

Notice is hereby given that a Meeting of the Te Anau Community Board will be held on:

Date: Wednesday, 14 June 2017
Time: 3.00pm
Meeting Room: Distinction Te Anau Hotel & Villas
Venue: 64 Lakefront Drive, Te Anau

Te Anau Community Board Agenda

OPEN

MEMBERSHIP

Chairperson	Rachel Cockburn
Deputy Chairperson	Sarah Greaney
Members	Shaun Cantwell
	Mary Chartres
	Kara Matheson
	Tony O'Loughlin
Councillor	Ebel Kremer

IN ATTENDANCE

Committee Advisor	Jenny Labruyere
Community Partnership Leader	Simon Moran

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Full agendas are available on Council's Website
www.southlanddc.govt.nz

Terms of Reference – Community Boards

Community Boards are bodies established by statute. Their responsibilities and powers are as delegated by the Southland District Council which are to:

- Represent and act as an advocate for the interest of its community.
- Consider and report on all matters referred to it by the Southland District Council, or any matter of interest or concern to the Community Board.
- Maintain an overview of services provided by the Southland District Council within the community.
- Consider annual estimates for expenditure within the community and recommend these to Council.
- Communicate with community organisations and special interest groups within the community.
- Undertake any other responsibilities that are delegated to it by the Southland District Council.

In addition to these activities, Community Boards will consider how best to provide for their communities, and the people who live there, into the future.

Community Board members will provide leadership by:

- Positively representing their community and the Southland District
- Identifying key issues that will affect their community's future and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities.
- Promote a shared vision for the wider community of interest area and develop ways to work with others to achieve positive outcomes

Community Boards will adopt a strategic focus that will enable members to:

- Provide local representation and guidance on wider community issues, initiatives and projects.
- Contribute to the development and promotion of community cohesion, by developing and supporting relationships across a range of stakeholders at a local, regional and national level.
- Take part in local community forums, meetings and workshops.
- Inform local residents and ratepayers on issues that affect them.

Community Boards shall have the following delegated powers and be accountable to Council for the exercising of these powers

Engagement and representation by:

- Facilitating the Council's consultation with local residents and community groups on local issues and local aspects of district wide issues including input into the Long-term Plan, Annual Plan, and policies that impact on the Board's area.
- Engaging with council officers on local issues and levels of service, including infrastructural, recreational, community services and parks, reserves and cemetery matters.
- Representing the interests of the community at Council, Committee or Subcommittee meetings when a motion under debate relates to a matter that the Board considers to be of particular interest to the residents within its community.
- Monitoring and keeping the Council informed of community aspirations and the level of satisfaction with services provided.

Financial by:

- Approving expenditure within the limits of annual estimates.
- Approving unbudgeted expenditure for locally funded activities up to the value of \$10,000.

Rentals and leases

- In relation to all leases of land and buildings within their own area, on behalf of Council;
 - Accepting the highest tenders for rentals of \$10,000; or less per annum.
 - Approving the preferential allocation of leases where the rental is \$10,000 or less per annum.

Local assets and facilities by

- Overseeing the management of local halls and community centres which are owned by Council and where no management committee exists. This will occur by way of relationship with officers of Southland District Council.

- Appoint a local liaison person responsible for community housing.

Some Community Boards have specific delegations in addition to the broad delegations above:

Stewart Island/Rakiura Community Board

- Contributing to the development of policy relating to the governance of the Stewart Island Electrical Supply Authority (SIESA).
- Overseeing the management of SIESA by way of relationship with officers of Southland District Council.

Te Anau Community Board

- Overseeing the management of the Te Anau/Manapouri Airport by way of relationship with officers of Southland District Council.

The Community Boards can make recommendations to Council on:

Assets and Facilities

- Annually providing feedback on any asset management plans or community services strategies applicable to the community for which the Community Board is responsible.

Rentals and leases

- In relation to all leases of land and buildings within their own area, on behalf of Council;
 - Recommending rentals in excess of \$10,000 per annum to the Group Manager Services and Assets
 - Recommending the preferential allocation of leases where the rental is in excess of \$10,000 per annum to the Group Manager Services and Assets.

Contracts/Tenders

- Recommending tenders less than \$200,000 to the Group Manager Services and Assets.
- Recommending tenders in excess of \$200,000 to the Services and Assets Committee.
- Recommending tenders to the Services and Assets Committee where preference is not for acceptance of the highest tenderer,

Financial

- Recommending annual estimates to Council.
- Recommending unbudgeted expenditure in excess of \$10,000 to the Services and Assets Committee.

Local Policy

- Considering matters referred to it by officers, the Council, its committees or subcommittees, including reports and policy and bylaw proposals relating to the provision of council services within the Board's area; and
- Making submissions or recommendations in response to those matters as appropriate.

The Chairperson of each Community Board is delegated with the following additional responsibilities:

- Approval of leases, rental agreements and the rollover of existing contracts under \$1,000;
- Engaging with Community Board members to make submissions to the Council on behalf of the Community Board where a submission period is outside of the Community Board meeting cycle. Where a Chairperson is unable to base a submission on a consensus among Community Board members, a Community Board meeting must be held.

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UPDATE REPORTS

8.1 Chairperson's Report

The Chairperson, Member Cockburn, to report on matters with which she has been involved since the Board's last meeting.

8.2 Councillor's Report

Councillor to report on matters from the District Council table.

1 Apologies

At the close of the agenda no apologies had been received.

2 Leave of absence

At the close of the agenda the following request for Leave of Absence was received:
Councillor Kremer

3 Conflict of Interest

Committee Members are reminded of the need to be vigilant to stand aside from decision-making when a conflict arises between their role as a member and any private or other external interest they might have.

4 Public Forum

Notification to speak is required by 5pm at least two days before the meeting. Further information is available on www.southlanddc.govt.nz or phoning 0800 732 732.

5 Extraordinary/Urgent Items

To consider, and if thought fit, to pass a resolution to permit the committee to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:

- (i) the reason why the item was not on the Agenda, and
- (ii) the reason why the discussion of this item cannot be delayed until a subsequent meeting.

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“Where an item is not on the agenda for a meeting,-

- (a) that item may be discussed at that meeting if-
 - (i) that item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”

6 Confirmation of Minutes

- 6.1 Minutes of Te Anau Community Board Meeting, held on 12 April 2017.

Te Anau Community Board

OPEN MINUTES

UNCONFIRMED

Minutes of a meeting of Te Anau Community Board held in the Distinction Te Anau Hotel & Villas, 64 Lakefront Drive, Te Anau on Wednesday, 12 April 2017 at 3.00pm.

PRESENT

Chairperson	Rachel Cockburn
Deputy Chairperson	Sarah Greaney
Members	Shaun Cantwell
	Mary Chartres
	Kara Matheson
	Tony O'Loughlin

IN ATTENDANCE

Committee Advisor	Jenny Labruyere
Community Partnership Leader	Simon Moran
Group Manager Community and Futures	Rex Capil
Group Manager Services and Assets	Ian Marshall
Governance and Democracy Manager	Clare Sullivan
Manager Strategic Property	Kevin McNaught
Operations Manager Water and Waste	Bill Witham
Community Partnership Leader	Kelly Tagg
Community Planner Venture Southland	Megan Nunn

1 Apologies

An apology for non-attendance was lodged by Councillor Kremer.

2 Leave of absence

There were no requests for leave of absence received.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

Ian Cryer - Emergency Management Southland

Mr Cryer addressed the Board advising of the change of staff and processes and the desire to schedule sector level meeting with key members of the community in the future to gauge the needs of communities with unique hazards in different areas.

Sandra McNamara and Pam Applegarth – Henry Street Trees

Mrs McNamara sought the Boards consideration to approve the removal of several large trees that are shading properties adjacent the Henry Street Reserve, and Mrs Applegarth read a submission regarding the same issue from another resident also affected by the trees.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Member O'Loughlin, seconded Member Cantwell

That the minutes of Te Anau Community Board meeting meeting held on 15 February 2017 be confirmed as a true and correct record.

Reports

7.1 Council Report

Record No: R/17/3/5899

Community Partnerships Leader Simon Moran presented the report.

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

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

- National Policy Statement on Freshwater Management
- Around the Mountain Cycle Trail
- Southland Regional Development Strategy (SoRDS)
- Building Control Mr Moran

Mr Moran updated the Board in regard to the Statistics New Zealand Mesh Blocks and advised changes to the current Urban Zone for Te Anau better reflect the growth in the area is being considered.

Mr Moran also advised the Real Journey's road line licence agreement is being updated as agreed previously by the Board to take into considerations to the proposed extensions to their lakefront building.

Mr Moran added comments from the Community Engineer advising the recently completed projects are; the Lions Park BBQ, trimming and removal of the lakefront trees, and the boat harbour dump station.

In regard to the financial report Mr Moran outlined that income is currently slightly down on year to date budget due to the timing of invoicing and will even out again when the business unit is updated as at the end of March and that as at end of February all operational budgets are running slightly under budget YTD, except the Cemetery which is unfortunately dependent on the level interments required.

Furthermore Mr Moran added that Beautification Capital costs are zero due to the Town Entrance project and Events Sign budgeted which have not been undertaken and will be considered further as part of the community consultation process.

Resolution

Moved Member Matheson, seconded Member Chartres

That the Te Anau Community Board:

- a) **Receives the report titled "Council Report" dated 4 April 2017.**

7.2 Request for Te Anau - Tako Town (Japan) Friendship Relationship

Record No: R/17/3/6373

Report by R Capil (Group Manager, Community & Futures) provided information to assist the Te Anau Community Board in making a decision relating to a request from Tako Town in Japan to form a Friendship Relationship between both towns.

Mr Capil outlined to the Board that over the past 18 months there has been interest expressed by Tako Town (Japan) to develop some formal relationship with the Te Anau Community Board by way of a Friendship Relationship or Agreement.

Mr Capil advised that following various correspondence and communications between officers and elected representatives from Tako Town, the Te Anau Community Board and Southland District Council, and that the Board referred the request to Council for direction and consideration for an appropriate course of action going forward.

Mr Capil added the main issue regarding the ability of the Te Anau Community Board to enter into an agreement with Tako Town was considered by the Southland District Council Community and Policy Committee meeting on 15 March and provided further background information for the Board's reference.

Furthermore Mr Capil advised that Council resolved to support the Board's involvement with Tako Town as part of a friendship Relationship. Mr Capil provided the options for the Board to accept or not the request from Tako Town (Japan) in becoming involved with Tako Town as part of a Friendship Relationship—if it is the wish of the Board to enter into such a Friendship Relationship.

Resolution

Moved Deputy Chairperson Greaney, seconded Member Matheson

That the Te Anau Community Board:

- a) **Receives the report titled “Request for Te Anau - Tako Town (Japan) Friendship Relationship” dated 5 April 2017.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Accepts the request from Tako Town (Japan) to become involved with Tako Town (Japan) as part of a Friendship Relationship.**
- e) **Agrees to initiate discussions with Tako Town (Japan) with regards to formalising the Friendship Relationship.**

7.3 Rotary Club of Fiordland - Roadside Project

Record No: R/17/3/6609

Member Greaney declared an interest due to her being a Rotarian.

Report by N Lewis (Community Engineer) advised the Board that the Rotary Club of Fiordland have submitted a letter to the Te Anau Community Board wishing to “hand over” their beautification project that the club currently undertake, for the township road side entrance on the Te Anau Mossburn Highway (SH94).

Mr Lewis informed the Board that an approximate 3 km long area of Te Anau Mossburn Highway (SH94) road side from the town entrance has been beautified and maintained for the past six years as a Rotary Club Project. The Rotary Club wish to dispose of this ongoing commitment and are requesting the Board to take over responsibility.

Mr Lewis outlined that the roadside is State Highway and thus not controlled by SDC and any approvals required would need to be gained through the New Zealand

Transport Agency (NZTA).

Furthermore Mr Lewis added that currently the township budgets do not include this work outside the township. The current Maintenance Contract extends to the 80 km/hr signage on the south side of the highway (and a minor variation to the contract could be agreed to include the north side of the highway to the 80 km/hr signage).

There are private residents within this area currently maintaining their frontages, this private situation is accepted by the NZTA.

Mr Lewis advised to date there has never been an understanding that this Rotary Project responsibility would come to Council. Adding does this request, if accepted set a precedent for any other community group to expect to be able to start “projects” with financial implications then when they desire be able to off load to Council without making such agreements at project initiation.

Mr Lewis added if the work is undertaken such costs could be paid through the Township Maintenance Contract as tasked work and costs would need to cover such approvals and traffic management requirements of the (NZTA), a variation agreement would be difficult as this area is not within the township nor addition of new reserves which is the criteria for variation to the mowing area via a pro rata increase, or a standalone contract could be made with an undetermined contractor, again including such approvals and traffic management required by the NZTA.

Furthermore, the NZTA have stated that they would consider funding this work through their own contractors or through SDC but the value would have to be agreed once known. The NZTA have stated a reluctance to allow the Rotary Club or the Club’s contractors to continue without meeting NZTA requirements but the Club would be required to discuss this with NZTA.

In discussing the report Members requested Rotary be advised of the decision to decline the request for the Board to take over the beautification project and that the Club be advised to approach the NZTA and seek funding through the agency or advocate on the club’s behalf for NZTA to continue maintaining to the current levels through their own contractors. However the Board agree to extend the current Maintenance contract to the 80km/hr signage on the north side of the highway to the 80km/hr signage.

Resolution

Moved Member O’Loughlin, seconded Member Cantwell

That the Te Anau Community Board:

- a) Receives the report titled “Rotary Club of Fiordland - Roadside Project” dated 5 April 2017.**
- b) Determines that this matter or decision be recognised not significant in terms of Section 76 of the Local Government Act 2002.**
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages**

prior to making a decision on this matter.

- d) Declines the request from the Rotary Club of Fiordland to take over its beautification project and for the Rotary club to be advised to approach New Zealand Transport Agency to seek funding or advocate on the club's behalf for that Agency to continue maintaining the projects current level of service through their own contractors.
- e) Requests staff to include a minor variation to the maintenance contract to include the north side of the Te Anau Mossburn Highway extending to the 80km/hr signage thus matching the south side of the highway, in order to tidy up the township only responsibilities under the maintenance contract.

7.4 Relocation of Quintin Mackinnon Statue

Record No: R/17/3/6435

Report by N Lewis (Community Engineer) provided formal direction as to relocate or not, of the Quintin Mackinnon Statue as no formal resolution was made to not relocate the said statue following new information presented to the Board by Member Greaney. This was following the existing direction to relocate the statue as per the request presented to the Board by Mr Ray Willett.

Mr Lewis updated the Board stating that Mr Ray Willett requested the Te Anau Community Board consider the relocation of the Quintin Mackinnon Statue from its current location adjacent the Te Anau Department of Conservation office to the ANZAC Reserve.

The Board was provided with further information regarding the history of the statue along with the knowledge that the rock that the statue rests on was damaged during installation and unusable if relocation was attempted and finally the relocation does not fit with broader community wishes.

Resolution

Moved Member Matheson, seconded Member O'Loughlin

That the Te Anau Community Board:

- a) Receives the report titled "Relocation of Quintin Mackinnon Statue" dated 4 April 2017.
- b) Determines that this matter or decision be recognised not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Notes the decision made in the Action Sheet item of the 5 October 2016 meeting to relocate the Quintin Mackinnon Statue and to pursue an application for grant monies to the Southland District Council's Community Initiative Fund.

- e) **Notes that the relocation does not fit with the broader community wishes and Mr Willett be advised of the Board's decision.**
- f) **Agrees to request that officers do not proceed further with the application for funding from the Community Initiatives Fund and not relocate the Quintin Mackinnon Statue as the rock the statue is placed on, suffered damage and maybe unsafe for relocation if attempted.**

7.5 Update on Odour Issues at Te Anau Oxidation Ponds

Record No: R/17/3/7086

Report by B Witham (Operations Manager–Water & Waste Services) outlining steps taken to manage the odour issues that were first reported in February 2017.

Mr Witham advised Water and Waste staff have liaised closely with Environment Southland staff including meeting at the Te Anau treatment site on 3 March. Environment Southland have indicated that they are satisfied with Council's response to the issue and acknowledged that a full recovery may take some time and that Council's response should be consistent with that.

Mr Witham added that as of 30 March 2017 staff have reported that the pond system is again performing to the level expected of this type of system.

Resolution

Moved Member Matheson, seconded Deputy Chairperson Greaney

That the Te Anau Community Board:

- a) **Receives the report titled "Update on Odour Issues at Te Anau Oxidation Ponds" dated 3 April 2017.**

7.6 Te Anau Airport Wastewater Options Detailed Review

Record No: R/17/3/6154

Report by R Hamilton (Team Leader, Community Engineers) requesting the Board approve the awarding of a contract to replace the failed wastewater effluent field at Te Anau Airport.

Mr Hamilton informed the Board that during the upgrade of Te Anau Airport in 2008, an on-site wastewater treatment system was installed.

Mr Hamilton advised that during 2014 the effluent field failed, which also caused the submersible pump to fail due to over pressurisation when it attempted to pump against the blocked outlet. Since then all wastewater from Te Anau Airport has been trucked to Te Anau for treatment.

Mr Hamilton added that a report was provided to the Te Anau Community Board meeting on 12 February 2017 recommended that a new disposal field be installed to replace failed system, this report was based on a proposal provided by Mahon Plumbing in 2016.

Southland District Council subsequently received an alternate proposal from Te Anau Earthworks to install a proprietary (AES) effluent disposal system with: 2,000 litres/day capacity, including secondary treatment, as well as a 20 year warranty.

The Board was advised that there is no funding for replacement of the effluent field in current LTP for the Airport. The annual cost to transport wastewater to Te Anau is around \$9,120 pa. Gore Septic Tank Cleaners charge: \$300 to handle and transport each load plus there is a \$80 disposal fee/load at Te Anau Treatment Plant, so 24 loads @ \$380 each = \$9,120.

Funding for this proposal would require approval for unbudgeted expenditure. This project has been included in the February budget forecast, where costs are included in Airport capital account.

Resolution

Moved Member Cantwell, seconded Deputy Chairperson Greaney

That the Te Anau Community Board:

- a) **Receives the report titled “Te Anau Airport Wastewater Options Detailed Review” dated 5 April 2017.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Approves the allocation of unbudgeted funding to support awarding of Contract to Te Anau Earthworks for supply and installation of AES Soakage Field at Te Anau Airport.**

7.7 New Triennium 2016-2019 - New Approach

Record No: R/17/3/4151

Group Manager, Community and Futures, Rex Capil presented the report.

Mr Capil advised the purpose of the report is to advise the Board that Council has been undertaking some significant changes over the past two years.

Resolution

Moved Member Matheson, seconded Member Chartres

That the Te Anau Community Board:

- a) **Receives the report titled “New Triennium 2016-2019 - New Approach” dated 4 April 2017.**

7.8 Recently Adopted Policies

Record No: R/17/3/3813

Community Partnerships Leader, Simon Moran Stevenson presented this report.

Miss Stevenson advised that the report was to inform the Board of policies that had been adopted by the Southland District Council.

Resolution

Moved Deputy Chairperson Greaney, seconded Member Cantwell

That the Te Anau Community Board:

- a) **Receives the report titled “Recently Adopted Policies” dated 14 March 2017.**
- b) **Notes that the Council has recently adopted three new policies, two of which came into effect on the 23rd of February 2017.**

7.9 Te Anau Airport Manapouri Works and Finance Report for the period ending February 2017

Record No: R/17/4/7520

Report by Mr I Marshall (Group Manager, Assets & Services) for the Te Anau Airport Manapouri Works and Finance report for the period ending February 2017.

Resolution

Moved Member O'Loughlin, seconded Member Chartres

That the Te Anau Community Board:

- a) **Receives the report titled “Te Anau Airport Manapouri Works and Finance Report for the period ending February 2017” dated 4 April 2017.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**

Committee Reports

8.1 Chairperson's Report

Record No: R/17/4/7445

The Chairperson, Member Cockburn, reported on matters with which she has been involved since the Board's last meeting, these included;

- Meeting with Todd Barclay, National Party Member to discuss a variety of local issues
- Otago University Geological students to survey key groups and businesses within the town during early May.
- Anzac Day representation from Board members
- Chair to attend LGNZA conference in Methven 12-13 May 2017
- Chairperson meeting to be held at Southland District Council office 10 May 2017.
- Updated on the progress to date for the Fiordland Retirement Housing project.

8.2 Councillor's Report

Record No: R/17/4/7450

There was no Councillor report due to the absence of Councillor Kremer from the meeting.

Public Excluded

Exclusion of the Public: Local Government Official Information and Meetings Act 1987

Resolution

Moved Deputy Chairperson Greaney, seconded Member Matheson

That the public be excluded from the following part(s) of the proceedings of this meeting.

C10.1 Consideration of a Request to Rectify Issues to Neighbouring Properties Caused by Beech Trees on the Henry Street Reserve

C10.2 Te Anau Airport Operational Issues

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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Consideration of a Request to Rectify Issues to Neighbouring Properties Caused by Beech Trees on the Henry Street Reserve	s7(2)(g) - The withholding of the information is necessary to maintain legal professional privilege.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.
General subject of each matter to	Reason for passing this resolution	Ground(s) under section 48(1) for

be considered	in relation to each matter	the passing of this resolution
Te Anau Airport Operational Issues	s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.

That the staff be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the items “Consideration of a request to Rectify Issues to Neighbouring Properties Caused by Beech Trees on the Henry Street Reserve” and Te Anau Airport Operational Issues”. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their knowledge on the issues discussed and meeting procedure.

The public were excluded at 4.30pm.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available unless released here.

Resolution from Confidential Section of the meeting to be released in Open Minutes.

C10.1 Consideration of a Request to Rectify Issues to Neighbouring Properties Caused by Beech Trees on the Henry Street Reserve

Record No: R/17/1/1569

Resolution

Moved Member O'Loughlin, seconded Member Cantwell

That the Te Anau Community Board:

- a) **Receives the report titled “Consideration of a Request to Rectify Issues to Neighbouring Properties Caused by Beech Trees on the Henry Street Reserve” dated 4 April 2017.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Agrees, subject to public notification of the proposal, with the request to rectify the issues on the adjoining properties of the Beech trees growing on the Henry Street Reserve by allowing the trees to be felled and removed on the basis that the applicants pay for the felling and removal of the trees by way of a reimbursement to the Board and that the Board be responsible for the replanting of lower growing native trees or bushes.**
- e) **Resolves that prior to commencing the work, public notification be given of the proposal, including the replanting programme and that the Board after**

receiving any feedback either confirms or amends its position on the request.

The meeting concluded at 5.05pm

CONFIRMED AS A TRUE AND CORRECT
RECORD AT A MEETING OF THE TE ANAU
COMMUNITY BOARD HELD ON 12 APRIL
2017.

DATE:.....

CHAIRPERSON:.....

Council Report

Record No: R/17/5/11560
Author: Simon Moran, Community Partnership Leader
Approved by: Rex Capil, Group Manager Community and Futures

☐ Decision ☐ Recommendation ☒ Information

Chief Executive

Havelock North Water Inquiry

- 1 The "Report of the Havelock North Drinking Water Inquiry: Stage 1" was released in mid-May. Stage 1 of the Inquiry has essentially focussed on what occurred at Havelock North and why.
- 2 The Inquiry found that there were a number of failings by Hastings District Council, drinking-water assessors appointed under the Health Act 1956 and employed by the Hawke's Bay DHB, and Hawke's Bay Regional Council, being the key parties with responsibility for the water supply regime in Havelock North. While none of the faults identified directly caused the outbreak the Inquiry notes that a different outcome may have occurred if the identified deficiencies had not existed.
- 3 Stage 2 of the Inquiry is now proceeding and will look at lessons and improvements that can be made more broadly to the way in which water is managed across New Zealand. This will include looking at the regulatory regimes under which the various agencies involved operate.
- 4 The outcome of Stage 2 is expected to have ramifications for the broader water policy settings within which all local authorities across New Zealand operate and will no doubt inform other policy work being undertaken by Central Government.
- 5 Local Government New Zealand will be making submissions on behalf of all local authorities. Much of this submission is expected to draw on the work completed as part of their Water 2050 project through which they have advocated for the development of a co-regulatory model to help drive the lifting of standards across the sector.
- 6 As part of the broader policy debate about the development of water standards it is important that there is a stronger linkage between the different aspects that need to be covered including issues ranging from the setting of standards through to the financing and community affordability of infrastructure to deliver required standards over time.

Civil Defence Review

- 7 The Government have decided to carry out a review of civil defence policy settings. The review is described as: "Better responses to natural disasters and other emergencies in New Zealand", and will be led by a Technical Advisory Group ("TAG") which is chaired by Hon Roger Sowry.
- 8 The terms of reference for the review are expected to be released at the end of May with provisional recommendations likely to go to Government by the end of August.
- 9 The overall focus of the review will be on the following three broad areas:
 - Decision rights – that is how should the chain of command work;
 - The nature of information flows to the public and media given available technology and the nature of the resources available locally and centrally to assist; and

- Capability and capacity across the system including ways and means to better deploy resources depending on priorities.

- 10 Officers will continue to monitor the review as it proceeds and report on any outcomes of significance to Southland.

Southland Regional Development Strategy (SoRDs)

- 11 Work has been progressed to develop a proposed consultation document for the formation of a new Southland Regional Development Agency as a council controlled organisation.
- 12 The agency would be formed as a limited liability company with its shareholders consisting of the four Southland Councils, Iwi and community based organisations to ensure that there is a 'whole of region' approach to regional development moving forward. Other key aspects of the proposal include the appointment of a skills based board, to ensure that the focus is on the appointment of directors with an appropriate level of expertise, and the creation of a separate tourism division to ensure that there is an appropriate level of focus placed on development of the tourism industry. This proposal is consistent with the recommendation made by the SoRDS Tourism Action Team.
- 13 If the proposal is accepted by all four Councils then there would be a joint community consultation exercise undertaken. This would streamline the process and ensure that there is a common set of recommendations provided back to each of the Councils.

Land and Water Plan

- 14 Last year Council lodged a comprehensive submission on the Environment Southland (ES) proposed Land and Water Plan.
- 15 ES are now moving into the formal hearings process with a requirement for detailed evidence to be submitted by 12 May although they have granted time extensions for some submitters.
- 16 Officers have now lodged, in conjunction with the Gore District and Invercargill City Councils the evidence needed to support the submission previously approved by Council. The Councils are due to present their evidence at a hearing in September 2017.

Rural Fire

- 17 The transition process to merge Rural Fire Authorities with the NZ Fire Service to create Fire and Emergency Management NZ (FENZ) is continuing. FENZ will officially come into being from 1 July 2017.
- 18 As part of the transition process Council has formally resolved to approve the sale of the relevant firefighting equipment to FENZ at a nominal price. More recently officers have also been working with FENZ to agree transitional arrangements for the provision of a range of support services including Information Technology services. It is expected that these arrangements will continue through until June 2018.

Tourism Infrastructure Fund

- 19 On 11 May the Government announced a new Tourism Infrastructure Fund to replace the Mid-sized Regional Facilities Fund and Regional Growth Partnership Fund.
- 20 The new fund will have some \$25 million per annum available to assist with co-funding of tourism related facilities in district's that meet the relevant criteria.
- 21 Officers will give consideration to whether there are any infrastructure projects within this District that might meet the criteria. This will be done via work that needs to be progressed to develop a programme of works needed to implement the Open Spaces Strategy that was adopted by Council in 2014. Officers will look to include these projects in the draft 2018 10 Year Plan.

- 22 It is important to recognise the co-funding requirement and hence the need for funding to be available through existing budgets.

Te Anau Wastewater Discharge Project

- 23 On 22 March Council received formal advice indicating that the Smith Family no longer wished to proceed with the proposed sale of their land to Council for potential use as an alternate disposal site for the Te Anau Wastewater project. From a contractual perspective, Council is now able, under the Deed of Agreement that it has with Fiordland Sewage Options, to exercise the Kepler consents should it so choose.
- 24 At its 17 May meeting Council asked officers to proceed with the development of a Business Case for the Kepler option. This decision reflects the importance of Council continuing to progress development of this option given the need to have any alternative fully operational by December 2020, unless new consents can be obtained for the existing Upukerora discharge.
- 25 In parallel with the work on the Kepler Business Case officers are also progressing development of potential criteria and a process via which it might identify potentially suitable alternative disposal sites. Work is underway to develop these criteria with a report back on these going to the Te Anau Wastewater Project Committee in August.

Around the Mountains Cycle Trail

- 26 At its 17 May meeting Council asked to progress the development of a business case for a "Heartland Ride" option from Walter Peak to Centre Hill.
- 27 As part of the business case process officers are also required to advance negotiations with the three main external funders, including the Crown, to agree on the implications of Council proceeding this option on the existing contractual arrangements. To date the Crown has been clear that it expects the Council to complete the Trail to the Great Ride standard and for Council to do otherwise would be a breach of its Funding Agreement.
- 28 Officers are progressing the work required and will keep Council briefed as it proceeds.

Customer Support

- 29 Customer Support is currently preparing for the annual dog registrations over June and July. With the introduction of online payments over the last two years, there has been an increase in payments received online and forms received via email. The Environmental Health Team will send out approximately 6,500 letters to our customers for dog registration.
- 30 The Nightcaps Community Library has now moved to a Book Bus service with the first stop being planned for late June 2017. We will monitor use of the service over the next six months and also work closely with regular customers to meet their library needs.

Services and Assets

Public Conveniences

- 31 This is predominantly business as usual when it comes to operations, however the budgets clearly show an increase in costs for those toilets situated on the main tourist routes. The upgrade project at Colac Bay has been deferred until the Foreshore Road access issues have been resolved.
- 32 The Lions Park usage counts show similar seasonal trends to previous years, the year-end totals however are likely to be slightly down on last year given the low numbers early in the

season. The reason for this is unknown, however it did coincide with the significant upgrade work on the building next door by Real Journeys which may have affected their bus parking locations.

Water Structures

- 33 Consultation on Stewart Island jetties is ongoing, with Southport now also wanting to divest its ownership of the Golden Bay wharf. Plans are also underway to do some initial investigations of the Waiau River boat ramps to identify any urgent issues to be included in the 2018 Long Term Plan. A more detailed inspection will be undertaken prior to the next Long Term Plan.
- 34 Licence Agreements with private berth owners at Riverton is progressing with a majority signed and returned. The outstanding ones will be followed up.

Curio Bay Project

- 35 Ongoing with Council's waste water project and Department of Conservation's carpark completed. The South Catlins Trust has the new camping amenities building operational as well as commencing construction on the new heritage building. An ancillary project has resulted from all this development and the three parties in conjunction with other interest groups, are involved in a planting programme on the reserve to increase the habitat for the Yellow Eyed Penguins.

Te Anau Airport - Manapouri

- 36 The summer season has concluded with the last flight in early May. The statistics should be out by next report to compare past year's performance. Winter period is about maintenance of ground handling equipment and general terminal tidy up, ready for the up and coming summer season which will start in the middle of August.
- 37 A very positive letter of appreciation from Alliance Airlines with the way we handle our ground handling system; we achieved a best on time performance in the country with an on time performance factor of 95%, with one aircraft defect delaying departure.
- 38 The Air Force display went well and one aircraft remained at the airport overnight due to a defect. The airport staff provided security for the night.
- 39 Dave Smith has completed soil analysis and design for proposed replacement wastewater soakage field at Airport. A request for approval of unbudgeted expenditure will be put to the June 7th Council meeting for this project.

Alternative Coastal Route Improvement

- 40 The Roding Company have capitalised on recent weather patterns and have made good progress in a relatively short timeframe on this project.

Alliance Maintenance Contract Renewal

- 41 Following the decisions made by Council at its 27 April meeting to approve the proposed new road maintenance contracts officers have been working with the contractors to finalise the contract arrangements.
- 42 The discussions have been very positive with a good level of buy-in to implementation of the 80:20 principle and agreement to explore a number of other new initiatives during the next contract term.

Boat Ramps

- 43 The repairs to the Te Anau township ramp were completed by Paul Young Builders at a cost of \$6850 (ex GST) to the Ward. An assessment of the condition and maintenance requirements of the other SDC ramps has recently been undertaken by Emtech and council is currently waiting for the report.

Little Park Lane

- 44 The first of the safety improvements near the Pump Track have been completed with new signage and a speed bump installed. Other improvements such as a barrier on the walkways by the road crossing will be undertaken over the next three months. These are district roading funded projects.

Lions Park Flying Fox

- 45 A platform design that meets the building code is being prepared and the Community Engineer will discuss this with the Board before construction commences.

Pump Track

- 46 The Community Engineer will have further discussions with the Board to determine where shade sails should be installed based on the design that has previously been circulated.

Community and Futures

Stewart Island Wharf Engagement

- 47 The Stewart Island wharf engagement process is now well advanced. A survey has been established and been widely distributed to residents on the Island, key stakeholders on and off the Island, and a selected number of ratepayers.
- 48 The survey and consultation process has been publicised through the local Stewart Island News, Southland Times and the Advocate, with posters distributed throughout the Island, Riverton and Te Anau Area Offices. The consultant was on the Island in May and conducted a number of one-on-one interviews, public drop-in sessions and an evening public conversation café. From here, information will be collated and the consultant will go back to those who have taken part with a summary and any recommendations being made to Council. The final report is expected at the end of June and will go to Council July/August 2017.

Milford Opportunities

- 49 As part of the SoRDS project Central Government announced the allocation of \$250,000 towards the first phase of the Milford Opportunities Project.
- 50 Officers have been working with the Department of Conservation to develop revised terms of reference for the project. These are being discussed with the Ministry of Business Innovation and Employment (MBIE) which is the government agency that will manage the funding arrangements with Council. Work is also underway to identify members that might be suitable for the proposed project governance group.
- 51 Discussions with MBIE are ongoing although we are getting closer to having a contract for the government funding that was announced at the SoRDS launch. It is likely that the project will tie in well with some work that MBIE is looking at in relation to the tourism pressures and issues that are being faced in Queenstown.

District Facilities Project

- 52 Venture Southland are undertaking this project on our behalf and are currently in the process of surveying both the operators and a representative sample of users. The project will assist Council in understanding the type, range, and location of facilities in the District as well as the level of use they get.

Te Anau Community Consultation

- 53 The public feedback part of the process has closed and the comments collated. The next step is for the Te Anau Community Board to go through the comments and identify the projects that they see as the priorities for the Board to invest in on behalf of the community, what they might advocate for on behalf of the community, and what they cannot or do not wish to pursue.

Community Governance Project and Representation Review Project Update

- 54 The Community Governance Project and Representation Review Projects are aimed at enhancing community involvement so that future governance structures in Southland work best for the people of Southland to assist strong district decisionmaking while empowering local communities to participate in processes that reflect the needs and requirements of the district.
- 55 The Elected Member Working Group will provide feedback on the development of issues and option and assist the stakeholder and community engagement process. It will meet over the course of the projects.
- 56 The Representation Review is a formal statutory process that will be informed by the feedback from the Community Governance Review. Staff from across the Council will be involved in the project as there will be operational issues to plan for with any changes to the current representation arrangements. The Electoral Officer Dale Ofoske will be assisting the Council to fulfil its statutory obligations.

2017/2018 Annual Plan

- 57 Council made decisions on the feedback received from individuals and organisations on the Annual Plan Update 2017 on 6 April 2017.
- 58 The key financial changes included providing a one-off grant in 2017/18 for the Hollyford Conservation Trust (\$10,000 GST exclusive) and increase in the Regional Heritage Rate (\$5 per rating unit GST inclusive), both to be funded from reserves/existing budgets. The Council also approved a number of changes to project timing, including projects to be carried forward from 2016/17 into 2017/18 and corrections to fees and charges and grants. The rate increase is for the final plan has dropped slightly to 3.63% from 3.64% signalled in the Annual Plan Update 2017.
- 59 Council staff have incorporated the changes from the deliberations into the final draft and presented the final draft annual plan to councillors for feedback at a workshop on 17 May. The Annual Plan will be adopted at the Council meeting on 7 June 2017. At this meeting, Council will also be asked to set the rates for the 2017/18 financial year.
- 60 Once the plan is adopted, reply letters will be sent to all people who provided feedback, a copy of the Annual Plan will be available to view on the council website and hard copies will be printed and distributed the Area Offices.
- 61 Strategy and Policy staff will then move their attention the Annual Report and LTP.

Community Leadership Plan Workshop Update

- 62 Eight Community Leadership Plan Workshops were held across the District in April bringing together Councillors, Community Board and CDA members along with Community Partnership Leaders and Venture Southland Community Development staff. Feedback from attendees has been positive and our Elected Members were challenged to look towards the future and identify opportunities, they were also asked what their township will look like in the next 3, 10 and 30 years, who will be living there and who their communities of interest will be.
- 63 The Community Partnership Leaders are now working to collate the results before embarking on stage two of the consultation process with key community stakeholders.

Service Delivery Scoping Project

- 64 Council has engaged Rebecca McElrea to undertake the above project. The purpose is to consider future Council service delivery options for communities in the Southland District with demand from residents, ratepayers and visitors being the primary focus. The consultant has been requested to investigate and consider the types and levels of service demanded from customers and consumers, how services could be delivered and where from. At present we are working to develop the surveys before commencing the community engagement aspect of the process.

Venture Southland

- 65 Venture Southland is running a series of workshops across the district in conjunction with the Southland Community Law Centre giving community organisations and clubs the skills to survive and thrive.
- 66 Topics covered in the workshop include:
- Getting more volunteers on board
 - Handing over the reins
 - Up skilling volunteers
 - Getting the paperwork right
 - Setting guidelines for accountability
- 67 Unfortunately various reasons prevented Venture from getting to Te Anau this year, however the workshop is coming to Mossburn on 29 June at the Mossburn Community Centre 6.30 – 9 pm.
- 68 The Southland District Community Facilities Assessment is a project initiated by SDC and being undertaken by Venture. Last week Venture had tours of various Te Anau community facilities and undertook various face-to-face interviews with their managers including the medical centre, community house, and the events centre.

Environmental Services

Resource Management Act Amendments

- 69 Now that the Resource Management Act amendments have been enacted, staff are working through the implications of these and will be presenting a report on this to Council at its meeting in 21 June 2017.
- 70 One of the major components of the amendments in the introduction of a more 'template' approach to planning at a national level aimed at driving more national consistency. This is likely to have significant implications for the shape of future planning documents.

- 71 The Ministry for the Environment is bringing a road show to Invercargill on this topic on the afternoon of 21 June, which staff will be attending.

Earthquake Prone Amendments to the Building Act 2004

- 72 As previously advised these take effect on 1 July 2017.
- 73 Council has received correspondence from MBIE on various arrangements which all councils need to make in advance of the amendments and the Team Leader of Building Solutions is working through these now. The Ministry of Business Innovation and Employment held a briefing session for relevant Council staff in Dunedin on 23 and 24 May 2017.
- 74 Councillors will recall that key elements of this can be briefly summarised as setting timeframes for assessing buildings identified as potentially earthquake prone, and timeframes for strengthening such identified buildings based on the risk zone which they are located within (Southland District Council contains High, Medium and Low zone), and based on the use of the buildings and their potential for collapse on key thoroughfares.

Building Control

- 75 The issued consents are down by 44% on April last year and these numbers were down 11% (March) and 23% (February) relative to their respective months in 2016. This reduction is primarily due to a drop off in consent applications for fires, dwelling alterations and farm buildings. There were the same number of new dwellings consented and an increase in the number of new dairy sheds being consented when compared to the same period as last year. The value of the consented work is up by \$1 Million, with three dairy sheds adding \$1.2 Million or 25% to the value of work consented.
- 76 The distribution of work seems to remain primarily in the larger urban areas such as Winton, Te Anau and Riverton. The average price per consented dwelling has risen by more than \$70,000 from the same period last year, reflecting the greater complexity in design. The consents issued this month will require 225 inspections before the work is completed. We continue to receive consent applications at a steady rate and have a number of consents to process.

Dog Registrations

- 77 Dog registration forms are going out in the post in early June. The new dog registration discounts are being introduced this year that recognise responsible ownership, neutering and containment.

Freedom Camping Bylaw

- 78 Local discussions are continuing concerning possibly amending the freedom camping bylaw rules for Lumsden, Waikawa and Weirs Beach.

Rakiura Heritage Centre

- 79 Resource consent was lodged on 1 March to construct a heritage centre at 6 Argyle Street, Oban. This application is currently on hold and once all of the necessary information is received, it will be limited notified to the property owners and occupiers within close proximity to the site.

Notice of Requirement (Edendale)

- 80 The submission on the proposal to realign State Highway 1 closed on 11 May. A total of 18 submissions were received and an indicative timeframe for holding a hearing will be late July or early August. An Independent Commissioner will hold the hearing and make a decision on the application.

District Plan Appeals

- 81 Council has just received indicative mediation dates for the remaining Proposed District Plan appeals. The Environment Court mediation is pencilled in between 8-11 August which will be confirmed once all the parties are satisfied with the dates.

Water and Land Plan Evidence

- 82 Council has submitted five briefs of evidence in relation to Environment Southland's Water and Land Plan hearings which started on 22 May. Council submitted primarily in relation to the organisation's core business (infrastructure affordability, equitable requirements across different activities, timing of rules having effect etc). Council is going to speak to its evidence in mid-September.

Resource Consents

- 83 Resource consent application numbers remain at relatively subdued levels, with limited large scale development currently occurring in the District. Most consents are being processed within the statutory processing timeframes.

Information Management

Digitisation Project

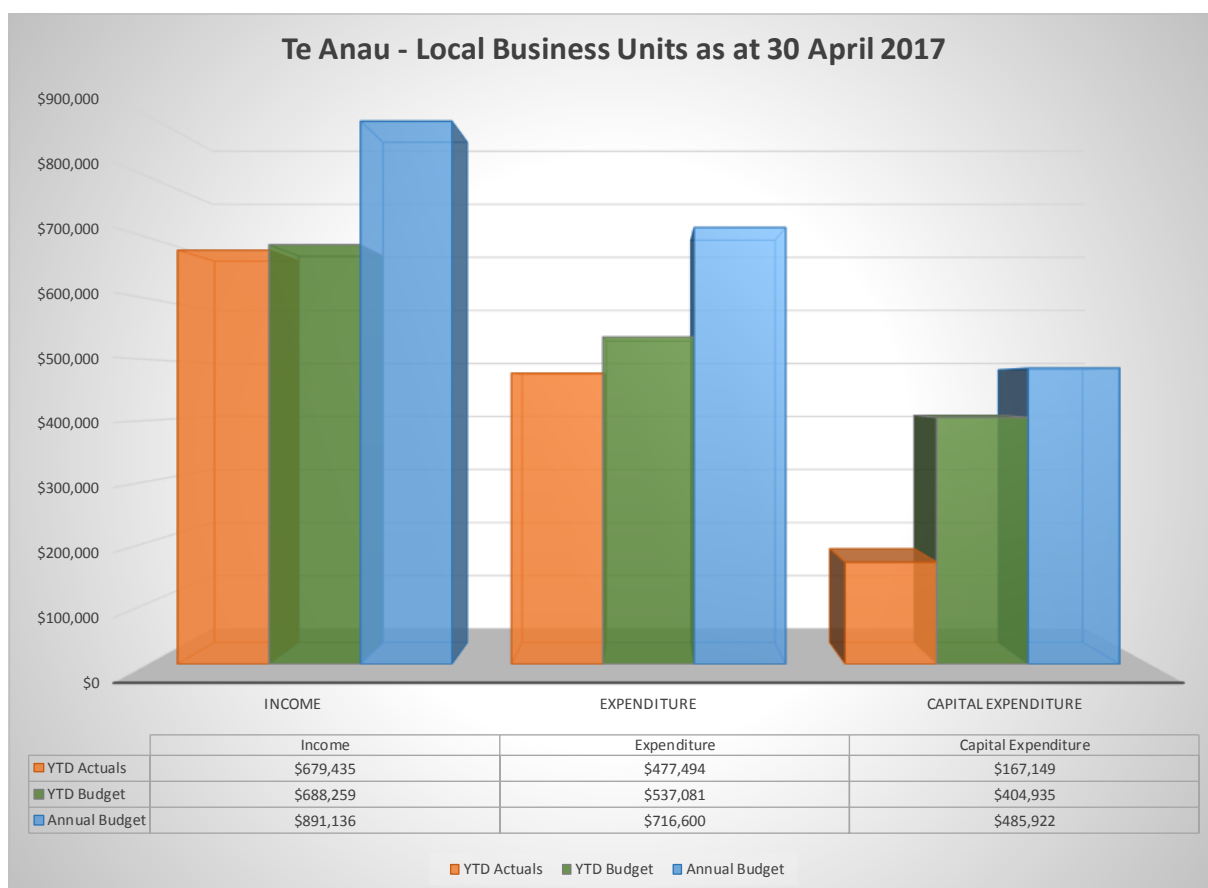
- 84 The final main shipment of paper has been sent from Council at the end of May. This particular shipment will be the single largest bringing the total boxes sent to over 1,000.

People and Capability

- 85 In February 2017, Council contracted Simpson Grierson to undertake a Health and Safety Gap Analysis. The gap analysis included a review of Southland District Councils Health and Safety Management System, discussions with key operational leaders and visits to operational locations and discussions with workers and key contractors. The intent of the exercise was to compare our current practices with good practice so that we could identify areas for improvement. The report identifies a number of opportunities for improving our current Health and Safety practices. An Action Plan including a draft commitment, objectives and targets has been developed and will be presented to the Finance and Audit Committee in June 2017 for their approval and subsequent monitoring of progress.

Finance

- 86 As described in the previous report all budgets are running under the budgeted Year To Date expenditure except for 'cemeteries'.
- 87 The Lakefront budget is well underspent awaiting the outcome of the community consultation process as are other capital projects such as the Town Entrance project and Events Sign that were budgeted for this year and have not been undertaken.



Business Unit	Income Actual YTD	Income Budget YTD	Income Budget Full Year	Expenses Actual YTD	Expenses Budget YTD	Expenses Budget Full Year	Capital Actual YTD	Capital Budget YTD	Capital Budget Full Year
Administration	\$49,623	\$49,631	\$64,331	\$45,321	\$49,631	\$59,557			
Library	\$140,526	\$140,511	\$168,613	\$118,012	\$118,033	\$150,431	\$14,769	\$32,557	\$39,068
Operating Costs	\$36,058	\$31,713	\$38,990	\$19,032	\$24,929	\$28,056			
Street Works	\$66,157	\$66,167	\$79,400	\$29,823	\$32,000	\$51,113	\$11,138	\$51,250	\$61,500
Refuse Collection	\$42,095	\$42,102	\$50,522	\$39,963	\$42,102	\$50,522			
Stormwater Drainage	\$30,225	\$30,229	\$51,630	\$26,435	\$30,691	\$36,275			
SW Flood relief SH94							\$19,889		
Cemetery	\$11,487	\$9,269	\$11,185	\$13,495	\$9,269	\$12,364			
Beautification	\$24,161	\$24,165	\$28,998	\$19,712	\$24,165	\$36,773		\$16,667	\$20,000
Sportsground/Boating	\$18,948	\$19,363	\$23,235	\$15,649	\$19,891	\$23,328			
Lakefront	\$107,517	\$107,533	\$129,040	\$52,413	\$61,867	\$87,272	\$7,898	\$170,667	\$204,800
Parks & Reserves General	\$150,053	\$163,245	\$195,894	\$93,559	\$121,578	\$177,971	\$113,456	\$133,795	\$160,554
Information Kiosk	\$60	\$60	\$72		\$60	\$72			
Luxmore Subdivision	\$2,524	\$4,271	\$49,226	\$4,079	\$2,866	\$2,866			
Total	\$679,435	\$688,259	\$891,136	\$477,494	\$537,081	\$716,600	\$167,149	\$404,935	\$485,922

Te Anau	Opening Balance	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Sandy Brown Loan - OP	(\$13,949)	(\$12,279)	(\$10,419)	(\$8,606)	(\$1,440)	(\$1,440)	(\$1,440)
Te Anau Car Park Reserve	\$22,544	\$23,478	\$24,451	\$25,465	\$26,522	\$27,623	\$28,770
Te Anau Cemetery Improvements	\$1,493	\$1,555	\$1,619	\$1,686	\$309	\$321	\$334
Te Anau General - OPR	\$454,440	\$438,160	\$245,917	\$259,772	\$268,847	\$283,663	\$299,100
Te Anau Luxmore Subdivision	\$1,019,695	\$1,066,055	\$1,114,417	\$1,164,551	\$1,216,860	\$1,271,439	\$1,328,389
Te Anau Stormwater - RES	\$441,725	\$457,080	\$452,704	\$468,344	\$484,639	\$501,617	\$519,306
Te Anau Water - Leak Detection	\$194	\$194	\$194	\$194	\$194	\$194	\$194
Total Reserves	\$1,926,141	\$1,950,570	\$1,804,237	\$1,885,746	\$1,969,214	\$2,055,599	\$2,145,688

Recommendation

That the Te Anau Community Board:

- a) Receives the report titled “Council Report” dated 7 June 2017.

Attachments

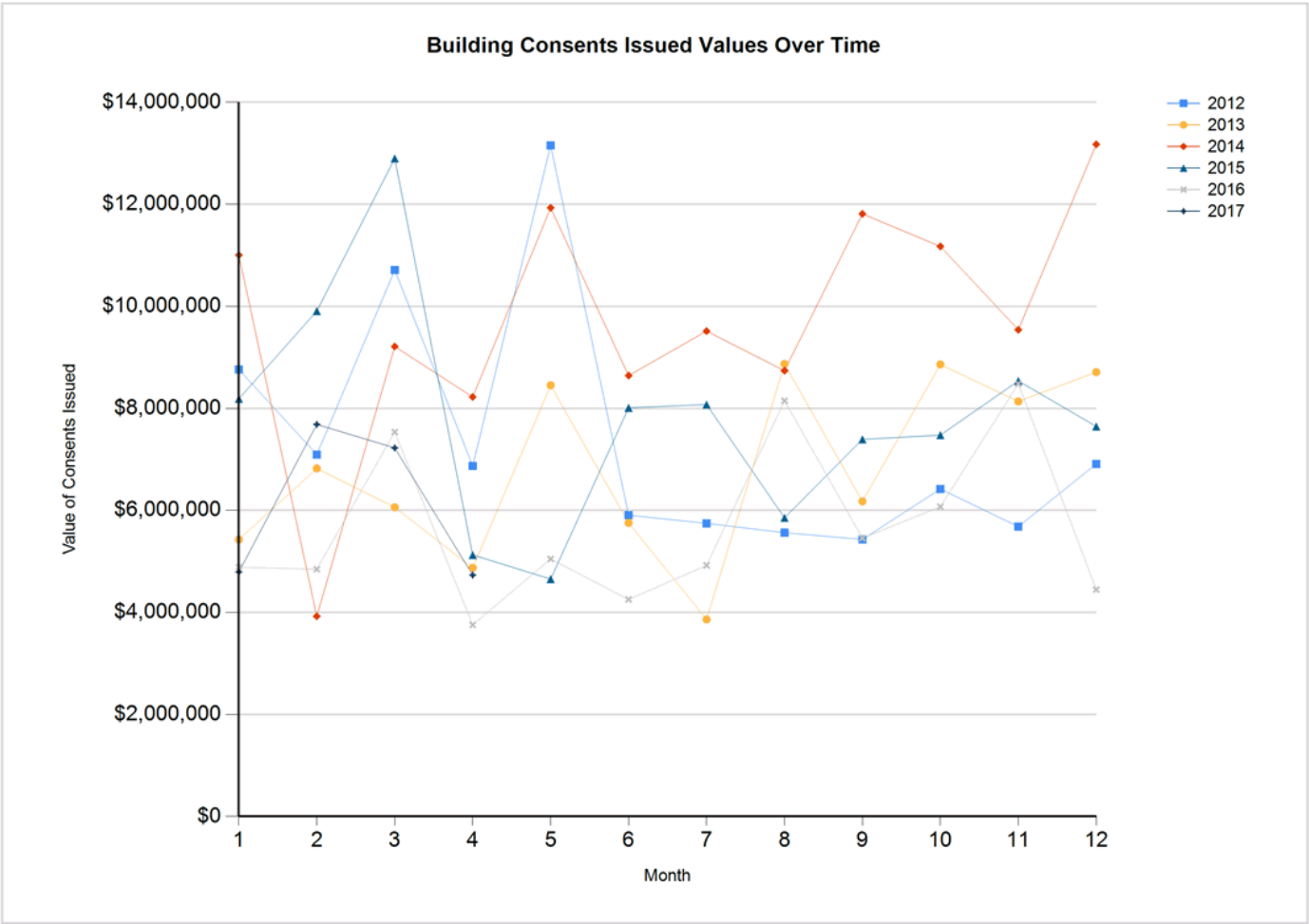
- A Building Consents Issued Values - April 2017 [↓](#)
- B Building Consent Issued Numbers - April 2017 [↓](#)
- C Consents Database Graph - April 2017 [↓](#)

Item 7.1 Attachment A

Building Consent Issued Values

Decision Month	2012	2013	2014	2015	2016	2017	Total
January	\$8,761,841	\$5,430,178	\$11,004,801	\$8,187,785	\$4,887,663	\$4,792,520	\$43,064,788
February	\$7,094,309	\$6,822,148	\$3,923,722	\$9,907,900	\$4,848,585	\$7,685,823	\$40,282,487
March	\$10,712,479	\$6,061,045	\$9,212,772	\$12,900,191	\$7,537,689	\$7,225,025	\$53,649,201
April	\$6,871,776	\$4,875,339	\$8,223,725	\$5,127,436	\$3,756,350	\$4,732,284	\$33,586,910
May	\$13,153,910	\$8,452,973	\$11,929,819	\$4,653,849	\$5,048,003		\$43,238,554
June	\$5,907,098	\$5,755,189	\$8,642,715	\$8,010,777	\$4,253,356		\$32,569,135
July	\$5,745,579	\$3,863,110	\$9,514,841	\$8,076,255	\$4,923,057		\$32,122,842
August	\$5,564,201	\$8,869,939	\$8,738,431	\$5,855,620	\$8,149,207		\$37,177,398
September	\$5,429,701	\$6,177,080	\$11,813,442	\$7,393,073	\$5,456,971		\$36,270,267
October	\$6,420,178	\$8,861,336	\$11,173,980	\$7,475,727	\$6,073,094		\$40,004,315
November	\$5,682,807	\$8,136,544	\$9,540,239	\$8,538,326	\$8,481,838		\$40,379,754
December	\$6,911,079	\$8,710,688	\$13,174,785	\$7,645,900	\$4,447,994		\$40,890,446
Total	\$88,254,958	\$82,015,569	\$116,893,272	\$93,772,839	\$67,863,807	\$24,435,652	\$473,236,097

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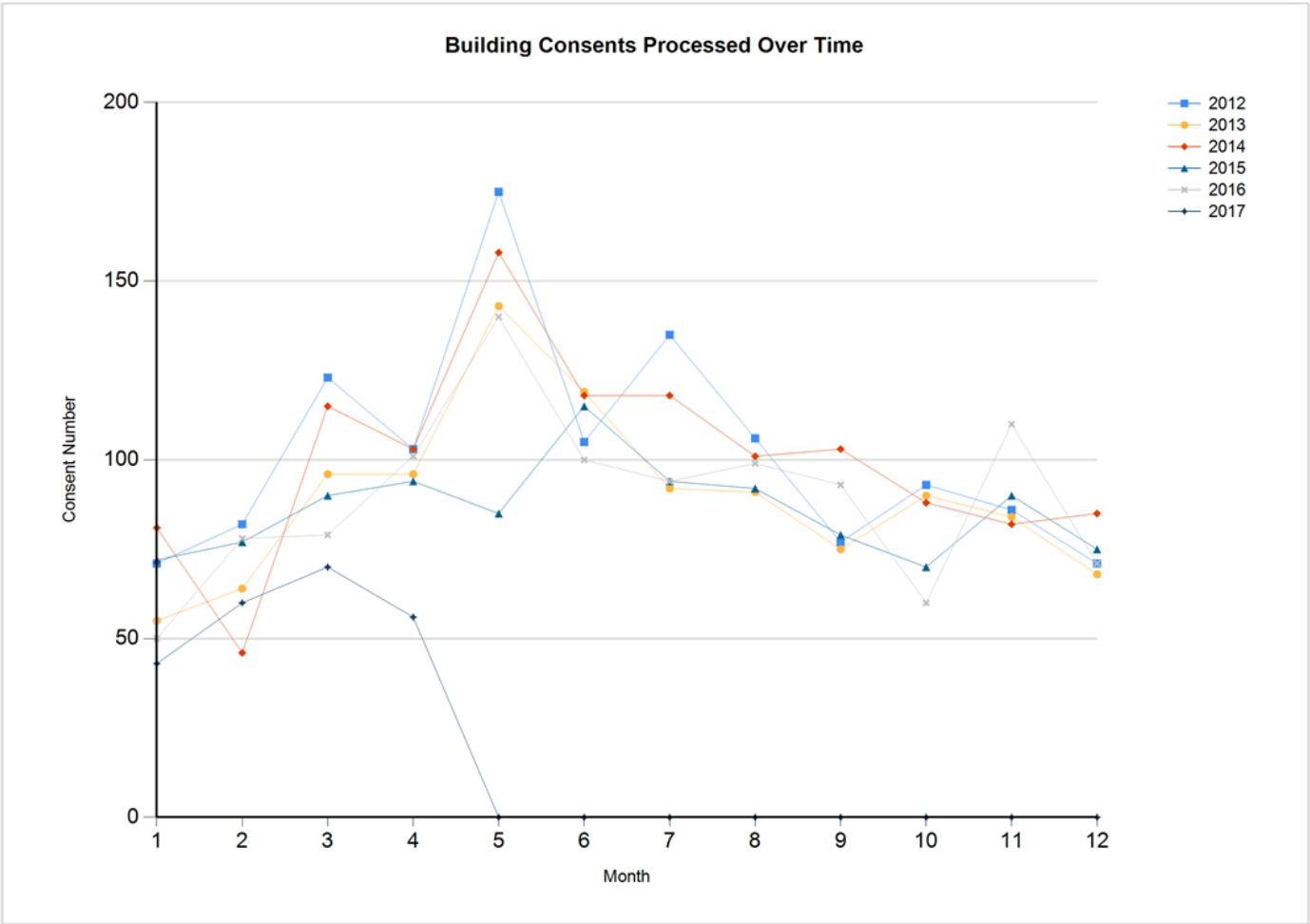
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Item 7.1 Attachment B

Building Consent Issued Numbers

Decision Month	2012	2013	2014	2015	2016	2017	Total
January	71	55	81	72	50	43	372
February	82	64	46	77	78	60	407
March	123	96	115	90	79	70	573
April	103	96	103	94	101	56	553
May	175	143	158	85	140	0	701
June	105	119	118	115	100	0	557
July	135	92	118	94	94	0	533
August	106	91	101	92	99	0	489
September	77	75	103	79	93	0	427
October	93	90	88	70	60	0	401
November	86	84	82	90	110	0	452
December	71	68	85	75	71	0	370
Total	1227	1073	1198	1033	1075	229	5835

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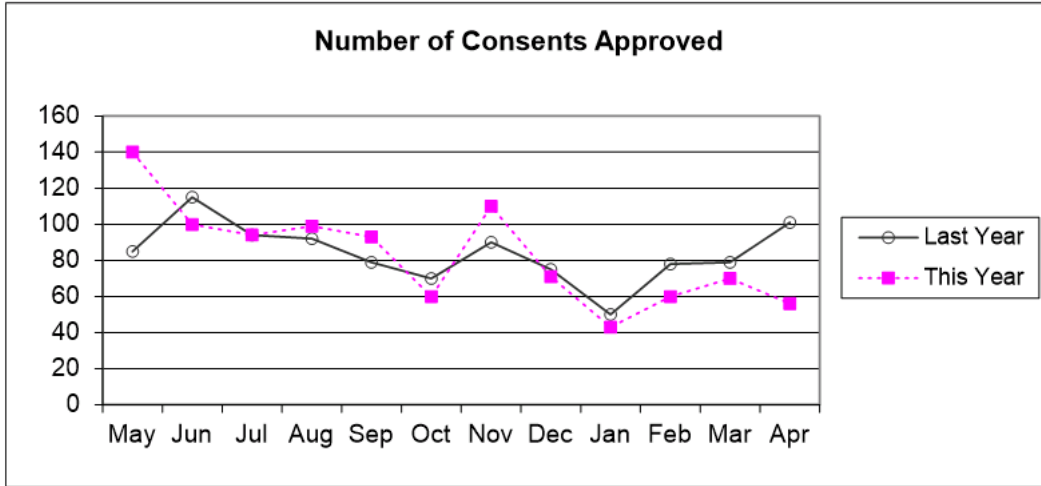


Item 7.1 Attachment B

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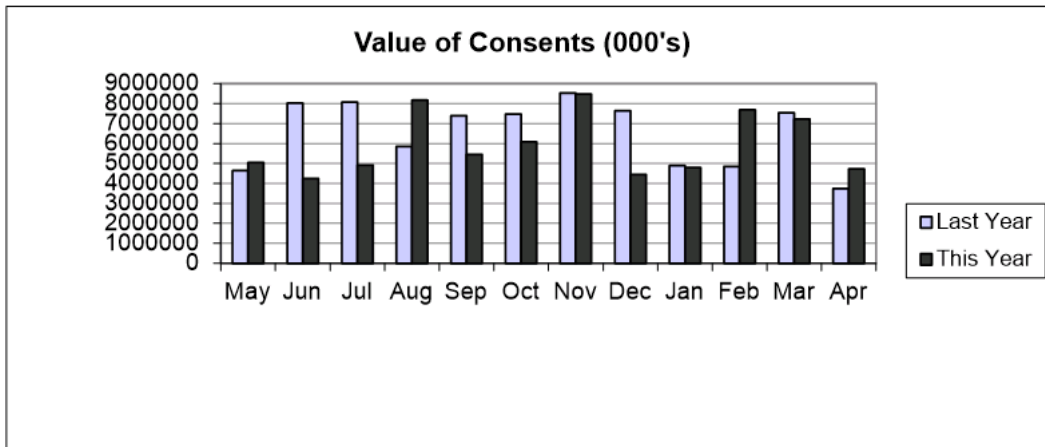
Southland District Council Building Consents

Monthly Report - April 2017



Percentage Changes - Total Consents

From:	Last month	-20.00%
	This month last year	-44.55%
	Cumulative year this month last year	-1.19%



Percentage Changes - Total Dollars

From:	Last month	-34.50%
	This month last year	25.98%
	Cumulative year this month last year	-9.38%

Request for a contribution to the Fiordland Retirement Housing Trust

Record No: R/17/6/12286
Author: Anne Robson, Chief Financial Officer
Approved by: Anne Robson, Chief Financial Officer

☒ Decision ☐ Recommendation ☐ Information

Purpose

- 1 The Te Anau Community Board (the Board) has received a request from the Fiordland Retirement Housing Trust (the Trust) for a grant of \$40,000. This report is to formally consider the request and discuss the next steps.
- 2 Informally the Te Anau Community Board members who have not declared an interest in this transaction and have discussed the proposal with the Chair are in support. This report is to formally discuss the issue and agree the recommendations to be made.

Executive Summary

- 3 The Te Anau Community Board have received a request from the Fiordland Retirement Housing Trust for a grant of \$40,000. The Trust is a charitable organisation set up for the purpose of developing elderly person housing in Te Anau.
- 4 The funding request is to assist the trust to undertake further project definition phases, including refining the initial concept and clarifying costs and risks before proceeding to the resource consent application and sales campaign.
- 5 In informal discussions to date between the Chair of the Board and the majority of its members contacted, who have not declared an interest, it appears there is a high level of support for the contribution subject to conditions. Conditions discussed include repayment of the contribution, at a time practical to the Trust and that should the development not proceed that any plans and work undertaken by the Trust becomes the Intellectual property of the Council.
- 6 This report seeks to get formal confirmation of the support and a recommendation to Council to approve unbudgeted expenditure of \$40,000.
- 7 Recognising that the Trust has no assets, there is risk that the monies may not be repaid.

Recommendation

That the Te Anau Community Board:

- a) Receives the report titled “Request for a contribution to the Fiordland Retirement Housing Trust” dated 7 June 2017.
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Recommends to Council that it approve unbudgeted expenditure in the form of a \$40,000 contribution to the Fiordland Retirement Housing Trust from the Luxmore Subdivision Reserve subject to the following conditions
 - a) That in the event that the trust does not proceed with the project, that any plans and work undertaken by the Trust becomes intellectual property of the Southland District Council.
 - b) That the trust repay the \$40,000 when practically possible.
 - c) That the \$40,000 returned will not be subject to any conditions that the Trust may impose on any other funds returned to Council.
- e) Acknowledges that the \$40,000 contribution is not secured and that there is a level of risk that the monies may not be returned to the Community Board.

Content

Background

- 8 The Fiordland Retirement Housing Trust (the Trust) is a Charitable Trust set up principally for the purposes of “support for the provision, promotion, future maintenance and administration of retirement housing and to investigate the viability and implement as appropriate, the provision of other retirement services for the benefit of the residents of Fiordland” as described in clause 3.1(a) of their trust deed.
- 9 The Trust is currently progressing plans to undertake an elderly persons housing development in Te Anau. They have indicated that the current status of the project is that
- a) Council has agreed to the transfer of land for \$1 to the trust. Currently lawyers are finalising the caveats to the unit title.
 - b) A grant of \$20,000 has been provided by a third party to fund works leading to the resource consent and development of marketing materiality.
 - c) The Community Trust of Southland has agreed to a low interest loan of \$1M to fund design, development and construction. Funds will be released on resource consent being obtained and deposits on 6 properties.
 - d) The Trust has appointed the Logic Group who will provide a turnkey arrangement for the land development, property design and construction.
- 10 Additionally the Southland District Council has agreed to underwrite early project costs of \$20,000.
- 11 In making a request to the Community Board, the trust said that initially based on their feasibility study they were informed that to reach the milestones for release of the CTOS money, it would cost around \$20,000 which was covered from the third party grant.
- 12 However, in progressing to the next stage and working to appoint a development consultant they said it became apparent to them that they needed to invest more to refine the concept and clarify costs and risks before proceeding with a resource consent application and marketing programme. The overall cost now being \$60,000 hence a shortfall of \$40,000.
- 13 In asking for a grant, the trust have indicated that they are making an amendment to their trust deed as agreed with Council that will mean that upon winding up any operating surplus will be returned to the Board to be used in support of the elderly in the community. It is advised that the amended clause will read as follows.
- “If upon liquidation or dissolution there remains after satisfaction of all debts and liabilities, any property, that property shall not be paid to or distributed amongst the Trustees of the trust, but shall be paid to or distributed for charitable purposes carried out exclusively within New Zealand to the Southland District Council to be held by them on trust for the purposes of this trust and to be used for those purposes by direction of the Te Anau Community Board”*
- 14 In considering the funding request informally, the Board has indicated that it would like to consider attaching some conditions to the contribution. These are
- That the Trust repay the monies when practically appropriate.

- That should the development not progress that the plans and works completed to that date become the property of Council.
- That the \$40,000 when returned to the Board, not be subject to any conditions that any other monies that may be returned to the trust be subject to.

Issues/Risks

- 15 There is a risk that the \$40,000 will not be repaid to the Community Board. The trust owns no assets that the funds can be secured against. This is only the start of the project, and as with all construction projects until sale contracts are entered into and the construction is complete there is a high level of risk at all stages.
- 16 Additionally although the trust is indicating that upon liquidation or dissolution any monies remaining will be paid to the Te Anau Community Board for the purposes of this trust ie: in support of the elderly in the community, there is no guarantee that there will be any funds remaining.
- 17 There is a risk that Council will not approve any recommendation of the Board. As this is unbudgeted expenditure it is subject to Council approval before any agreement/payment can be made.

Factors to Consider

Legal and Statutory Requirements

- 18 It is most likely that due to the conditions that are being suggested to accompany this grant the monies will be recorded as an asset on Council's balance sheet rather than recorded as a grant. This is due to accounting rules requiring that in considering an asset you need to consider substance over form. Although a grant is being considered, the conditions around the grant, namely the expected repayment, indicates an asset of Council rather than an expense to Council.

Community Views

- 19 The Council has not formally sought any community views on this.

Costs and Funding

- 20 The trust is requesting a grant of \$40,000 from the Community Board.
- 21 The board has informally indicated that any funding will be from a Community Board reserve. Options to be considered by the board are the General Reserve, the balance at the 30 June 2016 is \$454k, projected to be \$349k at the 30 June 2017. Another option is the Luxmore Subdivision Reserve with a balance of \$1,020k at the 30 June 2016, projected to be \$1,074K at the 30 June 2017.

Policy Implications

- 22 Council's current financial delegations require Council to approve expenditure not included within the Long Term Plan or Annual Plan.
- 23 As this request is outside the Annual plan, the Community Board will if it wishes to contribute to the trust, need to make a recommendation to Council to resolve the unbudgeted expenditure of \$40,000.

Analysis

Options Considered

- 24 To make a contribution or not of \$40,000 to the Fiordland Retirement Housing Trust

Analysis of Options

Option 1 – Agree to recommend to Council to make a contribution from the Te Anau Community Board reserves of \$40,000 to the Fiordland Retirement Housing Trust subject to a number of conditions as noted above.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • None directly for Council. • The request to Council can proceed without delay. • Assists the Trust, with a community project. 	<ul style="list-style-type: none"> • If the board are seeking repayment, a high degree of risk is attached.

Option 2 – Discuss other options with the Trust.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • If the board still have queries, it allows these to be discussed. 	<ul style="list-style-type: none"> • Depending on the discussion, there may be a delay in any request to Council for approval.

Option 3 – Decline the request

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • Eliminates any risk of repayment not occurring. 	<ul style="list-style-type: none"> • None for the Council • The Trust will need to find the additional funding elsewhere.

Assessment of Significance

- 25 This matter is not deemed to be significant in terms of Council's significance policy.

Recommended Option

- 26 Option 1 – Agree to recommend to Council to make a contribution from the Te Anau Community Board reserves of \$40,000 to the Fiordland Retirement Housing Trust subject to a number of conditions as noted above.

Next Steps

- 27 If the board, agree to recommend to Council to make a \$40k contribution, a report to Council will be prepared and included on Council's 19 July Meeting.
- 28 At the conclusion of Council's meeting the Community Board will be advised of the outcome, in order for the board to advise the Trust.

Attachments

A Fiordland Retirement Housing Project letter - 17 May 2017 [↓](#)

Fiordland Retirement Housing Trust
c/o Brian McCandless
31 Patience Bay Drive
Te Anau 9679

17 May 2017

Rachel Cockburn,
Chair,
Te Anau Community Board
Via email: <mailto:grant.rachel@xtra.co.nz>

Dear Rachel,

Fiordland Retirement Housing Project

I understand that both Ann Carran and Ebel Kramer have discussed the current status of our project with you. I now write to formally request your assistance in progressing development to the stage that we can market the properties.

The current status of the project is as follows:

- Council has agreed to transfer the land for \$1 and our lawyers are currently finalising the caveats to the Unit Title.
- The PH Vickery Trust has provided a grant of \$20,000 to fund seed-corn activity leading to Resource Consent and the development of marketing material. This was the figure based on a recommendation by our Feasibility Study consultants.
- The Community Trust of Southland has agreed to provide a low interest loan of \$1,000,000 to fund design, development and construction. This loan is dependent on Resource Consent being granted and deposits placed for the first 6 properties.
- We have recently selected high quality a consortium led by the Logic Group for land development, property design and construction under turnkey arrangements.

The Logic proposal includes a further project definition stage to refine the initial concept and clarify costs and risks before going ahead with the Resource Consent application and sales campaign. This further work will

cost almost \$60,000. Our Trustees view this as a prudent further risk reduction measure, which has the potential to save greater costs further downstream.

Whilst not increasing overall project costs, the Logic proposal does nevertheless have a significant impact on spend profiles during the early stage of the project. In short, we are some \$40,000 short of funds to get to the stage where we can safely market the properties and release the CTOS funding stream.

I write to request that the Community Board consider providing a grant of \$40,000 to cover this shortfall. You should be aware that we have agreed a form of words with SDC for an amendment to our Trust Deed as follows:

“If upon liquidation or dissolution there remains after satisfaction of all debts and liabilities, any property, that property shall not be paid to or distributed amongst the Trustees of the Trust, but shall be paid to or distributed for charitable purposes carried out exclusively within New Zealand to the Southland District Council to be held by them on trust for the purposes of this trust and to be used for those purposes by the direction of the Te Anau Community Board”

In other words, any operating surplus at the end of the project will be returned to you to be used in support of the elderly in the community.

I understand that the Community Board has a workshop planned for the afternoon of 14th May. I would be happy to attend this meeting to cover any supplementary questions that the Board might have.

I will copy this note to Steve Ruru, Ebel Kramer and Sarah Greaney to keep them in the loop

Thank you for agreeing to consider this proposal. I look forward to hearing from you in the near future.

Yours sincerely,

Brian McCandless,
Chair,
Fiordland Retirement Housing Trust

Te Anau Airport Manapouri Manager's Report dated 2 June 2017

Record No: R/17/6/12308
Author: Ian Marshall, Group Manager Services and Assets
Approved by: Ian Marshall, Group Manager Services and Assets

☐ Decision ☐ Recommendation ☒ Information

- 1 Attached is the Te Anau Airport Manapouri Manager's Report dated 2 June 2017.

Recommendation

That the Te Anau Community Board:

- a) Receives the report titled "Te Anau Airport Manapouri Manager's Report dated 2 June 2017" dated 7 June 2017.
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.

Attachments

- A Te Anau Airport Manapouri Managers Report - dated 2 June 2017 [↓](#)



2 June 2017

Operations

The summer season has concluded with an average of 95% dispatch, receipt reliability and on time performance; these statistics were provided by Alliance Airlines of Australia. The aircraft broke down once whilst transiting through Te Anau Airport Manapouri effecting the 100% target. It was good to see that we, as Ground Handling Agents, did not effect this result. The general comment from Flight Operations was that we provided the best and most efficient service in comparison to other airports of similar size. Basically, our staff are the best at what they do.

The summer season runs from the beginning of September through to the end of May. The following statistics look over the last six years of operations and provides a steady level of overall growth in aircraft movements and revenue gained.

Movements – Large Aircraft

On average, we get **49** movements during the summer season or just under **1.5** movements per week. In the peak months, we get up to **3** movements per week and in the shoulder seasons we get **1**. The percentage increase in aircraft movements over the six year period is approximately **10%**.

Movements – Small Aircraft

On average, we get **246** movements during the summer season or just under **7** movements per week. The season doesn't have many highs and low and is mainly constant due to proximity training organisations in Dunedin and Invercargill, helicopter transit flights from Queenstown and two resident commercial transport operations. There is a slight decline in small aircraft movements in this summer season of approximately **6%**. This is due to commercial transport operators using larger aircraft, which is reflected in a slightly higher revenue take relating to higher landing charges. Less private aircraft owners have additional discretionary income, which has been reported by several small aerodromes adding to this decline.

Revenue - Large Aircraft

On average, we get **\$28,790** per season from large aircraft movements, with a record seasonal income from landing and ground handling fees this year of **\$32,660**. Additional fees have been charged through refuelling operations which was previously contracted out but, is now handled by our ground handlers. The total increase in revenue over the last six period has shown an increase of approximately **20%**.

Revenue - Small Aircraft

On average, we get **\$4,169** per season from small aircraft movements, with a slight decrease this year of approximately **3%** but an overall increase of **6%** in revenue over the last six year period this as mentioned is due to larger aircraft being used.

Assets

The airport terminal will be re-stained next year as part of the scheduled maintenance programme. One new baggage trolley deck will be installed over the winter period and all ground handling equipment will be serviced. Light Runway maintenance will be carried out next year with crack sealing and repainting of the some of the Runway Markings will be carried out after this crack sealing is complete.

Safety, Security and Training

Staff will carry out ground handling re-training over the winter period utilising the online training tool