



Notice is hereby given that a Meeting of the Stewart Island/Rakiura Community Board will be held on:

Date: Monday, 10 February 2020
Time: 8.45am
Meeting Room: Stewart Island Pavilion
Venue: Ayr St
Oban

Stewart Island/Rakiura Community Board Agenda OPEN

MEMBERSHIP

Chairperson	Jon Spraggon
Deputy Chairperson	Steve Lawrence
Members	Aaron Conner
	Anita Geeson
	Rakiura Herzhoff
	Gordon Leask
	Councillor Bruce Ford

IN ATTENDANCE

Committee Advisor/Customer Support Partner	Kirsten Hicks
Community Partnership Leader	Karen Purdue
Community Liaison Officer	Megan Seator

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

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.

TYPE OF COMMITTEE	Community board
RESPONSIBLE TO	<p>Council</p> <p>Each community board will have a relationship with the committees in section 8.4.2 to 8.4.5 based on the scope of the activities/functions delegated to each committee.</p>
SUBCOMMITTEES	As noted in section 8.5 various subcommittees will report to specific community boards.
LEGISLATIVE BASIS	<p>Resolution made by Council through the representation arrangements as per the Local Electoral Act 2001.</p> <p>Role, status and membership as per subpart 2 of Part 4 of the Local Government Act 2002 (LGA).</p> <p>Treaty of Waitangi as per section 4, Part 1 of the LGA.</p> <p>Opportunities for Maori to contribute to decision-making processes as per section 14 of Part 2 of the LGA. Community boards delegated powers by Council as per schedule 7, clause 32, LGA.</p> <p>Appointment of councillors to community boards as per section 50, LGA.</p>
MEMBERSHIP	<p>Oreti and Waihopai Toetoe Community Boards have seven members elected by the local authority triennial elections plus a member appointed by Council. All other community boards have six members plus a member appointed by Council.</p> <p>The chairperson is elected by the community board. Councillors who are not appointed to community boards can only remain for the public section of the community board meeting. They cannot stay for the public excluded section unless the community board agrees.</p>
FREQUENCY OF MEETINGS	Every second month but up to ten ordinary meetings a year
QUORUM	Not less than four members
KEY FUNCTIONS	<ul style="list-style-type: none"> • to promote the social, economic, environmental and cultural well-being of local communities and in so-doing contribute to the realisation of Council's vision of one District offering endless opportunities • to provide leadership to local communities on the strategic issues and opportunities that they face • to be advocates and representatives for their local community and in so doing ensure that Council and other agencies have a clear understanding of local needs and aspirations • to be decision-makers on issues that are delegated to the board by Southland District Council • to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community

	<ul style="list-style-type: none"> • to maintain an overview of the services Council delivers to its communities and assess the extent to which these services meet community needs • to recommend the setting of levels of service and budgets for local activities.
DELEGATIONS	<p>The community board shall have the following delegated powers and be accountable to Council for the exercising of these powers.¹</p> <p>In exercising the delegated powers, the community board will operate within:</p> <ol style="list-style-type: none"> 1) policies, plans, standards or guidelines that have been established and approved by Council 2) the needs of the local communities; and 3) the approved budgets for the activity. <p>Power to Act</p> <p>The community board will prepare and implement programmes of work, which will be reflected in its community board plan, which are relevant to the purposes of the community board that are consistent with the long term plan and annual plan processes of Council. Such programmes are to include budgetary provision for all costs associated with the work.</p> <p>Community Well-Being</p> <ol style="list-style-type: none"> 4) to develop local community outcomes that reflect the desired goals for their community/place 5) to monitor the overall well-being of local communities and use the information gathered to inform development of local strategies to address areas of need 6) work with Council and the community to develop a community board plan for the community of interest area – working in with any community plans that may exist. <p>Community Leadership</p> <ol style="list-style-type: none"> 7) communicate and develop a relationship with community organisations, local groups, and special interest groups within the local community of interest 8) identify key issues that will affect their community of interest's future and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities 9) promote a shared vision for the community of interest area and develop and promote ways to work with others to achieve positive outcomes 10) provide a local community perspective on Council's long term plan key performance indicators and levels of service as detailed in the long term plan, and on local expenditure, rating impacts and priorities. <p>Advocacy</p>

¹ Local Government Act 2002, s.53

	<p>11) submissions</p> <ul style="list-style-type: none"> a) authority to make recommendations to Council on matters to be considered in submissions Council may make to external organisations' regional or national policy documents, select committees b) authority to make submissions to Council or other agency on issues within its community of interest area c) authority to make submissions to Council on bylaws and recommend to Council the level of bylaw service and enforcement to be provided, having regard to the need to maintain consistency across the District for all Council bylaws. <p>12) authority to prepare a submission to Council on the proposed levels of service, income and expenditure within the community of interest area, for consideration as part of the long term plan/annual plan process</p> <p>13) provide comment by way of the formal Annual Plan/Long Term Plan process on relative priorities for the delivery of District services and levels of service within the community board area.</p> <p>District activities include:</p> <ul style="list-style-type: none"> a) wastewater b) solid waste c) water supply d) parks and reserves e) roading f) libraries g) cemeteries h) emergency management i) stormwater j) public toilets k) community housing <p>14) Council will set the levels of service for District activities – if a community board seek a higher level of service they will need to recommend that to Council and it will need to be funded in an appropriate way (locally).</p> <p>Community Assistance</p> <p>15) authority to establish prioritisation for allocation based on an overarching set of criteria from council to guide the scope of the activity</p> <p>16) authority to grant the allocated funds from the Community Partnership Fund</p> <p>17) authority to allocate bequests or grants generated locally consistent with the terms of the bequest or grant fund</p> <p>18) Northern Community Board</p>
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- 19) make decisions regarding funding applications to the Northern Southland Development Fund. The Northern Community Board may invite a representative of the community of Dipton to take part in the decisions on applications to the Northern Southland Development Fund.

Unbudgeted Expenditure

Approve unbudgeted operating expenditure for local activities of up to \$20,000.

Approve up to a \$20,000 increase in the projected cost of a budgeted capital works project/item that is included in the annual plan/LTP.

Authority to delegate to the chief executive, when approving a project definition/business case, over-expenditure of up to \$10,000 for capital expenditure against the budget detailed in the Annual Plan/LTP.

Service Delivery

Local Activities

For activities within the local activities category, the community board shall have authority to:

- a) recommend to Council levels of service for local activities having regard to Council budgets within the Long Term Plan and Annual Plan process
- b) recommend to Council the rates and/or user charges and fees to fund the local activities
- c) accept donations of a local asset eg a gas barbeque, park bench, etc with a value of less than \$20,000.
- d) approve project definitions/business cases for approved budgeted capital expenditure up to \$300,000
- e) recommend to the Services and Assets Committee the approval of project definitions/business case and procurement plan for capital expenditure over \$300,000 and/or any unbudgeted capital expenditure
- f) monitor the performance and delivery of the service in meeting the expected levels of service
- g) facilitate the development of local management plans (for subsequent recommendation to Council), where required by statute or in support of District or other plans for reserves, harbours, and other community facilities, except where powers:
 - have been delegated to Council officers; or
 - would have significance beyond the community board's area or otherwise involves a matter of national importance (Section 6 Resource Management Act 1991); or
 - involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise.

Local activities include:

- i) community leadership
 - ii) local halls and community centres (within Council's overarching policy for community facilities)
 - iii) wharves and harbour facilities
 - iv) local parks and reserves
 - v) parking limits and footpaths
 - vi) Te Anau/Manapouri Airport (Fiordland Community Board)
 - vii) Stewart Island Electricity Supply Authority (SIESA) (Stewart Island/Rakiura Community Board)
 - (i) for the above two local activities only
 - (ii) recommend levels of service and annual budget to the Services and Assets Committee
 - (iii) monitor the performance and delivery of the service
- 20) naming reserves, structures and commemorative places
- a) authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places.
- 21) naming roads
- a) authority to decide on the naming for public roads, private roads and rights of way
- 22) assist the chief executive by providing comment (through the board chairperson) to consider and determine temporary road closures applications where there are objections to the proposed road closure.

Rentals and Leases

In relation to all leases and licences of land and buildings for local activities within their own area, on behalf of Council;

- a) accept the highest tenders for rentals more than \$10,000
- b) approve the preferential allocation of leases and licenses where the rental is \$10,000 or more per annum.

Environmental management and spatial planning

- 23) provide comment on behalf of the relevant community/communities on resource consent applications referred to the community board for comment.
- 24) recommend to Council the level of bylaw service and enforcement to be provided within the community, having regard to the need to maintain consistency across the District.
- 25) provide advice to Council and its committees on any matter of interest or concern to the community board in relation to the sale of alcohol where statutory ability exists to seek such feedback.
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	<p>26) provide input into regulatory activities not otherwise specified above where the process allows.</p> <p>27) recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the board has made submissions; ability to provide input to support the development of community planning for a civil defence emergency; and after an emergency event, to provide input and information to support community response efforts.</p>
LIMITS TO DELEGATIONS	<p>No financial or decision making delegations other than those specifically delegated by Council.</p> <p>The community board shall only expend funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its Long Term Plan/Annual Plan. In accordance with the provisions of section 39(2) of Schedule 7 the board may not incur expenditure in excess of the approved budget.</p> <p>Matters which are not Delegated</p> <p>Southland District Council has not delegated to community boards the power to:</p> <ul style="list-style-type: none"> • make a rate or bylaw • acquire, hold or dispose of property • direct, appoint, suspend or remove staff • engage or enter into contracts and agreements and financial commitments • institute an action for recovery of any amount • issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like; • institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the community board has made submissions.
CONTACT WITH MEDIA	<p>The community board chairperson is the authorised spokesperson for the board in all matters where the board has authority or a particular interest.</p> <p>Board members, including the chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the board's delegations.</p> <p>The assigned Executive Leadership Team member will manage the formal communications between the board and its constituents and for the board in the exercise of its business. Correspondence with central government, other local government agencies or official agencies will only take place</p>

	through Council staff and will be undertaken under the name of Southland District Council.
REPORTING	<p>Community boards are unincorporated statutory bodies which are elected to represent the communities they serve.</p> <p>The boards maintain bound minute books of their own meetings.</p>

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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

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

4 Public Forum

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

- Bridget Carter will address the meeting regarding Predator Free Rakiura and Future Rakiura.
- Gwen Neave will address the meeting regarding a letter that she has circulated to the Board.
- Jen Ross from the Department of Conservation will address the meeting regarding the Departments activities on Stewart Island/Rakiura.
- Constable Stu Newton of the New Zealand Police will address the meeting on policing on Stewart Island/Rakiura.
- Margaret Hopkins will address the meeting regarding Rakiura Heritage Centre Trust.
- Stacey Wilford will address the meeting regarding Frisbee golf development plans.

5 Extraordinary/Urgent Items

To consider, and if thought fit, to pass a resolution to permit the Community Board 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

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- (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 Stewart Island/Rakiura Community Board, 11 November 2019



Stewart Island/Rakiura Community Board

OPEN MINUTES

UNCONFIRMED

Minutes of a meeting of Stewart Island/Rakiura Community Board held in the Stewart Island Pavilion, Ayr St, Oban on Monday, 11 November 2019 at 9am.

PRESENT

Chairperson	Jon Spraggon
Deputy Chairperson	Steve Lawrence
	Aaron Conner
	Anita Geeson
	Gordon Leask
	Rakiura Herzhoff
	Cr Bruce Ford

IN ATTENDANCE

Mayor Gary Tong
Group Manager, Community and Futures – Rex Capil
Community Partnership Leader – Karen Purdue
Community Facilities Contract Manager - Jacqui Ligthart
Community Facilities Contract Manager – Angie Hopkinson
Publications Specialist – Chris Chilton
Committee Advisor – Kirsten Hicks

1 Apologies

There were no apologies.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

Rakiura Herzhoff declared an interest in item 7.8 Direction-setting for Annual Plan recommendation g) and would not vote on the matter.

Rakiura Herzhoff also declared an interest in item 7.11 – Work to investigate a new user pays charging regime for non-recreational jetty usage and would not vote on the matter.

4 Public Forum

There was no public forum.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

Reports

7.1 Making and Attesting of Members' Declarations

Record No: R/19/11/25752

Mayor Tong was present to witness the declarations from each of the Board members and called each member forward to make their declaration as an elected member of the Stewart Island/Rakiura Community Board.

I, AARON RUSSELL CONNER, ANITA JOAN GEESON, JON ROSS SPRAGGON, GEORGE STEVEN LAWRENCE, GORDON MACDONALD LEASK, RAKIURA HANS KARL HERZHOFF AND BRUCE JAMES FORD, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of Southland District, the powers, authorities, and duties vested in, or imposed upon me as member of the Stewart Island/Rakiura Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Each of the members signed their declaration and were counter signed by Mayor Tong.

Resolution

Moved Mayor Tong, seconded Jon Spraggon **and resolved:**

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled "Making and Attesting of Members' Declarations" 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 that the Mayor has received and witnessed the declaration of the Stewart Island/Rakiura Community Board members.**

7.2 Election of Chair and Deputy Chair

Record No: R/19/11/25871

Mayor Tong was in the chair for this item.

Resolution

Moved Jon Spraggon, seconded Cr Ford **and resolved:**

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled "Election of Chair and Deputy Chair" 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) **Agrees to use system A the election of the Chair and Deputy Chair.**
- e) **Elects a Jon Spraggon to the Chair of the Community Board for the 2019/2022 triennium.**

- f) **Elects Steve Lawrence to the Deputy Chair of the Community Board for the 2019/2022 triennium.**

7.3 General Explanation from Chief Executive

Record No: R/19/11/25753

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

Mr Capil advised that 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 Anita Geeson, seconded Rakiura Herzhoff

That the Stewart Island/Rakiura 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.**

7.4 Terms of Reference and Delegations 2019 - 2022 Governance Structure

Record No: R/19/11/25754

Rex Capil ,Group Manager Community and Futures, was in attendance 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 which were 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 Deputy Chairperson Lawrence, seconded Aaron Conner **and resolved:**

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Terms of Reference and Delegations 2019 - 2022 Governance Structure” 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) **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.**

7.5 Date and Time of First Meeting of the Stewart Island/Rakiura Community Board

Record No: R/19/11/25762

Committee Advisor Kirsten Hicks was present for this item.

Mrs Hicks advised that the purpose of the report recommends 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 the Board, 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 Cr Ford, seconded Aaron Conner **and resolved:**

That the Stewart Island/Rakiura Community Board resolves a) – d) and adds a new e) (as indicated)

- a) **Receives the report titled “Date and Time of First Meeting of the Stewart Island/Rakiura Community Board” 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) **Agrees that the first meeting of the Stewart Island/Rakiura Community Board will be held at 8.45am on Monday 10th February 2020.**
- e) **Resolves that community board meetings will be held on the second Monday of the months of February, April, June, August, October and December, commencing at 8.45am (in summer) or 9.45am (in winter), and that workshops will be held in December, March, May, July, September, November at a time yet to be confirmed.**

Rakiura Herzhoff voted against this recommendation

7.6 Adoption of 2019 Standing Orders

Record No: R/19/11/25852

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

Mr Capil advised that the purpose of the report was to recommend that the Stewart Island/Rakiura Community Board adopts the set of Standing Orders as attached to the officer's report.

Resolution

Moved Cr Ford, seconded Anita Geeson **and resolved:**

That Stewart Island/Rakiura 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 have 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.**

7.7 Elected Members Code of Conduct

Record No: R/19/11/25755

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

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

Resolution

Moved Deputy Chairperson Lawrence, seconded Gordon Leask **and resolved:**

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled "Elected Members Code of Conduct" 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) **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.**

7.8 Direction-setting for Annual Plan 2020/2021

Record No: R/19/10/23447

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

The Stewart Island/Rakiura Community Board has identified the following variances for year three of the LTP 2018-2028:

- addition of Golden Bay wharf rebuild project, estimated at \$400,000 and local contribution to footpath renewals, eligible for NZTA funding.
- proposed changes to operational expenditure are for various increased maintenance budgets as a result of health and safety implications and asset management, as well as

changes to loan repayments as a result of a difference in the loan amount expected to be drawn-down.

These proposed budgets also include Stewart Island Electrical Supply Authority ("SIESA"). This report proposes that all SIESA electricity fees and charges, other than bonds, increase by 2.2%. The current fees have not been increased since 1 July 2014.

The direction-setting provided by the Stewart Island/Rakiura Community Board, including any variances, may be incorporated into Council's draft Annual Plan for 2020/2021. Where there are significant changes from the LTP, public consultation is proposed to take place in March/April 2020 so that the community and wider District stakeholders have an opportunity to give feedback on any changes proposed.

The final Annual Plan, including changes made as a result of consultation, will be adopted by Council in June 2020 and will be used to set rates for the year beginning 1 July 2020.

This report outlines two options for consideration by the community board; to accept the direction as proposed in the report, or to make amendments to the direction proposed.

Rakiura Herzhoff abstained from voting on recommendation g), due to a conflict of interest.

Resolution

Moved Cr Ford, seconded Anita Geeson **and resolved:**

That the Stewart Island/Rakiura 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 (subject to any amendments made at this meeting).**
- 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.**

<u>Rate Description</u>	<u>Rate (GST Incl)</u>
Stewart Island/Rakiura Community Board Rate	\$132,274
Stewart Island Waste Management Rate	\$137,564

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

Description	Fee/Charge (GST Incl)
Traill Park - Pavilion Hire	\$50.00

- g) **Recommends to Council the setting of the following Stewart Island Jetties fees and charges (including GST) for the year commencing 1 July 2020, for inclusion in Council's Draft 2020/2021 Annual Plan.**

Stewart Island Jetties Fee/Charge Description	Fee/Charge (GST Incl)
Wharf and Jetty user annual fee	\$1,500.00
Boat Park fee	\$287.50

- h) **Recommends to Council the setting of the following SIESA electricity fees and charges (including GST) for the year commencing 1 July 2020, for inclusion in Council's Draft 2020/2021 Annual Plan.**

SIESA Electricity Fee/Charge Description	Fee/Charge (GST Incl)
<u>Residential Connections</u>	
Standard rate per unit	\$0.6024
Night rate per unit	\$0.5239
Fixed monthly charge	\$89.48
<i>New Connections</i>	
New consumer connection fee	\$293.83
Capital development charge	\$1,762.95
<i>Existing Connections</i>	
Water heating/night rate meter installation	\$293.83
Disconnection fee (no monthly charge after)	\$94.02
Reconnection fee (new consumer/applicant)	\$141.04
Connection bond (new consumer, if applicable)	\$150.00
<u>Commercial Connections</u>	
Standard unit rate	\$0.6024
Night rate per unit	\$0.5239
Fixed monthly charge	\$89.48
<i>New Connections</i>	
New consumer connection fee	\$293.83
Capital development charge	\$1,762.95
<i>Existing Connections</i>	
Disconnection fee (no monthly charge)	\$470.12
Reconnection fee (new consumer/applicant)	\$470.12
<u>Temporary Supply</u>	
Monthly fee (payable in advance)	\$244.46
Standard unit rate (as per residential rate)	\$0.6024

<u>Distributed Generation</u>	
Subject to its terms and conditions set out in Schedule 1 of the SIESA Domestic Contract, SIESA will buy the electricity generated by residents at the rate of \$0.20c per kilowatt per hour, inclusive of GST	\$0.20
<u>Other Chargeable Fees</u>	
Not metered and special connections	\$564.14
Meter testing	\$99.90
Temporary supply and caravan inspection	\$99.90
Dis/re-connection due to non-payment of account	\$99.90

7.9 SIESA Monthly report**Record No: R/19/11/25829**

Community Partnership Leader Karen Purdue was in attendance for this item.

ResolutionMoved Aaron Conner, seconded Gordon Leask **and resolved:****That the Stewart Island/Rakiura Community Board:**

- a) **Receives the report titled "SIESA Monthly report" dated 6 November 2019.**

7.10 SIESA Monthly Report from PowerNet - September 2019**Record No: R/19/10/24014**

Community Partnership Leader Karen Purdue was in attendance for this item.

ResolutionMoved Deputy Chairperson Lawrence, seconded Aaron Conner **and resolved:****That the Stewart Island/Rakiura Community Board:**

- a) **Receives the report titled "SIESA Monthly Report from PowerNet - September 2019" dated 6 November 2019.**

7.11 Work to investigate a new user pays charging regime for non-recreational jetty usage**Record No: R/19/10/23947**

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

Mr Capil advised that the purpose of the report was to inform the Stewart Island/Rakiura Community Board about work that has been undertaken investigating an appropriate way to charge commercial users of Stewart Island/Rakiura jetties. This report also seeks a recommendation from the board on its preferred charging option.

Rakiura Herzhoff declared an interest in this item, and abstained from voting

Resolution

Moved Aaron Conner, seconded Cr Ford **and resolved:**

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Work to investigate a new user pays charging regime for non-recreational jetty usage” 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.**
- 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 Stewart Island Jetties Subcommittee for the 2016-2019 triennium, has recommended to a committee of Council that the Subcommittee’s preferred charging regime for commercial operators is to have a base fee with an additional fee component based on passenger numbers.**
- e) **Provides feedback on the charging options identified, both by staff and by the Stewart Island Jetties Subcommittee.**
- f) **Recommends to a committee of Council, that the charging regime for commercial jetty usage should be option 6 – the charging regime recommended by the Stewart Island Jetties Subcommittee for the 2016 to 2019 triennium, which involves having a base fee with an additional fee component based on passenger numbers.**
- g) **Undertakes to gather feedback on what a fair and reasonable fee would be, in relation to its preferred option.**
- h) **Notes that if a new charging regime and fee are implemented, this would not come into effect until 1 July 2021.**

7.12 Unbudgeted Expenditure approval for Stewart Island Visitor Levy Funded Projects outside the Annual Plan

Record No: R/19/10/23910

Community Partnership Leader Karen Purdue was in attendance for this item.

Mrs Purdue advised that that purpose of the report was to advise that the Board had applied, and was successful in obtaining Stewart Island Visitor Levy (SIVL) funding to complete five projects on Stewart Island.

The Board noted that the of the five projects, three are outside the annual plan and to progress these projects, the Board must approve the unbudgeted expenditure for these projects.

Resolution

Moved Deputy Chairperson Lawrence, seconded Anita Geeson **and resolved:**

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Unbudgeted Expenditure approval for Stewart Island Visitor Levy Funded Projects outside the Annual Plan” dated 5 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.**
- d) **Approves the unbudgeted expenditure of up to \$10,000 to complete the street lighting upgrade to bollard style, dark sky compliant lights on Elgin Terrace.**
- e) **Approves the unbudgeted expenditure of up to \$5,000 to install a power point on the foreshore adjacent to the monument on Elgin Terrace.**
- f) **Approves the unbudgeted expenditure of up to \$7,500 to upgrade tracks and facilities at Moturau Moana gardens.**

7.13 Playground Update

Record No: R/19/10/24155

Angie Hopkinson, Community Facilities Contract Manager, was in attendance for this item.

Ms Hopkinson advised that 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.

Resolution

Moved Deputy Chairperson Lawrence, seconded Aaron Conner **and resolved:**

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Playground Update” dated 31 October 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.

The meeting concluded at 11.10am.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE STEWART ISLAND/RAKIURA
COMMUNITY BOARD HELD ON MONDAY 11
NOVEMBER 2019.

DATE:.....

CHAIRPERSON:.....

Community Leadership Report for Stewart Island/Rakiura Community Board

Record No: R/20/1/2703

Author: Karen Purdue, Community Partnership Leader

Approved by: Rex Capil, Group Manager Community and Futures

☐ Decision

☐ Recommendation

☒ Information

Purpose of report

- 1 To update the board on the community leadership activities on Stewart Island/Rakiura.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Community Leadership Report for Stewart Island/Rakiura Community Board” dated 3 February 2020.**

Attachments

- A Stewart Island/Rakiura Community Leadership Report [🔗](#)



What's happening in your area

Community Partnership Fund

Council agreed at its July 2019 meeting to change the way they allocate funding to community groups. The Community Initiatives Fund is a contestable fund that Council allocates twice a year. Council had decided to reallocate the funds over the nine community boards and retain a smaller amount (35%) for Council to allocate to District wide projects and initiatives. The fund will be renamed the 'Community Partnership Fund'.

This means that as of 1 July 2020, each community board has a one-off allocation of \$25,473 to be spent in the 2020/2021 year from the Community Initiatives Fund reserve. Additionally, each community board will receive an annual amount calculated on an equal share of 50% of the funds, and the remaining 50% allocated on population base.

This money is rated from the District, and any amount not utilised at the end of the financial year will be retained in a District reserve for allocation by Council to District wide projects and initiatives.

The community board may wish to consider adding additional local rates funding to further support their local initiatives and increase the amount available to allocate by way of the Community Partnership Fund. This will require the community board to determine an extra amount it wishes to allocate and locally rate accordingly. This will have to be put to Council.

COMMUNITY BOARD	50% PA POPULATION AND 50% PA EQUAL DISTRIBUTION (A)	ONE-OFF CONTRIBUTION TO BOARDS FROM COMMUNITY INITIATIVES RESERVE (B)	TOTAL FUNDING AVAILABLE FOR 2020/2021 (C)
Stewart Island/Rakiura	\$4,387	\$25,473	\$29,860

Staff are currently working on the development of guiding principles for the allocation of the fund.

Below is the proposed timeline. We aim to workshop this with you in March/April 2020.

- 11 February 2020 - Draft guiding principles presented to Community and Strategy Committee for endorsement
- March/April 2020 – Workshops with community boards to determine criteria for Community Partnership Fund
- 6 May 2020 – Guiding principles and funding criteria for each community board presented to community and strategy for endorsement
- 1 July 2020 – Community Partnership Fund comes into effect.

The community leadership team will also be working with the board and Council's communications team to discuss how to get the word out and about in our communities.

Upcoming funding deadlines

Council provides funding and also administers funding on behalf of other organisations. The following funds have deadlines of 31 March 2020:

- Creative New Zealand
- Community Initiatives Fund
- Sport NZ rural Travel Fund
- Northern Southland Development Fund
- Ohai Railway Fund
- Stewart Island Rakiura Visitor Levy Fund
- Southland District Council Heritage Fund

The application forms and guides can be found at <https://www.southlanddc.govt.nz/my-council-funding-and-grants-application-form/>

Community board plans

A workshop with the Stewart Island/Rakiura Community Board was held on Thursday, 23 January at the RSA building at 2pm.

Members of the community board and Council's community leadership team were in attendance.

The main focus of the discussions was to agree on a vision and outcomes for the board. Good progress was made, with some minor changes agreed upon. The actions the board would like to take will be covered in a workshop in March.

Local Initiatives

Future Rakiura

Future Rakiura is a locally led project made up of a group of passionate locals focused on leading future-focused discussions, thinking and planning for Stewart Island/Rakiura. They see themselves as a 'Stewardship Group' which brings together the community and stakeholders to take action on the things that the community thinks are important for Rakiura's long-term sustainable future.

Future Rakiura is different from the community board in that it is community-led and independent of Council. In essence it will work with a wide range of people and organisations to progress issues/opportunities for Stewart Island/Rakiura's future that have been identified by the community. Locally established project groups will decide priorities and what action to take. The group would like a representative from the community board to be part of each of the three groups. A community BBQ on the 6 February is the community's chance to sign up for a group.

They plan to work very closely with the Stewart Island/Rakiura Community Board and see them as a key partner in our work. The co-leaders of the group are Josephine Shepard and Rakiura Herzhoff.

The group will continue to meet monthly with Sandra James. The strategic plan is due to be delivered to MBIE in May.

What's happening outside your area

District/regional initiatives

The community leadership team is working on a wide range of projects across the District at present.

These include the following;

- local beautification projects
- extensions to walking tracks
- skate/cycle park project planning
- providing support to a local museum that needs a new building
- assisting in the early planning stages of a possible railway/timber history display
- assistance with the formation of local interest groups
- Milford Opportunities Project

National initiatives

Sport New Zealand

We understand that Sport New Zealand are working to develop an online guide that will assist several sporting clubs to merge into one new entity. It is a challenging time for groups, clubs and organisations in our communities and many are struggling to find committee members and volunteers. These clubs often strongly want to protect their own unique identity and history however, this often comes at a cost of defeating their future if they don't look at longer term solutions.

Further information will be provided once the online tool has been released.

Camping ground regulations review

The minister of tourism set up the Responsible Camping Working Group in April 2018 as a partnership between the government, local government and industry. The purpose of the working group was to provide recommendations to the minister of tourism on policy, regulatory and implementation options for the improved management of freedom camping in New Zealand.

The minister of tourism asked the working group to recommend the place of freedom camping in New Zealand's tourism and recreation offering. The working group considered that responsible camping in our public places has a place in New Zealand, and that we should protect New Zealanders' rights to access and use our public spaces.

The minister also tasked the working group with identifying criteria to assess proposed responsible camping solutions. These included;

- a review of the Freedom Camping Act 2011
- ensuring there is national consistency in responsible camping rules across New Zealand
- a review of the compliance regime to ensure it is an effective deterrent to unwanted behaviour
- a review of the administration system for the standard for self-containment of motor caravans
- a review of the Camping-Grounds Regulations 1985

SDC staff are keeping a watching brief as to developments concerning the above particularly in regards to any possible changes to the Freedom Camping Act 2011 and the Camping Ground Regulations 1985.

What's coming up in the next couple of months?

National initiatives

The Heritage EQUIP (Earthquake upgrade incentive programme) provides funding and advice to help private owners earthquake strengthen their earthquake prone heritage buildings. This fund is administered by the Ministry of Culture & Heritage and provides both upgrade works grants and professional advice grants. For information about eligibility for these grants and resources to guide building owners, see our [Heritage EQUIP](#) website.

To be considered at the next assessment meeting, applications must be received by 29 March 2020.

Strategy and policy

The current Animals, Poultry and Bees Bylaw was adopted by Council on 30 June 2010 and is due to be reviewed by 30 June 2020. In 2012, Council adopted a dispensation to the bylaw for the urban zone Ohai, which allows residents who live in that zone to keep animals not otherwise permitted by the current bylaw. On 12 February, staff will be providing a report to the Regulatory and Consents Committee that asks for the committee to recommend to Council that the draft bylaw be endorsed for public consultation. Council will then determine this when a report goes to the 4 March Council meeting.

If endorsed for public consultation, the draft bylaw will be open for feedback on all aspects in the draft bylaw. Council staff are proposing that the Ohai dispensation be revoked to maintain consistency throughout the District, and that the keeping of animals not permitted under the bylaw be managed through a permit system. Staff would encourage the board to provide feedback on the draft bylaw if released for public consultation.

Communications and engagement

Engagement on what the key issues facing Southland District are and how funding is allocated will be held across the District in March. Dates and venues are being worked on at present but community board attendance and involvement is really important. The plan is to discuss the issues Council is facing, eg bridges having to be closed, playgrounds needing work, roading rehabilitation, climate change, and ask the public how they would set the priorities.

There will be community cafes held in the evening with drop-in events during the day. Those who cannot attend either of these events can go online to Council's new engagement site MakeItStick Southland and give their opinions there. The feedback from these events will be used in the development of activity management plans and the Long Term Plan 2021-2031. It will also be used to develop another round of engagement mid-year.

Meanwhile, an Annual Plan information document for the community is being developed and a decision about consultation was made on January 30. The document will be available online and the public will be informed of its availability.

Governance

During February Council will hold a strategic workshop that will set the scene for the term. Community board chairs have been invited to attend the workshop. Some of the topics will include challenges the District and its communities face and understand the purpose of and the need for longer term planning (30 years) and commit to a shared vision for the District.

We're here to help

The community leadership team (CLT) was established to build relationships with our communities and to ensure the communities voice in Council. The team works across the organisation to ensure the community is represented in any project or process taking place. The CLT works within the community to help them understand what Council is doing.

There are six members in the CLT – three community partnership leaders (CPLs) and three community liaison officers (CLOs).

The team work together to support Council's nine community boards and a key current project is to facilitate and develop community board plans and community planning.

The CPLs have a focus on community partnerships, considering emerging issues that may impact on our communities, and work with a multi-agency approach to link and align with local, district, regional and national agencies in order to support our communities.

The CLOs focus on local communities and working alongside community organisations outside the structure of Council as well as providing advice and assistance to the community around governance matters, grants, funding support and allocations.

Karen Purdue is the CPL assigned to the Stewart Island/Rakiura Community Board and Megan Seator is the CLO. Both Karen and Megan can be contacted on 0800 732 732 or by email karen.purdue@southlanddc.govt.nz or megan.seator@southlanddc.govt.nz

This is the first community leadership report we have prepared for this board so we would appreciate your feedback as to the content and any other information that you would like included.

Stewart Island/Rakiura Community Board Operational Report

Record No: R/20/1/2857
Author: Carolyn Davies, Executive Assistant
Approved by: Matt Russell, Group Manager Services and Assets

☐ Decision ☐ Recommendation ☒ Information

Purpose of report

- 1 The purpose of the report is to update the board on the operational activities in the Stewart Island/Rakiura Community Board area.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Stewart Island/Rakiura Community Board Operational Report” dated 3 February 2020.**

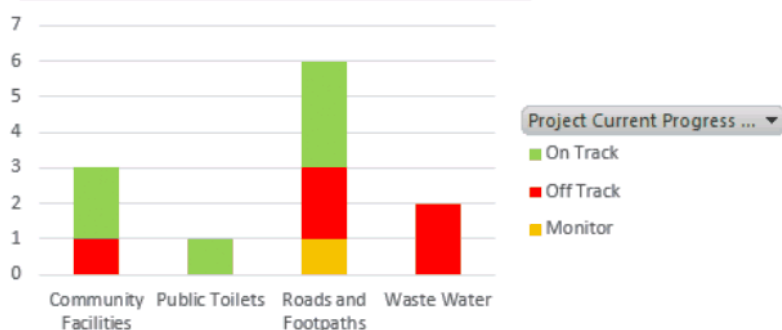
Attachments

- A Stewart Island Community Board - 10 February 2020 - Operational Report [↓](#)



1. Projects within current 19/20 financial year

Count of Project Current Progress Performance Traffic Light



ACTIVITY NAME	CODE	NAME	CURRENT PHASE	PROJECT CURRENT PROGRESS PERFORMANCE TRAFFIC LIGHT	PROJECT CURRENT COMMENT	APPROVED BUDGET
COMMUNITY FACILITIES	P-10379	Install power point on foreshore, Stewart Island	Business Case Phase	On Track	17/1/20- Quote updated by PowerNet and they have been provided with PO 149578 to complete installation	\$5,000.00
COMMUNITY FACILITIES	P-10204	Rebuild Golden Bay Wharf, Stewart Island	Business Case Phase	Off Track	26/11/2019 - deferred as per Mark Day	\$400,000.00
COMMUNITY FACILITIES	P-10300	Replace wooden playground equipment on foreshore reserve at Oban, Stewart Island	Business Case Phase	On Track	2019/20 programme	\$68,936.00

Report to ELT
Enter publish date

Southland District Council
Te Rohe Pōtae o Murihiku

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ACTIVITY NAME	CODE	NAME	CURRENT PHASE	PROJECT CURRENT PROGRESS PERFORMANCE TRAFFIC LIGHT	PROJECT CURRENT COMMENT	APPROVED BUDGET
PUBLIC TOILETS	P-10308	Upgrade toilets at Traill Park, Rakiura	Business Case	On Track	2019/20 programme	\$11,314.00
ROADS AND FOOTPATHS	P-10147	Construct new access on Ringa Ringa Road	Delivery Phase	On Track	24/1/20- Onsite to mark out alignment for new road now that vegetation has been cleared.	\$500,000.00
ROADS AND FOOTPATHS	P-10336	Install new streetlights on the waterfront in Oban, Stewart Island	Pre Delivery Phase	On Track	17/1/20- Project underway, bollards ordered from the Lighting Centre. Powernet updated quote for installation.	\$10,000.00
ROADS AND FOOTPATHS	P-10012	Install new footpath from Rankin Street to end of Fuschia Walkway at Oban	Business Case Phase	Off Track	11/10/19- This project is part of the wider TIF application to link Golden Bay and Oban township.	\$-
ROADS AND FOOTPATHS	P-10016	Construct new walking track at Horseshoe Bay Road, Stewart Island (Part 1)	Pre Delivery Phase	Monitor	Tender for construction work closed on 31 January 2020, teams working on report to approved award of contract.	\$52,583.00
ROADS AND FOOTPATHS	P-10316	Construct new walking track at Horseshoe Bay, Stewart Island (Part 2)	Pre Delivery Phase	Off Track	Will be investigated after part one completed	\$-
ROADS AND FOOTPATHS	P-10317	Construct new walking track at Horseshoe Bay, Stewart Island (Part 3)	Pre Delivery Phase	On Track	2020/21 programme	\$-
WASTE WATER	P-10024	Effluent Disposal Compliance and Capacity Improvements Stewart Island	Pre Delivery Phase	Off Track	Work in progress as resources allow. Work to date has brought the disposal of treated effluent back to within resource consent limits. The disposal field aspect of the project is approaching completion. Upgrade of pumps, controls and shed remains to be done. 30/5/19	\$-

2. Service Contracts

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
10/01 – Water and Waste Water Services	Downer operator involved in minor traffic incident before Christmas. Increase in service requests over the holiday period due to high wind and rain events.
16/35 – Stewart Island Gardening Agreement With Sircet	Everything seems to be tracking well. Plots are well trimmed and relatively weed free. Some of the ground cover plants will spread and help with weed control and there are also some younger plantings (Hebes) that will grow to fill the gaps.
17/01 – Foveaux Alliance	<p>Community Facilities</p> <p>SDC staff are navigating through some challenges of delivery in some areas and some clarity of scope. This has been discussed with the Contractor and the current chairman and still has some work to be done.</p> <p>Roading</p> <p>At the request of SDC, an assessment of significant trees has been undertaken at two locations. During the assessment, the location of the trees and potential targets were taken into account and used to analyse and evaluate tree risk.</p> <p>From the visual inspection of the Eucalyptus trees at Lonnekens and Little Bay, recommendation would be to prioritise the following work.</p> <p>Firstly, removal of any large leaning trees with overhanging weight across the road, as well as removal of any broken and damaged limbs.</p> <p>Secondly, all regrowth and wilding removal before they become a hazard. All other trees can be reassessed following this work and any follow up work still required, can be scheduled.</p> <p>From a visual inspection of the tree at Golden Bay the assessment suggests immediate removal due to its condition and location.</p> <p>Decisions on whether a further inspection is required, or to what level of assessment is appropriate, should be made with consideration for what is reasonable and proportionate to the specific conditions. This work will be undertaken as soon as possible.</p>

3. Request for service data 1 December 2019 to 28 January 2020

	District wide	
	Requests for Service	
	1/12/19 – 28/1/20:	
	892	
Community Board Requests for Service 1/12/19 – 28/1/20: 23	3 Waters Service requests	
	1/12/19 – 28/1/20:	
	219	



REQUEST TYPE	COUNT
Community Facilities General	1
Noise Control (not Animal Noises)	12
Toilet Cleaning	2
Vegetation Urban/Berm Mow/Overgrown/Visibility Issues	1
Vegetation Rural (Overgrown or Visibility issues)	1
Footpaths Hazards - Trip/Hazard/Broken etc (Safety)	1
Gravel Road Slumps/dips and heaves/raised	1
Gravel, Potholes/Corrugations and Grading	1
Sealed Road - Potholes and Blowouts (Routine)	2
Litter Matters Urban (Townships)	1
TOTAL	23

4. Local finance reporting

Stewart Island - Business Units as at 31 December 2019

Business Unit	Income			Expenses			Capital		
	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Administration - Stewart Is	\$6,467	\$5,959	\$16,064	\$4,384	\$5,959	\$11,919			
Operating Costs - Stewart Is	\$1,232	\$3,650	\$7,300	\$775	\$2,299	\$4,598			
Street Works - Stewart Island	-\$4,896	\$1,102	\$110,444	\$5,001	\$1,729	\$3,404	\$18	\$80,412	\$160,823
Refuse Collection - Stewart Is	\$58,831	\$58,523	\$117,865	\$44,455	\$58,622	\$117,245			
Stormwater Drain - Stewart Is	\$10,137	\$10,116	\$20,233	\$6,389	\$7,296	\$13,865			
Cemetery - Stewart Island	\$5,702	\$6,342	\$12,684	\$3,475	\$6,938	\$12,684			
Beautification - Stewart Is	\$14,747	\$14,718	\$29,435	\$20,950	\$19,001	\$35,204			
Moturau Gardens	\$5,597	\$2,344	\$4,688	\$4,708	\$2,938	\$4,688			
Trall Park	\$3,163	\$3,157	\$6,314	\$5,107	\$4,999	\$7,749			
Playground - Waterfront	\$808	\$807	\$1,613	\$1,805	\$1,933	\$3,865			
Stewart Island Jetties	\$12,913	\$225,899	\$467,930	\$27,263	\$39,715	\$77,931			\$493,812
Total	\$114,702	\$332,616	\$794,570	\$124,311	\$151,430	\$293,152	\$18	\$80,412	\$654,635

Stewart Island Jetties income is \$212,986 under budget due to grants not yet applied for. The proposed TIFF application for Golden Bay and Ulva Island have been put on hold currently.

Stewart Island Jetties expenditure is \$12,452 under budget with limited maintenance carried out at this stage of the year.

Reserve Balances

RESERVE	30 JUNE 2019	BUDGET 30 JUNE 2020	FORECAST 30 JUNE 2020
Stewart Island general	\$245,127	\$252,243	\$199,660
Stewart Island waste management	\$30,203	\$31,022	\$31,022
Stewart Island Jetties - general	\$28,094	(\$4,060)	(\$5,277)
Stewart Island Jetties – Golden Bay	\$114,232	\$114,232	\$-
Stewart Island Jetties – Ulva Island	\$115,908	\$115,908	\$207,945
TOTAL RESERVES	\$533,564	\$509,345	\$433,350

Council Report

Record No: R/20/1/2455

Author: Steve Ruru, Chief Executive

Approved by: Rex Capil, Group Manager Community and Futures

☐ Decision

☐ Recommendation

☒ Information

Chief Executive

Freshwater Reforms

1. In September 2019 the government released the latest part of their Essential Freshwater package for consultation (<https://www.mfe.govt.nz/consultation/action-for-healthy-waterways>).
2. The package included three proposed management documents – a replacement National Policy Statement for Freshwater (NPS), proposed National Environmental Standards for Freshwater (NES) and draft regulations for stock exclusion from waterways. As part of the package changes are also being proposed to the current drinking water NES and a new wastewater NES is also proposed. The later will likely set minimum discharge standards that will need to be applied by regional councils through resource consent processes.
3. The consultation process attracted some 17,500 submissions. Officials are currently analysing these and providing advice to the Freshwater Independent Advisory Panel (the Panel), chaired by Judge David Sheppard.
4. The Panel is considering submissions, but not hearing submissions in the way a select committee or local government hearings panel does. The Panel will provide its report and recommendations to the Minister in mid February 2020. It is expected that their report will also be made public.
5. One of the potential issues with the package which has attracted a good level of discussion across the local government sector is that it could be seen as being based on a premise that the issues are severe and urgent everywhere. This leads to a conclusion that there is the same need for management intervention everywhere, in the same way and in the same timeframes. While it is acknowledged that there are issues which need to be addressed it is also seen as appropriate to develop practical local solutions that are cost effective and which address the specific issues which exist in different areas. Hence, there is a level of risk associated with the standardised national approach.

Biodiversity National Policy Statement

6. In late November the government released its proposed national policy statement (NPS) on biodiversity. A copy of the draft is available on the MFE website (<https://www.mfe.govt.nz/publications/biodiversity/draft-national-policy-statement-indigenous-biodiversity>).
7. There is a concern that biodiversity has been in decline for some time and that as a result there is a need for a much stronger management regime to be put in place.

8. The proposed NPS will affect the management of biodiversity on all types of land including public, private and Māori land. Under the proposal local authorities will be required to implement regional biodiversity strategies and to identify and map areas with significant vegetation and habitats of indigenous fauna and manage their protection through regional and district plans – Significant Natural Areas. It is this later task that will be a significant issue/challenge for this Council given the large physical land area and large number of potentially significant sites.
9. Consultation on the document is open until 14 March 2020. Staff will be drafting a submission for consideration by Council.

Tackling Unsafe Speeds Programme

10. The government has recently announced a Tackling Unsafe Speeds Programme as part of their new road safety strategy.
11. As part of this programme changes are being made to the way in which speed limits are set. At present local authorities are able to set speed limits for local roads via a bylaw process. As a result each local authority has a good level of control over the process and is able to make the final decisions over how speed limits are managed on local roads.
12. In the future there will be a need to develop a 10-year regional speed management plan which will set out proposals for speed limit changes, engineering upgrades and safety improvements over the ten year period. The regional land transport committees will be required for coordinating this process across NZTA and the relevant local authorities.

Minerals

13. The government has now finalised its minerals and petroleum strategy document – Responsibly Delivering Value – A Minerals and Petroleum Strategy for Aotearoa New Zealand: 2019-2029. The strategy is available on the MBIE website (<https://www.mbie.govt.nz/assets/nzpm-resource-strategy-multi-agency.pdf>).
14. The document sets out a vision of having a world-leading environmentally and socially responsible minerals and petroleum sector that delivers affordable and secure resources, for the benefit of current and future New Zealanders.
15. The draft strategy was the subject of 546 submissions and the finalised 10-year strategy articulates the Government's long term vision for the minerals and petroleum sector in New Zealand and supports the transition to a low emissions future and a productive, sustainable and inclusive economy.
16. The government is also currently consulting on a review of the Crown Minerals Act 1991. A copy of the consultation document is available on the MBIE website (www.mbie.govt.nz/dmsdocument/7320-discussion-document-review-of-the-crown-minerals-act-1991).
17. A driver for the review is to ensure that an appropriate balance is found between the way in which access to minerals is regulated whilst supporting the implementation of the new Zero Carbon legislation and a balance with the broader four well-beings.

18. The Act covers access to a wide range of minerals including oil and gas, coal and aggregates for construction. As a result the review process will be of wide interest to all sectors of the economy.

Fire and Emergency Services Funding

19. At the beginning of November the government announced the first stage of review of how fire and emergency services should be funded. A copy of the consultation document is available on the Department of Internal Affairs website ([https://www.dia.govt.nz/diawebsite.nsf/Files/Fire-and-Emergency-NZ-Funding-Review-Consultation-Document/\\$file/Fire-and-Emergency-NZ-Funding-Review-Consultation-Document.pdf](https://www.dia.govt.nz/diawebsite.nsf/Files/Fire-and-Emergency-NZ-Funding-Review-Consultation-Document/$file/Fire-and-Emergency-NZ-Funding-Review-Consultation-Document.pdf)).
20. The review proposes a range of options which for businesses and households include:
- an insurance based approach, similar to the status quo
 - a property based approach using property data held by councils
 - a property and use based approach which uses a combination of the data held by councils as well as information on how a building is used.
21. The paper also looks at cost recovery options related to responding to accidents as well as other emergencies. The discussion paper represents the first phase of the review. A second phase will begin in March 2020 and will involve further consultation on the preferred model. The date for introducing the new levy regime is 1 July 2024.

Waste Minimisation Levy

22. In late November the government released a consultation document on proposed changes to the waste minimisation levy which proposes expanding the levy to cover a wider range of waste and also increase the quantum. A copy of the consultation document is available on the MFE website (<https://www.mfe.govt.nz/sites/default/files/media/Consultations/reducing-waste-a-more-effective-landfill-levy-summary-document.pdf>).
23. The proposals include:
- progressively increasing the levy rate for landfills that take household waste from the current \$10 per tonne – set in 2009 - to \$50 or \$60 per tonne by mid-2023
 - expanding the landfill levy to cover all landfill types including industrial and construction and demolition fills, but not cleanfills or farm dumps, at a proposed rate of \$10 or \$20 per tonne depending on the type of landfill.
24. Expanding the range of data that is collected about waste creation and disposal.
25. The additional revenue collected will be used to support waste reduction initiatives. Half of the revenue collected is allocated to local authorities via a contestable application process. Revenue raised from the landfill levy is currently around \$36 million per annum. It is estimated that the proposals would result in an increase of levy revenue of around \$220 million by 2023.
26. The consultation document outlines four potential options for transitioning from current arrangements to future arrangements by 2023. Council staff through WasteNet will consider the options and prepare a submission on what it will deliver the most favourable outcome for WasteNet Councils. The consultation period runs from now until 3 February 2020.

Customer Delivery

27. November was a quieter month from a customer perspective but this allowed the group to continue to focus on process improvements and working to support other areas of the organisation.
28. The net promoter score increased to 51 for the four month period from August to October. This is up from 35 from the period before and from a practical perspective, means those customers that were surveyed would recommend lodging a request for service with Council based on the experience they had with the process.

Customer Support

29. These are the numbers as at 27 November 2019:

	November
Total number of calls to 0800 732 732	3873
Abandonment rate	2%
Request for Service received	909
Top three requests types	<ul style="list-style-type: none">• building inspection request• change of address• roading issues
Payments processed by Council	9461
Cash	2%
Cheques	11%
Direct Credit	58%
Direct Debit	17%
Eftpos	13%

Libraries

30. The Winton library was involved with the Winton Open Day with the theme of “Fur, feathers and fiction” being well received by the community.
31. We have continued to offer the range of programmes for library patrons but would love to hear from people not using the library about how we can meet their needs. Please feel free to contact our district library manager, Mark Fraser via email on mark.fraser@southlanddc.govt.nz or via 0800 732 732.

32. The table below shows the number of individuals checking out items from a branch library each month.

LIBRARY NAME	NOVEMBER
Book Bus	381
Lumsden	81
Otautau	103
Riverton	186
Stewart Island	50
Te Anau	391
Winton	424
Wyndham	51

33. We currently have 5228 active library users across the District.

Our library service has new books each month, these can be viewed online through our catalogue on <https://www.southlanddc.govt.nz/my-southland/libraries/>

Knowledge Management

34. In November, 23 LIMs were issued and 164 property files were provided to customers. The increase in the number of LIMs and significant increase in property file requests reflects the increased activity expected at this time of year.
35. Staff continue to be busy with Pathway/Records Manager with good progress made in the development environment. The team is also busy supporting digitisation projects in the building solutions team.

Business Solutions

36. The team is working on the new e-processing system for building consents. This is a joint project with the building solutions team.
37. Work continues with the Pathway/RM8 integration. Initial system testing has been carried out on the Pathway property module. The creation of test plans for user acceptance testing has begun which will help us streamline the UAT process. This is a shared project with the knowledge management team.
38. Internal systems have been configured and data validation testing has begun on the lawyers self-service portal project. We are in discussions with Environment Southland on when we can test the links into their system.
39. Work has begun to extend our online services (e-pathway) for infringement payments, and to improve our Pathway system to electronically processing court payments.
40. Discussions are underway with three JDE providers to get pricing and deployment options to upgrade and virtualise our current finance system. This work is required due to the age of both the hardware and software we are currently running

41. The helpdesk continues to be busy, receiving 487 tickets and resolving 506 in November. There was a high number of new user requests in November, many requiring new hardware to be setup which has put extra pressure on the team.

Community and Futures

Governance and Democracy

Elections

42. Nominations opened on Monday, 25 November for the eight vacancies over four community boards. These vacancies exist because there were not enough nominations at the time nominations for the triennial elections closed in August. The vacancies are on the Ardlussa Community Board – one member, Oraka Aparima Community Board – three members, Oreti Community Board (Makarewa subdivision) two members, and the Waihopai Toetoe Community Board – two members.
43. Nominations close on Monday 23 December at 12 noon. If there are more nominations received than vacancies, voting papers will be sent out in late January with voting closing on 18 February 2020.

Governance

44. Each of the nine community boards held their inaugural meetings in November. Chairpersons were elected at each board meeting. The boards adopted the Standing Orders and received the Terms of Reference and Delegations. In addition each board considered a direction setting report which gives each board the opportunity to look at community-led initiatives and leadership and have input into the work programme for the board's area.
45. Council's main committees have had their first meetings for the triennium. An induction programme for councillors and board members is being implemented and training will be ongoing.

Community Leadership

46. The community partnership leaders recently met with Ministry of Business of Innovation and Employment in Wellington. Specifically, meetings were held with the tourism investment team, Ministry of Culture and Heritage, and MBIE staff who look after the responsible camping and welcoming communities' programmes.
47. They also visited Creative New Zealand, and the insights spaces and places teams at Sport NZ.
48. The Community partnership leaders also visited the community team at Hastings District Council and attended a community Hui at the Flaxmere community centre. This was a valuable experience as the community board plans currently being developed were modelled on the community plans produced by the staff at Hastings District Council.

Stewart Island Opportunities Project

49. The three remaining sessions of the leadership program were delivered by:
- Jason Tibble – regional commissioner, Ministry of Social Development - future focused thinking
 - Errol Millar – chairman/director – governance vs management
 - Amiee Kaio - programme manager, tribal economies – Tokona te Ao of Te Rūnanga o Ngai Tahu – future focused planning.
50. The 14 participants on the leadership academy graduated on 19 November 2019. Commerce South will continue to deliver two workshops a year on the Island and a suggestion was made to open these to the community. The graduates also have opportunities to attend other events on the mainland and to maintain a link with the facilitators.
51. Following the leadership academy, 13 members of the group (including community champions) will continue to meet on a regular basis to form an entity to progress strategic thinking and planning for the Island. The plans for the next quarter include working with the group to:
- provide information on governance structures, operational structures and programme management training to get the structures in place to move things forward
 - prioritising the steps that the group will take over the next seven months (until May 2020)
 - engaging the wider community.

Local Community Initiatives

Bath Road Beautification Project – Riverton

52. The Oraka-Aparima Community Board have approved the intended scope for this project. Council staff are now completing the project workflow documentation (initiation phase) before the project will be handed over to the asset manager.

Down River Dash Event

53. Council staff are assisting the event organisers with publicity on event websites and other administrative tasks for the running and biking event from Centre Hill to Mossburn on 22 December 2019.

Otautau Bowling Club

54. Council staff are providing funding advice for some planned building and maintenance work at the Otautau Bowling Club.

Otautau Flowers, Quilts & Crafts Day

55. Council staff are providing this group with advice regarding winding up the committee as they no longer have enough community members to run the event. Staff will work in conjunction with the Southland Community Law Centre to assist them with this.

Isla Bank War Memorial

56. Council staff are working with community members, the Wallace Takitimu Community Board and the Otautau RSA on funding to have restoration work completed on this memorial. Funding has already been received from Community Trust South and the Southland Regional Heritage Committee, and it is likely that the remainder required can be sourced from the Calcium Cemetery reserves.

Kohi Kohi Cottage – Riverton

57. The Southland Heritage & Building Preservation Trust have been successful in their funding request to the Perpetual Guardian Stout Trust fund (The Stout Trust). Council staff assisted with this application and they have been granted the full amount requested (\$30,000). This will allow them to complete the final building work on the cottage, which is likely to be completed early next year.

South Catlins Charitable Trust – Extension to Smiths Bush Walking Track

58. Staff are working alongside the South Catlins Charitable Trust with funding advice and assistance for the extension to the Smiths Bush walking track. The Smiths Bush walking track is located within the living forest at Curio Bay and is part of the wider development of the area.

Wyndham/Edendale Proposed Local Skate/Cycle Park

59. Staff are working alongside the community with initial planning stages for a proposed local skate/cycle park. Planning is underway for the setting up of a charitable trust to drive this potential development.

Edendale School – Writers Walk

60. Staff are working alongside Edendale School with regard to the development of a local writer walk. Staff are providing advice and assistance regarding the locations for the signage.

Wyndham Museum

61. Ongoing support is being provided to the Wyndham and Districts Historical Society with planning for their future redevelopment of the museum and its collections.

Tokanui Railway/Timber Heritage Project

62. Staff have had initial meetings with a group in Tokanui who are in the early planning stages for the possible development of a railway/timber history display.

Strategy and Policy

Policy and Bylaw Updates

63. There are a number of Council bylaws and policies currently being reviewed and updated, and a number of bylaws due for review in the next 12 months. The team is currently nearing the end of a formal consultation process on the Speed Limits Bylaw. Council will be presented with submissions and hearings for the Draft Speed Limits Bylaw in December 2019, with deliberation and adoption scheduled for early 2020.

64. Work has begun reviewing 'The Keeping of Animals, Poultry and Bees Bylaw', with preliminary feedback around what people think is important for Council to consider in the bylaw being received from online sources, face-to-face conversations throughout the District with stakeholders, community boards and Council staff. A draft bylaw will be presented to the Regulatory and Consents Committee in February 2020, with formal consultation anticipated in March/April 2020.
65. Staff have been involved in the review of the combined Local Alcohol Policy (LAP), in collaboration with Invercargill City Council. Consultation has closed and a joint committee of the two councils formally considered the feedback received and adopted a provisional LAP in September 2019. The provisional LAP was publically notified for appeals on 4 November and will close on 6 December. The LAP will be adopted on 6 December 2019 if no appeals are lodged. The LAP will come back to Council early in the New Year to make operational.
66. Work to investigate a jetties user pay system for the commercial use of jetties on Stewart Island/Rakiura is continuing. Staff have received feedback on potential charging options from the Jetties Subcommittee (from the 2016-19 triennium) and is seeking feedback from the Stewart Island/Rakiura Community Board on 11 November 2019. Staff will then progress to having discussions with external stakeholders early in 2020.
67. In relation to Council strategies, staff have undertaken a stocktake on the strategies that have been adopted by Council, and also the strategies in place for the Southern region. Team members are currently investigating whether further Council strategies are required, and the structure and type of strategies that might be appropriate.

Community Futures Research and Analysis Work Programme

68. Council supports the continuation of research and analysis work to inform its decision making and to assist in leading the development of Council's overall approach to the management of change and preparation for what the future might hold for the District and its communities. Identifying priorities for investing in community future planning has included socio-demographic, climate change, levels of service, rating affordability, land and water plan implications, community assistance and funding, and technological change. This ongoing work identifies the need for Council to understand the potential impacts that mega trends and technological change may have on communities, industries, work patterns, land use and lifestyle choices. This is integral to supporting the approach of the research and analysis work programme, particularly in relation to prioritisation and future service provision requirements, social cohesion and engagement.
69. The decision to invest in research and analytics is critical if Council wishes to plan for the future. Undertaking big picture research and analysis work will position Council to better understand the decisions it needs to make for the future of the District.
70. Council has a strategy deficit and we need to look at how we will deal with this. It was anticipated that the research and analysis work programme would evolve into developing the programme of work to consider the strategy deficits that staff have identified, and previous information from the programme of works will inform this next stage for Council research and analysis. It will be of benefit to the communities of Southland to have clear Council strategies for the District that will align to and inform regional strategy work. It will also ensure that Council is better

positioned to respond to national strategy development if we understand our own direction at a strategy level.

71. The work undertaken to date in the community and futures research and analysis work programme has laid the foundations for strategy design and development. Council's transition to dealing with our strategy deficit will be at least a five year programme of work, and will require extensive community engagement and participation throughout.

Risk Management Framework

72. Council continues to identify the need to invest in and develop its risk management processes. The objective is to create a risk management framework that will enable us to effectively understand, plan for, and mitigate risk across all levels and activities within the organisation that can provide assurance to Council, the Southland District community and stakeholders that critical risks are identified and managed effectively.
73. Since February 2019, work has commenced to transition from the current risk update approach to implementing a new risk management framework. Council's executive leadership team held a workshop in July 2019 to discuss in detail a collective approach to identify and manage Council's strategic risks before the new risk management reporting approach was presented to the previous Finance and Audit Committee at its 23 September 2019 meeting and to Council at its inaugural 1 November 2019 meeting. Both the previous committee and Council indicated their approval of the new risk management process and a review is underway for the next quarter, and will be presented to the Finance and Assurance Committee at its 13 December 2019 meeting.

Corporate Performance Framework

74. The corporate performance framework aligns Council's high level direction to its activities and outcomes, and its purpose is to streamline Council planning and reporting functions. As part of the corporate performance framework, Council will deliver on its legislative requirements – including the Long Term Plan, Annual Plan, Annual Report and activity management plans. Council produces an interim performance report, undertaken three times a year – for the four month periods of July-October, November-February and March-June, with the third being produced to inform the Annual Report.
75. The first interim performance report of the 2019/2020 financial year is currently being produced and will be presented to the Finance and Assurance Committee at its 13 December 2019 meeting.

Annual Plan 2020/2021

76. The Local Government Act 2002 requires Council to prepare and adopt an Annual Plan in the second and third years between development of the Long Term Plan. The purpose of the Annual Plan is to consider and approve any variations to the Long Term Plan for that financial year.
77. Once finalised, the direction given for 2020/2021 will be used to set rates for the year beginning 1 July 2020 and deliver any additional projects or initiatives identified.
78. The direction setting workshops and inaugural meetings of the community boards have now been completed and recommendations have been made to Council for inclusion in the 2020/21 Annual Plan. There is a Council workshop in December to confirm the direction of the annual plan and start the compilation process.

Annual Report 2018/2019

79. The Annual Report has been approved by Council and Audit New Zealand and has been made publically available. The summary document has also been made publically available. The management letter from Audit is currently being responded to by staff, and management comments will be presented to the Finance and Assurance Committee once finalised.

Long Term Plan 2021 - 2031

80. A workshop has been set up to discuss the proposed management of activities with Council on the 16 and 17 December 2019 and this will provide the necessary guidance for the activity managers to continue drafting the activity management plans from January to June 2020.
81. Staff conducted a strategic workshop with the new triennium Council on 8 November 2019, and with community board members on 9 November to bring them up to date with previous guidance received on the Long Term Plan 2021-2031.
82. A report on the proposed significant forecasting assumptions is also being prepared and be reported to Council for approval in the near future. The draft financial and infrastructure strategies are currently underway, and are expected to be completed and ready for Council approval by early 2020.

Environmental Services

Animal Control

83. The team hosted the second interagency meeting for animal control/welfare agencies in November. Attendees included the local councils, NZTA, some vets, DoC, Furever Homes and Environment Southland.
84. Items for discussion included the possible promotion of www.lostpet.co.nz among the relevant agencies, shared dog education programme, and a roles document clarifying how enquiries from the general public should be directed.
85. The dog control officers are in the last stages of following up those dog owners that have not re-registered their dogs. They aim to have completed this work this side of Christmas.

Environmental Health

86. The team is managing a larger than usual number of septic tank discharge complaints, where the septic tank discharge system has failed, and the waste water is discharging in a manner that is causing a nuisance. Complaints of this nature are expected to continue due to the limited lifespans of older systems.
87. The District Licensing Committee held a hearing for the contested applications to renew the on and off licenses for Orepuki Tavern. The Committee resolved to grant the applications for a reduced term of one year rather than the usual three, regarded as a probationary period.
88. Another hearing is expected to be held in the New Year in relation to the renewal of an off-licence in Lumsden.

Resource Management

Dark Skies Plan Change for Rakiura

89. The resource management team has publicly notified the Council initiated plan change in September, a total of seven submissions were received. The change to the District Plan has been sought to create rules around future artificial lighting on the island in order to maintain the existing high quality of the night sky. It is expected that a hearing on the proposed changes will be held in February 2020.
90. Ongoing work is occurring on the regional work streams for Climate Change, Biodiversity, Landscapes and Natural Character. The Climate Change report was presented to Council on 22 May and wider communication of climate change was endorsed. Joint work on the next phases of climate change is currently being scoped. Internal climate change work has commenced to inform the initial phase of the next LTP process. Work on the biodiversity, landscapes and natural character projects is ongoing and they are likely to be released in 2020.
91. Council is part of the TA reference group providing feedback to the Ministry of the Environment on the proposed National Policy Statement on Indigenous Biodiversity and the proposed New Zealand Biodiversity Strategy which are both proposed to be finalised in mid-2020.
92. Resource consent data for previous few months:
- August – 44 applications received, 32 decisions issued.
 - September - 27 applications received, 29 decisions issued.
 - October - 35 applications received, 33 decisions issued.
 - November – 29 applications received, 26 decisions issued.
93. Overall the number of consents issued for 2019 is sitting 14% higher than at the same point in 2018. On average 25 resource consents have been issued per month this year.

Building Solutions

94. The CCC (code compliance certificate) project team are working with building owners to address the issues arising from the declined CCC letters. Overall Council have received a positive response from the community with a good number of consents which had become 'static' now progressing towards the issuing of their Code Compliance Certificate. This has, however, also increased the teams workload and temporarily impacted compliance with statutory timeframes.
95. During November, the building solutions team achieved the below compliance/alignment to timeframes:
- 87.5% of the 56 building consents were issued on time (≤ 20 days).
 - due to the historical clean-up of CCC's, of the 142 Code Compliance Certificates issued in November, 139 were second decisions made under the territorial authority function.
 - building consents issued for the month of November took an average of 12.6 (from 1 to 39) statutory days and 35.6 (from 1 to 125) calendar days to issue.

96. During November, customers achieved the below compliance/alignment to Council requirements:
- 86.5% of the applications received were complete and correct
 - 77% of the inspections completed showed work that complies with the consented plans
97. 31% of building consents received by Council during November 2019 were sent to the Solutions Team for processing. This is an increase from 10% the month before. The quality of work completed by Solutions Team has much improved during November.

Services and Assets

Group Manager Update

98. Recent months have been consumed with works programme delivery and preparation for the update of the Infrastructure Strategy. This has involved each activity manager identifying strategic issues and working through the options and impacts associated with each.
99. Internally an assessment of the water and waste resourcing and structure has been underway in order to ensure Council is well placed to address the evolving and increasingly complex nature of this function. The next step of this process is to recruit appropriate resources to align with the outcomes of the review process.
100. As we progress into the new triennium the services and assets group and the wider organisation is continuing to focus on ways in which it is better able to connect and engage with its communities. With the increased focus on the asset management function and increasing service levels and renewal activity the importance of community relations is recognised as critical.
101. The focus for the coming months remains delivery as we focus on construction activities through the productive summer months. Early in the New Year the team will be ramping up the activity management planning efforts in a bid to set ourselves up for success over the coming LTP 2021-2031.

Stewart Island Electrical Supply Authority (SIESA)

102. SIESA has been working closely with PowerNet in order to better understand asset condition and replacement values in a bid to develop a robust works programme for the upcoming LTP 2021-2031.
103. With the expiry of the existing maintenance and operations contract due for mid-2020, discussions with the community board will ramp up in the New Year regarding the structure and framework adopted through the contract moving forward from this point. The current contract price coupled with the other operational costs and capital costs are considered to be unsustainable without additional funding or revenue.
104. Given the above, the upcoming contract renewal process provides an opportunity to address this.

Forestry (IFS)

105. Harvesting is continuing on track with increased volumes being directed to healthy local markets due to volatile export markets in some grades. This redirection of product coupled with better

than expected harvested tonnage per hectare should enable the forestry business unit to achieve budget.

Around the Mountains Cycle Trail

106. The website is now up and running with the Official Partnership Programme seeing 30 businesses advertising with the Around the Mountain Cycle Trail. The installation of the interpretation infrastructure is currently underway and the final sections of the trail to be reviewed in the coming weeks. This will see the installation of water tanks, bike stands, picnic tables along with fencing and planting of flaxes.

Te Anau Manapouri Airport

107. Work will be commencing in the New Year regarding the strategic direction and longer term aspirations for this facility. This process will need to incorporate community input alongside community board and Council decision-making.

Strategic Water and Waste

Te Anau Wastewater Discharge Project

108. Following Council resolutions from 23 October 2018 meeting, it was resolved to proceed with a sub-surface drip irrigation as the disposal option, staff have been progressing work on a number of fronts including development of resource consents for the sub-surface drip irrigation field, as well as advancing towards a detailed design.
109. The contract for the pipeline element has now been awarded to Fulton Hogan with physical work under way in late August/early September to date over 4km of pipe has been laid.
110. Further work is ongoing on a number of fronts related to the overall project including lodging of the SDI consent application with Environment Southland which is currently being processed on a non-notified basis. Draft conditions have agreed and a final decision on granting is anticipated late December.
111. The tender period for the membrane plant, mechanical and electrical work in Te Anau and additional storage ends on 8 November. A report recommending award of a contract will be presented to Council once the tender evaluation process has been completed.

Land and Water Plan Implementation

112. Environment Southland released their proposed Land and Water Plan last year.
113. In total 25 appeals were received by Environment Southland of which Council has identified 10, which it will join as a Section 274 party. Council has also lodged an appeal to the decision. The basis of Council's appeal, is largely around the 'non-complying' activity status on wastewater discharges to water. The latest direction issued from the Environment Court outlines a proposed path, where appeals to objectives will be heard ahead of mediation, by grouped topic on policies and rules. Evidence in support of the appeals have been filed with the Environment Court.
114. The first stage of the hearing around Objectives and Farming Policies commenced on 4 June with Council staff and experts presenting evidence on 11 June.

115. The first stage has now been completed and it is anticipated that the Court will release interim decisions on the evidence presented later this year prior to undertaking the second stage of the appeal which is not anticipated to commence until next year.
116. Further strengthening of environmental and water supply regulation is anticipated following release of cabinet papers on Three Waters Reforms and Ministry for the Environment (MfE) release of its approach to taking Action for Healthy Waterways, including a revised NES on source protection for water supplies and a proposed new NES on Wastewater Discharges. At this stage it is not fully understood if these amendments will have any implications for the Plan process.

Resourcing for Water and Waste Department

117. Following the Council meeting of 27 September where unbudgeted expenditure for additional resources within the Water and Waste team was approved staff have developed a revised structure within the team which has been consulted on and finalised. The revised structure will place a significant focus on development of asset management capability as well as a more defined operations focus.
118. Recruitment for new positions will be undertaken December/January with the expectation that successful applicants will be in place by March 2020.

Property Services

119. Property administration functions including ownership decisions, lease/licence administration and property disposal queries, all of which are actioned on a daily basis, which is business as usual given the significant number of properties and agreements, Council has to manage. These functions also include the payment of property rates which is quite a significant task given the number of properties, as well as service charges having to be separated out and on charged, with the balance rates charged to the multitude of individual business units. The process has been undertaken for both the Southland District Council, and Environment Southland rates for the current year.
120. Surveys for the coastal route, Clifden and Orawia land purchases as well as the Ringaringa road deviation have been, or are nearing completion, to allow these projects to be finalised. The disposal of the Hokonui hall is still progressing, with both Menzies Ferry and Maitara Island working through the required steps.
121. Action is also underway to prepare and execute the agreement for the acquisition of Lot 300 at Curio Bay and to complete the ownership change. The first stage of the draft report for a possible development of the Luxmore subdivision in Te Anau has been received and will be discussed with the Community Board prior to responding to all the next stage of the assessment to be completed.

Community Facilities

122. The community facilities team is working through gathering information to inform the Infrastructure Strategy, Activity Management Plans, and the Long Term Plan. We have received Minimum Levels of Service for the activities within the community facilities portfolio and these will be used to inform the tender documents for the new contracts that will go out for tender in

the New Year. With these in place it will complete the Section 17A Review of community facilities.

123. The team has also received the report from the playground assessment and is waiting on the toilet assessment report. We are working with a consultant to undertake a condition assessment of all of the halls, community housing and council buildings. This information is required to provide an accurate picture of the state of Council's assets and will enable us to provide a more accurate works programme for the LTP.
124. We are also developing this for each of the new nine Community Boards so we can start the conversations with them about the number of assets they have within their areas and the financial implications it will have. We have taken the opportunity using the playground report to start these conversations so that they start to look at the bigger picture across their whole geographic area of responsibility.

Project Delivery Team

125. The project delivery team now have a full team with both Wayne Ramsay and Rowena Owens starting in November, both have fitted in really well and both picking up projects quickly.
126. The team is currently working hard to close out some of the smaller project to allow capacity for the larger water and roading and bridge projects due to start in the New Year.
127. Clifton toilet was completed in November and is ready for use once code of compliance is approved.

Strategic Transport

District Wide Renewals Programme

128. After a slow start to the construction season due to the inclement weather contractors are picking up some movement with The Roding Company aiming to have the Edendale Wyndham Road rehabilitation section completed before Christmas. Good progress is also being made with the Brydone Glencoe road section and Otapiri Gorge Road rehabilitation site.
129. Downer are also progressing the seal resurfacing programme. As part of this work they will be bringing in crews from the rest of the South Island.
130. In looking towards the next Long Term Plan WSP are in the process of carrying out DTims modelling. This is one tool the Transport Team uses to look at the potential future pavement renewals programme.

Bridges

131. McDonald Road bridge is nearing completion with only tidy up work required. The design of the replacement of the canal bridge on Lake Monowai is progressing well. Due to the ongoing concerns with the structural integrity of the bridge and considering the importance of access a temporary bailey bridge is being installed. This will allow for the new bridge to be replaced on the existing alignment while still ensuring access for users during this time period.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) Receives the report titled “Council Report” dated 3 February 2020.**

Attachments

There are no attachments for this report.

Chairperson's Report

Record No: R/20/1/1544

Author: Kirsten Hicks, Committee Advisor/Customer Support Partner

Approved by: Rex Capil, Group Manager Community and Futures

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 The purpose of the report is to provide an update to the community board on activities the chairperson has been involved since the establishment of the committee on 1 November 2019.
- 2 The report also provides the opportunity for the committee chairperson to present an overview of the issues he has been involved with.
- 3 Items of interest include the following:
 - Several meetings with Rakiura Heritage Centre Trust and their landscaper discussing final aspects of the new Museum and the reinstatement of the grounds etc damaged as part of the building process. Need to confirm our plans for a new carpark and the replacement footpaths not part of the Museum project.
 - Interviews with Maori TV, Radio NZ and several newspapers in relation to tourism and developments here on the island.
 - Normal list of resident complaints including several traffic related that were referred to the police for action. Also horses grazing on the roadside within the main Halfmoon Bay area.
 - Discussion with Constable Stuart Newton re parking at Golden Bay, the wharf access road and wharf areas. He is willing to enforce any restrictions that are legally in place, and will use health and safety as a reason if necessary.
 - Meeting and discussions with the local Chief Officer of Fire & Emergency NZ (FENZ) to decide on a way forward in relation to bonfires on public land. Agreed to circulate to the local island community a set of basic suggestions designed to make this type of event safer for all.
 - Met, along with the Fire Chief, the family and child involved in last year's incident where the young child received severe burns to her feet and lower leg requiring extensive specialist treatment. Child still requires hospital treatment every 3 months, but has made wonderful progress. Family very pleased with the proactive approach we have taken and with our circular to the community.
 - Regular calls from and meetings with Jacqui Ligthart regarding concerns board has with aspects of the Fulton Hogan contract. We seem to be making slow progress in this area. Board needs to decide what is going to happen to the materials that are not Fulton Hogan's that are stored in the green waste area at Braggs Bay.
 - Discussion with Brendan Gray re the footpath on Horseshoe Bay Road and progress on the installation of the new lighting on the water front. Both projects are now out for pricing and hopefully we will see progress in the near future. Brendan was approaching roading re the washed-out culvert and subsequent erosion of land on the Ringaringa Beach end of Deep Bay Road. Need to replace power pole at this site as it is in danger of falling into the sea.

- Regular updates from Karen Purdue as she follows through the requests from our informal meeting held in December. In the main these have been circulated to all Board members. Met with Karen in Invercargill to put together a list of topics that needed to be discussed at meeting on January 23.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) Receives the report titled “Chairperson’s Report” dated 3 February 2020.**

Attachments

There are no attachments for this report.

Stewart Island/Rakiura Community Board Health and Safety update

Record No: R/20/1/2727

Author: Teri Black, Health, Safety and Wellbeing Advisor

Approved by: Janet Ellis, People and Capability Manager

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 To provide a health and safety induction and update for Community Boards.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Stewart Island/Rakiura Community Board Health and Safety update” dated 3 February 2020.**

Attachments

- A Health and Safety Update - Community Boards 2020 [📎](#)



Our health and safety commitment

We care for the wellbeing and safety of our people and those who interact with us.

Our goal is for our people to be bold and actively think about their own and others safety and wellbeing, so that we deliver safe and effective services to our community and that everyone gets home safe and well.

Approved by Council



Leading the way

What are your responsibilities

All elected members are officers under the health and safety law and are required to carry out due diligence, this includes:

- keep up to date with work health and safety issues
- understand the work of Council
- know the risks that our workers and volunteers face when working on any of our work sites
- checking that Council has processes...
 - and resources to eliminate or minimise risks and uses them
 - in place to communicate information about health and safety
 - in place to comply with any duties and requirements under the act



Leading the way

Keeping up to date with work health and safety issues

There are many ways to keep current on health and safety matters. Subscribing to WorkSafe updates is an easy way to remain up to date.

Here is the link to subscribe:

<https://worksafe.govt.nz/home/subscriptions/>

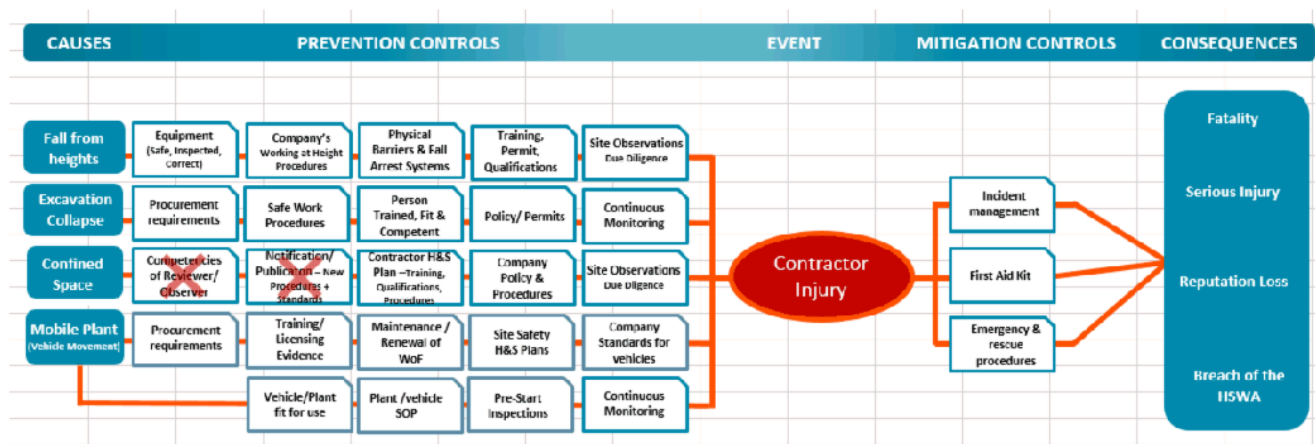
WORKSAFE
Mahi Haumaru Aotearoa



Know the risks

Council's top critical health and safety risks are:

- personal harm from lone working
- injury or fatality from motor vehicle crash
- contractor injury



Leading the way

Checking that Council has processes...

....and resources to eliminate or minimise risks and uses them

Southland District Council Volunteer - Induction

Thank you for your contribution!



SDC REPRESENTATIVE (NAME)	
VOLUNTEER NAME: <small>(individual or representative of a group)</small>	
PHONE # <small>(preferred)</small>	PHONE # <small>(alternative)</small>
ADDRESS:	
EMAIL:	
EMERGENCY CONTACT PERSON <small>(name, address and phone number)</small>	
VOLUNTEER ACTIVITY TYPE <small>(circle all relevant options)</small>	
Environmental / Graffiti Removal / Library Deliveries / Pest Control / Lawns / Cleaning Working Bee / Student Nurse / Freedom Camping / Gardening / Rubbish Removal	
WORK SITE <small>(if applicable)</small>	

INDUCTION – VOLUNTEER(S) PROVIDED AN OVERVIEW OF:

- ☐ The SDC Health and Safety Policy
- ☐ Hazards and controls, including:
- Hazards the volunteer(s) may encounter or create – refer to task specific and location specific hazard registers (as relevant)
 - Controls for those hazards
 - How to report a new hazard
 - Playing an eyes and ears role
- ☐ Council contact person(s) / person(s) to report to and contact centre number 0800 732 732
- ☐ Site/location access, signing in/out, security, toilets, meal rooms (as relevant)
- ☐ Restrictions on hours of work (e.g. not at night, or limit of xx hours as relevant)
- ☐ Incident reporting and investigation procedures – including the reporting of all accidents, near misses, unsafe acts and unsafe equipment,
- ☐ Site/location emergency procedures, including evacuation assembly point, first aiders, location of emergency equipment (first aid kit/ fire extinguisher/ spill kit/ cellphone, radio or other means of communication)

I acknowledge that the above information has been received and understood. I acknowledge that I must follow all relevant Southland District Council H&S policies and procedures to ensure the safety of myself and others around me.

Volunteer's signature: _____ Date: _____

I acknowledge that the induction is complete – please sign and date.

SDC Employee Name: _____

SDC Employee's signature: _____ Date: _____

Site Safety Plan

Southland District Council Community Project



SDC REPRESENTATIVE:	VOLUNTEER PROJECT LEADER:	PROJECT DESCRIPTION:
Duration from: _____ to: _____	Leader Signature: _____	Date: _____
CREW MEMBERS	RESPONSIBILITY	INITIALS
PPE REQUIRED	ASSEMBLY AREA	EMERGENCY NUMBERS:
		SDC: 0800 732 732 Police/Fire/Ambulance: 111 Worksafe: 0800 030 040
HAZARDS	Yes	CONTROLS (WHO, WHAT AND HOW)
Harness use		Visually inspect equipment daily
Ladders		Visually inspect equipment daily
Scaffolds		Visually inspect equipment daily
Roof Condition		Access/Egress
Cranes		
Elevated work platforms		
Pits and trenches		
Confined Spaces		Tanks, shafts
Hot Work		Grinding, welding, heat gun etc – Fire extinguisher
Electricity Supply		
Actuated Tools		Nail/Ramset Guns
Vibration		
Public access/protection		
Signage/barriers		
Hazardous materials		Asbestos
Chemicals		
Stacked Materials		
Weather/Temperature		Hot/Cold/Frosty/Windy/Wet
Traffic		
Noise		
Dust and debris		
Machinery		
Mobile Plant		
Low Workers		
Biological Hazards		Livestock/Insects etc
Manual handling		
Date: _____		
Review Hazards Daily: NOTE – Visual Inspection of ALL Height Safety Equipment before work starts.		
Date: _____	Date: _____	Date: _____
Date: _____	Date: _____	Date: _____
Date: _____	Date: _____	Date: _____

Leading the way

Checking that Council has processes...

.... in place to communicate information about health and safety

southlanddc.govt.nz/my-council/health-and-safety/

My Property My Community My Southland My Council

Home > My Council > Health & Safety

My Council

- Public Notices
- Role of Council
- Meeting Schedule & Agendas
- Have Your Say
- Elections
- Information Requests
- Bylaws & Policies
- Plans & Reports
- Fees & Charges
- Funding & Grants
- Executive Leadership

Health & Safety

Southland District Council is committed to the health and safety of the public, our staff and contractors. Council must ensure it meets its obligations in regards to the relevant health and safety legislation and also that any organisation or contractor working on or in the vicinity of council managed sites is doing the same.

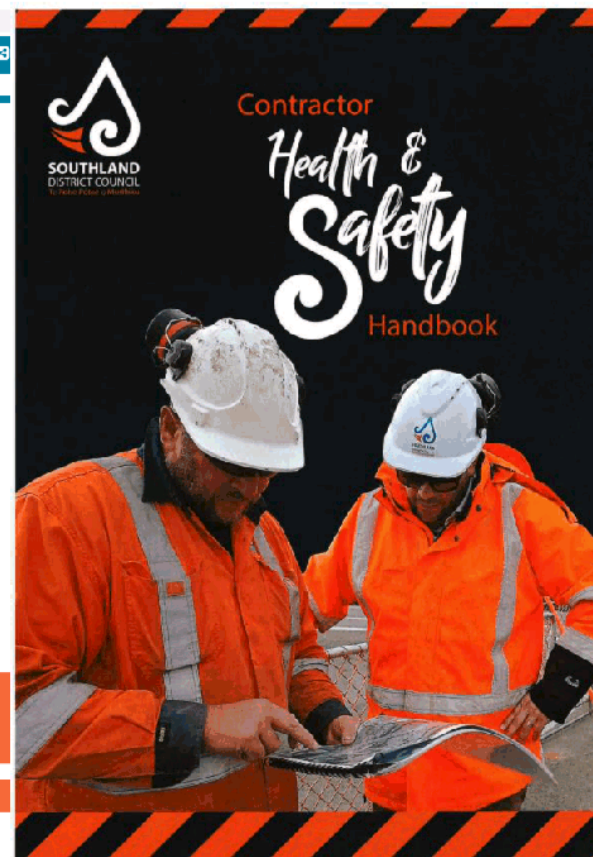
Southland District Council has an approved health and safety contractor list. To be included on this list contractors must provide Council with health and safety documentation and/or return the applicable forms to demonstrate understanding and compliance with current health and safety regulations.

The approval process is not a guarantee of work, however it may provide the contractor with an advantage in the selection process because they have already met Council's prerequisite health and safety expectations. A contractor's approval status is typically valid for one year (subject to their performance).

Relevant forms can be downloaded below.

[Download Selected Files](#)

Description	File Size	Download (Select All)
Contractors Health & Safety Information Booklet	1 MB	<input type="checkbox"/>
Approved Contractor Application (Safe form B)	555 KB	<input type="checkbox"/>

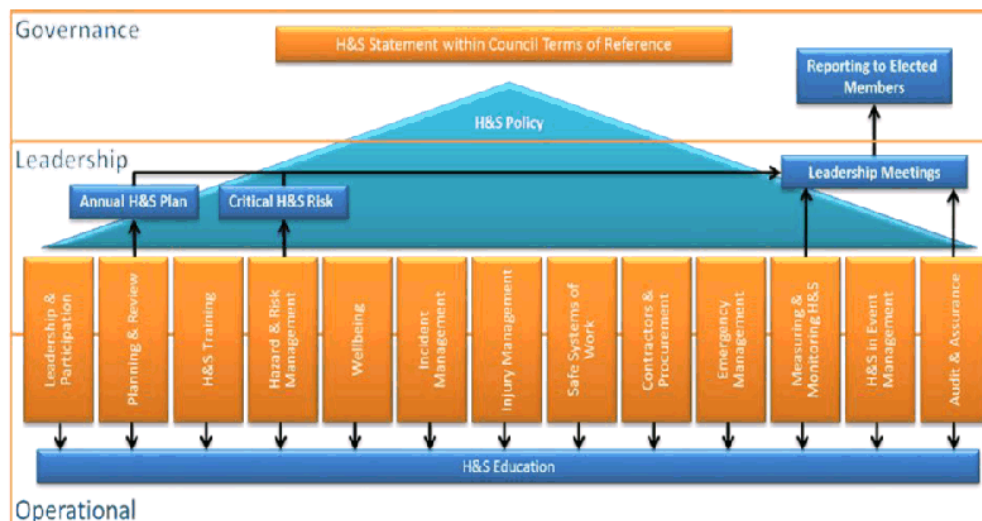


Leading the way



Checking that Council has processes...

.... in place to comply with any duties and requirements under the act



SOUTHLAND DISTRICT COUNCIL

Risk Management Framework 2018

Key points

- all our contractors must be health and safety approved prior to working on our sites
- volunteers must be inducted prior to work being completed
- Council has a proactive/supportive approach to health and safety, including the health and safety of volunteers
- we will provide assistance where we can for our smaller contractors to get up to speed
- health and safety is all of our responsibility – everyone deserves to get home safe every day!



Leading the way

Relocation of SIESA Power Cable at Ringaringa Road

Record No: R/20/2/2962

Author: Ashby Brown, Commercial Infrastructure Manager

Approved by: Matt Russell, Group Manager Services and Assets

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 To identify SIESA power cable at risk from coastal erosion and determine action. A decision is sought regarding unbudgeted expenditure necessary to relocate and underground portion(s) of this cable at Ringaringa Road.

Executive Summary

- 2 Due to progressive coastal erosion in the vicinity of Ringaringa Road, overhead power cable assets are under imminent threat.
- 3 Ringaringa Road alignment itself is similarly under threat and civil works are currently in progress to re-establish this alignment away from the shoreline. There is an opportunity to save cost by co-ordinating the electrical power cable and civil works, compared with undertaking separate work packages. As such, the following costs are exclusive of any civil scope such as trenching that would be typically be allowed for if the work packages were considered separately.
- 4 A quote to perform the electrical work has been obtained from PowerNet for the sum of \$14,889.44 +GST.
- 5 To further improve resiliency, property feed from two additional poles (813376, 813360) may be undergrounded for approximately an extra \$3,000.00 +GST.
- 6 A decision regarding unbudgeted expenditure of \$20,000.00 (including some contingency) is sought.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Relocation of SIESA Power Cable at Ringaringa Road” dated 3 February 2020.**
- 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 unbudgeted expenditure of \$20,000.00 to relocate SIESA electrical assets threatened by coastal erosion to be funded from SIESA reserves.**

Background

- 7 Cable duct has already been allowed for in the SIESA network upgrade budget. The Ringaringa Road realignment incorporates Geoweb to provide strength to the new pavement. To ensure future redundancy is maintained, it is proposed to install both ducting and a direct buried cable along the new road alignment.

Issues

- 8 It is recommended that the cable and ducting continue to be installed to allow for cost effective future upgrades and fault repair if required. Furthermore, the road construction using Geoweb will inhibit trenching and access to buried services in this alignment in the future. Installation of cable duct will facilitate future access to the cable, should it be required.

Factors to Consider

Legal and Statutory Requirements

- 9 No legal or statutory issues have been identified.

Community Views

- 10 No specific community views have been sought.

Costs and Funding

- 11 It is proposed that the \$20,000 of unbudgeted expenditure is funded from the SIESA reserves.

Policy Implications

- 12 There are no policy implications identified.

Analysis

Options Considered

- 13 Option 1: Engage PowerNet to relocate overhead SIESA electrical assets away from the imminent coastal erosion threat at Ringaringa Road. To be co-ordinated with adjacent civil works by others, requiring \$20,000 of unbudgeted expenditure.
- 14 Option 2: Do nothing.

Analysis of Options

Option 1 – Engage PowerNet

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">coastal erosion threat to electrical infrastructure in this location is significantly reducedco-ordination of works with civil works currently in progress with reduce costs.	<ul style="list-style-type: none">requires immediate expenditure.

Option 2 – Do nothing

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">no immediate expenditure required.	<ul style="list-style-type: none">imminent threat to electrical infrastructure will still require a response in the short termrelocating electrical asset in the future will cost more because there will be no benefits of coordination with the civil works currently in progress.

Assessment of Significance

- 15 The tender / contract development process is not deemed significant.

Recommended Option

- 16 Option 1.

Next Steps

- 17 Council will accept quote from PowerNet for electrical works, and further engage PowerNet to underground the feed from two additional poles. Co-ordinate this activity with current civil works in the area.

Attachments

- A PowerNet Quote - Ringaringa Road [↓](#)
B Proposed Cable Layout [↓](#)

29-Jan-20

Attention Mr Brendan Grey



Please find below a quote to
install a power cable and replace a softwood pole
at Deep Bay Ringa Ringa Road Stewart Island

251 Racecourse Road
PO BOX 1642
Invercargill
New Zealand
Telephone: +64 3 2111899
Facsimile: +64 3 2118199

Note
that all trenching is to be provided by Duncan Earth works
as part of the new Road construction

quote is valid for 30 days

Labour	\$ 1,588.32
Transport	\$ 242.80
Flights & Accommodation	\$ 440.00
Materials	\$ 12,238.32
Net Work Contribution	\$ 380.00
Freight	N/A
Traffic Management	N/A
Connection Fee	N/A
Total	\$ 14,889.44
GST	\$ 2,233.42
Total Price	\$ 17,122.86

Please sign in acceptance of price and send copy back or Fax to POWERNET LTD

Signature: _____

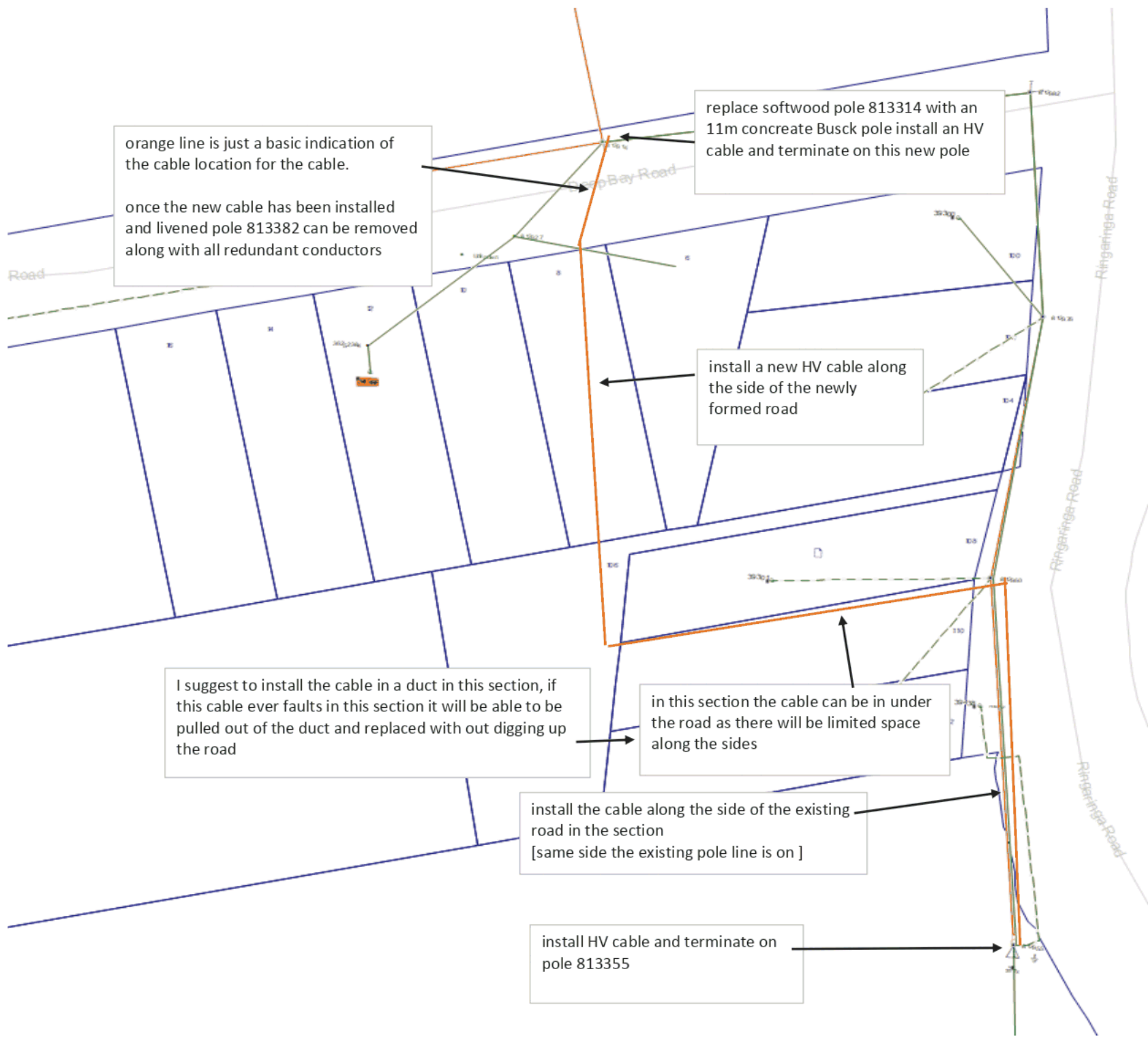
Please contact me if you have any questions.

Yours faithfully

A handwritten signature in blue ink, appearing to read "Mort Macintosh", written over a light blue circular stamp.

Mort Macintosh
Technical Project Manager

27 Onslow Street, Invercargill, PO Box:1642, Invercargill 9840, New Zealand



SIESA - Financial Report to 31 December 2019

Record No: R/20/1/1230

Author: Joanie Nel, Management Accountant

Approved by: Anne Robson, Chief Financial Officer

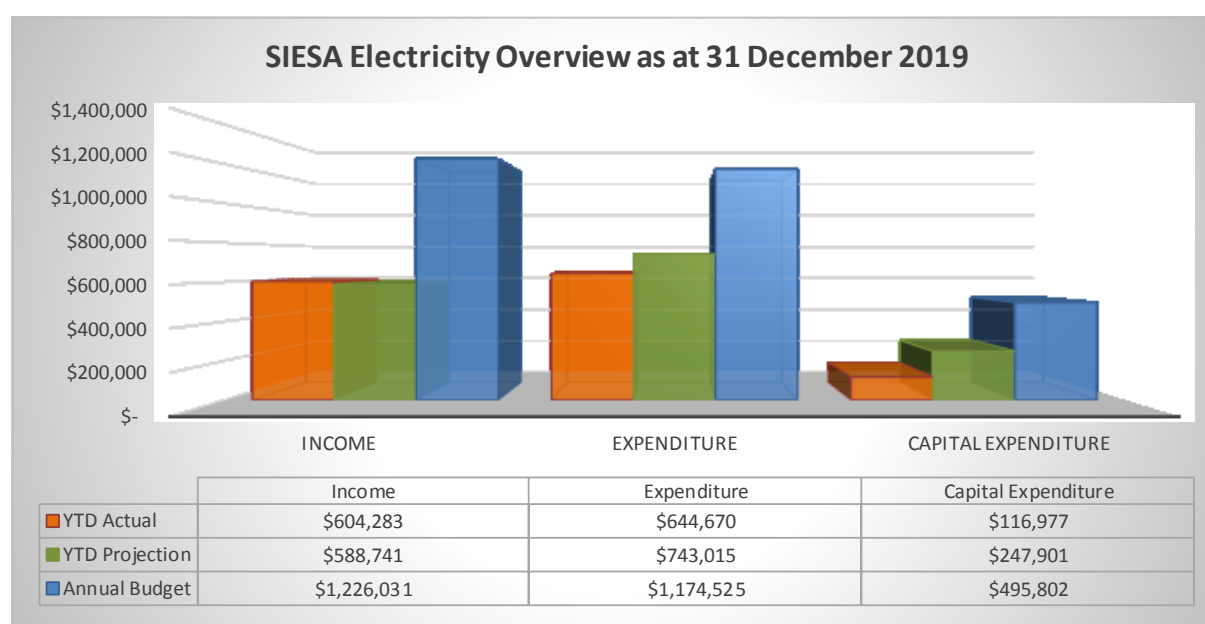
☐ Decision

☐ Recommendation

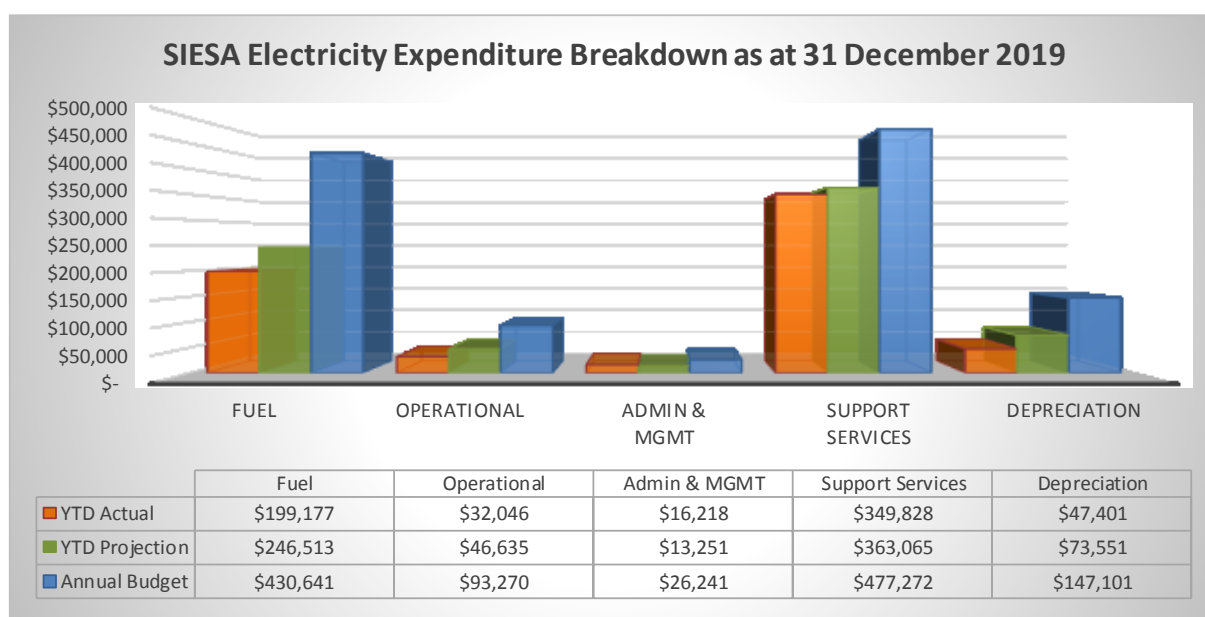
☒ Information

SIESA Electricity Operations

- 1 SIESA electricity generation net deficit for the year to date is \$40,387, compared to a projected year to date net deficit of \$154,274.



- 2 Total income for the year to date is \$604,283, \$15,542 over projection, this was as a result of the following:
- Higher SIESA electricity charges income against projection (\$23,612). Electricity consumption YTD has increased compared to last year, and is 6.8% higher than December 2018 YTD. The kWh consumed between July and December 2019 was 814,335, which is 60,038 more than the consumption between the same period in 2018 (754,297 kWh)



- 3 Total operating expenditure for the year is \$644,670, \$98,345 under projection. The following comments apply:
- management fees and fuel charges budget numbers were increased during the October forecasting round, and at present YTD actuals are below forecast. The phasing of the projection will be revisited during the next month-end as there has been a timing issue on when the actual costs were incurred.
 - generation and distribution maintenance charges are \$13,903 under projection. Our YTD spend for maintenance charges is \$31,285 versus our annual projection of \$45,190 which means we have spent 69% of our budget.
 - depreciation - other plant charges are \$27,459 under projection. The budget was set on a number of capital works being undertaken in previous years, as these have not occurred the level of depreciation is less than budgeted.

Project list updates

- 4 The projects listed below were carried forward to the 19/20 financial year.
- generator/turbine replacement, \$110,000. Investigations were undertaken during the year, with two options looked at being two types of gensets, “fixed” (ie mounted in the room) versus “containerised” meaning the genset can be moved around. The latest update on this project is that it is anticipated that a new scania engine and genset combo is to be purchased for housing inside the SIESA engine room, and a valuation is to be done on the current detroit engine and genset combination. Once a decision has been made where to house the new engine/genset, which will either be in place of the detroit or in the adjacent engine room, replacing one of the old engines/gensets. If the new genset is to be housed in the adjacent room, it would require additional investment as that engine room has no intercooler piping and no cooling tower.
 - replacement of the fuel tanks (2 x 20,000L). \$25,920 have been spent towards a budget of \$31,169 carried forward. The fuel tanks have been purchased and it is expected that this project will be completed this financial year.

- it is proposed that the remainder of the projects listed below be deferred to the 2020/2021 financial year and may need to be revisited to ensure that the budget of each project is still correct.
- Council has had some staff changes recently, a number of the below projects have not been required as of yet and a decision will have to be made to defer the projects to 2020/21 or delete.
- exhaust system renewal/service. \$20,000. This project was put on hold in 2018 as it was not yet required.
- service SCADA control system, \$25,000. This project is not yet required.
- upgrade SCADA control system, \$10,000. This project is not yet required.
- Ringfeed project stage 4, \$56,000. Ringfeed projects were combined to gain efficiencies, overall the aim is to ensure that when there is a power fault, other properties are not affected (Stage 4 from Miro Crescent to Elgin Terrace).
- Ringfeed project - Stage 3. \$46,000. Combine work with subsequent stages to gain savings from scale of economy, as above.
- security upgrade for power station, \$30,000. Current security cameras are functional so the project has been put on hold.
- replacement of transformer/switch, \$35,000. Timing was to be discussed with the contractor as this project involves moving gear “outside” the yard to the inside.
- replace circuit breakers, \$80,000. Project was put on hold as the current circuit breakers are still functional.

SIESA Electricity Debtors

- 5 The following table provides an up to date summary of SIESA’s electricity debtors as at 27 January 2020. All figures are GST inclusive. As at 27 January 2020, SIESA has a total debtor’s balance of \$20,240.17.

6 **SIESA Electricity Debtors Summary at 27 January 2020**

	Total debt (GST incl)	# debtors	Average debt (GST incl)
Current	\$ 4,251	139	31
Months 1	\$ 2,182	22	99
Months 2	\$ 3,366	8	421
Months 3	\$ 2,709	6	451
Months 4	\$ 7,732	27	286
Total	\$ 20,240	202	100

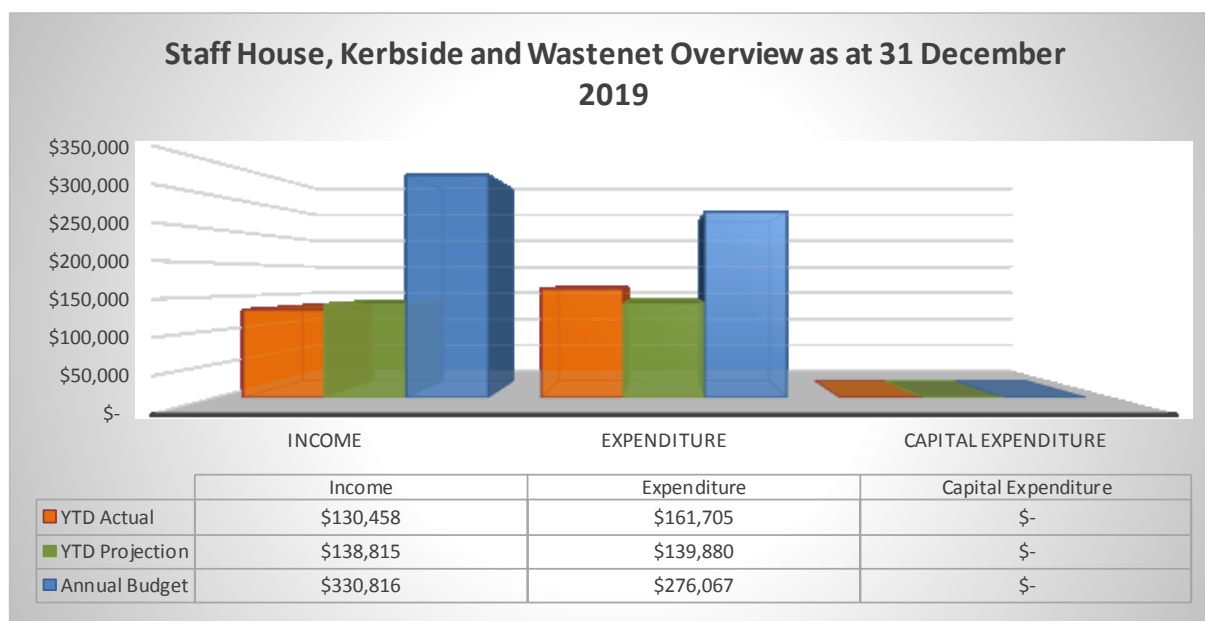
- 7 The total balance of overdue debt is \$15,989 (Months 1 to 4). There has been no bad debts written off for financial the year to date.
- 8 Council staff have been actively issuing disconnection notices after 60 days as directed by the community board at the October 2018 meeting. For this financial year, no disconnections have

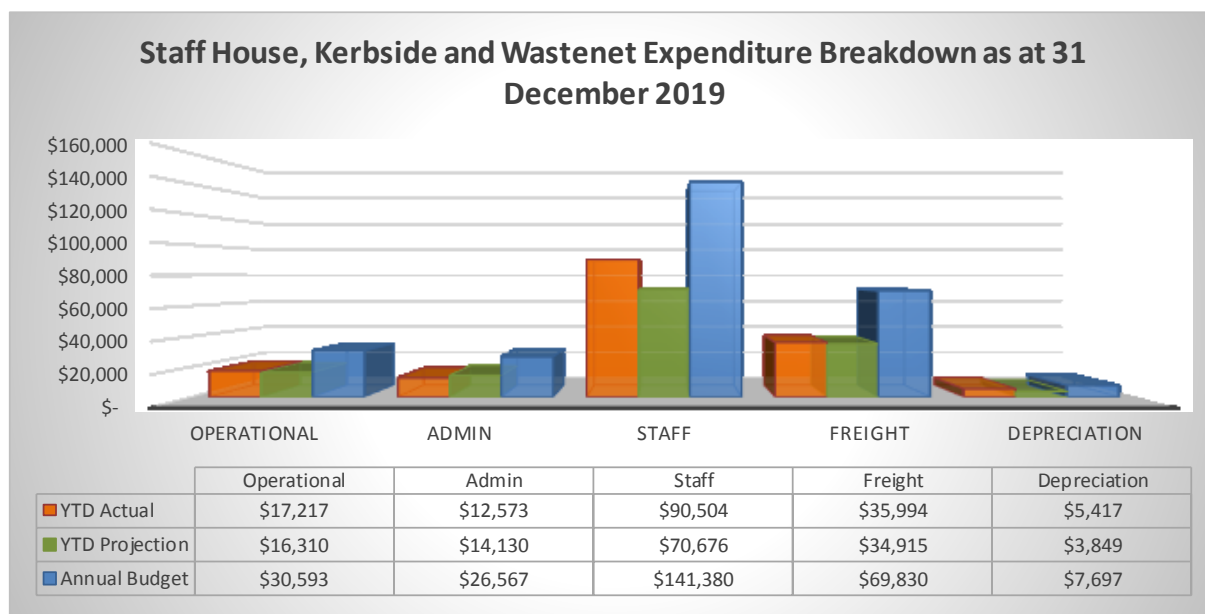
occurred as consumers are paying their arrears rather than incurring the inconvenience and additional charges associated with disconnection.

- 9 The debt reflected under “Months 4” in the below debtors summary is currently with a debt collection agency.
- 10 As discussed previously we will continue to update the Board on the status of SIESA electricity debtors, typically for the periods ending 30 June and 31 December.

Staff House, Kerbside and WasteNet Operations

- 11 SIESA Staff House, Kerbside and Wastenet Operations net deficit for the year to date is \$31,427, compared to a projected year to date net deficit of \$1,065.
- 12 Overall income for the period to date is \$8,357 under projection.
- 13 Overall expenditure for the year to date is \$21,825 over projection. This is mainly due to two areas, road freight charges and ordinary time. The road freight charges are the costs charged to empty and return bins. The waste and recycling from Stewart Island is sent to the Bluff by ship. The skips and compactor bins that are being transported by ship are then taken by road transport between Bluff and the Invercargill City Council transfer station where it is emptied and then return to Bluff.





Investments

- 14 As at 31 December 2019, SIESA has \$1,570,000 in investments. These are held in terms varying from one month to six months at interest rates between 2.58% and 3.31%.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “SIESA - Financial Report to 31 December 2019” dated 31 January 2020.**

Attachments

There are no attachments for this report.

SIESA Monthly Report from PowerNet - November 2019

Record No: R/19/12/28971

Author: Matt Russell, Group Manager Services and Assets

Approved by: Matt Russell, Group Manager Services and Assets

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 The purpose of this report is to provide for your information, PowerNet's monthly report for SIESA for the month of November 2019.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled "SIESA Monthly Report from PowerNet - November 2019" dated 12 December 2019.**

Attachments

- A SIESA Monthly Report - November 2019 [📄](#)

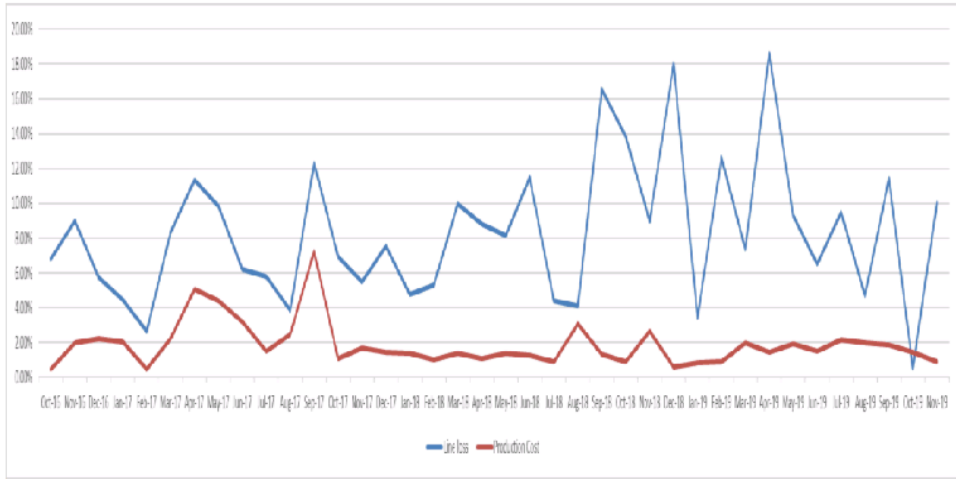
Summary Report – November 2019



PERFORMANCE

EFFECTIVENESS	Outages	Generator Forced Outages	report cycle	0
		Feeder Forced Outages	report cycle	0
		Consumer Outages	report cycle	0
		Planned Outages	report cycle	0
		Station Outages	report cycle	0
	Connections	New Connections	report cycle	0
		Reconnections	report cycle	0
		Disconnections	report cycle	0
	Complaints	Quality of Supply	report cycle	0
		Performance Related	report cycle	0

PEOPLE / CULTURE	Team Safety	Medical Treatment Intervention	report cycle	0
		Lost Time Injury	report cycle	0
		Near Miss	report cycle	0
	Team Health	Days Off (sick day)	report cycle	0 days
		Annual Leave	report cycle	3 days
	Training	Safety training	report cycle	0
		Health Checks	report cycle	0



The electrical distribution and retail service for SIESA was generally good during November. The sold units were down on the October sales figures. Line loss is shown as up on the previous month's figures.

This report covers the calendar month of November. Meter reading was undertaken on the 20th and 22nd of the month and all statistical information and graphs are for the period 21st of October through to 21st of November.

The engine electronics fault with Unit 5 was identified as a faulty oil pressure sender which was replaced on the 5th of November, The following morning investigations into the alarm cause identified various sensors and engine components. Some parts were changed using spares from the redundant unit 4 engine including the starter motor and the engine ECU. Although the status of the fault changed from being intermittent to being a solid fault and still showed as being sensor fault.

The control cabinet cabling was checked, the Woodward genset controller was changed, with faults still occurring the engine wiring loom was stripped and burnt wires were found where the power supply wire to the ECU had chafed and made contact with the engine block and another wire. This removed the alarms and the engine was serviced (oil change and filters changed) On the 15th of November with unit 5 in as lead, a station alarm was received at 9.20pm. On arrival it was shown as an amber alert with no indication of what caused the alarm. This was traced to the 24 volt alternator being faulty. It is very likely this was caused by the contact between the ECU supply wire and the engine block.

Underground cabling work at Lee Bay road has been completed, including rearrangement of the consumers onto a different Supply and removal of low LV conductors. It is expected to lay the cable during the first week of December.

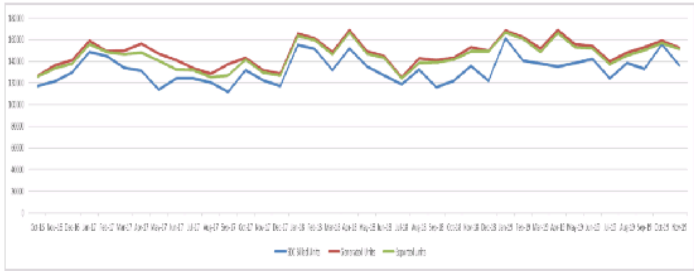
Corridor Access and Traffic Management requests are in for Wholer's road and Morris street cabling jobs.

There are five uncompleted new connections

- 1/ J Hayden-Clarke, Wholer's Road, planned
- 2/ K Hicks, Elgin Terrace materials on site.
- 3/ Scofield , Ringaringa, Consumer is installing cable and will advise
- 4/ Dawson / Lewis Hicks road not planned as yet.
- 5/ Morris Street Not planned as yet

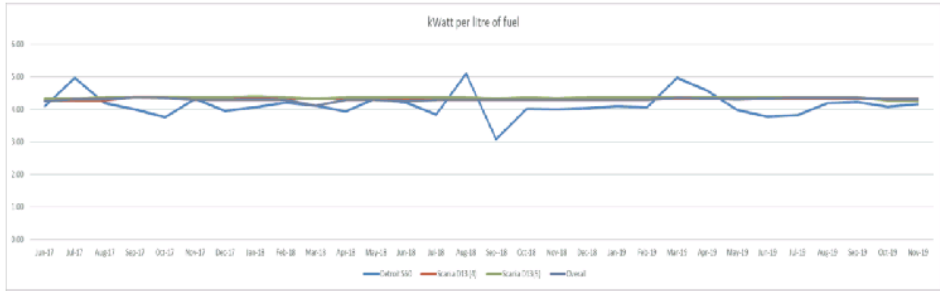
PROJECTS

Item	% Complete	Comments
P/O 123647 Meter Replacement	12%	4 meters were replaced during November
P/O 146865 Management Fee Operations	17%	Monthly charge
P/O 146864 Distribution Maintenance	Ongoing	Replacements of strain insulators will be continued
P/O 146265 Generation Maintenance	Ongoing	



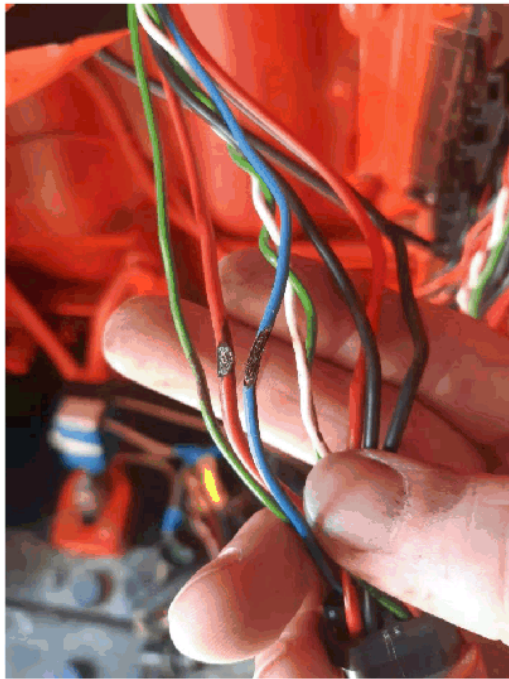
ENGINE MAINTENANCE REPORT

	Make / Model	Hours	Hours this Month	Fuel this Month	Kilowatt hours	Last services	Oil Test results
Unit 1	CAT 3406	17789	13	392	1450	15/3/19	No Sample
Unit 2	CAT 3408	45657	9	161	570	13/01/17	No Sample
Unit 3	Detroit 60	20715	58	2842	11853	10/8/18	"A"
Unit 4	Scania D13	8827	636	29245	122297	5/11/19	"A"
Unit 5	Scania D13	9943	103	1830	16537	14/11/19	"A"



RISK AND STRATEGY UPDATES

		Update
Identified Risks	Structures / Poles	The Hicks Rd pole at the Davis property is still under investigation. Two red tag poles remain to be changed
	Transformers	Station Transformers were tested on the 25 th of August
	Pillar boxes / Link Boxes / Cabling	
	Lines / Insulators	Strain insulator replacements continuing
	Generation Plant	Unit 4 was serviced on the 10 th of Sept
Generation Equipment	Control Systems	SCADA and controls are fully operational
	Fuel systems / Plant	ECL representatives have visited and are planning the replacement of the main tanks
	Buildings	The building is in good condition with some internal painting planned.



Damaged cabling found inside the wiring loom of Unit 5

SIESA Monthly Report from PowerNet - December 2019

Record No: R/20/1/2411

Author: Matt Russell, Group Manager Services and Assets

Approved by: Matt Russell, Group Manager Services and Assets

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 The purpose of this report is to provide for your information, PowerNet's monthly report for SIESA for the month of December 2019.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled "SIESA Monthly Report from PowerNet - December 2019" dated 29 January 2020.**

Attachments

- A SIESA Monthly Report - December 2019 [↓](#)

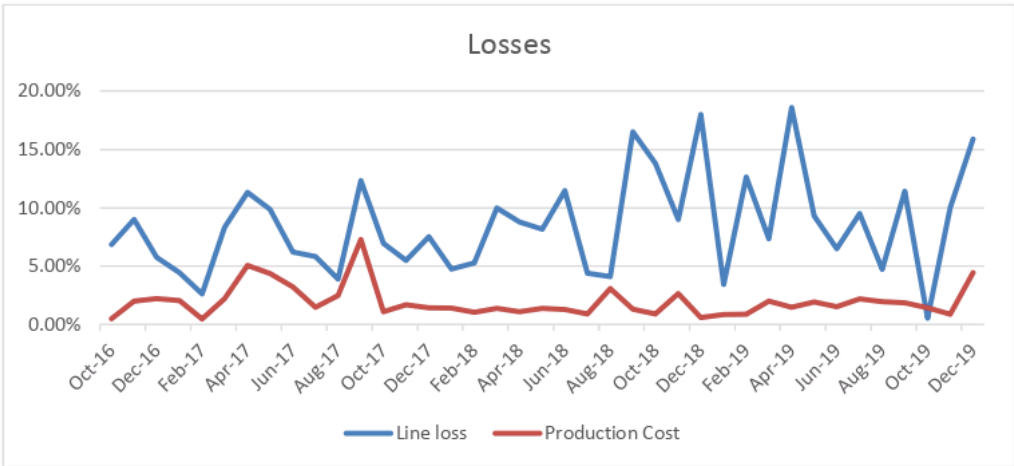
Summary Report – December 2019



PERFORMANCE

EFFECTIVENESS	Outages	Generator Forced Outages	report cycle	0
		Feeder Forced Outages	report cycle	0
		Consumer Outages	report cycle	0
		Planned Outages	report cycle	0
		Station Outages	report cycle	1
	Connections	New Connections	report cycle	0
		Reconnections	report cycle	0
		Disconnections	report cycle	0
	Complaints	Quality of Supply	report cycle	0
		Performance Related	report cycle	0

PEOPLE / CULTURE	Team Safety	Medical Treatment Intervention	report cycle	0
		Lost Time Injury	report cycle	0
		Near Miss	report cycle	0
	Team Health	Days Off (sick day)	report cycle	1 days
		Annual Leave	report cycle	8 days
	Training	Safety training	report cycle	0
		Health Checks	report cycle	0



The electrical distribution and retail service for SIESA was generally good during December. The sold units were down on the November sales figures. Line loss is shown as up on the previous month’s figures. Meter reading was undertaken a full week early in December making it a very short month, as the fuel and engine hour data still relates to the 20th the efficiency and loss data is therefore inaccurate.

On the 27th of December at 11:30 Unit 5 engine protection opened the engine circuit breaker on overcurrent with the output at 508kW. The load had risen from 260kW in 12 minutes with no opportunity to start another engine.

Security of the power station compound was a problem over the holidays with the gate left open or unlocked for a large part of the time. The risk of theft or someone getting injured is a concern, especially with the state of the area near the lockup used by Fulton Hogan.

On the 24th of December Unit 1 failed to start. This was found to be a broken wire in a control cabinet affecting the speed control for the engine.

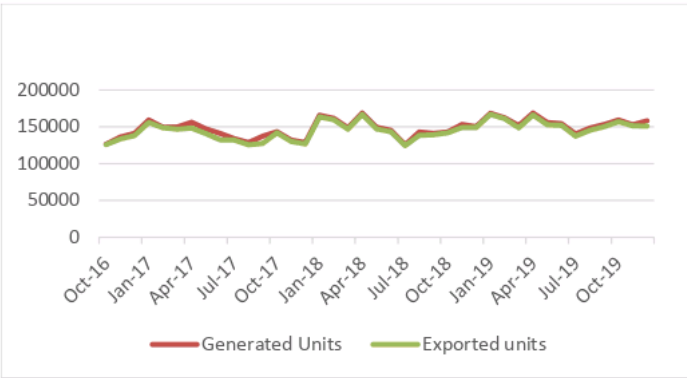
Removal of low LV conductors in Lee Bay was completed early in December and the cable road crossing in Morris Street is planned for the 13 of January. The two Wholer’s road cabling jobs are planned for completion later in January.

Outstanding New Connections

- 1/ J Hayden-Clarke, Wholer’s Road,
- 2/ K Hicks, Elgin Terrace
- 3/ Scofield , Ringaringa, Consumer is installing cable
- 4/ Dawson / Lewis Hicks road not planned as yet.
- 5/ Morris Street

PROJECTS

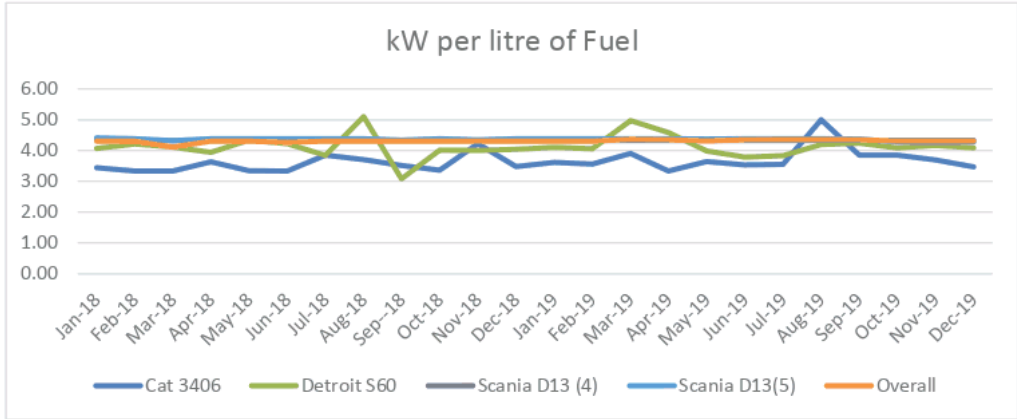
Item	% Complete	Comments
P/O 123647 Meter Replacement	12%	no meters were replaced during December
P/O 146865 Management Fee Operations	17%	Monthly charge
P/O 146864 Distribution Maintenance	Ongoing	Replacements of strain insulators will be continued
P/O 146265 Generation Maintenance	Ongoing	



ENGINE MAINTENANCE REPORT

RISK AND STRATEGY UPDATES

	Make / Model	Hours	Hours this Month	Fuel this Month	Kilowatt hours	Last services	Oil Test results
Unit 1	CAT 3406	17790	1	49	170	15/3/19	No Sample
Unit 2	CAT 3408	45665	8	99	740	13/01/17	No Sample
Unit 3	Detroit 60	20725	10	304	1243	23/12/19	"A"
Unit 4	Scania D13	9517	690	33053	148365	10/12/19 28/12/19	"A"
Unit 5	Scania D13	9980	37	1810	7375	14/11/19	"A"



		Update
Identified Risks	Structures / Poles	The Hicks Rd pole at the Davis property is still under investigation. Two red tag poles remain to be changed
	Transformers	Station Transformers are were tested on the 25 th of August
	Pillar boxes / Link Boxes / Cabling	
	Lines / Insulators	Strain insulator replacements continuing
Generation Equipment	Generation Plant	Unit 4 was serviced on the 10 th of Sept
	Control Systems	SCADA and controls are fully operational
	Fuel systems / Plant	ECL representatives have visited and are planning the replacement of the main tanks
	Buildings	The building is in good condition with some internal painting planned.



Lee Bay road with poles removed



The area of compound near the shed Fulton Hogan lease from SIESA

Stewart Island/Rakiura Service Sustainability Study

Record No: R/19/8/19628

Author: Steve Ruru, Chief Executive

Approved by: Steve Ruru, Chief Executive

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 To present to the Stewart Island/Rakiura Community Board the report on the Stewart Island/Rakiura Service Sustainability Review.

Executive Summary

- 2 Council faces a number of service sustainability challenges in providing and funding the delivery of services, particularly local activities, to the Stewart Island/Rakiura community. This has been highlighted through requests for unbudgeted expenditure for urgent maintenance on some of Council's jetties on Stewart Island/Rakiura and Ulva Island, and the commencement of the review of the Stewart Island Electrical Supply Authority (SIESA) service.
- 3 Given these and broader funding issues that appeared to exist in providing services for the community, Council initiated a review of the financial sustainability challenges that exist in relation to the delivery of services to the Stewart Island/Rakiura community.
- 4 Key points that have emerged from the stage one work include:
 - the costs of providing services on Stewart Island/Rakiura are much higher than they are on the mainland
 - there are a number of projected future cost pressures associated with the delivery of the current levels of service that will increase the financial pressure on Council services in the future
 - there are a number of significant new funding challenges on the horizon with, for example, the potential transfer of the Golden Bay jetty and the increased costs associated with the delivery of electricity
 - there are a wide range of views on the Island in regard to how it should be developed in the future
 - a 'high level' estimate completed as part of this exercise shows that there is a net rates contribution of \$570,000 by the wider District community, to the delivery of services on the Island. It can be expected that this District contribution will increase in the future
 - given the current and likely future funding gaps there is a need for Council and the community board to consider how they might best maximise the use of existing and potential new alternative funding tools and/or sources
 - in parallel with the funding work there is also a need for more in-depth individual service delivery review work to be completed, particularly where there are significant current or projected funding gaps.

- 5 The initial review work has been completed by Morrison Low and provides a framework within which further stages of work can be progressed. This work needs to include:
- a review of the specific services, particularly SIESA and jetties that have specific funding challenges under the current funding regime
 - a review of the quantum and policy upon which the visitor levy is collected and distributed
 - a review of whether there are alternative revenue stream options (e.g. grants and increased user fees) available to assist with funding some activities
 - a review of the way in which different activities are funded as part of the Revenue and Financing Policy review process.
- 6 This report outlines a series of proposed actions to enable the next stage of work required to be progressed. While much of this work should be able to be progressed in a way that will allow for the findings to be included within the 2021 Long Term Plan (LTP) there will be some aspects that will need to be reflected in the 2024 LTP.
- 7 In considering what actions, if any, might be taken in response to this first stage report Council needs to be mindful of the implications of this work for other communities and the District as a whole.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Stewart Island/Rakiura Service Sustainability Study” dated 3 February 2020.**
- 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) **Recommend to Council that it endorse the following definition of financial sustainability for use in progressing the Stewart Island/Rakiura Financial Sustainability Review:**
A continuation of Council’s present spending and funding policies, combined with likely developments in the council’s revenue-raising capacity and in the demand for and costs of its services and infrastructure and normal financial risks and financial shocks are unlikely to necessitate substantial increases in council rates (providing rates predictability) or, alternatively, disruptive service cuts (service stability).
- e) **Endorse and recommend to Council that it also endorse the actions proposed in this report as follows:**

Action	Lead Responsibility
The community board and Council formally endorse the current Stewart Island/Rakiura Opportunities project and support it through to completion of a formal community plan.	Community Partnership Leader
The outputs from the community planning process be used by the community, Council and its committees to assist with resource allocation and prioritisation decisions for the future delivery of services to the Stewart Island/Rakiura community.	Community Board/Council
That Council give specific consideration to the issues and options that might exist in relation to the delivery of services to the Stewart Island/Rakiura community as it progresses its review of the Revenue and Financing Policy for the 2021 LTP.	Finance
That the Stewart Island/Rakiura Community Board develop a submission to Council outlining changes that it considers	CPL and Community Board

should be considered as part of the upcoming Revenue and Financing Policy review process.	
That Council consider, as part of its planned review of options for funding the development of the tourism industry programmed to occur in conjunction with the 2024 LTP, options for targeting the additional costs incurred in providing services to short stay accommodation.	Finance
That Council progress a review of the Stewart Island/Rakiura Visitor Levy Policy and quantum having regard to the findings from the current service and financial sustainability review process, projected future demands for services proposed to be delivered to the Stewart Island community by either Council and/or other agencies which are eligible to make application to the visitor levy fund.	Strategy and Policy
That Council staff be directed to engage with Stewart Island Flights and Stewart Island Experience as the two major operators and collection agents for the levy at an early stage of the review process.	Strategy and Policy
That Council continue with its work to review levels of service and options for the delivery of the operations and maintenance services for SIESA.	Commercial Infrastructure Manager
That Council continue with its assessment of the potential merits of wind generation as per its Funding Agreement with MBIE.	Services and Assets
That Council progress a review of the current SIESA pricing models in accordance with the recommendations from Morrison Low.	Commercial Infrastructure Manager and Finance
That as part of its review of the Revenue and Financing Policy Council give consideration to the options which might exist for funding the SIESA activity including the potential use of service, local and/or district rates input.	Finance
That Council progress a review of the extent of provision, levels of service, projected demand and different service delivery options for the delivery of wharf and jetty services to the Stewart Island/Rakiura community and that staff be instructed to draft terms of reference for such a review.	Community Facilities Manager
That Council complete the review of Jetty user fees and charges that is currently underway.	Strategy and Policy

That Council consider options for funding of the jetties activity as part of the review of its Revenue and Financing Policy.	Finance
That a Stewart Island/Rakiura Wharf and Jetties service delivery strategy be developed for consultation with the community once the above work has been completed.	Services and Assets

- f) Recommend to Council that it instruct staff to develop project plans and also advance the work needed for each of the actions proposed to be completed as part of this project.**

Background

- 22 During 2018 a number of issues arose relating to the funding and sustainability of services delivered to the Stewart Island/Rakiura community. This included a number of local activities including jetties and the Stewart Island Electrical Supply Authority activity, where the governance responsibility for overseeing the delivery of these services has been delegated to the community board.
- 23 Given the broad range of funding and service sustainability issues that exist, Council commissioned a Stewart Island/Rakiura Service Sustainability Study. Morrison Low were engaged to undertake this work in accordance with the terms of reference attached (Attachment A). In summary they required Morrison Low:
- to provide an assessment of the strategic and operational challenges associated with the delivery and funding of Council activities to the Stewart Island/Rakiura community
 - to develop an understanding of the current and desired future levels of service and costs associated with the delivery of Council activities to the Stewart Island/Rakiura community
 - to provide an assessment of the current and likely future level of non-Council delivered visitor support services that might seek funding assistance from the Stewart Island/Rakiura visitor levy
 - to develop an understanding of the range of funding tools that are currently available and the extent to which they are or are not fully utilised at present to support both Council and non-Council delivered services.
- 24 A copy of the report completed by Morrison Low is attached (Attachment B). It provides an outline of the challenges faced and the broader context within which decisions to address the service sustainability challenges affecting the delivery of Council services to the Island can be addressed.
- 25 The Morrison Low report does not provide the answers to the service and financial sustainability challenges which exist but rather creates a greater level of understanding of the broader framework within which the services are delivered and the nature of the decisions that will need to be made. While it is important that the community have input to these decisions the final responsibility for them must rest with the Stewart Island/Rakiura Community Board and Council.

What is sustainability?

- 26 The question of what constitutes service and financial sustainability is briefly discussed in section 4 of the Morrison Low report. It is important that Council has its own definition or view of what it means when it uses the term financial sustainability and that this definition is used when it is looking at the position for each service/activity as part of review exercises such as the current one and/or during the development of its LTP.
- 27 The South Australian Local Government Financial Sustainability Review^[1] defined financial sustainability, for an individual local authority, as being:
- “where...*
- i. continuation of the council’s present spending and funding policies;*
- ii. likely developments in the council’s revenue-raising capacity and in the demand for and costs of its services and infrastructure; and*
- iii. normal financial risks and financial shocks*
- ...altogether are unlikely to necessitate substantial increases in council rates (or, alternatively, disruptive service cuts).”*
- 28 In a similar vein the Auditor General (Public sector financial sustainability, Office of the Auditor-General, May 2013) developed the following definition for use as part of public sector financial sustainability research exercise project that was completed in 2013:
- “Public sector financial sustainability is the financial capacity of the public sector to meet its current obligations, to withstand shocks, and to maintain service, debt, and commitment levels at reasonable levels relevant to both national expectations and likely future income, while maintaining public confidence”.*
- 29 Implicit in both of the above definitions are three main objectives, which should be built into a local authorities financial strategy and medium term financial management policy settings. These are:
- ensuring maintenance of Council’s high priority service delivery programs (both operating and capital) so that the community continues to receive the services they need. This objective can be described as "program or service stability". To achieve this objective Council requires a methodology for determining the relative level of priority between different services and ensuring that the funding required to maintain these can be identified
 - ensuring a reasonable degree of stability and predictability in the overall rates burden. This can be described as a ‘rates stability’ objective
 - promoting a fair sharing in the distribution of Council resources and the attendant ‘taxation’ between current and future ratepayers. This objective is about ‘intergenerational equity’.
- 30 From a Southland District Council perspective it is seen as appropriate that Council should agree to adopt a definition of financial sustainability that recognises each of the above components. While it will ultimately be for the Council to determine what is an appropriate definitions the following could be seen as a first attempt at such a definition and one which can be used in the interim for the current Stewart Island/Rakiura project. Financial sustainability occurs where:

^[1] Financial Sustainability Review Board August 2005. Rising to the challenge – Towards financial sustainable local government in South Australia Volume 2 page 8

A continuation of Council's present spending and funding policies, combined with likely developments in Council's revenue-raising capacity and in the demand for and costs of its services and infrastructure and normal financial risks and financial shocks are unlikely to necessitate substantial increases in council rates (providing rates predictability) or, alternatively, disruptive service cuts (service stability).

- 31 Implicit in the above definition of financial sustainability is the notion that Council should be able to manage financial risks and financial shocks in future periods without having to introduce significant expenditure or revenue adjustments in those future periods. What is considered consistent with fiscal sustainability will vary depending on the strength and outlook for the economy, the structure of expenditure and revenue of the budget, demographic and social trends that will affect the budget, and the nature of financial risks faced by Council at any given time.
- 32 From the work completed to date it is clear that the current bundle of services delivered to the Stewart Island/Rakiura community are not delivered in a financially sustainable manner. SIESA and jetties are two examples of activities, which do not currently meet the sustainability definition. The issues relating to the funding of jetties are discussed in the Jetties Review section below.
- 33 In relation to SIESA the long term financial model that has been developed shows that the kilowatt unit price of electricity would need to increase to over \$1 per unit (from the current \$0.59) if the service is to continue with the current funding mechanisms. A 40% increase in user charges is not a predictable revenue charge increase as suggested as being required in the current definition. There is also little room to manage the financial risks such as, potential movements in oil prices and having a planned approach to renewals work.
- 34 In seeking to balance the two components of financial sustainability Council should determine its spending (financial requirements) priorities and funding (financial capacity) policies through consultation with its communities and via an open and transparent decision-making process. The particular position that each Council wants to adopt on the factors influencing its overall financial sustainability position is a matter that is considered as part of each LTP. It can also occur outside of this process as part of the review exercises such as a section 17A Service Delivery Review and/or projects such as the current Stewart Island/Rakiura review.
- 35 While this report looks at service and financial sustainability issues from a Stewart Island/Rakiura perspective it is important to recognise that these same issues will apply to a number of other communities across the District. Ultimately, Council also needs to look at these issues from a District wide perspective. Council makes resource allocation and service delivery decisions for all of its communities. In some cases it will, in relation to some individual communities, cost Council more to deliver those services than it receives in rates and other revenue while in many others the reverse will apply.
- 36 Against the above background the service and financial sustainability challenges being addressed through this review should not be seen as unique or isolated to only Stewart Island/Rakiura. They will equally apply to a number of other individual Southland communities and the District as a whole.

Affordability of Rating

- 37 As part of its 2018 LTP Council assessed the current level of rates being paid in a number of communities, relative to median household incomes in those communities as measured through the Census. This follows on from finding comments made through the 2006 Rates Inquiry, led by

David Shand, which suggested that rates started to become unaffordable when they exceeded 5% of household income.

- 38 Attached (Attachment C) is a table being used as part of the current 2021 LTP development process that shows median Southland District Council and Environment Southland rates for a number of communities relative to median household incomes in those communities. For Stewart Island/Rakiura the table shows median rates equating to 3.95% of household income in 2019 which is the same as the District wide average.

Financial modelling

- 39 In developing their report Morrison Low have developed a 'high level' financial model that looks to provide a broad estimate of the costs (and revenue generated) currently incurred in delivering Council services to the Stewart Island/Rakiura community.
- 40 While Council has, for a number of services (e.g. jetties) accurate information about the costs incurred there are also a number of services in which the actual costs of delivering the service to the Island are not separately recorded. This is particularly the case for activities (e.g. building control and resource management) that are delivered and funded on a District wide basis meaning that actual costs and revenue are not recorded by individual community. As a result a number of assumptions have been made about what might constitute an appropriate allocation of costs and revenue for each activity to Stewart Island. Obviously, the costs involved in the delivery of services to the Island would be different if provided for under a stand-alone or alternative model rather than as part of the broad range of services that Council delivers across the District as a whole.
- 41 In their report Morrison Low advise that the cost to provide services on the Island are in the region of \$2.8 million – see the graph below which shows the most expensive services provided:

What does it cost?

The total cost of providing services on Stewart Island is approximately \$2.8 million per year. The most expensive services to provide on Stewart Island are:

- Electricity – approximately \$1,260,000 pa
- Solid waste – approximately \$315,000 pa
- Wastewater – approximately \$300,000 pa
- Roads and footpaths – approximately \$278,000 pa
- Governance – approximately \$222,000 pa



Summary of findings

- 42 Key points that have emerged from the Morrison Low report include:
- the costs of providing services on Stewart Island/Rakiura are much higher than they are on the mainland and this differential is expected to widen in the future
 - there are a number of projected cost pressures associated with the delivery of the current levels of service that will increase the financial pressure on Council services in the future. These cost pressures will escalate in the future with the need for renewal of existing assets and increased capital expenditure demands
 - there are a number of significant new funding challenges on the horizon with, for example, the potential transfer of the Golden Bay jetty and the increased costs associated with the delivery of electricity
 - there is a “delicate balance” between recognising the challenges associated with delivery and funding of services to the Island whilst recognising that it is also part of a wider District community that is responsible for ensuring the sustainable delivery of services to all of its communities
 - there are a wide range of views on the Island in regard to how it should be developed in the future. This diversity highlights the importance of the current Stewart Island opportunities project, through which work is being progressed to ask the community to identify its priorities for the future. This work is important for being able to establish relative priorities for future service provision and resource allocation
 - it is estimated that there is a net rates contribution of \$570,000 by the wider District community, to the delivery of services on the Island. It can be expected that this District contribution will increase in the future
 - given the current and likely future funding gaps there is a need for Council and the community board to consider how they might best maximise the use of existing and potential new alternative funding tools and/or sources
 - in parallel with the funding work there is also a need for more in-depth individual service delivery review work to be completed, particularly where there are significant current or projected funding gaps.

Where to from here

- 43 The Morrison Low report should be seen as representing the first stage of a wider review process that will need to address the challenges associated with individual services whilst also recognising the full package of services delivered to both the Stewart Island/Rakiura and other District communities. The report outlines the broad context within which services are delivered to the Island and identifies areas in which further work is required.
- 44 In their report Morrison Low have identified a number of proposed actions/next steps for Council to consider. These are outlined in section 9 of their report.
- 45 Using the Morrison Low recommendations as a starting point detailed below are a range of proposed actions that should logically constitute the next stage of work to address the issues currently affecting service delivery to the Stewart Island/Rakiura community.

Community Aspirations/Plan

- 46 As part of its approach to community governance Council has recognised the importance of community led development as being one of two key pillars that make up its approach to community governance. The other being the representative leadership pillar which is expressed through its formal elected representative structures.
- 47 As part of its community led development approach on Stewart Island/Rakiura Council has been a partner to the community planning and engagement process that has been led by Sandra James over the last two years. It is seen as important that this work continue so that the Stewart Island/Rakiura community can get to the point in which it has a community plan that provides an expression of community priorities for the development of Stewart Island/Rakiura and the services it needs.
- 48 In parallel with this process has been the development of additional capability within the community to guide the development of Stewart Island/Rakiura as a place. The development of increased capability is seen as critical for the local community being able to 'help themselves' as well as assist Council and other agencies to find the 'right balance' in the delivery of their services.

Proposed Actions

- 49 The community board and Council formally endorse the current Stewart Island/Rakiura Opportunities project and support it through to completion of a formal community plan.
- 50 The outputs from the community planning process be used by the community, Council and its committees to assist with resource allocation and prioritisation decisions for the future delivery of services to the Stewart Island/Rakiura community.

Funding Tools

- 51 Through its Revenue and Financing Policy, Council determines how it will fund each of its activities from the range of available funding tools. Council is required to review this policy as part of each Long Term Plan (LTP) and as such will be completing this exercise in the first half of 2020 for the 2021 LTP.
- 52 As part of the upcoming review process Council should have regard to the particular challenges relating to the delivery of services on Stewart Island/Rakiura as it considers the options available for the funding of each of its activities. In this regard it is seen as appropriate that Council consideration should include:
- considering the relative merits of a mix of District and local funding for each activity including jetties and SIESA
 - a review of the distribution of benefits for locally funded activities and the extent to which activities such as jetties might have a broader public good through, for example, the provision of access
 - an initial assessment of the potential merits associated with introducing new targeted rates or rating differentials for short term accommodation providers, including the types of costs that may be able to be recovered through such a rate and where such rates might fit within a broader consideration of options for recovering costs associated with development of the tourism industry which is currently scheduled to be considered as part of the 2024 LTP. This assessment should give consideration to options that might be available under both current

legislation, such as the Local Government (Rating) Act 2002, as well as what might be desirable if current legislation was not a constraint.

- consideration of the extent to which other external funding sources, including government grants, Environment Southland marine levy and the visitor levy might constitute appropriate funding tools for some activities.

- 53 Given the importance of the opportunity presented through the current Revenue and Financing Policy review process the Stewart Island/Rakiura Community Board should consider developing explicit recommendations on changes that it might want to see considered as part of the current review process.

Proposed Actions

- 54 That Council give specific consideration to the issues and options that might exist in relation to the delivery of services to the Stewart Island/Rakiura community as it progresses its review of the Revenue and Financing Policy for the 2021 LTP.
- 55 That the Stewart Island/Rakiura Community Board develop a submission to Council outlining changes that it considers should be considered as part of the upcoming Revenue and Financing Policy review process.
- 56 That Council consider, as part of its planned review of options for funding the development of the tourism industry programmed to occur in conjunction with the 2024 LTP, options for targeting the additional costs incurred in providing services to short stay accommodation.

Visitor Levy Review

- 57 The Stewart Island/Rakiura Visitor Levy is a unique funding tool that is made available via a specific empowering act that was passed into law in 2012.
- 58 During 2019 Council consulted with the community on a number of changes to the way in which the funds collected are administered and used as well as a possible increase in the quantum of the levy itself. While a number of changes were made to the policy the quantum of the levy remained at \$5 per visitor.
- 59 As part of their report Morrison Low have recommended that Council revisit the issues and options presented by the existence of the visitor levy.
- 60 The completion of the first stage of the service sustainability review process has provided a broader understanding of the range of service and financial sustainability challenges which exist and the overall level of demand for funds. As a result it provides an opportunity for a 'more informed' community discussion about how the visitor levy might be used, where it sits within the broader context of funding for all Council delivered services as well as other services delivered to the Island and where there is potentially demand for an increase in the overall quantum of funds collected via the levy.

- 61 The issues and opportunities that should be discussed in any future review of the levy include:
- considering the potential types of costs that can be funded and the time period for which funding can be committed
 - looking at potential funding commitments for the levy over a period of five to ten years
 - developing a policy for determining annual funding that might be made available for distribution from the levy fund
 - determine a new levy amount based on predicted tourist growth, predicted future funding commitments and the ability of Council to enforce collection of the levy.

- 62 In progressing any review of the visitor levy quantum it is important to recognise that Council and the community are reliant on the two main transport operators for providing an efficient mechanism for collection of the levy. As a result it is important that these two stakeholders are actively engaged in the consultation process at an early stage.

Proposed Actions

- 63 That Council progress a review of the Stewart Island/Rakiura Visitor Levy Policy and quantum having regard to the findings from the current service and financial sustainability review process, projected future demands for services proposed to be delivered to the Stewart Island community by either Council and/or other agencies which are eligible to make application to the visitor levy fund.
- 64 That Council staff be directed to engage with Stewart Island Flights and Stewart Island Experience as the two major operators and collection agents for the levy at an early stage of the review process.

Review of SIESA

- 65 SIESA currently operates as a 'stand alone' local activity that is required to be self-funding via a user fees and charges regime. In recent years the cost of operations and maintenance have increased significantly and have also been subject to some volatility as, for example, oil prices move.
- 66 In an attempt to address some of these challenges work has been completed to review the current levels of service as reflected in the operations and maintenance contract and an expressions of interest process was completed to try and identify potential alternative operations and maintenance contractors. To date this work has not identified any significant cost savings.
- 67 Recent financial modelling work has shown that the current model for delivery of this service is not sustainable and that there are a number of increased costs projected for the future as the reticulation network nears the end of its useful life. There is also estimated to be approximately a three to five year period, dependent upon operational cost increases and renewals expenditure requirements, before Council will have used all of the reserves that had been accumulated to assist with the funding of asset renewals.
- 68 While Council has recently agreed, following confirmation of \$3.1 million of grant funding being provided by central government to investigate the development of wind generation to complement the existing diesel generators the successful development of wind generation capacity will not solve the current financial sustainability issues. There needs to be further work done to identify cost reduction measures and/or the development of alternative revenue sources such as rates to reduce the reliance on user charges.

- 69 Rating tools could provide an alternative means of collecting the ‘user revenue’ needed to fund the activity as well as potentially also being a way of funding the ‘public good’ element that could be seen to exist with the delivery of this activity. The advantage of using a rating tool for collecting user revenue is that it can reduce the risk of users exiting the service through, for example, the setting of an availability uniform charge targeted rate. A targeted rate could be set in such a way that the property owner has ‘no choice’ but to pay the charge.
- 70 Morrison Low have recommended that Council review its current pricing structures including identifying the strategic objectives underlying the current pricing structures for SIESA and the impacts of alternative pricing on ratepayer/resident affordability. The review could include:
- considering the balance of fixed and variable charges
 - consequential amendment of cancellation and reconnection fees
 - modelling of the impacts on various different electricity users throughout the year
 - consider different pricing models for residential and commercial customers
 - consider peak/off-peak pricing if generation has minimum loads/outputs.
- 71 The pricing structure review work proposed by Morrison Low could be seen as a ‘pre-cursor’ to considering whether there is an argument for user, local and/or District rating input to the SIESA activity. This issue should be considered as part of the current Revenue and Financing Policy review process.

Proposed Actions

- 72 That Council continue with its work to review levels of service and options for the delivery of the operations and maintenance services for SIESA.
- 73 That Council continue with its assessment of the potential merits of wind generation as per its Funding Agreement with MBIE.
- 74 That Council progress a review of the current SIESA pricing models in accordance with the recommendations from Morrison Low.
- 75 That as part of its review of the Revenue and Financing Policy Council give consideration to the options which might exist for funding the SIESA activity including the potential use of service, local and/or district rates input.

Jetties Review

- 76 A number (but not all) of the wharves and jetties on Stewart Island/Rakiura are critical infrastructure from both an access and economic development perspective. Despite this importance they have been managed in a somewhat ‘ad hoc’ manner, with no secure long term revenue source or maintenance and renewal programme in place. The end result is that a number of the structures currently represent an ‘unfunded liability’ rather than asset that is delivering a valuable service to the community.
- 77 To address the issues that exist there is a need for a review to determine the specific jetties that are to be maintained into the future, the level of service that is to be provided in relation to each and how the maintenance and replacement of these jetties is to be funded. The output from this work should be reflected in a Service Strategy that can then be used to seek a level of ‘commitment’ from the community as to the future shape and funding of this activity.

- 78 While a level of priority has been given to work to identify options for the replacement of the Ulva Island and Golden Bay jetties and there have been a number of discussions with MBIE about potential options for governance assistance to assist with such work, no substantive progress can be made until a sustainable funding source can be put in place.
- 79 The current user fees and ad hoc use of visitor levy grant applications do not represent a sustainable source of funding and this is not expected to change significantly as part of the current user fees review.
- 80 While there has been ‘anecdotal’ comment about the jetties being the equivalent of the state highway network for Stewart Island there has been no formal consideration of the policy merits of this argument let alone explicit recognition through, for example, a proposal that there be specific rates input. The upcoming revenue and financing policy review process represents an ideal opportunity, within the appropriate context, for formal consideration of this notion.
- 81 If a sustainable funding source cannot be identified then there is a need to question whether Council has identified the most appropriate level of service for this activity. If the community, whether that be local or District, is not prepared to fund the costs of the identified level of service then it could be argued that maintenance of the current level of service is not a priority and that it should be reduced accordingly.

Proposed Actions

- 82 That Council progress a review of the extent of provision, levels of service, projected demand and different service delivery options for the delivery of wharf and jetty services to the Stewart Island/Rakiura community and that staff be instructed to draft terms of reference for such a review.
- 83 That Council complete the review of Jetty user fees and charges that is currently underway.
- 84 That Council consider options for funding of the jetties activity as part of the review of its Revenue and Financing Policy.
- 85 That a Stewart Island/Rakiura Wharf and Jetties service delivery strategy be developed for consultation with the community once the above work has been completed.

Summary of Proposed Actions

- 86 The following table provides a summary of the steps seen as appropriate for advancing the next stage of work associated with the Stewart Island/Rakiura service and financial sustainability project:

Action	Lead Responsibility
The community board and Council formally endorse the current Stewart Island/Rakiura Opportunities project and support it through to completion of a formal community plan.	Community Partnership Leader
The outputs from the community planning process be used by the community, Council and its committees to assist with resource allocation and prioritisation decisions for the future delivery of services to the Stewart Island/Rakiura community.	Community Board/Council
That Council give specific consideration to the issues and options that might exist in relation to the delivery of services to the Stewart Island/Rakiura community as it progresses its review of the Revenue and Financing Policy for the 2021 LTP.	Finance
That the Stewart Island/Rakiura Community Board develop a submission to Council outlining changes that it considers should be considered as part of the upcoming Revenue and Financing Policy review process.	CPL and Community Board
That Council consider, as part of its planned review of options for funding the development of the tourism industry programmed to occur in conjunction with the 2024 LTP, options for targeting the additional costs incurred in providing services to short stay accommodation.	Finance
That Council progress a review of the Stewart Island/Rakiura Visitor Levy Policy and quantum having regard to the findings from the current service and financial sustainability review process, projected future demands for services proposed to be delivered to the Stewart Island community by either Council and/or other agencies which are eligible to make application to the visitor levy fund.	Strategy and Policy
That Council staff be directed to engage with Stewart Island Flights and Stewart Island Experience as the two major operators and collection agents for the levy at an early stage of the review process.	Strategy and Policy

That Council continue with its work to review levels of service and options for the delivery of the operations and maintenance services for SIESA.	Commercial Infrastructure Manager
That Council continue with its assessment of the potential merits of wind generation as per its Funding Agreement with MBIE.	Services and Assets
That Council progress a review of the current SIESA pricing models in accordance with the recommendations from Morrison Low.	Commercial Infrastructure Manager and Finance
That as part of its review of the Revenue and Financing Policy Council give consideration to the options which might exist for funding the SIESA activity including the potential use of service, local and/or district rates input.	Finance
That Council progress a review of the extent of provision, levels of service, projected demand and different service delivery options for the delivery of wharf and jetty services to the Stewart Island/Rakiura community and that staff be instructed to draft terms of reference for such a review.	Community Facilities Manager
That Council complete the review of Jetty user fees and charges that is currently underway.	Strategy and Policy
That Council consider options for funding of the jetties activity as part of the review of its Revenue and Financing Policy.	Finance
That a Stewart Island/Rakiura Wharf and Jetties service delivery strategy be developed for consultation with the community once the above work has been completed.	Services and Assets

- 101 The work associated with each of the above actions and the timeframes within which each action can be completed will need to be subject to a separate scoping exercise. Some of the actions are complex, will require an 'iterative approach' and will consume a reasonable level of resource over an extended period to time. The work associated with further investigation into the delivery of electricity services is a good example in this regard.
- 102 Once there is general agreement from both Council and the community board as to the work that is needed then the work required to scope and identify the resourcing needed to advance each action can be advanced.
- 103 Completion of each of the actions identified above will provide greater clarity about how Council intends addressing the service and financial sustainability issues that currently exist. Whether there is a need for a range of further work beyond that identified to be completed is an issue that can be considered as each of the actions are progressed.

Issues

- 104 There is a need for the Stewart Island/Rakiura Community Board and Council to determine what actions should be taken now that it has received the first stage report on the Stewart Island/Rakiura Service Sustainability Review project.

Factors to Consider

Legal and Statutory Requirements

- 105 Section 17A of the Local Government Act 2002 contains provisions which require that local authorities review the cost effectiveness of the service delivery methods that they use for delivering service at least once every six years.
- 106 Section 17A(4) requires that any such review should “...consider options for the governance, funding and delivery of infrastructure services...”. Hence, the requirement is for the review process to be comprehensive and consider internal as well as external governance, management and service delivery arrangements.
- 107 While the section 17A provisions do not explicitly require the completion of a review that is as broad as the Stewart Island/Rakiura Service Sustainability Review they are of relevance given that parts of the review could be seen as meeting this legislative requirement for services delivered to the Stewart Island/Rakiura community.
- 108 Under the Local Government Act 2002 local authorities are required to identify, in their long term plan, their expenditure needs and how those needs are to be met from the range of funding tools at their disposal. The work being progressed as part of this review will help inform the development of the 2021 LTP.
- 109 The visitor levy is identified, under section 6 of the Southland District Council (Stewart Island/Rakiura Visitor Levy) Empowering Act 2012, as being a source of revenue under section 103 of the Local Government Act 2002.
- 110 These provisions mean that it is important that Council’s adopted long term plan identify the level of expenditure needed to support visitor related services to be delivered to the Stewart Island/Rakiura community that are to be funded via the levy, whether these be delivered by Council or another organisation. Council currently meets this requirement by including projections related to the level of visitor levy expected to be collected.

Community Views

- 111 The community expects Council to set realistic levels of service so that agreed services can be delivered in a financially sustainable and affordable way.
- 112 At present adequate provision is not being made within the long term plan to deliver the levels of service provided for in Council’s activity plans. The funding being set aside for the funding of water structures is an example of an area in which there is a known funding gap. It is important that these gaps are identified and addressed as part of the current review process. In that way Council can ensure that it is being realistic about the commitments that it is making to its communities.

Costs and Funding

- 113 The costs of the review process have previously been approved by Council.
- 114 The extent of the service funding gaps that exist and options for addressing these will be further quantified as part of the next stage of work.

Policy Implications

- 115 Council has specified its current levels of service and performance measures in its 2018 Long Term Plan and associated Activity Management Plans. These are currently being reviewed as part of the 2021 LTP process.

Non-Council Services

- 116 Under the current Stewart Island/Rakiura Visitor Levy policy the funds collected are able to be allocated to support the delivery of both Council and non-Council services. To date approximately 30% of the visitor levy funds have been allocated to local community groups.
- 117 As part of the stage 1 review Morrison Low talked to Stewart Island Promotions and the Museum Society on the basis that they represent two community groups who have traditionally sought funding support for the activities that they deliver from visitor levy funds.
- 118 As part of the proposed next stage of work under the visitor levy work stream staff will use the feedback received to inform a judgement about the level of funding that might be allocated in the future to non-Council services.

Analysis

Options Considered

- 119 The options considered are for Council to either approve the proposed action plan (option 1) or do nothing (option 2).

Analysis of Options

Option 1 – Approve action plan

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• ensures that the service and financial sustainability issues affecting Stewart Island/Rakiura can be addressed in a structured way that also has regard to the district wide context within which these issues need to be addressed.• will enable the issues identified from the Morrison Low report to be considered in more depth.• will provide a basis for more structured decision-making the delivery of Council services into the future.	<ul style="list-style-type: none">• the work will need to be progressed in a timely way if it is to inform the 2021 LTP.

Option 2 – Do nothing

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• will enable other priority work to be progressed.	<ul style="list-style-type: none">• does not address the service and financial sustainability issues that clearly exist.• will likely result in continuation of an ad hoc approach to future decision-making about the level of services to be delivered and how they are to be funded.• will mean that there is no real value delivered from the work that has been completed to date.

Assessment of Significance

- 120 In this report the community board is being asked to receive the stage 1 report and endorse Council staff progressing with the proposed next steps for the service sustainability review.
- 121 While the original decision to initiate the review reflected a number of concerns that Council had about the long term sustainability of the services delivered to Stewart Island, an issue which is clearly of some significance to this community, the decision to receive the report and determine the next steps that should be taken given the findings is not in itself seen as being significant.
- 122 The decisions that Council makes as a result of the next steps proposed, including the more targeted detailed reviews of some activities and potential introduction of new funding tools could, however, meet the significant threshold. These are matters that will need to be determined at the time that these proposals are being considered.

Recommended Option

- 123 It is recommended that the Stewart Island/Rakiura Community Board adopt option 1 and endorse that Council progress the proposed actions arising from the Stewart Island/Rakiura Service Sustainability Review report.

Next Steps

- 124 The recommendations endorsed by the Stewart Island/Rakiura Community Board will be reported to Council for formal endorsement.

Attachments

- A Stewart Island/Rakiura Sustainability Review - Terms of Reference [↗](#)
- B Stewart Island/Rakiura Sustainability Review Report [↗](#)
- C Median Rates to Household Income [↗](#)



Stewart Island/Rakiura Service Sustainability Review

Purpose

- 1 This paper seeks to outline the terms of reference for the proposed Stewart Island/Rakiura Service Sustainability Review.

Background

- 2 At its meeting on 5 September 2018, Council considered and approved a report requesting that unbudgeted expenditure, to be funded from the district operations reserve, be approved to allow for the undertaking of urgent maintenance repairs to the Ulva Island and Millers Beach Jetties.
- 3 The Council report followed on from an earlier decision of the Stewart Island/Rakiura Community Board to decline to fund the needed maintenance works from their local reserves.
- 4 The decision made by the Stewart Island/Rakiura Community Board to not allocate funding for the urgent repairs required and direct that the Ulva Island Jetty is not to be closed, raised a number of issues. These included:
 - Whether it was appropriate for the Ulva Island jetty to remain open, even if the size and weight of vessels allowed was restricted.
 - The decision is inconsistent with the conditions in the resource consents that Council has for both of these jetties.
 - Whether the closure will have reputational consequences for Stewart Island/Rakiura as a tourist destination.
 - Whether it created a health and safety risk for people using these jetties and therefore was inconsistent with Council's statutory obligations.
 - It is inconsistent with Council policy including the desired levels of service for this activity.
 - It is inconsistent with good asset management practice.
 - The long term sustainability of the funding mechanisms that are currently in place for funding the Stewart Island/Rakiura water structures.
- 5 The decision made was also indicative of what appears to be a number of local funding challenges that exist in relation to the funding of local activities provided to the Stewart Island/Rakiura community. There is for example, work currently being scoped, to progress a review of the Stewart Island Electrical Supply activity. This follows on from concerns being raised over a number of years about the cost of supplying electricity on the Island.
- 6 Given the broad range of funding issues that appear to exist, Council asked that staff develop terms of reference for a proposed review of the sustainability challenges that might exist in relation to the delivery of Council activities (services) to the Stewart Island/Rakiura community. The resolution that Council passed in this regard was:



Asks the Chief Executive to develop, in consultation with the Stewart Island/Rakiura Community Board, a project scope for a potential project to investigate the strategic challenges associated with the provision and funding of Council services on Stewart Island/Rakiura.

- 7 The issues arising from the current jetties funding decisions also need to be seen against the background of the Stewart Island Community Planning Report that was completed in March 2018 and the Stewart Island Jetties consultation process that was completed in 2017.
- 8 Since its meeting on 5 September 2018, Council has completed a review of the current Stewart Island/Rakiura visitor levy and bylaw. As part of this review process it consulted on a proposal to increase the levy from \$5 to \$15. Following consideration of the feedback received Council made a decision to retain the levy at \$5 until the service sustainability review could be completed so that the outputs from the review could be used to inform its future decision-making processes in relation to whether there should be an increase in the visitor levy. It is recognised that the visitor levy is used to fund a number of non-Council delivered activities and services which are utilised by visitors to Stewart Island/Rakiura.

Terms of Reference

Objectives

- 9 The objectives for this review include:
 - To provide an assessment of the strategic and operational challenges associated with the delivery and funding of Council activities to the Stewart Island/Rakiura community so that Council can make decisions about how best to govern, manage and fund the delivery of the services needed by this community.
 - To develop an understanding of the current and desired future levels of service and costs associated with the delivery of Council activities to the Stewart Island/Rakiura community.
 - To provide an assessment of how decisions are made about the range and mix of Council services, that are delivered to the Stewart Island/Rakiura community and how these processes might be improved going forward.
 - To provide an assessment of the current levels and likely future level of non-Council delivered services which service visitors that might seek funding assistance from the Stewart Island/Rakiura visitor levy.
 - To develop an understanding of the range of funding tools that are currently available and the extent to which they are or are not fully utilised at present to support both Council and non-Council delivered services.
 - To develop a financial model that outlines the current costs and likely future costs relating to the future delivery of Council services and how these might be funded using currently available funding tools.



- To develop a model that outlines likely future demand for visitor related services and the extent to which these demands might be met via the visitor levy as distinct from other funding sources.
- 10 The outputs from this review will be used to inform future decisions about the governance, management and funding of services to the Stewart Island/Rakiura community. They will also be used to inform future Council decision-making about potential changes to the Stewart Island/Rakiura visitor levy.

Scope of the Review

- 11 The review is to cover all activities/services delivered by Council to Stewart Island/Rakiura community irrespective of how they are funded and whether they be for residents, ratepayers and/or visitors to the Island.
- The review is to also provide an assessment of the likely level of demand for funding from the Stewart Island/Rakiura visitor levy from non-Council delivered services that are utilised by visitors.
- 12 The review should consider the adequacy and effectiveness of the strategic framework, governance, decision-making, financing and funding framework used to deliver services to Stewart Island/Rakiura. In particular it should consider:

Strategic Challenges

- What is the strategic framework within which the Council determines the range, level and mix of services to be delivered to the Stewart Island/Rakiura community?
- What are the strategic challenges facing the Stewart Island/Rakiura community and the delivery of services to this community?
- What processes do the Council and Community Board have in place for determining the range and level of services to be delivered?

Governance

- Where does the governance responsibility for the management and control of current Council services delivered on Stewart Island/Rakiura rest at present and where should they best sit in the future? In considering this item regard should be given to the current and proposed future Community Board delegations.
- What factors should drive the allocation of decision-making between different levels of Council governance and/or community entities?
- Where and how are decisions relating to the levels of service to be delivered made and what information is used to inform those decisions.

Levels of Service and Asset Management

- What is the current range and levels of service that are delivered to the Stewart Island/Rakiura community?
- Complete an assessment of the completeness or otherwise of the asset condition and performance capability information held for assets on the Island and the ability of those assets to meet projected future needs.



- What is the current condition and service capacity relative to future demand of the infrastructure used to deliver services to the Stewart Island/Rakiura community and what are the likely expenditure requirements to maintain the current capability levels?
- What does this information tell us about the likely future funding requirements for the different assets/services?

Cost Pressures

- What are the factors that drive/determine the cost of delivering services to the Stewart Island/Rakiura community both now and into the future?
- What are the factors affecting the cost of delivering Council services within Southland and local government in general that might influence the cost of service provision in the future?
- What are the current and projected costs of delivering the range of services currently delivered and projected to be needed over the next 10 – 20 years?

Funding and Financing

- What are the current funding tools used to support the delivery of services to the Stewart Island/Rakiura community?
- What is the ability of the current funding models for each activity to deliver on community expectations and Council obligations now and into the future?
- What is the sustainability of using rates as a major funding tool for the Island now and into the future?
- What is the ability of the Island community to meet the projected required levels of rating?
- What level of funding has the visitor levy contributed to the development of Stewart Island/Rakiura assets and services in the past and what levels might reasonably be expected in the future?
- Are there alternative rating and/or funding tools that might be used to support local service delivery into the future?
- Assess the effectiveness of potential new (or increased usage of existing) funding tools having regard to the principles of efficiency, equity, affordability and effectiveness.

Non-council services

- What are the major services delivered by non-council entities that support the Stewart Island/Rakiura visitor industry?
- What are the costs associated with the delivery of these 'major' services and what level of funding demand might they seek/be allocated from the Stewart Island/Rakiura visitor levy in the future?
- What are the range of funding tools used to support the delivery of non-council related visitor services to the Stewart Island/Rakiura community? What is the ability of these funding sources to continue to meet likely future demand for funding?
- What level of funding demand might Council seek to allocate for other non-major services delivered to the Stewart Island/Rakiura visitor industry?



Out of Scope

- 14 The following matters are outside the scope of this review:
- Changes to any representation structures for the Stewart Island/Rakiura community board and/or the council.
 - The rating of crown land and maori land.
 - Changes to the legislative structure and/or regulatory framework within which council needs to operate.
 - Making decisions on an appropriate level of the Stewart Island/Rakiura visitor levy or how it is to be allocated.

Report and Recommendations

- 15 A report is to be produced that will be presented to Council for its consideration, following the provision of feedback on the draft report from the Stewart Island/Rakiura Community Board.
- 16 The report should provide recommendations on how to improve the sustainability of services delivered to the Stewart Island/Rakiura community and on the likely level of future demand for funding from the Stewart Island/Rakiura visitor levy.
- 17 Final decisions on what actions are to be taken, including whether any of the recommendations are to be implemented, are to be made by Council.



Linkages

- 18 This study will not replicate work that is already been commissioned or has been completed in the past. This should include:
- Stewart Island/Rakiura Community Facilities Assessment, March 2017 – Impact Consulting
 - Stewart Island Visitor Strategy 2010 – 2015, December 2010 – Venture Southland
 - Stewart Island Wharfing Provision, Community Engagement Report, July 2017 – Connecting People
 - Stewart Island/Rakiura Community Planning report – Connecting People.
 - Findings from the review of SIESA.

Methodology and Resourcing

- 19 The review is to be undertaken by a mix of internal staff and external contractor resources.
- The review will include development of a summary activity profile (refer attachment A) for the following Council activity groups/activities:
- Community assistance
 - Community facilities and libraries
 - Cemeteries
 - Parks and Reserves
 - Public toilets
 - SIESA
 - Water structures
 - District leadership
 - Emergency management
 - Regulatory services
 - Roads and footpaths
 - Solid waste
 - Stormwater
 - Wastewater.

The profiles will be used to inform the production of the final report to be presented to Council.



Process and Timeframe

- 20 A first draft report is to be developed and presented to Council by 30 June 2019. Decisions on the process to be followed to present the report to the community board and Council and its committees will be made once the draft has been received.



Stewart Island/Rakiura Service Sustainability Review

Summary Activity Profile – (enter activity name)

General Information

ACTIVITY NAME		
GOVERNANCE	LOCAL OR DISTRICT ACTIVITY	DELIVERY GROUP
	District <input type="checkbox"/> Local <input type="checkbox"/>	e.g. Services and Assets
ACTIVITY MANAGER		

Service Overview

ACTIVITY DESCRIPTION	<ul style="list-style-type: none"> Insert a brief overview of the service that is provided at a District level and to the Stewart Island community
ACTIVITY RATIONALE	<ul style="list-style-type: none"> Provide a brief overview of the rationale for providing the activity including any specific issues affecting delivery of the service on Stewart Island
ACTIVITY DELIVERY MODEL	<ul style="list-style-type: none"> Provide a brief overview of how the service is delivered, to the Stewart Island community. Include a brief overview of any challenges associated with providing the service on the Island
LEVEL OF SERVICE	<ul style="list-style-type: none"> List key features of the desired level service as per the Activity Management Plan Also include details of where the current level of service provided to the Stewart Island community may not match the desired level of service
USER DEMAND	<ul style="list-style-type: none"> Provide an overview of what we know about the users of the activity/service and how demand is projected to change in the future
ASSET PROFILE	
Provide a brief overview of the assets used to deliver the service to the Stewart Island community. information to include: <ul style="list-style-type: none"> brief description of the assets current condition issues, if any, with condition assessment process planned asset management improvements 	
STRATEGIC CHALLENGES	
Provide an overview of any strategic challenges related to the delivery of this activity/service, particularly as it relates to Stewart Island/Rakiura that are not covered elsewhere.	



Performance and Service Level Information

Measuring Performance: Source LTP 2018

PERFORMANCE INDICATOR/SERVICE LEVEL
Insert details of performance measures relevant to this activity. In addition to the district wide activity measures give consideration to what might be appropriate for measuring delivery of the service on Stewart Island.

Planned and Desirable Improvements – 2018 -2028

PLANNED IMPROVEMENT/CHANGE YEAR 1 - 3	<ul style="list-style-type: none"> Provide a summary of activity planning or actual service improvements expected for Stewart Island/Rakiura through the current LTP in years 1- 3
PLANNED IMPROVEMENT/ CHANGES YEAR 4 - 10	<ul style="list-style-type: none"> Provide a summary of activity planning or actual service improvements expected for Stewart Island/Rakiura through the current LTP in years 4 - 10
PLANNED IMPROVEMENT/ CHANGES UNBUDGETED	<ul style="list-style-type: none"> Outline any desired improvements/changes that are not currently budgeted/reflected in the 2018 LTP

Financial Information

Operational Expenditure

- Insert operating income and expenditure statement showing cost of delivering this activity on Stewart Island/Rakiura
- Where it is a District activity provide an assessment of current operational income and expenditure costs based on a reasonable allocation method, where necessary
- Include details of any assumptions used in undertaking the allocation of costs

Capital Expenditure

- Insert details of planned capital works for the activity on Stewart Island as per the 2018 LTP
- Where and how are they proposed to be funded



FINANCIAL NOTES AND RISKS	<ul style="list-style-type: none"> • Include operational and capex budgets for ten years based on the 2018 LTP. • Comment on any risks affecting the activity generally and/or which might be specific to Stewart Island.
FUNDING SOURCE AND RATIONALE	<p>FUNDING:</p> <ul style="list-style-type: none"> • Outline the funding source currently used (eg rates and user fees) <p>RATIONALE:</p> <ul style="list-style-type: none"> • Detail the rationale behind the current funding sources <p>ISSUES AND OPPORTUNITIES:</p> <ul style="list-style-type: none"> • Also comment on any issues and/or opportunities associated with funding of the activity on Stewart Island
KEY POLICY AND STATUTORY RELATED COST DRIVERS	<ul style="list-style-type: none"> • Provide an overview of District or regional policies and/or national legislative or policy drivers that influence costs of providing the activity. • Also comment on any projected changes in local, regional or national policy settings

SOUTHLAND
DISTRICT COUNCIL
Te Rohe Pōtae o Murihiku



Stewart Island / Rakiura Sustainability Review

Southland District Council

September 2019

**Document status**

Ref	Approving Director	Date
2442-Draft	Dan Bonifant	July 2019
2442-Draft	Dan Bonifant	August 2019
2442 Final	Dan Bonifant	September 2019

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1 Executive summary

The provision of services to Stewart Island / Rakiura is challenging and costly. This is not uncommon for outlying or remote communities. Stewart Island / Rakiura has a small population and rating base and therefore lacks scale. This makes it difficult for the Island to be self-sustaining, and sustainable service delivery is an aspiration rather than a reality.

There is no common view on what a sustainable and prosperous Stewart Island looks like. There is concern over the cost of electricity (which is approximately three times that of the mainland), the lack of accommodation and the role of tourism for the Island. What is clear, is that tourism opportunities are not yet being maximised, and the Island remains seasonal although the season has extended.

The confirmation of Stewart Island / Rakiura as a Dark Sky Sanctuary provides an opportunity for the tourism offering on the Island to be expanded and the season to be extended further. However, it is recognised that this may create additional demand for Council and other services on the Island.

Council services are funded at either a district or a local level, or a combination of both. Some funding also comes from the Stewart Island / Rakiura visitor levy where grant applications for specific projects have been approved. Services provided by Stewart Island Promotions and the Rakiura Heritage Trust are funded by grant applications to the visitor levy as well as other funds, donations and supported by volunteers and a significant number of volunteer hours – similarly so are the 70+ other community organisations on the Island.

Generally, local contractors consider that they can deliver services at a lower cost. While this may be true to an extent, some of the local contractors have been unable to meet the standard required by Council to deliver services, particularly in relation to health and safety.

We have examined each service and analysed the information provided to establish the costs of providing services on Stewart Island / Rakiura.¹ A summary of this analysis is provided in Table 1 which shows that Stewart Island / Rakiura receives an estimated net contribution from the wider district of approximately \$565,000 per annum (or approximately 20% of total costs). It is the nature of local government that such transfers will occur between certain services or communities.

With a number of potential funding pressures on the horizon, it will be necessary to look further at alternative funding sources to ensure the financial sustainability of services delivered to Stewart Island. We consider that there are a number of opportunities to address funding pressures on Stewart Island / Rakiura, which may include:

- reviewing levels of service and the way in which services are delivered
- the introduction of rating differentials for providers of short-term accommodation
- increases to the visitor levy and changes to the way in which the levy is allocated
- seeking a share of the Environment Southland marine fee (particularly in relation to the upgrade and maintenance of water structures)
- a shift to the use of district rates to help fund (fully or partially) services which are likely to face large (and potentially unaffordable) cost increases, or which are critical infrastructure (for example wharves and jetties).

¹ Within the parameters and assumptions listed in Appendix A



2 Introduction

Nationally there is growing concern about the ability of local authorities to continue to fund an ever expanding range of services, and to meet the costs of increasing regulatory requirements and levels of service. Increased costs resulting from population growth, tourism, climate change, and water reform, to name a few, are placing pressure on councils to adapt and develop strategies to ensure their long term financial sustainability.

While legislation allows councils to address these challenges by simply levying rates, the reality is that, because rates are levied on communities and households, councils must balance the needs and wants of those communities against affordability of the rates, fees and charges that it must impose. The challenges inherent with managing this balance are particularly pronounced with councils that have low population density and, at a more micro-level, small communities within those councils.

The Southland District Council faces funding challenges in the provision of services and local activities on Stewart Island / Rakiura (the Island). This has been highlighted through requests for unbudgeted expenditure for urgent maintenance on some of Council's jetties on Stewart Island / Rakiura and Ulva Island, and the commencement of the review of the Stewart Island Electrical Supply Authority. Given these and broader funding issues that appeared to exist in providing services for the community, Council considered it timely to undertake a broader review of service sustainability challenges that may exist in relation to the delivery of services to the Stewart Island / Rakiura community.

These affordability and sustainability issues exist in communities across the Southland District, and indeed in most small communities across New Zealand. However, the remote location, particularly small population base, and comparatively high levels of tourism, means that Stewart Island is particularly affected.

Morrison Low has been engaged to undertake a stocktake of the current activities provided by Council to the Island to provide a clear snapshot of each service, how it is funded and if there is a funding gap. This will provide decision makers with information that reflects the current sustainability challenges when servicing an island with a population of approximately 400 residents (or 451 rating units) but has a significant number of visitors that are using council services and facilities. It will provide information to make funding and investment decisions and to understand the true cost of providing services for the Island.

As part of the review process Council was also keen to develop an understanding of the likely demand for the Stewart Island visitor levy. Consideration of the services provided by Stewart Island Promotions and the Rakiura Heritage Trust were included as examples of two community groups that are likely to make a demand on visitor levy funds that might be collected in the future, although it is likely that the demands on the levy will continue to increase.

This review represents the first stage in considering the long term sustainability of Stewart Island/Rakiura and will be followed with further work to better understand the key issues facing the Island, and the potential mechanisms that are available to address those issues. We have recommended a number of next steps and matters for further consideration within this report, and it is important that the implications of those potential policy decisions, on both Stewart Island and the Southland District, are well understood.

For example, this work may influence future decision making on the level of the Stewart Island / Rakiura visitor levy. Council had proposed to raise the levy to \$15 in 2018 but has decided to retain the levy at \$5 until the service sustainability review is completed so that this work can inform future decision making on the levy.



In undertaking our analysis, we have relied on the information provided by Southland District Council and feedback from our meetings with council staff, community board members and representatives from Rakiura Heritage Trust and Stewart Island Promotions.

In completing this review (including the supporting financial analysis) we have relied on the assumption that there are currently no planned changes to levels of service, or indeed the services being provided. This provides a baseline against which any potential improvements or changes can be compared. While our analysis has not assumed any changes to services or levels of service, such changes represent a viable solution to addressing funding challenges.

Note that we have not compared the results of our work on the sustainability of services on Stewart Island with other areas or districts within the Southland District.



3 Our approach

Council provided us with background information on services, surveys, consultation, reports, funding allocation and contracts relating to Stewart Island/Rakiura. We familiarised ourselves with this information and requested additional information. We met with thirteen Southland District Council staff including the Chief Executive, General Manager for Services and Assets, activity managers for transport / roading, community facilities, governance and democracy, water and waste to understand the challenges and opportunities in providing services to the Stewart Island / Rakiura community. We also met with the property manager, infrastructure manager, community partnerships, finance and on-Island customer services staff.

In addition to talking with council staff, we went to Stewart Island / Rakiura and observed some of Council's facilities and services. While on the Island we met with the Stewart Island/Rakiura Community Board, representatives from the Rakiura Heritage Trust and Stewart Island Promotions as they also provide community services to the Island, to listen to their views on service delivery challenges, opportunity and what sustainable service delivery would look like on and for the Island.

While on the Island, we were also able to see the new development for the Rakiura Heritage Centre which is nearing the end of construction, by the Rakiura Heritage Trust.

It is clear from our meetings that there are challenges in providing affordable services on the Island.

We would like to thank everyone for their time in meeting with us and engaging in open and honest discussion with us.

Based on the information provided and the discussions with council officers and stakeholders, we:

- developed an understanding of the condition of Council's assets and the ability of assets to meet future needs
- identified the full range of funding sources / revenue streams currently utilised vs what is available
- identified cost drivers
- developed an understanding of potential future cost impacts through changes to the delivery of the service e.g. legislative reform, changes to waste service delivery through an update of the Waste Management and Minimisation Plan.

From this we developed a summary of each service, as shown in Table 2.

We then considered what funding sources may exist in the future and any changes to the delivery of services that may be more sustainable.

3.1 Modelling

In order to assess the financial sustainability of activities provided on Stewart Island, we carried out some high level financial modelling based on Council's approved budgets. It is important to note however that most of the services and activities performed on Stewart Island cannot truly be performed in isolation or be costed separately. This is because:

- some activities, such as the roading and wastewater activities, are carried out under district wide contracts. In these cases, the costs that specifically relate to Stewart Island cannot be easily identified



- most, if not all, activities and services provided on Stewart Island have components of corporate support associated with them. No method of allocating the costs for this corporate support will be completely accurate
- while we apportioned overheads and corporate support costs to Stewart Island, the activities and services carried out on Stewart Island benefit from economies of scale and corporate efficiencies. That is, while allocation of these costs to the Island may be fair and reasonable, if these activities were carried out in isolation it is likely that the costs would be significantly higher as there would be limited opportunity to obtain resourcing or other efficiencies.

Our financial analysis and modelling relied on budget reports and detailed financial information for Stewart Island activities, as well as whole of council financial information. Details regarding our approach to the financial modelling are further outlined in **Appendix A**.

While we have not looked at the levels of service, we understand that Council is currently undertaking a project looking at consistent levels of service for all services, and in particular the community facilities activity. That project will be able to be used to further inform the future provision of services on the Island.



4 Service and financial sustainability

In considering the sustainability of Stewart Island, it is necessary to understand the concept of sustainability more broadly, and within the context of local government in New Zealand. Importantly, the concept of sustainability encompasses both service delivery and financial performance.

In our view, for a service, activity, or group of activities, to be considered to be sustainable it must be able to be provided for a long period of time at an acceptable level or quality, for an amount that is affordable (which relates to the predictability and absolute amount of rates increases).

This means, that in order to assess sustainability, it is necessary to consider:

- whether the level or quality of service is able to be maintained, and at what potential cost
- whether the cost of maintaining the service level or quality can be considered to be affordable, both currently and in the future
- whether the cost of providing the service is likely to change suddenly or unpredictably.

Balancing levels and costs of service provision against limited revenue and affordability concerns is something that is dealt with regularly by local authorities and it is a core part of their role. The tools and approaches that are available to manage this include:

- balancing the funding of activities between locally sourced, and district sourced rates. In determining whether rates should be locally or district funded, councils must consider whether an activity benefits the entire district, or an identifiable part of the district (or an individual) as well as the impacts on the four well-beings of the community (which includes economic wellbeing). By spreading costs across a larger base of ratepayers, the impact of those costs on individual ratepayers is reduced.
- shifting between fixed charges, capital value charges and user pays methods of funding
- altering levels of services, or at an extreme, the actual services provided
- asset management practices to ensure maintenance and renewals costs for council assets are predictable and smooth.

The wide range of tools available to councils to manage the way in which services are delivered and paid for means that the assessment of an activity, or a community, as being sustainable or not, is largely subjective. Our report focusses on the circumstances of service delivery on Stewart Island and options to improve sustainability, without making assertions about the current sustainability of services on the Island.



5 The Stewart Island context

Stewart Island is governed by the Southland District Council and lies approximately 30 kilometres south of the mainland South Island. According to the 2013 census, the Island had a permanent population of 381 people, residing in and around the town of Oban. Eighty five percent of Stewart Island is managed as a national park by the Department of Conservation (DOC).

Stewart Island has a small ratepayer base of 451 ratepayers (with a number of these being absentee ratepayers), which represents just over 2% of Southland District's total ratepayers (20,607).

Tourism is the main industry on Stewart Island, although fishing is also economically important for the Island. During the tourism season, the Island is also visited by cruise ships. Tourist numbers on the Island are significant, with around 44,000 tourists visiting in 2018. The Island was recently recognised as a Dark Skies Sanctuary, which is expected to result in increased tourism during the winter months.

5.1 Island capability

The population does not have the capability, and in some cases capacity, to be able to provide all of the council services on the Island. This is common for many remote or small communities where a limited population, geographic isolation and increasing regulatory and service level expectations require access to larger and more diverse workforces.

Relatively recent changes to health and safety legislation has put a higher level of accountability on councils in the way they, or their contractors, deliver services. We understand that there have been cases where contracts have been tendered for the Island that a local contractor could undertake, however local businesses did not compete for the contract because they were unable to meet the requirements to be a Southland District Council (SDC) contractor. We understand this was because they did not have capability to prepare the required health and safety documents / plans, and the costs to do so. This has, in the past, resulted in contracts being awarded to businesses that are based on the mainland, which has not provided the level of economic benefit to local businesses that it could have if the service was provided by locals. It also results in higher costs to deliver because of staff and transport costs. Efforts to try and get local contractors signed up as an SDC contractor have not always been successful.

We commonly heard that when the community has been told the cost of providing services / upgrades / renewals that they say they can do it cheaper. While this may be true in some cases, as stated previously, the community cannot necessarily meet contract standards that Council requires. There is also a lack of understanding of health and safety requirements and the costs associated with legislative compliance, which Council must be satisfied are met due to health and safety legislation. There is also a lack of understanding of long term / ongoing maintenance costs for services and facilities. As such, locally funded activities may not have been historically funded to the level required. This is not uncommon but results in a future funding peak for renewals that may not be affordable.

We also heard that the community can get frustrated with the bureaucracy that comes with asking for, or the provision of funding for activities / projects.



5.2 Tourism

Tourism is one of the major industries on Stewart Island, with over 44,000 visitors arriving on the Island in the year to 30 June 2018, and 50% growth in tourism numbers from the year ended 30 June 2015. This increase in tourism numbers has resulted in an extension of the shoulder season, and had occurred even before the Island was named a Dark Sky Sanctuary. A breakdown of tourism growth is outlined in Table 1 below.

Table 1 Growth in visitor numbers on Stewart Island²

Year ended	Total visitors	Change on previous year	Cruise ship visitors ³	Change on previous year
June 2015	30,648	-	2,083	-
June 2016	36,457	+ 18.9%	2,492	+ 19.6%
June 2017	36,656	+ 0.5%	2,187	- 12.2%
June 2018	44,423	+ 21.2%	6,839	+ 212.7%

It is apparent there is no common view on what a prosperous and sustainable Stewart Island / Rakiura looks like and the role that tourism plays in this picture, as there are both pro and anti-tourism views on the Island. We understand that currently the Island is seasonal, but now that it has been officially recognised as one of ten Dark Sky Sanctuary's internationally, and only the second island sanctuary in the world, this is likely to change. In the off-season, some accommodation and food premises close, which, while it may be desirable from a lifestyle perspective, is not positive from an economic sustainability perspective. There is a significant opportunity for Islanders to leverage off the Dark Sky Sanctuary, however if tourism is not embraced in what has traditionally been the off-season, this opportunity will not be realised, let alone maximised.

Tourism also provides challenges with the services and facilities provided on the Island. When a cruise ship is in, there could be up to 1,000 tourists on the Island on one day (as well as Ulva Island) which puts huge pressure on public facilities such as toilets, litter bins and roads. The next day there might only be ten tourists on the Island. It is a challenge to manage service delivery and expectations for those levels of fluctuation. In the year ended 30 June 2018, cruise ship visitors totalled 6,839, this represents more than three times the number of cruise ship passengers that arrived in 2015.

We note that Council has received \$100,000 funding from the Ministry of Business Innovation and Employment to do a strategic plan for Stewart Island / Rakiura. It is envisaged that this process may help to find a common view on the future of the Island, including the role of tourism. This should be a positive step for the Island.

² Source: Key Issues and Options – Draft Stewart Island/Rakiura Visitor Levy Policy and Bylaw R/18/11/27001

³ Included in total visitor numbers



5.3 Accommodation

While not directly related to Council, we heard that there is a lack of long-term accommodation and rental property on the Island which makes it hard for returning families and contractors from the mainland to find a place to live. Airbnb has had a big impact on the Island, as where a property may only have been occupied once or twice a year, it is now being occupied year-round. Consequently, rental property is hard to find for workers and those wishing to return to the Island. A bed tax has not been considered by the community board but gaining a better understanding of what this would entail may be beneficial.

The lack of accommodation for the diversity of the community, and lack of property available for sale, also prompted discussion on whether there should be a plan change to increase the amount of developable land on the Island. The national park is seen as a potential barrier for this.

5.4 Services provided on the Island (not by council)

5.4.1 Rakiura Heritage Centre

The new building and location for the heritage centre and museum is a significant development for the Island. The museum is currently run by volunteers and has been self-sufficient since establishing itself in 1960. The entry fee to the museum has been \$2 for adults and 50c for children for many years, but the Rakiura Heritage Trust will put the price up to \$5 for an adult when they open the new building to provide for ongoing costs. There are some concerns over the ongoing running and maintenance costs of the museum, particularly the cost of power which may be higher than has been planned for. Additional operating grants may be required for running costs in the future. The Trust will need to identify sources and opportunities for such grants as their needs become clearer.

With the redevelopment, the Trust's vision is to be able to have a paid position (which could be .75 FTE) for administration / front of house so that volunteers can focus on cataloguing, undertake collection management, archiving and research. They are also hoping to offer more educational talks through volunteer time being freed up by the administration resource and to increase the profile of the museum rather than have people stumble across it. The new location near the DOC information centre and the modern design of the new building should assist with this. This may also result in extended opening hours, which may in turn result in the potential for increased revenue from patrons and sales of merchandise.

5.4.2 Stewart Island Promotions

Stewart Island Promotions (SIP) represents businesses on the Island, mainly tourist focused, showing what people can do when on the Island. SIP gets business support from Venture Southland. There is no iSite on the Island.

There are concerns that there are not enough people coming over to the Island, and about the seasonality of tourism to the Island, but the Dark Sky Sanctuary may change that. Growing that market would be good as it could grow the tourism market for winter and encourage those businesses that are 'seasonal' to continue to remain open. However, the shortage of accommodation is challenging for growing tourism and hosting events on the Island.



SIP has been working with Great South and DOC on an adventure race event around the national park track in October 2019 which sold out within four hours. Events like this could become more common subject to the impact on track infrastructure and would assist with shoulder and off-season tourism.

SIP indicated that ideally they would like to employ a paid, part-time staff member, however this would require external grant funding, possibly from the visitor levy. While funding is currently available for events, it is not available for wages.

5.5 Southland District Council (Stewart Island / Rakiura Visitor Levy) Empowering Act

The Stewart Island / Rakiura visitor levy was established in 2012 via the Southland District Council (Stewart Island / Rakiura Visitor Levy) Empowering Act. The purpose of the Act is to “...provide a mechanism for the Council to set and collect levies and obtain revenue from passengers travelling to Stewart Island / Rakiura, in order to better provide services, facilities and amenities for those persons while they are on the Island.” The Act defines visitor, excluded visitors, sets out offences and sets infringement fees and gives Council the ability to set and collect levies. The levy is currently set at \$5 per person.



6 Council activities

The following section outlines some of the core activities provided on Stewart Island.

6.1 Decision making and representation

6.1.1 Service description

Local decision making is important to remote or isolated communities. Local decision making is fulfilled by the Stewart Island / Rakiura Community Board which has six members, and there is one elected councillor. There is one community board member per 67 residents. In the last representation review a board of four members was put forward, however six members were retained.

Community boards operate under a terms of reference (TOR) authorised by Council. The TOR outlines the scope of activities and role of each community board and their delegated powers generally covering engagement and representation, financial, rentals and leases and local assets and facilities delegations. The Stewart Island / Rakiura Community Board also has specific delegations relating to the Stewart Island Electric Supply Authority which are identified as:

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

The TOR also delegates specific powers to the chairperson of the community board.

We understand that the current TOR will be reviewed by Council after the local body elections in October 2019. This will provide an opportunity to re-assess the scope of activities and delegations for community boards across the district.

6.1.2 Challenges

We understand there is tension between the Island and the mainland around funding and governance. Parties we spoke to on the Island and within Council all indicated that the Island is “different” and yet also mentioned the need for the Island to be treated the same as the mainland. For example, we heard requests for increased parking and building consent enforcement on the Island, yet a reluctance to accept Council’s design, procurement and health and safety standards regarding public structures. There is a delicate balance between treating the Island as being part of the wider district, and acknowledging that it is different. Managing this balance has resulted in a perceived adversarial culture when dealing with certain issues.

Elected representatives struggle with the balance of being part of the wider organisation (and being seen to be as one with the rest of the District) but then feel they are seen to not be part of the District when they want something for the Island.

All elected representatives, whether at the Council or community board level, would benefit from a clear picture of the costs of service provision on the Island so that they can make informed decisions on funding for the district and recognise the challenges an island community brings.



From what we heard, the community board operates at a very operational rather than governance level, focusing on, for example, compliance issues, parking, limiting car numbers and renting of cars. This is typical in small communities where what would be considered a relatively small matter in a larger settlement becomes a significant local issue.

Strategic challenges were identified about the lack of agreement on the Island about tourism, the cost of power, water supply, the aging population, getting young people to stay (or come back) and keeping families on the Island. The shortage of accommodation and the potential need for a zoning change to create developable land was also identified.

While there have been some recent improvements, there have been frustrations by the Board with the level of information made available from Council as a whole, and the communication and timeframes in which things are done. We understand the recent improvement may be because of the introduction of a community led development approach by Council.

The community board identified the challenge of getting younger people involved more in the strategic direction and decision making on the Island, including being represented on the community board. We heard that while youth work well within their circle of friends, they do not engage well outside of that group. There is an opportunity with the upcoming election for council to engage with 18-35 year olds on the Island about what is involved in being on the community board. There is a perception that you have to have been around for many decades before you have the credibility of being an 'Islander' to represent the community. Some of the older generation and established families on the Island are seen as a real or perceived barrier to young people holding these positions.

Community boards and councillors need to be clear on their role in governance and not management. This should be clearly articulated when inducted along with the role and responsibilities of the community board as distinct from the Council itself.

6.1.3 Financial

Community boards are currently locally funded, with councillor costs funded at the district level. We understand that the Council may explore a district wide rate or funding for community boards in the next Long Term Plan as it was considered it could make sense to share costs across the District.

The total operating budget for governance services (including the Area Office) on Stewart Island is approximately \$34,200 per annum, this includes:

- Employment related costs of \$11,600
- Depreciation of \$1,600
- Electricity (on Island) of \$10,000
- Maintenance and general operating costs of \$11,000.

In addition, our analysis identified the following costs that have not been allocated at the local level. Stewart Island's share of those costs (allocated on a proportion of ratepayer basis) is outlined below:

- Remuneration for the elected member of approximately \$27,000
- Corporate overheads (IT, office accommodation, administrative services, head office electricity etc) of \$113,000
- Employment related costs (corporate) of \$28,000
- Other miscellaneous costs of \$19,000



This equates to a total annual cost of the service of approximately \$221,000.

There are no anticipated future funding pressures for the delivery of this service.

6.2 Roothing

6.2.1 Service description

Stewart Island has 13.33km of sealed roads, 11.47km of unsealed roads and 1.4km of footpaths that are managed by Southland District Council. In addition, the roading activity is responsible for two bridges and 42 streetlights on Stewart Island.

The day to day maintenance and operations of the activity is carried out under an alliance contract with Fulton Hogan, who have one full time employee based on Island. Streetlights are maintained and operated by SIESA.

Roads undergo a reseal approximately once every thirteen years.

6.2.2 Challenges

As with most activities carried out on Stewart Island, the largest challenge for the roading activity is the need to barge materials and equipment to the Island when major works need to be carried out. This presents both a financial and logistical challenge for service delivery on the Island.

We understand that there is a privately-owned quarry on the Island. Because it is the sole source of aggregate on the Island, the costs of the aggregate can be high, particularly when the contractor requires a large amount of aggregate at one time. The aggregate is not always appropriate, so the contractor also barges higher quality aggregate and specialist equipment to the Island as required.

It is possible that increased tourism and business opportunities, e.g. e-scooters, may require more footpath infrastructure, and may require further separation of vehicles and pedestrians. E-bikes are already on the Island. Historical underinvestment in footpaths has led to some footpaths delivering a lower-than-required level of service.

Challenges exist in relation to coastal erosion. Some coastal roads are narrow and at potential risk of collapse through coastal erosion, climate change and storms. As roading is a district funded activity, coastal protection works associated with roading works are district funded, however the potential cost of works for some of the narrow roads may be excessive for the relatively few properties and tracks to which they provide access.

6.2.3 Financial

The roading activity is funded through a district wide rate, with footpaths being funded through local rates.

The total roading budget is \$371,000 per annum, and includes:

- an annual provision for road resealing of \$148,000
- annual capital expenditure of \$36,000, and
- annual maintenance costs of \$187,000.

The footpath budget averages \$2,400 per annum.



In addition, across both roads and footpaths, our analysis identified the following costs that have not been allocated at the local level:

- approximately \$57,000 of annual depreciation
- \$7,000 of electricity
- an additional \$21,000 of unallocated general, HR and overhead costs (to the Stewart Island activity).

There are a number of significant capital costs that may arise over the next ten years, including the following:

- A reseal of sealed roads on Stewart Island in 2023, at an estimated future cost of \$1.5 million. This would be half funded by NZTA grants. Because our modelling includes costs for depreciation and a provision for resealing, this has not been additionally included, but will need to be funded if reserves have not been set aside.
- Potential replacement of both bridges on Stewart Island. We understand that, due to the costs of transporting materials and equipment, these would be replaced concurrently, although they may not otherwise both require replacing at the same time. The current combined replacement cost for the bridges is estimated at \$560,000, although we understand that the true cost of replacing the structure could be much higher than this.
- Stewart Island's roads are already experiencing the impacts of coastal erosion and damage from landslides (and other weather events). As the frequency of these types of events increases, or the impacts become more severe, costs of providing services to Stewart Island are likely to increase.

6.3 Three waters

6.3.1 Service description

The three waters activity encompasses the provision of drinking water, wastewater and stormwater within the Southland District. On Stewart Island, drinking water is a self-supplied activity, and Council is not involved in the provision of drinking water to ratepayers.

Wastewater on Stewart Island is provided through a pipe network of over 30km, 20 pump station, and an oxidation pond (0.8 ha). Discharge is irrigated over land bordering the National Park. Due to the number of pump stations required in the network, the wastewater activity consumes large amounts of electricity.

Stormwater on Stewart Island covers a catchment of approximately 50 hectares, serviced with 1.9 km of reticulated pipes and 850 metres of open channel. Stormwater is untreated and discharged into Mill Creek and Halfmoon Bay. There are currently no resource consent requirements for stormwater discharges.

Wastewater and stormwater operations and maintenance are covered by the Foveaux Alliance contract. Downer provides one full time employee based on the Island.

6.3.2 Challenges

Stormwater is currently underfunded across the district (and in fact is commonly underfunded across New Zealand). Future changes to freshwater management regulations may result in higher standards of stormwater discharge, and consents may be required in the future.



We heard different things about whether there were any issues with the current wastewater system. Council is currently installing additional irrigation lines to assist with capacity. It is likely that further significant upgrades of the wastewater treatment plant will be required, and that consents' conditions will increase, which could be costly. Potential changes to regulations may mean that consents are required for the discharge of wastewater and the level of treatment may be required to be higher than current. These will add costs to providing the service on the Island.

The inquiry into the Havelock North gastro outbreak is resulting in water reforms. While there is no reticulated water supply on the Island, changes to regulations could impact businesses / properties that have bores that supply more than one household or property. There are likely to be increased compliance costs to islanders in this situation.

We heard that Airbnb has also had a big impact on water supply as properties are now being used year-round rather than intermittently, which has put pressure on water available on the Island.

We also note that there is unlikely to be increased demand on the wastewater system in the short term and sufficient treatment capacity exists for any short-term increases in demand.

6.3.3 Financial

Wastewater is currently a district funded activity, while stormwater is funded from local rates.

The wastewater budget for Stewart Island includes:

- \$113,453 of general operating expenditure
- \$92,248 of depreciation
- \$92,000 of electricity.

There is no major planned capital expenditure in the wastewater activity for Stewart Island.

The total stormwater budget for Stewart Island is \$13,940, including overheads and internal charges.

In addition to the above costs, our analysis identified approximately \$24,000 of unallocated (and unfunded) depreciation for the stormwater activity, and no additional costs relating to the wastewater activity.

Potential future funding challenges include the following:

- The wastewater treatment plant's resource consent expires in November 2024. In the event that the new consent requires improvements to the current treatment process, or alterations to the way in which the discharge is disposed of, the costs may be significant. The Department of Internal Affairs has signalled increased standards for wastewater discharge, and significant associated costs, although at this stage it is unclear how / if these increased standards would impact on plants that discharge to land.
- Stormwater discharges do not currently require consent; however, consents may be required in the future. As stormwater is currently untreated, future resource consents are likely to impose new / additional costs for treatment of stormwater discharge into freshwater and marine environments.



6.4 Solid waste

6.4.1 Service description

Stewart Island has a weekly kerbside rubbish, recycling and food scrap service. The Island has a resource recovery centre where rubbish and recyclables are brought, with a store to purchase recycled goods on site. We were advised that since the space was reorganised the recycle shop has increased its turnover.

Glass is crushed in a designated place onsite and stays on the Island to be used for gardening, drainage and backfill. A freighter takes cars and waste from the transfer station back to the mainland for disposal.

Kerbside collections and waste recovery activities are carried out by SIESA, and waste is dealt with under the current WasteNet contract once it has landed in Bluff.

6.4.2 Challenges

A review of the Waste Management and Minimisation Plan may result in higher costs in the delivery of waste services in the future. Currently solid waste is collected using a truck with a runner throwing the rubbish bags into bins in the back of the truck. The use of rubbish bags is decreasing by councils across the country because of health and safety, and bags are being replaced by wheelie bins. If wheelie bins were implemented on the Island in future, this is likely to be at a higher cost than the current service and would require a different truck. The truck would have to be of a size to navigate the Island's narrow and windy roads, and it is likely the modern style of truck with bin lifting capability would not be suitable for some of the roads. If costs increase, there is also a risk of increased fly tipping.

Irrespective of changes to the way solid waste is collected, we have been advised that the current truck will need to be replaced within the next five years. A decision on whether there is going to be any change to the current delivery of waste services will need to be made to support the replacement of the truck with an appropriate vehicle.

There is a cleanfill on the Island at Braggs Bay and the Council is currently in the process of extending the life of the cleanfill via a resource consent application with Environment Southland. If this is not successful, the cleanfill will close in accordance with current consent conditions.

6.4.3 Financial

The provision of solid waste services is funded through a combination of local rates, district rates and user fees. Specifically:

- kerbside collection is based on a targeted rate for those that receive the service
- waste management is funded through a district wide rate
- user fees, for example disposal at landfill, fund the remainder of the activity.

The costs for providing solid waste on the Island are spread across a number of activities, with a number of internal transfers between activities. Our analysis identified that the current budgeted cost of providing waste services on Stewart Island is approximately \$290,000 per annum, including:

- \$107,000 on general operating costs
- \$140,000 on employment related costs
- \$4,000 on electricity
- \$20,000 of overheads
- \$8,400 of depreciation.



In addition to the expenditure budgeted in the activity codes for Stewart Island, we also estimated further costs that have not been allocated at the local level, totalling approximately \$25,000 per annum, including \$12,500 for disposal of waste on the mainland.

Potential future funding challenges:

- Potential closure of the green waste disposal facility on the Island (due to an expiring consent) may create additional costs for ratepayers for the disposal of green waste.
- Any increase in costs for the freight of waste off Stewart Island, or fuel or other materials to Stewart Island, will have an impact on operating costs. We understand that there is currently only one freight operator which, as a monopoly, also represents a risk for Council.
- Potential upgrades to the rubbish truck and glass crusher on Stewart Island, which may be required to meet increasing health and safety regulations, may have significant additional costs.

6.5 Power

6.5.1 Service description

The Stewart Island Electricity Supply Authority (SIESA) undertakes generation, distribution and retail activities on the Island.

SIESA operated as a separate business within Southland District Council on behalf of Stewart Island / Rakiura electricity consumers and is governed by the Stewart Island Community Board. Power is provided by diesel generators and is subject to price fluctuations for diesel.

Actual operations (generation and network maintenance) are performed under contract by PowerNet who employ three people on Stewart Island.

6.5.2 Challenges

The current contract with PowerNet is unsustainable due to increased staffing requirements to cover health and safety risks. Alternative energy sources, a mix of networks, or innovation / changes to the way power and the contract is delivered or funded, will be required to make this service affordable. It is a significant contributor to the high cost of living on the Island and cost is a major concern for the community and has been for some time.

The delivery of capital works for SIESA can be difficult because of the lack of equipment available on the Island and is needed to be shipped from the mainland at times. This is not uncommon for an island community and is similar to some of the challenges the roading activity faces.

An expression of interest for the provision of power supply on the Island was put to the market in February 2019. This was so that Council could understand the level of interest and capability in the market to manage, maintain and enhance the electrical supply network to ensure it is able to meet the present and predicted demand of the network users to an agreed level of service, whilst minimising the risk and instance of network failure. Procurement for the new contract to provide power has been put on hold pending the outcome of this review.

The community board would like to see affordable power, with the Island less dependent on diesel. If costs cannot be reduced, they need to be kept stable.



Work has been progressing on an application for the Stewart Island / Rakiura Wind Project, and we understand that Council has made an application to the Provincial Growth Fund to seek government funding for the project. We understand that a funding decision on this is likely to be made later in the year.

6.5.3 Financial

Based on financial modelling previously carried out by Morrison Low (under separate cover), SIESA requires approximately \$1,260,000 of operating revenue in 2019 to be financially sustainable. This level of revenue would ensure that SIESA could maintain and replace assets without drawing on reserves or borrowings.

Budgeted revenue for SIESA for the 2018/19 financial year was only \$1,206,000.

Historical trends in diesel price movements suggest an expected annual increase in diesel prices of 5% per annum⁴, which will directly translate to an increase in operating costs that is beyond mere inflationary increases. Diesel price movements fluctuate significantly between (and within) years, with some year on year increases exceeding 20% in the past (and some years seeing a decrease in price).

Current exposure to diesel price movements means electricity is likely to become less and less affordable for residents of the Island. Based on SIESA's current pricing structure, residents of Stewart Island have an average annual electricity cost of \$6,048⁵. This compares to \$2,077 for the same level of consumption on the mainland.

Any alternative electricity generation solutions are likely to require significant capital contributions from Council. It is currently unclear what those costs may be.

6.6 Wharves and jetties

6.6.1 Service description

Wharves and jetties are critical infrastructure for the Island and accessibility to other islands such as Ulva Island. Council owns five wharves / jetties at Ulva Island, Little Glory, Fred's Camp, Millers Beach and Port William, and is in the process of taking over Golden Bay wharf from South Port. The wharves and jetties are in various condition ranging from very good to very poor. Significant funds have been allocated for Ulva Island and Golden Bay upgrades to ensure that these structures are safe for public use. Such investment is critical to support the ongoing industry, tourism and recreational use of these structures, and the continued provision of access to some properties.

6.6.2 Challenges

Some jetties only access the Department of Conservation (DOC) estate, however DOC do not contribute to the maintenance of the jetties. The view was that these jetties are of no direct benefit to SDC itself, but Council is providing the asset and they are costly to maintain. We understand that DOC is not interested in helping to fund these jetties. Council could choose to close / remove those structures if it is not willing or able to fund the ongoing maintenance of those jetties.

⁴ Average historical annual change in diesel price per <https://www.mbie.govt.nz/building-and-energy/energy-and-natural-resources/energy-statistics-and-modelling/energy-statistics/weekly-fuel-price-monitoring/>

⁵ Assumes consumption in line with NZ average per <https://www.mbie.govt.nz/building-and-energy/energy-and-natural-resources/energy-statistics-and-modelling/energy-statistics/energy-prices/electricity-cost-and-price-monitoring/>



The level of funding that has been allocated to the wharves and jetties activity in the past has not funded the maintenance of wharves and jetties adequately, despite this being critical Island infrastructure. Council cannot afford for this maintenance not to happen due to health and safety and given the strategic importance, from an access perspective, of a number of the jetties to the local community and its economy. Because the Stewart Island / Rakiura Community Board would not fund the upgrades to the Ulva Island and Golden Bay wharves last year, the Council had to use unbudgeted district funds for the upgrades. If wharves and jetties are continually underfunded at the local level, Council will be at risk of a structure failing with potentially significant consequences.

Wharves on Stewart Island will also require some contributions from Stewart Island township rates to meet future costs. We understand that work to investigate a user pays system for non-recreational jetty usage on Stewart Island / Rakiura has commenced. There is potentially also an argument for there to be a district contribution towards a portion of the costs given the strategic significance of the jetties for access. In this regard it could be argued that they serve a similar role to the roading network in other parts of the District.

6.6.3 Financial

Wharves and jetties are currently meant to be entirely self-funding from grants and license fees, however, as indicated above, this is not the reality as the community board would not fund the upgrades to Golden Bay and Ulva Island wharves.

The current maintenance costs for the Stewart Island wharves and jetties is approximately \$25,000 per annum, with an additional depreciation charge of around \$13,000 per annum (rising to \$50,000 following renewal works on Ulva Island). Further costs will also be added to the provision of wharves and jetties when the Golden Bay wharf is transferred to Council ownership.

Our analysis did not identify any additional unallocated costs for the jetties and wharves activity.

There is a Tourism Infrastructure Fund (TIF) application that is being developed for funding of upgrades to the Ulva Island and Golden Bay wharves (and other associated tourism infrastructure). This application, if successful, will require a local contribution of up to \$3 million based on current design estimates, which, if loan funded, will come at an estimated annual cost of up to \$190,000⁶ (plus associated maintenance and depreciation on the upgraded infrastructure).

6.7 Other activities

In addition to the major activities outlined in detail above, Council also provides the following activities on Stewart Island. The costs indicated below are on a per annum basis:

- A library with approximately 4500 individual titles, at a total cost of around \$58,000, funded from district wide rates.
- A community hall at a cost of around \$33,000, funded by a local targeted rate.
- Public toilets, at a cost of approximately \$17,000, funded by a district wide rate.
- Parks and reserves, at a cost of approximately \$54,000, funded by local rates.
- Cemeteries, at a cost of \$12,000 per year, funded by user fees and local rates.

There are no significant service provision or financial challenges for these activities.

⁶ Assumes a 4% table loan over 25 years



7 Stocktake

The stocktake of services provided is shown in Table 2. The table identifies each service, summarises the service, details the funding source(s) that apply, including district or local funding, and the costs of providing the service. The gap between the cost of providing the service and funding provided is then identified (if any). A summary of the current costs, funding sources, and financial challenges for Stewart Island is included in **Appendix A**.



Table 2 Summary of services and costs

Service	Description	Funding sources ⁷	Annual cost (operating) ⁸	Annual capital costs ⁹	Total cost	Funding gap ¹⁰
Cemeteries	The maintenance and provision of cemeteries on Stewart Island (one open plus one closed cemetery)	Interment fees (cost recovery) Local rates \$10,728	\$10,700 plus interments	\$0	\$10,700	\$0
Governance	Local boards, councillors, area office and democracy services	Local rates \$7,200 District Rates \$17,400 Interest \$4,400 User fees \$11,800	\$221,700 including overheads	\$0	\$221,700	\$180,900
Parks and reserves	The management of parks and reserves on Stewart Island (including Traill Park, Rankin Street Recreation Reserve, Horseshoe Bay Recreation Reserve, and the waterfront playground)	Local rates \$40,000 Recoveries \$1,500	\$53,900 including \$9,500 of depreciation	\$4,400	\$58,300	\$16,800
Public toilets	The maintenance and provision of public toilets on Stewart Island (five)	District Rates \$18,900	\$17,400	\$700	\$18,100	(\$800)
Roads and footpaths	The maintenance and provision of roads and footpaths on Stewart Island including 13.3 km of sealed roads, 11.5km of unsealed roads, 2 bridges, 1.4km of footpaths, and 42 streetlights.	Local rates \$2,200 District rates \$105,000	\$275,400 including \$57,000 depreciation	\$2,900 excluding renewals	\$278,300	\$171,100
Solid Waste	Weekly kerbside rubbish pick-up, recycling and food scrap collection. Rubbish and recycling is separated at Council’s Resource Recovery Centre prior to shipping to Bluff for disposal.	Local rates \$114,500 Interest \$800 Fees and charges \$20,200 District rates \$209,000	\$315,000 including \$8,400 of depreciation	\$0 excluding renewals	\$315,000	(\$29,500)
Stewart Island Hall/Community Centre	The provision and maintenance of the Stewart Island community centre/hall.	Local rates \$22,900	\$33,100 including \$6,500 of depreciation	\$0	\$33,100	\$10,200
Wharves and jetties	Operation and maintenance of Ulva Island, Little Glory, Fred’s Camp, Miller’s Beach and Port William jetties	Interest from reserves \$4,500 Licence fees \$37,500 <i>Note local rates of \$30,000 from 2021</i>	\$64,400 including \$12,500 of depreciation <i>Note rising to \$85,000 from 2021</i>	\$0 excluding TIF funding contribution for Golden Bay/Ulva Island wharf costs	\$64,400	\$22,400
Library	The provision of library services on Stewart Island entailing opening hours of approximately 20 hours per week, and management of a collection comprising 4,546 items	District Rates \$16,900	\$57,800	\$0 excluding renewals	\$57,800	\$40,900
SIESA	Provision of distributed electricity (including generation) to Stewart Island on a 24/7 basis. SIESA is also the contractor for kerbside collection and refuse services	User charges \$1,055,400 Interest from reserves \$44,500	\$1,260,000 <i>Note based on earlier modelling that indicates this is the sustainable amount of revenue required</i>	Included	\$1,260,000	\$160,100

⁷ District rates for activity collected from Stewart Island ratepayers
⁸ Total cost of service per Morrison Low analysis (includes unallocated costs)
⁹ Renewals excluded from total costs because depreciation has been included. Capital costs calculated on 4%, 25 year table loan repayment obligations
¹⁰ Total cost (including annualised CapEx) minus operating cost



Service	Description	Funding sources ⁷	Annual cost (operating) ⁸	Annual capital costs ⁹	Total cost	Funding gap ¹⁰
Stormwater	The collection, and disposal of stormwater on Stewart Island, for a catchment of 50 hectares, including 1.91 km of pipework	Local rates \$20,000	\$37,800 including depreciation	\$0	\$37,800	\$17,800
Wastewater	The provision of reticulated wastewater networks, including treatment and disposal. The service involves 20 pump stations, 30 km of pipework and oxidation ponds discharging to land.	District rates \$113,500	\$297,700 including depreciation of \$92,200	\$3,300 excluding renewals	\$301,000	\$187,500
Building control	Provision of building control services including building consent processing and monitoring	\$0	\$8,000	\$0	\$8,000	\$8,000
Environmental Health	Provision of environmental health services including alcohol and food licensing	\$0	\$3,900	\$0	\$3,900	\$3,900
Resource management	Provision of resource management services for the district including the processing of resource consent applications	\$0	\$23,200	\$0	\$23,200	\$23,200
Strategy and communications	Development of organisational strategy and communications, including community engagement	\$0	\$49,000	\$0	\$49,000	\$49,000
District Development	Provision of economic development and district planning activities	\$0	\$57,800	\$0	\$57,800	\$57,800



8 Findings and recommendations

8.1 Sustainability of services on Stewart Island

The assessment of whether the provision of any particular service is sustainable or not is entirely subjective within a local government context. Councils have the ability to levy rates to meet the costs of delivering services and are able to utilise a mixture of different funding tools and mechanisms to address affordability issues.

We have not attempted to make an explicit assessment of whether any particular service or group of services on Stewart Island are sustainable.

However, it is clear from our analysis that:

- the costs of providing services are much higher than they are on the mainland
- in many cases the costs of providing services are set to increase at a faster rate than they may on the mainland
- there is no significant growth predicted in the number of ratepayers on Stewart Island
- service delivery on Stewart Island costs more than the total amount of rates revenue collected from the Stewart Island ratepayers and user fees
- there are a number of significant funding challenges ahead, in terms of major or critical infrastructure, that will continue to place pressure on the delivery of services on the Island.

Through our discussions and analysis, a number of potential future funding challenges were identified. Due to uncertainty regarding timing and solution, we have not been able to incorporate these into our analysis of the cost of delivering services on Stewart Island, however they are likely to have a significant impact on the financial sustainability of service provision.

These include the following:

- The transfer of Golden Bay wharf, and any other water structures, to Council will result in additional maintenance and depreciation costs. Further, any upgrades to those structures are likely to come at significant cost, and under current funding models will need to be funded locally. Proposed upgrades to the Golden Bay and Ulva Island wharves are the subject of a potential TIF application, and the local share is estimated to be around \$3 million (although the application covers more than just wharf upgrades).
- Current exposure to diesel price movements means electricity is likely to become less and less affordable for residents of the Island. Based on SIESA's current pricing structure, residents of Stewart Island have an average annual electricity cost of \$6,048¹¹. This compares to \$2,077 for the same level of consumption on the mainland.
- Any alternative electricity generation solutions are likely to require significant capital contributions from Council. It is currently unclear what those costs may be.
- Potential closure of the green waste disposal facility on the Island (due to an expiring consent) may create additional costs for ratepayers for the disposal of green waste.
- Any increase in costs for the freight of waste off Stewart Island, or fuel or other materials to Stewart Island, will have an impact on operating costs. We understand that there is currently only one freight operator which, as a monopoly, also represents a risk for Council.

¹¹ Assumes consumption in line with NZ average per <https://www.mbie.govt.nz/building-and-energy/energy-and-natural-resources/energy-statistics-and-modelling/energy-statistics/energy-prices/electricity-cost-and-price-monitoring/>



- Potential upgrades to the rubbish truck and glass crusher on Stewart Island, which may be required to meet increasing health and safety regulations, may have significant additional costs.
- A reseal of sealed roads on Stewart Island in 2023, at an estimated future cost of \$1.5 million. This would be half funded by NZTA grants. Because our modelling includes costs for depreciation, this has not been additionally included, but will need to be funded.
- Potential replacement of both bridges on Stewart Island. We understand that due to the costs of transporting materials and equipment, these would be replaced concurrently although they may not otherwise both require replacing at the same time. The current combined replacement cost for the bridges is estimated at \$560,000, although we understand that the true cost of replacing the structure could be much higher than this.
- Stewart Island's roads are already experiencing the impacts of coastal erosion and damage from landslides (and other weather events). As the frequency of these types of events increases, or the impacts become more severe, costs of providing services to Stewart Island are likely to increase.
- The impacts of increasing tourism on road maintenance, wastewater and public toilets could result in further increased costs in the future.

Many of the potential future funding challenges are not yet, or able to be, quantified. However, our high level estimates would suggest that there is likely to be at least \$5 million of new capital investment (over and above normal renewals) needed on the Island over the next 10 – 15 years. The exact amount required, and timing of that investment, will be highly dependent on the solutions adopted, agreed levels of service and regulations in place at the time of the investment.

Given existing funding gaps without these costs being included, it is necessary for Council and the Stewart Island community to consider alternative funding sources which may have a beneficial impact on financial sustainability.

8.2 Visitor levy

The Stewart Island / Rakiura Visitor Levy was established in 2012 via the Southland District Council (Stewart Island / Rakiura Visitor Levy) Empowering Act. The purpose of the Act is to "...provide a mechanism for the Council to set and collect levies and obtain revenue from passengers travelling to Stewart Island / Rakiura, in order to better provide services, facilities and amenities for those persons while they are on the Island. Given its specific legislation the visitor levy provides a unique source of funding that is not available in other communities that have significant visitor demand. As a result it is our view that Council and the Stewart Island community should ensure that this 'unique funding tool' is used in an appropriate way to assist with the funding of services used by visitors.

In the 2016/17 financial year the Visitor Levy Subcommittee allocated \$171,863 of funding for ten separate projects, across five different recipients. The major recipients of this funding were Southland District Council and the Stewart Island Jetties Subcommittee. In the 2017/18 financial year \$192,807 was allocated across nine projects (and five recipients) with the major recipients being the Department of Conservation and the Stewart Island Jetties Subcommittee.

In 2019 the visitor levy had \$184,595 of funding available. While funding requests totalled \$215,478 for the year, the Visitor Levy Subcommittee only recommended the allocation of \$183,141 of funding. The allocation of levy funds, from inception through to December 2018, is outlined in Table 3 below.

Table 3 Breakdown of allocation of visitor levy funds to December 2018¹²

	\$ Infrastructure	\$ Museum Development	\$ Wi-Fi	\$ Environment	\$ Visitor Information	\$ Total	% Share
Local Community Groups	83,000	72,500	5,249	28,282	13,977	203,328	29%
Council	507,331	-	-	-	-	507,331	71%
Total	590,331	72,500	5,249	28,582	13,997	710,659	100%
% Share	83%	10%	1%	4%	2%	100%	

It has been suggested that repayment of the loan that will be required to fund the local share of the proposed TIF application for upgrades to the Ulva Island and Golden Bay wharves could potentially be funded from the visitor levy. Annual repayments have been estimated at \$190,000 per annum, which would consume all of the annual levy funds – if the levy stays at \$5.

There are a number of other potential opportunities to utilise the visitor levy, including funding for part time employees at Stewart Island Promotions, and the Rakiura Heritage Centre. Although currently not permitted, subsidisation of SIESA through the visitor levy may also alleviate financial pressures.

8.3 Contracts

There are currently three separate contracts for the provision of council services on the Island, these are with Fulton Hogan, Downer and PowerNet. Council also provides a shared FTE (i.e. 0.5 FTE each) across the Fulton Hogan and Downer contracts.

We heard from the Community Board and staff that there may be opportunities to combine some of the contracts which could potentially save money by being able to share more resources. It is likely that such savings would be 'at the margins' as employment costs only make up a relatively small component of contract costs, however these opportunities should be further explored.

8.4 General revenue and financing recommendations

We have considered what the future funding and service delivery for Stewart Island may include. In doing this, we acknowledge that there are projects currently underway on levels of service and a user pays system for jetties and have not included potential changes to these areas at this time.

Future funding sources could include the following:

- A bed tax (e.g. Airbnb) – although an outright bed tax, in addition to a visitor levy, may be considered to be double dipping, and may be administratively burdensome. There is currently no legal mechanism available to Southland / Stewart Island to charge a bed tax, so this would require political lobbying

¹² Source: Draft Stewart Island/Rakiura Visitor Levy Policy and Bylaw Statement of Proposal – September 2018



- Rates – this may include altering the mix of general and targeted rates or introducing differentials for short term accommodation suppliers (akin to what has been introduced in Auckland). Activities such as wharves and jetties, public toilets and to a lesser extent SIESA, wastewater and roading, are all likely to have some cost component that relate to increased tourism that may justify the introduction of a rating differential.
- Move from local to district funding (either part or full) for some activities – for those activities where major cost increases are likely and which are currently locally funded (for example water structures), a shift to district funding would minimise the impact on Stewart Island ratepayers and increase the burden on other district ratepayers.
- Shift a greater proportion of SIESA's annual funding from unit charging to fixed monthly charges to collect more revenue from vacant properties (or short-term rentals with low occupancy). This would also shift more of the costs onto low users, although would not promote energy efficiency, so the negative effects of such a shift should be carefully considered.
- Grants from central government may assist, although these typically are for specific types of projects, and additionally, require co-funding of around 50%. Other sources for grant funding are equally unreliable or inconsistent.
- Increases to the visitor levy, and consideration of the types of funding it may offer (for example operating subsidies to SIESA) – we understand that an economic report has previously been produced that indicated that there would be little impact on tourism volumes with an increase in the levy.
- Environment Southland Marine Fee – see below.

We note that a number of the recommendations above would require changes to Council's Revenue and Financing Policy, and accordingly, potential changes should be considered in conjunction with a wider review of that policy.

8.5 Environment Southland Marine Fee (ESMF)

Environment Southland (ES) is in the process of renegotiating its deed of agreement with the New Zealand cruise ship industry. The deed is a key tool for Environment Southland to managing cruise ships within the internal waters of Fiordland and Stewart Island / Rakiura. As part of the deed, there is an Environment Southland marine fee payable by each cruise ship operating in or through the internal waters.

The deed states that "The purpose for which the ESMF will be used is to assist ES to manage the coastal marine area of Southland and shall include any costs ES incurs with harbour management and navigation and safety activities. For clarity, such costs will not include port dues or port charges such as costs of pilots, tugs, wharf infrastructure or cargo handling. These latter costs are outside the scope of ES responsibilities."

While care has to be taken to avoid double dipping with the visitor levy, given the impact that tenders from cruise ships have on Golden Bay and Ulva Island jetties in particular, and the real benefit that the cruise industry gains from having safe and secure wharf infrastructure for its passengers, SDC could advocate for changes to the deed that would provide the opportunity for a funding contribution for wharf / jetty infrastructure from the marine fee. Any consequential changes may need to be carried over to Environment Southlands Marine Fee Reserve Allocation Policy.



9 Next steps

Following this review, we consider that the next steps should include:

- Continuing the development of a strategic plan for Stewart Island which can be used as a basis for further discussion regarding the mix of funding sources and the levels of service that are required by residents of Stewart Island. It can hopefully, also help the community to develop a common view on the future development of the Island.
- Consider various options for the ongoing funding of services on Stewart Island as part of the review of Council's Revenue and Finance Policy. This should include:
 - The relative merits of the mix of district and local funding, the use of rating differentials, and user of fees and charges for services provided on Stewart Island.
 - Review the distribution of benefits for locally funded activities, and the impact on economic wellbeing for locally funded activities to identify whether it is appropriate to consider funding on a district wide basis
 - Introducing new targeted rates or rating differentials for short term accommodation providers, including considering the types of costs that may be able to be recovered through such a targeted rate.
- Identify the strategic objectives underlying the current pricing structures for SIESA and the impacts of alternative pricing structures on ratepayer / resident affordability, and the provision of long and short term accommodation on the Island. This could include:
 - Considering the balance of fixed and variable charges
 - Consequential amendment of cancellation and reconnection fees
 - Modelling of the impacts on various different electricity users throughout the year
 - Consideration of different pricing models for residential and commercial customers
 - Consideration of peak / off-peak pricing if generation has minimum loads / outputs. This may become more necessary if / when alternative generation is installed on Stewart Island as we understand that there are currently no proposals for methods of storing "surplus" electricity.
- Revisit the Issues and Options discussion on the visitor levy as part of a strategic discussion regarding future opportunities to use the levy to support the Island, including:
 - Consider the potential types of costs that can be funded and the time period for which funding can be committed
 - Identify and model the potential funding commitments for the levy over a period of at least five years
 - Develop a policy for determining annual funding available from the levy fund, having regard to long term or future funding commitments that may be required, and for which funding may need to be set aside
 - Determine a new levy amount based on predicted tourist growth and predicted future funding commitments, including some sensitivity analysis
- Discuss options for accessing the ESMF to support the upgrade of Golden Bay and Ulva Island wharves. Note that this may influence the types of funding that the visitor levy should be used for.



Appendix A Modelling assumptions

Our financial analysis and modelling relied on budget reports and detailed financial information for Stewart Island activities, as well as whole of council financial information. Specifically, we relied on Budget estimate reports for the following activities:

- 10040 Area Office – Stewart Island
- 10770 Transfer Stations – Stewart Island
- 26601 Library - Stewart Island
- 21117 Hall – Stewart Island
- 26700 Stewart Island Jetties
- 30000 SIESA (including 32000 SIESA - Operations, 36000 SIESA - Staff House, 37000 SIESA – kerbside, and 38000 SIESA – Waste Recovery)
- 26600 Administration – Stewart Island (including 26602 Operating Costs – Stewart Island, 26607 Street Works – Stewart Island, 26610 Refuse Collection – Stewart Island, 26613 Stormwater Drain – Stewart Island, 26625 Cemetery – Stewart Island, 26628 – Beautification – Stewart Island, 26629 0 Moturau Gardens, 26634 Traill Park, 26646 Playground – Waterfront, and 26670 Sewerage – Stewart Island)

The financial information provided by council did not anticipate any major, non-inflationary, operating cost pressures over the next ten years, and as such, our analysis relies only on 2018/19 budgeted financial information.

In addition to the costs outlined in the 2018/19 budgets for activities on Stewart Island, we reviewed budgets for activities at a “whole of council” level. This process identified a number of costs that had not been allocated towards Stewart Island specifically, which typically relate to the corporate structure of council (and from which residents of Stewart Island receive some benefit). These costs included:

- the costs of building control, environmental health, resource management, strategy and communications, and district development services
- corporate overheads that have otherwise not been allocated to Stewart Island activities
- waste disposal (from arrival in Bluff to dumping in landfill) and waste minimisation levy costs
- unallocated staff costs
- unallocated depreciation on network assets (roading, hall, stormwater and library assets).

We developed a methodology to allocate each of these costs, together with an annual capital cost, to enable us to estimate the total cost of providing services on Stewart Island. Operating costs were allocated based on what was considered to be the most appropriate “driver” of cost, specifically:

- Depreciation was allocated based on proportion of asset value
- Corporate overheads and staff costs that were not otherwise included in the budget estimate reports for Stewart Island activities were allocated based on proportion of asset value (roads), percentage of total titles (libraries), percentage of license fee revenue (wharves and jetties), or proportion of ratepayers (all others). No adjustments were made to this allocation to reflect the increased cost of providing services on Stewart Island.



- Waste disposal and minimisation levy costs were allocated based on proportion of ratepayers.
- The costs of building control, environmental health, resource management, strategy and communications, and district development services were allocated by taking the rates funded component of those activities and allocating based on the proportion of rateable properties.
- Governance costs were allocated based on the proportion of rateable properties and included costs from the Representation and Advocacy and District Support cost centres.
- Capital costs were derived from budget estimates and information provided by council officers and were assumed to be loan funded for a period of 25 years at 4% interest.

We note that there is obviously a degree of subjectivity associated with the way in which these allocations were made. However, in our view, the approach that was adopted typically resulted in the allocated costs being on the lower end of the potential spectrum, and do not reflect additional transport costs or lost productivity that may occur as a result of having to send council staff to or from Stewart Island.

As our analysis included depreciation as a cost of delivering services, no additional funding was modelled to cover the cost of renewal of assets. We note however that in many cases depreciation is not fully funded on Stewart Island.

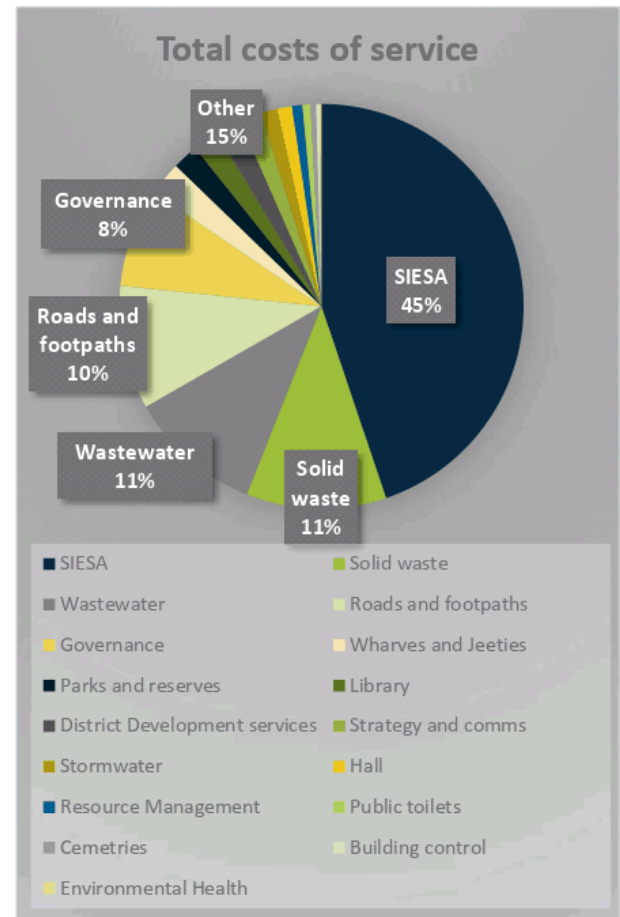


Appendix B Stewart Island financial summary

What does it cost?

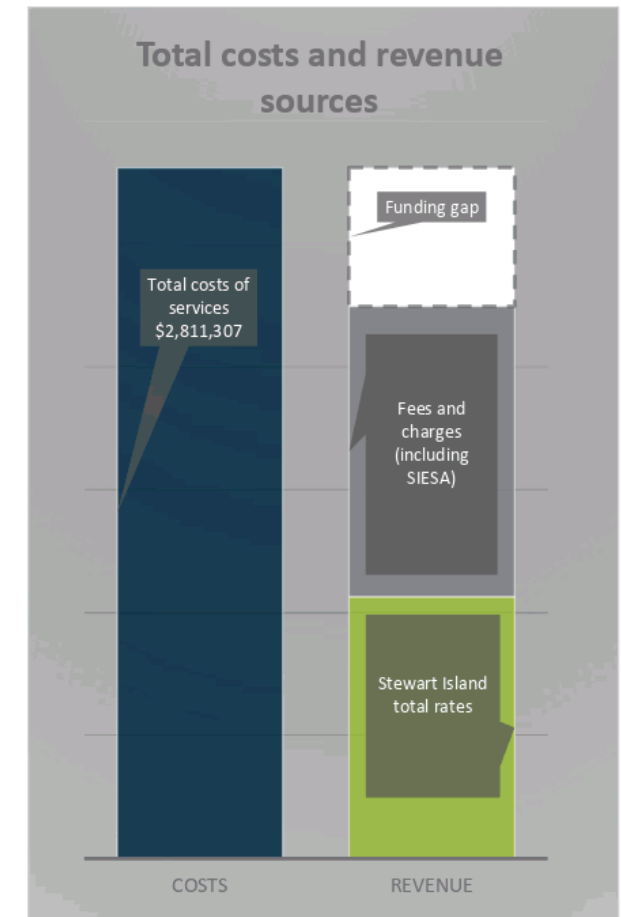
The total cost of providing services on Stewart Island is approximately \$2.8 million per year. The most expensive services to provide on Stewart Island are:

- Electricity – approximately \$1,260,000 pa
- Solid waste – approximately \$315,000 pa
- Wastewater – approximately \$300,000 pa
- Roads and footpaths – approximately \$278,000 pa
- Governance – approximately \$222,000 pa



Where does the money come from?

The costs of providing services on Stewart Island are met by a mix of local rates, district rates, and user fees and charges (of varying forms). The difference between the costs of providing services on Stewart Island, and the revenue collected from Stewart Island is approximately \$560,000 per annum, however not all costs (i.e. depreciation) need to be cash funded.

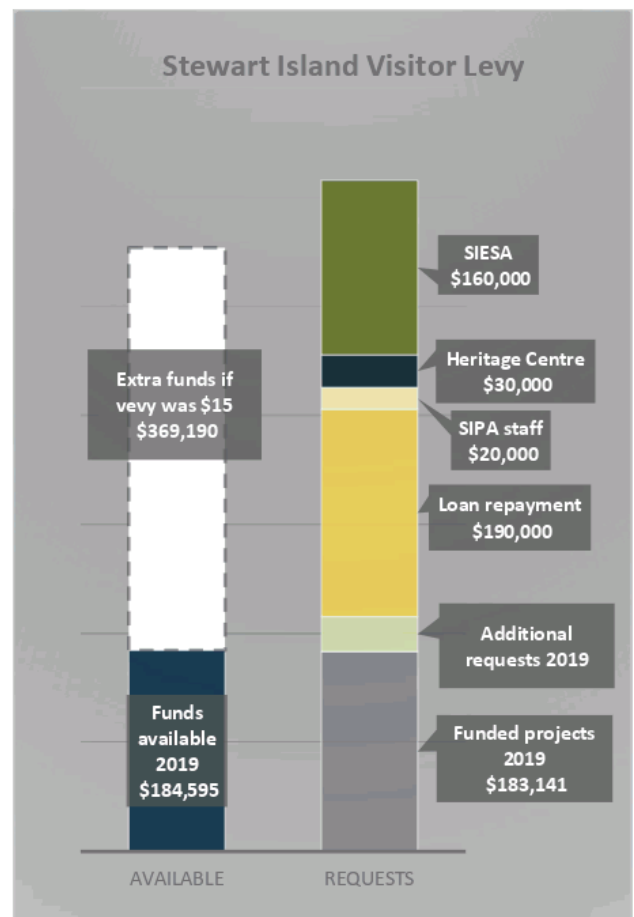


The visitor levy

The Stewart Island Visitor Levy had \$184,595 of funding available, with \$183,141 of funding allocated. Funding requests totalled \$215,478 for the year. Future requests for the levy may include:

- repayment of debt for the Ulva Island and Golden Bay Wharf upgrades
- employment of a part time staff member for Stewart Island Promotions
- employment a staff member for the Rakiura Heritage Centre for 30 hours a week
- Potential annual operating grants for SIESA to reduce the cost impact on residents (currently ineligible)

Note amounts shown in the chart below are based on 2019 funding requests and Morrison Low estimates of potential future funding requests.



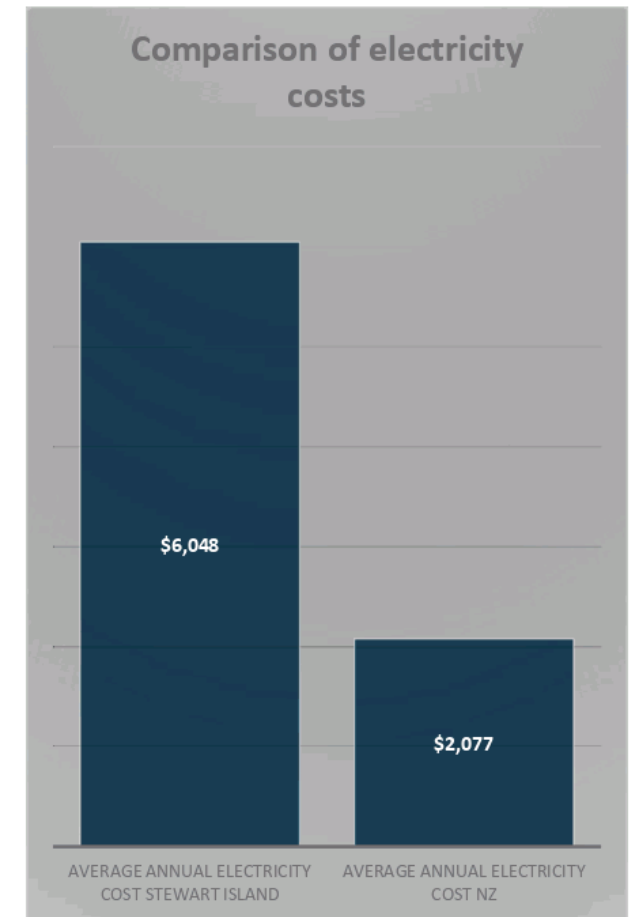
SIESA

Electricity is currently supplied on Stewart Island by SIESA.

Electricity is generated using diesel generators, and consequently, the cost of electricity is closely related to the price of diesel.

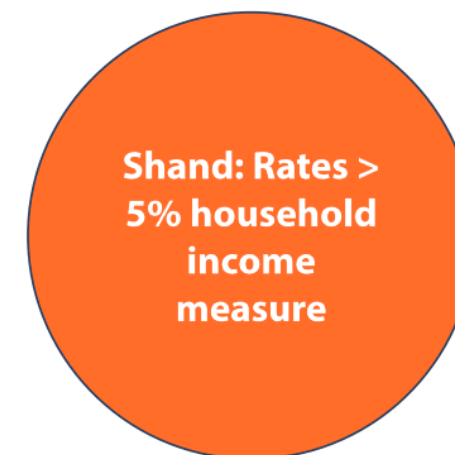
A five percent increase in diesel prices (or 6c per litre) would result in an increase in operating costs of \$20,000 – this is the typical historical annual increase (although the range is - 29.87% to 39.09%).

The cost of electricity on Stewart Island is about three times that of the mainland.



Rates affordability in Southland currently

	2019	2028 LTP
Median Household Income*	\$70,590	\$82,565
5% Median Household Income Limit	\$3,529	\$4,128
Median SDC + ES Rates **	\$2,789	\$3,472
Median SDC + ES Rates as % Household Income	3.95%	4.21%



*Adjusted from 2013 census using Labour Cost Indices and 2018 LTP BERL forecasts

**Based on median rates for selected properties – those rated, with residences, excluding vacant, commercial, industrial, mining, forestry and other land use categories

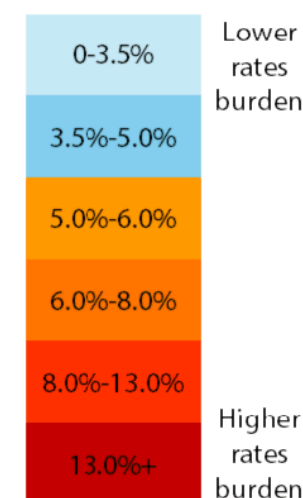
Model not perfect – but gives some indication



Area Unit Name	19/20 Rates % income (median)*	27/28 Rates % income (median)*
Balfour Community	4.51%	4.80%
Centre Island	Suppressed	Suppressed
Dacre	2.53%	2.69%
Edendale Community	3.63%	3.82%
Fairfax	5.30%	5.71%
Fiordland	Suppressed	Suppressed
Hokonui	2.98%	3.19%
Inlet-Jacobs River Estuary	Suppressed	Suppressed
Kaweku	7.11%	7.71%
Lumsden Community	5.06%	5.57%
Makarewa North	1.74%	1.85%
Manapouri	5.40%	5.71%
Mararoa River	4.08%	4.23%
Milford	3.91%	4.06%
Mossburn	3.84%	4.02%
Nightcaps	6.81%	7.23%
Ohai	8.31%	8.82%
Otautau	5.09%	5.50%
Riversdale Community	3.40%	3.67%
Riverton East	7.01%	7.37%
Riverton West	5.74%	6.05%
Stewart Island	3.95%	4.27%
Te Anau	4.96%	5.16%
Te Waewae	3.13%	3.31%
Toetoes	3.86%	4.15%
Tuatapere	5.65%	5.99%
Waianiwa	2.29%	2.44%
Waikaia	3.15%	3.33%
Wairio	10.19%	11.12%
Waituna	3.29%	3.53%
Wallacetown	2.89%	3.05%
Winton	4.66%	5.02%
Woodlands	2.46%	2.59%
Wyndham	5.35%	4.74%
SOUTHLAND DISTRICT	3.95%	4.21%

In more detail

Rates % Household Income Shading



SOUTHLAND
DISTRICT COUNCIL
Te Rohe Pōtahi o Murihiku



Leading the way

Community Facilities Update

Record No: R/20/1/2318

Author: Colin Pemberton, Community Facilities Asset Management Officer

Approved by: Matt Russell, Group Manager Services and Assets

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 The purpose of this report is to share information on locally funded community facility assets throughout the district.
- 2 This report is a generic overview for all nine community board areas with specific attachments to the Board area in which this report is addressed. It will outline:
 - the current budgets associated with the maintenance of the assets
 - the work that has been identified in the existing LTP
 - the current usage
 - the current condition
 - existing contracts
 - service level consistency.

Executive Summary

- 3 With the representation review changes having now taken effect, the majority of new community boards have much broader areas of responsibility geographically. These refined areas have generally resulted in a greater number of assets and contracts within the Board's governance role.
- 4 The information contained within this report is intended to start the conversations between the community board and the community facilities activity managers.
- 5 Within each asset portfolio, there is a commonality of issues. For some assets and portfolios the predominant issue is age and condition, with others utilisation and suitability is the issue, and with some regulatory non-compliance is the major concern.
- 6 As an example, the recent playground condition assessments have identified that generally all three of these issues relate to this portfolio, although the predominant issue is the number of non-compliances with national standards that this review identified.
- 7 This information then needs to be utilised to drive investment decisions regarding renewal, development, closure, priority discussions at both a local and district level.
- 8 The information provided here will initiate the conversations about the ongoing management of these assets, including the need to ensure consistency of service provision across the district and the application of minimum service levels.
- 9 Whilst most of the assets remain structurally and operationally sound, there is an increasing bow wave of requirements and associated costs that will need to be factored into forward planning.
- 10 If the assets are to be maintained to the required standard then there will be financial implications for the community.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Community Facilities Update” dated 29 January 2020.**
- 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.**

Background

- 11 The governance of community facility assets has to date been driven from individual local communities in isolation. This has resulted in significant variability across the district for the asset and sub-activities associated with this activity.
- 12 The intention now is to consolidate the discussion and broaden the perspective across the district with a view to facilitate the discussion with Community Boards.
- 13 The aim of these discussions is to introduce a degree of consistency to the levels of service, asset management and governance.
- 14 For clarity, the assets within the community facilities portfolio that are locally funded include Community Centres, Park and Reserves (including playgrounds and tracks), Water Structures and Cemeteries.
- 15 Assets are not limited to physical buildings and structures but also include green assets such as parks and reserves, trees, hedges and gardens.
- 16 It is evident that utilisation patterns have changed significantly since most of these assets were constructed for a number of complex reasons, including; demographic changes, tourism flows, economic drivers and technological evolution. As such, it is important to review how these assets are replaced and managed moving into the future.
- 17 Consideration of the broader picture is not a precursor to determining the ongoing need for the assets, but rather helps to inform the discussion and enables better-informed, consistent governance/management and decision-making.
- 18 Council is also seeing a trend where it is becoming difficult to engage qualified contractors to undertake work on our behalf. With an aging demographic this has the potential to worsen rather than improve.
- 19 How we deliver these services in the future may need to differ from the current model.
- 20 Local oversight and maintenance by communities has been impacted recently by regulatory and legislative changes. As an example, the changes to health and safety legislation now incorporates volunteer workforces meaning a hall committee for instance can no longer have a working bee to paint its hall without meeting Council’s health and safety commitments.
- 21 Such changes have also increased maintenance costs significantly. Scaffolding is now required to work at heights where the tractor bucket or ladder was once used. This alone equates to a

reasonably significant increase in annual local rates for community halls considering maintenance activities such as cleaning, repairs and painting.

- 22 The cost of these changes is ultimately passed onto the ratepayers.
- 23 In order to inform the issues identified above, Council staff have initiated work to gather data on asset age, condition and utilisation.
- 24 Further to the above, and with a view to introducing consistency to service provision irrespective of where you are located within the Southland District, Council staff have been working to produce minimum service levels for integration into capital, maintenance and operational contract mechanisms. This work is included as an attachment to this report for review and discussion.

Issues

- 25 Issues identified by staff that board members need to be familiar with:
- current age and condition
 - current usage
 - work identified in current LTP
 - current budgets for programmed maintenance
 - lack of data on hall usage
 - inconsistency in governance and fees
 - current contractors used for regular work
 - the number and quality of contracts
 - service level minimums.

Factors to Consider

1. Is the asset condition acceptable?
2. Does the asset appropriately fulfil the level of service need?
3. Does current utilisation support the ongoing programmed expenditure?
4. Is more expenditure needed?
5. Do current LTP projects need to be reviewed?
6. Does the community get value for money from the current contract model?
7. What alternatives do we have to the existing delivery model?

Legal and Statutory Requirements

- 26 Health and Safety at Work Act 2015. Council required to meet our duty of care when we focus on the risks and management of these risks.
- 27 Local Government Act 2002 clearly provides that local government exists to benefit, and promote the wellbeing of their communities.

- 28 Recent legislative changes have resulted in far greater responsibility on Council, its staff and contractors for use of and working on Council assets. This includes volunteer work on assets such as that undertaken in past by committees and community members. All parties must comply with new requirements and Council ultimately holds liability.

Community Views

- 29 Providing community board members with this information is part of the wider brief of ensuring all communities are aware of the assets they have available to them, their condition, cost of maintenance and rules relating to their use and upkeep.

Costs and Funding

- 30 To be determined at each LTP and budget round in accordance with decisions taken on use, condition required and future programmed projects.

Next Steps

- 31 To progress the discussion with Community Boards regarding their asset portfolios including; condition, suitability, utilisation, service / contract provision, minimum service levels and subsequent prioritisation of works programme development and delivery.

Attachments

- A Condition Assessment Summary Table - Stewart Island Rakiura Community Board [↓](#)
- B Southland DC Community Facilities LoS October 2019(2) [↓](#)
- C Equipment Condition Assessment for Stewart Island Rakiura Community Board - Butterfields Playground [↓](#)
- D Equipment Condition Assessment for Stewart Island Rakiura Community Board - Oban Foreshore Playground [↓](#)
- E Southland District Council Playground Audit September 2019 [↓](#)



Condition Assessment Summary Table

Stewart Island/Rakiura Community Board

ASSET	CONDITION	USE	LTP PROJECTS	BUDGETS	CONTRACTS
SDC area office and library	Good	Full time office hours	Nil	Leased	Cleaner – Currently done by a staff member
Traill park pavilion	Good	Minimal	Nil	Nil	Nil
Oban playground	Refer to previously circulated playground update report (R19/10/24145) and associated playground equipment condition assessment prepared by Angie Hopkinson.	Refer to previously circulated playground update report (R19/10/24145) and associated playground equipment condition assessment prepared by Angie Hopkinson.	Replace wooden climbing structure 2020/2021	\$68,936	Roading Alliance Contract – Fulton Hogan
Butterfields beach playground	Refer to previously circulated playground update report (R19/10/24145) and associated playground equipment condition assessment prepared by Angie Hopkinson.	Refer to previously circulated playground update report (R19/10/24145) and associated playground equipment condition assessment prepared by Angie Hopkinson.	Nil	Nil	Nil

Condition Assessment Summary Table
29/01/2020

Southland District Council
Te Rohe Pōtae o Murihiku

PO Box 903
15 Forth Street
Invercargill 9840

0800 732 732
@ sdc@southlanddc.govt.nz
🏠 southlanddc.govt.nz



ASSET	CONDITION	USE	LTP PROJECTS	BUDGETS	CONTRACTS
Halfmoon Bay cemetery	Good	20 burials in the last 5 years	Nil	\$12,684 Income \$12,684 Operational	Roading Alliance Contract – Fulton Hogan
Horseshoe Bay cemetery - closed	Good	Closed	Nil	Nil	Roading Alliance Contract – Fulton Hogan
Freds camp jetty	Refer to recent reports provided for consideration of future of these assets.	Refer to recent reports provided for consideration of future of these assets.	Refurbish 2022/2023	\$22,968	
Little glory jetty	Refer to recent reports provided for consideration of future of these assets.	Refer to recent reports provided for consideration of future of these assets.	Refurbish 2026/2027	\$27,623	
Millers beach jetty	Refer to recent reports provided for consideration of future of these assets.	Refer to recent reports provided for consideration of future of these assets.	Refurbish 2018/2019	\$21,033	
Port William jetty	Refer to recent reports provided for consideration of future of these assets.	Refer to recent reports provided for consideration of future of these assets.	Refurbish 2024/2025	\$24,108	
Ulva Island jetty	Poor, refer to recent reports provided for	Refer to recent reports provided for	Rebuild 2019/20	\$260,00	



ASSET	CONDITION	USE	LTP PROJECTS	BUDGETS	CONTRACTS
	consideration of future of these assets.	consideration of future of these assets.			
Horseshoe Bay boat ramp - beach	Refer to recent reports provided for consideration of future of these assets.	Refer to recent reports provided for consideration of future of these assets.	Nil	Nil	Nil
Halfmoon Bay boat ramp - concrete	Refer to recent reports provided for consideration of future of these assets.	Refer to recent reports provided for consideration of future of these assets.	Nil	Nil	Nil
Horseshoe Bay recreation reserve	Good	No information is available on use for this site.	Nil	Nil	Mowing, Roothing Alliance Contract – Fulton Hogan
Rankin Street recreation reserve	Good	No information is available on use for this site.	Nil	Nil	Mowing, Roothing Alliance Contract – Fulton Hogan
Traill park	Good	No information is available on use for this site.	Nil	\$6,314 Income \$3,149 Operational	Cleaning, Mowing, Roothing Alliance Contract – Fulton Hogan
Willet Street recreation reserve	Good	No information is available on use for this site.	Nil	Nil	Mowing, Roothing Alliance Contract – Fulton Hogan

Condition Assessment Summary Table
29/01/2020

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ASSET	CONDITION	USE	LTP PROJECTS	BUDGETS	CONTRACTS
Motorau Moana gardens	Good	No information is available on use for this site.	Nil	\$4,688 Income \$3,500 Operational	NIL
Halfmoon Bay foreshore	Good	No information is available on use for this site.	Nil	Nil	Mowing, Roding Alliance Contract – Fulton Hogan
Gardens	Good		NIL	\$1,800 Donation	SIRCET
Township mowing	Average				Mowing, Roding Alliance Contract – Fulton Hogan

Final – October 2019



Community Facilities and Open Spaces

Levels of Service

**Document Control:**

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Client Project Manager:	<u>Mark Day</u>	Status:	FINAL

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A. Overview and Context

In general, population growth in the Southland District is slow and is mainly in the older age groups. Some communities are projected to stay the same or decline. The main population growth is projected to be in Winton and Te Anau.

Strong demand for additional facilities is unlikely – there is more likely to be a need to rationalise and reduce facilities in some communities unless demand and operation can be sustained. Renewal of some existing assets (especially sporting assets and playgrounds) in shrinking communities will be difficult to justify.

Reserve and facility developments that will support increased tourism would allow better use of existing facilities and opportunities for increased income from tourism, provided this can be done at low cost (capital and operating). Walking and cycling opportunities also benefit older residents.

Geographic isolation is a significant factor for some communities, as travel is required if facilities aren't available locally.

Levels of service have been prepared for a range of assets within six activity areas:

1. Parks and Reserves (Open Spaces)
2. Cemeteries
3. Public Toilets
4. Community Centres
5. Community Housing
6. Water Structures

B. Levels of Service Overview

B.1 Introduction

The primary purpose of levels of service (LoS) is to define what it is that Council is delivering to its community and in a manner that is sustainably affordable.

Benefits of a robust level of service approach include:

- Consistency of service delivery
- Mechanism for changing levels of service and addressing disparity
- Significant financial lever to control costs or accelerate expenditure
- Strategic hierarchy on which to base development of subsequent plans, financial reporting structure, asset hierarchy and service standards

To assist in driving a "user experience" approach to levels of service, the six activity areas are further organised into 12 categories, reflecting a mix of assets and services that support the intended experience.

1. Sports Parks
2. Community Parks
3. Linear Parks
4. Natural Parks
5. Playgrounds and Youth Parks
6. Tracks and Trails
7. Cemeteries and Memorials
8. Community Housing
9. Community Centres
10. Public Toilets
11. Streetscapes
12. Water Structures

These levels of service are designed to provide comprehensive direction to asset managers so that they are able to deliver the desired levels of service through appropriate acquisition, design, development, maintenance and operation of the facilities and services.

The Community Housing, Community Centres, Public Toilets and Water Structures categories align directly with the relevant activity area.

The Parks and Reserves activity is divided into four parks categories:

- Sports Parks
- Community Parks
- Linear Parks
- Natural Parks

The four parks categories do not cover every park or open space in the Southland District. Priority is given to the areas and assets that have the most significance to Southland residents and visitors. Playgrounds and youth parks are included within the Parks and Reserves Activity, as are tracks and trails, as most of these assets will be located on parks.

Memorials have been included within the Cemeteries category as, although many memorials are not located within cemeteries, memorials and cemeteries have a similar heritage function.

Streetscapes have been given their own LoS category outside of the existing six activity areas as they relate to activities in legal road corridors rather than on parks and reserves.

B.2 Quality Standards

For each park or asset category, there are three quality standards (QS) that may be applied, as follows:

Table 1: Quality Standards

Quality Standard	Description
QS1	This standard has the highest level of asset provision, using quality materials and designs. Maintenance is undertaken to the highest affordable standards, with rapid response times and proactive programmed operations in place. Usage levels are high, or there may be a high level of significance to events or tourism, or a strong cultural or economic significance to the community
QS2	This standard has a moderate level of asset provision, using robust materials and quality designs. Maintenance is undertaken to a good standard, with average response times and proactive programmed operations in place where possible. Usage levels are moderate, or there may be a moderate level of cultural or economic significance to the community, or some significance to events or tourism
QS3	This standard has the lowest level of asset provision, using robust materials and simple designs. Maintenance is undertaken to the lowest acceptable standard, with longer response times and fewer programmed operations. Usage levels are often low, or there may be little cultural or economic significance to the community, or a low level of significance to events or tourism

B.3 Categories and Quality Standard Matrix

Table 2 describes the 12 categories and applies quality standards. QS1 is the highest standard and occurs infrequently in the Southland District. QS1 has been applied to Public Toilets to recognise the high quality provision and operation of the Te Anau attended toilets.

Table 2: Categories and Quality Standards Matrix

Level of Service Category	Primary purpose	Quality Standard 1	Quality Standard 2	Quality Standard 3
Community Parks	Informal recreation and sporting activities, play and family-based activities, and social and community activities		✓	✓
Sports Parks	Organised/competition sport and recreation activity, recreation facilities and buildings, often multiple use		✓	✓
Nature Parks	Experience and/or protection of the natural environment: native bush, coastal, forestry, farm parks, wetlands and water bodies		✓	✓
Linear Parks	Open space linkages and corridors, often associated with waterways. Often cater for walking and cycling activities and active transport linkages. May provide for environmental protection and access to waterways		✓	✓
Playgrounds and Youth Parks¹	Provision of opportunities for children and young people and their carers to play, socialise and develop skills		✓	✓
Tracks and Trails	Improved access to parks and natural areas, and opportunities for residents and visitors to walk and cycle in a safe and enjoyable off-road setting		✓	✓
Cemeteries and Memorials	Protection of public health and community heritage by providing appropriate facilities for interment, commemoration and record keeping		✓	✓
Public Toilets	Protection of the environment and public health through the provision of safe, clean, accessible public conveniences across the district	✓	✓	✓
Community Housing	Opportunities for residents to continue to live in their local community through the provision of good quality, affordable housing to groups with specific needs - mainly elderly residents		✓	
Community Halls	Improved social connection of communities through provision of indoor recreational, social, sporting and cultural facilities		✓	✓

¹ Youth parks are outdoor recreation facilities designed primarily for use by teenagers and young adults but may also be used by other age groups. Youth parks generally include assets for casual and active (non-competitive) recreation, socialization and skills development. Common examples include skate parks, basketball half-courts and dirt jump parks.

Water Structures	Enables recreational and commercial access to waterways, and access to services from service centres where the only access is by water		✓	
Streetscapes	Beautification and amenity enhancement through landscape improvements located in the road reserve corridor, including garden beds, street trees and mowing strips		✓	✓

B.4 Levels of Service Framework

Levels of service generally need to address three areas:

- **Provision**
Deals with the number, location, accessibility, size and type of assets provided. Provision levels of service drive acquisition and disposal strategies, as well as informing development guidelines for developers.
- **Development**
The degree to which parks and other assets are developed, what facilities and assets are provided, and to what standard. Development levels of service drive new capital programmes, depreciation schedules, renewal capital programmes and inform development guidelines for developers.
- **Operation and Maintenance**
These define the standard to which assets are maintained and operated. This includes both scheduled routine operation tasks (eg grass mowing, painting, weed control, bin servicing, cleaning, inspections) and reactive maintenance tasks (eg tree pruning, minor repairs, graffiti removal).

Operation levels of service are based on the three quality standards, which are applied across the entire parks network.

B.5 Function and Purpose

The parks categories and levels of service are used in the following ways:

Table 3: Levels of service function and purpose

Function	Purpose
Set minimum standards for parks provided as part of subdivision development	To ensure park land and assets are provided to meet a standard that is fit for the intended purpose
Set maximum standards for parks provided as part of subdivision development	To ensure assets are not provided at a significantly higher standard or quantity than has been agreed as appropriate and sustainable (affordable)
Plan future park land requirements in terms of purpose, location, distribution and size	To provide a planning tool to calculate and identify future park land requirements, and possible disposals
Guides the preparation of management plans, based on park categories	To provide a consistent framework for the development and management of parks across the district

Function	Purpose
<p>Informs the community about the standard of park development and service they can expect</p> <p>Informs the community and council about what developments and assets are appropriate for a given park category</p>	<p>To provide a consistent guide on facility and asset development and the maintenance standards for parks service delivery</p> <p>To provide a consistent guide to manage responses for development of individual services and facilities</p>
Key performance indicators	To provide a framework upon which to monitor and report on the success of council in delivering the agreed levels of service
Standardise and rationalise the quality and provision of assets and services across the parks network	To provide equity of development and servicing across the community, and to assist with making decisions about increasing or decreasing levels of service in response to financial changes

1.0 Parks and Reserves

1.1 GENERAL INFORMATION

Activity Name	Parks and Reserves
Activity Description	<p>Council owns and manages around 152 parks and reserves throughout the Southland District. Parks and reserves, and open spaces, provide areas for people to enjoy passive and active recreation, and help to protect and enhance environmental values.</p> <p>Areas include:</p> <ul style="list-style-type: none"> • 26 sports parks (129.8 hectares) • 73 community parks (98.5 hectares) • 28 nature parks (460.9 hectares) • 14 linear parks (40.3 hectares) <p>A total of 813 hectares of park land is provided for public recreation use in the Southland District, which equates to 26.3 ha/1,000 residents². This compares with a NZ Yardstick median (2013 to 2019) of 17.1ha/1,000 residents³.</p> <p>A further 311 hectares of special purpose reserve land is used or leased for golf courses, grazing, mining, commercial forestry, race courses and other purposes. These reserves are unavailable for general recreational use and have been excluded from further analysis.</p> <p>Actively maintained park land is provided at a rate of 11.9 ha/1,000 residents compared with a NZ Yardstick median (2014 to 2019) of 8ha/1,000.</p> <p>The area of sports park provided is 129.8 hectares which equates to 4.2ha/1,000 residents. This compares with a NZ Yardstick median (2013 to 2019) of 2.3ha/1,000.</p> <p>The area of community park provided is 98.5 hectares which equates to 3.2ha/1,000 residents. This compares with a NZ Yardstick median level of provision of neighbourhood parks of 0.9ha/1,000.</p> <p>The area of natural park land (not actively maintained) is 445 hectares which equates to 14.4 ha/1,000 residents. This compares with a NZ Yardstick median (2014 to 2019) of 7.3ha/1,000.</p> <p>The area of linear park is 40.3 hectares which equates to 1.3 ha/1,000 residents. This compares with a NZ Yardstick median (2015 to 2018) of 2.6ha/1,000. Linear parks in Southland comprise around 5% of the total park area compared with a median of around 10% across New Zealand.</p> <p>The total area of grass sports fields amounts to 28.2 hectares of actively available playing surface, or 0.9ha/1,000 residents. This compares with 1.0 ha/1,000 NZ Yardstick median (2014 to 2019).</p> <p>Operation cost per hectare for actively maintained park land is \$5,882/ha compared with around \$8,300 Yardstick median annual expenditure per hectare (2018 to 2019).</p> <p>Operation expenditure per 1,000 residents is \$58,012 compared with around \$95K median annual expenditure per 1,000 residents (2018 to 2019).</p>

² Based on the 2018 Census data for the usually resident population for Southland District of 30,864 as of March 2018

³ All Yardstick references refer to Yardstick Parks Benchmarks results for 2013 to 2019.

	<p>38 playgrounds are provided, which equates to 5.8 per 1,000 children aged under 15. This compares with a Yardstick New Zealand median level of provision (2013 to 2019) of 3.9. The upper quartile provision for the same period is 5.7 per 1,000 children.</p> <p>4 skate parks are provided, which equates to 1.2 youth facilities per 1,000 young people aged between 15 and 24 years. This compares with a Yardstick New Zealand median level of provision of 1.35 over the last three years.</p> <p>24.1 km of walking tracks and trails are provided on parks which equates to 0.78km per 1,000 residents. This compares with a Yardstick NZ median provision of 1.04km from 2014 to 2019.</p> <p>Around 145km of the 180km Around the Mountain Cycle Trail is located in the Southland District, and is maintained by the Southland District Council.</p>
Activity Rationale	<p>Parks and reserves provide open spaces for communities to use at their leisure, to enhance individual and community well-being and environmental values. Council provides:</p> <ul style="list-style-type: none"> • Sports parks to improve opportunities for residents to participate in active outdoor sport • Community parks to provide improved amenity value to communities, and opportunities for play, recreation, social, community and cultural activities • Nature parks to protect and enhance the natural environment, while still allowing residents and visitors to enjoy in an appropriate and sustainable manner • Linear parks to enhance physical access and biodiversity corridors • Playgrounds and youth parks so that children and young people have places to play, socialise and learn skills • Tracks and trails to provide access to places of interest and to foster recreation and tourism activities within the district
Governance	<p>General Manager Portfolio Holder Matt Russell – Group Manager Services and Assets</p> <p>Delivery Group Community Services</p>
Activity Manager	Mark Day – Community Facilities Manager

1.2 SERVICE OVERVIEW

Core Level of Service		
Provision and Development	Quality Standard 2	Quality Standard 3
Community Parks	<ul style="list-style-type: none"> • A moderate sized park (0.5ha to 2ha) that people may travel several kilometres to use • Easily accessible with at least one open road frontage • Free draining, flat or gently undulating to allow a variety of recreation activities • Predominantly open grass cover to allow active play 	<ul style="list-style-type: none"> • Smaller local parks (up to 0.5ha) predominantly used by local residents • Located within 10 to 15 minutes' walk of urban residential properties • Easy access from at least one road frontage • Free draining, flat or gently undulating to allow a variety of recreation activities

	<ul style="list-style-type: none"> • Examples include Lion's Park (Te Anau) and Lumsden Town Centre • Located in townships of over 500 residents • Parking provided on site or safely along road frontage • Play equipment to suit a range of age groups • Toilets may be provided in strategic locations – refer LoS for public toilets • All-weather paths connecting play areas with toilets, parking and other features • Lighting may be provided in strategic locations • Standard park furniture including seats, picnic tables and bins, especially where barbecues are also provided • Furniture is installed on concrete pads • Standard reserve name and control signage • Trees provided for amenity value and shade • Low maintenance gardens may be provided 	<ul style="list-style-type: none"> • Predominantly open grass cover to allow active play • Examples include Mackenzie St, Winton • Few improvements required. No toilets • May include basic play equipment if this is the only suitable park for the community • If play equipment is provided, at least one seat should be provided close to the playground • Basic name and control signage • No gardens, but trees provided for amenity value and shade
Provision and Development		
Sports Parks	<ul style="list-style-type: none"> • 2.3 hectares of sports park per 1,000 residents • A sports park of suitable size and contour to allow development of at least two playing fields and associated facilities within 65km (by road) of all residents (other than in Milford Sound and Rakiura/Stewart Island) • The development and maintenance standards for sports parks have been removed from this section and included as an Appendix for reference purposes. Currently the responsibility for developing and maintaining sports parks is delegated to sports clubs and defined through lease agreements. Council provides park land to clubs who develop and maintain it for their purposes. This practice has led to some inequity in provision of sporting opportunities as most sports parks are dominated by rugby. Most other field-based codes (football, cricket, league, hockey) play out of the district or on private facilities, with the exception of club cricket (Te Anau and Moores Reserve) and junior soccer (Moores Reserve in Winton) • Council will continue to provide park land to sports clubs for development, maintenance and use, subject to the terms of leases or licences and for as long as there is demand and there is a lease in place. When leases terminate and the land is no longer actively required for sports, it will be reviewed to determine if it is a strategic asset and may be considered for disposal or a change in use 	
Provision and Development	Quality Standard 2	Quality Standard 3
Nature Parks	<ul style="list-style-type: none"> • Usually larger areas defined by the natural values they are created to protect • High biodiversity and conservation values 	<ul style="list-style-type: none"> • May be smaller remnants or parts of a larger natural area • Moderate biodiversity or conservation values, or potential to improve them with revegetation

	<ul style="list-style-type: none"> Usually contain native forest, wetlands, coastal and riparian margins with only minor areas of modified vegetation Examples include Mores Scenic Reserve (Riverton) and Ivon Wilson Park (Te Anau) Good access with all-weather walking tracks and boardwalks Higher use sites may include ancillary visitor facilities such as car parking, signage and toilets, camping facilities and visitor information centres Limited furniture provided; bench seats in high use areas Vegetation enhancement where required to improve natural values Boundary fencing to exclude stock 	<ul style="list-style-type: none"> Usually contain native forest, wetlands, coastal and riparian margins with some modified vegetation Examples include Kamahi Reserve Access may be limited Development will generally be limited to low-impact activities such as basic walking and bike tracks Limited furniture provided; bench seats in high use areas Vegetation enhancement where required to improve natural values Boundary fencing to exclude stock
Provision and Development	Quality Standard 2	Quality Standard 3
Linear Parks	<ul style="list-style-type: none"> Coastal and riparian margins secured for strategic walking and cycling links Coastal and riparian margins protected in all urban areas already developed or zoned for residential development in the District Plan These parks vary in size and are often defined by topographic features such as rivers, streams and coastlines Minimum width should be sufficient to allow for movement of waterways and provision of dry access that is not compromised by flooding Multiple values include habitat, biodiversity, conservation, recreation, access, etc Examples include Taramea Bay Recreation Reserve (Riverton), Te Anau Waterfront reserve and Tui Bay Walkway Reserve (Te Anau) Development may include all-weather tracks and trails, park furniture and signage Vehicle access, parking and toilets are limited to nodes or entry points Where linear parks have a community function, they may include play equipment and associated furniture Boundary fencing to exclude stock 	<ul style="list-style-type: none"> May be smaller areas with fewer natural values or options for use and development. Examples include Kowhai Reach Reserve Narrow width or steep topography may compromise access and recreation values Generally a low level of development limited to tracks, boundary fencing and vegetation management and enhancement

Provision and Development	Quality Standard 2	Quality Standard 3
Playgrounds and Youth Parks	<ul style="list-style-type: none"> Playground examples include Lumsden Playground, Riversdale Playground, Riverton Playground, Lion's Park Playground (Te Anau), Winton Skate Park and Half Mile Road Playground One playground located in townships with over 500 residents, and townships on the Five Rivers/Mossburn Road tourist route from Queenstown to Te Anau Minimum of five items of good quality, robust equipment catering for both pre-schoolers and primary school aged children Minimum of two seats for caregivers. Seats are on concrete pads and have good all-weather access All equipment and safety surfacing is compliant with current standards Use of rubber tiles or scuff mats in high wear areas Play equipment is renewed at around 15 to 20 years while still in safe, functional condition but before significant deterioration in strength, appearance or safety occurs Playgrounds are located close to toilets, car parking and open space for active play A youth park located in townships with a population over 1,200 residents Youth parks are located in areas that are highly visible and easy to access Youth parks cater for a moderate to large number of users of various ages and skill levels Youth parks have at least two seating areas, at least one drinking fountain, and access to toilets 	<ul style="list-style-type: none"> Total playground provision at least 3.9 per 1,000 children aged under 15 years Playgrounds are located within a 15-minute walk of residents in developed urban areas Examples include Henry Street Playground, Main Street Playground, Mackenzie Street Playground, Monowai Playground, Fortrose Foreshore Reserve, Tokanui Skate Park Minimum of three items/activities of good quality, robust equipment Minimum of one seat for caregivers Safety surfacing is compliant with current standards – usually loose soft fall Play equipment is renewed at around 20 to 25 years while still in safe, functional condition but before significant deterioration in strength, appearance or safety occurs Total youth park provision at least 1.3 facilities per 1,000 youth aged between 15 and 24 years Youth parks are located in areas that are highly visible and easy to access Youth parks cater for small to moderate numbers, often at a lower skill level Youth parks have at least one seat and are located within reasonable walking distance from toilets
Provision and Development	Quality Standard 2	Quality Standard 3
Tracks and Trails (Around the Mountain Trail)	<ul style="list-style-type: none"> Consistent with Nga Haerenga Great Ride trail construction standard for easy (Kingston to Mossburn) to intermediate (Mossburn to Walter Peak Station) grades. Refer to New Zealand Cycle Trail Design Guide February 2015 (or subsequent edition). 	<ul style="list-style-type: none"> NA

Tracks and Trails (all other tracks and trails)	<ul style="list-style-type: none"> • Total provision of paths or trails in parks is at least 1km per 1,000 residents • Consistent with SNZ HB8630:2004 Tracks and Outdoor Visitor Structures "Short Walk" classification • Well formed and provide for up to one hour's easy walking suitable for most ages and fitness levels • May cater for people with mobility difficulties or limitations, and children in mountain buggies and pushchairs • Some may be suitable for cyclists/mountain bikers as well as pedestrians • Clear directional signage at all entrances and track junctions, and at locations where there is a significant change in track standard • Track surface width 0.75m to 2m • Good drainage of the track surface so that mud and water doesn't go over the top of shoes • All water courses are bridged • Boardwalks are used to avoid wet areas and protect the environment 	<ul style="list-style-type: none"> • Total provision of paths or trails in parks is at least 1km per 1,000 residents • Consistent with SNZ HB8630:2004 Tracks and Outdoor Visitor Structures "Walking track" classification • Cater for extended walks up to a full-day return • Enable use by relatively inexperienced visitors with a low level of back-country skill and wanting a low level of risk • Some may be suitable for cyclists/mountain bikers as well as pedestrians • Clear directional signage at all entrances and track junctions, and at locations where there is a significant change in track standard • Track surface width 0.75m to 2m • Good drainage of the track surface so that mud and water doesn't go over the top of shoes
Operations and Maintenance⁴	Task	Quality Standard 2
All Categories	Amenity grass mowing	<ul style="list-style-type: none"> • Grass height maintained between 40mm and 80mm • Stalks no more than 150mm • Clippings to be evenly distributed (no clumps or windrows) and removed from paths and paved areas • Edges are trimmed to the same standard as the turf, or a vegetation-free strip is maintained: <ul style="list-style-type: none"> – Around structures and along hard surfaces no more than 100mm – Around trees and along boundary fences no more than 200mm
	Garden maintenance	<ul style="list-style-type: none"> • Annual beds, perennials and roses: <ul style="list-style-type: none"> – Checked weekly and maintained to a high quality presentation at all times – Weeds are removed manually before they become noticeable – Annual application of suitable fertiliser (and mulch for roses) – Deadheading and pruning in accordance with best horticultural practice – Edges are neat and tidy with no overspill • For all other gardens: <ul style="list-style-type: none"> – Top up mulch every three years – Annual trim as required to reduce hazards, keep vegetation clear of paths and maintain safe sightlines

⁴ The tasks and service levels identified for operations and maintenance are consistent with the NZ Open Space Maintenance Specifications 2017.

		<ul style="list-style-type: none"> - Weeds are sprayed or manually removed before they become noticeable - Edges are maintained to same standard as turf with no incremental creep
	Tree maintenance	<ul style="list-style-type: none"> • New tree plantings are a minimum grade of PB60 (35 litre) or over 2m in height • New trees are securely staked and tied, and bare soil is mulched to 50-100mm deep • Juvenile trees (up to around 5 years): <ul style="list-style-type: none"> - Are checked twice annually for damage, health, stability, form, etc - Are weeded and watered as required - Are mulched annually - Are form pruned as needed to develop branch structure and reduce hazards - Have stakes and ties replaced as required • Mature trees: <ul style="list-style-type: none"> - High-risk trees are inspected annually and following storm events - Other park and street trees are inspected 3-yearly - Where present, mulch is maintained to an effective depth - Pruning is carried out 3- to 5-yearly in accordance with best arboricultural practice, to enhance and maintain tree form and health, and maintain suitable clearance for pedestrians, vehicles and machinery - Dead and diseased wood over 50mm diameter is removed • Hedges are trimmed so that new growth doesn't exceed 120mm between cuts (at least one cut per year) and growth is kept clear of paths and walkways
	Refuse management	<ul style="list-style-type: none"> • Visual inspection for loose litter⁵ at least weekly • Litter is collected and removed from site immediately • Bins are monitored for litter levels daily during school holidays and special events, and twice weekly off-peak • Bins are emptied before they reach 80% capacity (at least twice weekly) • Bins are cleaned at least twice a year
	Playground and youth facility maintenance	<ul style="list-style-type: none"> • Weekly routine visual inspections to identify and eliminate obvious hazards from litter, vandalism, failure or weather conditions • Quarterly operational maintenance to check operation, functionality and stability of equipment, replace or repair minor components that have become worn or damaged, and redistribute loose soft fall material • Detailed inspections are carried out annually, by a suitably qualified playground inspector, to identify safety and compliance issues and recommend future maintenance and renewal actions • Annual top-up of loose soft fall to maintain a compliant depth. Any drainage issues can be dealt with at the same time • Cleaning and graffiti removal as required

⁵ Loose litter includes (but is not limited to) paper, plastic, stones, bricks, bottles, glass, needles, cans, rubbish, loose refuse, plant debris, tree branches that can be lifted by 1 person and have a stem girth of less than 100mm, dead animal remains, organic or inorganic waste matter or any other material of a like nature.

		<ul style="list-style-type: none"> • Renew paintwork every 6 to 10 years, depending on condition
	Furniture and structures	<ul style="list-style-type: none"> • Quarterly visual inspection of furniture and structures for vandalism, graffiti, damage, theft, safety, cleanliness and functionality • Annual inspection of specialist plumbing and electrical systems • Furniture and structures are inspected for condition and structural integrity 3-yearly. • Critical structures are inspected by a structural engineer 6-yearly. • Surface coatings renewed 5- to 10-yearly, depending on condition • Assets cleaned 1- to 3-yearly, according to need • Drinking fountains cleaned weekly • Barbecues inspected and cleaned: <ul style="list-style-type: none"> – During daylight savings, at least twice weekly (before and after weekends and public holidays) – During winter hours, inspect weekly and clean as required
	Tracks and trails	<ul style="list-style-type: none"> • Surfaces checked for displacement annually or following storm events, and brought back to an even well-compacted condition with camber and surface crowning maintained • Drainage systems checked and cleared annually • Steps and structures checked annually and repaired within one week • Vegetation is kept clear of track surface to a height of 2.5m above track • Vegetation clearance on cycle tracks is sufficient to allow 10m visibility
	Artificial surfaces	<ul style="list-style-type: none"> • Paths and paved areas are checked for damage following storm events, and cleaned/repaired as required • Grass is not permitted to encroach more than 50mm over the edge of paths and paving • Surfaces are kept clear of weeds, moss and algae as required • Courts are checked following storm events and cleared of surface debris • Drainage systems are checked and cleared twice annually
	Access control	<ul style="list-style-type: none"> • Nominated gates and barriers are open to allow public access during daylight hours
	Pest management	<ul style="list-style-type: none"> • Inspections occur during relevant season to allow plant pest infestations to be identified and reported for action • Annual inspection for animal pests • Development and update of control programme annually • Plant and animal pests are managed in accordance with RPMS requirements
	Revegetation plantings	<ul style="list-style-type: none"> • Overall density for new plantings is 1.2m to 1.4m spacings (5,100 to 7,000 plants per ha) • Individual plants are mulched to at least 300mm from the plant stem • Annual inspection of planted areas until canopy closure • No weeds or grass growing within 300mm of plants • Less than 25% weed coverage overall

		<ul style="list-style-type: none"> • Stakes and ties are maintained while still required • Mulch continues to provide effective protection of the plant root-zone until canopy closure • Overall plant losses are no more than 5% of original plant numbers
Maintenance Operations	Task	Quality Standard 3
All Categories	Amenity grass mowing	<ul style="list-style-type: none"> • Grass height maintained between 50mm and 100mm • Stalks no more than 300mm • Clippings to be evenly distributed (no clumps or windrows) and removed from paths and paved areas • Edges are trimmed to the same standard as the turf, or a vegetation free strip is maintained: <ul style="list-style-type: none"> – Around structures and along hard surfaces no more than 200mm – Around trees and along boundary fences no more than 300mm
	Garden maintenance	<ul style="list-style-type: none"> • Mixed shrubs and groundcovers: <ul style="list-style-type: none"> – Top up mulch as required to control weed growth – Trim as required to reduce hazards, keep vegetation clear of paths and maintain safe sightlines – Weeds are sprayed or manually removed before they become noticeable – Edges are maintained to same standard as turf with no incremental creep
	Tree maintenance	<ul style="list-style-type: none"> • New tree plantings are a minimum grade of PB40 (25 litre) or over 1.8m in height • New trees are securely staked • Juvenile trees (up to around 5 years): <ul style="list-style-type: none"> – Are checked twice annually for damage, health, stability, form, etc – Are weeded and watered as required – Are mulched as needed to maintain cover – Are form pruned as needed to develop branch structure and reduce hazards – Have stakes and ties replaced as required • Mature trees: <ul style="list-style-type: none"> – High risk trees are inspected annually – Other park and street trees are inspected 4- to 5-yearly – Pruning is carried out 5-yearly in accordance with best arboricultural practice to enhance and maintain tree form and health, and maintain suitable clearance for pedestrians, vehicles and machinery – Dead and diseased wood over 50mm diameter is removed • Hedges are trimmed so that new growth doesn't exceed 200mm between cuts (one cut per year), and growth is kept clear of paths and walkways
	Refuse management	<ul style="list-style-type: none"> • Visual inspection for loose litter, at least fortnightly • Litter is collected and removed from site immediately • Bins are monitored for litter levels weekly during school holidays and special events, and fortnightly off-peak • Bins are emptied before they reach 80% capacity (at least fortnightly) • Bins are cleaned at least once a year

	Playground and youth facility maintenance	<ul style="list-style-type: none"> Fortnightly routine visual inspections to identify and eliminate obvious hazards from litter, vandalism, failure or weather conditions Quarterly operational maintenance to check operation, functionality and stability of equipment, replace or repair minor components that have become worn or damaged, and redistribute loose soft fall material Detailed inspections are carried out 3-yearly, by a suitably qualified playground inspector, to identify safety and compliance issues, and recommend future maintenance and renewal actions 2-yearly top-up of loose soft fall to maintain a compliant depth. Any drainage issues can be dealt with at the same time Cleaning and graffiti removal as required Renew paintwork every 6 to 10 years, depending on condition
	Furniture and structures	<ul style="list-style-type: none"> Furniture and structures are visually inspected annually for vandalism, graffiti, damage, theft, safety, cleanliness and functionality Furniture and structures are inspected for condition and structural integrity 3-yearly Critical structures are inspected by a structural engineer 6-yearly Surface coatings renewed as required or as identified by inspection
	Tracks and trails	<ul style="list-style-type: none"> Surface scouring and displacement is repaired as required and brought back to an even well-compacted condition with camber and surface crowning maintained Drainage systems checked and cleared as required Steps and structures repaired as required Vegetation is kept clear of track surface to a height of 2.5m above track Vegetation clearance on cycle tracks is sufficient to allow 10m visibility
	Artificial surfaces	<ul style="list-style-type: none"> Surface debris cleared as required Grass is not permitted to encroach more than 100mm over the edge of paths and paving Weeds, moss and algae are controlled annually Drainage systems are checked and cleared annually
	Access control	<ul style="list-style-type: none"> Nominated gates and barriers are open to allow public access during daylight hours
	Pest management	<ul style="list-style-type: none"> Inspections occur during relevant season to allow plant pest infestations to be identified and reported for action Annual inspection for animal pests Development and update of control programme annually <p>Plant and animal pests are managed in accordance with RPMS requirements</p>
	Revegetation plantings	<ul style="list-style-type: none"> Overall density for new plantings is 1.4m to 1.6m spacings (3,900 to 5,100 plants per ha) Weeds or grass growing within 500mm of plants are less than 100mm in height Stakes and ties are maintained while still required Overall plant losses are no more than 10% of original plant numbers

Activity delivery model	
Community Parks	All maintenance operations are contracted
Sports Parks	All development and most maintenance is the responsibility of sports clubs. Council contracts some sports field mowing.
Nature Parks	All maintenance operations are contracted
Linear Parks	All maintenance operations are contracted
Playgrounds and Youth Parks	All maintenance operations are contracted
Tracks and Trails	All maintenance operations are contracted

Comparison with current level of service	
Community Parks	<ul style="list-style-type: none"> Community park provision is 104 hectares across the district. This is over 3 times the median rate of provision as measured by Yardstick The distribution, quality and maintenance standards of community parks is not currently well understood
Sports Parks	<ul style="list-style-type: none"> Sports park provision exceeds the core LoS in terms of total area However, the area of grass sports fields per 1,000 residents is 0.9 hectares, slightly less than the NZ Yardstick median of 1 ha/1,000 The practice of delegating responsibility, for developing and maintaining sports parks to sports clubs, has led to some inequity in provision of sporting opportunities as most sports parks are dominated by rugby. Most other field-based codes (football, cricket, league, hockey) play out of the district or on private facilities with the exception of club cricket (Te Anau and Moores Reserve) and junior soccer (Moores Reserve in Winton) Development of a Sports and Recreation Strategy is recommended to determine whether this model of provision is appropriate for the future
Nature Parks	<ul style="list-style-type: none"> Nature park provision is 460 hectares across the district. This is around twice the median level of provision for the rest of New Zealand The distribution, quality and maintenance standards of nature parks are not currently well understood
Linear Parks	<ul style="list-style-type: none"> Linear park provision is 40.3 hectares across the district. This is around half the median level of provision for the rest of New Zealand The distribution, quality and maintenance standards of linear parks are not currently well understood
Playgrounds and Youth Parks	<ul style="list-style-type: none"> Playground provision exceeds the minimum LoS in terms of total numbers across the district Many of the playgrounds do not meet development LoS for age or quality Performance assessment of playgrounds and development of a playground and youth park strategy is recommended
Tracks and Trails	<ul style="list-style-type: none"> Current level of service of tracks and trails on parks land is slightly less than the core LoS of 1km per 1,000 residents This is more than compensated for by the contribution Southland DC makes to the ongoing maintenance of the Around the Mountain Trail, 145km (approx.) of which passes through the Southland District Performance assessment of tracks and trails, and development of a Trails Strategy is recommended

1.3 PERFORMANCE AND SERVICE LEVEL INFORMATION

Measuring performance for Parks and Reserves:

Level of service statement	Measured by	Actual 2019/20	Target 2020/21	LTP Year 1 Target 2021/22	LTP Year 2 Target 2022/23	LTP Year 3 Target 2023/24	LTP Years 4 – 10 Target 2024/31
Provision Provision of a network of parks and open spaces that meet community demand	Number of playgrounds per 1,000 children under 15	Playground provision is 47% higher than Yardstick median of 3.9	Within ±20% of Yardstick median	Within ±20% of Yardstick median	Within ±20% of Yardstick median	Within ±20% of Yardstick median	Within ±20% of Yardstick median
	Area of sports park per 1,000 residents	Sports park provision is 83% higher than Yardstick median of 2.3ha	Within ±20% of Yardstick median	Within ±20% of Yardstick median	Within ±20% of Yardstick median	Within ±20% of Yardstick median	Within ±20% of Yardstick median
	Area of actively maintained park land per 1,000 residents	Actively maintained park is 49% higher than Yardstick median of 8ha	Within ±20% of Yardstick median	Within ±20% of Yardstick median	Within ±20% of Yardstick median	Within ±20% of Yardstick median	Within ±20% of Yardstick median
Development Development of parks infrastructure that consistently meets the needs of users	Park user overall satisfaction with quality of parks provided	Not currently measured	90%	92%	94%	96%	Over 96%
Operations/Maintenance Parks are maintained and operated to a standard that complies with service specifications Parks maintenance is cost effective	Quality audit of compliance with service specifications	Not measured	Annual quality audit of operations against service specifications	85% compliance	85% compliance	85% compliance	90% compliance
	Operation cost per hectare of actively maintained land	Cost per hectare is 34% lower than Yardstick median	Within ±20% of Yardstick median	Within ±20% of Yardstick median	Within ±20% of Yardstick median	Within ±20% of Yardstick median	Within ±20% of Yardstick median

1.4 ASSET PROFILE

Asset Profile : Parks and Reserves				
Name	Category	Quality Standard	Area (ha)	Comment
Athol Tennis Courts	Community park	QS3	0.0754	
Colac Bay Foreshore Playground	Community park	QS2	0.1712	
Colac Bay Manuka St Playground (NOT SDC LAND)	Community park	QS3	0.1012	
Riverton Henderson Park	Community park	QS3	0.2068	
Riverton Koi Koi Park	Community park	QS3	1.2	
Thornbury Recreation Reserve	Community park	QS3	1.3701	
Stewart Island/Rakiura Moturau Moana Gardens	Community park	QS2	0.821	
Athol Memorial Reserve	Community park	QS3	0.9361	
Balfour Park	Community park	QS2	3.8349	
Browns Village Green (Legal Road not defined)	Community park	QS3	0.01	
Brydone Recreation Reserve	Community park	QS3	1.9025	
Clifden Bridge Reserve (Legal Road)	Community park	QS3	1	
Dipton Playground Reserve	Community park	QS3	1.9695	
Edendale Playground and Village Green	Community park	QS2	0.6213	
Fortrose Hall Reserve	Community park	QS3	0.1421	
Fortrose Old Tennis Courts	Community park	QS3	0.174	
Garston Village Green	Community park	QS2	5.738	
Glencoe Reserve	Community park	QS2	1.2141	
Hamilton Burn Rest Area	Community park	QS3	5.185	
Kapuka South Recreation Reserve	Community park	QS3	3.9495	
Limehills War Memorial Reserve	Community park	QS3	1.874	
Lumsden Town Centre	Community park	QS2	3.5832	
Manapouri Frasers Beach Recreation Reserve	Community park	QS3	8.8	
Manapouri Te Aika Reserve	Community park	QS3	1.0233	
Manapouri Village Green	Community park	QS2	0.3475	
Mataura Island Hall Reserve	Community park	QS3	1.5732	
Menzies Ferry Recreation Reserve	Community park	QS3	1.9961	
Monowai Village Reserve	Community park	QS2	1.125	
Nightcaps Bank Corner Reserve	Community park	QS2	0.0412	
Nightcaps Dr Wood Memorial Reserve	Community park	QS3	0.2024	
Ohai Playground	Community park	QS2	0.1518	
Orepuki Playground Reserve	Community park	QS2	0.1012	
Orepuki Village Green	Community park	QS3	1.6369	
Otautau Centennial Park	Community park	QS2	0.6536	

Name	Category	Quality Standard	Area (ha)	Comment
Riversdale Playground	Community park	QS3	1.077	
Riversdale Railway Reserve	Community park	QS3	0.6688	
Riverton Boer War Memorial Reserve	Community park	QS2	0.0036	
Riverton Palmerston St Reserve	Community park	QS3	0.1012	
Riverton Pilot Reserve	Community park	QS3	2.6684	
Riverton War Memorial Reserve	Community park	QS2	0.0863	
Stewart Island/Rakiura Horseshoe Bay Recreation Reserve	Community park	QS3	0.1199	
Te Anau Dalhousie Place	Community park	QS3	0.3609	
Te Anau Delta Subdivision Reserves	Community park	QS3	3.5	
Te Anau Earl Place Reserve	Community park	QS3	0.2633	
Te Anau Fergus Square	Community park	QS3	2.1861	
Te Anau Fiordland Estate Reserves	Community park	QS3	1	
Te Anau Gardens	Community park	QS2	5.887	
Te Anau Henry St Reserve	Community park	QS3	0.5033	
Te Anau Heritage Subdivision Reserves	Community park	QS3	1	
Te Anau Kepler Heights Reserve	Community park	QS3	1	
Te Anau Lions Park	Community park	QS2	1.81	
Te Anau Little Lake Te Anau	Community park	QS2	0.2989	
Te Anau Luxmore Greenbelt & Sandy Brown Road Reserve	Community park	QS3	1.8931	
Te Anau Town Centre Reserves	Community park	QS2	0.1979	
Te Anau Water Park	Community park	QS2	5.7681	
Thornbury Playground	Community park	QS3	0.3035	
Tokanui Hall Reserve	Community park	QS3	0.17	
Tokanui McEwan St Reserve	Community park	QS3	1.31	
Tokanui Old School Reserve	Community park	QS3	1.6188	
Tokanui Rata Park	Community park	QS2	0.3237	
Tuatapere Jack and Mattie Bennett Memorial Park	Community park	QS2	0.4138	
Tuatapere Lions Playground	Community park	QS3	0.0868	
Waikaia Dixon Park	Community park	QS2	0.3036	
Waikawa Recreation Reserve	Community park	QS3	5.5391	
Wallacetown Ellerslie Square	Community park	QS2	1.6155	
Wallacetown Gausston Reserve	Community park	QS3	0.7003	
Wallacetown Gwen Baker Reserve	Community park	QS2	0.2166	
Winton ANZAC Oval (Not defined)	Community park	QS2	0.1012	
Winton Mackenzie Street Playground	Community park	QS2	0.2024	
Winton Waterford/Niddry Reserves	Community park	QS3	1.1246	
Wyndham Playground	Community park	QS2	0.3036	

Name	Category	Quality Standard	Area (ha)	Comment
Riverton Taramea Bay Recreation Reserve	Linear park	QS2	5.3851	
Colac Bay Picnic Area (Legal Road not defined)	Linear park	QS3	0.1012	
Fortrose Moray Terrace Recreation Reserve	Linear park	QS3	0.8706	
Orepuki Grand View Terrace Reserve	Linear park	QS3	2.9415	
Stewart Island/Rakiura Halfmoon Bay Foreshore	Linear park	QS2	1.5	
Te Anau Blatch Road Reserve	Linear park	QS3	1.0294	
Te Anau MacDonald Park	Linear park	QS2	1.4255	
Te Anau McGregor Court Reserve	Linear park	QS2	0.0909	
Te Anau Tui Bay Walkway Reserve	Linear park	QS2	19.219	
Te Anau Waterfront/Foreshore	Linear park	QS2	3	
Titoroa Stream Recreation Reserve	Linear park	QS3	1.1255	
Tuatapere Greenheart Reserve	Linear park	QS2	2.5165	
Wallacetown Southern Shelterbelt Reserve	Linear park	QS3	0.4037	
Wallacetown Western Shelter Reserve	Linear park	QS3	0.7003	
Clifden Recreation Reserve	Nature park	QS3	34.5997	Golf course, forestry and grazing area excluded
Te Anau Sports Fields Addition	Nature park	QS2	12.0421	
Dunrobin Reserve	Nature park	QS3	0.4089	
Dunsdale Recreation Reserve	Nature park	QS2	3.285	
Edendale Kamahi Scenic Reserve	Nature park	QS2	64.0845	
Glenure Allan Reserve	Nature park	QS3	1.4184	
Kowhai Reach Esplanade Reserve	Nature park	QS2	6.9	
Manapouri Cathedral Drive Reserve	Nature park	QS3	0.0855	
Pourakino River Reserve	Nature park	QS3	5.0662	
Riverton Alexander St Scenic Reserve	Nature park	QS3	0.4515	
Riverton Mores Reserve	Nature park	QS2	159.1381	
Stewart Island/Rakiura Rankin St Recreation Reserve	Nature park	QS3	0.2795	
Stewart Island/Rakiura Willet St Recreation Reserve	Nature park	QS3	0.1284	
Te Anau Lynwood Historic Reserve	Nature park	QS2	9.6096	
Tyneholm Scenic Reserve	Nature park	QS3	14.686	
Wyndham Wildlife Reserve	Nature park	QS3	10.1174	
Dipton David Milligan Park	Nature park	QS3	5.0573	
Gummies Bush Whitebait Camp	Nature park	QS3	0.842	
Monkey Island Reserve (Legal Road Pt Cliff St)	Nature park	QS3	1	
Otautau Alex McKenzie Park and Arboretum (NOT SDC LAND)	Nature park	QS2	23.2165	

Name	Category	Quality Standard	Area (ha)	Comment
Seaward Downs Recreation Reserve	Nature park	QS2	1.4955	
Te Anau Ivon Wilson Park	Nature park	QS2	34.4	
Thornbury Bridge Reserve	Nature park	QS3	0.5023	
Tuatapere Elder Park	Nature park	QS3	9.8769	
Tuatapere Manuka Island	Nature park	QS3	49.7763	
Waikaia McKee Park	Nature park	QS3	3.0782	
Weirs Beach Reserve Haldane	Nature park	QS3	3.3994	
Winton Ivy Russell Reserve	Nature park	QS2	5.9627	
Athol Recreation Reserve	Sports park	QS3	2.1575	
Browns Recreation Reserve	Sports park	QS3	3.2441	
Dipton Recreation Reserve	Sports park	QS3	2.4438	
Drummond McFarlane Park	Sports park	QS2	4.4625	4.4625 is revised area less golf course and grazing
Edendale Recreation Reserve	Sports park	QS2	3.2375	
Gorge Road Recreation Reserve	Sports park	QS3	2.0437	
Limehills Community Centre Reserve	Sports park	QS3	3.176	
Lumsden Recreation Reserve	Sports park	QS2	11.8472	
Manapouri Swimming Pool and Tennis Courts	Sports park	QS2	0.3997	
Mossburn War Memorial Park	Sports park	QS2	5.318	
Ohai Recreation Reserve	Sports park	QS3	3.431	
Orepuki Hirstfield Recreation Reserve Domain	Sports park	QS3	6.475	
Otautau Holt Park	Sports park	QS2	15.0628	
Otautau Holt Park Extension	Sports park	QS2	2.3608	
Otautau Bowling Green	Sports park	QS2	0.4047	
Riverton Recreation Reserve	Sports park	QS2	6.6018	
Te Anau Boat Harbour and Sports Fields	Sports park	QS2	22.7762	
Tokanui Recreation Reserve/Domain	Sports park	QS2	3.2375	
Tuatapere King St Reserve	Sports park	QS3	3.7686	
Tuatapere Recreation Reserve	Sports park	QS2	67.5204	Estimated 90% of area is natural and not counted towards total sports park provision
Waikaia Recreation Reserve	Sports park	QS2	8.1142	8.1142 is revised area following removal of grazing (22ha) and golf course (est 12ha)
Winton Bowls and Croquet Reserve	Sports park	QS2	0.5233	
Winton Centennial Park	Sports park	QS2	5.5456	
Winton Moores Recreation Reserve	Sports park	QS2	9.6897	
Wyndham Recreation Reserve	Sports park	QS2	6.02	6.02 is revised area less golf course and racetrack
Stewart Island/Rakiura Trail Park	Sports park	QS3	2.5293	
Nightcaps McGregor Park	Sports park	QS3	4.637	4.637 is estimated remaining park area once mine lease and forestry taken out
Redan Tennis Club Reserve	Sports park	QS3	0.1247	

Name	Category	Quality Standard	Area (ha)	Comment
Athol Playground	Playground	QS3		Nicely laid out and landscaped
Balfour Playground	Playground	QS2		Harsh coastal environment impacts on equipment
Colac Bay Foreshore Playground	Playground	QS2		
Manuka Street Playground	Playground	QS3		Good range of activities
Dipton Playground	Playground	QS2		Compact and nicely landscaped Good fencing from road Good shade/shelter
Seaward Road Playground	Playground	QS2		Good location
Edendale Domain Playground	Playground	QS3		
Fortrose Foreshore Reserve	Playground	QS3		
Village Green Playground	Playground	QS3		Good variety of equipment catering for a wide age range
Lumsden Playground	Playground	QS2		Good range of equipment
Village Green Playground	Playground	QS3		
Monowai Playground	Playground	QS3		
Mossburn Adventure Park	Playground	QS3		Attractive, compact playground with good range of activities
Dr Woods Memorial Park Playground	Playground	QS2		Basic playground - swings only. Has use been investigated?
McGregor Park	Playground	QS3		Good playground with lots of equipment/activities
Ohai Playground	Playground	QS2		
Orepuki Playground	Playground	QS3		Good range of equipment particularly for younger children
Centennial Park Playground	Playground	QS3		Basic playground catering for low-use camping ground and sports field users
Holt Park Playground	Playground	QS3		Good playground in pleasant setting amongst trees
Riversdale Playground	Playground	QS2		Nicely laid out and landscaped
Palmerston Street Playground	Playground	QS3		
Taramea Bay Soundshell Playground	Playground	QS2		Coastal environment hard on equipment requiring close attention to rusting
Henderson park Playground	Playground	QS3		
Taramea Bay Adventure Playground	Playground	QS3		
Oban Playground	Playground	QS3		Prime location
Oban Foreshore	Playground	QS3		
Lion Park Playground	Playground	QS2		Excellent playground with wide range of equipment, particularly with recent (2010) additions catering to a wide age group
Boat Harbour Playground	Playground	QS3		Older equipment and poor undersurfacing
Henry Street Playground	Playground	QS3		Good equipment for local neighbourhood
Thornbury Playground	Playground	QS3		Spacious area would fit more equipment
Tokanui Playground	Playground	QS3		Good location and visibility from main road
Tokanui Skate Park	Youth Park	QS3		Small skate park with modular ramps fixed to asphalt base
Main Street Playground	Playground	QS3		Small basic playground on main road

Name	Category	Quality Standard	Area (ha)	Comment
Half Mile playground	Playground	QS2		Large playground with a variety of equipment and several separate safety areas. Older equipment looking tired
Dicksons Park Playground	Playground	QS3		Very good playground with wide range of equipment/activities for all age groups
Gwen Baker Park Playground	Playground	QS3		Excellent playground in attractive park setting. Good separation of age groups
Centennial Park	Playground	QS2		Large playground, well landscaped, good shade.
Winton Skate Park	Youth Park	QS2		Large skate park with a good variety of options
Mackenzie Street Playground	Playground	QS3		Small playground but with good range of activities
Wyndham Playground	Playground	QS2		Large playground with good range of equipment

1.5 IMPROVEMENTS

Improvements – Parks and Reserves	
Significant Results 2018/2019	To be identified
Planned improvement/change 2019/2020	Improve data collection through completion of Asset Inventory and Yardstick Parks Benchmarking Performance assessment of parks, playgrounds and trails to assign an appropriate quality standard Develop performance auditing methodology
Year 1 : Planned improvement/change 2020/2021	Sport and Recreation Strategy Quality Audit of Operations against service specifications Park User Satisfaction Survey
Year 2 : Planned improvement/change 2021/2022	Playground and Youth Park Strategy Annual quality audit
Year 3 : Planned improvement/change 2022/2023	Trails Strategy Annual Quality Audit Park User Satisfaction Survey
Year 4-10 : Planned improvement/change 2023/2030	Annual Quality Audit 2-yearly Park User Satisfaction Survey

2.0 Cemeteries and Memorials

2.1 GENERAL INFORMATION

Activity Name	Cemeteries and Memorials
Activity Description Cemeteries	<p>Council owns and manages 22 cemeteries in the district, 15 of which are in active use, and the remaining 7 either closed or single graves. There are also approximately 12 cemeteries that are managed by cemetery trusts in Southland.</p> <p>The Council provided and managed cemeteries that are still in use are:</p> <ul style="list-style-type: none"> • Calcium - Isla Bank • Centre Hill - Te Anau • Dipton • Edendale • Halfmoon Bay – Stewart Island • Lumsden • Lynwood – Te Anau • Otautau • Riverton • Wairio – Nightcaps • Wallacetown • Winton • Woodlands • Wreys Bush • Wyndham <p>The total area of active cemeteries is 44.6 hectares, or 1.42 hectares per 1,000 residents. This compares with the 2016 Yardstick median⁶ for cemetery provision of 0.43 hectares per 1,000 residents.</p> <p>There is an estimated 23 hectares of active cemetery still available for future use. All active cemeteries have ample capacity for future use (at least 100 years) except for Riverton (estimated 30 years).</p> <p>Unused cemeteries are Horseshoe Bay, Mokoreta, Otautau Old, Clifden Blackmount (single grave), Tararua Acre, Old Wallacetown and Old Winton. The total area of unused cemeteries is 16.6 hectares. Several of these still have significant capacity for further burials but are not used as there are more suitable options available.</p> <p>Trust-administered cemeteries are established at Athol, Balfour, Eastern Bush, Forest Hill, Fortrose, Garston, Orepuki, Quarry Hills, Riversdale, Tuatapere, Waikaia and Waikawa.</p> <p>The cemetery activity includes the operation and maintenance of cemeteries (record keeping, mowing, interments, etc) and provision of new beams. Headstone maintenance is not included and is the responsibility of the families of the interred.</p> <p>The process for booking interments is managed by the Council's Customer Support team working with the Funeral Directors.</p> <p>Refer to the Southland District Council Cemetery Bylaw and Cemetery Policy.</p>

⁶ The most recent Cemetery data in Yardstick is from 2016. Cemeteries are to be included again as a topic in 2020.

Memorials	<p>There are 43 war memorials recorded in the Southland District (in addition to memorial halls). Although most are located on Council reserve, day-to-day maintenance of memorials is mostly undertaken by the RSA and community groups.</p> <p>Memorials take various forms including gates, obelisks, statues and cairns. Most memorials include a plaque commemorating the purpose and circumstances of the memorial. Memorial halls are covered under the LoS for Community Centres and Halls.</p>
Activity Rationale	
Cemeteries	<p>Providing cemeteries protects public health in the district by providing appropriate facilities for interments. It also offers a record of a community's history and heritage, as well as information for people interested in their ancestry.</p> <p>Local Authorities have a legislative duty under the Health Act 1956 and the Burial and Cremation Act 1964 to ensure that adequate cemeteries are provided.</p>
Memorials	<p>Memorials are usually constructed in response to significant events such as centenary celebrations and world wars. As such, they are an important record of history and heritage for communities. Memorials by their very nature are intended to endure for long periods and provide a long-term reminder of an event. They are usually constructed from high-quality robust materials to a high-quality enduring design and often require little ongoing maintenance.</p> <p>War memorials were erected to recognise the bravery and valour of those who lost their lives in battle overseas and could not be returned to New Zealand for burial. War memorials have become a central part of Anzac Day celebrations for many communities, particularly with recent commemoration of the 100th Anniversary of WWI.</p> <p>Many community halls built post-WWII are memorial halls and contain memorial boards or rolls of honour. Consideration needs to be given to these memorials in relation to the community halls' activity and LoS.</p>
Governance	<p>General Manager Portfolio Holder Matt Russell – Group Manager Services and Assets</p> <p>Delivery Group Community Services</p>
Activity Manager	Mark Day – Community Facilities Manager

2.2 SERVICE OVERVIEW

Core Level of Service		
Provision		
All categories	<ul style="list-style-type: none"> • Access to a Management Standard 2⁷ Council Cemetery or a Trust-administered cemetery with burial or ash interment options within 30km of all urban residents with the exception of Milford Sound residents • No LoS is defined for provision of further memorials in public spaces as these are not anticipated, although the possibility cannot be eliminated 	
Development	Quality Standard 2	Quality Standard 3
Cemeteries	<ul style="list-style-type: none"> • Usually larger areas, 1 to 5 hectares to provide capacity for at least 100 years use • Parking provided on site or safely along road frontage • All-weather access for hearses and service vehicles • Vehicle gates to prevent unauthorised access • Concrete beams provided for headstones in lawn cemeteries • Some ash interment options may be provided such as memorial gardens or niche walls • Toilets may be provided in strategic locations – refer LoS for public toilets • All-weather paths connecting parking, toilets and other features • Standard park furniture including seats, water taps and bins • Standard reserve name and control signage • Trees provided for amenity value and shade • Standard quality low-maintenance gardens may be provided 	<ul style="list-style-type: none"> • Usually smaller areas (under 2 hectares) that have either become full or are no longer in use due to lack of demand or strategic decision to close • Few improvements required. No toilets • Basic name and control signage • No gardens, but trees may be present
Development	Quality Standard 2	Quality Standard 3
Memorials	<ul style="list-style-type: none"> • MS2 memorials commemorate participants in international events such as overseas wars • These memorials are often large and prominent in their local setting • Memorials are constructed from high-quality robust materials to a high-quality enduring design. They are designed and built in such a way that they have a life expectancy of over 100 years and little maintenance is required • Low-maintenance gardens may be provided 	<ul style="list-style-type: none"> • MS3 memorials commemorate local events and people • These memorials are usually more discreet and require less space • Memorials are designed and built in such a way that they have a life expectancy of over 50 years and little ongoing maintenance is required • No gardens provided

⁷ A cemetery that is still in active use, that provides burial options for towns and rural communities. A limited range of standard quality assets are provided and maintained to a high standard. Closed and historic cemeteries are Management Standard 3 with very limited provision of assets and a basic level of maintenance.

Maintenance Operations ⁸	Task	Quality Standard 2
All Categories	Amenity grass mowing	<ul style="list-style-type: none"> Grass height maintained between 40mm and 80mm Stalks no more than 150mm Clippings to be evenly distributed (no clumps or windrows) and removed from paths and paved areas Edges are trimmed to the same standard as the turf, or a vegetation free strip is maintained: <ul style="list-style-type: none"> Around structures and along hard surfaces no more than 100mm Around trees and along boundary fences no more than 200mm
	Garden maintenance	<ul style="list-style-type: none"> Mixed shrubs and groundcovers: <ul style="list-style-type: none"> Top up mulch as required to control weed growth Trim as required to reduce hazards, keep vegetation clear of paths and maintain safe sightlines Weeds are sprayed or manually removed before they become noticeable Edges are maintained to same standard as turf with no incremental creep
	Tree maintenance	<ul style="list-style-type: none"> New tree plantings are a minimum grade of PB60 (35 litre) or over 2m in height New trees are securely staked and tied, and bare soil is mulched to 50-100mm deep Juvenile trees (up to around 5 years): <ul style="list-style-type: none"> Are checked twice annually for damage, health, stability, form, etc Are weeded and watered as required Are mulched annually Are form pruned as needed to develop branch structure and reduce hazards Have stakes and ties replaced as required Mature trees: <ul style="list-style-type: none"> High-risk trees are inspected annually and following storm events Other trees are inspected 3-yearly Where present, mulch is maintained to an effective depth Pruning is carried out 3- to 5-yearly in accordance with best arboricultural practice to enhance and maintain tree form and health, and maintain suitable clearance for pedestrians, vehicles and machinery Dead and diseased wood over 50mm diameter is removed Hedges are trimmed so that new growth doesn't exceed 120mm between cuts (at least one cut per year) and growth is kept clear of paths and walkways
	Refuse management	<ul style="list-style-type: none"> Visual inspection for loose litter⁹ at least weekly Litter is collected and removed from site immediately

⁸ The tasks and service levels identified for maintenance operations are consistent with the NZ Open Space Maintenance Specifications 2017.

⁹ Loose litter includes (but is not limited to) paper, plastic, stones, bricks, bottles, glass, needles, cans, rubbish, loose refuse, plant debris, tree branches that can be lifted by 1 person and have a stem girth of less than 100mm, dead animal remains, organic or inorganic waste matter or any other material of a like nature.

		<ul style="list-style-type: none"> • Bins are emptied before they reach 80% capacity (at least twice weekly) • Bins are cleaned at least twice a year
	Furniture and structures	<ul style="list-style-type: none"> • Quarterly visual inspection of furniture and structures for vandalism, graffiti, damage, theft, safety, cleanliness and functionality • Annual inspection of specialist plumbing and electrical systems • Furniture and structures are inspected for condition and structural integrity 3-yearly • Critical structures are inspected by a structural engineer 6-yearly • Surface coatings renewed 5- to 10-yearly, depending on condition • Assets cleaned 1- to 3-yearly, according to need
	Artificial surfaces	<ul style="list-style-type: none"> • Paths and paved areas are checked for damage following storm events, and cleaned/repaired as required • Grass is not permitted to encroach more than 50mm over the edge of paths and paving • Surfaces are kept clear of weeds, moss and algae as required
	Grave digging and reinstatement	<ul style="list-style-type: none"> • The burial warrant is correctly completed and forwarded to the appropriate person within 24 hours • Finished grave dimensions are correct to within 50mm • The finished grave is safe, stable and suitable for burial • Digging and presentation is completed before arrival time • The grave is presented uncovered with pumps removed, mats in place, trip hazards removed, soil removed (apart from a small amount for family use), and lowering device or straps (if required) in position • Burial team must be present and available to assist if required • Clean shovels are available for family use if required • Backfilling is completed immediately following burial • Soil is compacted to reduce subsidence, and neatly mounded to 300mm, with excess soil removed from site • The finished grave is left neat and tidy with flowers placed on the mound and any plaques removed for burial reset • The burial mound is kept free of weeds until reinstatement • Grass reinstatement occurs within four months following burial
	Ash interment	<ul style="list-style-type: none"> • The burial warrant is correctly completed and forwarded to the appropriate person within 24 hours • The hole is prepared to the correct dimensions in the correct location and is safe, stable and suitable for interment • Preparation is completed before the arrival of ashes (if mourners or family members are to be present during interment) • Backfilling is completed immediately following burial • Soil is compacted to reduce subsidence and turf replaced level with surrounding turf (where appropriate)

		<ul style="list-style-type: none"> Niches are secured and plaques replaced (where appropriate)
	Cemetery maintenance operations	<ul style="list-style-type: none"> Graves are topped up so that ground surface depressions are no more than 70mm deep Cemeteries are neat and tidy with no litter or debris present Flowers, toys and ornaments are removed from the grass prior to mowing
	Access control	<ul style="list-style-type: none"> Nominated gates and barriers are open to allow public access during daylight hours
Maintenance Operations	Task	Quality Standard 3
All Categories	Amenity grass mowing	<ul style="list-style-type: none"> Grass height maintained between 50mm and 100mm Stalks no more than 300mm Clippings to be evenly distributed (no clumps or windrows) and removed from paths and paved areas Edges are trimmed to the same standard as the turf, or a vegetation free strip is maintained: <ul style="list-style-type: none"> Around structures and along hard surfaces no more than 200mm Around trees and along boundary fences no more than 300mm
	Tree maintenance	<ul style="list-style-type: none"> New tree plantings are a minimum grade of PB40 (25 litre) or over 1.8m in height New trees are securely staked Juvenile trees (up to around 5 years): <ul style="list-style-type: none"> Are checked twice annually for damage, health, stability, form, etc Are weeded and watered as required Are mulched as needed to maintain cover Are form pruned as needed to develop branch structure and reduce hazards Have stakes and ties replaced as required Mature trees: <ul style="list-style-type: none"> High-risk trees are inspected annually Other trees are inspected 4- to 5-yearly Pruning is carried out 5-yearly in accordance with best arboricultural practice to enhance and maintain tree form and health, and maintain suitable clearance for pedestrians, vehicles and machinery Dead and diseased wood over 50mm diameter is removed
	Refuse management	<ul style="list-style-type: none"> Visual inspection for loose litter at least fortnightly Litter is collected and removed from site immediately Bins are emptied before they reach 80% capacity (at least fortnightly) Bins are cleaned at least once a year
	Furniture and structures	<ul style="list-style-type: none"> Furniture and structures are visually inspected for vandalism, graffiti, damage, theft, safety, cleanliness and functionality annually Furniture and structures are inspected for condition and structural integrity 3-yearly Critical structures are inspected by a structural engineer 6-yearly Surface coatings renewed as required or as identified by inspection
	Artificial surfaces	<ul style="list-style-type: none"> Surface debris cleared as required

		<ul style="list-style-type: none"> Grass is not permitted to encroach more than 100mm over the edge of paths and paving Weeds, moss and algae are controlled annually
	Access control	<ul style="list-style-type: none"> Nominated gates and barriers are open to allow public access during daylight hours

Activity delivery model	
Cemeteries	All maintenance operations are contracted
Memorials	Most day-to-day maintenance is undertaken by community groups and RSA, with more significant repairs and maintenance contracted

Comparison with current level of service	
Cemeteries	<ul style="list-style-type: none"> This requires further assessment in terms of the distribution, development and maintenance of cemeteries
Memorials	<ul style="list-style-type: none"> This requires further assessment in terms of maintenance standards

2.3 PERFORMANCE AND SERVICE LEVEL INFORMATION

Measuring performance for Cemeteries and Memorials:

Level of service statement	Measured by	Actual 2019/20	Target 2020/21	LTP Year 1 Target 2021/22	LTP Year 2 Target 2022/23	LTP Year 3 Target 2023/24	LTP Years 4 to 10 Target 2024/31
Provision Suitable interment opportunities are provided to meet the ongoing projected needs of the community	Percentage of urban population within 30km of a QS2 or Trust administered cemetery	Not measured	99%	99%	99%	99%	100%
Development Development of cemetery infrastructure that satisfies community requirements	Remaining burial capacity of cemeteries	93% of QS2 cemeteries have over 30 years remaining burial capacity	93% of QS2 cemeteries have over 30 years remaining burial capacity	93% of QS2 cemeteries have over 30 years remaining burial capacity	93% of QS2 cemeteries have over 30 years remaining burial capacity	100% of QS2 cemeteries have over 30 years remaining burial capacity	100% of QS2 cemeteries have over 30 years remaining burial capacity
	Number of available plots in each cemetery	Not measured	90% of cemeteries have at least 20 available burial plots	95% of cemeteries have at least 20 available burial plots	95% of cemeteries have at least 20 available burial plots	95% of cemeteries have at least 20 available burial plots	95% of cemeteries have at least 20 available burial plots
Operations/Maintenance Cemeteries are managed and maintained efficiently Cemeteries are maintained and operated to a standard that complies with service specifications Burial plots are prepared to a standard that meets customer expectations	Net cost of interment	Not measured	\$0	\$0	\$0	\$0	\$0
	Quality audit of compliance with service specifications	Not measured	Annual quality audit of operations against service specifications	85%	85%	85%	90%
	Plots are completely prepared by the requested time	Not measured	100%	100%	100%	100%	100%

2.4 ASSET PROFILE

Asset Profile : Cemeteries and Memorials			
Name/location	Location	Category	Quality standard
Centre Hill (Mossburn)	20 Cemetery Road	Cemetery	QS2
Lumsden	14 Lumsden - Riversdale Highway	Cemetery	QS2
Lynwood	229 Whitestone Road	Cemetery	QS2
Halfmoon Bay	13 Mapau Road	Cemetery	QS2
Riverton	93 Riverton Otautau Road	Cemetery	QS2
Otautau New	18 Bayswater Road	Cemetery	QS2
Wairio	22 Nightcaps Ohai Highway	Cemetery	QS2
Wreys Bush	212 Durham Street	Cemetery	QS2
Calcium	15 Cemetery Road, Isla Bank	Cemetery	QS2
Wyndham	373 Mimiha School Road	Cemetery	QS2
Woodlands	5 Woodlands Cemetery Road	Cemetery	QS2
Edendale	5 Scenic Reserve road	Cemetery	QS2
Wallacetown New	4 Ailsa Street	Cemetery	QS2
Dipton	1838 South Hillend Dipton Road	Cemetery	QS2
East Winton	25 Devereux Road	Cemetery	QS2
Otautau Old	36 Knutsford Road	Cemetery	QS3
Winton Old	2693 Dipton Winton Highway	Cemetery	QS3
Mokoreta	117 Mokoreta Tahakopa Road	Cemetery	QS3
Wallacetown Old	24 Cumnock Street	Cemetery	QS3
Taranua Acre	237 Waipapa Otara Road	Cemetery	QS3
Single Burial (Clifden Blackmount)	1300 Clifden Blackmount Road	Cemetery	QS3
Horseshoe bay	16 Horseshoe Point road	Cemetery	QS3
Balfour	RSA Building Kruger Street	Memorial	
Browns	Centre township	Memorial	
Brydone	14 Brydone Glencoe Road	Memorial	
Centre Bush	SH 6 Centre Bush Township	Memorial	
Clifden	On wooden suspension bridge	Memorial	
Colac Bay	Playground at Colac Bay Road	Memorial	
Dipton	SH 6 Centre Township	Memorial	
Drummond	1 Hamilton Street	Memorial	
Edendale	Opposite Edendale primary school	Memorial	
Fortrose	Within Fortrose Cemetery on Fortrose Tokanui Road	Memorial	
Gorge Road	Cnr Factory Road & SH 92	Memorial	
Heddon Bush		Memorial	
Hedgehope/Glencoe	1578 Glenco Highway	Memorial	
Isla Bank	Cemetery	Memorial	
Limehills	80 Atlas Street	Memorial	
Lumsden	Cnr SH 6 & 94	Memorial	
Mataura Island	Cnr Mataura Island & Mataura Island School Road	Memorial	
Menzies Ferry	362 Island Edendale Road	Memorial	
Mossburn	Mossburn Te Anau Highway	Memorial	
Niagara	Cemetery	Memorial	
Orawia	Otautau Clifden Highway	Memorial	
Orepuki	Old primary school site	Memorial	
Otautau	189 Main Street, Otautau	Memorial	
Oteramika/Mokotua	Cnr Rimu Road and Mokotua Road	Memorial	
Quarry Hills	Cnr Tokanui Niagara Highway & Quarry Hills Fortification Road	Memorial	
Riversdale	57 Newcastle Street	Memorial	

Riverton	176 Palmerston Street, Riverton	Memorial	
Riverton (on hill)	41 Bay Road, Riverton	Memorial	
Ryal Bush	155 Ryall Bush Wallacetown Highway	Memorial	
Seaward Downs	Seaward Down Road	Memorial	
Thornbury	Fosters Road Playground	Memorial	
Thornbury	Fosters Road Bowling Club	Memorial	
Tokanui	Grounds of RSA clubrooms on Tokanui Haldane Road	Memorial	
Tuatapere	RSA Hall, Main Street	Memorial	
Waianiwa	Waianiwa Isla Bank Road - School entrance	Memorial	
Waikaia	9 Swalwell Street	Memorial	
Waimahaka	Cnr Waimahaka Fortification Rd & Waimahaka Fortrose Rd	Memorial	
Waipango	Riverton Waipango Longwood Road	Memorial	
Wallacetown	Mauchline Street, school gates	Memorial	
Wendonside	Freshford Plains Station Road	Memorial	
Winton	SH 6 Centre Township	Memorial	
Woodlands	2 Flemington Road, Woodlands	Memorial	
Wyndham	2 Malta Street, Wyndham	Memorial	

2.5 IMPROVEMENTS

Improvements – Cemeteries	
Significant Results 2018/2019	To be identified
Planned improvement/change 2019/2020	<p>Improve data collection through completion of Asset Inventory and Yardstick Parks Benchmarking</p> <p>Develop Cemetery Strategy to identify current and remaining capacity</p> <p>Develop performance auditing methodology</p> <p>Construction of new beams Otautau, Riverton/Aparima</p> <p>Construction of new ash beam Te Anau</p>
Year 1 – Planned improvement/change 2020/2021	<p>Quality audit of Operations against service specifications</p> <p>Construction of new beams Winton</p>
Year 2 – Planned improvement/change 2021/2022	<p>Annual quality audit</p> <p>Construction of new beams Wallacetown</p>
Year 3 – Planned improvement/change 2022/2023	Annual quality audit
Year 4 - 10 – Planned improvement/change 2023/2030	<p>Annual quality audit</p> <p>Construction of new beams Lumsden, Riverton/Aparima, Winton, Te Anau</p> <p>Purchase of new land for cemetery in Riverton</p> <p>Development of new Riverton Cemetery</p>

3.0 Public Toilets and Dump Stations

3.1 GENERAL INFORMATION

Activity Name	Public toilets and dump stations
Activity Description	<p>Southland District Council provides 67 public toilets and seven dump stations across the District. This equates to 2.2 toilet facilities per 1,000 residents, compared with a NZ Yardstick median (2016 to 2019) of 0.9 facilities/1,000.</p> <p>The public toilets are located in both urban and rural locations and are of a design and standard relative to the location and services available to meet demand.</p> <p>Most toilets are stand alone, however some are provided in conjunction with other locally-owned buildings like garages.</p> <p>Of the 67 public toilet facilities, 29 provide accessible options.</p> <p>Public toilets are provided, developed and maintained to three quality standards in the Southland District:</p> <ul style="list-style-type: none"> • QS1¹⁰ is the highest standard of development and maintenance, and applies to the Te Anau Lion's Park (Waterfront) attended toilets and shower • QS2¹¹ is a moderate standard of toilet design, quality and capacity, usually having at least three units¹² with good quality finishes, fixtures and fittings, disability access to at least one cubicle, and handwashing and drying facilities. Water and power is available and is used for flushing, handwashing and lighting. Baby change facilities may be available • QS3¹³ is a basic standard of toilet design, quality and capacity that may consist of only one cubicle with basic but robust finishes, fixtures and fittings. Water and power may not be available <p>Public toilets and dump stations are managed on a daily basis by the local Community Engineer for the Property Management Department, as the Asset Manager on behalf of Council</p>
Activity Rationale	<p>Council provides safe, clean and accessible toilet facilities across the district for both residents and visitors. This allows for the protection of the environment and public health in the district.</p> <p>A dump station is a small facility designed to protect public health and the environment by ensuring the proper disposal of wastewater from recreational vehicles. eg motorhomes, campervans and boats.</p> <p>Public toilets and dump stations help to protect the environment by providing facilities which reduce the likelihood of inappropriate fouling as people move throughout the district.</p> <p>Provision (both quantity and quality) of public toilet facilities and dump stations needs to cater for the increasing number of tourist visitors to the Southland District. Toilets and dump stations need to be provided in appropriate locations and numbers, to meet the increasing demand placed on facilities and the environment by visitors including freedom campers.</p>

¹⁰ QS1 corresponds to type A or B as specified in NZS 4241:1999 Appendix D

¹¹ QS2 corresponds to type C or D as specified in NZS 4241:1999 Appendix D

¹² A toilet unit is either an individual pan or a urinal e.g. two pans and one urinal with capacity for two users would be 4 units.

¹³ QS3 corresponds to type E as specified in NZS 4241:1999 Appendix D

Governance	General Manager Portfolio Holder Matt Russell – Group Manager Services and Assets Delivery Group Community Services
Activity Manager	Mark Day – Community Facilities Manager

3.2 SERVICE OVERVIEW

Core Level of Service	
Provision	
Public toilets	<ul style="list-style-type: none"> Provision of new toilets must comply with NZS 4241:1999 Provision of one QS1 toilet facility for the District in Te Anau Provision of at least one QS2 toilet facility in all townships and at strategic locations on main tourist routes Provision of a toilet to at least QS3 at identified freedom camping locations and entrances to walking trails Public toilets no further than 65km apart unless provided by another agency
Dump stations	<ul style="list-style-type: none"> Provision of dump stations at strategic locations on main tourist routes
Development	Quality Standard 1
Public toilets	<ul style="list-style-type: none"> Site specific, high-quality design with architectural input to match heritage or other values of the location At least two male and two female cubicles, plus two accessible all-gender cubicles will be appropriate for most sites. One of the accessible cubicles will also be designed for family use Tiled wall and floor finishes will be utilised that create a high-quality ambiance and are easy cleaning In addition to standard facilities, the following additional services will be provided: soap dispenser, electric hand dryer, mirror (stainless steel), coat hooks, baby change table, showers, attendant facilities
Development	Quality Standard 2
Public toilets	<ul style="list-style-type: none"> The standard appropriate size is three external access WC toilet units. Two of these will be standard size, with designation for male and female. The third unit will be an all-gender compliant, accessible cubicle. Handwashing facilities will be located inside each cubicle For single gender facilities, each gender should have at least two units, one of which should be accessible Smooth wall and floor finishes will be utilised that create a good quality ambiance and are easy cleaning At least one accessible cubicle at each facility will also be fitted with a baby change table
Dump stations	<ul style="list-style-type: none"> Dump stations are located where there is good drive-through vehicle access or a large turning area for longer vehicles to enable easy access to the vehicle tank release valve Installation complies with NZS 5465:2001 Appendix B¹⁴
Development	Quality Standard 3
Public toilets	<ul style="list-style-type: none"> Usually a single all-gender accessible cubicle Smooth wall and floor finishes are hard wearing and easy cleaning

¹⁴ <https://www.nzma.org.nz/data/content/New%20Website%20Folder/dump%20stations%20page/Dump%20Station%20Guide%20updated%20June%202018.pdf>

		<ul style="list-style-type: none"> Where water is available, a basin and cold-water tap should be located inside the cubicle Where there is no water for hand washing, hand sanitiser dispensers should be provided
Maintenance Operations¹⁵	Task	Required outcomes for all Quality Standards
Public toilets	Inspections	<ul style="list-style-type: none"> All components are checked regularly for function, damage, cleanliness, supply and capacity
	Regular cleaning	<ul style="list-style-type: none"> Toilets are sufficiently stocked with paper (and soap, hand sanitiser and paper towels where dispensers are present) All sanitary plumbing fixtures are clean and hygienic Handwashing facilities (where present) are clean and hygienic Shower cubicles and changing areas (where present) are clean and hygienic Bins are not overflowing Sanitary disposal bins are serviced Floors are clean and dry, and free of litter Toilets are free of unpleasant odours
	Repairs and maintenance	<ul style="list-style-type: none"> Toilet and urinal flushing, privacy latches, taps, basins, dispensers, hand dryers and lights (where these are supplied) are operational Toilet facilities are safe and in good repair, with no obvious damage
	Deep cleaning	<ul style="list-style-type: none"> Internal walls, floors and partitions are clean and free of grime, cobwebs and bird droppings Sanitary plumbing fixtures are clean and free of scale, rust and grime Windows are clean External walls, doors, windows, guttering, downpipes, etc are clean and free of grime, graffiti, lichen, algae, etc
	Surface coatings	<ul style="list-style-type: none"> Internal walls, partitions and floors are well presented and visually pleasing Asset life is maximised by maintenance of protective coatings
Maintenance Operations	Task	Quality Standard 1
Public toilets	All tasks	<ul style="list-style-type: none"> Check all clearly visible items at each clean Weekly inspections of sensors and gas bottles (where present) Regular cleaning frequency is several times a day during periods of peak use, or as required to meet required outcomes Minor repairs are completed within 8 hours Deep cleaning is done monthly Paintwork is renewed 3- to 5-yearly
Maintenance Operations	Task	Quality Standard 2
Public toilets	All tasks	<ul style="list-style-type: none"> Check all clearly visible items daily Weekly inspections of sensors and gas bottles (where present)

¹⁵ The tasks and service levels identified for maintenance operations are consistent with the NZ Open Space Maintenance Specifications 2017.

		<ul style="list-style-type: none"> Regular cleaning frequency is 3 times a week during periods of regular use or daily during peak periods (as required to meet required outcomes) Minor repairs are completed within 24 hours Deep cleaning is done quarterly Paintwork is renewed 5- to 10-yearly depending on condition Septic tanks are checked annually and emptied as required
Maintenance Operations	Task	Quality Standard 3
Public toilets	All tasks	<ul style="list-style-type: none"> Check all clearly visible items weekly (while facilities are in use) Regular cleaning frequency is weekly during peak periods or as required to meet required outcomes Minor repairs are completed within 48 hours Deep cleaning is done annually Paintwork is renewed as required or identified by inspection Septic tanks are checked annually and emptied as required Vaults and water tanks (where present) are checked fortnightly during peak use, and vaults are emptied before they are 80% full

Activity delivery model	
Public toilets	All maintenance operations are contracted
Dump stations	All maintenance operations are contracted

Comparison with current level of service	
Public toilets	<ul style="list-style-type: none"> Overall, the provision of public toilets in the Southland District is high compared with the Yardstick median, so there appears to be good distribution of and access to toilet facilities. However, the quality standards for development and maintenance are not known. A performance assessment of toilet facilities and contract specifications is required to determine the current level of service for provision, development and maintenance
Dump stations	<ul style="list-style-type: none"> The current level of service for distribution and development is not known

3.3 PERFORMANCE AND SERVICE LEVEL INFORMATION

Measuring performance for Public toilets:

Level of service statement	Measured by	Actual 2019/20	Target 2020/21	LTP Year 1 Target 2021/22	LTP Year 2 Target 2022/23	LTP Year 3 Target 2023/24	LTP Years 4 to 10 Target 2024/31
Provision A network of safe and accessible public toilets is provided	Percentage of facilities that have accessible units Number of facilities per 1,000 residents	43% Number of facilities per 1,000 residents is 144% higher than the Yardstick median of 0.9	50% Within ±20% of Yardstick median	60% Within ±20% of Yardstick median	70% Within ±20% of Yardstick median	80% Within ±20% of Yardstick median	90% Within ±20% of Yardstick median
Development Public toilets are developed to a suitable quality	Results of toilet performance assessment	Not measured	Average 70%	Average 75%	Average 80%	Average 90%	Average 90%
Operations/Maintenance Public toilets are operated and maintained cost effectively Public toilets are maintained and operated to a standard that complies with service specifications	Mean operation cost per facility Quality audit of compliance with service specifications	\$10,624 /facility is 14% higher than the 2019 Yardstick median of \$9,729 Not measured	Cost per facility is within ±20% of Yardstick median 85%	Cost per facility is within ±20% of Yardstick median 85%	Cost per facility is within ±20% of Yardstick median 85%	Cost per facility is within ±20% of Yardstick median 85%	Cost per facility is within ±20% of Yardstick median 85%

3.4 ASSET PROFILE

Asset Profile : Public toilets and dump stations		
Name/location	Category	Quality Standard
Te Anau Lions Park (Waterfront) Toilets and Shower	Public toilets	QS1
Garston Toilet	Public toilets	
Lumsden Toilet	Public toilets	
Manapouri Pearl Harbour	Public toilets	
Mossburn	Public toilets	
Balfour Plunket Rooms	Public toilets	
Gorge Road Hall Toilet	Public toilets	
Nightcaps Toilet	Public toilets	
Oban Community Centre Toilet Rakiura/Stewart Island	Public toilets	
Ohai Toilet	Public toilets	
Otautau Main Street Toilet	Public toilets	
Riversdale (Community Centre) Toilet	Public toilets	
Riverton T-Wharf Toilet	Public toilets	
Riverton Cemetery Toilet	Public toilets	
Riverton Princess St Toilet	Public toilets	
Riverton Rugby Grounds Toilet/Change Rooms	Public toilets	
Waikaia Toilet	Public toilets	
Winton Mores Reserve Toilet	Public toilets	
Wyndham Baladava St Toilet	Public toilets	
Athol Toilet	Public toilets	
Dipton Toilet	Public toilets	
Tuatapere Main Road Toilets	Public toilets	
Winton Toilet	Public toilets	
Blackmount (Swimming Pool) Toilet	Public toilets	
Clifden Historic Bridge Toilet	Public toilets	
Colac Bay Boat Ramp Toilet	Public toilets	
Colac Bay Playground Toilet	Public toilets	
Colac Bay Foreshore (Surfies) Toilet	Public toilets	
Cosy Nook Toilet	Public toilets	
Curio Bay Campground Conc #1 Toilet	Public toilets	
Curio Bay Campground Conc #2 Toilet	Public toilets	
Curio Bay Campground Long Drop Toilet	Public toilets	
Curio Bay Campground Main Toilet	Public toilets	
Dunsdale Reserve – New Toilet	Public toilets	
Dunsdale Reserve – Old Toilet	Public toilets	
Edendale Kamahi Scenic Reserve Toilet	Public toilets	
Edendale Seaward Road Toilet	Public toilets	
Fortrose Toilet	Public toilets	
Manapouri Frasers Beach Central Toilet	Public toilets	
Manapouri Frasers Beach North Toilet	Public toilets	
Manapouri Frasers Beach South Toilet	Public toilets	
Monkey Island – Disabled Accessible Toilet	Public toilets	
Monkey Island Toilet	Public toilets	
Monowai Village Playground Reserve Toilet	Public toilets	
Oban Bathing Beach Toilet Rakiura/Stewart Island	Public toilets	
Oban Braggs Bay Motorau Gardens Toilet Rakiura/Stewart Island	Public toilets	
Oban Horseshoe Bay Toilet Rakiura/Stewart Island	Public toilets	
Oban Trail Park Pavilion Toilet Rakiura/Stewart Island	Public toilets	
Orepuki Hall Toilet	Public toilets	
Otautau Arboretum Toilet	Public toilets	

Riverton Mores Reserve Toilet	Public toilets	
Riverton Rocks Bunker Toilet	Public toilets	
Riverton Howells Point Toilet	Public toilets	
Riverton Pilot Reserve Toilet	Public toilets	
Riverton Taramea Bay Toilet	Public toilets	
Te Anau Ivon Wilson Park Toilet	Public toilets	
Te Anau Boat Harbour Toilet	Public toilets	
Te Waewae Lagoon Toilet	Public toilets	
Thornbury Bridge Toilet	Public toilets	
Thornbury Playground Toilet	Public toilets	
Thornbury Playground Disabled Accessible Toilet	Public toilets	
Tokanui Toilet	Public toilets	
Waikawa Toilet	Public toilets	
Wallacetown Garage Toilet	Public toilets	
Weirs Beach Toilet	Public toilets	
Oban Golden Bay Toilet	Public toilets	
Riverton Gummies Bush Whitebait camp	Public toilets	
Edendale Recreation Reserve Dump Station	Dump Station	
Manapouri Dump Station	Dump Station	
Te Anau Boat Harbour Dump Station	Dump Station	
Tokanui Dump Station	Dump Station	
Tuatapere Dump Station	Dump Station	
Winton Dump Station	Dump Station	
Wyndham Camp Ground Dump Station	Dump Station	

3.5 IMPROVEMENTS

Improvements – Public toilets and dump stations	
Significant Results 2018/2019	To be identified
Planned improvement/change 2019/2020	Improve data collection through completion of Asset Inventory and Yardstick Parks Benchmarking Develop Toilet Strategy Develop performance auditing methodology
Year 1 : Planned improvement/change 2020/2021	Quality audit of Operations against service specifications Toilet performance assessment
Year 2 : Planned improvement/change 2021/2022	Annual quality audit Toilet performance assessment
Year 3 : Planned improvement/change 2022/2023	Annual quality audit Toilet performance assessment
Year 4-10 : Planned improvement/change 2023/2030	Annual quality audit Toilet performance assessment

4.0 Community Halls

4.1 GENERAL INFORMATION

Activity Name	Community Halls
Activity Description	<p>Council provides 31 individual community halls in the Southland District with an insured replacement value of around \$26M. While Council is the legal entity for the ownership of the asset, the day-to-day operations are delegated to separate governance groups which are either a Community Board, Community Development Area (CDA) Subcommittee or a Hall Committee.</p> <p>The Council owned and provided facilities are Athol, Balfour, Browns, Clifden, Colac Bay, Dipton, Five Rivers, Fortrose, Hokonui, Limehills, Lumsden, Manapouri, Mokoreta/Redan, Nightcaps, Ohai, Orawia, Orepuki, Oreti, Otapiri/Lora Gorge, Otara, Ryal Bush, Thornbury, Tokanui, Tuatapere, Tussock Creek, Waianiwa, Waikawa, Winton Drill, Winton Memorial, Winton RSA and Wyndham.</p> <p>Nearly all of the halls are at least 50 years old, with only one having been built since 1980. The Winton Drill Hall, built during WWI, is over 100-years old.</p> <p>Targeted rates are collected for funding community halls, which has led to varying levels of service being provided across the district. A further 35 non-SDC owned halls and community centres are funded from targeted rates in addition to the 31 owned and maintained by Council.</p> <p>Each community hall is managed by a separate entity. Moving to nine community boards will reduce the number of entities but may create issues with overlap of hall rating areas.</p> <p>Management by local hall committees or other entities is inconsistent across the district. Hire agreements with hall users vary from hall to hall and are not adequate to ensure appropriate care of facilities.</p> <p>Community halls are currently provided, developed and maintained to two quality standards in the Southland district:</p> <ul style="list-style-type: none"> • QS2 is a moderate standard of centre/hall, usually located in urban areas with a variety of bookable spaces that are suitable for a range of activities. QS2 centres are well utilised by the community and have facilities of a suitable size and quality to cater for moderate to high use • QS3 is a basic standard of hall, usually located in rural areas or small towns, and may have a basic design and construction with few bookable spaces. QS3 halls are likely to have lower level of use, and facilities may only cater for a limited range and scale of activities <p>Currently it is not clear which halls are QS2 and which are QS3. A performance assessment will be needed to identify the appropriate standard for each hall.</p>
Activity Rationale	<p>Council provides Community Halls to ensure that there are accessible facilities for communities, clubs, organisations and individuals to enjoy sporting, social, cultural, educational and recreational pursuits.</p> <p>Council is not the only provider of community facilities in the Southland District. The Southland District Community Facilities Assessment (2017) undertaken by Venture Southland identified and assessed 330 facilities that were available for community use or hire including halls, sports centres, schools, churches and commercial facilities. There are, therefore, a variety of options available for most communities in addition to Council halls.</p>

	<p>Overall Southland has a high level of provision of community facilities for the size of its population. Most residents have access to a community centre within 15km. However, many Council-owned community halls are reaching the end of their useful life and are no longer well used or fit for purpose.</p> <p>Rural communities are changing, and this has had an impact on the use of and demand for community centres:</p> <ul style="list-style-type: none"> • Populations are more transient with less community focus • Halls are no longer the hub of the community • People are much more mobile (better transport) • Social connections are more likely to be virtual and don't require regular venues for large gatherings • Recreational use for activities such as indoor bowls and badminton has declined. <p>Maintenance requirements on community centres have also increased:</p> <ul style="list-style-type: none"> • All community halls need to be maintained to compliant standards for a Building Warrant of Fitness whether they are regularly used or not. • Maintenance and compliance costs have increased with the requirement for scaffolding, compliant ladders and the need to have more than one person for working at heights. Volunteers can no longer carry out basic maintenance tasks like changing lightbulbs and painting. <p>Many existing halls were built as war memorial halls and are no longer fit for purpose. Use of these facilities is declining as what they can be used for is limited; many are simply a dance floor, a stage and a supper room.</p> <p>There is an opportunity for rationalisation of the number of halls, and disposal of halls that no longer fulfil a community need. This means that some people may need to travel further to use a community centre. It also is an opportunity to provide some specialisation – one size may not fit all – to meet different community needs at different venues. This requires identification of current and future community needs for public social and indoor recreational space, and how those needs can best be met.</p>
Governance	<p>General Manager Portfolio Holder Matt Russell – Group Manager Services and Assets</p> <p>Delivery Group Community Services</p>
Activity Manager	Mark Day – Community Facilities Manager

4.2 SERVICE OVERVIEW

Core Level of Service	
Provision	
Community Halls	<ul style="list-style-type: none"> • Each Southland township should have a community centre or hall to cater for the sporting, social, cultural, educational and recreational needs of its residents. However, it is not clear what quality standard is required by most communities, and whether this need should be met by Council or by other providers. • Until a thorough assessment of Council hall condition, utilisation, demand and availability of alternatives can be carried out for each community, it is proposed that the level of provision should remain as it is currently.

	<ul style="list-style-type: none"> • A Hall Strategy is needed to determine what changes, if any, should be made to the current level of provision.
Development	Quality Standard 2
Community Halls	<ul style="list-style-type: none"> • Bookable spaces include: <ul style="list-style-type: none"> – Large multi-use space sufficient for 100 seated or 400 standing – At least two smaller break-out rooms with power points and furniture • Toilets and handwashing facilities sufficient for 100 people • Accessible toilets • Disabled access into and around the hall including from the parking area • Car parking for at least 30 vehicles within easy walk • Good quality easy to clean kitchen facilities including: <ul style="list-style-type: none"> – At least one oven – Stove top or hob – Sinks – Zip – Fridge – Dishwasher or steriliser – Microwave – Benchtops for food preparation with access to several spare power points – Cups/crockery/cutlery/plates/serving dishes – Cleaning products • Storage for cleaning equipment, furniture and any other shared equipment • Individual secure equipment storage areas for regular users • Furniture: chairs and tables sufficient for 100 users • Cleaning equipment: vacuum cleaner, buckets, mops, cloths • Adequate heating and ventilation – check requirements against occupancy numbers, apply measurements in Building Code to determine heating requirements • Safe, accessible power points • Suitable flooring and floor coverings to provide for a variety of uses • Current Building WOF • Adequate interior lighting • Exterior lighting at all entrances and exits for safe use at night • Community noticeboard • Clear signage and information about who to contact to use the facility, and clear instructions for users
Development	Quality Standard 3
Community Halls	<ul style="list-style-type: none"> • Bookable spaces include: <ul style="list-style-type: none"> – Large multi-use space – May also include smaller break-out room • Toilets and handwashing facilities • Accessible toilets • Disabled access into and around the hall • Car parking • Easy to clean kitchen facilities including: <ul style="list-style-type: none"> – Oven and stove top or hob – Sink – Zip – Fridge – Dishwasher or steriliser – Microwave – Benchtops for food preparation with access to several spare power points – Cups/crockery/cutlery/plates/serving dishes – Cleaning products • Storage for cleaning equipment, furniture and any other shared equipment

	<ul style="list-style-type: none"> • Furniture: chairs and tables • Cleaning equipment • Adequate heating and ventilation – check requirements against occupancy numbers, apply measurements in Building Code to determine heating requirements • Safe, accessible power points • Suitable hard wearing flooring • Current Building WOF • Adequate interior lighting • Exterior lighting at all entrances and exits for safe use at night • Community noticeboard • Clear signage and information about who to contact to use the facility, and clear instructions for users 	
Maintenance Operations	Task	Quality Standard 2
Community Halls	Inspections	<ul style="list-style-type: none"> • 3-yearly condition assessment • Annual inspection of specialist plumbing and electrical systems • Annual BWOFF Inspections of Specified Fire and safety systems where applicable
	Repairs and maintenance	<ul style="list-style-type: none"> • Unscheduled repairs and maintenance are carried out within a week of notification, where possible, and made safe within 24 hours if repairs can't be undertaken within a week • Scheduled maintenance is carried out to an agreed timeframe.
	Amenity grass mowing	<ul style="list-style-type: none"> • Grass height maintained between 40mm and 80mm • Stalks no more than 150mm • Clippings to be evenly distributed (no clumps or windrows) and removed from paths and paved areas • Edges are trimmed to the same standard as the turf, or a vegetation free strip is maintained: <ul style="list-style-type: none"> – Around structures and along hard surfaces no more than 100mm – Around trees and along boundary fences no more than 200mm
	Cleaning	<ul style="list-style-type: none"> • Regular cleaning of floors, kitchens and toilets after each use or weekly at a minimum • Annual cleaning of entire building
Maintenance Operations	Task	Quality Standard 3
Community Halls	Inspections	<ul style="list-style-type: none"> • 3-yearly condition assessment • Annual inspection of specialist plumbing and electrical systems • Annual BWOFF Inspections of specified Fire and safety systems where applicable
	Repairs and maintenance	<ul style="list-style-type: none"> • Unscheduled repairs and maintenance are carried out within a week of notification, where possible, and made safe within 24 hours if repairs can't be undertaken within a week • Scheduled maintenance is carried out to an agreed timeframe
	Amenity grass mowing	<ul style="list-style-type: none"> • Grass height maintained between 50mm and 100mm • Stalks no more than 300mm • Clippings to be evenly distributed (no clumps or windrows) and removed from paths and paved areas

		<ul style="list-style-type: none"> Edges are trimmed to the same standard as the turf, or a vegetation free strip is maintained: <ul style="list-style-type: none"> – Around structures and along hard surfaces no more than 200mm – Around trees and along boundary fences no more than 300mm
	Cleaning	<ul style="list-style-type: none"> Regular cleaning of floors, kitchens and toilets after each use or weekly at a minimum Annual cleaning of entire building

Activity delivery model

Community Halls	<ul style="list-style-type: none"> Day-to-day management and operations of community halls is carried out by Hall Committees Repairs and maintenance are carried out by contractors under the management of Council staff
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Comparison with current level of service

Community Halls	<ul style="list-style-type: none"> The current provision level of service for community halls is high, with at least one community hall either provided or funded by Council in each township. However, the quality standards, development levels of service and maintenance operations levels of service are not well known. Further information is needed about these facilities to better understand how well they are meeting the needs of communities
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4.3 PERFORMANCE AND SERVICE LEVEL INFORMATION

Measuring performance for Community halls

Level of service statement	Measured by	Actual 2019/20	Target 2020/21	LTP Year 1 Target 2021/22	LTP Year 2 Target 2022/23	LTP Year 3 Target 2023/24	LTP Years 4 to 10 Target 2024/31
Provision Suitable opportunities are provided for indoor social and recreation activities to meet the needs of the community	Distribution of facilities	31 Council owned community halls across the Southland District	No change	No change	Review on basis of Community Hall Strategy	Review on basis of Community Hall Strategy	Review on basis of Community Hall Strategy
Development Community halls meet the needs of their community	Resident satisfaction survey	Not yet published	90%	90%	90%	90%	90%
Community halls are accessible	Average performance assessment score from accessibility audit	New measure	70%	70%	80%	80%	90%
Operations/Maintenance Community halls are safe and compliant	Percentage of community halls that hold current BWOFs	Unknown	100%	100%	100%	100%	100%

4.4 ASSET PROFILE

Asset Profile : Community Halls		
Name	Construction date	Quality Standard
Winton drill Hall	1917	
Fortrose Hall	1940	
Clifden Hall	1945	
Ohai Community Hall	1950	
Dipton Hall	1951	
Winton RSA Hall	1952	
Five Rivers Memorial Hall	1953	
Tuatapere Hall	1953	
Athol District Memorial Hall	1956	
Nightcaps Town Hall	1956	
Otapiri/Lora Gorge Centennial Hall	1956	
Winton Memorial Hall	1956	
Hokonui Centennial hall	1957	
Oreti Plains Hall	1957	
Thornbury Centennial Hall	1957	
Waianawa Centennial Hall	1958	
Balfour Hall	1960	
Colac Bay Fifies Volunteer Hall	1960	
Lumsden Memorial Hall	1960	
Mokoreta/Redan Centennial Memorial Hall	1960	
Pukemaori Orawia Feldwick Merivale Community Centre	1960	
Ryal Bush Community Centre	1965	
Tussock Creek Community Centre	1965	
Tokanui Hall	1966	
Manapouri Hall	1967	
Wyndham Hall	1967	
Browns Community Centre	1970	
Orepuki Hall	1986	
Limehills Community Centre	1960/1972	
Otara Community hall		
Waikawa Hall		

4.5 IMPROVEMENTS

Improvements – Community Halls	
Significant Results 2018/2019	To be identified
Planned improvement/change 2019/2020	<p>Review of management of halls, includes use, booking, fees, contracts</p> <p>Review performance of halls – condition, compliance, accessibility, suitability etc</p> <p>Review demand – alternatives, use, changing patterns</p> <p>Resident satisfaction survey</p> <p>Annual inspections of specified systems</p>
Year 1 : Planned improvement/change 2020/2021	Develop Community Hall Strategy to determine an appropriate level of Council support for this activity, and any consequential changes to the current level of service

	<p>Accessibility audit</p> <p>Annual inspections of specified systems</p>
Year 2 : Planned improvement/change 2021/2022	<p>Begin implementation of strategy</p> <p>Annual inspections of specified systems</p>
Year 3 : Planned improvement/change 2022/2023	<p>Continue implementation of strategy</p> <p>Resident satisfaction survey</p> <p>Repeat accessibility audit</p> <p>Repeat condition assessment</p> <p>Annual inspections of specified systems</p>
Year 4-10 : Planned improvement/change 2023/2030	<p>Continue implementation of strategy</p> <p>3-yearly resident satisfaction survey</p> <p>2-yearly accessibility audit</p> <p>3-yearly condition assessment</p> <p>Annual inspections of specified systems</p>

5.0 Community Housing

5.1 GENERAL INFORMATION

Activity Name	Community Housing																						
Activity Description	<p>Council provides 69 individual housing units for rent within 10 towns within the district. The units offer good quality, affordable housing to groups with specific needs; mainly elderly residents. The locations are as follows:</p> <table> <tr> <th>Town</th><th>Number of units</th></tr> <tr> <td>Edendale</td><td>11</td></tr> <tr> <td>Lumsden</td><td>4</td></tr> <tr> <td>Nightcaps</td><td>6</td></tr> <tr> <td>Ohai</td><td>5</td></tr> <tr> <td>Otautau</td><td>5</td></tr> <tr> <td>Riversdale</td><td>2</td></tr> <tr> <td>Riverton</td><td>12</td></tr> <tr> <td>Tuatapere</td><td>8</td></tr> <tr> <td>Winton</td><td>6</td></tr> <tr> <td>Wyndham</td><td>10</td></tr> </table> <p>Most units are one bedroomed with a few units having two bedrooms. The units all have ceiling and underfloor insulation. None have double glazing. The age of units varies from approximately 30 to 50 years.</p> <p>Demand for community housing is likely to increase as the population ages and increases, and opportunities for home ownership decrease with increasing property values. In general, population growth is expected to be slow and mainly in older age groups. The main growth is expected to take place in Te Anau and Winton. These communities are, therefore, likely to have the most increase in demand for assisted housing, but there is currently no provision in Te Anau and only six units in Winton.</p> <p>Priority is given to applicants over 60 years of age, but housing may be allocated to younger tenants based on need and availability.</p> <p>There is only one Quality Standard (QS2) within Community Housing.</p>	Town	Number of units	Edendale	11	Lumsden	4	Nightcaps	6	Ohai	5	Otautau	5	Riversdale	2	Riverton	12	Tuatapere	8	Winton	6	Wyndham	10
Town	Number of units																						
Edendale	11																						
Lumsden	4																						
Nightcaps	6																						
Ohai	5																						
Otautau	5																						
Riversdale	2																						
Riverton	12																						
Tuatapere	8																						
Winton	6																						
Wyndham	10																						
Activity Rationale	<p>Community Housing allows some residents to continue living in their local community when changes in their circumstances may have otherwise meant they could no longer do so. Council has a responsibility to ensure homes are safe and fit for residents to live in.</p> <p>It is Council's intention for the Community Housing Activity to:</p> <ul style="list-style-type: none"> • Maintain the assets to a level fit for purpose • Ensure that the maintenance is appropriately scheduled and funded • Ensure the units provided are safe for tenants to live in • Maintain relative separation with the private rental sector • Ensure housing units are well insulated with modern materials • Ensure the housing units have modern efficient heating systems • Ensure contractors comply with the latest accepted industry standards and Council's Health and Safety requirements <p>Despite the likely increase in demand for community housing and the cost neutral funding policy for community housing, Council does not intend to increase the total number of units. The strategy is to maintain the current housing portfolio (numbers and distribution) for the short to medium term with the intention of disposing of units when they are no longer fit for purpose and need</p>																						

	renewal. Any increased demand due to an ageing population is expected to be met by alternative providers such as rest homes
Governance	General Manager Portfolio Holder Matt Russell – Group Manager Services and Assets Delivery Group Community Services
Activity Manager	Mark Day – Community Facilities Manager

5.2 SERVICE OVERVIEW

Core Level of Service		
Provision		
Community housing	<ul style="list-style-type: none">Each major Southland township should have community housing units to meet the needs of its elderly residents who are unable to meet their own housing need. However, it is not clear whether this need should be met by Council or by other providersUntil a thorough assessment of community housing condition, utilisation, performance and demand can be carried out for each community, it is proposed that the level of provision should remain as it is currently	
Development		Quality Standard 2
Community housing	<ul style="list-style-type: none">Homes are watertight, warm and secureEffective insulation is fitted to ceilings and underfloorAll units have at least one bedroomAll units are fitted with:<ul style="list-style-type: none">Vinyl and carpet floor coverings throughoutA free-standing stovetop ovenFull bathroom facilities including a showerThermal drapesHeat pumpLaundry tubWardrobe in each bedroomSecure locks on external doorsFunctioning smoke alarm with long-life batteries and photoelectric sensorAccess to shared clotheslinesAccess to external storage facilities	
Maintenance Operations	Task	Quality Standard 2
Community housing	Amenity Grass Mowing	<ul style="list-style-type: none">Grass height maintained between 40mm and 80mmStalks no more than 150mmClippings to be evenly distributed (no clumps or windrows) and removed from paths and paved areasEdges are trimmed to the same standard as the turf, or a vegetation free strip is maintained:<ul style="list-style-type: none">Around structures and along hard surfaces no more than 100mmAround trees and along boundary fences no more than 200mm
	Gardens	<ul style="list-style-type: none">Mixed shrubs and groundcovers:<ul style="list-style-type: none">Top up mulch as required to control weed growthTrim as required to reduce hazards, keep vegetation clear of paths and maintain safe sightlines

		<ul style="list-style-type: none"> – Weeds are sprayed or manually removed before they become noticeable • Edges are maintained to same standard as turf with no incremental creep
	Repairs and maintenance	<ul style="list-style-type: none"> • Requests for service will be processed within agreed timeframes¹⁶

Activity delivery model

Community housing	All maintenance operations are contracted. Tenants may maintain a higher level of service for gardens than specified where agreed with Council
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Comparison with current level of service

Community Housing	<ul style="list-style-type: none"> • The current level of provision of community housing is consistent with the provision level of service, as the level of provision of housing units is not intended to change. However, the current development and maintenance level of service is unknown and has not been compared with proposed LoS • A review of the performance of community housing is required to determine current development and maintenance LoS
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¹⁶ "Agreed Timeframes" means urgent matters are responded to within four hours and other matters are responded to within five days. Response refers to contacting the tenant regarding their request and does not include resolving the request.

5.3 PERFORMANCE AND SERVICE LEVEL INFORMATION

Measuring performance for Community Housing

Level of service statement	Measured by	Actual 2019/20	Target 2020/21	LTP Year 1 Target 2021/22	LTP Year 2 Target 2022/23	LTP Year 3 Target 2023/24	LTP Years 4 to 10 Target 2024/31
Provision Suitable community housing options are provided to meet the ongoing projected needs of the community	Number and distribution of units	69 units in 10 Southland townships	No change	No change	No change	No change	No change
Development Community housing meets the needs of its tenants	User survey of suitability	Not yet known (95% for 2017/18)	Average 95%	95%	95%	95%	95%
Operations/Maintenance Community housing is affordable for tenants	Rental for priority tenants as a proportion of gross NZ Superannuation and Veterans Pension ¹⁷	Single rental per week is 18.4% to 21.8% of the single living alone rate	Single rentals are less than 25% of the gross NZ Superannuation	<25%	<25%	<25%	<25%
Community housing is self-funding by tenants and is not a burden on ratepayers	Net cost of operation	New measure	\$0	\$0	\$0	\$0	\$0
Community housing is maintained and operated to a standard that complies with relevant legislation	Compliance with Residential Tenancies Act	New measure	100%	100%	100%	100%	100%

¹⁷ <https://www.workandincome.govt.nz/eligibility/seniors/superannuation/payment-rates.html#null>

5.4 ASSET PROFILE

Asset Profile : Community Housing			
Name/location	Construction date	Number of units	Quality standard
Edendale	1981	10	QS2
Edendale House	1970	1	QS2
Lumsden	1980	4	QS2
Nightcaps	1985	6	QS2
Ohai	1985	5	QS2
Otautau	1976	4	QS2
Otautau House	1970	1	QS2
Riversdale	1983	2	QS2
Riverton Trotters Court	1982	8	QS2
Riverton Jacobs Court	1990	4	QS2
Tuatapere	1980	8	QS2
Winton	1975	6	QS2
Wyndham	1980	10	QS2

5.5 IMPROVEMENTS

Improvements – Community Housing	
Significant Results 2018/2019	To be identified
Planned improvement/change 2019/2020	Bi-annual community housing tenant survey of suitability Performance review of community housing to compare current development and maintenance with proposed LoS
Year 1 – Planned improvement/change 2020/2021	Re-roof Lumsden units
Year 2 – Planned improvement/change 2021/2022	Bi-annual community housing tenant survey of suitability
Year 3 – Planned improvement/change 2022/2023	Re-roof Tuatapere and Nightcaps units
Year 4 - 10 – Planned improvement/change 2023/2030	Bi-annual community housing tenant survey of suitability Re-roof Wyndham units

6.0 Streetscapes

6.1 GENERAL INFORMATION

Activity Name	Streetscapes
Activity Description	<p>Streetscapes includes several asset types:</p> <ul style="list-style-type: none"> • Street trees • Beautification areas (street gardens) • Street furniture • Berms and verges <p>There are 1400 street trees inventoried in the Southland district, with around 800 in Winton and a further 600 in Wallacetown. There are street trees in other towns but these have not yet been inventoried so the full extent of provision is unknown. A comprehensive inventory of street trees is needed to allow work scheduling and to better understand the quantity and quality of the assets for risk assessment, budgeting and renewal planning.</p> <p>The median level of street tree provision¹⁸ in New Zealand is 106 street trees per 1,000 residents. The 46 trees per 1,000 residents provided by Southland District Council doesn't include all street trees in the Southland district, but is still well under the median for other organisations. A full inventory is needed to provide a useful comparison.</p> <p>Most street trees are old stock as there has been very little recent planting. Many mature trees are located under wires, and need regular pruning to keep them clear of wires. The form and health of many of these trees has been compromised by the need to keep them clear of the wires.</p> <p>Beautification areas are provided in many Southland towns (Lumsden, Mossburn, Riverton, Athol, Balfour, Browns, Dipton, Edendale, Limehills, Nightcaps, Ohai, Orepuki, Otautau, Oban, Te Anau, Manapouri, Tokanui, Tuatapere, Waikaia, Wallacetown, Winton and Wyndham) in the form of street gardens, usually in town centres or at the entrances to towns. Provision, development and maintenance of street gardens has historically been driven by community boards and funded by local rating arrangements.</p> <p>Maintenance of gardens is by contract often with local service providers. The quality varies between townships, and there is no consistent rationale for provision or maintenance. The information held by Council about the location, area, and quality of street gardens is incomplete.</p> <p>The median level of street garden provision in New Zealand (2014 to 2019) is around 580 m² per 1,000 residents. The full area of street garden provision in Southland is not well understood as not all gardens are included in contracts and contract specifications do not accurately define garden-bed areas. The estimated area of street gardens is 13,421m² but this is not a complete inventory as it doesn't include Te Anau and several other towns. This level of provision equates to 435m² per 1,000 residents, which is not far under the median provision. However, this is likely to change with inclusion of Te Anau and other street gardens.</p> <p>The cost of maintenance of street gardens is increasing with increasing health and safety compliance costs (particularly Temporary Traffic Management on State Highways). Some current contractors struggle to comply with STMS certification and compliance. Existing street gardens also may not comply with NZTA requirements for visibility at intersections.</p>

¹⁸ Yardstick Parks Benchmarking 2014 to 2019

	<p>Many townships have very wide roadside berms and medians which are grassed and are regularly mown by contractors. In addition to the berms and medians on main roads, residential berms are also mown (at community boards request) by contractors where these are not mown by neighbouring residents. There is 360 hectares of roadside and berm mowing in the Southland district, which is a combination of urban and rural roadsides and berms. This amount of roadside mowing is a very high level of service compared with other local authorities.</p> <p>The median level of mown grass provision in New Zealand (2014 to 2019) is 4.3 hectares per 1,000 residents. By comparison, the amount of grass mown under contract in the Southland district is 450ha, or 14.6 hectares per 1,000 residents. This is amongst the highest level of provision amongst Yardstick members.</p> <p>Around 80% of the grass mowing in Southland is roadside or berm mowing. This compares with a median of around 10% for other New Zealand members. The amount of roadside and berm mowing in Southland as a percentage of total mowing is the highest in the country, and indicates a very high level of service. Expenditure on roadside and berm mowing accounts for around 20% of the total parks and reserves operational expenditure compared with a median of 1.3% for other Yardstick members (2015 to 2019).</p> <p>The amount of street furniture (bins, seats, cycle racks, drinking fountains, tree guards, etc) is not well known as there is no inventory that categorises these assets by location.</p>
Activity Rationale	<p>The main rationale for provision, development and maintenance of streetscapes is urban beautification, and development of urban character and amenity, particularly in main streets. Street tree plantings also provide beautification and natural character to residential streets.</p> <p>The main rationale for rural roadside vegetation management is safety. A decision has been made in many Community Board areas to manage roadside vegetation with mowing rather than chemical sprays. Alternatives to mowing should be investigated with the aim of reducing the extent of and expenditure on rural roadside mowing.</p> <p>The main rationale for residential berm mowing is to maintain a tidy appearance when residents are unwilling or unable to mow their own berms. Many grass berms are wide and keeping them tidy is a challenge for some residents. Community boards have made the decision to mow berms by contract to keep urban areas tidy. This level of service should be investigated with the aim of reducing the amount of mowing.</p> <p>Communities have a strong history of involvement in streetscapes, and the development of amenity values and character in their townships. The assets created by these communities over time have (or will) become the responsibility of Council. Council has a responsibility to ensure that assets are safe, fit for purpose and cost effective.</p>
Governance	<p>General Manager Portfolio Holder Matt Russell – Group Manager Services and Assets</p> <p>Delivery Group Community Services</p>
Activity Manager	Mark Day – Community Facilities Manager

6.2 SERVICE OVERVIEW

Core Level of Service		
Provision and Development	Quality Standard 2	
Streetscapes	<ul style="list-style-type: none"> This quality standard applies to towns that have over 500 residents or are located on the main tourist route from Queenstown to Milford Sound Street gardens are to be planted with material that is suitable for the prevailing conditions No street gardens in residential areas or the corridor of State Highways unless the speed limit is below 30km per hour Plants in road corridors must be low profile (less than 600mm mature height) or otherwise of a nature and form that does not interfere with traffic or pedestrian sightlines Raised beds are constructed of robust, long-lasting materials and do not interfere with traffic or pedestrian sightlines One street tree per residential frontage in urban areas New tree plantings are a minimum grade of PB60 (35 litre) or over 2m in height New trees are securely staked and tied and bare soil is mulched to 50-100mm deep Street trees must be suitable species and varieties for the prevailing conditions (climate, soils, available space, effects on neighbouring properties, etc) Street trees must be planted in appropriate locations to avoid overhead and underground services, and to avoid creation of traffic hazards Robust, attractive and functional street furniture is provided in main business areas 	
Provision and Development	Quality Standard 3	
Streetscapes	<ul style="list-style-type: none"> This quality standard applies to all other townships Street gardens are to be planted with low-maintenance shrubs and groundcovers that are suitable for the prevailing conditions No street gardens in residential areas or the corridor of State Highways Plants in road corridors must be low profile (less than 600mm mature height) Raised beds are constructed of robust, long lasting materials and do not interfere with traffic or pedestrian sightlines One street tree per residential frontage in urban areas New tree plantings are a minimum grade of PB60 (35 litre) or over 2m in height New trees are securely staked Street trees must be suitable species and varieties for the prevailing conditions (climate, soils, available space, effects on neighbouring properties, etc) Street trees must be planted in appropriate locations to avoid overhead and underground services, and to avoid creation of traffic hazards No street furniture provided 	
Maintenance Operations ¹⁹	Task	Quality Standard 2
Streetscapes	Amenity grass mowing	<ul style="list-style-type: none"> Grass height maintained between 30mm and 50mm Stalks no more than 100mm Clippings to be caught and removed with no visible clippings left following mowing Edges are trimmed to the same standard as the turf, or a vegetation free strip is maintained:

¹⁹ The tasks and service levels identified for maintenance operations are consistent with the NZ Open Space Maintenance Specifications 2017.

		<ul style="list-style-type: none"> - Around structures and along hard surfaces no more than 50mm - Around trees and along boundary fences no more than 100mm
	Garden maintenance	<ul style="list-style-type: none"> • Annual beds, perennials and roses: <ul style="list-style-type: none"> - Checked weekly and maintained to a high-quality presentation at all times - Weeds are removed manually before they become noticeable - Annual application of suitable fertiliser (and mulch for roses) - Deadheading and pruning in accordance with best horticultural practice - Edges are neat and tidy with no overspill • For all other gardens: <ul style="list-style-type: none"> - Top up mulch annually - Annual trim as required to maintain the form of shrubs and ornamental hedges, reduce hazards, keep vegetation clear of paths and maintain safe sightlines - Weeds are sprayed or manually removed before they become noticeable - Edges are maintained to same standard as turf with no incremental creep
	Tree maintenance	<ul style="list-style-type: none"> • Juvenile trees (up to around 5 years): <ul style="list-style-type: none"> - Are checked twice annually for damage, health, stability, form, etc - Are weeded and watered as required - Are mulched annually - Are form pruned as needed to develop branch structure and reduce hazards - Have stakes and ties replaced as required • Mature trees~: <ul style="list-style-type: none"> - High-risk trees are inspected annually and following storm events - Other street trees are inspected 3-yearly - Where present, mulch is maintained to an effective depth - Pruning is carried out 3- to 5-yearly in accordance with best arboricultural practice to enhance and maintain tree form and health, and maintain suitable clearance for pedestrians, vehicles and machinery - Dead and diseased wood over 50mm diameter is removed
	Refuse management	<ul style="list-style-type: none"> • Visual inspection for loose litter at least weekly • Litter is collected and removed from site immediately • Bins are monitored for litter levels daily during school holidays and special events, and twice weekly off-peak • Bins are emptied before they reach 80% capacity (at least twice weekly) • Bins are cleaned at least twice a year
	Furniture and structures	<ul style="list-style-type: none"> • Quarterly visual inspection of furniture and structures for vandalism, graffiti, damage, theft, safety, cleanliness and functionality • Annual inspection of specialist plumbing and electrical systems • Furniture and structures are inspected for condition and structural integrity 3-yearly

		<ul style="list-style-type: none"> • Surface coatings renewed 5- to 10-yearly, depending on condition • Assets cleaned 1- to 3-yearly, according to need • Drinking fountains cleaned weekly
	Artificial surfaces	<ul style="list-style-type: none"> • Paths and paved areas are checked for damage following storm events, and cleaned/repared as required • Grass is not permitted to encroach more than 50mm over the edge of paths and paving • Surfaces are kept clear of weeds, moss and algae as required
Maintenance Operations	Task	Quality Standard 3
Streetscapes	Amenity grass mowing	<ul style="list-style-type: none"> • Grass height maintained between 40mm and 80mm • Stalks no more than 150mm • Clippings to be discharged evenly over the mown area with no clumping or windrowing • Edges are trimmed to the same standard as the turf, or a vegetation free strip is maintained: <ul style="list-style-type: none"> – Around structures and along hard surfaces no more than 100mm – Around trees and along boundary fences no more than 200mm
	Rural roadside mowing	<ul style="list-style-type: none"> • Grass height maintained between 100mm and 300mm • Clippings to be discharged evenly over the mown area without significant clumping or windrowing
	Garden maintenance	<ul style="list-style-type: none"> • Shrubs and groundcovers: <ul style="list-style-type: none"> – Top up mulch every three years – Annual trim as required to reduce hazards, keep vegetation clear of paths and maintain safe sightlines – Weeds are sprayed or manually removed before they become noticeable – Edges are maintained to same standard as turf with no incremental creep
	Tree maintenance	<ul style="list-style-type: none"> • Juvenile trees (up to around 5 years): <ul style="list-style-type: none"> – Are checked twice annually for damage, health, stability, form, etc – Are weeded and watered as required – Are mulched as needed to maintain cover – Are form pruned as needed to develop branch structure and reduce hazards – Have stakes and ties replaced as required • Mature trees: <ul style="list-style-type: none"> – High-risk trees are inspected annually – Other trees are inspected 4- to 5-yearly – Pruning is carried out 5-yearly in accordance with best arboricultural practice to enhance and maintain tree form and health, and maintain suitable clearance for pedestrians, vehicles and machinery – Dead and diseased wood over 50mm diameter is removed
	Refuse management	<ul style="list-style-type: none"> • Visual inspection for loose litter at least fortnightly • Litter is collected and removed from site immediately • Bins are emptied before they reach 80% capacity (at least fortnightly) • Bins are cleaned at least once a year

	Furniture and structures	<ul style="list-style-type: none"> Furniture and structures are visually inspected for vandalism, graffiti, damage, theft, safety, cleanliness and functionality annually Furniture and structures are inspected for condition and structural integrity 3-yearly Surface coatings renewed as required or as identified by inspection
	Artificial surfaces	<ul style="list-style-type: none"> Surface debris cleared as required Grass is not permitted to encroach more than 100mm over the edge of paths and paving Weeds, moss and algae are controlled annually

Activity delivery model

Street trees	All maintenance operations are contracted
Street gardens	All maintenance operations are contracted
Street furniture	All maintenance operations are contracted
Berms and verges	All maintenance operations are contracted

Comparison with current level of service

Street trees	<ul style="list-style-type: none"> The total number of street trees is not known as an inventory has only been completed for Wallacetown and Winton. However, it is likely that the current provision, development and maintenance of street trees is less than the proposed level of service Street tree maintenance is currently reactive with no scheduled inspections or maintenance The tree inventory needs to be completed for the entire district, and used as the basis for maintenance and renewal planning
Street gardens	<ul style="list-style-type: none"> The total area and location of street gardens is not known as mapping for contracts is variable, and not all garden maintenance is currently covered by contract Garden maintenance specifications vary from contract to contract and are not consistent A garden inventory needs to be completed for contract purposes and for future planning
Street furniture	<ul style="list-style-type: none"> The current provision and maintenance of street furniture is not well understood as there is no up-to-date inventory and it is not clear whether maintenance of street furniture is included in contracts An complete inventory of street furniture needs to be completed with a condition assessment and valuation for renewal planning and maintenance scheduling
Berms and verges	<ul style="list-style-type: none"> The current level of service for mowing of berms and verges is very high in both rural and urban areas

6.3 PERFORMANCE AND SERVICE LEVEL INFORMATION

Measuring performance for Streetscapes

Level of service statement	Measured by	Actual 2019/20	Target 2020/21	LTP Year 1 Target 2021/22	LTP Year 2 Target 2022/23	LTP Year 3 Target 2023/24	LTP Years 4 to 10 Target 2024/31
Provision Urban streetscapes enhance the amenity value and natural character of townships	Number of street trees per 1,000 residents	New measure – unknown number of street trees	Complete street tree inventory	100 trees per 1,000 residents	100 trees per 1,000 residents	100 trees per 1,000 residents	100 trees per 1,000 residents
Development Urban streetscapes are developed to an appropriate standard	Condition and suitability of urban street trees	New measure – unknown types and condition of street trees	Complete street tree inventory and condition assessment	75% of street trees are in good condition and well suited to location	75% of street trees are in good condition and well suited to location	75% of street trees are in good condition and well suited to location	95% of street trees are in good condition and well suited to location
Operations/Maintenance Streetscaping is maintained cost effectively	Cost of maintenance of street gardens per m2	New measure – unknown area and cost	Within ±20% of Yardstick median	Within ±20% of Yardstick median	Within ±20% of Yardstick median	Within ±20% of Yardstick median	Within ±20% of Yardstick median
	Cost of verge or berm mowing as a percentage of total parks operating budget	New measure – currently >20%	<20%	<16%	<12%	<8%	<5%

6.4 ASSET PROFILE

Asset Profile : Streetscapes				
Township	Street trees	Street gardens	Street furniture	Quality standard
Winton	Approx. 800	6574m2	Yes	QS2
Wallacetown	Approx. 600			QS2
Browns				QS3
Dipton				QS3
Riverton		2347m2		QS2
Tuatapere		500m2		QS2
Otautau				QS2
Nightcaps		583m2		QS3
Ohai				QS3
Wairio				QS3
Orawia				QS3
Monowai				QS3
Colac Bay				QS3
Thornbury				QS3
Edendale				QS2
Wyndham				QS2
Tokanui				QS3
Curio Bay				QS3
Gorge Road				QS3
Woodlands				QS3
Fortrose				QS3
Te Anau			Yes	QS2
Manapouri		415m2		QS3
Milford Sound				QS2
Balfour				QS3
Riversdale				QS3
Waikaia				QS3
Mossum		1305m2		QS2
Lumsden		960m2		QS2
Garston				QS2
Athol				QS2
Oban		737m2		QS3

6.5 IMPROVEMENTS

Improvements – Streetscapes	
Significant Results 2018/2019	To be identified
Planned improvement/change 2019/2020	Complete measurement and mapping of all street gardens Identification of contract costs for street gardens maintenance
Year 1 : Planned improvement/change 2020/2021	Complete street tree inventory and condition assessment Ongoing update of street garden inventory and maps to record changes
Year 2 : Planned improvement/change 2021/2022	Ongoing update of street tree inventory with new plantings and removals Ongoing update of street garden inventory and maps to record changes

Year 3 : Planned improvement/change 2022/2023	Ongoing update of street tree inventory with new plantings and renewals. Ongoing update of street garden inventory and maps to record changes
Year 4-10 : Planned improvement/change 2023/2030	3-yearly review of street tree inventory and update of condition assessment. Ongoing update of street garden inventory and maps to record changes

7.0 Water Structures

7.1 GENERAL INFORMATION

Activity Name	Water structures
Activity Description	<p>Southland District Council owns the following water structures:</p> <ul style="list-style-type: none"> • Five commercial passenger wharves on Stewart Island, primarily used by water-taxi operations but also needed • A commercial fishing wharf (T Wharf) at Riverton. The T Wharf is used by small commercial fishing vessels to offload and has a crane to allow this • A public recreation wharf (L45) at Riverton • Long wharf and L36 jetty (berths licensed to private users) at Riverton • Public boat ramps at Riverton (1) and Waiau catchment (8) • A public viewing platform (Focal Point at Riverton) • Navigation aids (3) at Riverton • Protective works (behind wharves at Riverton) • Retaining wall (Pearl Harbour – Manapouri) <p>There are three main categories of user of these structures - recreational users, commercial fishermen and tourism operators - and the structures are categorised by use rather than quality standard:</p> <ol style="list-style-type: none"> 1. Commercial passenger structures – Stewart Island wharves 2. Commercial fishing structure – T Wharf 3. Public recreation structures – L45 Wharf, public ramps and Focal Point 4. Private structures – Deck of long wharf and L36 jetty berth 5. Utility structures – navigation aids, protective works and retaining wall <p>Water structures are a local activity and are funded locally by Community Boards. The Stewart Island wharves are managed by the Stewart Island Jetties Subcommittee. The Riverton Harbour Subcommittee is responsible for the management of the structures at Riverton.</p> <p>The ownership and management of the long wharf and berths at Riverton is complex, with SDC owning the decking (to secure access) and the structure being owned by individual licence holders. SDC also holds the resource consent for the structures as Environment Southland did not wish to manage individual consents for each structure.</p> <p>The ownership of the Stewart Island wharf structures was assumed from South Port in 2007 as the assets were seen to have no commercial value but were required to provide access to Stewart Island. The five wharf structures provide access to the Rakiura National Park at Ulva Island, South West Arm, Glory Cove, Port William and Millar's Beach. The main users of these structures are water taxis delivering hunters to hunting camps, visitors to Ulva Island (an open wildlife sanctuary in Paterson Inlet), and other visitors to the DOC estate.</p> <p>Further public wharf structures at Golden Bay and Oban on Stewart Island are owned by South Port. SDC has indicated funding through the 2018 LTP for upgrading of these facilities.</p>
Activity Rationale	<p>Southland District Council inherited its role as owner of water structures in Riverton from the Riverton Harbour Board and the Marine Division of the Ministry of Transport. SDC is only involved with ownership of structures on Stewart Island as South Port no longer wanted them as they were uneconomic. There is, therefore, little rationale for this activity other than history and politics.</p>

	<p>Navigation aids are an integral component of navigation safety which is an Environment Southland responsibility. There is a strong argument that the provision and operation of these navigation aids should be the responsibility of the Southland Regional Council rather than the Southland District Council.</p> <p>Water structure infrastructure such as boat ramps, jetties and wharves enable recreational and commercial access to waterways. They also provide the ability for residents and visitors to access services from service centres where the only access available is by water.</p> <p>In addition to access, the activity provides environmental protection from stopbanks and marine walls which protect against flooding.</p> <p>There is a clear rationale for providing structures that enhance access to the water for recreational users, and that provide access to remote communities that rely on water for transport. There is also a clear rationale for providing structures that protect public assets from erosion and flooding.</p> <p>The rationale for providing commercial or private structures and navigation aids is not as clear. There is an argument for supporting local business and tourism opportunities by providing essential infrastructure. However, the operation, maintenance and renewal of this infrastructure should be fully funded by users and not ratepayers.</p> <p>Regulation of water structures is the role of Environment Southland, and SDC must hold and maintain resource consents for all structures in the water. Around 40 wharf structures in Riverton are licensed to private users, who are responsible for their maintenance. This exposes SDC to risk where maintenance is not undertaken or licence holders refuse to sign licences. There are also significant management and compliance costs for Council to ensure that consent conditions are met. There would be some justification for transferring the entire ownership and responsibility for these structures to current licensees to reduce the compliance costs and risk to Council, as there appears to be little public benefit in these structures.</p>
Governance	<p>General Manager Portfolio Holder Matt Russell – Group Manager Services and Assets</p> <p>Delivery Group Community Services</p>
Activity Manager	Mark Day – Community Facilities Manager

7.2 SERVICE OVERVIEW

Core Level of Service	
Provision	
	<ul style="list-style-type: none"> Continue to provide nine boat ramps in the current locations for recreational access to lakes and rivers in the Waiau catchment, and to the sea at Riverton Continue to provide 4.3m of public wharf at Riverton boat ramp for loading and unloading passengers and equipment when using the public boat ramp Continue to provide five jetties for commercial passenger boats to provide access to and from Stewart Island Continue to provide 46.7m of berthing at a public commercial wharf at Riverton for small commercial fishing boats

	<ul style="list-style-type: none"> Assess options for removal of existing private berthing structures at Riverton that are no longer usable due to poor condition Continue to provide protective structures to provide protection to Council assets from erosion and flooding Continue to provide three navigation aids in the Riverton Harbour in the short term and investigate the possibility of transferring these navigation aids to Environment Southland in the medium to long term A Water Structures Strategy is needed to provide a thorough assessment of current structure condition, utilisation, demand, costs and benefits to Council, and determine what changes, if any, should be made to the current level of provision 	
Development	Commercial passenger structures	
	<ul style="list-style-type: none"> All structures are to be safe, fit for purpose and suitable to safely accommodate the commercial water taxis and passenger ferries that are currently licensed to use these structures, and the maximum number of passengers they are permitted to carry All designs for new/renewed structures must be prepared or peer reviewed by a suitably qualified structural engineer Clear signage to display regulations for use and contact information 	
Development	Commercial fishing structure	
	<ul style="list-style-type: none"> All structures are to be safe, fit for purpose and suitable to safely accommodate small fishing vessels Provide a small crane for loading and unloading boats Provide lighting and water All designs for new/renewed structures must be prepared or peer reviewed by a suitably qualified structural engineer Clear signage to display regulations for use and contact information 	
Development	Public recreation structures	
	<ul style="list-style-type: none"> All structures are to be safe, fit for purpose and suitable to safely accommodate trailer boats No additional jetties are to be provided for boat ramps All designs for new/renewed structures must be prepared or peer reviewed by a suitably qualified structural engineer Focal Point has power, lighting, handrails and a disabled persons lift Clear signage to display regulations for use and contact information 	
Development	Utility structures	
	<ul style="list-style-type: none"> All designs for new/renewed structures must be prepared or peer reviewed by a suitably qualified structural engineer 	
Maintenance Operations ²⁰	Task	All structures
All Categories	Fees and charges	<ul style="list-style-type: none"> Fees and charges for commercial use of structures will be set at a level that reflects the actual cost of operation, maintenance and renewal
	Inspections	<ul style="list-style-type: none"> Regular 6-monthly checks for vandalism, graffiti, damage, safety and functionality Specialist plumbing and electrical systems are inspected annually by a person qualified to undertake the inspection Critical structure inspections to be carried out every three years by a suitably qualified structural engineer Condition assessments of structures are carried out every three years by a person competent to undertake the inspection Annual Health and Safety audit

²⁰ The tasks and service levels identified for maintenance operations are consistent with the NZ Open Space Maintenance Specifications 2017.

	Repairs and maintenance	<ul style="list-style-type: none"> All structures are maintained in a safe, functional condition All repairs and maintenance identified in structural inspections to be carried out within three years unless identified as requiring immediate attention Repairs and maintenance to navigation aids to be carried out immediately If repairs cannot be carried out immediately, hazards are isolated within one working day
	Cleaning	<ul style="list-style-type: none"> Boat ramps are cleared as required of sediment, debris, weed, etc to maintain functionality
	Regulations for use	<ul style="list-style-type: none"> Limits for the size of vessels will be placed on structures to reduce the risk of damage from large vessels
	Compliance	<ul style="list-style-type: none"> Structures are compliant with resource consents

Activity delivery model

Commercial passenger structures	All maintenance operations are contracted
Commercial fishing structures	All maintenance operations are contracted
Public recreation structures	All maintenance operations are contracted
Utility structures	All maintenance operations are contracted

Comparison with current level of service

Commercial passenger structures	<ul style="list-style-type: none"> The current level of service for commercial passenger structures is the same as proposed, with the intention in the short to medium term of maintaining the current provision and maintenance of commercial passenger structures The development level of service will apply to planned renewal works, upgrades and rebuilds
Commercial fishing structures	<ul style="list-style-type: none"> The current level of service for commercial fishing structures is the same as proposed, with the intention in the short to medium term of maintaining the current provision and maintenance of commercial fishing structures The development level of service will apply to planned renewal works, upgrades and rebuilds
Public recreation structures	<ul style="list-style-type: none"> The current level of service for public recreation structures is the same as proposed, with the intention in the short to medium term of maintaining the current provision and maintenance of public recreation structures The development level of service will apply to planned renewal works, upgrades and rebuilds
Private structures	<ul style="list-style-type: none"> The current level of service for private structures is higher than proposed, with the recommendation to dispose of the Long Wharf and associated berthing structures to current licensees/owners of the sub-structure. This would reduce the ongoing compliance costs and risk associated with these structures that provide very little public benefit
Utility structures	<ul style="list-style-type: none"> The current level of service for utility structures is the same as proposed, with the intention in the short to medium term of maintaining the current provision and maintenance of these structures The development level of service will apply to planned renewal works, upgrades and rebuilds

7.3 PERFORMANCE AND SERVICE LEVEL INFORMATION

Measuring performance for Water Structures

Level of service statement	Measured by	Actual 2019/20	Target 2020/21	LTP Year 1 Target 2021/22	LTP Year 2 Target 2022/23	LTP Year 3 Target 2023/24	LTP Years 4 to 10 Target 2024/31
Provision Suitable opportunities are provided for public recreational access to the sea, lakes and rivers in the Southland district	Boat launching ramps provided	8 ramps in the Waiau Catchment 1 ramp at Riverton 2 beach launching ramps at Stewart Island	No change	No change	No change	No change	No change
Development All structures are fit for their intended purpos	Percentage of structures that meet minimum acceptable structural standard	33% of Riverton structures met the minimum standard in 2018 Other structures unknown	Structural inspection of structures on Stewart Island and Waiau catchment – establish baseline	50% compliance for Riverton structures	No inspection	75% compliance for for Stewart Island and Waiau catchment structures	90% for all structures
Operations/Maintenance Water structures are compliant	Compliance with conditions of resource consent	Current non-compliance with Riverton wharf consent due to outstanding licence	100%	100%	100%	100%	100%

7.4 ASSET PROFILE

Asset Profile : Water Structures	
Category	
Commercial passenger	Ulva Island Jetty Little Glory Jetty Fred's Camp Jetty Port William Jetty Millars Beach/Whaling station Jetty
Commercial fishing	T-Wharf, Riverton
Public recreation	Public boat launching ramp, Riverton Public Wharf L45 , Riverton Te Anau Downs boat launching ramp Te Anau Boat Harbour boat launching ramp Steamer Wharf boat launching ramp Queens Reach boat launching ramp Pearl Harbour, Manapouri boat launching ramp Monowai boat launching ramp Tuatapere Reserve boat launching ramp Te Waewae Lagoon boat launching ramp Focal Point, Riverton
Private	Long wharf and L35/36
Utility	Riverton Harbour navigation aids x3 Rock protection walls behind wharves L40 to L43 Pearl Harbour, Manapouri retaining wall

7.5 IMPROVEMENTS

Improvements – Water structures	
Significant Results 2018/2019	To be identified
Planned improvement/change 2019/2020	Address current non-compliance with resource consent for Riverton wharf structures and consider disposal or removal of private structures to mitigate risk. Ulva Island and Golden Bay wharf replacements pending TIF funding.
Year 1 – Planned improvement/change 2020/2021	Structural inspection of Stewart Island and Waiau Catchment structures to establish a baseline for minimum acceptable standards. Ulva Island and Golden Bay wharf replacements pending TIF funding.
Year 2 – Planned improvement/change 2021/2022	Repeat structural inspection of Riverton structures
Year 3 – Planned improvement/change 2022/2023	
Year 4 - 10 – Planned improvement/change 2023/2030	3-yearly inspections of water structures for condition and maintenance/renewal planning

Appendix 1

The following development and maintenance standards for sports parks have been included as an Appendix as currently the responsibility for developing and maintaining sports parks is delegated to sports clubs through lease agreements. Council provides park land to clubs who develop and maintain it for their purposes. This practice has led to considerable inequity in provision of sporting opportunities as most sports parks are dominated by rugby.

Development	Quality Standard 2	Quality Standard 3
Sports Parks	<ul style="list-style-type: none"> Examples include Mossburn War Memorial Park, Centennial Park, Wyndham Recreation Reserve At least two playing fields plus other sporting surfaces and facilities to allow use for multiple sports Toilets and changing rooms (may be club provided and may only be open during play) Sufficient parking for supporters as well as players, well drained and surfaced – refer District Plan provisions Training lights may be provided by clubs, but floodlighting for night games is rarely required Standard park furniture, including seats and bins provided for player and spectator use Tracks and paths will be provided where the park is providing a linkage route. All ability access will be provided from car parks to clubrooms, toilets or play equipment. Surface will generally be sealed with asphalt or concrete Lighting may be provided around high-use car parks Low-maintenance gardens may be provided around entrance, car park or clubrooms Standard name and control signage. Map of field layout to be provided with ground numbers shown where applicable Field drainage and irrigation will be provided where conditions require, generally only at sites where senior-level competition occurs A playground may be provided, particularly if the park also provides a community park function. Refer to Playground LoS 	<ul style="list-style-type: none"> Examples include Traill Park, Dipton Recreation Reserve, Moores Recreation Reserve At least one full-sized grass field or several junior fields Sufficient parking for supporters as well as players – refer District Plan provisions. Junior fields may require more parking for supporters than senior fields Basic quality toilets to be provided on site; either stand alone or as part of clubrooms. May only be accessible during times of sports play All-ability access will be provided from car parks to clubrooms Basic park furniture, including seats and bins provided No gardens Standard name and control signage No playground unless the park also provides the only community park for the community. Refer to Playground LoS
Maintenance	Sports turf mowing – Quality Standard 2	
	<ul style="list-style-type: none"> All playing field grass is cut weekly during playing season unless stated otherwise No clumping or windrowing of clippings Rugby and League: 	

	<ul style="list-style-type: none"> - grass height 35 to 60mm during playing season • Cricket: <ul style="list-style-type: none"> - outfield grass height 15 to 25mm during playing season • Football and Athletics: <ul style="list-style-type: none"> - grass height 25 to 40mm during playing season
	Sports turf mowing – Quality Standard 3
	<ul style="list-style-type: none"> • All playing field grass is cut at least fortnightly during playing season unless stated otherwise • No clumping or windrowing of clippings • Rugby and League: <ul style="list-style-type: none"> - grass height 35 to 60mm during playing season • Cricket: <ul style="list-style-type: none"> - outfield grass height 20 to 25mm for play • Football and Athletics: <ul style="list-style-type: none"> - grass height 25 to 40mm during playing season

BUTTERFIELDS PLAYGROUND – STEWART ISLAND

Equipment	Manufacturer	Install Year	Expected replacement date	Survey Date	Age	Condition 1 excellent 5 poor	Safety Standard	Non Compliance	Standards Requirement	Risk	Safety Issues	Safety Surface Type	Safe Surf Size m2	Depth	Safety Surface Condition	Safety Surface Standard	Standards Requirement	Maintenance Issue	Maint. Priority 1 high 3 low	Maintenance recommendation	Maint. Repair Value	Capital Recommendation	End of life renewal Priority 1 high, 5 low	End of Lifespan Capital Value	Surfacing replacement value
Stewart Island Butterfield Beach																									
Swing - 1 Senior & 1 Infant	AJ Grant	2006	2021	25/09/2019	13	3	Standard of the day	Had 3.4m free space in front of swings - needs 3.5m. The difference was in the wooden edge. I assume this was an error by surface layer. I haven't failed this, and it was very low risk		VL		RUBBER TILES	21		3	NZS5828:2004		Swing plates lifting and sharp. Rust in connectors	2	Tamp down swing plates, treat and monitor rust at every visit.	\$ -	Programme to replace at end of lifespan	3	\$ 3,500.00	\$ 2,520.00

BUTTERFIELDS COMPLIANCE AND MAINTENANCE ISSUES

Rust

Rust, burred swing plate.

Not quite enough surfacing (100mm short)

Tiles full of weeds.

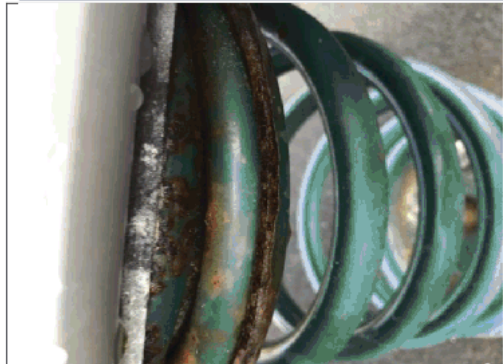









Swing plate lifting.


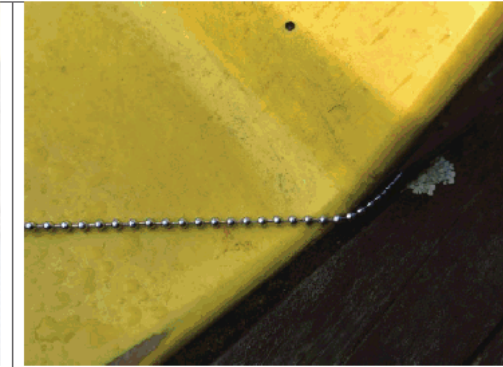


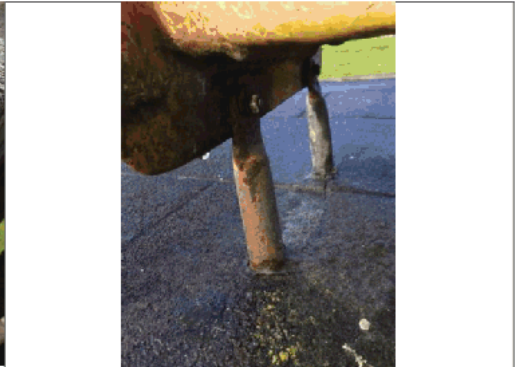


OBAN FORESHORE – STEWART ISLAND

Equipment	Manufacturer	Install Year	Expected replacement date	Survey Date	Age	Condition 1 excellent 5 poor	Safety Standard	Non Compliance	Standards Requirement	Risk	Safety Issues	Safety Surface Type	Safe Surf Size m2	Depth	Safety Surface Condition	Safety Surface Standard	Standards Requirement	Maintenance Issue	Maint. Priority 1 high 3 low	Maintenance recommendation	Maint. Repair Value	Capital Recommendation	End of life renewal Priority 1 high, 5 low	End of Lifespan Capital Value	Surfacing replacement value
Oban Playground																									
Medium module with slide and tunnel	Playground Centre	1999	2014	25/09/2019	20	3	No	Head entrapment in barrier, toggle entrapment at top of slide. Slide has no run out and inadequate surfacing.	No entrapments. Run out required in slide design to slow user at the end of ride, and then 2m fall space needed at the end of the slide. (I came off the end of this slide, and bounced on the wooden edge on my back - very painful).	L		RUBBER TILES	108		1	NZS5828: 2004	2m fall space required at the end of the slide.	Grass in tiles needs to be hand weeded. Rotting posts. Rust. Lichen, slippery decks	2	Hand weed at every visit. Inspect posts for depth of rot every visit. Treat rust, water blast every year.		Module is due replacement. Could prolong life with metal parts. But rot in posts is of concern and difficult to now if rotten in the ground with the synthetic surface around them.	1	\$30,000.00	\$ 12,960.00
Swings - 2 + 1 - Senior 2 + Infant 1	Playground Centre	2009	2024	25/09/2019	10	2	No	Finger entrapment in chains. Measured 3.3 fall space in front and back of swing axis.	3.6m fall space required to the front and back of swing axis. No entrapments	L								Swing plates rusted and lifting - sharp.	1	Tamp down swing plate, or replace swing seats.	\$ 270.00	Replace at end of lifespan	4	\$ 4,500.00	
Bouncy Dolphin Seat	Playground Centre	2009	2024	25/09/2019	10	2	NZS5828: 2004											Rust	3	Monitor rust every visit.		Replace at end of lifespan	4	\$ 2,500.00	



OBAN FORESHORE COMPLIANCE AND MAINTENANCE ISSUES

				
Spring rusting	100mm too short on surfacing	Finger entrapment in chain	Swing plate burred	Swing plate burred
				
Weeds	Rust	Rust	School playground just across the road	Timber rotten

				
Slide start too short	Toggle entrapment at top of slide	Timber rotten	Lichen	Rust
				
Insuffient surface at run out	Head entrapment in barrier			

SOUTHLAND DISTRICT DISTRICT COUNCIL

PLAYGROUND AUDIT SEPTEMBER 2019

COMPLIANCE AND MAINTENANCE



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During September 2019, 40 playgrounds were audited on behalf of Southland District Council.

SUMMARY OF FINDINGS

The majority of playgrounds were in a **good to average** condition.

The level of compliance to the playground safety standards was at **36%**. This is mainly related to playground design and can be remedied by playground renewal.

The most common non-compliance issues were:

- head and finger entrapments
- Safety surfaces didn't comply due to bark depth and inadequate fall zones.
- Slides with no runout, runout too high and of poor condition (fibre glass slides).

Lion Park in Te Anau stood out for the number of maintenance issues and should be focused on, by the maintenance team, due to the nature of its high use & profile.

Common maintenance issues throughout the district were:

- Graffiti
- Low and compacted loosefill
- Broken equipment, e.g. decks, tyre buffers
- Hose not covering chains or split
- Swing plates burring
- Weeds

The following changes to the maintenance regime could improve compliance:

- Regular topping up of loose fill with certified cushionfall (not mulch).
- Regular aeration and topping up of pea gravel.
- Closure of toggle entrapments at the top of slides (with silicon or barrier placement)
- Cover non complying chains (entire length) or swapping for a gauge that complies will reduce finger entrapment hazards
- Regular checking for exposed nails, and reduction of protruding bolts when on site.

I recommend urgent action is taken at the following sites. These items have poor condition, or high-risk non-compliance.

Park	Item	Failure	Condition	Recommendation
Holt Park, Otautatu	Swing	Hard suspension and finger entrapments. Solid footings exposed.	Very poor condition. Very old. Surface is non-existent – has rotted away.	Remove playground.
	Seesaw	Sideways	Very poor	

		deviation	condition. Very old.	
Riversdale - Otautau	Wire walk	Wire walk attached to rotten tree.	Tree rotten, other trees growing over connections	Remove from trees.
Taramea Soundshell	Flying fox and Rocking horse	Cable frayed, and does not run. Rocking horse badly corroded beyond repair.	Rocking horse is very old, very poor condition.	Replace rocking horse. Repair cable on flying fox, and install impact attenuating surface – smooth out the runway.
Taramea Adventure	Slide & Tunnels	Various compliance issues.	Very old, very poor condition	Remove equipment.
Halfmile – Tuatapere	Maypole & slide	Various compliance issues, inadequate surface	Very old and run down.	Replace equipment and surfacing.
Monowai	Old tractor, swings, maypole & jigger.	Various compliance issues, inadequate surface	Old equipment, various conditions.	Replace with new equipment and surfacing.
Dipton	Module & Swings	No surface, roots in fall space and posts rotting at footings	Not a particularly old playground, but appears unmaintained.	Investigate replacing the posts – if this is cost effective. Install compliant surface.
Lion Park	Steering wheel	Fails grip, free space and fall space requirements.	This item has been removed around the country due to injuries. It is non-compliant and high risk	Remove.
Lumsden	Module	Head entrapments	Entrapments at such a high module are dangerous, and difficult for parents to assist.	Cover all entrapments

Note: See photo report attached for further information on the compliance and maintenance issues.

In addition to the list above - The fibreglass slides around the district need to be phased out. They break down in the UV, and the tiny fibres become abrasive and get stuck in children's skin.

Many of the Councils play facilities are relatively old, have been well used and are nearing the end of their useful life. Existing playgrounds are largely from the same manufacturer and offer the same playing experiences.

The renewal plan for the area should consider the shift in the community's expectation of playgrounds. Public demand is now for innovative spaces, requiring a move away from modular equipment, to one that encompasses a broad range of creative, dynamic and sensory experiences. At the same time playgrounds need to address the issue of childhood obesity by providing facilities for structured physical activity and skill development.

Playgrounds in the same district should offer different experiences.

Playground renewals should include:

- A quality landscaped setting with natural features,
- Artistic expressions, sensory stimulus and age-appropriate, challenging and fun playground equipment.
- Opportunities for creative play. E.g. equipment that encourages children to manipulate the loosefill surface – perhaps a tube to roll pea gravel down, or sand and water.
- Wherever possible playgrounds should cater for all abilities, i.e. have surface that allows wheeled access, and has items of equipment that are wheel chair accessible.

BRIEF

Playgrounds were inspected under the Playground Standard NZS5828:2004 and 2015. Level 3 Outdoor Inspector, Trish Wrigley, undertook an annual inspection. The overall level of safety of equipment and surfaces was evaluated.

The brief was to make an assessment of maintenance standard and provide recommendations for bringing equipment up to meet Safety Standard requirements. The brief did not include the auditing of structural integrity of equipment.

METHODOLOGY

Each site was visited and the following inspection was undertaken.

- To inspect 40 playground sites
- Evaluate all equipment to NZ Standards 5828:2004 and 2015; and list areas of non-compliance
- Evaluate the condition of play equipment, specifically:
 - All moving parts
 - Bolts and fasteners
 - Chains and ropes
 - Surfaces underneath equipment
 - Missing components
 - Footings/equipment stability
- Rate the playground condition on a scale of 1-5, with 1 being Excellent and 5 being Very Poor.
- Flag issues of metal/structural fatigue for further investigation
- Evaluate safety surfacing, specifically:
 - Depth (if in bark)
 - Fall Zones meet the NZ standards
 - Areas of wear
 - Effectiveness of synthetic surfacing
- Evaluate standard of maintenance

The sites inspected were:

1	Garston	Village Green Playground
2	Athol	Athol Playground
3	Mossburn	Mossburn Adventure Park
4	Te Anau	Lion Park Playground
5	Te Anau	Boat Harbour Playground
6	Te Anau	Henry Street Playground
7	Manapouri	Village Green Playground
8	Monowai	Monowai Playground
9	Tuatapere	Main Street Playground
10	Tuatapere	Half Mile Playground
11	Orepuki	Orepuki Playground
12	Ohai	Ohai Playground
13	Nightcaps	Dr Woods Memorial Park Playground
14	Nightcaps	McGregor Park
15	Otautau	Centennial Park Playground
16	Otautau	Holt Park Playground
17	Thornbury	Thornbury Playground
18	Riverton	Palmerston Street Playground
19	Riverton	Taramea Bay Soundshell Playground
20	Riverton	Henderson Park Playground
21	Riverton	Taramea Bay Adventure Playground
22	Riverton	Koi Koi Park Skatepark
23	Colac Bay	Colac Bay Foreshore Playground
24	Colac Bay	Manuka Street Playground
25	Wallacetown	Gwen Baker Park Playground
26	Stewart Island Oban Foreshore	Oban Playground
27	Stewart Island Butterfield Beach	Oban Foreshore
28A	Winton	Centennial Park
28B	Winton Skate Park	Centennial Park
29	Winton	McKenzie Street Playground
30	Edendale	Seaward Road Playground
31	Edendale	Edendale Domain Playground
32	Wyndham	Wyndham Playground
33	Tokanui	Tokanui Playground
34	Tokanui Skate Park	
35	Fortrose	Fortrose Foreshore Reserve
36	Riversdale	Riversdale Playground
37	Waikaia	Dicksons Park Playground
38	Balfour	Balfour Playground
39	Dipton	Dipton Playground
40	Lumsden	Lumsden Playground

RESULTS

Compliance rating

All equipment was measured against NZS5828:2004 or 2015.

Each individual item of equipment and safety surfacing was measured. Of the 213 items of equipment and 78 safety surfacing areas at the 40 playground sites see the following compliance figures:

Equipment

84 Items of equipment complied with the standard of the day it was installed or NZS 5828:2004 or 2015.

135 Items of equipment did not comply with either standard.

6 Items of equipment were not applicable to standards.

Safety Surface

Areas of safety surfacing complied with NZS 5828:2004 or 2015.

65 Safety surface areas did not comply with either standard.

A compliance rate of 36% in 2019.

Southland District Council could aim to increase the compliance rate over time through annual renewal of equipment.

Condition rating

Equipment

- 11 Items of equipment had a rating of 1 (excellent)
- 102 items of equipment had a rating of 2 (good)
- 72 items of equipment had a rating of 3 (average)
- 20 items of equipment had a rating of 4 (poor)
- 10 items of equipment had a rating of 5 (very poor).

Surface

- 7 safety surfaces had a rating of 1 (excellent)
- 13 safety surfaces had a rating of 2 (good)
- 32 safety surfaces had a rating of 3 (average)
- 14 safety surfaces had a rating of 4 (poor)
- 8 safety surfaces had a rating of 5 (very poor).

VALUE OF PRIORITIES

The capital renewal values in this report have been estimated for each item based on a replace 'like for like' basis, officers may wish to address sites in a different way to improve the play value of each site. The figures are to be used as a guide for the District's Asset Renewal Program.

Note: Values below include surfacing renewal costs – be aware dimensions and therefore estimates will alter according to the replacement equipment chosen.

Estimates for renewal of equipment that have a 1-3 priority have been programmed into a ten-year plan (see audit data sheet). The following total budgets are suggested to address items with poor to average condition.

- 2019/2020 renewals have a value of \$255,489.
- 2020/2021 renewals have a value of \$209,214
- 2021/2022 renewals have a value of \$197,728
- 2022/2023 renewals have a value of \$82,688
- 2023/2024 renewals have a value of \$162,928
- 2024/2025 renewals have a value of \$117,354
- 2025/2026 renewals have a value of \$115,852
- 2026/2027 renewals have a value of \$160,035
- 2027/2028 renewals have a value of \$167,818
- 2028/2029 renewals have a value of \$148,370

NON-COMPLIANCE EXPLANATION

The following is an explanation of common issues of non-compliance across the district. These are generally manufacturer design failures.

Those issues of non-compliance due to manufacturer design installed after 2004 should be taken up with the manufacturers and corrected.

a) *Handle Projection on Seesaws*

Finding: Handles and footrests on seesaws failed the ring gauge test for projections.



Standard: Ring gauge must not pass over the handle or foot rest. **NOTE:** The intention of this requirement is to reduce the hazard of eye injury from the ends of projecting hand supports, by maintaining a cross sectional area of at least 15 cm².

Risk: Low

Action: No action required. Monitor for injury.

b) Low Bark

Finding: Low bark depths and exposed footings.



Standard: the depth of loose fill required is 200mm for a corresponding critical fall height of 2m. 300mm is required for a fall height of 3m.

Risk: Low

Action: At bark areas - top up with wheelchair accessible Cushionfall (certified woodchip). Note – loosefill should be adequately maintained. Failure to maintain will result in the impact attenuation being significantly reduced.

Note Certified woodchip is now available from Christchurch (www.intelligro.co.nz/safe-fall-playground-bark).

a) Pea gravel

Finding: Pea Gravel - incorrect size and depth (and not wheel chair accessible)

Standard: EN 1176-1:1998 requires gravel 2 mm to 8 mm grain size and 200mm for 2m critical fall height and 300mm for 3m critical fall height.

Risk: Low

Action: No Action. At replacement of equipment, program replacement of pea gravel to complying surface.

b) Inadequate surface area

Finding: Safety Surface was inspected according to current standard, as it generally requires less surfacing area. At some sites I found the surfacing area to be inadequate, not extending as far as it should.

Standard: The requirements for the impact and falling space shall be in accordance with EN 1176-1:2008, 4.2.8.2.4. and 4.2.8.2.5.

Risk: Low

Action: Extend or replace surfaces when equipment is due for renewal – see individual reports for details of those sites and their priorities.

c) Corrosion

Finding: Corrosion of metal equipment across the district.



Standard: Metal parts should be protected against atmospheric conditions and cathodic corrosion.

Risk: Low to Medium

Action: Treat and paint immediately to reduce further corrosion. Cover /seal open pipes to stop water pooling in equipment. Corrosion to the extent of the photo above indicates equipment should be replaced.

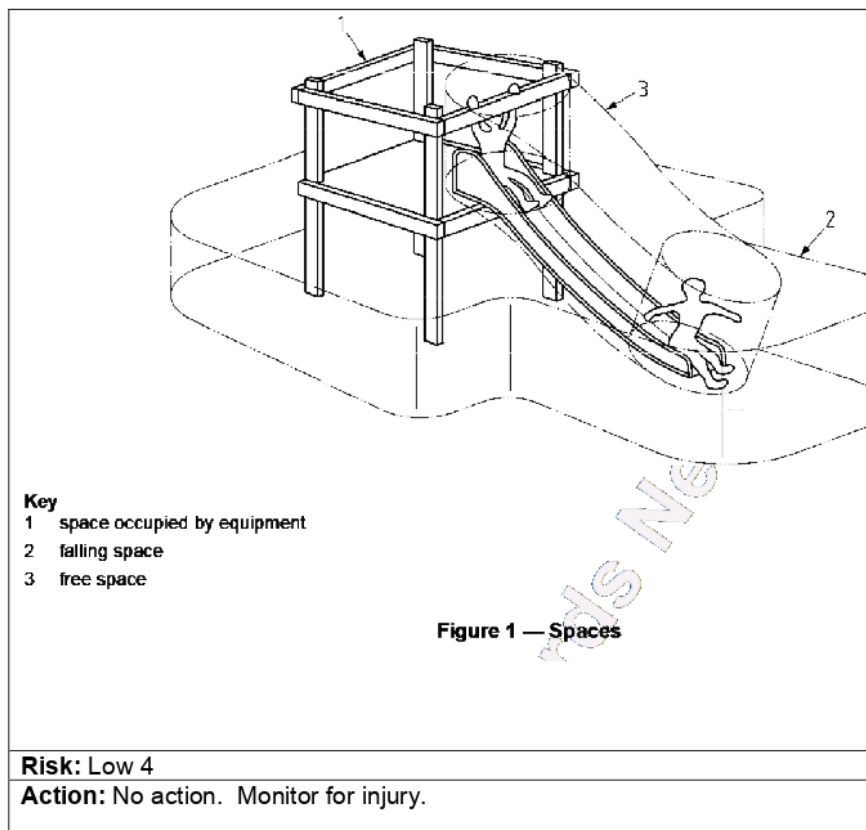
d) Objects in slide free space

Finding: Steps and climbers in freespace of slides



Standard: Free space in, on or around the equipment that can be occupied by a user undergoing a movement forced by the equipment (e.g. sliding, swinging, rocking). Climber fall space shall not overlap freespace.

Dimension of free space for a sitting child is 1000mm radius.



e) No Grip on fire pole, and slide handrails.

Finding: Fire pole did not have grip. Meaning a child can't grip with their hands around the pole.



Standard: Grip is measured between 16mm and 45mm. The cross section of any support designed to be grasped shall have a width not exceeding 60 mm.

Risk: Low

Action: No action, monitor for injury.

f) Decks in overhead fall space

Finding: Decks in overhead fall space, meaning if a child misses the monkey bar rung and falls backwards, they are likely to hit their head on the deck.



Standard: Falls over 600mm require impact attenuation in the fall zone.

Risk: Low

Action: Cover decks with impact attenuating surface.

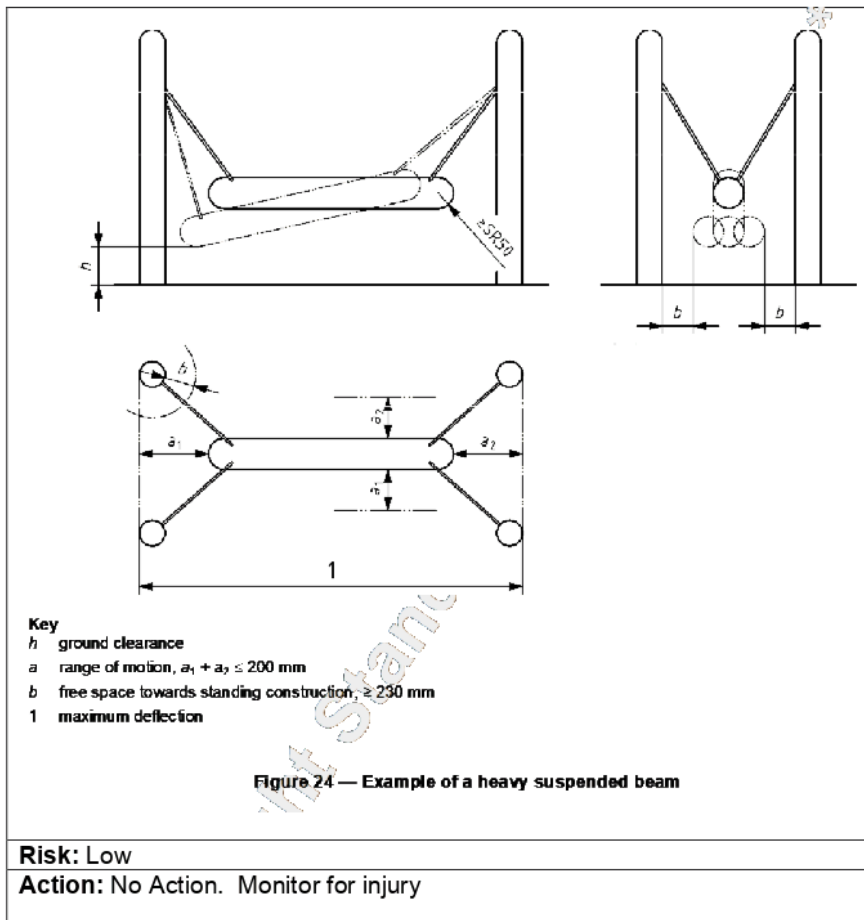
g) Suspended Heavy Beam

Finding: Suspended beam with inadequate ground clearance and excessive range of movement going past support posts.



Standard: There shall be a ground clearance of at least 400 mm underneath heavy suspended beams,

The range of movement shall not exceed 100 mm and shall not go beyond the support posts. The distance between the support posts and the heavy suspended beam shall not be less than 230 mm throughout its full range of movement.



h) Cargo Nets – Solid Object in Fall Space

Finding: Solid steel base of cargo net sticks up and is in the fall space of the net.



Standard: The falling space shall not contain any obstacles onto which a user could fall and cause injuries.

Risk: Low

Action: If equipment was installed after 2004 take issue up with manufacturer. Otherwise, no action - monitor for injury.

i) Toggle Entrapment

Finding: Toggle entrapment at the top of slides.



Standard: Slides shall be constructed so that openings located within the free space do not trap the toggle when tested.

The design of slides and accessible structures around them shall be such that no part of clothes can become trapped.

The entrapment of clothing toggles - and consequent strangulation has caused the highest rate of deaths on play equipment worldwide. This issue is not clearly identified in the previous NZ Playground standards. A gap or diminishing wedge at the top of a slide may allow clothing to catch before a child descends down the slide. The entrapments are a result of poor installation methods, deck to slide design and or the movement and shifting of plastics.

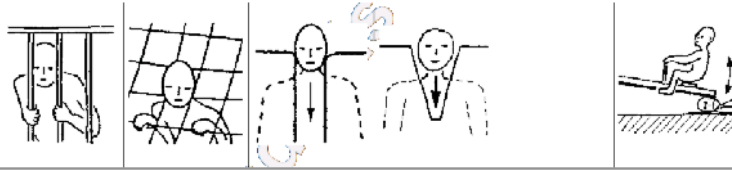
A toggle entrapment probe was used to measure for any entrapment gaps at the top of slides.

Risk: Low

Action: Eliminate toggle entrapment. A common way of doing this is with silicon filler or a wedge.

j) Head Entrapment

Finding: Entrapments in barriers, handrails, ladders of slides and modules.



Standard: Entrapment of the head and neck

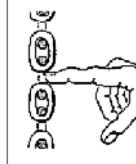
Equipment shall be constructed so that any openings do not create head and neck entrapment hazards either by headfirst or feet first passage.

Risk: Low - high

Action: Monitor use.

k) Chain gauge – risk of finger entrapment

Finding Chains with opening larger than 8.6mm allow finger entrapment. Hose cover reduces risk, but needs to go the full length of the chain.



Standard: Chains for playground equipment shall conform to ISO 1834 as a minimum and shall have a maximum opening of 8.6 mm in any one direction except where connections are made, where the maximum opening shall be greater than 12 mm or less than 8.6 mm.

Risk: Low

Action: The playground standard NZS5828:2004 identifies the size of finger entrapments in the swing suspension. There are many cases of old swing seats with non-compliant chain. The standards are not retrospective so there is no requirement for these to be upgraded until the unit is renewed.

At the time of renewal or for new swings it is essential to ensure that there are no finger entrapments in the swing suspension. There are 3 ways of addressing this:

- Purchase compliant chain. Chain size must have an internal diameter of less than 8.6mm in any one direction.
- Provide a swing suspension member not made of chain. (e.g. steel rope)
- Provide a cover over the chain. This method is problematic; if the chain cover splits or comes away then the chain exposes finger entrapments. Further to this, chain cover constantly gets cut, is broken and has sharp edges. The chain underneath the cover cannot

be inspected for wear. We are starting to see swing chain failure as a result of chain wearing and rusting under the chain cover.

l) Protruding Bolts, nails or fixtures

Finding: Protruding bolts, nails or fixtures, e.g. split pins, protruding nails on decks.

Standard: There shall be no protruding nails, projecting wire rope terminations or pointed or sharp-edged components. Rough surfaces should not present any risk of injury. Protruding bolt threads within any accessible part of the equipment shall be permanently covered, e.g. dome headed nuts. Nuts and bolt heads that project less than 8 mm shall be free from burrs. All welds shall be ground smooth

Risk: Low

Action: Cut down or cover protruding bolts, recess nails and replace sharp fixtures such as split chain links and split pins with an alternative.

m) Decks or ramps requiring barriers.

Finding: Decks or ramps over 600mm and easy accessible to toddlers do not have barriers.

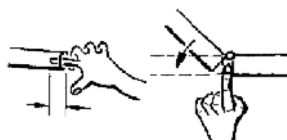
Standard: Easy access decks or ramps require barriers if over 600mm. Barriers must be at least 700mm high, There shall be no intermediate horizontal or near horizontal rails or bars that can be used as steps by children attempting to climb. The design of the top of the barriers should not encourage children to stand or sit on them, nor should any infilling encourage climbing.

Risk: Low

Action: No action - many of these decks were installed prior to 2004. Monitor for injury.

n) Finger entrapments

Finding: Finger entrapment in the end of pipes or in decks and climbing walls over 1m in height.



Standard Equipment should be constructed to avoid gaps in which fingers can be trapped whilst the remainder of the body is moving or continues in forced movement, for example sliding, swinging;

Also – Holes, which have a lower edge more than 1 000 mm above the potential impact area, shall be smaller than 8mm or larger than 25mm.

The ends of tubes and pipes shall be closed off to prevent the risk of finger entrapment. The closures shall not be removable without using tools.

Risk: Low 9

Action: Close any holes that allow finger entrapment. However, this is not achievable on the plastic climbing walls so no action required on these.

o) Slide Run Out

Finding: Slides without run out or run out too high.



Standard: All slides shall include a run-out section.

The declination of the run-out section shall be 10° maximum (for type 1) or 5° maximum (for type 2). The minimum length of the run-out section is relevant to the slide length.

The height of the end of the run-out section is relevant to the slide length. If the sliding length is less than 1.5m then the max height of run-out is 200mm. If slide length is more than 1.5m then max run out height shall be 350mm.

Risk: Low

Action: No action. Program replacement with complying slide when the asset is due for renewal.

p) Tunnels

Finding: Scalp risk of concrete tunnels.



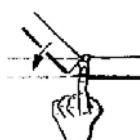
Standard: No sharp edges

Risk: Low

Action: Cover all sharp concrete edges on tunnels with rubber.

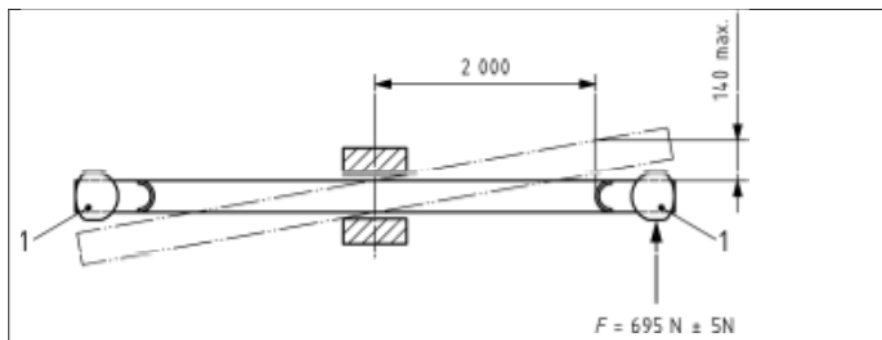
q) Lateral Deviation on Seesaws

Finding: Side ways movement on seesaws create an entrapment for fingers etc. Often children sit on the central axis and can get tender body parts caught.



Standard: When measured at a distance of 2 000 mm from the axis point, and tested in accordance with Annex D, the lateral deviation shall not be greater than 140 mm (see Figure 10).

Dimensions in millimetres



Risk: Low 4

Action: Tighten/re-bush to reduce sideways movement.

MAINTENANCE

The level of maintenance varied between sites. Old equipment requires more maintenance and coastal sites struggle with rust.

Generally the maintenance issues observed in the SDC to be mindful of were:

a) Hose covers on swing chains

Finding: Hose chain covers must cover the whole chain, leaving upper chain length exposed pose a finger entrapment hazard. Also, split hoses that move on the chains expose the finger entrapment.



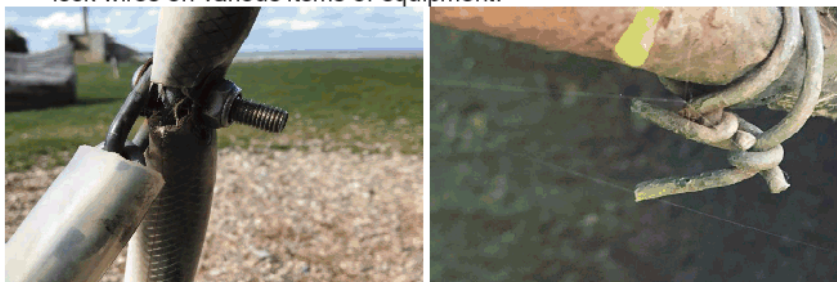
Standard: Chains for playground equipment shall conform to ISO 1834 as a minimum and shall have a maximum opening of 8.6 mm in any one direction except where connections are made, where the maximum opening shall be greater than 12 mm or less than 8.6 mm.

Risk: Low

Action: During regular chain cover replacements either cover entire chain or replace with chain that complies. Children often stand on the swing seats and there is still a risk of them catching their fingers under forced movement.

b) Protruding nails or sharp fixtures

Finding: Bolts protruding more than 8mm; nails exposed; and sharp split pins or lock wires on various items of equipment.



Standard: Finish of Equipment There should be no hard and sharp edged parts within any accessible part of equipment. The minimum radius for rounding of corners or edges is 3mm. Protruding bolt threads within any accessible part of the

equipment must be permanently covered. (E.g. with dome headed nuts). Nuts and Bolt heads that project less than 8mm must be free from burrs.

Risk: Low

Action: Cut down, or cover protruding bolts. Remove any sharp wires, nails, etc.

c) Swing Plates Lifting and exposed internal steel in swing seats.

Finding: Seat plates burring and sharp, rubber cut or perished, exposing internal steel plate.



Standard: 4.2.5 Finish of Equipment There shall be no protruding nails, projecting wire rope terminations or pointed or sharp-edged components.

Risk: Low

Action: Lifting swing plates become sharp and should be tamped down to prolong lifespan of swing. Swing rubber should be checked for any cuts and openings that expose the metal inside. I recommend replacing seats with those made by a company in Wellington called Industrial Conveyors Ltd, they make a seat called "Rubber Bits". Their contact details are 04 568 6983.

d) S hooks open on swings

Finding: S hooks were open on swings.



Risk: Low

Action: S hooks should be regularly closed so that the gap between the opening is no more than a business card thickness. They tend to spring open with use, so checking for s hooks should happen at every inspection.

e) Loosefill depth

Finding: Bark depth low, and footings or roots exposed.



Risk: Low-Medium

Action: Cover with 200 or 300mm certified loosefill depending on height of equipment (cushionfall is preferred). Rake regularly to ensure even depth.

f) Scuff Mats

Finding: Scuff mats were not pinned down.

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**Risk:** Very Low**Action:** Pin in place.**g) Weeds****Finding:** Weeds in loosefill**Risk:** Very Low**Action:** Hand weed – use no poison around playgrounds.**h) Graffiti****Finding:** Obscene graffiti often in tunnels or enclosed areas.**Risk:** Very Low**Action:** Remove immediately. Zero tolerance for graffiti.**i) Rust**

Finding: Rust in old equipment



Risk: Low - High

Action: Treat, monitor for continued corrosion, and replace when necessary.

j) Broken equipment

Finding:



Risk: Low - High

Action: Replace immediately when found.

k) Perished equipment

Finding: Tyres, and swing seats perish over time, and their steel inners are exposed and sharp.



Risk: Low - Medium

Action: Replace before they get to this point.

RECOMMENDATIONS

1. That the items of repairs identified in the spreadsheet are undertaken on a priority basis
2. Items with a priority 1 that cannot be attended to in the short term, be secured off from use until they are repaired.
3. That a maintenance inspection is undertaken on a weekly basis.
4. If a weekly inspection cannot be undertaken on all playgrounds then those of higher use be identified and receive a higher level of maintenance.
5. That a detailed playground audit is done by a competent inspector on an annual basis.
6. That intensely used playgrounds receive a more frequent renewal program.
7. That capital funding is allocated on a priority basis - based on this audit. (Refer to XLS spreadsheet for 10 year renewal plan).
8. Signage - On the playground there should be a sign (pictogram) giving the following information:
 - a) general emergency telephone number;
 - b) telephone number to contact maintenance personnel;
 - c) name of the playground;
 - d) address of the playground; and
 - e) other relevant local information, if applicable.



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APPENDIX 1: RISK ASSESSMENT MATRIX

Probability	5	Very High	VL	L	M	H	VH
	4	High	VL	L	M	H	H
	3	Moderate	VL	L	L	M	M
	2	Low	VL	L	L	L	M
	1	Very low	VL	VL	VL	VL	VL
			Very low	Low	Moderate	High	Very High
			1	2	3	4	5

Severity >>

Probability score		Probability of Occurrence
1	Very low	No significant probability
2	Low	Minimal probability of occurrence.
3	Moderate	Moderate probability. An added factor is needed to cause an accident.
4	High	High probability. Accident is probable without any added factor.
5	Very High	Very High probability. If situation is not addressed an accident will almost certainly occur

Severity Score		Severity of Injury
1	Very Low	No injury likely e.g. damaged or soiled clothing, bruising.
2	Low	Minor injury laceration or bruising only first aid required
3	Moderate	Injury requiring medical intervention e.g. laceration requiring stitches, Sprain, fracture of small bones of hand or foot.
4	High	Serious injury including hospitalisation for observation, e.g. concussion, fracture of long bones of leg/arm, back/neck injury, fractured skull
5	Very High	Severe injury involving potential for permanent disability e.g. amputation, loss of sight, spinal injury, fatality

**Matrix kindly borrowed from The Play Inspection Company*

APPENDIX 2: PRICING ASSUMPTION

Capital value items are priced as follows:

synthetic grass	\$195 sqm	Naughts & Crosses	\$1,000.00
Vega	\$2,500.00	Module small	\$15,000.00
Turnstyle	\$5,000.00	Module Med	\$30,000 to \$35,000
Tumbar	\$5,000.00	Module Large	\$40,000.00
Treehut	\$5,000.00	Maypole	\$13,000.00
synthetic tile with shockpad	\$180 sq m	Log roll	\$1,000.00
synthetic tile	\$120 sq m	junior swing seat	\$170.00
Synthetic surface-wetpour	\$200 sq m3	Hut	\$5,000.00
Swing 6 bay	\$14,000.00	Hoop	\$2,500.00
Swing 2 bay - 4 swings	\$6,500.00	Hammock	\$5,000.00
Swing 1.5 bay	\$4,000.00	Galaxy climber	\$30,000.00
Swing 1 seat	\$1,500.00	Fort	\$25,000.00
Swing 1 bay- 2 swing seats	\$3,500.00	Flying fox	\$20,000.00
Swing 1 bay	\$2,500.00	Firetruck	\$4,300.00
Supernova	\$11,000.00	Fire Truck	\$3,000.00
Stand up seesaw	\$3,000.00	Cushionfall	\$85/m3
spinner	\$2,500.00	cushionfall	\$140 sq m
Special needs swing	\$7,000.00	cover entrapment	\$25.00
Spacenet	\$45,000.00	circular overhead track ride	\$13,000.00
Slide (alone)	\$15,000.00	buffer	\$50.00
Shell	\$85/m3	Bolts	\$2.00
senior swing seat	\$75.00	Arch climber	\$3,000.00
Seesaw stand alone	\$3,000.00	5 bay swing	\$11,000.00
Seesaw seats	\$50.00		
seesaw buffers	\$50.00		
Seesaw 6 seater	\$7,000.00		
Seesaw 4	\$5,000.00		
seesaw 2 seater springy	\$4,300.00		
seesaw 2 seater old style	\$2,900.00		
Scuff mat	\$100.00		
Scale Swing	\$10,000.00		
Sand	\$95/m2		
Roundabout	\$12,000.00		
Rope Swing	\$1,000.00		
Roctopus	\$10,000.00		
Rocker	\$3,500.00		
Puppet	\$8,000.00		
Playhouse	\$5,000.00		
peagravel	\$85 per cubic m		
Panel	\$300.00		
Overhead	\$6,000.00		

Elected Member Appointments

Record No: R/20/1/1856

Author: Kirsten Hicks, Committee Advisor/Customer Support Partner

Approved by: Rex Capil, Group Manager Community and Futures

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is to make decisions on the appointment of elected members to the Stewart Island Rakiura Visitor Levy Subcommittee, Dark Sky Project Group and the Rakiura Heritage Centre Trust.

Executive Summary

- 2 The community board has the ability, and in some cases a legal requirement under various trust deeds, to appoint representatives to Council organisations and other organisations that it has an involvement with through providing funding, strategic partnerships or by invitation.
- 3 The board has discussed these appointments. The recommendations contained in the report reflect those conversations.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Elected Member Appointments” dated 3 February 2020.**
- 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 make the following appointments to the subcommittee and community groups:**
 - **Stewart Island Rakiura Visitor Levy Subcommittee – Steve Lawrence**
 - **Dark Sky Project Group – Rakiura Herzhoff**
 - **Rakiura Heritage Centre Trust – Jon Spraggon**

Background

- 4 Community board members represent the board on a number of subcommittees and organisations. These positions were vacated at the end of the 2016/2019 triennium, and if the board so decides, appointments can now be made for the new triennium.

Issues

Factors to Consider

Legal and Statutory Requirements

- 5 As noted in the report, the community board has statutory obligations to make appointments to some subcommittees. Traditionally, board representation has also been sought by several local organisations.

Community Views

- 6 This is in part a statutory obligation. No specific community views have been sought.

Costs and Funding

- 7 Any costs will be met from existing budgets.

Policy Implications

- 8 There are no policy implications.

Analysis

Options Considered

- 9 There are two options, either make a variety of appointments or not.

Analysis of Options

Option 1 – Make appointments as discussed with the chairperson

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">the board would be executing its right and obligations	<ul style="list-style-type: none">there are no disadvantages

Option 2 – Do not make appointments

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">there are no advantages	<ul style="list-style-type: none">the board runs the risk of not fulfilling its statutory obligations

Assessment of Significance

- 10 This report is not considered significant.

Recommended Option

- 11 Option one – Make appointments as discussed with the chairperson

Next Steps

- 12 Once the appointments have been made, the organisations will be advised of who has been appointed

Attachments

There are no attachments for this report.

Schedule of meetings for 2020

Record No: R/20/1/892

Author: Kirsten Hicks, Committee Advisor/Customer Support Partner

Approved by: Fran Mikulicic, Group Manager Environmental Services

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 The purpose of the report is to approve a schedule of meeting dates for 2020 to enable meetings to be publicly notified in accordance with the requirements set by the Local Government Official Information and Meetings Act 1987.

Executive Summary

- 2 The adoption of a meeting schedule allows for reasonable public notice preparation and planning for meeting agendas. The Local Government Official Information and Meetings Act 1987 has requirements for local authorities to follow for public notification of meetings.
- 3 The meeting schedule for the Stewart Island/Rakiura Community Board is required to be set for 2020. The Local Government Act 2002 requires that following the triennial elections, the adoption of a schedule of meetings must be approved.
- 4 Southland District Council approved the Terms of Reference and Delegations for the community board at its meeting on 1 November 2019. In the approved Terms of Reference was the frequency of meetings. Community boards will meet in February, April, June, August, October and December.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Schedule of meetings for 2020” dated 3 February 2020.**
- 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 meet at the Stewart Island Pavilion at the following dates and times in 2020:**
 - **10 February 8.45am**
 - **6 April 8.45am**
 - **8 June 9.45am**
 - **10 August 9.45am**
 - **12 October 8.45am**
 - **14 December 8.45am**

Background

- 5 An approved schedule of meeting dates is required to ensure meetings can be publicly notified in accordance with the Local Official Information and Meetings Act 1987.

Issues

- 6 There are no issues.

Factors to Consider

Legal and Statutory Requirements

- 7 The legal and statutory requirements for meetings of Council, committees, subcommittees and community boards are spelt out in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.

Community Views

- 8 There are no community views

Costs and Funding

- 9 The only costs for the implementation of a meeting schedule are the public notification via newspaper once a month in accordance with the Local Government Official Information and Meetings Act 1987.

Policy Implications

- 10 There are no policy implications.

Analysis

Options Considered

- 11 If no meeting schedule is agreed upon, then no meetings of the Stewart Island/Rakiura Community Board can be held. The other option is to adopt a meeting schedule as proposed in the recommendations, which enables dialogue between the community board and District Council officers on a regular basis.

Analysis of Options

Option 1 – Non-adoption of the Schedule of Meetings

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">there are no advantages	<ul style="list-style-type: none">Council officers and community board are unable to achieve work in the board's area as no meetings are being held

Option 2 - Adoption of the Schedule of Meetings

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">Council officers and community board are able to achieve work in the board's area as meetings are being held	<ul style="list-style-type: none">there are no disadvantages

Assessment of Significance

- 12 This is not significant as defined in the Local Government Act 2002

Recommended Option

- 13 The recommended option is option 2 – Adoption of the Schedule of Meetings

Next Steps

- 14 Once the new schedule has been adopted, the meetings will be publicly notified, enabling the community board to meet.

Attachments

There are no attachments for this report.

Stewart Island/Rakiura Community Board Forward Programme

Record No: R/20/1/1995

Author: Kirsten Hicks, Committee Advisor/Customer Support Partner

Approved by: Rex Capil, Group Manager Community and Futures

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 To provide the community board members a draft work programme for information, which can be updated as required.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Stewart Island/Rakiura Community Board Forward Programme” dated 3 February 2020.**

Attachments

- A Stewart Island/Rakiura Community Board Forward Programme [↓](#)

Stewart Island Rakiura Community Board Forward Programme 2020

A summary of the governance and democracy, strategy and policy and other board subject matter reports to be presented to the board in 2020

Reports: Activities/Milestones	23 Jan Workshop	10 Feb meeting	9 March workshop	6 April Meeting	11 May Workshop	8 June Meeting	13 July Workshop	10 Aug Meeting	14 Sept Workshop	12 Oct Meeting	9 Nov Workshop	14 Dec Meeting
GOVERNANCE:												
Meeting schedule		X										
Calendar schedule		X										
LTP:		X	X - Informal	X - Informal	X - Informal	X				X	X	
ANNUAL PLAN:		X					X					
ANNUAL REPORT:										X		
POLICY:												
Community Grants & Assistance		X										
Visitor levy						X						
Jetty user charge						X						
BYLAW:												
Keeping of Animals, Poultry and Bees			X									
Roading										X		

Reports: Activities/Milestones	23 Jan Workshop	10 Feb meeting	9 March workshop	6 April Meeting	11 May Workshop	8 June Meeting	13 July Workshop	10 Aug Meeting	14 Sept Workshop	12 Oct Meeting	9 Nov Workshop	14 Dec Meeting
Alcohol Licensing and Fee Setting						X						
Public Spaces (incl Trading in Public Spaces, Alcohol Control, Signs and Objects on the Footpath, E-Scooters and Alfresco Dining)						X						
Solid waste			X									
COMMUNITY BOARD PLAN: Draft Final Report against												
COMMUNITY GROUP ATTENDANCE:		RHCT Frisbee Golf		Future Rakiura Ulva Island Trust								
OTHER BOARD RELATED MATTERS: Sustainability review	X	X										

Reports: Activities/Milestones	23 Jan Workshop	10 Feb meeting	9 March workshop	6 April Meeting	11 May Workshop	8 June Meeting	13 July Workshop	10 Aug Meeting	14 Sept Workshop	12 Oct Meeting	9 Nov Workshop	14 Dec Meeting
SIESA												