



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

**Date:** Tuesday, 10 December 2019  
**Time:** 3.30pm  
**Meeting Room:** Distinction Te Anau Hotel and Villas  
**Venue:** 64 Lakefront Drive  
Te Anau

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## Fiordland Community Board Agenda OPEN

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### MEMBERSHIP

<b>Chairperson</b>	Sarah Greaney
<b>Deputy Chairperson</b>	Diane Holmes
<b>Members</b>	Mary Chartres
	Benjamin Killeen
	Ryan Murray
	Max Slee
	Councillor Ebel Kremer

### IN ATTENDANCE

<b>Committee Advisor/Customer Support Partner</b>	Jenny Labruyère
<b>Community Partnership Leader</b>	Simon Moran
<b>Community Liaison Officer</b>	Megan Seator

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**Full agendas are available on Council's Website**  
**[www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)**

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**Note:** The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. Should Members require further information relating to any reports, please contact the relevant manager, Chairperson or Deputy Chairperson.





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**1 Apologies**

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

**2 Leave of absence**

At the close of the agenda no requests for leave of absence had been received.

**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](http://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 Meeting minutes of Fiordland Community Board, 13 November 2019



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## Fiordland Community Board

### OPEN MINUTES

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Minutes of a meeting of Fiordland Community Board held in the Distinction Te Anau Hotel and Villas, 64 Lakefront Drive, Te Anau on Wednesday, 13 November 2019 at 2pm.

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#### PRESENT

**Members**

- Sarah Greaney
- Diane Holmes
- Mary Chartres
- Benjamin Killeen
- Ryan Murray
- Max Slee
- Councillor Ebel Kremer

#### APOLOGIES

#### IN ATTENDANCE

<b>His Worship</b>	Mayor Tong
<b>Committee Advisor/Customer Support Partner</b>	Jenny Labruyère
<b>Community Partnership Leader</b>	Simon Moran
<b>Group Manager, Community and Futures</b>	Rex Capil
<b>Communications Manager</b>	Louise Pagan
<b>Community Facilities Manager</b>	Mark Day
<b>Accountant</b>	Shelley Dela Llana
	Councillor George Harpur
	Councillor Robin Scott

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## **Welcome**

Mayor Tong opened the meeting and welcomed the Members to the Inaugural meeting of the Fiordland Community Board for the 2019-2022 triennium.

Mayor Tong congratulated the Members present on being elected to the Fiordland Community Board for the ensuing three year term and advised that the role is one of governance and management. Mayor Tong added that the Southland District Council had appointed Councillor Kremer to the Board.

### **1 Apologies**

There were no apologies.

### **2 Making and Attesting of Members' Declarations**

**Record No: R/19/11/25631**

Mayor Tong proceeded to have each member elect to read the required declaration under the Local Government Act, and the Mayor witnessed each declaration. Each of the members signed their declaration which were counter signed by Mayor Tong.

#### **Resolution**

Moved Cr Ebel Kremer **and resolved:**

**That the Fiordland Community Board:**

- a) **Receives the report titled "Making and Attesting of Members' Declarations" dated 13 November 2019.**
- 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 that the Mayor has received and witnessed the declaration of the Fiordland Community Board members.**

### 3 Election of Chair and Deputy Chair

**Record No: R/19/11/25646**

Mayor Tong called for Nominations for the position of Chairperson of the Te Anau Community Board.

<u>Nominee</u>	<u>1<sup>st</sup> Nominator</u>	<u>2<sup>nd</sup> Nominator</u>
Sarah Greaney	Mary Chartres	Ryan Murray

There were no further nominations.

The nomination of Sarah Greaney for Chairperson of the Fiordland Community Board for the 2019-2022 term was PUT and declared CARRIED.

Mayor Tong vacated the seat and the Chair, Sarah Greaney proceeded to chair the meeting from this point.

Sarah Greaney was duly elected Chair of the Fiordland Community Board.

Chairperson Sarah Greaney then called for nominations for the Deputy Chairperson of the Fiordland Community Board.

<u>Nominee</u>	<u>1<sup>st</sup> Nominator</u>	<u>2<sup>nd</sup> Nominator</u>
Diane Holmes	Mary Chartres	Ben Killeen

There were no further nominations.

The nomination of Diane Holmes for Deputy Chairperson of the Fiordland Community Board for the 2019-2022 term was PUT and declared Carried.

Diane Holmes was duly elected Deputy Chairperson of the Fiordland Community Board.

#### **Resolution**

Moved Ryan Murray, seconded Benjamin Killeen **and resolved:**

**That the Fiordland Community Board:**

- a) **Receives the report titled "Election of Chair and Deputy Chair" dated 5 November 2019.**
- 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) **Agrees to use system A for the election of the Chair and Deputy Chair.**
- e) **Elects Sarah Greaney as the Chair of the Fiordland Community Board for the 2019/2022 triennium.**
- f) **Elects Diane Holmes as the Deputy Chair of the Fiordland Community Board for the 2019/2022 triennium.**

**4 Leave of absence**

There were no requests for leave of absence.

**5 Conflict of Interest**

There were no conflicts of interest declared.

**6 Public Forum**

Peter Dolamore – Fiordland Swimming Pool Association

Mr Dolamore updated the Board on recent maintenance works completed at the pool and advised of further works and replacements of pumps and filtration systems that are required in the near future, and sought the Board's approval to at least maintain the rating dollar be collected as 2018/19 year.

**7 Extraordinary/Urgent Items**

There were no Extraordinary/Urgent items

**8 General Explanation from Chief Executive**

**Record No: R/19/11/25648**

Group Manager, Community and Futures Rex Capil was present for this item.

Mr Capil advised the purpose of the report was to provide elected members with a general explanation of the laws affecting them in their role.

The Board noted that the Chief Executive of a local authority is bound by clause 21(5) of schedule 7 of the Local Government Act 2002 to provide an explanation to elected members on certain legislation which controls the way in which the Council's business may be conducted and the way in which elected members are required to undertake their duties.

**Resolution**

Moved Cr Kremer, seconded Diane Holmes **and resolved:**

**That the Fiordland Community Board:**

- a) **Receives the report titled "General Explanation from Chief Executive" dated 5 November 2019.**

- 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.**

## **9 Terms of Reference and Delegations 2019 - 2022 Governance Structure**

**Record No: R/19/11/25808**

Group Manager, Community and Futures Rex Capil was present for this item.

Mr Capil advised that the purpose of the report was to advise the Community Board of the Terms of Reference and Delegations for Southland District Council Community Boards for the 2019/2022 Triennium that was approved by Council at its meeting on Friday 1 November 2019.

The Board noted that the terms of reference and declarations for the community boards reflect the new structure and the representative leadership pillar supporting the community governance concept that Council has progressed.

### **Resolution**

Moved Diane Holmes, seconded Mary Chartres **and resolved:**

**That the Fiordland Community Board:**

- a) **Receives the report titled "Terms of Reference and Delegations 2019 - 2022 Governance Structure" dated 136 November 2019.**
- 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 that the Delegations Manual containing terms of reference and delegations for the governance structure including Community Boards was adopted by Council at its meeting on Friday 1 November 2019.**

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**10 Date and Time of First Meeting of the Fiordland Community Board**

**Record No: R/19/11/25644**

Committee Advisor, Jenny Labruyère presented this item.

Mrs Labruyère advised the purpose of the report is to recommend the setting of the date for the first Community Board meeting of the 2019/2022 triennium.

The Board noted that the Local Government Act 2002 [Schedule 7, Clause 21(5)(d)] requires Council, at its first meeting following a triennial general election, to fix the date and time of the first meeting of the Board, or to adopt a schedule of meetings.

**Resolution**

Moved Benjamin Killeen, seconded Mary Chartres **and resolved:**

**That the Fiordland Community Board:**

- a) **Receives the report titled “Date and Time of First Meeting of the Fiordland Community Board” dated 5 November 2019.**
- 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) **Agrees that the first meeting of the Fiordland Community Board will be held at 2pm on Tuesday 18 February 2020.**

**11 Adoption of 2019 Standing Orders**

**Record No: R/19/11/25847**

Group Manager, Community and Futures Rex Capil presented for this item.

Mr Capil advised the purpose of the report is to recommend that the Fiordland Community Board adopts a set of Standing Orders that was attached to the officer’s report.

**Resolution**

Moved Ryan Murray, seconded Diane Holmes **and resolved:**

**That Fiordland Community Board:**

- a) **Receives the report titled “Adoption of 2019 Standing Orders” dated 6 November 2019.**
- 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) **Agrees to adopt the Standing Orders (attachment a to the officer's report) and**
  - i) **That the Chair of the Community Board has both a deliberative and casting vote (s.o.19.3)**
  - ii) **That members have the right to attend by an audio or audio-visual link (s.o.13.7)**
  - iii) **That Option C (s.o.22.4) be the default option for speaking and moving motions.**

## 12 Elected Members Code of Conduct

**Record No: R/19/11/25823**

Group Manager, Community and Futures Rex Capil was present for this item.

Mr Capil advised that the purpose of the report was to present the Elected Members Code of Conduct (the Code) to the Community Boards for information which was approved by Council at its meeting on 1 November 2019.

### **Resolution**

Moved Cr Kremer, seconded Benjamin Killeen **and resolved:**

**That the Fiordland Community Board:**

- a) **Receives the report titled "Elected Members Code of Conduct" dated 6 November 2019.**
- 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 Elected Members Code of Conduct agreed to by Council at its meeting on 1 November 2019 for the Mayor and Councillors and members of the Community Boards, all Committees and Subcommittees of the Southland District Council.**

Note: Mayor Tong departed the meeting at 2.35pm.

**13 Direction-setting for Annual Plan 2020/2021**

**Record No: R/19/10/23442**

Corporate Performance Lead, Chantelle Subritzky presented this item.

Ms Subritzky advised the purpose of this report is to confirm the direction determined for the third year of the Long Term Plan 2018-2028.

The Board considered the information in the report and made several changes which are reflected in the resolution below.

**Resolution**

Moved Cr Kremer, seconded Mary Chartres **and resolved recommendations a to c, d with changes (as indicated), e with changes (as indicated) and f with changes (as indicated):**

**That the Fiordland Community Board:**

- a) **Receives the report titled "Direction-setting for Annual Plan 2020/2021"**
- 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) **Recommends that the budgets for the year commencing 1 July 2020 be adopted for inclusion in Council's Draft 2020/2021 Annual Plan with the following changes:**
  - (i) **Requests that the Manapouri Community Development Rate remain at the 2019-2020 rate of \$97,174.**
  - (ii) **Requests that the Te Anau Community Board Rate remain at the 2019/2020 rate of \$681,580.**
  - (iii) **Requests that the Fiordland Pool Rate remain at the 2019/2020 rate of \$36,815.**
- e) **Recommends to Council the setting of the following rates and charges (including GST) for the year commencing 1 July 2020 based on the approved budgets in (d) above with a changes to the Manapouri Community Development Rates, the Te Anau Community Board Rate and the Fiordland Pool Rate.**

<b>Rate Description</b>	<b>Rate (GST Incl)</b>
Manapouri Community Development Rate	\$95,186 \$97,174
Manapouri Hall Rate	\$13,041
Te Anau Community Board Rate	\$650,969 \$681,580
Fiordland Pool Rate	\$36,034 \$36,815
Te Anau Airport Manapouri Rate	\$361,471

Noting that these changes are from the 2019/2020 amounts.

- f) **Recommends to Council the setting of the following Manapouri hall fees and charges (including GST) for the year commencing 1 July 2020, for inclusion in Council's Draft 2020/2021 Annual Plan with changes to the Manapouri Hall fees and charges description.**

<b>Description</b>	<b>Fee/Charge (GST Inc)</b>
<b>Manapouri Hall Fees and Charges</b>	
Hall	\$60.00
Hall & Kitchen including funerals	<del>\$250.00</del> \$100
Meeting room/library (per half day)	\$15.00
Funerals	\$100.00
Library (per year)	\$200.00
Playgroup (per session)	\$40.00
Commercial (day)	\$287.50
Commercial (weekly)	\$1,150.00
Community and Sports groups (half day)	\$45.00
Community groups (full day)	\$75.00
Sports Use (Max per 3 hour session \$45)	\$15.00
<i>Hire</i>	
Chairs	\$2.00
Tables	\$12.00
Cups	\$0.25
Saucers	\$0.25
Teapots	\$2.50
Pie warmer	\$30.00
Bread & butter plates, dessert plates, cutlery	\$0.15
Dinner plates	\$0.20
Tablecloths	\$5.00
Bond (no GST)	\$200.00

**Note equipment hire if leaving the building is covered by the Bond and replacement by user if lost or damaged.**

- g) **Recommend to Council the setting of the following Te Anau Airport Manapouri fees and charges (including GST) for the year commencing 1 July 2020, for inclusion in Council's Draft 2020/2021 Annual Plan with the inclusion of an \$80 per hour for afterhours call outs and security fees along with removal of the wording refundable if not required for hire of wet weather venue.**

<b>Te Anau Airport Manapouri Fees and Charges</b>	<b>Fee/Charge (GST Inc)</b>
<b>Description</b>	
<b>Landing Fees (Weight category MCTOW in kg)</b>	
< or = 2,000	\$17.00
2,001 - 4,000	\$34.00
4,001 - 5,700	\$57.00
5,701 - 10,000	\$115.00
10,001 - 20,000	\$230.00
>20,000	\$322.00
Helicopters	\$17.00
<b>Honesty Box Landing Fees (Weight category MCTOW in kg)</b>	
< or = 2,000 (no GST)	\$17.00
2,001 - 4,000 (no GST)	\$34.00
4,001 - 5,700 (no GST)	\$57.00
Helicopters (no GST)	\$17.00
<b>Overnight Fee (Weight category MCTOW in kg)</b>	
< or = 2,000	No charge
2,001 - 4,000	No charge
4,001 - 5,700	No charge
5,701 - 10,000	\$57.00
10,001 - 20,000	\$115.00
>20,000	\$172.00
Helicopters	No charge
<b>Ground Handling Fees</b>	
With baggage	\$322.00
Without baggage	\$241.00
With baggage (two persons assist)	\$339.00
Additional person	\$80.00
Ground power unit assistance (minimum one hour)	\$172.00
After hours call out fees	\$80.00 <b>per hour</b>
<b>Security Fee</b>	<b>\$80.00 per hour</b>
<b>Refueling Fees</b>	
Standard Refuelling	\$57.00
Additional person	\$80.00
<b>Function Centre Fees</b>	
Residential/Local ratepayer full day	\$300.00
Residential/Local ratepayer half day	\$200.00
Non-Rate payer	\$500.00
Corporate hire half day	\$400.00
Corporate hire full day	\$600.00
Cancellation Fee	\$50.00
Wet weather ceremony hire (refundable if not required)	\$100.00
Bond (refundable/no GST)	\$500.00
Optional contract clean	\$250.00

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**14 Playground Update**

**Record No: R/19/10/24149**

Community Facilities Manager, Mark Day presented this item.

Mr Day advised the purpose of the report was to share information in regards to the management of the Council playgrounds throughout the district as well as the recent playground audit.

Board members requested assurance of frequent playground inspections and auditing processes for the future.

**Resolution**

Moved Ryan Murray, seconded Benjamin Killeen **and resolved**

**That the Fiordland Community Board:**

- a) **Receives the report titled "Playground Update" dated 1 November 2019.**
- 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.**

**15 Te Anau Manapouri Airport Operations Report**

**Record No: R/19/11/25924**

Community Partnership Leader, Simon Moran presented this report.

Mr Moran advised the purpose of this report is to provide up to date operations context for the Te Anau Manapouri Airport.

**Resolution**

Moved Diane Holmes, seconded Cr Kremer

**That the Fiordland Community Board:**

- a) **Receives the report titled "Te Anau Manapouri Airport Operations Report" dated 6 November 2019.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**

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- 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.**

The meeting concluded at 3.45pm

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE FIORDLAND COMMUNITY BOARD  
HELD ON WEDNESDAY 13 NOVEMBER 2019.

**DATE:**.....

**CHAIRPERSON:**.....



## Unbudgeted Expenditure - Te Anau Town Centre CCTV

**Record No:** R/19/7/13188  
**Author:** Mark Day, Community Facilities Manager  
**Approved by:** Matt Russell, Group Manager Services and Assets

Decision  Recommendation  Information

### Purpose

- 1 The purpose of the report is to update the Fiordland Community Board on the project to install CCTV in the Te Anau town centre and decide if the Board wants to proceed with the installation of the remainder of the cameras.

### Executive Summary

- 2 The Te Anau Community Board had identified in 2017/18, the need to install CCTV cameras within the CBD area after having discussions with the local NZ police officer who indicated that due to an increase in the transient population there has been an increase in damage and vandalism.
- 3 The Te Anau Community Board also wanted to the CCTV to cover the pump track as a safe guard because concerns had been expressed about the safety of the users of the facility.
- 4 With the installation of the new toilet on the main street it was appropriate to provide coverage of this area as well.
- 5 At the Te Anau Community Board's meeting on 1 May 2019 they indicated that the \$10,000 allocated to a project in the 2018/2019 year to install CCTV in the Te Anau Central Business District (CBD) would be used to prepare a proposal that would identify where the CCTV cameras would go and what type of equipment would be used with the remainder of the budget being used to purchase some of the equipment.
- 6 Council staff approached a provider to undertake the investigation and prepare the proposal however after a number of approaches the provider failed to deliver. At this point Council staff approached another provider, Alarm Centre Installation Limited to undertake the work. This company had provided the new CCTV installation at the Te Anau airport.
- 7 Alarm Centre Installation Limited provided a proposal back to Council at the end of June 2019.
- 8 The proposal recommended the installation of six cameras. Four of these would be fixed and the other two would be PTZ (Pivot/Tilt/Zoom) capable, Appendix 1. All of the cameras would transmit through Wi-Fi from the Te Anau library and then through a wireless connection from camera to camera.
- 9 The cameras will be located outside the new toilet, the pharmacy at 70A and the Distinction Hotel at 41 Town Centre. This will require the installation of three 6 meter poles to house the cameras. The one outside the new toilet will be powered from the toilet while the remaining two will be solar powered with a battery backup.
- 10 The cameras will feed the recorded data into a cloud storage space as per Appendix 2.

- 11 To date Council have been invoiced for \$7,860 (Purchase Order number 145870) which covers the cost of the preparation of the CCTV plan for the town centre and the purchase of some of the equipment.
- 12 The implementation plan indicated that to complete the full installation there will be an additional \$15,070 required (Appendix 3) that will be funded from the Te Anau General Reserve.
- 13 Any future repairs or maintenance will be the responsibility of the Fiordland Community Board. There is no regular maintenance fee for the ongoing running of the system. Any maintenance costs will be to replace / repair equipment or if the current level of service is changed.
- 14 The Fiordland Community Board is welcome to visit the Te Anau – Manapouri Airport and see the same CCTV installation in a working environment.
- 15 The New Zealand Police will have access to the data and all requests for access will be through the local police office.
- 16 Council has a letter of understanding with the New Zealand Police who have agreed to be the administrators of the data (Appendix 4) at nil cost.
- 17 A cost break down is included in Appendix 3.

## **Recommendation**

### **That the Fiordland Community Board:**

- a) **Receives the report titled “Unbudgeted Expenditure - Te Anau Town Centre CCTV” dated 4 December 2019.**
- 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 to continue with the installation of the CCTV in the Te Anau Central Business District.**
- e) **Agrees to any future maintenance being the responsibility of the Fiordland Community Board.**
- f) **Approves the unbudgeted expenditure of \$15,070 from the Te Anau General Reserve to fund the additional expenditure required to install CCTV in the Te Anau Central Business District.**

## **Background**

- 18 This project had been identified in the 2018/2019 annual plan but no progress had been made on initiating the project at the time the new community facilities team was formed as part of the services and assets re-organisation.
- 19 At a meeting with Councillor Kremer, Te Anau Community Board member, Sarah Greaney, Roading Contract Manager, Nick Lewis, and Community Facilities Manager, Mark Day, the project was discussed and a decision was made to engage a suitable company to prepare a proposal and undertake initial installation of equipment within the existing budget.
- 20 If additional funding was required to complete the project it would be by way of an unbudgeted expenditure report to the Board in the 2019/2020 financial year.
- 21 The requested unbudgeted expenditure of \$15,070 from the Te Anau General Reserve is the outcome of this process.

## **Issues**

- 22 The monitoring of the data and footage was identified as an issue, however this has been resolved with NZ Police agreeing to administer this at no cost.

## **Factors to Consider**

### **Legal and Statutory Requirements**

- 23 Access to the data is to be managed under the NZ Police policy:

<https://www.police.govt.nz/about-us/publication/crime-prevention-cameras-cctv-public-places-policy>

### **Community Views**

- 24 The position of the Fiordland Community Board will be taken to represent the community.

### **Costs and Funding**

- 25 The unbudgeted expenditure of \$15,070 is to be funded from the Te Anau General Reserve.

### **Policy Implications**

- 26 There are no policy implications.

## **Analysis**

### **Options Considered**

- 27 The options for consideration are either to fund the unbudgeted expenditure in line with the submitted scope from Alarm Centre Installation Limited, or continue with the existing budget and reduce the scope accordingly.

### **Analysis of Options**

#### **Option 1 – Agree to continue with the project and approve the unbudgeted expenditure of \$15,070 from the Te Anau General Reserve**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• the project will be completed</li><li>• the CCTV coverage will be available to the New Zealand Police who will be able to monitor activity within the town centre.</li></ul>	<ul style="list-style-type: none"><li>- Additional funding required</li></ul>

**Option 2 – Not agree to continue with the project**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>the additional \$15,070 will not be required.</li></ul>	<ul style="list-style-type: none"><li>the proposed project scope and outcomes will not be achieved</li><li>there will be no ability to monitor activity in the town centre.</li></ul>

**Recommended Option**

- 28 It is recommended that the Fiordland Community Board proceed with Option 1 – Agree to continue with the project and approve the unbudgeted expenditure of \$15,070 from the Te Anau General Reserve.
- 29 This will ensure that the work that has been identified as a priority will be completed.

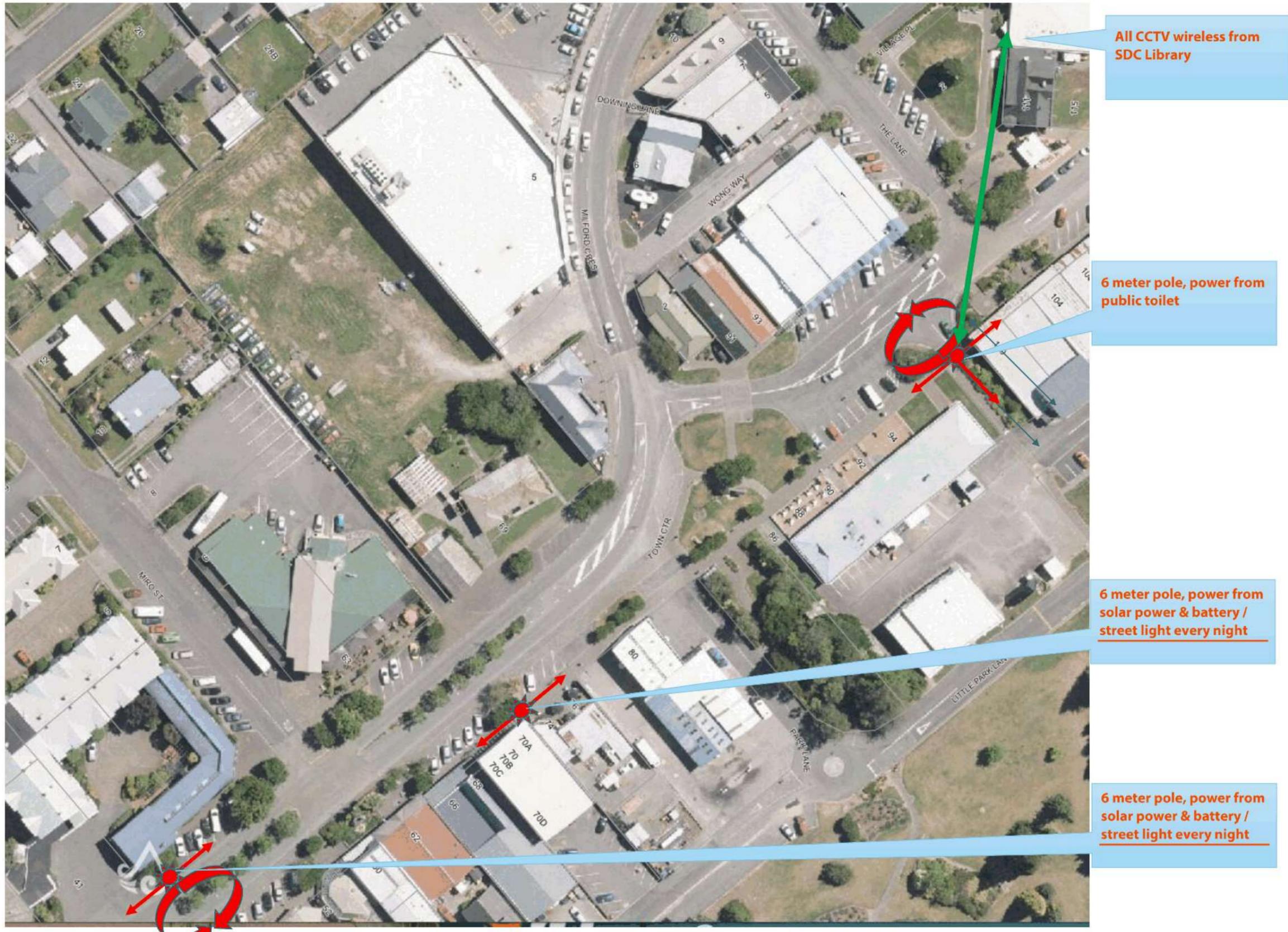
**Next Steps**

- 30 Council staff to proceed with project delivery.

**Attachments**

- A Appendix 1 Te Anau Community Board Projects CCTV Location Plan [↓](#)
- B Appendix 2 The Alarm Centre Installation Limited [↓](#)
- C Appendix 3 Te Anau CCTV Cost Breakdown [↓](#)
- D Appendix 4 Signed Letter of Understanding between Southland District Council and New Zealand Police - Te Anau CCTV [↓](#)







The Alarm Centre Installation Limited

<http://www.aci.net.nz/services.html>

CCTV

We use Hikvision cameras due to their reliability, reputation and ease of use. They have a wide range of quality and pricing to suit anyone's needs with functions such as Motion Detection - Saves a lot of recording time and captures only movement (this can be disabled)

Strong IR - 30M IR with modern technology for crisp infrared night vision

Full HD - Up to 4k hd and a standard of 1080p  
Full HD with a high MP for strong definition for faces and number plates

Mobile and PC App - Our cameras support the easy to use IVMS app for viewing and watching playback from your cameras remotely.



iVMS-4500 (Android) mobile client software, which is designed for mobile phone on the basis of Android OS (Version 4.0 or higher), can be used to remotely monitor the live video from embedded DVR, NVR, network camera, network speed dome and encoder via wireless network, play back record files, locally store and manage pictures and videos, control alarm output and realize PTZ control as well.

With this software installed in your phone, you are able to log onto the front-end device via Wi-Fi or 3G; besides, if there is no public IP available for the device, it's accessible by using a dynamic domain name, or by mapping ports to the public IP of router.

Notes:

1. Wi-Fi, 2G or 3G access service must be supported by the phone.
2. Network traffic charges may be produced during the use of this client software. Please refer to the local ISP.

Resolution Support

Phone: 480\*800, 480\*854, 960\*540, 1280\*720, 800\*1280 or 1920\*1080

Note

1. The live view effect is related to the performance of the network and phone hardware. If the live view is not fluent or the screen appears blurred, please reduce the resolution, frame rate and bitrate of the camera, or decrease the image quality in the software.

Cost Breakdown

2018/2019	16 Channel Recorder	\$1,500
	1 x PTZ Camera	\$3,500
	4 x Fixed Camera's	\$1,360
	Wireless Equipment	\$1,510
		\$7,860 excl GST
2019/2020	3 x 6m Poles	\$4,830
	Power Connection to Toilet	\$2,640
	2 x Solar Panels	\$2,100
	1 x PTZ Camera	\$3,500
	Labour	\$2,000
		\$15,070 excl GST



29 October 2019

Sergeant Tod Hollebon  
 New Zealand Police  
 196 Milford Road  
 Te Anau 9600

Dear Tod

**Te Anau CCTV - Letter of Understanding**

This letter is to acknowledge the understanding between Southland District Council and the New Zealand Police in terms of the administration of the data that will be recorded from the proposed installation of CCTV cameras in the Te Anau town centre.

The Southland District Council will install and maintain the physical equipment at the locations indicated in the attachment. The equipment will remain the property of Southland District Council.

The New Zealand Police will have access to the data at the Te Anau office and this will be managed in accordance with their Crime Prevention Cameras (CCTV) in Public Places Policy, specifically Part 5: Privacy Commissioner, use of information collected, and access to information.

Yours faithfully

**Mark Day**  
 Community Facilities Manager

**Signed and acknowledged:**

**Matt Russell**  
 Group Manager Services and Assets  
 Southland District Council

29/10/19  
 Date

**Mike Bowman**  
 Southland Area Commander  
 New Zealand Police

8/11/19.  
 Date



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## Unbudgeted Expenditure for Soft Fall in Lions Park Playground, Te Anau

Record No: R/19/12/27982

Author: Angie Hopkinson, Community Facilities Contract Manager

Approved by: Matt Russell, Group Manager Services and Assets

Decision

Recommendation

Information

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### Purpose

- 1 The purpose of this report is to make a decision on a compliant soft fall within Lions Park in Te Anau. As this is our premier park and our busiest site, it is considered prudent to act immediately in order to manage the inherent risks.

### Executive Summary

- 2 Lions Park has degraded soft fall that does not meet compliance standards. Considering that the highest injury toll within playgrounds as per ACC figures is related to trips, falls and impacts, this area is a priority to tidy up.
- 3 SDC staff recently presented an information only report to explain the level of compliance. The Fiordland Community Board (the Board) will workshop this playground and the others within the Board area to make long-term recommendations to Council across the entire Board area. These decisions will be about safety but also play, what play means to the community and priority of assets and infrastructure requirements.
- 4 This process will take some time. It is important that this process is thorough and appropriate. Alongside this however, we must act to keep our users and customers as safe as possible. This report is asking to spend \$20,000 unplanned expenditure to ensure we can achieve a safer and appropriate environment as we enter the peak visitor season. This report outlines the options for this spend and requests a decision.

## **Recommendation**

**That the Fiordland Community Board:**

- a) **Receives the report titled “Unbudgeted Expenditure for Soft Fall in Lions Park Playground, Te Anau” dated 4 December 2019.**
- 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 to an interim safety measure in Lions Park to provide adequate soft fall over the summer season.**
- e) **Approves the unbudgeted expenditure of \$20,000 to be funded from the Te Anau general reserves, towards the expenditure required to install/provide safe fall chip at the Lions Park Playground.**

## **Background**

- 5 In line with the recent restructure within community facilities, it was identified by staff there were some concerns regarding the district portfolio of playgrounds. It was also noted that there were inherent risks in this area that we needed to manage. Our playgrounds although maintained; have not kept up with best practice or national standards and we need a plan to align these in both contracts and standards. As a result the first step was a certified annual compliance check.
- 6 Lions Park playground has been using bark as a soft fall product. In the compliance checks some areas were 140mm deep but at a condition of 5, meaning very poor condition and compacted or dust. This will not meet any impact attenuating outcome. Other areas were spread and dispersed with a depth less than 50mm.

## **Issues**

- 7 Depth in the soft fall required varies from the critical fall height (CFH) of each piece of equipment or possible fall. 200mm is the minimum depth for anything up to 2m CFH. Anything up to 3m requires 300mm depth. This report and this spend will achieve most but not all of these depths due to budget restraints and the pure volume of m<sup>2</sup> coverage required (Lions Park has a total of 1108m<sup>2</sup>). This spend is meeting the most critical needs while future work identification and programming will be ongoing.
- 8 Further, as part of the longer term scoping and programming, other ground cover options will be considered across the district. As part of this process, should an alternative preferred ground cover option be identified for Lions Park it is considered that an alternative location or use will be possible for the chip.
- 9 Please be aware, the concrete pad in Lions Park will be utilised as the holding bay until we can spread all product. Operationally we will need to manage this.

## **Factors to Consider**

### **Legal and Statutory Requirements**

- 10 Health and Safety at Work Act 2015. We meet our duty of care when we focus on the risks and management of these risks.
- 11 NZS5828:2015 Playground Equipment and Surfacing - this standard applies to all playgrounds and playground equipment (excluding equipment for domestic purposes) including nature play or natural playgrounds that have been artificially created or enhanced.
- 12 Local Government Act 2002 clearly provides that local government exists to benefit, and promote the wellbeing of their communities. Unsafe playground equipment in public playgrounds that may cause serious injuries to children is inconsistent with that overarching objective and therefore using the above playground standard would be showing appropriate duty of care.

### **Community Views**

- 13 The public with whom I have chatted to in the playgrounds, or over the phone; have a natural expectation and presumption that the soft fall product should be suitable for the adjoining equipment. We have received two calls/RFS requests in the last two months in regards to the thinning out of the bark in Lions Park. There has also been recent media articles and

subsequently a peak of interest from the public on injuries and a fatality in a playground that includes discussion on soft fall material and its suitability.

**Costs and Funding**

- 14 The funding we need and are asking for with this report is via the Te Anau general reserve. This balance is currently \$615,987. If the \$20,000 is approved the new balance will be \$595.987.

Please note, costs such as scraping and the spreading will be captured within the existing budget codes for Te Anau as will ongoing maintenance, inspections and sweeps.

**Policy Implications**

- 15 There are no policy implications.

**Analysis**

**Options Considered**

- 16 Options considered for recommendations were bark (compliant) safe fall chip (compliant).

**Analysis of Options**

**Option 1 – Safe Fall Chip**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• compliant to the standard of size and dimension as well as tested as a suitable impact absorbing material</li> <li>• able to be supplied before Christmas</li> <li>• can be used on top of existing bark surfaces if not badly broken down. For us we will not have to scrap all areas</li> <li>• prevents weeds coming through at a depth of 100mm or more</li> <li>• no traces of stone and metal</li> <li>• comes with good user reviews.</li> </ul>	<ul style="list-style-type: none"> <li>• not recommended to mix well with deep broken down bark. Some small patches will be scraped first, however this is not major due to the shallowness</li> <li>• as Christchurch based, price reflects freight addition.</li> </ul>

**Option 2 – Bark**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• Southland sourced</li> <li>• compliant to the standard of size and dimension as well as tested as a suitable impact absorbing material</li> <li>• able to be supplied before Christmas</li> </ul>	<ul style="list-style-type: none"> <li>• breaks down quicker than the other products</li> <li>• bark can still have small traces of stone within the mix. One Council has had some issues with the size of some stone traces. We need to accept smaller grades to decrease stone content.</li> </ul>

<ul style="list-style-type: none"> <li>• lower cost point so we can source more for our budget.</li> </ul>	
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**Option 3 – Do Nothing**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• do not spend any town budget or reserves.</li> </ul>	<ul style="list-style-type: none"> <li>• knowingly continue to provide an unsafe soft fall over our busiest period in our busiest playground</li> <li>• liability under the H&amp;S Act</li> <li>• negative perception and faith towards SDC from our community and visitors.</li> </ul>

**Recommended Option**

- 17 Option 1: This is the recommended option of material as the chip product comes with greater recommendations from other users, breaks down less quickly and is unlikely to cause issues with traces of stone.

**Next Steps**

- 18 Immediate action to occur. Both suppliers are aware a decision is being made on 10 December. We will order on 11 December, however due to the Christmas parade on 14 December, we will not ask for delivery until after this event due to the risk of any delays disrupting this event.
- 19 A workshop with Board members and Council staff on the bigger picture decisions on play in our Board area and district.

**Attachments**

There are no attachments for this report.