



---

# Council

## OPEN MINUTES

---

---

Minutes of a meeting of Council held in the Council Chambers, 15 Forth Street, Invercargill on Wednesday, 2 May 2018 at 9.01am.

---

### PRESENT

<b>Mayor</b>	Mayor Gary Tong
<b>Deputy Mayor</b>	Paul Duffy (9.02am – 10.28am, 10.47am – 10.56am, 1.05pm – 1.56pm)
<b>Councillors</b>	Stuart Baird
	Brian Dillon
	John Douglas
	Bruce Ford
	Darren Frazer
	George Harpur
	Julie Keast
	Ebel Kremer
	Gavin Macpherson

### IN ATTENDANCE

Chief Executive Officer – Steve Ruru  
Group Manager, Environmental Services – Bruce Halligan  
Group Manager, Services and Assets – Matt Russell  
Group Manager, Community and Futures – Rex Capil  
Chief Financial Officer – Anne Robson  
People and Capability Manager – Janet Ellis  
Group Manager, Customer Support – Trudie Hurst  
Senior Projects Manager – Ian Marshall  
Communications Manager – Louise Pagan  
Governance and Democracy Manager – Clare Sullivan  
Committee Advisor – Fiona Dunlop

## 1 Apologies

There were apologies from Councillors Paterson and Perham and for lateness from Councillor Duffy. An apology from Te Ao Marama partner Dean Whaanga was also received.

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

**That the Council accept the apologies.**

## 2 Leave of absence

There were no requests for leave of absence.

(Councillor Duffy joined the meeting at 9.02am.)

## 3 Conflict of Interest

Please see item 7.2 2018-2028 Long Term Plan (LTP) – Deliberations for a conflict of interest from Councillor Duffy.

## 4 Public Forum

Joan Scarlett addressed the meeting in support of the submission to the 2018/2028 Long Term Plan from the Southland Heritage Railway Regional Group.

## 5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

## 6 Confirmation of Council Minutes

There are no minutes to confirm

## Reports - Policy and Strategy

### 7.2 2018-2028 Long Term Plan (LTP) - Deliberations

**Record No: R/18/4/9352**

Project Co-ordinator, Corporate Planning – Nicole Taylor and Financial Accountant – Susan McNamara were in attendance for this item.

**Moved Mayor Tong, seconded Councillor Kremer recommendations a to c which were put and CARRIED.**

Moved Councillor Macpherson, seconded Councillor Keast recommendation d which was put and CARRIED.

Moved Councillor Dillon, seconded Councillor Douglas recommendation e which was put and CARRIED.

Moved Councillor Kremer, seconded Councillor Douglas recommendation f which was put and CARRIED.

Moved Mayor Tong, seconded Councillor Ford recommendation g which was put and CARRIED.

Councillor Duffy declared a conflict of interest in relation to the Curio Bay Recreation Reserve and did not take part in the discussion or vote on the matter.

Moved Councillor Keast, seconded Councillor Douglas recommendation h which was amended (as indicated) as follows and was put and CARRIED:

That the Council:

- h) Continue to work with the South Catlins Charitable Trust, Department of Conservation and stakeholders to investigate options for the appropriate future management and protection of the Curio Bay Recreation Reserve headland and wildlife.
- ~~h) — Determines in relation to the Curio Bay Recreation Reserve issue that it confirms option 1 and requests staff to:~~
  - ~~i. — Work with the South Catlins Charitable Trust and Department of Conservation to investigate removal of any camping and vehicles on that portion of the Curio Bay Recreation Reserve east of the existing road up to the headland.~~
  - ~~ii. — Work with the South Catlins Charitable Trust and Department of Conservation to investigate the erection of a vehicle barrier along the portion of the reserve from east of the existing road up to the headland.~~
  - ~~iii. — Continue to work with all other agencies around further protection where possible for the Yellow eyed penguins at Curio Bay.~~

Councillor Duffy returned to the meeting following his conflict of interest.

Moved Councillor Kremer, seconded Councillor Douglas recommendation i which was put and CARRIED.

Moved Councillor Macpherson, seconded Councillor Keast recommendation j which was put and CARRIED.

Moved Mayor Tong, seconded Councillor Keast recommendation k which was put and CARRIED.

Moved Mayor Tong, seconded Councillor Kremer recommendation l which was amended (as indicated) and put and CARRIED.

- l) Determines that in relation to the Funding Requests issue that it:
- i. Provide funding to the Loss and Grief centre of \$15,000 with 2018/19 funded from District Operations reserve and 2019/2- onwards funded from rates and that be reviewed every Long Term Plan cycle.
  - ii. Provide no funding to the Fiordland Trails Trust.
  - iii. Requests the Southland Regional Heritage Group keeps the Council informed of any future development related to the regional train park/museum.
  - iv. Removes the funding of \$10,000 set aside for Biodiversity co-ordinator.

The Meeting adjourned for morning tea at 10.28am and reconvened at 10.47am.

Mayor Tong and Councillors Baird, Dillon, Douglas, Duffy, Ford, Frazer, Harpur, Keast, Kremer and Macpherson were present when the meeting reconvened.

Moved Councillor Kremer, seconded Councillor Keast recommendation m.

(Councillor Duffy left the meeting at 10.56am.)

Recommendation m was put and CARRIED.

Moved Mayor Tong, seconded Councillor Keast recommendation n with an addition (as indicated) which was put and CARRIED.

- n) Determines that in relation to the Staff Amendments and Updates issue that it confirms option 1 and directs staff to prepare the Long Term Plan 2018-28 with all amendments requested and note that the Winton Community Board recommended to Council that the Stormwater project STO1718 – Stormwater Main Replacement included in the 2018/2028 draft Long Term Plan be increased by \$876,518 in 2019/2020 financial year for a total project cost of \$1,876,500. That the project be funded from the Winton reserves in the 2018/2019 financial year of \$250,000 and in the 2019/2020 financial year of \$250,000 (a total of \$500,000) with the remaining balance (of \$1,376,500) to be funded by a 30 year loan.

Moved Councillor Ford, seconded Councillor Macpherson recommendations o and p which was put and CARRIED.

Resolution

That the Council:

- a) Receives the report titled “2018-2028 Long Term Plan (LTP) - Deliberations” dated 26 April 2018.

- b) Determines that this matter or decision be recognised as 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) Determines in relation to the Investing in Community Future Planning issue that it confirms option 1- To future proof and support the investment of \$150,000 in the first year increasing to \$250,000 a year by year four to undertake more futures planning work.
- e) Determines in relation to the Improving the Around the Mountains Cycle Trail experience issues that it confirms option 1 – Centre Hill Road Connection (\$126,000).
- f) Determines in relation to the Funding of the Around the Mountains Cycle Trail cost issue that it confirms option 1 – 100% Loan Funding.
- g) Determines in relation to the Investing in Open Spaces issue that it:
  - i. Confirms option 1 – To future proof and establish an ongoing annual provision of \$150,000 for open space design and planning and \$5.5 million capital expenditure from years 4-10 (inflation adjusted).
  - ii. Requests staff consider the submitter's specific suggestions for facility improvements as part of the planning stage of the open spaces programme.
  - iii. Indicate support in principle for the development of a regional community facilities and recreation strategy (as suggested by Sport Southland) and ask staff to raise the possibility with the other Southland councils.
  - iv. Endorse the development of a strategic framework for management of freedom camping.
- ~~h) Continue to work with the South Catlins Charitable Trust, Department of Conservation and stakeholders to investigate options for the appropriate future management and protection of the Curio Bay Recreation Reserve headland and wildlife.~~
- ~~h) Determines in relation to the Curio Bay Recreation Reserve issue that it confirms option 1 and requests staff to:~~
  - ~~i. Work with the South Catlins Charitable Trust and Department of Conservation to investigate removal of any camping and vehicles on that portion of the Curio Bay Recreation Reserve east of the existing road up to the headland.~~

- ~~ii. Work with the South Catlins Charitable Trust and Department of Conservation to investigate the erection of a vehicle barrier along the portion of the reserve from east of the existing road up to the headland.~~
- ~~iii. Continue to work with all other agencies around further protection where possible for the Yellow-eyed penguins at Curio Bay.~~
- i) Determines that in relation to the Te Anau Office and Library issues that it confirms option 1 - to proceed with plans to carry out a feasibility study into a Te Anau community hub, programmed for 2019/2020.
- j) Determines that in relation to District and Local Issues/Projects and Operational Matters that it confirms the staff actions detailed for submission points 5.4, 30.1, 48.1, 62.3, 67.5, 68.1, 91.1, 94.2, 94.4, 123.9, 126.7, 128.1, 128.8, 129.15, 133.7, 134.16, 134.18, 136.4, 137.3, 137.5, 141.14, 142.7, 143.9, 157.1, 157.2, 161.2 as shown in the table in attachment g of the officer's report.
- k) Determines that in relation to the Regional Development issue that it:
  - i. Notes the points raised and refer these to the Southland Regional Development Agency for consideration post its establishment.
  - ii. Confirm the LTP funding for regional development activity in 2018/2019 remain at \$1.8 million with the specific services to be provided to be finalised.
- l) Determines that in relation to the Funding Requests issue that it:
  - i. Provide funding to the Loss and Grief centre of \$15,000 with 2018/19 funded from District Operations reserve and 2019/2- onwards funded from rates and that be reviewed every Long Term Plan cycle.
  - ii. Provide no funding to the Fiordland Trails Trust.
  - iii. Requests the Southland Regional Heritage Group keeps the Council informed of any future development related to the regional train park/museum.
  - iv. Removes the funding of \$10,000 set aside for Biodiversity co-ordinator.
- m) Determines that in relation to the Other Rating Changes issues that it confirms option 1:
  - i. Revise the current separately used or inhabited part (SUIP) definition to include all property types and assess the Stewart Island Waste Management Rate as a service rate.
  - ii. Accept the proposed boundary changes for Athol Hall, Browns Hall, Waianiwa Hall, Edendale-Wyndham Hall, Tokanui-Quarry Hills Hall and Te Anau Community Board Rating boundaries as proposed in the supporting information to the 2018-2028 LTP Consultation document, and remove the Edendale Pool rate.

- n) **Determines that in relation to the Staff Amendments and Updates issue that it confirms option 1 and directs staff to prepare the Long Term Plan 2018-28 with all amendments requested and note that the Winton Community Board recommended to Council that the Stormwater project STO1718 – Stormwater Main Replacement included in the 2018/2028 draft Long Term Plan be increased by \$876,518 in 2019/2020 financial year for a total project cost of \$1,876,500. That the project be funded from the Winton reserves in the 2018/2019 financial year of \$250,000 and in the 2019/2020 financial year of \$250,000 (a total of \$500,000) with the remaining balance (of \$1,376,500) to be funded by a 30 year loan.**
- o) **Instructs staff to prepare the final 2018 Long Term Plan and supporting documents in a way that reflects the decisions that Council has made in relation to the submissions received and staff recommendations.**
- p) **Notes that submissions that relate to operational matters such as maintenance or renewal works, requests for more information, for reviews and changes to programmes or projects, have been provided to relevant staff and will be considered alongside existing work programmes and actioned as appropriate.**

#### **7.1 Late submission on LTP 2018-2028**

**Record No: R/18/4/9355**

##### **Resolution**

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

**That the Council:**

- a) **Receives the report titled “Late submission on LTP 2018-2028” dated 26 April 2018.**
- b) **Accepts the late submission in relation to the 2018-2028 LTP Consultation document.**

#### **7.3 Draft Revenue and Financing Policy 2018 - Deliberations**

**Record No: R/18/4/8978**

Policy Analyst – Robyn Rout, Finance Manager – Sheree Marrah and Project Coordinator, Corporate Planning – Nicole Taylor were in attendance for this item.

##### **Resolution**

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

**That the Council:**

- a) **Receives the report titled “Draft Revenue and Financing Policy 2018 - Deliberations” dated 26 April 2018.**

- b) **Determines that this matter or decision be recognised as 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) **Considers the community feedback received on the draft Revenue and Financing Policy, and considers the issues and options that are presented with this report.**
- e) **Resolves to include the following proposals in the draft Revenue and Financing Policy and supporting documentation as part of the 2018-2028 Long Term Plan process:**
  - i) **Revise the current Separately Used or Inhabited Part (SUIP) definition to include all property types so that a SUIP is defined as:**  
*A separately used or inhabited part of a rating unit includes any portion inhabited or used by the owner/a person other than the owner, and who has the right to use or inhabit that portion by virtue of a tenancy, lease, licence, or other agreement”.*
  - ii) **Agree to assess the Stewart Island Waste Management Targeted Rate as a service rate**
  - iii) **Accept proposed boundary changes for Athol Hall, Browns Hall, Waianiwa Hall, Edendale-Wyndham Hall, Tokanui-Quarry Hills Hall and Te Anau Community Board Rating boundaries as per Attachment D, remove Edendale Pool rate and further investigate funding approach for halls and pools for the 2021-2031 Long Term Plan.**
  - iv) **Set and assess all Community Board/Community Development Area Subcommittee rates as a Uniform Targeted Rate (UTR), with differentials as required by the individual Community Board/Community Development Area Subcommittee.**
  - v) **Fund 100% of all library services across the district from the Uniform Annual General Charge (UAGC).**
  - vi) **Increase rates funding for Health Licensing activity to 10% of total costs.**
  - vii) **Fund the loan repayments for the Around the Mountain Cycle Trail (AMCT) from the UAGC as proposed in the 2018-2028 LTP consultation document.**
  - viii) **Endorse the proposed roading rate model (where the uniform targeted rate is fixed at \$80.00 (GST exclusive) per rating unit, heavy use rate is \$1.10 (GST exclusive) per tonne, minimum tonnage applied to each**



relevant sector is 230,000 tonnes and other use factors are 1.15 (dairy), 1.2 (forestry) and 1.15 (farming non-dairy)) as per section 5 of the attachment to this report.

- ix) Revise the categories and share of categories between General rate and UAGC as per the table below, including retain funding of work schemes 85% general rate and 15% UAGC:

<b>Building Control</b>	<b>100%</b>	
<b>Civil Defence &amp; Emergency Management</b>	<b>100%</b>	
<b>Community Housing</b>	<b>85%</b>	<b>15%</b>
<b>Council Facilities</b>	<b>85%</b>	<b>15%</b>
<b>Community Futures</b>	<b>25%</b>	<b>75%</b>
<b>District Support</b>	<b>85%</b>	<b>15%</b>
<b>Animal Control</b>		<b>100%</b>
<b>Environmental Health</b>		<b>100%</b>
<b>Grants &amp; Donations</b>		<b>100%</b>
<b>Library Services</b>		<b>100%</b>
<b>Parks &amp; Reserves</b>	<b>85%</b>	<b>15%</b>
<b>Public Toilets</b>		<b>100%</b>
<b>Representation &amp; Advocacy</b>	<b>25%</b>	<b>75%</b>
<b>Resource Management</b>	<b>90%</b>	<b>10%</b>
<b>Strategy &amp; Communications</b>	<b>90%</b>	<b>10%</b>
<b>Work Schemes</b>	<b>85%</b>	<b>15%</b>
<b>Roads &amp; Footpaths (Around The Mountains Cycle Trail loan repayments only)</b>		<b>100%</b>

- x) Makes no changes to the current approach for water supply rates for properties on restricted supply.
- xi) Makes no change to the current approach for rating stormwater/wastewater discharge.
- xii) Retain the status quo and not apply a differential to the general rate for Meridian Energy.

- f) Gives delegated authority to the Chief Executive to make any required minor amendments to the Revenue and Financing Policy and Activity Funding Needs Analysis.

#### 7.4 Draft Development and Financial Contributions Policy - Deliberations

Record No: R/18/4/9423

Policy Analyst – Robyn Rout, Finance Manager – Sheree Marrah and Project Coordinator, Corporate Planning – Nicole Taylor were in attendance for this item.

##### Resolution

Moved Cr Keast, seconded Cr Frazer **recommendations a to d, e with changes (as indicated) and f and resolved:**

**That the Council:**

- a) **Receives the report titled “Draft Development and Financial Contributions Policy - Deliberations” dated 26 April 2018.**
- 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) **Considers the community feedback received on the draft Development and Financial Contributions Policy, and considers the issues and options that are presented in this report.**
- e) **Endorses the draft Development and Financial Contributions Policy with the minor change proposed by staff (including in ~~Schedule 2~~ Schedule 3 of the draft Policy, the event that will give rise to the requirement for a development contribution) with the addition of the following wording:**  
**Council will invoice a development contribution at the following times:**
  - a) **in the case of a resource consent for subdivision, at the time of application for a certificate under section 224(c) of the Resource Management Act 1991, with payment required prior to the issue of the certificate;**
  - b) **in the case of a resource consent for land use, at the time of notification of commencement or commencement of the consent, whichever is the earlier, with payment required prior to commencement of the consented activity;**
  - c) **in the case of a building consent, at the time of granting the building consent with payment no later than 90 days from the date of granting**

consent or prior to the issue of a code compliance certificate, whichever is the earlier:

- d) in the case of a service connection, at the time of approval of the service connection with payment prior to connection.
- f) Delegate authority to the chief executive to make any required minor amendments to the draft Development and Financial Contributions Policy.

## 8.1 May 2018 Tourism Infrastructure Fund application

**Record No: R/18/4/9445**

Strategic Manager Property – Kevin McNaught and Community Partnerships Leader – Simon Moran were in attendance for this item.

### Resolution

Moved Mayor Tong, seconded Cr Harpur **recommendations a to g, h with an addition (as indicated) and I and resolved:**

**That the Council:**

- a) **Receives the report titled “May 2018 Tourism Infrastructure Fund application” dated 27 April 2018.**
- 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) **Acknowledges that it has committed \$14.7 million in the draft Long Term Plan for the Te Anau Wastewater project to be loan funded.**
- e) **Resolves to contribute \$110,000 (50% funding) by way of a loan for the construction of a two unit toilet in Te Anau subject to the remaining \$110,000 (50% funding) be included in an application to the Tourism Infrastructure Fund and that application being successful.**
- f) **Resolves to contribute \$116,066 (50% funding) by way of a loan for the provision of new toilets and grounds upgrade at the Clifden bridge site subject to the remaining \$116,066 (50% funding) being included in an application to the Tourism Infrastructure Fund and that application being successful.**

- g) **Resolves to contribute \$139,764 (50% funding) by way of a loan for the provision of new toilets and grounds upgrade at Monkey Island subject to the remaining \$139,764 (50% funding) being included in an application to the Tourism Infrastructure Fund and that application being successful.**
- h) **Resolves to contribute \$61,851 (50% funding) by way of a loan to the public toilet infrastructure upgrade at Waikawa subject to the remaining \$61,851 (50% funding) being included in an application to the Tourism Infrastructure Fund and that application being successful.**
- i) **Resolves to authorise the additional \$240,364 of unbudgeted expenditure for these projects if the application to the Tourism Infrastructure Fund is successful**

The Meeting adjourned for lunch at 12.31pm and reconvened at 1.05pm.

Mayor Tong and Councillors Baird, Dillon, Douglas, Duffy, Ford, Frazer, Harpur, Keast, Kremer and Macpherson were present when the meeting reconvened.

## **7.5 Draft Roding Bylaw 2008 (Revision 2, 2018)**

**Record No: R/18/2/2671**

Policy Analyst – Robyn Rout and Strategic Manager Transport - Hartley Hare were in attendance for this item.

### **Resolution**

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

**That the Council:**

- a) **Receives the report titled “Draft Roding Bylaw 2008 (Revision 2, 2018)” dated 26 April 2018.**
- b) **Determines that this 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 draft Roding Bylaw 2008 (Revision 2, 2018).**
- e) **Endorses the Statement of Proposal attached to this report.**

- f) Releases the draft Roading Bylaw 2008 (Revision 2, 2018) and the associated Statement of Proposal for public consultation, in accordance with the Special Consultative Procedure outlined in sections 83 and 86 of the Local Government Act 2002, from 8am on 10 May 2018 to 5pm on 15 June 2018.
- g) Considers that publicising the Statement of Proposal by:
- Placing a newspaper advertisement in the Advocate and in the Stewart Island News;
  - Giving written notice to residents/ratepayers in Oban;
  - Giving written notice to the Commissioner of New Zealand Police, Te Ao Marama and the New Zealand Transport Agency;
  - Having the Proposal accessible on Council's website; and
  - Having copies of the Proposal available from all Council's offices;
- constitutes making the Statement of Proposal as widely available as is reasonably practicable in accordance with section 83 of the Local Government Act 2002.

## 9.1 Health and Safety

**Record No: R/18/4/8346**

People and Capability Manager – Janet Ellis was in attendance for this item.

### **Resolution**

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

### **That the Council:**

- a) Receives the report titled "Health and Safety" dated 27 April 2018.
- 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 work that is being undertaken in Health and Safety within Council.
- e) Supports the implementation of a Health and Safety plan for 2018/19 that includes a continued focus on training and critical risks.

## 9.2 Health and Safety Update

**Record No: R/18/4/8347**

People and Capability Manager – Janet Ellis was in attendance for this item.

### **Resolution**

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

### **That the Council:**

- a) **Receives the report titled “Health and Safety Update” dated 20 April 2018.**

## 9.3 Te Anau Wastewater Discharge Project Committee Terms of Reference

**Record No: R/18/4/9213**

Chief Executive – Steve Ruru was in attendance for this item.

### **Resolution**

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

### **That the Council:**

- a) **Receives the report titled “Te Anau Wastewater Discharge Project Committee Terms of Reference” dated 23 April 2018.**
- 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) **Approves the Terms of Reference for the Te Anau Wastewater Discharge Project Committee dated 19 April 2018 (attached as appendix a of the minutes).**

## 9.4 Revised Timetable for Consideration following Oral Submissions on the Representation Review

**Record No: R/18/4/9389**

Governance and Democracy Manager – Clare Sullivan was in attendance for this item.

### Resolution

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

#### That the Council:

- a) **Receives the report titled "Revised Timetable for Consideration following Oral Submissions on the Representation Review" dated 26 April 2018.**
- 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) **Changes the timetable agreed at the Council meeting on 20 April 2018 to the Hearings Panel considering the submissions on Tuesday 19 June 2018 and make recommendations to Council. Council will adopt the Final Proposal on 11 July 2018.**
- e) **Notes that the meeting on Thursday 28 June 2018 will not be needed.**

### 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.**

#### C10.1 Tuatapere Sewerage Scheme Refund

**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
Tuatapere Sewerage Scheme Refund	s7(2)(j) - The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage.	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 Officer, Group Manager, Environmental Services, Group Manager, Services and Assets, Group Manager, Community and Futures, Chief Financial Officer, Chief Information

Officer, People and Capability Manager, Group Manager, Customer Support, Communications Manager, Committee Advisor and Finance Manager, be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the items C10.1 – Tuatapere Sewerage Scheme Refund. 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 1.23pm.

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 1.56pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE COUNCIL HELD ON WEDNESDAY 2  
MAY 2018.

**DATE:**.....

**CHAIRPERSON:**.....



## Te Anau Wastewater Discharge Project Committee

Terms of Reference – Updated April 2018

---

	Southland District Council
	Te Anau Wastewater Discharge Project Committee
	15 March 2017 (r/16/11/18260) Updated 19 April 2018 (approved by Council 2 May 2018)

### 1. PURPOSE

The Te Anau Wastewater Discharge Project Committee shall assist the Southland District Council to progress implementation of the Te Anau Wastewater Discharge Project in accordance with the project scope/business case approved by Council.

### 2. ROLE OF THE PROJECT COMMITTEE

The Southland District Council made a decision at its 13 December 2017 meeting, to proceed with the development of a new wastewater disposal system at the Kepler Block albeit that it would subsequently make a decision as to the final method of discharge.

To enable Council to make a decision on the final method of discharge staff have been asked to prepare advice on the issues that it will need to consider.

The Committee is required to provide advice and assistance to the Council as it proceeds with making a decision on the method of discharge and implementation of a new wastewater disposal system.

The final decision as to the method of discharge to be used shall ultimately be made by Council. Once this decision is made and any resource consenting and other statutory requirements met the physical works tendering and delivery stages related specifically to the discharge method will be able to proceed. Further, it is noted that elements not related to the discharge method (e.g. the installation of the pipeline and preparation of the Kepler Block) are able to proceed to tendering and construction at any time.

The specific responsibilities of the Project Committee are to:

- a) Provide advice on the final method of discharge to be used at the Kepler Block having regard to the range of factors that the Council should reasonably consider in making such a decision.
- b) Provide advice on how Council might consult with and communicate with the community, affected parties and other stakeholders in an appropriate manner about the project and the disposal of wastewater.

- c) Provide comment on the updated business case to be put forward for Council consideration in relation to the different final discharge options.
- d) Once Council has made a decision as to the final discharge method the Committee shall monitor the progress that is made in delivering on the overall project, and any sub-projects, relative to the approved milestones, budgets and project scope and business cases.
- e) Provide advice to Council, on how any variations between actual and planned delivery might be best addressed.
- f) Provide advice to Council on the assessment of project risks and appropriate mitigation strategies given the overall scope of the project.
- g) Assist with providing information to the Te Anau Community Board and the Manapouri Community Development Area Subcommittee on the project.
- h) Ensure that Committee decisions and processes are well documented in accordance with Council policies and its statutory requirements.

### **3. DELEGATIONS**

The Te Anau Wastewater Discharge Project Committee has delegated authority to provide advice and monitor the progress being made with the project in accordance with the responsibilities outlined above.

The Project Committee does not have delegated authority in relation to the following matters:

- a) The expenditure or committal of Council funds
- b) Approval of project timetable(s) and budget(s) within which the different stages of the project need to be progressed
- c) Negotiation and approval of any Land Access, Acquisition or Disposal Agreements
- d) Approval of the updated business case and/or decisions in relation to the type of treatment and disposal systems to be developed
- e) Approval of the procurement strategy and/or methods to be used for services and other works which need to be progressed as part of the project
- f) The approval of any tenders or other expenditure associated with the project
- g) Negotiation, approval or limitation of any other contractual arrangements that Council might have and/or put in place including with its staff.

### **4. MEMBERSHIP**

The membership of the Te Anau Wastewater Discharge Project Committee shall be:

- a) His Worship the Mayor, who will be the Committee Chair.
- b) Don Mowat, as a representative from Te Ao Mārama Incorporated.

- c) Allan Youldon
- d) Shirley Mouat
- e) Rachel Cockburn
- f) Cr Ebel Kremer
- g) Alan Bickers.

## **5. CHAIRPERSON**

The Chairperson is responsible for:

- a) The efficient functioning of the Project Committee; and
- b) Setting the agenda for Project Committee meetings; and
- c) Ensuring that all members of the Project Committee receive sufficient timely information to enable them to be effective Project Committee members.

## **6. QUORUM**

The quorum at any meeting of the Project Committee shall be not less than five members of the Project Committee including the Mayor and/or Councillor.

## **7. FREQUENCY OF MEETINGS**

The Project Committee shall meet as often is necessary to make decisions in a timely manner so that the project stays on time.

## **8. RELATIONSHIPS WITH OTHER PARTIES**

The primary relationship of the Project Committee will be with the Project Management Team through the Project Manager. The Project Committee will report via progress reports and meeting minutes to the Southland District Council.

## **9. CONTACTS WITH MEDIA AND OUTSIDE AGENCIES**

The Project Committee Chairperson is the authorised spokesperson for the Project Committee, in all matters where the Project Committee has authority or a particular interest.

The Communications Manager will manage the formal communications between the Committee and its constituents and for the Committee in the exercise of its business.

Correspondence with central government, other local government agencies or other official agencies will only take place through Council staff and will be undertaken under the name of the Southland District Council.

## **10. CONDUCT OF AFFAIRS**

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968, Council's Standing Orders and Code of Conduct.

## **11. PUBLIC ACCESS AND REPORTING**

Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders, but it should be noted that:

- Any meetings of the Project Committee are subject to Standing Orders.
- Workshops meetings solely for information and discussions and at which there no resolutions or decisions are not subject to Standing Orders.
- Extraordinary meetings of the Project Committee may be held in accordance with Standing Orders.
- The public may be excluded from the whole or part of the proceedings of the meeting and information withheld on one or more of the grounds specified in the Local Government Official Information and Meetings Act 1987 Section 48.

The Project Committee shall record minutes of all its proceedings and after adoption at its next meeting will present the minutes to the next available Council meeting.

## **12. REMUNERATION**

Remuneration will be in accordance with Elected Members' Remuneration Policy or as otherwise approved by Council.

## **13. FUNDING AND BUDGETS**

Funding for the Te Anau Wastewater Discharge Project Committee will align with Council's Revenue and Financing Policy.

The Te Anau Wastewater Discharge Project Committee shall have no authority to expend or commit Council to the expenditure of funds.

Remuneration and expenses will be funded from the allocated budget within the Council's governance budget.