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## **Wallace Takitimu Community Board**

### **OPEN MINUTES**

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**Please note that the scheduled Wednesday 5 February 2020 meeting of the Wallace Takitimu Community Board was cancelled.**

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**1 Apologies**

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

There were no apologies.

**2 Leave of absence**

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

There were no requests for leave of absence.

**3 Conflict of Interest**

There were no conflicts of interest declared.

**4 Public Forum**

There was no public forum.

**5 Extraordinary/Urgent Items**

There were no Extraordinary/Urgent items.

**6 Confirmation of Minutes**

**Recommendation**

**Confirms the minutes of Wallace Takitimu Community Board, held on 20 November 2019.**

**Reports**

**7.1 Community Leadership Report for the Wallace Takitimu Community Board**  
**Record No: R/20/1/2546**

**Recommendation**

**That the Wallace Takitimu Community Board:**

- a) Receives the report titled "Community Leadership Report for the Wallace Takitimu Community Board" dated 29 January 2020.**

## **7.2 Operational Report for Wallace Takitimu Community Board**

**Record No: R/20/1/2285**

### **Recommendation**

**That the Wallace Takitimu Community Board:**

- a) Receives the report titled “Operational Report for Wallace Takitimu Community Board” dated 29 January 2020.**

## **7.3 Council Report**

**Record No: R/20/1/2448**

### **Chief Executive**

#### **Freshwater Reforms**

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>).

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.

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.

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.

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**

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>).

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.

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.

Consultation on the document is open until 14 March 2020. Staff will be drafting a submission for consideration by Council.

### **Tackling Unsafe Speeds Programme**

The government has recently announced a Tackling Unsafe Speeds Programme as part of their new road safety strategy.

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.

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**

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>).

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.

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.

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](http://www.mbie.govt.nz/dmsdocument/7320-discussion-document-review-of-the-crown-minerals-act-1991)).

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.

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**

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)).

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.

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**

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>).

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.

Expanding the range of data that is collected about waste creation and disposal.

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.

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 is will deliver the most favourable outcome for WasteNet Councils. The consultation period runs from now until 3 February 2020.

### Customer Delivery

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.

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

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	<input checked="" type="checkbox"/> building inspection request <input checked="" type="checkbox"/> change of address <input checked="" type="checkbox"/> roading issues
Payments processed by Council	9461
Cash	2%
Cheques	11%
Direct Credit	58%
Direct Debit	17%
Eftpos	13%

### Libraries

The Winton library was involved with the Winton Open Day with the theme of "Fur, feathers and fiction" being well received by the community.

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](mailto:mark.fraser@southlanddc.govt.nz) or via 0800 732 732.

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

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

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**

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.

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**

The team is working on the new e-processing system for building consents. This is a joint project with the building solutions team.

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.

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.

Work has begun to extend our online services (e-pathway) for infringement payments, and to improve our Pathway system to electronically processing court payments.

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

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**

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.

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**

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.

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**

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.

They also visited Creative New Zealand, and the insights spaces and places teams at Sport NZ.

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**

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.

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.

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**

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**

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**

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

#### **Otautau Flowers, Quilts & Crafts Day**

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**

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**

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**

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**

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**

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**

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**

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**

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.

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.

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.

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.

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**

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.

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.

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.

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**

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.

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**

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.

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**

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.

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.

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**

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**

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.

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.

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**

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.

Items for discussion included the possible promotion of [www.lostpet.co.nz](http://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.

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**

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.

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.

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**

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.

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.

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.

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.

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**

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.

During November, the building solutions team achieved the below compliance/alignment to timeframes:

- ☑ 87.5% of the 56 building consents were issued on time ( $\leq 20$  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.

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

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**

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.

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.

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.

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)**

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.



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.

Given the above, the upcoming contract renewal process provides an opportunity to address this.

### **Forestry (IFS)**

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**

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**

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**

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.

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.

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.

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**

Environment Southland released their proposed Land and Water Plan last year.



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.

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.

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.

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**

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.

Recruitment for new positions will be undertaken December/January with the expectation that successful applicants will be in place by March 2020.

### **Property Services**

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.

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 Mātāura Island working through the required steps.

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**

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.

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.

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**

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.

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.

Clifton toilet was completed in November and is ready for use once code of compliance is approved.

### **Strategic Transport**

#### **District Wide Renewals Programme**

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.

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.

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**

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 Wallace Takitimu Community Board:**

- a) **Receives the report titled "Council Report" dated 28 January 2020.**

## **7.4 Chairperson's Report**

**Record No: R/20/1/1525**

### **Recommendation**

**That the Wallace Takitimu Community Board:**

- a) **Receives the report titled "Chairperson's Report" dated 24 January 2020.**

## **7.5 Wallace Takitimu Community Board Health and Safety update**

**Record No: R/20/1/2384**

### **Recommendation**

**That the Wallace Takitimu Community Board:**

- a) **Receives the report titled "Wallace Takitimu Community Board Health and Safety update" dated 30 January 2020.**

## **7.6 Otautau Visitor Survey Results**

**Record No: R/20/1/2359**

### **Recommendation**

**That the Wallace Takitimu Community Board:**

- a) **Receives the report titled "Otautau Visitor Survey Results" dated 29 January 2020.**

## **7.7 Unbudgeted Expenditure Report - Isla Bank War Memorial**

**Record No: R/20/1/2249**

### **Purpose**

The purpose of this report is to gain approval from the Wallace Takitimu Community Board for unbudgeted expenditure for repair work on the Isla Bank War Memorial.

### **Executive Summary**

The Isla Bank War Memorial requires considerable repair and maintenance work to repair the base of the memorial and also to restore the lettering. The cost to complete this work is approximately \$18,436 (plus GST). There is currently \$19,488 available in the Calcium Cemetery reserve fund to complete this work.

### **Recommendation**

**That the Wallace Takitimu Community Board:**

- a) **Receives the report titled “Unbudgeted Expenditure Report - Isla Bank War Memorial” 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.**
- d) **Approves the unbudgeted expenditure of \$18,436(+GST) for repair and restoration work on the Isla Bank War Memorial from the Calcium Cemetery reserve.**

## **7.8 Unbudgeted expenditure report - Ohai Hall Equipment**

**Record No: R/20/1/1468**

### **Purpose**

The purpose of this report is to gain approval from the Wallace Takitimu Community Board for unbudgeted expenditure for equipment for the Ohai hall.

### **Executive Summary**

The previous Ohai Community Development Area Subcommittee decided in 2019 to purchase some new kitchen equipment and chairs for the Ohai hall, and also made a decision to apply to the Ohai Railway Fund for assistance with these costs.

If the unbudgeted expenditure is approved, an application will be submitted to the Ohai Railway Fund in the March 2020 round.

By completing the unbudgeted expenditure report now it will mean that if successful, a grant from the Ohai Railway Fund can be transferred to the Wallace Takitimu Community Board immediately and the goods can then be purchased without delay.

### **Recommendation**

**That the Wallace Takitimu Community Board:**

- a) **Receives the report titled “Unbudgeted expenditure report - Ohai Hall Equipment” 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.**
- d) **Approve the unbudgeted expenditure of up to \$10,000 from the Ohai General Reserve for the kitchen equipment and chairs for the Ohai hall.**

## **7.9 Unbudgeted Expenditure Approval - Otautau Bowling Club**

**Record No: R/20/1/1516**

### **Purpose**

The purpose of this report is to gain approval from the Wallace Takitimu Community Board for the unbudgeted expenditure to release funds in the Wallace Bowling Club reserve to Otautau Bowling Club Inc.

### **Executive Summary**

At the Wallace Takitimu Community Board meeting on Wednesday 20 November 2019 it was established that there was \$998.20 in the Wallace Bowling Club reserve, and that the club may be interested in having this money paid out to them.

The Otautau Bowling Club has confirmed that they would like the funds to be transferred to them, hence the need for an unbudgeted expenditure approval from the Wallace Takitimu Community Board.

### **Recommendation**

#### **That the Wallace Takitimu Community Board:**

- a) Receives the report titled “Unbudgeted Expenditure Approval - Otautau Bowling Club” dated 28 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.**
- d) Approve the unbudgeted expenditure to pay the Otautau Bowling Club the funds of \$998.20 in the Wallace Bowling Club reserve.**

## **7.10 Community Facilities Update**

**Record No: R/20/1/2391**

### **Purpose**

The purpose of this report is to share information on locally funded community facility assets throughout the district.

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**

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.

The information contained within this report is intended to start the conversations between the community board and the community facilities activity managers.

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.

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.

This information then needs to be utilised to drive investment decisions regarding renewal, development, closure, priority discussions at both a local and district level.

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.

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.

If the assets are to be maintained to the required standard then there will be financial implications for the community.

### **Recommendation**

#### **That the Wallace Takitimu 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.**

## **7.11 Schedule of Meetings up to October 2022**

**Record No: R/20/1/923**

### **Purpose**

The purpose of the report is to approve a schedule of meeting dates up to October 2022 so that meetings can be publicly notified in accordance with the requirements set by the Local Government Official Information and Meetings Act 1987.

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### **Executive Summary**

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 which has requirements for Local Authorities to follow for public notification of meetings.

Southland District Council approved the Terms of Reference for the Community Boards at its meeting on 1 November 2019. In the approved terms of reference was the frequency of meetings. Community Boards would meet six times a year (February, April, June, August, October and December).

Council at its meeting on 1 November 2019 adopted a schedule of meetings for 2020. It is appropriate that the Community Board sets its own meetings for the triennium.

The meeting schedule for the Wallace Takitimu Community Board is being set until the beginning of October 2022 as there is the Triennial Elections on Saturday 8 October 2022.

### **Recommendation**

#### **That the Wallace Takitimu Community Board:**

- a) **Receives the report titled "Schedule of Meetings up to October 2022" dated 15 January 2020.**
- b) **Determines that this matter or decision be recognised not 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) **Agree to meet at 5pm on the following dates in the meeting room of the Southland District Council Otautau office:**
  - **Thursday 2 April 2020**
  - **Thursday 4 June 2020**
  - **Thursday 6 August 2020**
  - **Thursday 1 October 2020**
  - **Thursday 3 December 2020**
  - **Thursday 4 February 2021**
  - **Thursday 25 March 2021 (earlier because of Easter)**
  - **Thursday 3 June 2021**
  - **Thursday 5 August 2021**
  - **Thursday 7 October 2021**



- Thursday 2 December 2021
- Thursday 3 February 2022
- Thursday 7 April 2022
- Thursday 2 June 2022
- Thursday 4 August 2022
- Thursday 29 September 2022 (earlier because of triennial election)

#### 7.12 Wallace Takitimu Community Board Forward Programme

Record No: R/20/1/1855

##### Recommendation

That the Wallace Takitimu Community Board:

- a) Receives the report titled "Wallace Takitimu Community Board Forward Programme" dated 24 January 2020.

The meeting concluded at <<Insert time>>

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE WALLACE TAKITIMU COMMUNITY  
BOARD HELD ON

**DATE:**.....

**CHAIRPERSON:**.....