



Date: Wednesday 18 October 2017
Time: 9am
Meeting Room: Council Chambers
Venue: 15 Forth Street
Invercargill

Council OPEN MINUTES FOR CONFIRMATION

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Community and Policy Committee

OPEN MINUTES

Minutes of a meeting of Community and Policy Committee held in the Council Chambers, 15 Forth Street, Invercargill on Wednesday, 9 August 2017 at 11am.

PRESENT

Chairperson	Julie Keast
	Mayor Gary Tong
Councillors	Stuart Baird
	Brian Dillon
	John Douglas
	Paul Duffy
	Darren Frazer
	George Harpur
	Ebel Kremer
	Neil Paterson

IN ATTENDANCE

Chief Executive (Steve Ruru), Group Manager, Community and Futures (Rex Capil), Group Manager, Services and Assets (Ian Marshall), Governance and Democracy Manager (Clare Sullivan), Group Manager, Customer Support (Trudie Hurst), Communications Manager (Louise Pagan) and Committee Advisor (Alyson Hamilton).

1 Apologies

Moved Cr Frazer, seconded Cr Kremer and **resolved:**

That the Community and Policy Committee accept the apologies for non-attendance from Councillors Ford, Perham and Macpherson.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

There was no Public Forum.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Cr Dillon, seconded Cr Harpur **and resolved:**

That the minutes of Community and Policy Committee meeting held on 21 June 2017 be confirmed as a true and correct record.

Reports for Recommendation

7.1 Stewart Island Wharfing Provision - Community and Stakeholder Engagement

Record No: R/17/7/16882

Michelle Stevenson (Community Partnership Leader) and Sandra James (Consultant, Connecting People) presented the report.

Ms Stevenson presented to the Committee the Stewart Island Wharfing Provision community and Stakeholder Engagement report prepared by an Independent Consultant Sandra James.

Ms Stevenson advised the purpose of the community and stakeholder engagement project is to investigate a more strategic approach to the current and future provision of wharves on Stewart Island. Ms Stevenson added this included the demand for each wharf, their usage and quality, and identify the need for an overall medium to long term capital development provision and maintenance plan.

Ms Stevenson explained the role of the Independent Consultant was to capture the views and opinions of the Stewart Island community and wider stakeholder groups in relation to the six wharves identified in this project.

Ms Stevenson advised the report submitted is well presented and informative and it identifies a number of key issues for Council to consider and make recommendations based on the information gathered through the community and stakeholder engagement process.

Resolution

Moved Cr Kremer, seconded Cr Duffy **and resolved:**

That the Community and Policy Committee:

- a) **Receives the report titled “Stewart Island Wharfing Provision - Community and Stakeholder Engagement” dated 7 August 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) **Endorses Council staff to assess the recommendations and findings identified from the research and determine any future opportunities in relation to Council activities and work streams.**
- e) **Endorses Council staff to assess the recommendations and findings identified from the research in relation to the on-going discussions with Southport NZ around the future ownership of Golden Bay wharf.**
- f) **Acknowledges and supports that additional work identified (where appropriate) may be undertaken by Council staff in relation to Council owned wharves on Stewart Island.**

Reports

8.1 MBIE Welcoming Communities Pilot Programme

Record No: R/17/7/15753

Rex Capil (Group Manager, communities and Futures) presented the report.

Mr Capil advised in late December 2016 the Ministry of Business, Innovation and Employment (MBIE) approached Council to seek support for the Southland District Council to jointly participate in the Welcoming Communities programme.

Capil explained Venture Southland on behalf of MBIE recently facilitated a meeting with representatives from MBIE, Venture Southland, Community Trust of Southland, Invercargill City Council, Gore District Council and Southland District Council.

Capil added the meeting provided background information and an opportunity to consider the Southland Welcoming Communities Pilot Programme, the approach to be taken and next steps.

Committee was advised the programme aims to encourage and support local councils and communities to provide a leadership role in welcoming newcomers.

Capil explained this is a change in emphasis from earlier settlement initiatives that have focused on supporting newcomers rather than equipping the receiving communities to be welcoming.

Mr Capil informed in regards to funding for the two year pilot project (July 2017 – June 2019) was secured through the Migrant Levy Memorandum Account. The funding agreement for the Southland Pilot Programme is between central government and Venture Southland – with the pilot funding to be \$50,000 per annum for the 2017/18 and 2018/19 financial years.

Mr Capil advised in due course and on invitation from Venture Southland it is anticipated the Southland District Council will be requested to appoint an elected representative to the Southland Welcoming Communities Governance Group. It was suggested the Committee appoint the Chair, Councillor Keast, as representative to the Governance Group.

Resolution

Moved Cr Baird, seconded Cr Frazer **and resolved:**

That the Community and Policy Committee:

- a) **Receives the report titled “MBIE Welcoming Communities Pilot Programme” dated 2 August 2017.**
- b) **Appoints Cr Keast as the Southland District Council elected representative on the Southland Welcoming Committee Governance Group.**

8.2 Service Delivery Scoping Project

Record No: R/17/7/15976

Kelly Tagg (Community Partnership Leader) presented the report.

Mrs Tagg advised the purpose of this project is to consider future Council service delivery options for Southland District Council communities with the demand from residents, ratepayers and visitors being the primary focus.

Tagg explained the objectives of this project are:

- to consider the types of services required by Council
- to consider the levels of service required
- to determine how these service might be delivered
- where they could most effectively and efficiently be delivered from
- determine who should deliver these services – inclusive of discussions around shared services.

Mrs Tagg advised the project objectives also include consideration of how Council manages user expectations, what capital and operational expenditure resource allocation needs to be considered by Council to deliver the “ideal” solution and what is a realistic time frame to deliver said solution.

The Committee noted Council has engaged consultant, Rebecca McElrea of McElrea Consulting, to undertake this work in conjunction with the Community Partnership Leaders.

Resolution

Moved Cr Douglas, seconded Cr Harpur **and resolved:**

That the Community and Policy Committee:

- a) **Receives the report titled “Service Delivery Scoping Project ” dated 30 July 2017.**

8.3 Community Leadership Plan Project Update

Record No: R/17/7/17012

Community Partnership Leaders Kelly Tagg, Simon Moran and Michelle Stevenson presented the report.

Mrs Tagg advised the Community Partnership Leaders are currently working through a community leadership planning process with communities.

Mrs Tagg explained this process encompasses a multi-phase approach over an 18 month period culminating in the development and implementation of several community leadership plans for the District which will group towns and villages together by geographic location and/or issues eg tourism, population demographics such as declining populations and aging communities.

Mrs Tagg added this will allow staff to continue with Council’s district wide approach and will allow communities with similar issues to work together even if they don’t share communities of interest.

The Committee was advised phase one was Council focused and consisted of seven workshops being held with Councillors, members of the eight Community Boards and 19 Community Development Area Subcommittee’s across the District.

Mrs Tagg informed phase two is the next part of this project, and is focused on key stakeholders. It will involve four to five workshops being held by the end of November 2017 with key groups such as industry representatives, central government agencies, businesses and individuals in our communities.

Mrs Tagg commented it is envisaged phase three will commence by March 2018 and will see staff taking the information from phase one and two out to the wider community as part of a wider consultation process.

Mrs Tagg advised staff will be working closely with the Venture Southland Community Development team throughout all phases of this project.

Resolution

Moved Cr Paterson, seconded Cr Frazer **and resolved:**

That the Community and Policy Committee:

- a) **Receives the report titled “Community Leadership Plan Project Update” dated 28 July 2017.**

8.4 Community Governance Project Update

Record No: R/17/7/17047

Clare Sullivan (Governance and Democracy Group Manager) presented the report.

Mrs Sullivan advised the purpose of the report is to provide an update on the Community Governance Project and Representation Review and upcoming engagement.

Ms Sullivan explained Council has previously identified and endorsed the Community Governance Project to assist the Council develop a more effective and efficient representation framework and relationship with the district and its communities.

Ms Sullivan advised the Community Engagement Project will provide background information to inform the Representation Review, by providing a vehicle for discussion across the district about how we can ensure strong district-wide decision-making while empowering local communities to participate in decision-making processes that better reflect their needs and requirements.

Ms Sullivan advised a project plan is being developed and this will be discussed with the Elected Representative Working Group later in August. Ms Sullivan added between now and November various stakeholder groups and networks will be informed of the project and feedback sought.

The Committee noted Community Boards and Community Development Area Subcommittees will be included in this engagement.

The Committee was advised feedback will be provided to the Elected Representative Working Group and a proposed model for implementation prepared in 2018.

Ms Sullivan commented reports seeking decisions on the Electoral System and Maori Representation will go before Council in September and October 2017.

Resolution

Moved Mayor Tong, seconded Cr Kremer **and resolved:**

That the Community and Policy Committee:

- a) **Receives the report titled “Community Governance Project Update” dated 30 July 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) **Endorses the engagement process for the Community Engagement Project.**

- e) **Notes that the Council will make decisions regarding the statutory requirements for the electoral system and Maori representation prior to November 2017.**

8.5 Creating a Positive Open Space Experience

Record No: R/17/7/17022

Simon Moran (Community Partnership Leader) presented the report.

Mr Moran advised the purpose of the report is to update the Committee on the steps being taken to understand the Southland visitor experience and how this may develop into proposals to improve tourism infrastructure and open spaces.

Mr Moran advised in order to assist Council to understand the types of pressures/issues, where they are, and what the priorities are a tourism project has been developed. Mr Moran added the company being used is called Xyst and the key consultants are Paul Wilson and Dave Bamford.

The Committee was advised Government has in place a \$10 million regional mid-sized tourism infrastructure fund. Mr Moran advised that fund has since been superseded by the \$100 million (\$25 M per year for four years) Tourism Infrastructure Fund (TIF).

Mr Moran explained the purpose of the Tourism Infrastructure Fund is to provide financial support for local tourism-related infrastructure where tourism growth (domestic and international) is placing pressure on, or potential growth is constrained by, existing infrastructure and the local community is unable to respond in a timely way without assistance.

The Committee noted Councils or community organisations with council support are eligible to apply for local visitor-related infrastructure.

Mr Moran advised this project will assess the visitor areas that Council has across the District and identify ways of improving the level of experience on offer.

Mr Moran commented there will be an application round later this year so the project will be a key piece of work to assist in an application to the TIF. The initial focus will be on key visitor flow routes in the district and the priority of sites along those routes but other sites will be considered if they are rated high on the priority list.

Resolution

Moved Cr Kremer, seconded Cr Douglas **and resolved:**

That the Community and Policy Committee:

- a) **Receives the report titled “Creating a Positive Open Space Experience” dated 30 July 2017.**

8.6 Community Conversations feedback

Record No: R/17/7/17356

Louise Pagen (Communications Manager) presented the report.

Mrs Pagen reported a series of Community Conversations were held throughout the district in May and June 2017.

Mrs Pagen advised the discussions ranged across a large number of topics, with many of the attendees focusing on the future of their community and Southland as a whole.

Pagen informed a summary of the feedback received from the eight meetings, is attached to the report and will be circulated to the attendees who gave email addresses as well as those on record from last year's series.

The Committee noted the summary will also be added to the Community Conversations page on Council's website.

Mrs Pagen advised planning is under way for the next series of conversations, to be held at the end of October/ early November. Mrs Pagen added the focus of these conversations will be on representation and the Long Term Plan.

Resolution

Moved Cr Frazer, seconded Cr Harpur **and resolved:**

That the Community and Policy Committee:

- a) **Receives the report titled "Community Conversations feedback" dated 7 August 2017.**

8.7 Customer Satisfaction Survey Results for 2016/2017

Record No: R/17/8/17566

Trudie Hurst (Group Manager Customer Support) presented the report.

Mrs Hurst advised the purpose of the report is to provide, for information, the results of the Customer Service surveys completed for 2015/16.

Mrs Hurst explained each month, officers randomly select from the "Request for Service" system a sample of each type of request made, to complete a customer satisfaction survey as part of Council's key performance indicators in the Long Term Plan. Mrs Hurst added the results are then reflected in the Annual Report.

Mrs Hurst advised the results show overall customers are satisfied with staff helpfulness and exceeded Council Key Performance Indicators (KPIs) in this space.

The Committee noted Council did not meet our KPIs for time taken to resolve the matter (83% satisfaction against target of 90%) and the respondent being satisfied with the final outcome (84% satisfaction against target of 90%).

Overall, while there are no major systemic issues highlighted for Council, work will continue with the Customer Support Strategy to improve the customer experience.

Resolution

Moved Cr Paterson, seconded Cr Baird **and resolved:**

That the Community and Policy Committee:

- a) **Receives the report titled "Customer Satisfaction Survey Results for 2016/2017" dated 3 August 2017.**

Public Excluded

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

Resolution

Moved Cr Kremer, seconded Cr Dillon **and resolved:**

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

C9.1 Community Futures 2040 - Next Stage Planning and Implementation Requirements

C9.2 Milford Opportunities Update

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
Community Futures 2040 - Next Stage Planning and Implementation Requirements	s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities. s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	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.
Milford Opportunities Update	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person. Refers to a list of people who may be considered for the Governance Group roles but who have yet to be approached.	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 Chief Executive, Group Manager, Community and Futures, Group Manager, Services and Assets Manager, Governance and Democracy Manager, Communications Manager, Group Manager, Customer Support and Committee Advisor be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the items C9.1 Community Futures 2040 - Next Stage Planning and Implementation Requirements and C9.2 Milford Opportunities Update 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 11.45am.

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

The meeting concluded at 12.20pm

CONFIRMED AS A TRUE AND CORRECT
RECORD AT A MEETING OF THE
COMMUNITY AND POLICY COMMITTEE HELD
ON WEDNESDAY, 9 AUGUST 2017.

DATE:.....

CHAIRPERSON:.....

Services and Assets Committee

OPEN MINUTES

Minutes of a meeting of Services and Assets Committee held in the Council Chambers, 15 Forth Street, Invercargill on Wednesday, 9 August 2017 at 9am.

PRESENT

Chairperson	Brian Dillon Mayor Gary Tong
Councillors	Stuart Baird John Douglas Paul Duffy Darren Frazer George Harpur Julie Keast Ebel Kremer Neil Paterson

IN ATTENDANCE

Chief Executive - Steve Ruru
Group Manager, Services and Assets - Ian Marshall
Group Manager, Community and Futures - Rex Capil
Communications Manager - Louise Pagan
Governance and Democracy Manager - Clare Sullivan
Committee Advisor - Kirsten Hicks

1 Apologies

Apologies for absence were received from Councillors Ford, McPherson and Perham.

Resolution

Moved Cr Baird, seconded Cr Paterson **and resolved:**

That the Services and Assets Committee accepts the apologies.

2 Leave of absence

There was no leave of absence requested.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

There was no public forum.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Cr Kremer, seconded Cr Frazer **and resolved:**

That the Services and Assets Committee confirms the minutes of the meeting held on 21 June 2017.

Reports for Resolution

7.1 District Wide LED Streetlight Replacement

Record No: R/17/7/16806

Roading Asset Management Engineer Hartley Hare, Commercial Lead Roding Dylan Rabbidge and Group Manager, Services and Assets Ian Marshall were in attendance for this item.

Officers advised that the purpose of this report was to outline the proposed procurement and installation of LED street lighting units across the Southland District Council street lighting network.

The Meeting noted that the upgrade is required to replace outdated street lighting units to modern LED lights with significantly improved efficiencies and safety.

Endorsement is sought from the Services and Assets Committee for procurement and award of a contract to suitably qualified suppliers.

Resolution

Moved Cr Kremer, seconded Cr Keast **and resolved:**

That the Services and Assets Committee:

- a) **Receives the report titled “District Wide LED Streetlight Replacement” dated 2 August 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) **Resolve that upgrade programme for LED be accelerated to maximise NZTA funding assistance for this activity (85%).**
- e) **Resolve that a tender be put to market for the instillation of the LED lights.**
- f) **Endorse that the outstanding quantity of light units be purchased from Council’s previously approved suppliers.**
- g) **Approve delegated authority to the Chief Executive Officer or Group Manager Services and Assets, to award contracts based on the estimated project value of \$1M, subject to satisfactory tenders being received that provide value to the Southland District Council.**

7.2 Professional Services Contract for Transport Core Service

Record No: R/17/7/16980

Roading Asset Management Engineer Hartley Hare and Group Manager, Services and Assets Ian Marshall were in attendance for this item.

Officers advised that the purpose of this report was to advise the outcome of the procurement of the Southland District Council Transport Professional Services – Core Services tender contract 17/04.

The Committee was informed that the current contract with Santec (previously MWH Global) for the provision of Professional Services for Roding, Contract 12/03 expires on 30 September 2017.

The outcome of the evaluation is that Opus is the highest ranked tenderer and the Evaluation Team recommends Contract No.17/04, Opus International Consultants.

Resolution

Moved Cr Douglas, seconded Cr Harpur **and resolved:**

That the Services and Assets Committee

- a) **Receives the report titled “Professional Services Contract for Transport Core Service” dated 2 August 2017.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Notes the outcome of the tender evaluation and endorses the awarding of Contract 17/04 for Professional Services for Transport Core Services to Opus.**

7.3 Lumsden Railway Precinct Upgrade

Record No: R/17/8/17783

Community Partnership Leader Kelly Tagg was in attendance for this item.

The Meeting was advised the purpose of this report was to request a recommendation to Council for unbudgeted expenditure relating to two upcoming projects in Lumsden.

The Lumsden CDA wish to better manage the visitor experience at the Lumsden Railway Precinct. This would be achieved by enlarging, sealing/resealing the carpark, installing kerb and channel, and providing better rubbish disposal facilities. Landscaping and screening would also be required.

The Committee were informed that Council approved a toilet block upgrade in the 2015 – 2025 LTP, at a cost of \$220,000. This work is due to be carried out in the 2018 – 19 year. Due to increased demand it is considered appropriate to bring this project forward to 2017 – 18 financial year, in conjunction with the Railway Precinct upgrade.

Both projects are considered to meet the criteria for funding in round one of MBIE’s Tourism Infrastructure Fund which opened on 3 August and closes 4 September.

Resolution

Moved Mayor Tong, seconded Cr Douglas **and resolved:**

That the Services and Assets Committee:

- a) **Receives the report titled “Lumsden Railway Precinct Upgrade ” dated 8 August 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 unbudgeted expenditure be approved for the “Lumsden Toilet Facilities Upgrade” project at an estimated total cost of \$149,226 to be brought forward from the 2018-19 financial year to the 2017-18 year. The remaining 47% (\$131,226) to be funded by applying to the MBIE Tourism Infrastructure Fund.**
- e) **Recommends to Council that the unbudgeted expenditure for the Lumsden toilet upgrade be approved subject to the application to the Tourism Infrastructure Fund being successful.**
- f) **Recommends to Council that the unbudgeted expenditure for the Lumsden Visitor Management Upgrade project at an estimated cost of \$74,395 be approved subject to the Lumsden CDA Subcommittee resolving to fund this amount in total from their local funds and reserves at their meeting scheduled for 14 August 2017. The remaining 50% (\$74,395) to be funded by applying to the MBIE Tourism Infrastructure Fund.**
- g) **Recommends to Council that the unbudgeted expenditure of \$74,395 for the Lumsden Visitor Management Upgrade be approved subject to the application to the Tourism Infrastructure Fund being successful.**

Councillor Baird voted against this resolution.

Reports for Recommendation

8.1 Contract 17/5 Mackinnon Loop Watermain Renewal

Record No: R/17/7/16088

Operations/Project Manager, Water and Waste Matthew Keil and Group Manager, Services and Assets Ian Marshall were in attendance for this item.

Officers advised purpose of this report is to recommend the award of contract and commence the programmed watermain renewal in Mackinnon Loop, Te Anau.

The Meeting noted the tenders received, the evaluation carried out and recommendations for letting the contracts.

Resolution

Moved Cr Kremer, seconded Cr Paterson **and resolved:**

That the Services and Assets Committee:

- a) **Receives the report titled “Contract 17/5 Mackinnon Loop Watermain Renewal” dated 30 July 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 Mackinnon Loop Watermain Renewal project to proceed for a total district funded cost of \$373,581.54.**
- e) **Approves the award of contract to Te Anau Earthworks Ltd for the sum of \$328,581.54 including the total contingency amount of \$25,000.00.**

8.2 Southland District Council Resurfacing Tender Award

Record No: R/17/7/17428

Roading Asset Management Engineer Hartley Hare and Group Manager, Services and Assets Ian Marshall were in attendance for this item.

Officers advised that the purpose of this report was to outline the tenders received for the 2017-2020 Southland District Council Resurfacing Programme and to seek approval from the Services and Assets Committee to award Contract 17/32 (Eastern Area) and Contract 17/33 (Western Area) to the recommended tenderers.

The Meeting noted the tenders received, the evaluation carried out and recommendations for letting the contracts.

Resolution

Moved Cr Kremer, seconded Cr Douglas **and resolved:**

That the Services and Assets Committee:

- a) **Receives the report titled “Southland District Council Resurfacing Tender Award” dated 4 August 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) **Accept the Downer tender price of \$7,378,924.40 plus GST for Contract 17/32 Eastern Area Resurfacing.**
- e) **Accept the Downer tender price of \$7,720,175.40 plus GST for Contract 17/33 Western Area Resurfacing.**

Reports

9.1 IFS Growth Forest Manager's Report of Forestry Activity for the period to 30 June 2017

Record No: R/17/7/16864

Forestry Manager Reece McKenzie and Group Manager, Services and Assets Ian Marshall were in attendance for this item.

Mr McKenzie presented Forestry Reports for the end of month for May and June 2017.

The Committee noted the full year performance for the forestry business has been exceptional, with all budget targets easily exceeded. In part this is due to strong log prices but also increased yields (up 18%) in the Dipton Forest.

Resolution

Moved Cr Keast, seconded Cr Harpur **and resolved:**

That the Services and Assets Committee:

- a) **Receives the report titled "IFS Growth Forest Manager's Report of Forestry Activity for the period to 30 June 2017" dated 2 August 2017.**

9.2 Downer Water and Wastewater Maintenance Contract 10/01 - Monthly Report for June 2017

Record No: R/17/7/15470

Operations/Project Manager, Water and Waste Matthew Keil and Group Manager, Services and Assets Ian Marshall were in attendance for this item.

Officers informed the Meeting that the purpose of the report was to update the Committee on the progress of the contract 10/01 for delivery of water and wastewater services to Council for the Southland District.

Resolution

Moved Cr Harpur, seconded Cr Baird **and resolved:**

That the Services and Assets Committee:

- a) **Receives the report titled "Downer Water and Wastewater Maintenance Contract 10/01 - Monthly Report for June 2017" dated 30 July 2017.**

9.3 Roothing Operations June 2017

Record No: R/17/7/15541

Resolution

Moved Cr Paterson, seconded Cr Frazer **and resolved:**

That the Services and Assets Committee:

- a) **Receives the report titled “Roothing Operations June 2017” dated 7 August 2017.**

9.4 NZTA Three Year Programme Performance

Record No: R/17/7/16188

Commercial Lead Roothing Dylan Rabbidge and Group Manager, Services and Assets Ian Marshall were in attendance for this item.

The Meeting was advised that the purpose of this report was to update the progress of SDC against NLTP, and provide details of major risks to completing the proposed 2017/18 roading programme.

Resolution

Moved Cr Kremer, seconded Cr Douglas **and resolved:**

That the Services and Assets Committee:

- a) **Receives the report titled “NZTA Three Year Programme Performance” dated 31 July 2017.**
- b) **Notes that the 2017/18 budget forecast approvals required will be reflected in the Financial Reforecast to be presented in November 2017.**

9.5 Services and Assets Contracts Update

Record No: R/17/7/16570

Group Manager, Services and Assets Ian Marshall was in attendance for this item.

The Committee were advised on the progress of status of all contracts within Services and Assets except where the Water and Waste and Roothing opex and capex contracts are reported through their respective operations reports.

Resolution

Moved Cr Paterson, seconded Cr Keast **and resolved:**

That the Services and Assets Committee:

- a) **Receives the report titled “Services and Assets Contracts Update” dated 26 July 2017.**

9.6 Work Schemes Survey

Record No: R/17/7/16576

Planning and Reporting Analyst Shannon Oliver and Works Scheme Supervisor Chris Klein was in attendance for this item.

The Meeting was advised that the Work Scheme and Maintenance Service Client Satisfaction Survey was undertaken in May 2017.

Resolution

Moved Mayor Tong, seconded Cr Keast **and resolved:**

That the Services and Assets Committee:

- a) **Receives the report titled “Work Schemes Survey” dated 30 July 2017.**
- b) **Notes that the satisfaction survey shows for the measure:**
 - **Satisfaction; 100% of clients were either Very Satisfied or Satisfied in terms of the work completed according to specifications.**
 - **Costs; 13 out of 14 respondents either Strongly Agreed or Agreed the costs were fair and reasonable**
 - **Work undertaken; 9 of 14 respondents rated the work undertaken made it possible for small communities to complete projects where they would otherwise not be able to due to costs or lack of resources. The other 5 said it was Not Applicable.**

The meeting concluded at 10.50am.

CONFIRMED AS A TRUE AND CORRECT
RECORD AT A MEETING OF THE SERVICES
AND ASSETS COMMITTEE HELD ON 9
AUGUST 2017.

DATE:.....

CHAIRPERSON:.....



Milford Community Trust

OPEN MINUTES

Minutes of a meeting of Milford Community Trust held in the Distinction Hotel & Villas, 64 Lakefront Dr, Te Anau on Friday, 19 May 2017 at 1.00pm.

PRESENT

Chairperson	Mike Schuck
Members	Rosco Gaudin Tim Holland Brad Johnstone Mike McConachie
Councillor	Jason Steele Ebel Kremer

IN ATTENDANCE

Committee Advisor	Jenny Labruyere
Community Partnership Leader	Simon Moran
Group Manager Community & Futures	Rex Capil
Chief Financial Officer	Anne Robson
Team Leader Governance & Democracy	Clare Sullivan
Department of Conservation	Abby Wangeman

1 Apologies

There were no apologies received.

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

There were no members of public present.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Trustee Gaudin, seconded Trustee Steele

Confirms the minutes of Milford Community Trust meeting, held on 20 February 2017.

Reports

7.1 Milford Community Trust - Action Sheet - May 2017

Record No: R/17/5/9766

MERT

Councillor Kremer advised he has met with Dr Hoskin from the Fiordland Medical Practice to discuss the development of medical services for year round medical cover in Milford in the future.

Councillor Kremer reported that the outcome of the discussions were that Dr Hoskin agreed there should be a full time medical co-ordinator based in Milford.

Recreation Pad

Trustee Schuck advised he submitted an application to the Southland District Council's Community Fund seeking funding for the purchase of sporting equipment for use with the recreational pad. Trustee Schuck also indicated commitment from another source has been offered to cover any shortfall of funds for equipment and storage.

Community Centre

Trustee Holland provided a draft concept plan and estimated costings for Trustees consideration. Following the discussions Trustees agreed for further costings to be provided and a business plan to be progressed. Such plans to be provided to the Trusts September meeting for further decision including funding options.

Bowen Falls Funding

Trustees requested clarification as to the Bowen Falls funding and requested whether these funds have been moved/renamed to the Deepwater Basin Airport Walkway project to assist funding the development of this project.

Trustee Holland requested permission from Trustees to release funding to secure topographical data to be used to progress the airport walkway project.

Resolution

Moved Trustee Holland, seconded Trustee Steele

That the Milford Community Trust:

- a) **Receives the report titled “Milford Community Trust - Action Sheet - May 2017” dated 11 May 2017.**
- b) **Agreed that funding previously set aside for the Bowen Falls project be renamed to the Deepwater Basin Walkway, and in addition permission be granted for funds to be released to secure topographical data to assist in progressing this development.**

1.20pm At this point the meeting was adjourned to allow for the conclusion of the workshop at which outside members took part.

Public Excluded

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

Recommendation

That the public be excluded from the following part(s) 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:

C8.1 Cleddau Village Community Centre

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
Cleddau Village Community Centre	s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out,	That the public conduct of the whole or the relevant part of the proceedings of the meeting would

	<p>without prejudice or disadvantage, commercial activities.</p> <p>Discussions around potential costs and implications for the Trust.</p>	<p>be likely to result in the disclosure of information for which good reason for withholding exists.</p>
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That the staff be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the items Cleddau Village Community Centre. 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 1.07pm.

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

3.30pm

The Chairperson thanked Members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE MILFORD COMMUNITY TRUST HELD ON 19 MAY 2017.

DATE:.....

CHAIRPERSON:.....