Plan.

3.0 TYPES OF COMMUNITY ASSISTANCE

3.1 Council provides five types of community assistance. These are outlined in the table below. Council also provides rates remissions to community groups who own their own land. This is covered in a separate policy but the funding comes from the community assistance budget.

Type	Description
Community Contracts	Community Contracts are awarded for one to four years. There is no specified maximum amount for community contracts.
One-off Grants	Can be for underwriting as well as grants. Grants and underwriting guarantees are for a maximum of \$2,500. These grants must be spent within 12 months of being awarded unless otherwise agreed.
Intermediary loans	Loans obtained by Council on behalf of not-for profit organisations who wish to develop facilities on council land but as they do not own the land cannot offer sufficient security to obtain loans on the open market.
Community leases and licences	Agreements with not-for-profit organisations that rent or occupy Council land and/or buildings.

4.0 CRITERIA

4.1 Only organisations with "Registered charitable entity" status, or that can demonstrate that for tax purposes they are considered "not for profit", will be eligible for Community Assistance under this policy.

4.2 Retrospective funding will not be considered.

4.3 Applications must demonstrate the contribution the project will make to Council's community outcomes **and priorities**.

4.4 Preference is for applications that leverage additional funding as demonstrated by documentation of applications lodged with, or offers of funding from other funders.

4.5 **Only initiatives within Nelson and/or benefitting Nelson residents will be funded. Services delivered regionally will have funding eligibility limited in proportion to the benefit derived by Nelson residents**

4.6 **Applications must be for, and clearly detail, a specific service and/or outcome that will result from the funding.**

4.7 Other factors that will be considered are:

- All applications must be aligned with the purpose of local government as contained in the Local Government Act 2002 – “to meet the current and future needs of communities for good quality local infrastructure, local public services and the performance of regulatory functions in a way that is most cost-effective for households and businesses. The benefit of the project to the community in comparison to the cost to Council.
- The level to which the wider community will be involved in the project.
- The past achievements or potential of the organisation.
- The ability of the organisation to successfully administer the grant/contract and deliver the outcomes.
- A project’s contribution towards achieving the goals of other Council policies and strategies

4.8 Organisations can only make one application to each of the two grant categories (contracts and one-offs) per year.

4.9 One-off grants cannot be used for ongoing expenses and applicants must demonstrate that they have sufficient resources to implement the project.

4.10 In addition to the criteria set out above, Council may at times choose to focus grants on particular Council priorities. The decision on focus area can be made at two different points. It can be made during the Annual Plan process, to be implemented the following financial year. It can also be made at the conclusion of the grants funding round, to be implemented in the following year’s round.

5.0 COMMUNITY CONTRACTS AND ONE-OFF GRANTS

5.1 The pool of funding for contracts and one off grants is allocated annually by Council. Between 10 to 20% of funds will be available for one-off grants. Applications are accepted for underwriting of projects as well as grants. A minimum of \$2500 will be available annually for underwriting. The proportion of the underwriting monies not uplifted will return to the underwriting fund to accumulate to a maximum of \$10,000. When the underwriting fund has reached its maximum unused underwriting monies will return to the grant pool.

5.2 Staff will assess all applications against the criteria and will prioritise them accordingly within the funds available. The list of prioritised applications will be presented to the Community Services Committee or relevant committee for consideration.

6.0 INTERMEDIARY LOANS

6.1 The value of the intermediary loan pool is capped at \$1.5 million. This figure excludes intermediary loans for regional facilities.

6.2 The additional criteria for intermediary loans are:

- Only developments on Council-owned land will be eligible.

- Intermediary loans will be for a maximum of one third of the value of the development.
- Council will not provide loan guarantees or interest-free loans.

6.3 Applications for intermediary loans will be considered for approval by the Community Services Committee or the Governance Committee.

7.0 COMMUNITY LEASES AND LICENCES

7.1 Community leases and licences adhere to the following:

- Formal lease agreements shall be required where organisations occupy Council land or buildings.
- Rent for the exclusive use of Council buildings or land will normally be set at 10% of the market rent for a comparable building or land.
- Rent for the non-exclusive use of Council buildings or land will normally be set at 5% of the market rent for a comparable building or land.
- Valuation of land for rental purposes shall be based on the Rateable Value.

7.2 Community leases for whole or part of Council owned buildings will be advertised when they are vacated so that all community groups have an opportunity to submit expressions of interest.

7.3 Buildings on Council land may be sold, conditional on the building being advertised and the prospective buyer obtaining a Council lease to occupy the land.

7.4 Termination of lease. See paragraph 8.2.

7.5 Applications for new community leases and licences will be considered for approval by the Community Services Committee or the Governance Committee using the criteria in paragraph 4 above.

8.0 ACCOUNTABILITY

8.1 All recipients of community assistance will provide periodic accountability reports documenting how their activities have contributed to the objectives for which the assistance was given. The following are the reporting schedules:

- Community Contracts – annual reports
- One-off Grants – within six months of expenditure of funding
- Loans – annual reports
- Leases – annually for leases less than four years, minimum of four times during total lease period for leases over four years

8.2 Recipients that fail to submit accountability reports, or that have not spent the money in accordance with the application/contract, or where the use of the facility/land does not satisfactorily contribute to the community outcome will receive up to two written notices asking them to rectify the situation, and may thereafter be asked to return all or part of the funding or vacate the facility/land if they do not comply. Community contracts will continue or be terminated conditional on receipt of satisfactory reports.

Recipients that fail to submit acceptable accountability reports may forfeit their eligibility to receive any Community Assistance in the future.

9.0 RELATIONSHIPS WITH OTHER FUNDERS

9.1 Staff will explore and take advantage of opportunities for information sharing with other funders. Using this information, a directory of funding sources will be produced annually to assist the community in finding support for projects. A copy of the directory will be sent out with all application packs.

10.0 WHAT THIS POLICY DOES NOT COVER

- Council Controlled Organisations such as the Tasman Bays Heritage Trust, Bishop Suter Art Museum, Nelson Tasman Tourism and the Regional Economic Development Agency which are funded separately.
- Council funding for major community initiatives budgeted for separately through Council's community plan/annual plan processes.
- The Youth Development Fund which provides financial support for young people to attend outdoor education courses.
- Financial assistance to achieve resource management objectives such as fencing subsidies and subsidies to change heating methods. These costs are funded by Council's Resource Management activities.
- Nelson City Physical Activity Fund for sports and recreation from the former Hillary Commission.
- Contracts or other commercial arrangements where a not-for-profit organisation is contracted to deliver a service for Council.
- Council support for regional facilities - that is capital projects costing \$500,000 or greater.
- Leases and licences at Founders Heritage Park.
- Council owned motor camps.

Minutes of a meeting of the Nelson Youth Council

Held in the Council Chamber, Civic House, Trafalgar Street, Nelson

On Thursday 11 April 2013, commencing at 1.02pm

Present: Kaimana Gallop (Chairperson), Samantha Stephens, Moorea Smithline, Petra Higgins, Carla Lindley, Chloe Rumsey, Alexandra Doggett, Fraser Malpas, Joseph Cotton, Dana Fulton, Cambria Doyle, Teone McGregor, Kassianna Barrett-Hemi, Lucy Upton, Patrick Corish, and Blake Hornblow

In Attendance: Councillors Kate Fulton and Pete Rainey, Social Wellbeing Advisor (Rachael Large), Community Services Cadet (Jordan Webby), and Administration Adviser (E-J Ryan)

Apologies: John Gibson, Harry Tod-Smith, Charlie Norton, Chelcie-Mei Phillips, Kassianna Barrett-Hemi (for lateness), Carla Lindley (for lateness)

1. Confirmation of Minutes – 25 March 2013

Document number 1481736, agenda pages 1-5 refer.

Resolved

THAT the minutes of a meeting of the Nelson Youth Council, held on 25 March 2013, be confirmed as a true and correct record.

Higgins/Stephens

Carried

2. Youth Mural

Dana Fulton spoke about the Youth Mural project. She said that the design had been chosen unanimously, but with the artists' agreement, it would be altered slightly to further reflect both Nelson and Maori culture.

Michaela Blackman spoke about preparation work being undertaken for the mural, and invited Youth Councillors to assist with painting the undercoat and other associated jobs. She added that the artists had commissioned a poem, with English and Maori translations to be included with the mural.

Attendance: Kassianna Barrett-Hemi arrived 1.09pm.

3. **Rockquest Award**

Samantha Stephens outlined the event, and there was general agreement that \$200 should be spent on the Youth Council Award. There was also general agreement that Tasman Youth Council should be invited to participate, and Cambria Doyle agreed to work with Chelcie-Mei Phillips to collect Tasman Youth Councillors' contact details.

It was noted that Youth Councillors were required to assist with promotion at the heats, particularly to ensure that all bands participating were aware of the Youth Council Award. Alexandra Doggett, Dana Fulton, Joseph Cotton and Cambria Doyle volunteered to assist with promotion at the Rockquest heats.

It was also agreed that Youth Councillors should promote Rockquest at schools, and Dana Fulton, Chloe Rumsey, Blake Hornblow, Cambria Doyle and Patrick Corish volunteered to do so at their respective schools.

Resolved

THAT Youth Council spend \$200 on the Rockquest Award.

Corish/Stephens

Carried

4. **Stage Challenge Award**

Petra Higgins spoke about the Stage Challenge Award. She said that this was a Ministry of Youth Development Award, which several Youth Councillors could attend. It was noted that Petra Higgins, Harry Tod-Smith, Fraser Malpas, Carla Lindley, Teone McGregor and Alexandra Doggett would attend for this purpose, with Kassianna Barrett-Hemi and Kaimana Gallop as back-ups.

5. **Meet and Greet with Nelson City Councillors**

Rachael Large spoke about the meet and greet morning tea with Nelson City councillors, scheduled for 14 May 2013. She explained that Youth Councillors would need to attend the meeting from 10.15am, and should be back at school by 11.15am.

Joseph Cotton, Teone McGregor, Samantha Stephens, Alexandra Doggett, Chloe Rumsey, Lucy Upton, Blake Hornblow, Fraser Malpas, Moorea Smithline, Petra Higgins, Dana Fulton, Cambria Doyle, Patrick Corish and Kassianna Barrett-Hemi volunteered to attend.

6. **Nelson 2060 Submission**

Kaimana Gallop spoke about the experience of presenting the Youth Council Nelson 2060 submission. She explained the topics covered in the presentation, including recycling, public transport and cycling, and said that the presentation had been well-received.

7. Amazing Race

Petra Higgins spoke about the Amazing Race preparations. She explained that the event activities had been altered to keep the event fresh, and that a further meeting would take place on 6 May 2013. Samantha Stephens, Lucy Upton, Joseph Cotton, Fraser Malpas, Teone McGregor, Moorea Smithline, Petra Higgins, Chloe Rumsey, Dana Fulton, Cambria Doyle, Kassianna Barrett-Hemi, Patrick Corish and Alexandra Doggett volunteered to attend this meeting.

Michaela Blackman joined the meeting. She explained the different activities and noted the Youth Councillors that would coordinate each activity. She emphasised the deadline of 19 April 2013 for all activity information to be included in the event booklet.

8. Tomorrow's Leaders Today

Blake Hornblow gave a verbal report of the Communication and 'Box of Tricks' training he attended with other Youth Councillors. He said the 'Box of Tricks' training had been presented by Whenua Iti and was an interactive workshop focusing on practical leadership skills.

9. Council Meeting

9.1 Council - Community Services - 2 April 2013

Samantha Stephens and Cambria Doyle tabled a meeting report (1491538) and spoke to it.

9.2 Council - Infrastructure – 4 April 2013

Teone McGregor and Lucy Upton gave a verbal report, outlining the issues covered at the meeting.

Attendance: Carla Lindley joined the meeting at 1.34pm.

10. Active Transport Advisory Group

Carla Lindley spoke about the recent Active Transport meeting she had attended. She explained that the group was now re-visiting placing cycle lanes on roadways, rather than between parked cars and the footpath. She added that Youth Council feedback would be sought later in the year.

11. Youth Volunteer Awards

Carla Lindley spoke about the Youth Volunteer Awards. She said a planning meeting had been held the previous week, and that nominations were now open.

She asked for expressions of interest from Youth Councillors to assist with judging the nominations, and Patrick Corish, Kaimana Gallop, Dana Fulton, Chloe Rumsey, Petra Higgins, Moorea Smithline, Fraser Malpas,

Blake Hornblow, Lucy Upton, Kassianna Barrett-Hemi, Carla Lindley and Cambria Doyle volunteered to assist. It was agreed that judging would take place on 27 May 2013.

12. General Business

12.1 Media Policy

Ms Large reminded Youth Councillors that they could speak to the media with Youth Council's mandate, but that they should also notify Councillors Fulton and Rainey if they had done so. It was agreed that Nelson City Council Communications Adviser, Nan Ward, would be invited to a future meeting.

12.2 Stopping Violence Services

Ms Large explained that Youth Council input had been requested into a series of workshops around bullying. It was agreed that representatives from Stopping Violence Services should be invited to the next meeting to provide further information.

12.3 Civic Education Action Group

Ms Large explained that the Civics Education Action Group was convening a Constitutional Review Panel to take place on 27 April 2013. She said that Youth Council involvement had been requested, and Patrick Corish volunteered to attend.

12.4 Heritage Week

Ms Large spoke briefly about the upcoming Heritage Week, and explained that information was available to interested Youth Councillors.

12.5 Trustpower Community Awards 2013

There was general agreement that Youth Council should enter the Awards, and Kassianna Barrett-Hemi agreed to fill in the entry.

There being no further business the meeting ended at 2.05pm

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date

Minutes of a meeting of the Nelson Youth Council

Held in the Council Chamber, Civic House, Trafalgar Street, Nelson

On 15 May 2013, commencing at 1.04pm

Present: Alexandra Doggett (Chairperson), John Gibson, Carla Lindley, Dana Fulton, Cambria Doyle, Samantha Stephens, Harry Tod-Smith, Joseph Cotton, Teone McGregor, Chelcie-Mei Phillips, Chloe Rumsey, Lucy Upton, Charlie Norton, Kaimana Gallop, Kassi Barrett-Hemi, Fraser Malpas, Blake Hornblow, and Petra Higgins

In Attendance: Rachael Large, (Social Wellbeing Adviser), Shailey McLean (Administration Adviser), Tina Thompson (Student – Community Relations) and Jordan Webby (Cadet – Community Development)

Apologies: Councillors Rainey and Fulton, Moorea Smithline, and Patrick Corish

1. Apologies

Apologies were noted and accepted.

2. Confirmation of Minutes - 11 April 2013

Document number 1491607, agenda pages 4-7 refer.

Resolved

THAT the minutes of a meeting of the Nelson Youth Council, held on 11 April 2013, be confirmed as a true and correct record.

Stephens/Upton

Carried

3. Discussion with the Mayor

Ms Large advised that the Mayor was unable to attend the meeting.

4. Stopping Violence Services

Dee Cresswell, Manager Stopping Violence Services, joined the meeting. Ms Cresswell summarised the work Stopping Violence Services do with

youth, and spoke about funding from the Ministry of Social Development for addressing bullying. She advised that a current focus was on bystanders to bullying and that workshops would be taking place to raise awareness of this issue.

Ms Cresswell asked Youth Councillors to consider attending these workshops to provide advice and Harry Tod-Smith, Charlie Norton, Lucy Upton, John Gibson, Chloe Rumsey and Blake Hornblow indicated their interest.

5. Youth Volunteer Awards

Ms Large advised that the Youth Volunteer Awards nominations were closing on 17 May. She said nominations were currently low, and that the event may not be worthwhile if they did not rise. After discussion, it was agreed that if nominations were below 40, the event would not take place, but that the nominated individuals would be recognised another way.

In response to a question, Ms Large advised that if the event funding was not spent, it would not be available for another purpose. She said that she would present the direction from Youth Council to Tasman District Council and Volunteer Nelson.

6. Amendment to Speed Limits Bylaw 2011

Policy Advisor Paul Harrington spoke about the proposed variable speed zones in areas around some schools, which would shortly be out for consultation via a Statement of Proposal. Mr Harrington encouraged Youth Councillors to make a submission and Samantha Stephens agreed to draft one.

7. Top of the South Forum

Rachael Large spoke about the format for the Top of the South Forum happening on 26 July 2013. The majority of Youth Councillors favoured the negotiation skills training option.

8. Draft Annual Plan 2013/14 Submission

Document number 1491960, agenda pages 8-10 refer.

Kassi Barrett-Hemi summarised the submission. It was confirmed that Petra Higgins, Blake Hornblow, Fraser Malpas, Kassi Barrett-Hemi, Kaimana Gallop, Chloe Rumsey, Carla Lindley and Harry Tod-Smith would present the Youth Council submission at the hearings.

Resolved

THAT the Youth Council submission to the Nelson City Council Draft Annual Plan 2013/14 be approved.

9. Stage Challenge Ministry of Youth Development Award

There was discussion on who is presenting the Ministry of Youth Development award and who is attending on behalf of Youth Council. Kaimana Gallop and Chloe Rumsey were confirmed as back-up support.

10. Rockquest Award

Samantha Stephens summarised the Rockquest heats. She agreed to arrange dinner before the award night and asked that Youth Council t-shirts should be worn. She also agreed to arrange a Youth Council photo on the night.

It was emphasised that Youth Councillors attending needed to focus their attention on judging the Youth Council award.

11. Youth Website

Chloe Rumsey summarised a recent meeting with Connections to give feedback on their youth website. She confirmed it had been launched and the website address was www.4youth.co.nz.

12. Meet and Greet with Nelson City Councillors

Harry Tod-Smith spoke about the meet and greet with councillors on 14 May 2013 and said it was a worthwhile experience.

13. Active Transport Advisory Group

Carla Lindley spoke about the Active Transport Advisory Group meeting on 17 April 2013 and the group's focus on The Brook to Victory walkways.

14. Creative New Zealand Funding Panel

Samantha Stephens summarised the Creative New Zealand Funding Panel meeting on 24 April 2013. She spoke about funding criteria, and advised that a mural would be developed on lower Rutherford Street.

15. UN Youth Declaration update

Alexandra Doggett, Cambria Doyle and Carla Lindley spoke about their experience at the UN Youth Declaration. They explained that attendees had discussed various issues, such as environment, water rights and marae-based courts. They said that statements were formed on these issues, and declarations made, which would be outlined in a report to a future Youth Council meeting. A suggestion was made that this report could also be sent to principals and local government representatives.

16. Council Meeting

Chloe Rumsey and Alex Doggett spoke about the Council meeting they attended on 14 May 2013, and tabled a meeting summary (1513163).

17. Media Interaction

Alexandra Doggett advised that the media interview after the last Youth Council meeting had gone well. In response to a comment from a Youth Councillor who had on another occasion been misquoted, Ms Large reported on media management options used by other Youth Councils. The Youth Council agreed that providing questions prior to any media meeting was a good option. Responding to a request for media training, Ms Large confirmed that this is likely to be available in June or July. Carla Lindley agreed to be the media contact for Youth Council, for general comments.

18. Youth Mural

Fraser Malpas spoke about the youth mural under the Collingwood Street Bridge. It was suggested that Sophie Smith and Francesca Hills be formally acknowledged for their artwork.

Michaela Blackman, Festival Co-ordinator, joined the meeting. She said that the mural was well received, and that the lights suggested by Youth Councillors would be installed shortly. She asked that any feedback on the mural be sent to her.

Ms Blackman also spoke about the draft Annual Plan 2013/14 submission by Chris Finlayson regarding murals along the Maitai Walkway.

19. Sonic and Masked Parade

Ms Blackman advised that the Sonic event and Masked Parade were confirmed for 18 October 2013, and that the theme was akin to adventurous journeys. She said that a list of volunteer jobs would be coming to another Youth Council meeting. Ms Blackman spoke about other activities that could happen on the night, and said that the silent disco had been well received last year.

Ms Blackman asked for suggestions for a band, and Carla Lindley and Dana Fulton agreed to send information on a singer to Ms Blackman.

20. Constitutional Review Panel Meeting

This item was not discussed, as Patrick Corish had entered his apologies for the meeting.

21. Amazing Race

Petra Higgins updated the group on the Amazing Race event held on 11 May 2013. She said that the event was a success, and suggested that a

longer registration period could help to get more teams involved. She added that Saturday afternoon was not an ideal time for many people due to sporting commitments.

Ms Blackman spoke about some hazards that were identified that could be improved at the next event. It was also suggested that the answer booklet could be improved.

Ms Large reminded the group that Youth Council needed to consider the fit of the Youth Week event with Council objectives, particularly when participation numbers were below expectation.

22. General Business

22.1 Clara Van Wel Concert

It was noted that Paper City were supporting Clara Van Well in concert on 24 May and that Youth Councillors attending should wear their Youth Council T-shirts.

22.2 Correspondence

Ms Large read a note from Mathew Buckingham, who thanked Youth Council and wished the group luck.

22.3 Youth Council Constitution

It was suggested that the Youth Council Constitution needed updating. Harry Tod-Smith, Carla Lindley, Kassi Barrett-Hemi and Charlie Norton indicated interest in working on this.

22.4 Neale Park Skate Park Lighting

It was confirmed that Powertech had visited the Skate Park and indicated that another light was required. It is intended the new lights can be installed in the next financial year.

22.5 Tree Planting at Tahunanui Youth Park

Youth Council were asked if they would like to run a tree planting event, as part of the final stages of the Tahuna Youth Park project. It was noted that tree planting at the Youth Park would take place on 5 June, also World Environment Day. Ms Large noted that funding from the Mayors Task Force for Jobs could be put towards the planting, and there was general support for this.

Debbie Daniell-Smith joined the meeting and described the urban art panels at Tahunanui. Ms Large tabled a diagram of the panels (1521888).

22.6 The Constitution Conversation

Ms Large asked if Youth Councillors would like Gail Collingwood to come to the next Youth Council meeting to speak about the Constitution Conversation.

There being no further business the meeting ended at 3.02pm.

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date

Preparation for the 2013 Local Elections

1. Purpose of Report

- 1.1 To obtain a Council decision regarding the continued appointment of Warwick Lampp as Electoral Officer for the 2013 elections, the order of candidates' names on the voting papers and the early processing of returned voting papers.

2. Recommendation

THAT Warwick Lampp of Electionz.com be affirmed as Electoral Officer for Nelson City Council.

THAT in accordance with Regulation 31(2) of the Local Electoral Regulations 2001, the candidates' names on voting documents for the 2013 triennial local election be in computerised random order.

THAT in accordance with Section 79(1) of the Local Electoral Act 2002, the voting documents for the 2013 triennial local election be processed during the voting period.

3. Background

- 3.1 Council is required to make a number of resolutions in advance of the triennial election.
- 3.2 There are three decisions for Council to consider.

4. Discussion

Electoral Officer

- 4.1 In 2010, in accordance with Section 12(1) of the Local Electoral Act 2001, Council appointed Warwick Lampp of Electionz.com as the Electoral Officer. The resolution specified that Mr Lampp be the Electoral Officer for the 2010 Local Body Elections.
- 4.2 Although Section 12(3) of the Local Electoral Act 2001 states that "an Electoral Officer, unless he or she dies, resigns, is dismissed from office

or becomes incapable of acting, remains in office until his or her successor comes into office.” it would be prudent for Council to pass a resolution affirming Mr Lampp as Electoral Officer without a time constraint.

- 4.3 Nelson City Council currently has a signed contract with Electionz.com to undertake the duties of Electoral Officer and Deputy Electoral Officer for the 2013 elections.

Order of Candidate Names

- 4.4 Regulation 31(1) of the Local Electoral Regulations 2001 provides that candidates’ names on the voting document may be arranged in one of three ways; alphabetical order of surname, pseudo-random order or computerised random order.

- 4.5 Regulation 31(2) provides that Council may resolve which of these three ways is used. In 2010 Council resolved that candidates’ names be arranged in computerised random order.

Alphabetical Order by Surname

- 4.6 This method is self-explanatory.

Pseudo-Random Order

- 4.7 Using this method, the names of candidates are listed in a random order, and all voting documents use the same order. If this method is used, the candidates’ names would be placed in a container, mixed together and then drawn out, with the candidates’ names being placed on all voting documents in the order in which they are drawn. If Council decides to use pseudo-random order, any person is entitled to attend at the place where the order of candidates’ names will be arranged, and a public notice is required to be given of the date and time it will occur.

Computerised Random Order

- 4.8 Under this method, the order of candidates’ names is determined randomly by computer for each voting document so that the order of names of candidates, will vary from one document to another.
- 4.9 There are advantages and disadvantages to each of these methods. It is considered that the fairest option for all candidates is computerised random order. For this reason, this option is recommended.
- 4.10 Regulation 31(3) says that if there is no such resolution, the candidates’ names must be arranged in alphabetical order of surname.

Early Processing of Votes

- 4.11 Section 79(1) of the Local Electoral Act 2001 enables Council to resolve that voting documents may be processed during the voting period. This

processing involves the opening of the envelopes and scanning of the votes.

- 4.12 If council passes a resolution for early processing of votes, it will enable preliminary results to be available more quickly following the close of the voting period.

5. Conclusion

- 5.1 There are three procedural resolutions that Council may chose to make in advance of the 2013 triennial local election.
- 5.2 It is recommended that Council resolve, the continued appointment of Warwick Lampp as Electoral Officer for Nelson City Council, that the candidates' names on the voting documents be arranged in computerised random order and, that the voting documents be processed during the voting period.

Penny Langley
Manager Administration

Attachments

None.

No supporting information follows.

Remuneration of Elected Members 2013

1. Purpose of Report

- 1.1 To confirm the remuneration of Elected Members from 1 July 2013 to the date members come into office for the 2013-16 Council term.

2. Recommendation

THAT report 1534058 Remuneration of Elected Members 2013 be received.

3. Background

- 3.1 At the 17 May 2012 Council – Policy and Planning meeting, Council resolved:

THAT the option to divide the indicative remuneration pool equally among all Councillors, with the Deputy Mayor receiving an additional \$7,500 (Option B), be confirmed as the system of remuneration to apply from July 2012 to June 2013 and for referral to the Remuneration Authority;

- 3.2 The Remuneration Authority has recently released a new framework for the remuneration of Elected Members which will take effect following the 2013 Election. A report regarding this new framework will be brought to Council in July 2013.
- 3.3 In the meantime the question of what to do regarding remuneration of elected members from 1 July 2013 to the date members come into office for the 2013-16 Council term, must be addressed.
- 3.4 The Remuneration Authority has issued a document responding to frequently asked questions. The full document can be accessed at <http://www.remauthority.govt.nz/documents/faq-local-authority-elected-member-remuneration-setting-2013-exclsAucklandCouncil.pdf>. The part of the document relevant to this report is included as Attachment 1.
- 3.5 The Expenses Policy for 2012/13 has been approved by the Remuneration Authority with the exception of the payment of the Communications Allowance.

4. Discussion

- 4.1 The Remuneration Authority has stated that the remuneration set out in the 2012 Determination will continue to apply until members come into office for the 2013-16 Council term.
- 4.2 As indicated in Attachment 1, Section 115 of the Local Electoral Act 2001 which defines the date that members are considered to come into office, is to be amended as part of the Local Electoral Amendment Bill.
- 4.3 Currently Section 115 says:
- (1) *A candidate at a triennial general election who is declared to be elected before polling day comes into office on polling day.*
 - (2) *In any other case, a candidate at any election comes into office on the day after the day on which the candidate is declared to be elected.*
 - (3) *A person appointed to fill an extraordinary vacancy comes into office at the time of his or her appointment.*
- 4.4 The Local Electoral Amendment Bill says:
- Section 115(1) and (2) are repealed and the following subsection is substituted:*
- "(1) Candidates at a triennial general election who are declared to be elected come into office on the day after the day on which the official result of the election is declared by public notice under section 86."*
- 4.5 It is expected that the Local Electoral Amendment Bill will be passed as it is and prior to the 2013 Election. If this is the case, what is outlined in 4.4 will be what happens. This will mean that the extension of the 2012 Determination will be in place until the results of the 2013 Election are declared by public notice. This generally occurs within a week of the 12 October Election Day. Clearly, there are many factors in play here so this is by no means set in stone.
- 4.6 Regardless of the ambiguity around the exact end date for the extension of the 2012 Determination, 11 Councillors will continue to be paid \$33,452; the Deputy Mayor will continue to be paid \$40,952 and the Mayor will continue to be paid \$116,300 up to the 2013 Election.
- 4.7 With regard to the Expenses Policy for the same period, everything will also remain the same as for the 2012/13 financial year. Officers are working with the Remuneration Authority to resolve issues around the payment of the Communications Allowance and hope to have resolution prior to 1 July 2013.

5. Conclusion

- 5.1 The 2012 Determination will be continued from 1 July 2013 to the date members come into office for the 2013-16 Council term.

Penny Langley
Manager Administration

Attachments

Attachment 1: Extract from Remuneration Authority Frequently Asked Questions Document [1534575](#)

No supporting information follows.

7. REMUNERATION DURING THE 2013 ELECTION PERIOD

Q28 What happens to elected member remuneration during the October 2013 council elections period?

The remuneration set out in the 2012 Determination will continue to apply until new or re-elected members come into office on either:

- a) the day of the election, in the case of an uncontested election, or
- b) the day after the day of the official public notification of a council's election results, in the case of a contested election.

Remuneration for members not re-standing for election will cease on the day when members elected come into office.

The above timeframes are consistent with the current provisions of the Local Electoral Act 2001. They will be realigned if the Local Electoral Amendment Bill (No 2)'s provisions around these timeframes are enacted. That Bill is currently open for submissions.

May 2013

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