



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

Date: **Wednesday, 17 June 2020**
Time: **5.30pm**
Meeting Room: **Riverton Senior Citizen Rooms**
Venue: **Corner Princess Street and Bath Road Riverton**

Oraka Aparima Community Board Agenda OPEN

MEMBERSHIP

Chairperson	Graeme Stuart
Deputy Chairperson	Sharon Ayto
Members	Julie Guise
	Annette Horrell
	Neil Linscott
	Robin McCall
	Councillor Karyn Owen

IN ATTENDANCE

Group Manager, Customer Delivery	Trudie Hurst
Committee Advisor	Alyson Hamilton
Community Liaison Officer	Kathryn Cowie
Community Partnership Leader	Simon Moran

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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 of the delegations manual based on the scope of the activities/functions delegated to each committee.</p>
SUBCOMMITTEES	As noted in section 8.5 of the delegations manual 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.

¹ Local Government Act 2002, s.53

Advocacy

11) submissions

- 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.

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

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.

District activities include:

- 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

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).

Community Assistance

15) authority to establish prioritisation for allocation based on an overarching set of criteria from council to guide the scope of the activity

16) authority to grant the allocated funds from the Community Partnership Fund

- 17) authority to allocate bequests or grants generated locally consistent with the terms of the bequest or grant fund

Northern Community Board

- 18) 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
- 19) 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.
- 20) naming roads
 - a) authority to decide on the naming for public roads, private roads and rights of way
- 21) 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

- 22) provide comment on behalf of the relevant community/communities on resource consent applications referred to the community board for comment.
- 23) 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.
- 24) provide advice to Council and its committees on any matter of interest or concern to the community board in

	<p>relation to the sale of alcohol where statutory ability exists to seek such feedback.</p> <p>25) provide input into regulatory activities not otherwise specified above where the process allows.</p> <p>26) 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</p>

	government agencies or official agencies will only take place 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.

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
 - (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 Oraka Aparima Community Board, 26 February 2020



Oraka Aparima Community Board

OPEN MINUTES

Minutes of a meeting of Oraka Aparima Community Board held in the Southland District Council Riverton Office, 117 Palmerston Street, Riverton on Wednesday, 26 February 2020 at 5.30pm.

PRESENT

Chairperson	Graeme Stuart
Deputy Chairperson	Sharon Ayto
Members	Julie Guise
	Annette Horrell
	Neil Linscott
	Robin McCall
	Councillor Karyn Owen

IN ATTENDANCE

	Mayor Gary Tong
	Councillor Don Byars
Community Liaison Officer	Kathryn Cowie
Committee Advisor	Alyson Hamilton
Community Facilities Manager	Mark Day
Health, Safety and Wellbeing Advisor	Terri Black
Manager-Operations Water and Waste	Bill Witham

1 Apologies

There were no apologies.

7.1 Making and Attesting of Members' Declarations

Record No: R/20/2/3695

Mayor Tong proceeded to have each member elect to read the required declaration under the Local Government Act, and the Mayor witnessed each declaration.

Members, as follows, read their declaration;

I, ANNETTE JESSIE HORRELL, ROBIN GEOFFREY MCCALL AND JULIENNE MARGUERITE LEAH GUISE, 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 Oreti 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 counter signed by Mayor Tong.

Resolution

Moved Neil Linscott, seconded Cr Owen **and resolved:**

That the Oraka Aparima Community Board:

- a) **Receives the report titled "Making and Attesting of Members' Declarations" dated 12 February 2020.**
- 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 declarations of the Oraka Aparima Community Board members.**

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

There was no public forum.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Cr Owen, seconded Deputy Chairperson Ayto **and resolved:**

That the minutes of Oraka Aparima Community Board meeting held on 12 November 2019 be confirmed as a true and correct record of that meeting.

Reports

7.2 Community Leadership Report for Oraka Aparima Community Board

Record No: R/20/2/3867

Community Liaison Officer - Kathryn Cowie was in attendance for the item.

Mrs Cowie advised the purpose of the report is to update the board on the community leadership activities in the Oraka Aparima board area.

The main points of the report highlighted were the community partnership fund, deadlines for funding rounds and community board plans.

Members expressed appreciation of a well prepared report.

Resolution

Moved Neil Linscott, seconded Julie Guise **and resolved:**

That the Oraka Aparima Community Board:

- a) **Receives the report titled "Community Leadership Report for Oraka Aparima Community Board" dated 13 February 2020.**

7.3 Operational Report for Oraka Aparima Community Board

Record No: R/20/1/2431

Community Liaison Officer - Kathryn Cowie was in attendance for the item.

Mrs Cowie advised the purpose of the report is to update the board on the operational activities in the Oraka Aparima Community Board.

Resolution

Moved Neil Linscott, seconded Robin McCall **and resolved:**

That the Oraka Aparima Community Board:

- a) **Receives the report titled "Operational Report for Oraka Aparima Community Board" dated 14 February 2020.**

7.4 Council Report

Record No: R/20/1/2453

Councillor Karyn Owen took the Board through the report.

The Waste minimisation levy, libraries and speed limits were particular highlights during discussion.

Resolution

Moved Annette Horrell, seconded Deputy Chairperson Ayto **and resolved:**

That the Oraka Aparima Community Board:

- a) **Receives the report titled "Council Report" dated 13 February 2020.**

7.5 Chairperson's Report

Record No: R/19/12/31071

Chairperson Stuart introduced his report.

Resolution

Moved Chairperson Stuart, seconded Neil Linscott **and resolved:**

That the Oraka Aparima Community Board:

- a) **Receives the report titled "Chairperson's Report" dated 13 February 2020.**

7.6 Community Facilities Update

Record No: R/20/1/2759

Community Facilities Manager - Mark Day was in attendance for this item.

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

The Board noted that the report was a generic overview for all nine community board areas with specific attachments to the Board area in which the report was addressed.

Resolution

Moved Julie Guise, seconded Neil Linscott **and resolved:**

That the Oraka Aparima Community Board:

- a) **Receives the report titled “Community Facilities Update” dated 11 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.**

7.7 Oraka Aparima Community Board Health and Safety update

Record No: R/20/1/2732

Health, Safety and Wellbeing Advisor, Terri Black was in attendance for this item.

Mrs Black advised the purpose of the report is to provide a health and safety induction and update for community boards.

Resolution

Moved Neil Linscott, seconded Deputy Chairperson Ayto **and resolved:**

That the Oraka Aparima Community Board:

- a) **Receives the report titled “Oraka Aparima Community Board Health and Safety update” dated 30 January 2020.**

7.8 Riverton Soundshell Stormwater Investigation Project

Record No: R/20/2/3275

Manager Operations Water and Waste - Bill Witham was in attendance for this item.

Mr Witham advised the purpose of the report is to provide a summary of information relating to a project in the 2018-2028 Long Term Plan for investigation of the stormwater network at the Riverton Soundshell and recommend that the project be terminated and the \$10,000 project budget be absorbed into the Riverton Stormwater Reserve.

Resolution

Moved Neil Linscott, seconded Annette Horrell **and resolved:**

That the Oraka Aparima Community Board:

- a) **Receives the report titled "Riverton Soundshell Stormwater Investigation Project" dated 7 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 that the project to 'Investigate stormwater discharge around Soundshell, Riverton' be terminated and the \$10,000 project budget be transferred into the Riverton Stormwater Reserve.**

7.9 Elected Member Appointments

Record No: R/19/12/31123

Committee Advisor, Alyson Hamilton was in attendance for this item.

Mrs Hamilton advised the purpose of this report is for the Oraka Aparima Community Board to make decisions on the appointment of elected members to the:

- Taramea (Howell's Point) Management Committee
- Riverton Harbour Subcommittee
- Riverton Heritage and Tourist Centre Trust.

Resolution

Moved Robin McCall, seconded Annette Horrell **and resolved:**

That the Oraka Aparima Community Board:

- a) **Receives the report titled "Elected Member Appointments" dated 17 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 ~~appoint up to three representatives~~ make the following appointments to the Taramea (Howell's Point) Management Committee.**
 - Graeme Stuart
 - Blair Stewart
 - Sharon Ayto
- e) **Agrees to ~~appoint up to four representatives~~ make the following appointments to the Riverton Harbour Subcommittee.**
 - Graeme Stuart (riverton coastguard)
 - Neil Linscott (community board)
 - Hayley Nelson (berth owner)
 - Nick White (berth owner)
- f) **Agrees to ~~appoint up to one representative~~ make the following appointment to the Riverton Heritage and Tourist Centre Trust.**
 - Julie Guise

7.10 Schedule of Meetings up to October 2022

Record No: R/19/12/31118

Committee Advisor - Alyson Hamilton introduced the report.

Mrs Hamilton advised the purpose of the report is to approve a schedule of meeting dates for 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.

During discussion staff advised that the meeting dates in the report would need to be amended.

Resolution

Moved Neil Linscott, seconded Julie Guise **recommendations a to c, d with changes (as indicated with underline and ~~strikethrough~~) and resolved:**

and resolved:

That the Oraka Aparima Community Board:

- a) **Receives the report titled "Schedule of Meetings up to October 2022" dated 15 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 Southland District Council Riverton office, 117 Palmerston Street, at 5.30pm on the following dates up to October 2022:**
- **Wednesday, 26 February 2020**
 - **Wednesday, 22 April 2020**
 - **Wednesday, 17 June 2020**
 - **Wednesday, 19 August 2020**
 - **Wednesday, 21 October 2020**
 - **Wednesday, 9 December 2020**
 - **~~Wednesday, 17 February 2021~~**
 - **Wednesday, 24 February 2021**
 - **~~Wednesday, 14 April 2021~~**
 - **Wednesday, 21 April 2021**
 - **Wednesday, 16 June 2021**
 - **Wednesday, 11 August 2021**
 - **Wednesday, 13 October 2021**
 - **Wednesday, 8 December 2021**
 - **Wednesday, 16 February 2022**
 - **~~Wednesday, 13 April 2022~~**
 - **Wednesday, 6 April 2022**
 - **Wednesday, 15 June 2022**
 - **Wednesday, 17 August 2022**
 - **Wednesday, 21 September 2022**

7.11 Oraka Aparima Community Board Forward Programme

Record No: R/20/1/1992

Committee Advisor, Alyson Hamilton introduced the report.

Mrs Hamilton advised the purpose of the report is to provide the community board members with a work programme indicating timelines for information and decision making associated with the community board activities.

Resolution

Moved Deputy Chairperson Ayto, seconded Julie Guise **and resolved:**

That the Oraka Aparima Community Board:

- a) **Receives the report titled "Oraka Aparima Community Board Forward Programme" dated 31 January 2020.**

The meeting concluded at 6.55pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE ORAKA APARIMA COMMUNITY
BOARD HELD ON WEDNESDAY 26 FEBRUARY 2020.

DATE:.....

CHAIRPERSON:.....

Community Leadership Report for Oraka Aparima Community Board

Record No: R/20/4/9315

Author: Simon Moran, Community Partnership Leader

Approved by: Trudie Hurst, Group Manager Customer Delivery

☐ Decision

☐ Recommendation

☐ Information

Purpose

- 1 To update the board on the community leadership activities in the area. Attached to this report are both the June and April reports due to the Covid-19 restrictions in place preventing meetings.
- 2 Also attached is a copy of the Covid-19 Response and Recovery Report which was presented to Council at its 20 May meeting. This report contains valuable information for the community around Council's response and recovery planning moving forward.

Recommendation

That the Oraka Aparima Community Board:

- a) **Receives the report titled "Community Leadership Report for Oraka Aparima Community Board" dated 3 June 2020.**

Attachments

- A Community Leadership Report - April [↓](#)
- B Community Leadership Report - June [↓](#)
- C Covid-19 Response and Recovery Report [↓](#)



What's happening in your area

Community Partnership Fund

Work to progress the criteria for each community board is ongoing with all boards having this item on their March workshop agenda.

The boards are being asked to determine factors such as whether or not the fund is open year round or if there will be funding rounds; the types of projects that can be funded and if there is to be a cap on the amount of funds available for any one group, club, organisation or individual.

There has been a good level of engagement and discussion with the boards about their own criteria with some boards already planning an event to “launch” the fund in their community board area.

Below is the timeline for the rollout of this fund;

- March/April 2020 – workshops with community boards to determine local funding criteria
- 6 May 2020 – guiding principles and funding criteria for each community board presented to community and strategy for endorsement
- June 2020 – report to each community board setting out guiding principles and funding criteria for endorsement. Advertising of fund to commence
- 1 July 2020 – community partnership fund comes into effect.

Upcoming funding deadlines

The funding deadline for the following community funds was extended from 31 March to Friday 15 May 2020:

Community Initiatives Fund

Sport NZ Rural Travel Fund

Ohai Railway Fund

Northern Southland Development Fund

Creative Communities Scheme

Stewart Island Rakiura Visitor Levy

Decisions for the Community Initiatives Fund and the Rural Travel Fund will be made at the 10 June 2020 Council meeting. All other committees will adjust their meeting dates accordingly and will make decisions late May/early June. The District Heritage Fund will operate along the usual deadlines and decisions will be made at the 6 May Council meeting.

Community board plans

A workshop with the Oraka Aparima Community Board was held on Monday, 3 February at the SDC Riverton office. The board reviewed the draft vision, outcomes and actions that were provided to them and agreed on the following:

Vision: A vibrant, sustainable, connected community focused on the locals and welcoming to visitors.

Outcomes:

- Oraka Aparima is a strong and involved community
- Oraka Aparima value the environment and ensure that it is healthy and protected for the future
- our strong economy is supported by a broad range of services
- our infrastructure is efficient, cost effective to meet current and future needs.

The vision and outcomes for all boards were presented to Council's Community and Strategy committee on 24 March and will also be shared internally with staff. It is anticipated that each Board's vision and outcomes will be used to assist in the development of Council's activity management plans which will also feed into the development of the Long Term Plan.

The Board also discussed and made some amendments to the action plan and staff will amend the draft document and come back to the board for further discussions on the action plan.

Council recognises that a stronger relationship with iwi is essential and an approach has been made to iwi to discuss and plan a way forward for more meaningful engagement.

At the May workshops, the boards will have an opportunity to discuss local projects that they may wish to have included in the Long Term Plan with staff.

The Fiordland Community Board held a presentation in Te Anau on 10 March to talk about their vision and outcomes with the community. This was well attended and received a positive response with those in attendance. Several boards have also indicated they wish to have further discussions with their communities about their vision and outcomes and the development of actions/objectives that will be delivered in partnership. Staff will provide support throughout this process.

Community well-beings

Engaged communities. How community-led development can increase civic participation

The Helen Clark Foundation and BERL co publication discusses the notion that informed and engaged communities are central to a healthy democratic society and given their importance, local government should be striving to foster engaged communities.

The report talks about creating genuine opportunities for vibrant and authentic engagement which requires a focus on process. Local government has to walk the talk and step into their role as enablers of community led development to create space for communities to thrive and be engaged.

The recommendations address how local government can support different types of community – the communities of place, interest and identity all relate to people. Empowering community-led development is complex, iterative, long term in nature, requires patience and perseverance from all parties involved.

The report identifies that local government must commit to fostering genuinely engaged communities to improve the lives of the people they represent. A copy of the report can be found via following this link:

https://berl.co.nz/sites/default/files/2019-12/BERL-THCF%20print%20version_0.pdf

Education and staffing

At the start of most calendar years there is much discussion around staffing issues at schools – nationally and regionally. This has again been highlighted here in Southland.

Schools play an important role in developing and building the social fabric of the communities they serve. This is very much the case in rural areas and certainly in Southland District. The following links reflect the issues and provide a local and national focus on the situation:

<https://i.stuff.co.nz/southland-times/southland-top-stories/118633550/southland-schools-have-relief-staff-on-standby-for-start-of-school-year>

https://www.nzherald.co.nz/nz/news/article.cfm?c_id=1&objectid=12303016

Health structure and resource pressures

The government still awaits the final report from an independent panel reviewing New Zealand's health sector. There continues to be significant discussion about structural reform and what is needed to support the health system future requirements.

The following article provides a view to be considered in a hot bed of opinion and possibilities related to the health structure – especially pertaining to district health boards:

<https://www.newsroom.co.nz/2020/01/17/942860/why-dhbs-should-go-on-the-chopping-block#>

Worker accommodation

Housing issues and those specifically related to worker accommodation remain a topic of conversation, especially in areas of seasonal employment and tourist centres.

The following article provides an example of an industry and sector led approach developing a solution based on a well thought out problem definition:

<https://www.stuff.co.nz/business/103017338/queenstown-businesses-plan-more-staff-accommodation-as-housing-crisis-bites>

For the after-comers

The Maxim Institute has prepared a think piece which is timely in building on the recent discussions Council has had around community well-beings, value being related to values, the natural environment and how what we do now will shape the legacy we leave to the generations to come. It discusses the obligations related to being good stewards in taking care of something that belongs to someone else and passing it on undamaged or in an improved state.

The following link provides access to the article:

<https://flintandsteelmag.com/article/for-the-after-comers-2/>

When will NZ be real about our scary future?

Climate change impact continues to generate a lot of discussion and the following article provides insights for consideration relating to the topic and actions or inactions related to it.

The following link provides access to the article

<https://www.newsroom.co.nz/@comment/2020/02/03/1012805/when-will-nz-be-real-about-scary-future#>

Migrant and cultural integration and identity

Over recent times the cultural make-up of the New Zealand and Southland population has diversified with the increase of migrant labour and a more mobile and transient labour force.

Migration and the implications of such raise points related to integration and social mobility. It also brings to the forefront for community consideration issues related to cultural values, the essence of place and sense of belonging and societal change as a result of a more diverse population.

The Maxim Institute has recently republished some think piece articles which are timely in providing some insights and lessons from the past and from other countries.

The articles also consider cultural identity issues related to New Zealand and the results of colonisation and identity in New Zealand.

The following links provide access to the Maxim Institute think pieces:

<https://flintandsteelmag.com/article/the-challenges-of-integration-lessons-from-britain/>

<https://flintandsteelmag.com/article/reconciliation-colonisation-and-identity-in-aotearoa-new-zealand/>

Local initiatives

Bath Road Beautification Project

An archaeological assessment has been completed of the area by NZ Heritage Properties. There should be a lot of useful information in the report that can help determine the public interpretation for the project in the future. Council project management staff will continue to progress this project (along with the dump station project) when the lockdown is lifted.

Taramea Bay Adventure Playground Survey

An online survey was conducted for public input on the redevelopment of the adventure playground at Taramea Bay, as well as “activation days” at the site where Council staff, Community Board members and Healthy Families Invercargill staff engaged with the community gathering and discussing their ideas. The community (especially the children) was also given an opportunity to draw or write down their ideas for the redevelopment. The survey results and the ideas collected are now all being analysed and summarised and will be given to the Community Board shortly.

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

Strategy and policy

As the consultation process on the draft Keeping of Animals, Poultry and Bees bylaw ended up being conducted when New Zealand was in Alert Level 4 in response to COVID-19, Council may consider consulting again on the draft bylaw. This may help ensure that everyone who wishes to, has the opportunity to have their say on the draft bylaw.

If Council does decide to consult again, it will notify the public about when submissions can be made. This will include putting information on Council’s website and on Council’s Facebook page.”

Communications and engagement

Annual Plan

A document to inform our communities on changes in this year's Annual Plan is being created this month and will be available to the public in April. It will be on our website southlanddc.govt.nz and available in area offices. Feedback is welcome through our Facebook page, by phone or email, or by registering to speak at a public forum at a Council meeting.



What's happening in your area

Community Partnership Fund

Staff continue to work alongside the nine community boards to establish criteria for the distribution of the Community Partnership Fund. Each board will set their own criteria in line with the guiding principles of the fund. Most have done this but some have been delayed due to workshops being cancelled during the lockdown. The fund will commence 1 July 2020. Staff are currently working with the communications team on a plan to distribute information about the fund in each community board area.

Community board plans

Work on the development of the plans is ongoing with several sitting with the communications team so they can commence work on the design layout. Several boards have also indicated they wish to do more engagement across their areas prior to the actions being finalised.

The vision and outcomes for all boards have been agreed upon and were shared with councillors at the recent community and strategy meeting. The vision and outcomes will also be used in the development of the 2021-2031 Long Term Plan.

What's happening outside your area

District/regional Initiatives

SDC Holiday Programme

Council staff and Sport Southland delivered a report summarising the SDC holiday programme that was delivered by Sport Southland in January this year, which was very successful given the short time frame they had to pull it all together. Staff are now working with them on options for the next programme, which will be outlined to the Community and Strategy Committee at their July meeting.

Community Leadership Team Liaison with Emergency Management Southland

Over the last two months the Community Leadership Team has met regularly with the Welfare Team Leaders from Emergency Management Southland (EMS) via Zoom. It was an opportunity to exchange information about the issues that have been identified by various community networks. That was important for both EMS and the Council as it enabled us all to get a clearer picture of what was happening across the district and to access information that we could share with communities.

One thing that became very clear was the fact that communities were generally doing a great job of identifying and addressing the needs within their community. A community led response is always important but even more so in the 'lockdown' restrictions we have just experienced. It was fantastic to hear of the people in our communities who either stepped up for the first time or showed us again why they are already recognised for 'making things happen' in our communities.

Migrant and newcomer wellbeing

The community leadership team facilitated a Zoom conference to discuss migrant and newcomer wellbeing in light of Covid-19. Attendance included staff from MBIE/Immigration NZ, Invercargill City Council, Eastern Southland Newcomers Network, Emergency Management Southland, Red Cross, Southland Multicultural Council, Great South, English Language Partners, and Fiordland Community Board.

A number of issues were raised including a loss of jobs (specifically in the tourism sector), subsequent visa issues, and discussion around services available to them should they wish to seek assistance. Emergency Management Southland confirmed that their ability to provide support for communities had been further clarified and extended. Support criteria for the provision of food, emergency accommodation, household goods and services is the same for New Zealand residents/citizens and foreign nationals – regardless of visa status or reasons for being in the country.

There has been no official statement from the government regarding the future of migrants working in New Zealand, however informal comments made by politicians and rumours by the media have suggested a re-prioritisation of the workforce to ensure that New Zealanders are kept in jobs. This has caused a sense of panic and concern in the newcomer and migrant communities around their ability to continue to reside and work in New Zealand particularly for those who have called New Zealand home for a number of years and are well integrated into the community.

The agencies involved in the migrant and newcomer space are continuing to keep in touch and work together to address issues in the migrant and newcomer communities as they arise.

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

Strategy and policy

Bylaw and policy updates

Council invites community boards to make a submission on the draft Keeping of Animals, Poultry and Bees Bylaw between 8am on 17 June to 5pm on 8 July 2020. This bylaw includes rules about where different animals (excluding dogs) can be kept, and about animal noise. Council has already consulted once on the draft bylaw, but that consultation period fell during New Zealand's recent response to COVID-19. Council has decided to consult again. Community boards can find further information and make a submission on the draft bylaw at <https://www.southlanddc.govt.nz/have-your-say>.

Staff will be seeking a decision from Council on 23 June, on whether it wants to review the current Combined Local Approved Products Policy with Invercargill City Council and Gore District Council. This policy outlines where retail outlets can sell approved products (legal highs).

Over the past 10 months Council has been undertaking a review of the Speed Limits Bylaw. Council deliberated on submissions received at the 20 May Council meeting. Council will be presented with the bylaw on 22 June for adoption, with implementation of speed limits intended in August 2020.

The combined Local Alcohol Policy between Invercargill City Council and Southland District Council enables local authorities to address local issues associated with the sale and supply of alcohol. The Policy was adopted 6 December 2019 came into effect 31 March 2020.

Long Term Plan

Development of the Long Term Plan 2021-2031 is progressing with Council reaffirming at the 20 May² meeting the draft strategic framework. This framework determines Councils mission, vision, community outcomes and strategic priorities. Staff will engage with community boards over the coming months to contribute to discussions around the development of levels of service for communities.

Councils Annual Plan 2020/2021 will be presented to the Finance and Assurance Committee on 22 June and Council 23 June for adoption.

Communications and engagement

The team has been busy with COVID-19 information sharing and promotion of related information on the website and in social media. Staff have also been public information managers for Emergency Management Southland during this time as well.

Anzac celebrations

A Southland Anzac Tributes page was created on Facebook to mark Anzac Day this year, because services were unable to take place. The page was popular with more than 300 people following it quickly. The page will remain open so people can continue to share their stories.

Covid-19 Response and Recovery

Record No: R/20/5/10979
Author: Steve Ruru, Chief Executive
Approved by: Steve Ruru, Chief Executive

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 The purpose of this report is to update Council on the range of measures that have been taken in response to the Covid-19 pandemic to date and to also identify areas in which further work is being considered.

Executive Summary

- 2 Covid-19 has quickly escalated into a world-wide pandemic event that will have wide ranging health, economic and social consequences for communities.
- 3 One of the effects of the decisions that have been made is the reality that the New Zealand economy will move into an economic recession, which in turn will have a number of flow on social consequences for communities. Treasury are predicting that it will take three to four years for the economy to recovery to pre Covid-19 forecast levels. Government are and will continue to look at what support can be provided at a national level to support both the response and recovery phases of the event.
- 4 From a Council perspective a number of measures have been taken to manage the initial response to the event to date. A number of these are summarised in this paper. There are also a number of areas of work underway which are designed to ensure that Council can continue to support its communities in an appropriate manner. Feedback on any further areas for consideration is welcomed.

Recommendation

That the Council:

- a) **Receives the report titled "Covid-19 Response and Recovery" dated 13 May 2020.**

Background

- 5 Covid-19 has quickly escalated into a world-wide pandemic event that will have wide ranging health, economic and social consequences for communities.
- 6 The speed with which the event has unfolded from the original outbreak in China in late December has meant that there has been a need for businesses and communities to cope with a rapid level of change within very short timeframes. In this regard the tourism industry is an example of a sector that has changed dramatically 'overnight' as a result of the restrictions placed on international and national travel.

- 7 One of the effects of the decisions that have been made is the reality that the New Zealand economy will move into an economic recession which in turn will have a number of flow on social consequences for communities. At this stage New Zealand Treasury forecasts suggest that the level of economic activity (as measured by GDP) and unemployment levels could be affected for a period of three to four years. At the end of that four year period the forecasts effectively show the economy returning to the levels of economic activity that were forecast to occur pre Covid 19.
- 8 From a Council perspective a number of measures have been taken to manage our initial response to the event. This paper seeks to outline the steps that have been taken or which are under development to provide support to Southland ratepayers, local businesses such as contractors and the wider community. Further areas of work will be considered as we move into the recovery phase.

Ratepayer support

Rate payment arrangements

- 9 It is expected that the number of ratepayers experiencing financial difficulty in meeting their rating and other financial commitments will increase as a result of the Covid-19 pandemic.
- 10 To date Council has adopted the approach of encouraging ratepayers, who might be having such challenges, to contact finance staff to discuss what options might exist for putting in place suitable alternative payment arrangements. These can include, for example, direct debit payments, the payment of rates over an extended period of time or postponement of rates. Where such arrangements are in place then Council will agree to waive penalties and there is also the ability, in extreme cases to remit part of the rates assessed in the case of residential properties.
- 11 Council's rates postponement policy currently allows for rates on a residential property to be postponed for a period of up to six years in cases of financial hardship. Similarly, the rates remission policy also allows for remission of rates in cases of extreme financial hardship.
- 12 At this stage staff are comfortable that the existing debt collection, along with the rate remission and rate postponement policies provide sufficient flexibility for staff to be able to work with individual ratepayers to develop customised solutions that recognise the challenges that individual ratepayers might be experiencing. If staff do find that it would be beneficial to have greater flexibility through a change to the existing policies then they will bring a report to Council for further consideration.

Rate payment dates and penalties

- 13 Following adoption of the annual plan each year, Council proceeds through the process of setting rates for the new financial year. This process will occur at the 23 June Council meeting for the 2020/21 financial year.
- 14 As part of the rate setting resolutions passed each year Council also confirms the different instalment dates and application of penalties for late payments. Council does have discretion over these dates and the level of penalties that might be applied. At this stage staff are of the view that Council should continue to apply its standard policies given that it can continue to work with individual ratepayers on a case by case basis as required.

Ratepayer support services

- 15 Staff are currently scoping a project looking at options available for providing guidance and support to ratepayers who might be struggling to pay their rates due to the effects of Covid-19. This will involve working internally with finance, communications and customer support teams to determine options available and to streamline processes.
- 16 It is also intended to seek information and work collaboratively with external organisations such as Age Concern, community workers, Citizens Advice Bureau, Rural Support Trust and other social agencies who are also able to provide support services to the community.

Business support**Business support and assistance**

- 17 As part of annual letter of expectation and draft statement of intent process Council agreed at its 22 April meeting, to reallocate \$250,000 of the funding that it provides to Great South to the purchasing of business support services. This decision was made to ensure that the services provided by Great South could be targeted to the areas of need arising out of Covid-19.
- 18 The areas in which Great South has been asked to refocus its support to businesses include:
- expand and build on the NZTE funded Regional Business Partner Programme and other central government programmes and packages that are created and available in response to Covid-19
 - work with national, regional and local business advisory networks to establish a current/live inventory of business support packages, support agencies, advisory services available to SMEs
 - directly focus resource on aligning and linking SMEs in the Southland District area to appropriate agencies and programmes to offer targeted support
 - foster and promote business support programmes tailored to support and assist businesses in accommodation, hospitality, service sector support industries and rural communities
 - establish in conjunction with Iwi, ICC, SDC, GDC, Chamber of Commerce et al a Southland SME Business Recovery Taskforce.
- 19 The change in focus and the above priorities will be included in the final purchasing agreement agreed with Great South.

Supplier payments

- 20 To assist suppliers with their cashflow Council has implemented a more regular supplier payment regime rather than requiring them to wait until the 20th of the following month. The success of this regime is dependent upon the timely provision of invoices by suppliers and approval by the relevant staff member. Regular reminders are being sent to staff in this regard.

Commercial lease arrangements

- 21 Council has a number of commercial lease arrangements in place. Staff are working with any tenants that may be facing challenges, on a case by case basis, to come to a suitable arrangement about the payment of rents. These discussions also need to take account of the provisions of the lease agreements that apply in each case.

Capital works programme

- 22 As noted in the shovel ready projects report that is subject of a separate paper, central government are giving consideration to providing a level of assistance to expedite a range of capital works projects that could be used to stimulate the level of economic activity in the construction sector.
- 23 Irrespective of the decisions that government may make in relation to the shovel ready projects there is an argument for local authorities to identify a range of capital works projects that could be progressed in the short to medium term to stimulate increased economic activity and employment.
- 24 To the extent that such projects might also be consistent with a broader local or regional development objective then they can also have wider benefits. The Stewart Island/Rakiura jetties and a number of the community facility renewal projects that are being put forward for consideration as part of the 2021 LTP could be seen to fall into this category. The downside of any such initiatives is that they can have flow-on operating costs that need to be funded.
- 25 Once Council has greater clarity around the likely outcomes from the shovel ready process staff will give further consideration to the opportunities that might exist in this area and then bring a report through to Council.

Community support**Local community support**

- 26 In response to the Covid-19 event it has been pleasing to see a number of communities ‘pulling together’ to implement locality based support mechanisms for members of their local community. In some cases local community boards and representative leaders have been a driving force behind these initiatives while in others, the local communities themselves have ‘stood up’. The community coming together to put in place local solutions to the challenges they face is a key part of the community led development model that has been a strategic priority for Council in recent years.
- 27 The community leadership team are continuing to provide support for local community initiatives as required. As part of this process they are looking at various funds or grants that may be able to be applied for to help Southland District communities. A recent example of funding being made available is the community funding of \$327,000 announced by Sport Southland to assist sporting groups.

Community partnership fund

- 28 The Community Partnership Fund has been established in each community board area to provide each board with the ability to provide grant funding to support what they see as worthy local projects or groups that would benefit from a level of additional support.
- 29 While the fund does not officially commence until 1 July 2020 there is no reason why local community boards could not provide support now if there is an area or group that has a clear need arising from Covid-19 that the board wants to support.
- 30 In addition to their main funding stream they each have also been allocated an additional \$20,000 ‘one off’ funding that could be used to support groups providing important support services in relation to the Covid-19 event.

Emergency response

- 31 Emergency Management Southland (EMS) have had their operational centre active since the beginning of the alert level 4 lockdown period. In addition to their own resources EMS rely on staff from each of the four Southland councils to resource the operations centre. A number of our staff have been involved with providing support to EMS over this period.
- 32 Below is a table provided by Emergency Management Southland that shows the total number of calls they have received for the region and Southland District broken down into categories.

	Southland-District-total	Regional-total	Total-Southland-as-a-%-of-all-requests-seeking-this-type-of-assistance
Finance	18	78	23%
Medicine	10	35	29%
Accommodation	5	36	14%
Food	43	219	20%
Psychosocial	8	21	38%
Animal-welfare	5	36	14%
Other	5	41	12%

Council response and recovery planning

Research and analysis projects

- 33 Staff are undertaking a number of research and analysis work streams to better understand the likely impacts of Covid-19 on Southland communities. This work includes:
- an environmental scan looking at what impacts the pandemic is having on the District and its communities
 - an overview of the current structure of the Southland economy and consideration of potential economic consequences coming out of the event at both a District and community level
 - lessons to be learnt from previous events, such as the global financial crisis, that will be relevant for work moving forward including the recovery phase
 - implications for the corporate performance framework and the reprioritisation of current organisational objectives and priorities to reflect the change in priorities that needs to occur as a result of Covid 19.
- 34 The outputs from these workstreams will be used to inform future decision-making about how Council might respond to the impacts of Covid-19. This will include a review of Council's approach to implementation of its Strategic Framework and the short to medium term priorities.

Recovery projects

- 35 The outputs from the research and analysis workstream, along with the other areas of work identified will also be helpful for informing the work that Council might need to do in relation to developing an overall recovery framework and work programme.

- 36 In addition to work that Council might support at the District and local community level there is also a number of initiatives being driven at the national and regional level. It will be important to ensure that any work that Council might progress is integrated with these wider workstreams and also takes into account areas of specific local need.

Financial implications

- 37 Work is being progressed to consider the financial implications and risks created by the pandemic for Council. Issues such as a drop in the level of development activity that is occurring across the District, a reduction in electricity consumption for SIESA and a reduction in Stewart Island Visitor levy revenue are examples of areas in which there will be revenue implications.
- 38 The outcomes from the financial review will be incorporated into the next financial reforecast process.

Contract management

- 39 Covid-19 and the way in which the different alert levels might affect the delivery of services, has implications for the way in which services are provided and obligations performed under the contracts that Council has with its external service providers.
- 40 For each contract for the provision of services, Council has had to and/or will need to continue to work with each of the individual contractors to decide the extent to which the services should or can continue to be provided and the way in which the financial burdens relating to the disruption to the provision of the service should be shared between Council and the contractor.
- 41 Council's general approach, in relation to the delivery of services is to seek information from the contractor concerned about whether they can (and if so how) continue to deliver their services at the different alert levels. In this way Council cannot be seen to be making a unilateral decision to suspend the contract.
- 42 From a contract law perspective there is a need to work with each contractor to identify the financial implications of the different alert levels and the responsibility that Council might carry for these costs.

Next Steps

- 43 Staff will continue to report to Council as required on the range of initiatives being taken to respond to the Covid-19 pandemic.

Attachments

There are no attachments for this report.

Operational Report for Oraka Aparima Community Board

Record No: R/20/3/7117

Author: Carolyn Davies, Executive Assistant

Approved by: Trudie Hurst, Group Manager Customer Delivery

☐ Decision

☐ Recommendation

☒ Information

Purpose of Report

- 1 The purpose of the report is to update the board on the operational activities in the Oraka Aparima Community Board area.

Recommendation

That the Oraka Aparima Community Board:

- a) **Receives the report titled “Operational Report for Oraka Aparima Community Board” dated 9 June 2020.**

Attachments

- A Oraka Community Board 22 April 2020 Operational Report [↓](#)
- B Oraka Community Board 17 June 2020 Operational Report (2) [↓](#)



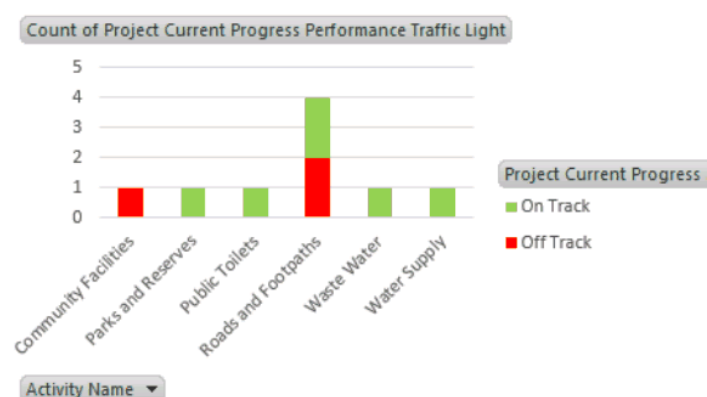
Staff are working to understand the implications of the Covid-19 pandemic on both operational and capital works programme activity. It is likely that the majority, if not all of Council's works programme will experience some degree of impact and delays. The extent of which is yet to be determined.

Staff are working closely with its contracting and stakeholder partners around how best to continue to provide critical services through this period of uncertainty and beyond.

With regard to the capital works programme staff are working to identify projects that are considered critical in order to maintain lifeline services such as water supply and wastewater service provision.

Once staff are better positioned to understand these implications, specific communication with Community Boards on this issue, and associated considerations will be forthcoming. Thank you for your understanding and patience.

1. Projects within current 19/20 financial year





ACTIVITY NAME	CODE	NAME	CURRENT PHASE	PROJECT CURRENT PROGRESS	PROJECT CURRENT COMMENT	TOTAL EXPENDITURE
WATER SUPPLY	P-10005	Upgrade of treatment plant at Riverton	Pre Delivery Phase	On Track	Budget moved to 19/20 and 20/21. Work ongoing	\$317,021.10
ROADS AND FOOTPATHS	P-10051	Upgrade information board at Colac Bay	Pre Delivery Phase	Off Track	Waiting for information from Lynley Barclay to move this project along.	\$ 5,000.00
COMMUNITY FACILITIES	P-10248	Install new dump station at Bath Road, Riverton	Pre Delivery Phase	Off Track	Waiting for Iwi to read through the archaeological assessment.	\$17,885.00
WATER SUPPLY	P-10268	Addition UV Disinfection - Riverton	Business Case Phase	On Track	Multi-year project. Business case being worked through	\$512,500.00
PARKS AND RESERVES	P-10307	Remove trees, establish walking track and creating planting, Railway Esplanade, Riverton	Business Case Phase	On Track	The archaeological assessment has now been through internal review and final draft for consultation will be sent to Mark today and to Te Ao Marama.	\$50,000.00
ROADS AND FOOTPATHS	P-10315	Installing new footpaths in Riverton	Pre Delivery Phase	Off Track	This project is being affected by the COVID - 19 Lock down. The project is currently out for tender but may be delayed due to the lock down	\$100,000.00
ROADS AND FOOTPATHS	P-10320	Replace kerb and channel on Foster Road, Thornbury	Business Case Phase	On Track	This is currently being designed by a consultant with the aim to construct in the next financial year	\$48,365.00
ROADS AND FOOTPATHS	P-10387	Upgrade footpaths at Riverton	Pre Delivery Phase	On Track	Tender document published on 15 April, with closing date of 11 May 2020.	\$200,992.00
PUBLIC TOILETS	P-10390	Replace toilets at Taramea Bay, Riverton	Initiation Phase	On Track	Tender for design being drafted	\$-



2. Community Board Contracts

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
10/01 – Water and Waste Water Services Operation and Maintenance	All compliance targets met. One health and safety incident where an operator was assaulted by a member of the public. Several minor projects and process improvements underway.
17/02 - Central Alliance Roading Contract	Noxious spraying has been undertaken in the townships as has routine township spraying. Delta has completed township spraying with a touch up round in April to finish the season. Rural Mowing has finished its third round and starting the fourth round mid-March. Logging is quiet due to Corona virus. Signs and cones are being removed/taken from worksites on an increased basis and the direct cost to the roading contract is increasing to replace these which is frustrating. During the flooding event approx. \$3k of signs and cones were removed or taken from sites.
12/39 – Riverton Area Grass Maintenance (Mowing)	This Contract is meeting standards
15/10 – Riverton office and library cleaning	This contract is operating well at times with some occasional issues. There are some discussions in regard to scope of works that are being looked into.
16/53 – Riverton gardening contract	The contract is operating at a good level
17/02 Central Alliance Contract	Toilets in this area are operating well

3. Request for service data 31 January 2020 – 6 April 2020



REQUEST TYPE	COUNT
Council Housing/Flats - Repairs (routine)	3
Council Housing/Flats - Repairs (urgent)	2
Freedom Camping Complaints	1
Gardening Maintenance	3
Noise Control (Not Animal Noises)	14
Nuisance Complaints (Odour, Vermin, Neighbourhood)	2
Playground Accidents (Safety)	1
Repairs and Maintenance Council Property	3
Roadside Spraying - Noxious Weeds	1
Toilet Cleaning	2
Vegetation Urban/Berm Mow/Overgrown/Visibility Issues	6
3 or more Street Lights Out	1
Edge Break/Low Shoulders Sealed Roads	1
Footpaths Hazards - Trip/Hazard/Broken etc (Safety)	1
Gravel, Potholes/Corrugations and Grading	1
Information-Direction Signs (road names and rest area)	1
Manholes and Grates (Safety)	1
New Rapid Number	1
Road Markings (Faded)	1
Single Street Light Out	6
Transport - Road Matters General	5
Urban Stormwater (The Drain)	2
Wheelie Bin Damaged	2
Wheelie Bin New	7
Wheelie Bin Stolen	1
Wheelie Bin Collection Complaints	2
Wheelie Bin Swap	1
TOTAL	72

4. Local finance reporting

Colac Bay - Business Units as at 29 February 2020

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Street Works - Colac Bay	\$6,532	\$6,311	\$10,373	\$6,337	\$7,652	\$11,424		\$3,333	\$5,000
Colac Bay- Stormwater Drainage	\$605	\$585	\$877	\$37	\$605	\$877			
Beautification - Colac Bay	\$5,554	\$5,374	\$8,061	\$5,071	\$5,234	\$8,061			
Playground - Colac Bay	\$1,075	\$1,075	\$1,613	\$1,275	\$1,863	\$2,794			
Hall - Colac Bay	\$5,844	\$5,903	\$8,861	\$5,516	\$6,109	\$9,025			
Total	\$19,611	\$19,248	\$29,785	\$18,236	\$21,463	\$32,181	\$0	\$3,333	\$5,000

Oraka-Aparima - Business Units as at 29 February 2020

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Community Leadership Oraka Ap				\$2,838					
Total	\$0	\$0	\$0	\$2,838	\$0	\$0	\$0	\$0	\$0

**Orepuki - Business Units as at 29 February 2020**

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Street Works - Orepuki	\$4,815	\$4,903	\$7,895	\$4,468	\$6,309	\$9,464	\$8,186	\$15,775	\$15,775
Stormwater Drainage - Orepuki	\$669	\$681	\$1,022		\$681	\$1,022			
Beautification - Orepuki	\$5,790	\$5,790	\$8,685	\$6,033	\$6,717	\$9,530			
Playground - Orepuki	\$537	\$537	\$806	\$560	\$537	\$806			
Hall - Orepuki	\$5,843	\$5,888	\$9,042	\$5,312	\$7,744	\$10,580			
Railway Land - Orepuki	\$850	\$741	\$1,112	\$660	\$635	\$814			
Total	\$18,504	\$18,540	\$28,562	\$17,034	\$22,624	\$32,216	\$8,186	\$15,775	\$15,775

Riverton/Aparima - Business Units as at 29 February 2020

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Administration - Riverton	\$30,103	\$30,029	\$63,027	\$24,103	\$33,821	\$50,044			
Operating Costs - Riverton	\$24,802	\$21,555	\$32,332	\$40,449	\$24,086	\$32,332			
Street Works - Riverton	\$62,564	\$62,213	\$93,319	\$15,934	\$22,411	\$33,249	\$77,856	\$206,573	\$300,917
Refuse Collection - Riverton	\$17,988	\$17,943	\$26,915	\$14,897	\$17,943	\$26,915			
Stormwater Drainage - Riverton	\$62,003	\$61,757	\$96,714	\$34,982	\$21,841	\$32,203		\$2,000	\$10,000
Cemetery - Riverton	\$27,439	\$34,220	\$53,126	\$24,960	\$38,925	\$53,760	\$7,820		
Beautification - Riverton	\$41,523	\$41,471	\$62,207	\$38,350	\$37,653	\$62,207			
Recreation Reserve - Riverton	\$8,789	\$8,750	\$13,125	\$10,739	\$10,198	\$16,531	\$4,034		\$25,000
Taramea (Howells Point)	\$6,093	\$6,078	\$15,084	\$3,360	\$4,337	\$17,865			
Taramea Bay	\$12,508	\$12,477	\$19,785	\$12,741	\$18,424	\$24,951			\$25,000
Koikoi Park				\$453	\$453	\$680			
War Memorial Reserve	\$1,081	\$1,078	\$1,967	\$1,365	\$1,078	\$1,617			
Playground - Riverton	\$4,166	\$4,156	\$6,234	\$7,502	\$7,145	\$10,717			
Riverton Pool	\$22,015	\$21,973	\$32,960	\$13,335	\$13,320	\$26,503			
Total	\$321,075	\$323,700	\$516,795	\$243,172	\$251,635	\$389,574	\$89,709	\$208,573	\$360,917

Riverton Harbour - Business Units as at 29 February 2020

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Harbour	\$30,452	\$23,010	\$36,493	(\$50,354)	(\$48,539)	(\$41,264)	\$72,469	\$72,469	\$72,469
Total	\$30,452	\$23,010	\$36,493	(\$50,354)	(\$48,539)	(\$41,264)	\$72,469	\$72,469	\$72,469

Thornbury - Business Units as at 29 February 2020

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Street Works - Thornbury	\$2,783	\$2,783	\$4,306	\$3,650	\$2,783	\$4,174		\$32,243	\$48,365
Beautification - Thornbury	\$5,295	\$5,295	\$7,942	\$5,968	\$6,566	\$7,942			
Playground - Thornbury	\$1,075	\$1,075	\$1,613	\$1,082	\$2,152	\$3,228		\$5,302	\$7,953
Hall - Thornbury	\$3,913	\$4,125	\$6,337	\$7,059	\$4,520	\$5,798			
Total	\$13,065	\$13,278	\$20,198	\$17,759	\$16,021	\$21,142	\$0	\$37,545	\$56,318

Community leadership Oraka Aparima expenses of \$2,838 relate to the new community board salaries, there is a budget in Riverton/Aparima business units with any additional funds required to be funded from reserves of the Waiau Aparima Ward.

Riverton Aparima expenditure is \$8,463 under budget. The main variances are:

- Administration – Riverton is \$9,718 under budget, mainly due to councillors and board members' salaries being under budget by \$6,532 with the Community Board salaries for the new triennium being paid from the Oraka Aparima business unit
- Operating Costs – Riverton is \$16,363 over budget which is primarily due to miscellaneous grants is over budget by \$28,000, this is due to the board approving Te Hikoi's funding request to purchase two heat pumps.
- Streetworks is under budget by \$128,717 which is P-10315. This has been included above under the projects section.
- Stormwater Drainage – Riverton is \$13,142 under budget due to limited maintenance undertaken to date. Downer has undertaken an initial analysis and a separate report will be presented to the community board in regards to the findings and the recommendation of works.



- Cemetery Riverton - Income is under budget by \$6,781 and expenditure is under budget by \$13,965. This is due to a lower number of interments (\$6,084) with expenditure also affected the timing in the cemetery beams project being undertaken (\$4,415). Capital expenditure is also \$7,820 under budget which is for a new beam and this is expected to be funded from reserves.
- Taramea Bay being \$5,682 under budget this is due prior year's purchase order being cancelled as it was no longer required..

Streetworks Thornbury is under budget by \$32,243 which relates to P-10320 and street works Colac Bay is under budget by \$3,333 which relates to P-10051 are also explained above in the projects section.

Riverton Harbour income is currently over budget by \$7,442 due to rentals and license fees for the boat park. This income has not been phased and is expected to be on budget by year end.

As identified earlier in this report, there are a number of works programme targets that will no longer be met as a result of the Covid-19 pandemic, the extent of which is as yet unclear.

**Reserve Balances**

RESERVE	30 JUNE 2020	BUDGET 30 JUNE 2020	FORECAST 30 JUNE 2020
Colac Bay community centre	\$7,791	\$7,797	\$7,797
Colac Bay general	\$44,315	\$45,222	\$40,222
Total – Colac Bay	\$52,106	\$53,019	\$48,019
Orepuki community centre	\$15,564	\$16,073	\$16,073
Orepuki general	\$36,147	\$36,688	\$20,913
Total – Orepuki	\$51,711	\$52,761	\$36,986
Riverton cemetery Maintenance	\$62,816	\$62,764	\$62,764
Riverton Doc Profits Lib Sale	\$66,199	\$66,408	\$68,408
Riverton General	\$360,013	\$195,690	\$220,322
Riverton Parks & Reserves Development	\$28,067	\$29,071	\$29,071
Riverton Property Sales	\$239,962	\$139,962	\$146,802
Riverton Property Sales - Res	-	\$6,840	-
Riverton War Memorial	\$13,091	\$13,441	\$13,441
Taramea Bay/Rocks Development	\$30,209	\$6,279	\$6,279
Taramea Howells Point	\$23,663	\$20,882	\$20,882
Riverton stormwater	\$120,998	\$165,076	\$165,076
Total Riverton/Aparima	\$945,019	\$708,413	\$733,045
Cosy Nook	\$21,296	\$25,069	\$25,069
Total – Waiau/Aparima Ward	\$21,296	\$25,069	\$25,069
Riverton Harbour	\$13,063	\$19,851	\$17,851
Total – Riverton Harbour	\$13,063	\$19,851	\$17,851
Thornbury community centre	\$915	\$1,864	\$1,864
Thornbury general	\$17,657	\$10,749	\$831
Total – Thornbury	\$18,572	\$12,613	\$2,695
TOTAL RESERVES	\$1,101,766	\$869,726	\$863,665



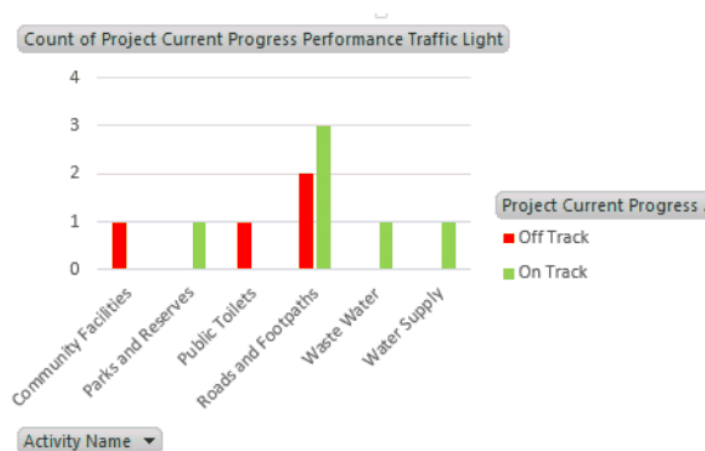
Staff are working to understand the implications of the Covid-19 pandemic on both operational and capital works programme activity. It is likely that the majority, if not all of Council's works programme will experience some degree of impact and delays. The extent of which is yet to be determined.

Staff are working closely with its contracting and stakeholder partners around how best to continue to provide critical services through this period of uncertainty and beyond.

With regard to the capital works programme staff are working to identify projects that are considered critical in order to maintain lifeline services such as water supply and wastewater service provision.

Once staff are better positioned to understand these implications, specific communication with community boards on this issue, and associated considerations will be forthcoming. Thank you for your understanding and patience.

1. Projects within current 19/20 financial year






ACTIVITY NAME	CODE	NAME	CURRENT PHASE	PROJECT CURRENT PROGRESS	PROJECT CURRENT COMMENT	TOTAL EXPENDITURE
COMMUNITY FACILITIES	P-10248	Install new dump station at Bath Road, Riverton	Pre Delivery Phase	Off Track	Waiting on response from Iwi on Archaeological assessment.	\$17,885.00
PARKS AND RESERVES	P-10307	Remove trees, establish walking track and creating planting, Railway Esplanade, Riverton	Business Case Phase	On Track	SDC staff met on site with the engagement group and some further scope options were brought up. Need to continue with current scope and look into a possible phase two.	\$50,000.00
ROADS AND FOOTPATHS	P-10320	Replace kerb and channel on Foster Road, Thornbury	Business Case Phase	On Track	In design phase and will be constructed in 2020/21.	\$48,365.00
ROADS AND FOOTPATHS	P-10315	Installing new footpaths in Riverton	Pre Delivery Phase	On Track	Tender acceptance underway to successful contractor. Start date to be confirmed.	\$100,000.00
ROADS AND FOOTPATHS	P-10051	Upgrade information board at Colac Bay	Pre Delivery Phase	Off Track	Waiting for information from Lynley Barclay to move this project along	\$5,000.00
WASTE WATER	P-10005	Upgrade of treatment plant at Riverton	Pre Delivery Phase	On Track	Budget moved to 19/20 and 20/21. Work ongoing	\$317,021.10
WATER SUPPLY	P-10268	Addition UV Disinfection - Riverton	Business Case Phase	On Track	Multi-year project. Business case being worked through	\$512,500.00
PUBLIC TOILETS	P-10390	Replace toilets at Taramea Bay, Riverton	Initiation Phase	Off Track	Request for pricing and information process completed, next step is to consult with the Community board	\$342,074.00
ROADS AND FOOTPATHS	P-10387	Upgrade footpaths at Riverton	Pre Delivery Phase	Off Track	Tender acceptance underway to successful contractor. Start date to be confirmed.	\$200,992.00
ROADS AND FOOTPATHS	P-10400	Southern Bridge 8 - Pourakino Valley Road (provisional)	Delivery Phase	On Track	Part of Southern Bridge programme	\$-



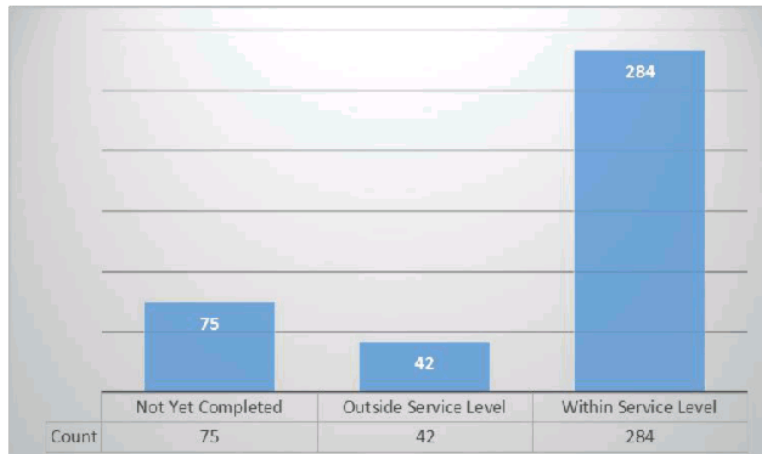
2. Community board contracts

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
10/01 – Water and Waste Water Services Operation and Maintenance	Essential services have continued throughout the Covid-19 levels. Some non-essential tasks had been deferred during level 4 but are now recommencing.
17/02 - Central Alliance Roading Contract	<p>To report, the Alliance has been operating under our second state of emergency for 2020 has been another challenge.</p> <p>The Alliance contract is pleased to be again operating to capacity. Covid-19 saw unprecedented times with the graders for example parked up and not due to the weather.</p> <p>The month of April it was mostly 2 x 2 men crews were on the Network as well as SDC contract manager inspecting and assessing constantly any safety issues.</p> <p>The fourth round of mowing is programmed to start.</p> <p>Logging is starting up again.</p> <p>There is an additional grader on the network and we are undertaking spot metalling to try and catch up around the network.</p>
12/39 – Riverton Area Grass Maintenance (Mowing)	This contract is meeting standards. The contractor has caught up work halted over the COVID19 period.
15/10 – Riverton office and library cleaning	This contract has seen an improvement on results and communication recently. It is also included in the current office and library tender.
16/53 – Riverton gardening contract	The contract is operating at a consistent level. We are undertaking a review to include more gardens within the town.
17/02 Central Alliance Contract	Toilets in this area are operating well with reduced numbers due to COVID restrictions

3. Request for service data 6 April 2020 – 27 May 2020

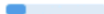
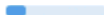

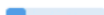

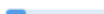
 <p>Community Board</p> <p>Requests for Service 6/4/20 – 27/5/20:</p> <p>16</p>	<p>District wide</p> <p>Requests for Service 6/4/20 – 27/5/20:</p> <p>401</p> <p>3 Waters Service requests 6/4/20 – 27/5/20:</p> <p>60</p>
REQUEST TYPE	COUNT
Noise Control (not Animal Noises)	2
Playground Repairs and Maintenance	1
Playground Repairs and Maintenance - (Safety)	1
Paper Roads	1
Single Street Light Out	5
Wheelie Bin Cancelled	1
Wheelie Bin New	3
Wheelie Bin Collection Complaints	2
TOTAL	16

RSF count by completion time status



Note: RFS' that were not yet completed or outside the service level were due to factors including Covid-19 lockdown restrictions, further investigations/work required and extensions of time to complete the requests.



IPS Requests, Count			
^ Ips Service Request Type Key ^ Request Description ^	Count ^	Response Time Met Rate ^	Resolution Time Met Rate
SEWER LATERAL BLOCKAGE	1 	100%	100%
SEWER MAIN (PIPE) DAMAGED	1 	100%	0%
WATER ASSET LEAK -(MAIN, HYDRANT ,VALVE, METER,)	5 	80%	80%
WATER MAIN LEAK URGENT BURST	1 	100%	0%
WATER TOBY DAMAGED (NOT SAFETY ISSUE)	1 	100%	0%
WATER TOBY LEAK	2 	100%	100%
WORKMANSHIP PROBLEM	1 	0%	100%

4. Local finance reporting

Colac Bay - Business Units as at 30 April 2020

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Street Works - Colac Bay	\$8,166	\$7,888	\$10,373	\$8,254	\$7,965	\$11,424		\$4,167	\$5,000
Colac Bay- Stormwater Drainage	\$757	\$731	\$877	\$37	\$741	\$877			
Beautification - Colac Bay	\$6,898	\$6,718	\$8,061	\$6,074	\$7,703	\$8,061			
Playground - Colac Bay	\$1,344	\$1,344	\$1,613	\$1,558	\$2,328	\$2,794			
Hall - Colac Bay	\$7,290	\$7,379	\$8,861	\$6,795	\$7,567	\$9,025			
Total	\$24,454	\$24,060	\$29,785	\$22,718	\$26,304	\$32,181	\$0	\$4,167	\$5,000

Oraka-Aparima - Business Units as at 30 April 2020

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Community Leadership Oraka Ap		\$0		\$5,916	\$3,400				
Total	\$0	\$0	\$0	\$5,916	\$3,400	\$0	\$0	\$0	\$0


Riverton/Aparima - Business Units as at 30 April 2020

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Administration - Riverton	\$37,645	\$37,536	\$63,027	\$29,658	\$60,424	\$50,044			
Operating Costs - Riverton	\$30,927	\$26,943	\$32,332	\$41,591	\$28,209	\$32,332			
Street Works - Riverton	\$78,190	\$77,766	\$93,319	\$21,680	\$27,830	\$33,249	\$77,856	\$253,745	\$300,917
Refuse Collection - Riverton	\$22,495	\$22,429	\$26,915	\$18,848	\$22,429	\$26,915			
Stormwater Drainage - Riverton	\$77,515	\$77,197	\$96,714	\$41,882	\$27,022	\$32,203		\$8,333	\$10,000
Cemetery - Riverton	\$37,786	\$42,775	\$53,126	\$31,460	\$48,485	\$53,760	\$7,814		
Beautification - Riverton	\$51,916	\$51,839	\$62,207	\$46,974	\$50,817	\$62,207			
Recreation Reserve - Riverton	\$10,891	\$10,938	\$13,125	\$13,237	\$13,364	\$16,531	\$3,783		\$25,000
Taramea (Howells Point)	\$7,620	\$7,598	\$15,084	\$3,229	\$5,422	\$17,865			
Taramea Bay	\$15,642	\$15,596	\$19,785	\$16,024	\$23,608	\$24,951		\$20,833	\$25,000
Koikoi Park				\$567	\$567	\$680			
War Memorial Reserve	\$1,352	\$1,348	\$1,967	\$1,435	\$1,348	\$1,617			
Playground - Riverton	\$5,210	\$5,195	\$6,234	\$7,939	\$8,931	\$10,717			
Riverton Pool	\$27,515	\$27,467	\$32,960	\$13,419	\$13,411	\$26,503			
Total	\$404,704	\$404,625	\$516,795	\$287,943	\$331,866	\$389,574	\$89,453	\$282,912	\$360,917

Riverton Harbour - Business Units as at 30 April 2020

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Harbour	\$37,975	\$30,506	\$36,493	(\$48,044)	(\$44,535)	(\$41,264)	\$72,469	\$72,469	\$72,469
Total	\$37,975	\$30,506	\$36,493	(\$48,044)	(\$44,535)	(\$41,264)	\$72,469	\$72,469	\$72,469

Thornbury - Business Units as at 30 April 2020

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Street Works - Thornbury	\$3,478	\$3,478	\$4,306	\$4,795	\$2,368	\$4,174			\$48,365
Beautification - Thornbury	\$6,618	\$6,618	\$7,942	\$7,297	\$7,726	\$7,942			
Playground - Thornbury	\$1,344	\$1,344	\$1,613	\$1,438	\$2,690	\$3,228		\$6,628	\$7,953
Hall - Thornbury	\$4,870	\$5,157	\$6,337	\$9,564	\$5,159	\$5,798			
Total	\$16,311	\$16,598	\$20,198	\$23,095	\$17,943	\$21,142	\$0	\$6,628	\$56,318

Community leadership Oraka Aparima expenses of \$5,916 relate to the new community board salaries, there is a budget in Riverton/Aparima business units with any additional funds required to be funded from reserves of the Waiau Aparima Ward.

Riverton Aparima expenditure is \$43,923 under budget. The main variances are:

- Administration – Riverton is \$30,766 under projection, mainly due to the miscellaneous grant being \$35,013 under budget. This budget related to the Community partnership fund which has not yet been granted.
- Operating Costs – Riverton is \$13,382 over budget which is primarily due to miscellaneous grants is over budget by \$28,000, this is due to the board approving Te Hikoi's funding request to purchase two heat pumps. The internal work scheme service is also \$11,249 under budget due to the under resources of the internal work schemes team which affected the capacity to undertake works, and the some of these costs have been allocated under the beautification business units.
- Streetworks is under budget by \$6,150 which is P-10315. This has been included above under the projects section.
- Stormwater Drainage – Riverton is \$14,862 over budget due to general maintenance being \$15,000 over budget as a result of stormwater maintenance that needed immediate attention.
- Cemetery Riverton expenditure is under budget by \$17,025. This is due to a lower number of interments (\$6,384) with expenditure also affected the timing in the cemetery beams project being undertaken (\$6,516). Capital expenditure is also \$7,820 over budget which is for a new beam and this is expected to be able to be funded through the remaining monies in the maintenance lines.
- Taramea Bay being \$7,584 under budget this is due prior year's purchase order being cancelled as it was no longer required..



Thornbury expenses are over budget by \$5,152 which relates to P-10320 and street works Colac Bay is under budget by \$3,585 which relates to P-10051 are also explained above in the projects section. The capital expenditure is related to the Thornbury playground project, this is planned to be completed this financial year and costs are expected to be under budget and the costs will be reflected in the May reporting.

Riverton Harbour income is currently over budget by \$7,470 due to rentals and license fees for the boat park. This income has not been phased and is expected to be on budget by year end. The negative expenditure is due to the SDC Wharf project costs being capitalised,

As identified earlier in this report, there are a number of works programme targets that will no longer be met as a result of the Covid-19 pandemic, the extent of which is as yet unclear.

**Reserve Balances**

RESERVE	30 JUNE 2020	BUDGET 30 JUNE 2020	FORECAST 30 JUNE 2020
Colac Bay community centre	\$7,791	\$7,797	\$7,797
Colac Bay general	\$44,315	\$45,222	\$42,110
Total – Colac Bay	\$52,106	\$53,019	\$49,907
Riverton cemetery Maintenance	\$62,816	\$62,764	\$61,567
Riverton Doc Profits Lib Sale	\$66,199	\$66,408	\$68,408
Riverton General	\$360,013	\$195,690	\$165,322
Riverton Parks & Reserves Development	\$28,067	\$29,071	\$29,071
Riverton Property Sales	\$239,962	\$139,962	\$146,802
Riverton Property Sales - Res	-	\$6,840	-
Riverton War Memorial	\$13,091	\$13,441	\$13,441
Taramea Bay/Rocks Development	\$30,209	\$6,279	\$29,279
Taramea Howells Point	\$23,663	\$20,882	\$20,882
Riverton stormwater	\$120,998	\$165,076	\$175,076
Total Riverton/Aparima	\$945,019	\$708,413	\$709,848
Cosy Nook	\$21,296	\$25,069	\$25,069
Total – Waiau/Aparima Ward	\$21,296	\$25,069	\$25,069
Riverton Harbour	\$13,063	\$19,851	\$17,851
Total – Riverton Harbour	\$13,063	\$19,851	\$17,851
Thornbury community centre	\$915	\$1,864	\$1,864
Thornbury general	\$17,657	\$10,749	\$11,168
Total – Thornbury	\$18,572	\$12,613	\$13,032
TOTAL RESERVES	\$1,101,766	\$869,726	\$815,707

Council Report - April 2020

Record No: R/20/3/6018

Author: Simon Moran, Community Partnership Leader

Approved by: Trudie Hurst, Group Manager Customer Delivery

☐ Decision

☐ Recommendation

☒ Information

Chief Executive

Adverse Weather Event

1. In early February the Southland region was affected by a significant rainfall event that led to the declaration of a regional civil defence emergency. The event began with a period of high rainfall in Milford Sound on 3 February coinciding with high tides that caused some backflow flooding and inundation in the Milford Village lower car parks and closure of SH94 Milford to Te Anau.
2. The event subsequently intensified significantly causing widespread damage to SH94, the Hollyford Valley and a number of Department of Conservation tracks. The heavy rainfall also spread into the Southland region upper catchments, particularly affecting the Maitai river. This led to a need to evacuate parts of Gore, Maitai and Wyndham.
3. The regional civil defence emergency was lifted on Tuesday 18 February, some two weeks after it was originally put in place. At that stage the focus will move into the recovery phase.
4. The effects of a significant civil defence emergency, such as the one that the region has just experienced, on the people that are directly affected and communities themselves cannot be under-estimated. The flow-on effects for some individuals can be expected to continue for quite some time. It will be important for Council, and the other relevant agencies to work with the affected communities to provide the support that they need to get through the event itself and then as we move into the recovery phase.
5. A regional recovery manager has been appointed to lead this stage of the process. We have also appointed a recovery manager to lead the recovery effort across the Southland District. There will be a number of flow-on issues affecting the Fiordland community in particular that Council will need to manage.
6. The full cost of the damage caused to Council's infrastructure is still being assessed and will be covered in separate reports to Council at an appropriate time.

Infrastructure Commission

7. The NZ Infrastructure Commission has recently released a new report, titled 'Lifting Our Gaze' which discusses the challenges relating to addressing the challenges associated with the increased infrastructure demand and development. The report looks at the infrastructure outcomes that are being delivered, the barriers and challenges that New Zealand faces looking forward and how these might be addressed. A copy of the report is available on the Commission's website (<https://infracom.govt.nz/assets/Uploads/Lifting-our-gaze-EY-Infracom.pdf>).

8. The report also discusses the ‘opportunity cost’ that can be associated with the current narrow focus on delivery of projects, without consideration of broader outcomes, such as social, economic and environmental.
9. The desirability of adopting a broader outcomes focus has been included in updated government procurement rules and changes to the better business case framework. While staff will give consideration to these developments in reviewing Council’s procurement policies we can also expect to see the broader approach reflected in the procurement policies used by the NZ Transport Agency, which local authorities also need to meet to obtain funding for local works.

3 Waters

10. Reform in the three waters sector has been progressing for some time. However, since the Havelock North incident in 2016 it has become an area of high priority for central government.
11. Following the Havelock North incident, the government commenced a formal inquiry, which recommended a Three Waters Review be undertaken. The review considered options for improving regulatory and service delivery arrangements for drinking water, wastewater and stormwater services (Three Waters) to better support New Zealand’s prosperity, health, safety and environment. Most three waters assets and services, but not all, are owned and delivered by local authorities.
12. Taumata Arowai - the Water Services Regulator Bill was introduced to Parliament on 11 December 2019, and had its first reading on 17 December. It is now sitting with the health select committee and public submissions are being sought. The bill is relatively simple in that its focus is on establishing the new water regulator as a crown entity, under the Crown Entities Act 2004. The bill also outlines the agencies objectives, functions, operating principles and governance arrangements and is expected to be enacted by mid-2020.
13. A separate bill will give effect to the decision to implement system-wide reforms to drinking water regulation, alongside targeted reforms to improve the regulation and performance of wastewater and stormwater networks.
14. The Minister for Local Government took a paper to cabinet in late January, canvassing options for greater collaboration in water services delivery. The paper is yet to be released, but is understood to reiterate the Minister’s desire for greater council collaboration in Three Waters service delivery. Accordingly, DIA is preparing further advice for councils on the stages of regional investigations the crown wants to see. It can be expected that the provision of any crown funding to support reform in this area will require local authorities to be taking actions which are consistent with that desired by the crown.
15. In an endeavour to proactively address the range of service delivery options that might exist the Otago Mayoral Forum has initiated a working group process, with external consultant assistance, to explore the range of delivery options that might exist in relation to the delivery of water services across the Otago region. They have also invited the Southland councils to participate in this work. Staff have indicated that this Council is keen to participate.
16. The range of options that will need to be considered as part of this process range from effectively an enhanced status quo model through to the formation of a standalone council controlled organisation. Support for development of a business case exploring these options is being sought

from the Department of Internal Affairs, who have recently called for expressions of interest in this area.

Funding of Fire and Emergency NZ

17. Fire and Emergency New Zealand (FENZ) have been undertaking consultation to seek initial views on options for how fire and emergency services should be funded in the future. The consultation document can be downloaded from (<https://www.dia.govt.nz/firefundingreview#Supporting>).
18. The review is split over two phases and is not expected to be completed until 2024 with the implementation of a new funding model. Following consideration of the views expressed via the initial phase, consideration will be given to the development of a new preferred funding model which will be subject to a subsequent consultation process.
19. The creation of FENZ has highlighted the shortcomings associated with the current insurance-based funding model. In particular its lack of universality and the fact that some sectors, which benefit directly from the service, such as motorists, do not contribute in proportion to the cost. The government's challenge is to find a funding model that allocates cost in accordance with the beneficiary principle and in a way that the opportunity for 'free-riding' is minimised.
20. The main users of FENZ services currently, are:
 - a. Medical emergencies;
 - b. Structure (building) fires;
 - c. Vegetation fires;
 - d. Hazardous substances and emergencies; and
 - e. Motor vehicle incidents.
21. To give effect to a beneficiary principle it would seem important for each of the above sectors to be significant contributors to the cost of running fire and emergency services. In some cases, such as motorists and property owners, it is practical and efficient to apply a direct levy. In other cases, such as medical emergencies and hazardous substance emergencies, the contribution should come from taxpayers through the appropriate vote, such as Health and Environment.
22. As part of the work being undertaken there has been a suggestion that local government could be responsible for collecting the property based component through its rating systems. This approach would, however, undermine an accountability principle that would come with FENZ being responsible for collecting its own funding directly from property owners.

Resource Management Reform

23. The government has appointed an independent review panel, led by the Hon Tony Randerson QC, to undertake a comprehensive review of the resource management system.
24. In November 2019 the panel released an issues and options paper (<https://www.mfe.govt.nz/sites/default/files/media/RMA/comprehensive-review-of-the-resource-management-system-opportunities-for-change-issues-and-options-paper.pdf>) outlining what they see as the key issues that need to be considered in the review process.

25. The review has a dual focus on improving outcomes for the natural environment and improving urban and other development outcomes. The underlying causes of poor outcomes are seen as being wide ranging, including the legislation, the ways it has been implemented and how the institutions are arranged. In seeking to improve these outcomes, the review will need to ensure provisions for central and local government decision-making, Iwi/Māori and broader public involvement are all fit for purpose. It will also consider the linkages between the RMA and other key pieces of legislation such as the Local Government Act 2002, Land Transport Management Act 2003 and Climate Change Response Act 2002.

Disability Employment Action Plan

26. In November 2019 the Ministry of Social Development (MSD) released for public consultation a Disability Employment Action Plan. A copy of the document is available on the Ministry for Social Development website (<https://www.msd.govt.nz/what-we-can-do/disability-services/disability-employment-action-plan/index.html>).
27. The draft action plan proposes a set of actions to tackle the employment gap based around two overarching goals:
- disabled people and people with health conditions have an equal opportunity to access good work
 - employers are good at attracting and retaining disabled people and people with health conditions.

Community and Futures

Strategy and Policy

Policy and Bylaw Updates

28. 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. Deliberation and adoption of the draft Speed Limits Bylaw is scheduled for March 2020.
29. Staff have been involved in the review of the combined Local Alcohol Policy (LAP), in collaboration with Invercargill City Council. Following consultation, hearings and deliberation, a joint committee of the two councils endorsed a provisional LAP for public notification. No appeals were lodged and the LAP was automatically adopted on 6 December 2019. Council will be asked at its meeting 4 March 2020 to bring the LAP into force with an operational date of 31 March 2020.
30. Staff have been working to produce a draft procurement policy and manual, which would introduce changes to the way Council purchases goods and services. Feedback on the draft will be sought from the executive leadership team, prior to the draft policy being discussed with the finance and assurance committee.
31. Preliminary work has begun reviewing the combined Local Approved Products Policy. This policy is about restricting the sale of psychoactive substances. Council currently has a combined policy with Invercargill City Council and Gore District Council. The next steps are to ascertain whether Council is keen to continue having this joint policy.

32. 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 – Strategy Development

33. Council supports the continuation of research and analysis work to inform and support 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-demographics, climate change, levels of service, rating affordability, land and water plan implications, community assistance and funding, and technological change. This on-going 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.
34. 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.

Risk Management Framework

35. Council continues to identify the need to invest in and develop its risk management processes and approach. The objective of the risk management framework is to create a framework 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.
36. Updates to the finance and assurance committee and Council have utilised the risk management framework for the September and December 2019 quarterly reports and both committee and Council have indicated their approval of the process. The review process is underway for the current quarter and will be presented to the finance and assurance committee at its 23 March 2020 meeting.
37. As part of the review process, the executive leadership team met on 10 February 2020 to undertake review of the priority weightings given to each of Council's priority strategic and corporate risks. A report outlining the reviewed register will be presented to the finance and assurance committee for endorsement at its meeting 22 June 2020.

Annual Plan 2020/2021

38. 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. A report was presented to Council on 30 January to approve the project plan for the 2020/2021 Annual Plan. Following

the recent state of emergency declared in Southland, rationalisation and prioritisation of project delivery will be assessed in the immediate to short term future.

Annual Report 2018/2019

39. The Annual Report project team are awaiting confirmation of the proposed audit dates before finalising the timetable for the 2019/2020 Annual Report. A report on the Annual Report 2018/2019 audit recommendations is expected to be presented at the finance and assurance Committee meeting in March 2020.

Environmental Services

Group Managers Update

40. The policy team have been working on a submission for the Draft National Policy Statement for Indigenous Biodiversity (NPSIB) which will be with Council in March.
41. Normally, January is a quieter time for consent applications, however, this year there has been a steady stream of applications for both planning and building. MBIE have indicated a desire to visit Council to review our Earthquake Prone Building processes and progress towards identification of those buildings at risk during an earthquake.
42. MBIE also brought to the building manager's and GM's attention a report carried out in early 2019 regarding the Territory Authority (TA) responsibilities and recommendations that Council needs to ensure are followed up on.
43. We are establishing a small team to assist with this additional backlog of TA work which mainly includes swimming pool barrier inspections, compliance schedules, and Building Warrant of Fitness audits (BWof's).

Environmental Health

44. The Ministry for Primary Industries (MPI) was required to complete a review of Council food verification functions, the review being required by s.138 of the Food Act 2014. Councils have had exclusivity in the provision of food verification services in their respective boundaries, for certain types of business; that is, that only Councils can provide this service for those food businesses (including most retail food businesses).
45. MPI has completed this review, and MPI has decided that Councils will retain this exclusivity. Not only does this give some certainty to future planning of the service, but also there is reduced pressure to obtain accreditation of our verification services. Options going forward for the environmental Health team include going ahead with accreditation, or implementing a quality system minus the IANZ audits.

Animal Control

46. The team has convened an early planning meeting with relevant staff for this year's dog registration cycle. Significant changes to the way that we manage the process will be implemented this year, in line with Council's direction towards online services. The proposed changes are:
- introducing an online service for the registration of new dogs. This year dog owners will be able to register their new dogs using "PayIt" on Council's website. Dog owners can already

renew dog registrations using PayIt, so this means that all dog registrations will be able to be done using PayIt.

- ii. emailing of dog registration forms. Until now dog registration renewal forms have been posted to dog owners (around 6,000 forms). This year we propose to email the forms, other than to those dog owners that have already advised that they prefer receiving by post – this will always be an option going forwards.

Resource Management

- 47. 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 2019 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.
- 48. Council was part of the territorial authority 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.
- 49. Consultation on the NPS for Indigenous Biodiversity opened in November 2019, initial indications are that achieving the requirements of the strategy will require a significant body of work identifying potentially Significant Natural Areas, mapping them and revising rules within the District Plan to protect and enhance them. Submissions on the strategy close in March 2020.
- 50. Giving effect to the NPS and identifying Significant Natural Areas is going to be an expensive process. There is estimated to be 1.7 million hectares of potentially significant biodiversity which equates to 57% of our District. Approximately 94,000ha of this area is indicated to be on private land. Council has provided input into the LGNZ submission and Southland District Council is one of the case study councils forming part of that submission. It is clear, however, that the introduction of the new Biodiversity NPS will come at a significant cost, which will not be funded by central government.
- 51. It is anticipated that the National Policy Statement will be gazetted prior to the general election in September.

Building Solutions

- 52. Post the early February Southland flood event, on Friday, 7 February the building solutions team provided three inspectors as requested to assist the Gore District Council. A total of 105 residential dwellings were visited and assessed by the three inspectors, with nine of those having sustained flooding above floor level.
- 53. Reconnaissance in the District was carried out on 7, 8, and 10 February, taking in Wyndham, Mātaura Island, Fortrose, Pyramid, Riversdale, Ardlussa, Freshford, Waikaia, and Piano Flat areas, by the building solutions team. A large area was covered, in which 36 dwellings were visited, with two found to have sustained flooding above floor level.

54. A total of nine building solutions team members were involved, assisted by one environmental health team member. Staff from both departments also provided additional support.

Services and Assets

Commercial infrastructure

55. Ashby Brown has joined the team as commercial infrastructure manager.
56. Working with project delivery and community facilities teams to progress potential changes to new community services contracts as a result of 17A review. Initial workshops with incumbent contractors are scheduled to gauge market information and optimise procurement approach. With more complete market information, communities can then be consulted regarding various commercial options and the most appropriate approach moving forward.

Forestry (IFS)

57. Various factors including flow-on effects from the coronavirus in China have created recent market challenges in the New Zealand forest industry. However, Council forest interests have benefited from a 12-month fixed price and volume contract direct with China. This contract is almost halfway through and has reduced exposure to the current market volatility.

Around the Mountains Cycle Trail

58. The recent flood event has caused some trail damage which is currently being assessed. Based on preliminary inspections there is likely to be significant repair work required. However, early discussions with MBIE indicate that potential exists for additional funding to be provided to assist with reinstatement following this adverse event.

Strategic Water and Waste

Te Anau Wastewater Discharge Project

59. Following Council resolutions from 23 October 2018 meeting, when it was resolved to proceed with a sub-surface drip irrigation as the disposal route, 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.
60. 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.
61. A resource consent for the SDI disposal system was issued by Environment Southland in December. Staff are also proceeding with drafting of a new resource consent to continue with the current Upukerora discharge, which expires in November 2020, given that the new disposal system will not be operational by that time.
62. The tender period for the membrane plant, mechanical and electrical work in Te Anau and additional storage closed in late 2019 and was followed up with a value engineering workshop prior to final recommendations around contract award. Work is also underway to establish a contract price for implementation of the SDI disposal system. It is anticipated that a report recommending a way forward in relation to both contracts will be presented to Council once all of the required information has been collated into a report.

Land and Water Plan Implementation

- 63. Environment Southland released their proposed Land and Water Plan last year.
- 64. 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 object 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.
- 65. 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.
- 66. The first stage has now been completed and it is anticipated that the court will release interim decisions on the evidence presented prior to undertaking the second stage of the appeal process.
- 67. 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.
- 68. Interim decisions were released by the Environment Court in late December with a recommendation that further expert conferencing be undertaken in early 2020.

Property Services

- 69. Property management is ongoing with numerous daily queries and transactions being processed. This is a result of considerable economic activity both internal and external.
- 70. External activity is generating a considerable amount of queries about Council properties including potential disposal, unformed roads and potentially affected party approvals for resource consents where Council is a landowner in close proximity.
- 71. Internal activities included providing advice to other operational departments either for their day to day activities, or projects being undertaken. There has been a temporary spike in vacant community housing units which has taken considerable time to allocate and process new tenants. The recent abandoned land tender also required a significant amount of staff time given the number of properties, queries and actual tenders to be processed.

Community Facilities

- 72. The capital works programme is progressing with a number of projects having been completed, a number in progress and some just starting after Council approval for additional funding being gained.
- 73. The high winds experienced prior to the emergency event has resulted in some remedial work being undertaken on the Invercargill office with the potential for additional work being required.
- 74. The community facilities' assets came off lightly in the flood event, with only the Fortrose toilet being inundated with water causing minor damage only.

Project Delivery Team

75. The project delivery team have been incredibly busy over the last few weeks assisting all teams with wind and then flood damage which has slowed progress on some capital works projects. This shouldn't significantly affect the final end delivery as a lot of the smaller projects have now been completed and the focus is on reviewing year end forecasts to see what projects can progress. Major projects such as the bridge replacement and new water mains in Otatau and Te Anau are progressing well.
76. Discussions have now started with asset team managers on next year's workload and key projects.

Strategic Transport

Road Safety

77. The team and our contractors have been working hard over the past few weeks with the flooding and emergency event. Staff have been out with contractors inspecting the network and prioritising repair work with the main focus being the reopening of key roads and ensuring people have access to their houses.
78. While all the key roads are open there is still a reasonable amount of tidy up work to be completed across the District in the coming weeks and even months before things return to a degree of normality.

National Land Transport Programme 2021

79. A Council representative attended an information session on the National Land Transport Programme presented by NZ Transport Agency.
80. As Council starts to focus on developing its Long Term Plan so too is the Ministry of Transport currently developing the 2021 Government Policy Statement on Land Transport, for consultation in 2020.
81. In preparation for the NLTP the NZ Transport Agency are reviewing and will be seeking feedback on a number of documents such as:
- The National Road Safety Strategy (Road to Zero)
 - Arataki (NZTA 10 year view)
 - Investment Decision Making Framework.
82. In conjunction with these, the Regional Land Transport Plans (RLTP) is also under development which will require input from Council. This document describes the region's long-term vision and identifies its short to medium-term investment priorities to move towards this vision. It also includes a regional programme of transport activities proposed for funding over the next three to six years.
83. RLTPs are the primary mechanism for discussing and agreeing a clear set of regional outcomes, priorities and improvement projects in land transport. They describe the gap between where we are and where we need to get to, along with the programme of activities needed to bridge that gap. Therefore, RLTPs tell a powerful story about a region and its aspirations.
84. Council will have an opportunity for input into the RLTP through a range of mechanisms such as Activity Management Plans and its elected representative on Regional Land Transport Committee.

District Wide Renewals Programme

85. Despite recent weather events, good progress is still being made on the delivery of the rehabilitation programme.
86. Downer is also progressing the seal resurfacing programme. As part of this work they will be bringing in crews from the rest of the South Island as required to ensure the programme is delivered.
87. The two bridge design build contracts have been awarded for the replacement of up to 19 bridges. Construction of the units is underway with the first of the bridges expected to be installed in mid-March.

Recommendation

That the Oraka Aparima Community Board:

- a) **Receives the report titled "Council Report - April 2020" dated 9 June 2020.**

Attachments

There are no attachments for this report.

Council Report - June 2020

Record No: R/20/6/13020
Author: Simon Moran, Community Partnership Leader
Approved by: Trudie Hurst, Group Manager Customer Delivery

☐ Decision ☐ Recommendation ☒ Information

Chief Executive

Covid-19

1. Council has continued to manage its response to the Covid-19 pandemic. From an organisational operations perspective all staff have continued to work from home where practical for the period of the alert level 4 lockdown. With the move to alert level 3 there has also been the ability to start the delivery of a number of field based services. As indicated previously, it will take time for the relevant contractors and staff to 'catch-up' on the backlog of work that has not been able to be progressed during the alert level 4 lockdown period.
2. In the current environment it is also expected that there will be a number of ratepayers who may experience problems with paying rates or other Council fees and charges for different services provided. There are a wide range of alternative payment and or rates postponement options that can be put in place under existing policy settings. Hence, ratepayers are encouraged to contact rating or customer support staff who are able to discuss a range of options that might work best for each individual's set of circumstances.
3. Below is a table provided by Emergency Management Southland that shows the total number of calls they have received for the region and District broken down into categories.

	Southland-District-total	Regional-total	Total-Southland-as-a-%-of-all-requests-seeking-this-type-of-assistance
Finance	18	78	23%
Medicine	10	35	29%
Accommodation	5	36	14%
Food	43	219	20%
Psychosocial	8	21	38%
Animal-welfare	5	36	14%
Other	5	41	12%

Water Management

4. The Office of the Auditor General (OAG) has recently released a report, **Reflecting on our work about water management**, which provides a summary of the lessons to be learnt from the work that the office has completed in recent years to review the management of freshwater

and the delivery of 3 waters services. A copy of the report is available on the OAG website (<https://oag.parliament.nz/2020/water-management>).

5. The report notes that while there is some good work being done, not all of the elements they see as being needed to build an effective system are in place. There was not clear agreement across central and local government about the vision for New Zealand's water resources or the goals that need to be achieved to realise that vision.
6. The lack of clarity about what the issues are, how to address them, and who will deliver the required programmes of work increases the risk that public organisations are not directing their efforts towards the same outcomes. It also notes that the understanding that public entities have of water resources and water assets needs to improve and there is also a need for greater national leadership.

Infrastructure Commission

7. The Infrastructure Commission is a new crown owned entity tasked with providing advice to government on how it can deliver a 'step change' in New Zealand's planning and delivery of infrastructure, its systems and settings. A significant part of the policy work needed to identify the changes needed will be outlined in a New Zealand 30 year infrastructure strategy, which the commission is tasked with developing by September 2021.
8. The commission will be looking to engage with the local government sector as it progresses development of the strategy over the next 18 months. This will include a series of regional workshops in the third quarter of 2020.

Waste Management

9. Work is underway at a national level to investigate opportunities to implement a standardised national approach to kerbside recycling and residual waste collection.
10. The aim of this work is to identify how standardising recycling can contribute to higher quality recyclable materials via reduced contamination. In addition, kerbside collections of residual rubbish and organic waste will be considered as part of the project. There will be a level of engagement with local authorities and contractors directly involved with the delivery of these services before a report is finalised.
11. The Government is also considering the implementation of amendments to the Basel Convention to better manage the international trade in plastic waste (Basel Amendment). These amendments would be introduced via new regulations and require that permits for importation of export waste would require a permit from the Environmental Protection Authority (EPA) as well as the receiving country.
12. The amendments will bring a degree of added complexity to the export of recycled plastics from New Zealand that has not existed in the past.

Greenhouse Gas Inventory

13. The Ministry for the Environment (MFE) have recently released a new Greenhouse Gas Inventory report which provides an updated stocktake on New Zealand's total emissions. A copy

of the report is available on the MFE website (www.mfe.govt.nz/publications/climate-change/new-zealands-greenhouse-gas-inventory-1990-2018).

14. The agriculture and energy sectors contributed the most to New Zealand's emissions at 47.8 per cent and 40.5 per cent of gross emissions in 2018, respectively. Emissions from road transport made up 19.1 per cent of gross emissions.
15. New Zealand's gross emissions have increased by 24 per cent (15,271 kt CO₂-e) since 1990. The five emission sources that contributed the most to this increase were:
 - methane from dairy cattle
 - fuel use in road transport (carbon dioxide)
 - agricultural soils, from increased fertiliser use (nitrous oxide)
 - industrial and household refrigeration and air-conditioning systems from increased use of hydro fluorocarbon - based refrigerants that replaced ozone depleting substances (fluorinated gases)
 - fuel use in manufacturing industries and construction from increased production due to economic growth (carbon dioxide).

Resource Management Amendment Bill

16. The Environment Select Committee have recently reported back to Parliament on the Resource Management Amendment Bill, which aims to reduce complexity and improve environmental outcomes before more comprehensive changes to the Resource Management system are considered following the Resource Management Review Panel's recommendations later this year.
17. The Bill will introduce a new planning process for regional plan changes to support the delivery of the Government's Essential Freshwater programme, as indicated during the Action for Healthy Waterways consultation last year. This is expected to assist regional councils to protect rivers, lakes and aquifers from pollution, by getting new water quality standards in place years earlier than they otherwise would be. The Select Committee has proposed some technical amendments to this process in light of submissions.
18. Changes are also proposed in the Bill to enable local government decision makers to consider climate change mitigation under the Resource Management Act (RMA). These amendments will:
 - formally link the Climate Change Response (Zero Carbon) Amendment Act 2019 (ZCA) and the RMA by including emissions reduction plans and national adaptation plans under the ZCA, once these are in place, in the lists of matters councils must have regard to when making regional plans, regional policy statements and district plans (sections 61, 66 and 74), and
 - repeal the sections (70A, 70B, 104E and 104F) of the RMA that prohibit local authorities from considering emissions.
19. The above changes are proposed to come into force on 31 December 2021, to align with the publication of the first emissions reduction plan.

20. The Ministry for the Environment will begin scoping national direction (such as national environmental standard and/or national policy statement) to support implementation of these changes. In the meantime, the statutory barriers to considering climate change mitigation will not apply to decision-makers on matters called in as proposals of national significance.

Auditor-General Annual Plan

21. Each year the Auditor-General prepares an Annual Plan outlining his proposed priority work areas for the upcoming financial year. He has recently released a draft of his proposed 2020/21 Annual Plan, a copy of which is available on the OAG website (<https://oag.parliament.nz/2020/draft-annual-plan>).
22. The work programme included in it proposes that his office will look at issues relating to the work of the broader public sector on improving the lives of New Zealanders, including examination of how well the system is working as a whole in addressing issues such as family violence, improving outcomes in housing, health, and education, resilience to climate change, and investment in infrastructure.
23. They also intend to progress work on looking at the overall performance of the public sector as a whole. This stream of work will place a particular focus on the implementation of a well-being focus and how this contributes to sustainable development, resilience and climate change, integrity in public organisations, procurement and investment in infrastructure. All of these issues are of direct relevance to local government and will include targeted reviews with selected local authorities as case studies.
24. In addition the Auditor-General is also proposing that his office will look at developing an understanding of the impacts of, and how the public sector is responding to, Covid-19.

Group Manager's Update

25. The emergency management centre has been activated to support central government with the Covid-19 response. A number of Council staff have continued to provide support including Marcus Roy who has been assisting nearly full-time as a controller. This has impacted on the planning team resources during April so to assist our senior policy planner stepped into the role as acting team leader resulting in a slight delay in Council finalising the Dark Skies plan change for Stewart Island.

Building

26. We've been hearing a lot of frustration in the building community as work resumed under alert level 3. There's been an expectation that our building team would have been able to deal with consent applications as fast as they came in. We've done our best, but the reality is we're up against it at the moment.
27. In the first week of alert level 3 we received 122 Covid-19 building site safety plans to assess, along with the inspection bookings. This is a lot of extra administration to absorb into our small team.
28. We have a reduced workforce of building inspectors. Some of our team members are vulnerable and cannot be exposed to the risk of contracting the virus. This takes them off the road. We also

have contractors outside the region we would normally call on at pinch times such as this but they can't do the work for us because of the restriction on inter-regional travel.

29. Because of the extra layer of communication relating to health and safety before an inspector can set foot on to site, we're down from an average five or six inspections per inspector per day, to just four. We've had to introduce new systems and commit staff from within our small team to book inspections. Our existing system wasn't set up for the additional administration of dealing with health and safety site plans.
30. Our new GoGET software, which allows our inspectors to process consent applications online, went live in the first week of May. In normal times this would be a tremendous help to us speeding up processing consents, but these aren't normal times. It will take a few weeks for our team to become familiar with the system when they are already feeling pressure to carry out more inspections.
31. Our inspectors are working long hours trying to meet customer expectations, and this is not sustainable. We are looking at a number of ways to fill this resource gap.

Resource Consents and Policy

32. Covid-19 has not noticeably affected incoming workloads. Incoming resource consent applications remain consistent with pre-Covid levels and if anything the volume of incoming building consents and customer enquiries have increased during lockdown. There has also been a vacancy within the team which has impacted on getting consents issued within timeframes.
33. Up until the alert level 4 restrictions coming into force, ongoing policy focused work was occurring on the regional work streams for Climate Change, Biodiversity, Landscapes and Natural Character. It is unclear, in a national space, what impact the Covid-19 pandemic will have on anticipated national direction as government was signalling significant changes were going to be gazetted prior to the election. It is expected that some of the anticipated changes may get delayed or reprioritised. The majority of Council's policy work in this space still needs to progress due to it already being a legislative requirement but the timeframe to deliver may vary.
34. Three Council staff (Jenny Green, Rebecca Blyth and Marcus Roy) and two Councillors (Cr Menzies and Cr Ruddenklau) attended and completed the "making good decisions" training which makes them all Commissioners and able to sit on panels for resource management decision making. Particular congratulations needs to go to the two Councillors who had no prior background in resource management decision making. Their initial disadvantage had to be overcome by hard work and persistence.
35. Council was part of the territorial authority 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. Consultation on the NPS for Indigenous Biodiversity closed in March 2020. Council submitted stating that in its view, achieving the requirements of the Statement will require a significant body of work identifying potentially Significant Natural Areas, mapping them and revising rules within the District Plan to protect and enhance them. It is anticipated that there will be a significant cost associated with this. There is estimated to be 1.7 million hectares of potentially significant biodiversity which equates to 57% of our district. Approximately, 94,000ha of this area is indicated to be on private land. Council

has provided input into the LGNZ submission and SDC is one of the case study councils forming part of that submission. It was anticipated that the National Policy Statement will be gazetted prior to the general election in September but this may change now the country is dealing with Covid-19.

36. Resource consent data for previous few months:
- February – 21 applications received, 19 decisions issued.
 - March – 22 applications received, 23 decisions issued.
 - April - 24 applications received, 14 decisions issued.

Environmental Health

Dog Control

37. Staff approached Gore District and Invercargill City Councils suggesting a shared communications campaign for this year's dog registration renewals in June. They agreed, and this is hoped to give all three Councils better coverage for money spent, along with ensuring alignment for due dates.
38. The software module to allow new dogs to be registered online went live. This means that all dog registration matters can now be done using Council's website. This includes renewing registrations, and notifying changes to dog details. Staff will be heavily promoting online registrations during the busy June/July dog registration renewal period, and hope to see a marked increase in the number of dog owners registering online during this time.

Environmental Health

39. Staff are proceeding with implementation of a new system from Datacom, that permits food verifications to be conducted on a tablet, using software that is being used by a number of councils in New Zealand, the closest being Dunedin. Benefits include efficiency, consistency among Council's verifiers and also with other councils, increased quality, and the ability to upload verifications automatically to the Ministry of Primary Industries portal.

Customer Delivery

Group Manager's Update

40. The past month has demonstrated the customer delivery group is committed to supporting our customers and colleagues to succeed no matter the circumstances. From the implementation of new systems, continued access to our 0800 service, direct community engagement via our District customer support staff and access to records and information, I have nothing but praise for my team and their resilience. Their efforts, and those of all our colleagues throughout the organisation, mean we have continued to work as efficiently as we can with minimal disruption for our customers.

Libraries

41. During the lockdown, staff who normally work in our district libraries have been busy finding new ways to reach out to our customers. Part of the team have spent many hours on the phone

calling our regular and elderly borrowers to check in on them and inform them about our online services. This creates an opportunity for members of our community to get help from our staff if they have been experiencing issues accessing one of our electronic resources or experiencing other technical issues.

42. We have been busy increasing our eBook and eAudio collections to give our borrowers enough variety to access from the safety of their homes. Due to this we have experienced a large increase in new registered users for our electronic resources.
43. Preparations have been worked on during the lockdown to ready our library team for offering new types of services to the public once it is safe to do so. Our team has been busy laying the ground work for home delivery and click and collect services.
44. District based customer support staff have also been updating customer contact details and reconciling borrower records. Courtesy calls to our borrowers has instigated conversations with those wishing to move to direct debit payments for rates, and identified vulnerable patrons who require home delivery assistance.
45. Our interments team has received a steady number of interments throughout our District that required stringent compliance with Covid-19 regulations and liaison with funeral homes and contractors.

Community and Futures Group

Communications and Engagement

46. The team created a Southland Anzac Tributes page on Facebook to enable people to share stories about their family members who went to war. There was a good uptake of this, with several stories shared and 334 people liking the page. The page will stay open.

Governance and Democracy

47. Council and committees of Council have successfully met via Zoom throughout alert levels 4 and 3. All meetings have been recorded and streamed live to ensure that Council meets its legislative requirements under the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.
48. Staff are currently undertaking a review of the InfoCouncil report template that forms the basis for all reports to Council, committees and community boards. The purpose of this review is to ensure that the reports presented to Council are structured in an appropriate way, and include the information needed for Council to make informed decision making. This review will consider how to appropriately ensure the four wellbeing's are reflected in report writing to assist in decision making, as well as consideration of greater risk analysis and other key areas.

Community Leadership

49. Over the last month the team has continued to carry out a mixture of business as usual tasks and tasks related specifically to the Covid-19 outbreak.
50. Continuing to build on and develop relationships with our communities and key stakeholders has remained a key focus which the majority of community boards having "met" via Zoom during

this period. The team have also maintained regular contact with EMS, Great South, MBIE, DIA, Public Health South, Immigration New Zealand and community funders to name but a few.

51. The community leadership team has also been undertaking research on the concept of “community-led recovery” in response to Covid-19 and its impacts on Southland District. This research has included (but not limited to) reading widely, taking part in webinars, media watch and reviewing recovery scenarios from other large disruptors such as the Canterbury earthquakes.
52. It should be noted that community-led recovery focuses on building capacity in communities and supporting them to make the best decisions in relation to recovery. This contrasts with traditional disaster recovery models which are often a top-down government driven “cookie-cutter” approach to recovery in its communities.
53. Community-led recovery is a concept that directly follows on from the community-led development approach that Council has previously endorsed and the community leadership team has been diligently working to implement it across the District.
54. During the period of alert levels 4 and 3 the team have been engaging regularly with community boards, councillors, internal and external stakeholders in order to understand the current situation with regards to the impacts of Covid-19 locally, at a Southland District level, regionally, nationally and internationally.
55. Another key aspect of this work will be around the development of a community recovery taskforce which will aim to link a District overarching approach with the local community led approaches that we are seeing develop.

Strategy and Policy

56. Staff have prepared draft research reports around Covid-19 specific priority work. This will be presented to the executive leadership team in May and then to Council as soon as practicable following. The research includes analysis and assessment including a District wellbeing scan, district assessment of the regional destination strategy, analysis of the significant forecasting assumptions, and the principles that may determine if and/or why reprioritisation of work streams could be considered.
57. Staff have taken a broader whole of District perspective, as well as specifically seeking input from Council’s community leadership team to ensure that specific community and localised issues are taken into consideration. This research will help inform some of the short to medium term issues that may face the District following Covid-19, alongside ensuring the focus on Councils long term vision and broader strategic direction is maintained.
58. The Annual Plan draft is near completion and will be presented to Council at 23 June 2020 for adoption. As Council is not consulting on the 2020/2021 Annual Plan, an information booklet has been distributed and made available throughout the District via electronic means. Members of the public are encouraged to provide feedback either in person, or through social media platforms to Council.

Covid -19 Incident Management Team

59. The Incident Management Team (IMT) continues to provide oversight and an adaptive leadership role for the organisation as a response to the Covid-19 pandemic.

- 60. It is recognised that Council's day to day work continues to be the responsibility of the activity managers and relevant group manager. The group manager highlights any issues and potential risks to Council as a result of Covid-19 to the IMT through a twice weekly SitRep.
- 61. The IMT currently meets twice weekly. The frequency of meetings has reduced from meeting daily as the organisation has adapted to the situation and new way of working.
- 62. The IMT continues to also focus its efforts on ensuring the lines of communication – internally and externally – are as clear as possible. Again as the situation has evolved the chief executive's internal staff emails and elected members emails are now distributed weekly. These continue to be well received and support the positive messaging and creation of a positive environment for staff and our communities.

Services and Assets

Group Manager's Update

- 63. The Services and Assets group continues to operate well through the Covid-19 alert levels. The Group is working to determine how the transition between each of the levels is best undertaken with appropriate protocols and practices in a bid to ensure redundancy and resilience in the provision of these services.
- 64. Daily communication and coordination with Council's incident management team is ongoing. Further, lifeline coordination with EMS has also been activated to ensure Regional oversight and support is assured.
- 65. The wider group activities continue with slight amendments to business as usual activities. The teams are using this time as an opportunity to get ahead with Activity Management Planning and Infrastructure Strategy development in the lead up to the LTP 2031. Further, there is also a focus on understanding the contractual impact for each project associated with the capital works programme.

Forestry (IFS)

- 66. Forestry services are not considered an essential service. As such, the maintenance of the Council forestry portfolio was put on hold through the Covid-19 lockdown period. Under Alert level 3, onsite operations have resumed. The bulk of remaining work for the 19/20 financial year is completing pruning and thinning operations in Gowan Hills before planting starts in early June.

Around the Mountains Cycle Trail

- 67. Notifications, including online, have been updated consistent with Alert level 3 requirements. This allows for exercise within local area. Two applications have been lodged which cover funding of repairs relating to the February flood event and funding of the cycle trail manager position.

Property

- 68. Operating with team at home to an acceptable level of success. The use of regular zoom meetings is working well in the continued ability to discuss and resolve issues as well as allowing

out of bubble conversations to help offset some of the negative aspects of the lockdown. Document scanning and executions are being worked around to achieve outcomes when required.

- 69. With the limited ability to travel, property inspections, onsite meetings and issues associated with changing tenancies are being impacted however these will be resolved over time once these rules move to a more relaxed position.
- 70. Some requests for rent relief, to recognise the impacts of Covid-19, have been received and processed with the individual arrangements to be reviewed at the end of August.

Strategic Water and Waste

- 71. Remote working largely going well despite constraints around printing, scanning etc.
- 72. Daily zoom meetings with WasteNet team to ensure solid waste collections continue as critical service. Transfer stations are now open under level 3 albeit on a limited basis to begin with. This will be reviewed and amended accordingly if demand exceeds capacity.
- 73. The team are also supporting the team on Stewart Island and ensuring they have sufficient and appropriate resources and PPE to continue their services.
- 74. Water and wastewater team along with Downer developed a continuity plan with Downer and have identified a range of critical tasks that have been prioritised over the business as usual type tasks. With the move to alert level 3 the team is also reviewing the capital works programme with a view to restarting certain projects.
- 75. SCADA availability and continuity identified as most essential resource to allow staff and Downer to manage and operate our networks and treatment plants.

Project Delivery Team

- 76. Despite the lockdown the PDT team has been very busy, firstly shutting down sites and making them safe but now with the restart and getting contractors and suppliers up to speed with level 3 and 2 requirements, along with dealing with the then contractual matters associated with Covid - 19 and looking at what projects can start or advance has been a big piece of work.
- 77. As of level 3 all major projects have recommenced including the bridge replacements, Otatau watermain, Te Anau pipeline and the tower block reroof.
- 78. The team's focus will also be to start looking at the 20-21 works programme.

Community Facilities

- 79. The community facilities team has all, bar one, been working from home through the lock-down period. The availability of toilets, community housing and cemetery services are all deemed essential services. These services have been supervised by the contract managers with the assistance of Graeme Hall. Graeme has been our eyes and ears out in the District, staying in touch with our community housing tenants, checking Council's facilities and making sure that those who are working have the appropriate PPE.

80. The community taskforce team has not been able to work in the field under level 4 but were available as back up to our toilet cleaners if our contractors were no longer able to provide this service. The team is now able to undertake work under level 3.
81. The team went into lock-down with a plan to work on projects that had been put on the back burner while they were deep in the operational side of their roles. The reality is that with the rapidly evolving environment of the covid-19 issue they have spent more time responding to issues that have come through from IMT. The change in working environment has also impacted on their ability to function with an increase in email correspondence and technology issues definitely having an impact on their ability to work efficiently.
82. There has been a big piece of work done in conjunction with the commercial infrastructure team to get the tender documents for the cleaning contracts ready to go out to the market. This is the culmination of a big piece of work under the guise of the Section 17A review for community facilities.
83. Staff are now working with our contractors and making sure that they are working within the guidelines of level 3 and looking at how the team will operate once we move into level 2.
84. The transport team are still predominantly working from home and are reasonably well setup for this. The roading contract managers have been Council's main eyes and ears on the network. Overall the roading network has held up well during level 4 lockdown despite continued heavy vehicle activity such as milk collection.
85. With the move to level 3 all the roading alliance maintenance contractors have largely resumed normal operation with the appropriate safe work practise in place.
86. The move to level 3 has also allowed for some other operation to commence such as the posted bridge inspection and engineering survey and design of the 2020/2021 pavement rehabilitation programme.

Recommendation

That the Oraka Aparima Community Board:

- a) **Receives the report titled "Council Report - June 2020" dated 9 June 2020.**

Attachments

There are no attachments for this report.

Chairperson's Report

Record No: R/20/4/8868

Author: Alyson Hamilton, Committee Advisor

Approved by: Trudie Hurst, Group Manager Customer Delivery

☐ Decision

☐ Recommendation

☒ Information

Purpose of report

- 1 The purpose of the report is to provide an update to the Oraka Aparima Community Board on activities of the chairperson from 27 February through to 4 June 2020.
- 2 Items of interest include the following:
 - attended the Chair's Forum in Invercargill
 - discussion regarding the Community Partnership Fund terms of reference which were agreed upon and a report will be forwarded to the board in due course
 - attendance at very successful Southland District Council community service award presentation recently presented by His Worship Mayor Tong to Riverton residents Stewart and Nola Fleck - letter of appreciation received from the Fleck Family
 - advice of completion of fencing project at Taramea Bay playground area
 - ongoing discussions with staff on the mowing contracts and gardening contracts for the Riverton, Thornbury and Colac Bay townships which are due to expire June 2020
 - liaising with the community worker in regards the welfare and safety of residents of the Council community housing ensuring their needs through the COVID-19 lockdown are met
 - attended a community board workshop to discuss the local funding and rating review
 - attended a community board workshop to discuss activity management plan/works programme summary
 - correspondence received from Shirley Paterson regarding issues with the footpath on the corner of Ivy and Lex Street. A response has been forwarded to Mrs Paterson from the roading department staff advising of action to be taken
 - correspondence from Te Hikoi Heritage Centre Trust seeking funding assistance toward the purchase of solar panels. A response has been forwarded to the Trust for further information required
 - meeting with Water and Waste staff to discuss lack of a sewage line on upper Princess Street and Carrol Street.

Recommendation

That the Oraka Aparima Community Board:

- a) Receives the report titled “Chairperson's Report” dated 10 June 2020.**

Attachments

There are no attachments for this report.

Community Partnership Fund Criteria

Record No: R/20/5/11846

Author: Kathryn Cowie, Community Liaison Officer

Approved by: Rex Capil, Group Manager Community and Futures

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is to seek endorsement and confirmation from the Oraka Aparima Community Board for the criteria of the Community Partnership Fund. Suggested criteria was discussed with Oraka Aparima Community Board members via email correspondence during the Covid-19 Alert Level 3 and 4 periods.

Executive Summary

- 2 A review of Southland District Councils community assistance activity was completed in early 2019. It was recommend that there should be a significant change in the way that Council administers the Community Initiatives Fund. Subsequently, in July 2019 Council resolved to disestablish the Community Initiative Fund and to establish the Community Partnership Fund.
- 3 The Community Partnership Fund will be distributed by each of the nine community boards as of 1 July 2020.
- 4 Guiding principles for the distribution and administration of this fund have been created and endorsed by Council.
- 5 The community leadership team have been working alongside the community boards to develop the criteria for distributing this fund.
- 6 This report confirms the criteria for the Oraka Aparima Community Board.

Recommendation

That the Oraka Aparima Community Board:

- a) Receives the report titled “Community Partnership Fund Criteria” dated 10 June 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) Confirms the criteria for the distribution of the Community Partnership Fund for the Oraka Aparima Community Board.**

Background

- 7 Southland District Council's community assistance activity seeks to contribute to a District of 'proud, connected communities that have an attractive and affordable lifestyle' by enabling Southland's communities to be desirable places to live, grow up, work, run a business, raise a family and enjoy a safe and satisfying life. Through providing financial assistance by way of grant funding, community groups and individuals are supported to undertake their desired activities.
- 8 A review of the community assistance activity was completed in early 2019. The purpose of this review was to ensure that Council is providing assistance in a considered and prudent manner to ensure efficient and effective outcomes for the communities they support.
- 9 It was recommended that there should be a significant change in the way that Council administers the Community Initiatives Fund. In July 2019, Council resolved to disestablish the Community Initiatives Fund and to establish the Community Partnership Fund.
- 10 It was recommended that there should be a significant change in the way that Council administers the Community Initiatives Fund and to establish the Community Partnership Fund.
- 11 The most significant change is that the Community Partnership Fund will be distributed by community boards who have the authority to grant funds for local applications.
- 12 Guiding principles for the Community Partnership Fund have been developed and endorsed by Council. These were distributed to board members in March 2020. The guiding principles are also attached to this report for your reference.

13 Criteria

The following broad criteria was generally consistent across the community boards who have already held their workshop:

- funding rounds – there is to be one or two funding rounds per annum. The board will have the discretion to consider applications outside of funding rounds as requested and if funding is available
- consideration will be given to all funding requests on a case by case basis. The board will give preference to applications that directly benefit the community board area and link to the community board plan outcomes
- there is no cap on the amount applicants can request
- co-funding is preferable, but not essential
- two quotes are preferable for capital works, but if it is not possible to get more than one quote, an explanation of why will be sufficient
- if possible applicants are to come to a board meeting and speak to their application
- groups do not have to be a legal entity to apply.

Issues

- 14 There are no issues to consider.

Factors to Consider

Legal and Statutory Requirements

- 15 There are no legal and statutory requirements to consider.

Community Views

- 16 No community views were sought in the development of this criteria. Community board members are representatives of the community.

Costs and Funding

- 17 No additional costs associated with the reallocation of funding from the CIF to the CPF.

Policy Implications

- 18 There are no policy implications.

Analysis

Options Considered

- 19 The options are to endorse and confirm the criteria for distribution or to not endorse the criteria for distribution.

Analysis of Options

Option 1 – Endorse and confirm the criteria for distribution of the Community Partnership Fund

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">criteria is set and distribution of the fund can begin 1 July 2020	<ul style="list-style-type: none">no disadvantages

Option 2 – Do not endorse and confirm the criteria for the distribution of the Community Partnership Fund.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">no advantages	<ul style="list-style-type: none">the board will need to reconsider their criteria which could jeopardise or delay the distribution of the fund

Assessment of Significance

- 20 This is not considered significant.

Recommended Option

- 21 That the Oraka Aparima Community Board endorse and confirm the criteria for distribution of the Community Partnership Fund.

Next Steps

- 22 If the criteria is approved by the community board, the next step is a report by Council staff to the Community and Strategy Committee for Council endorsement.

Attachments

- A Community Partnership Fund - guiding principles [↓](#)



Community Partnership Fund

Guiding Principles

Southland District Council
Te Rohe Pōtae o Murihiku

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Invercargill 9840

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i. Background

Southland District Council's community assistance activity seeks to contribute to a district of 'proud, connected communities that have an attractive and affordable lifestyle' by enabling Southland's communities to be desirable places to live, grow up, work, run a business, raise a family and enjoy a safe and satisfying life. Through providing financial assistance by way of grant funding, community groups and individuals are supported to undertake their desired activities.

A review of the community assistance activity was completed in early 2019. The purpose of this review was to ensure that Council is providing assistance in a considered and prudent manner to ensure efficient and effective outcomes for the communities they support.

It was recommended that there should be a significant change in the way that Council administers the Community Initiatives Fund. Subsequently, in July 2019 Council resolved to disestablish the Community Initiatives Fund and to establish the Community Partnership Fund.

As a part of this resolution, it was decided that the Community Partnership Fund would be allocated in two parts. The first part being district applications which will be heard through the Community and Strategy Committee. While the second part being distributed by community boards who have the authority to grant funds for local applications. In order to do this, community boards have been delegated the authority to establish prioritisation criteria based on the guiding principles set by council.

Additionally, community boards will also have the discretion to recommend a local grants rate that allows them to increase the amount available to allocate to local community groups, agencies, projects or events as the community boards deem appropriate.

This new method of funding allocation supports Council's community-led development approach by providing community boards with greater autonomy to fulfil the needs specific to their local communities.

ii. Purpose

The purpose of the Community Partnership Fund is to enable local decision-making by providing community boards with the opportunity to distribute funding to enable communities to provide for their own local needs, aspirations, and goals in line with the principles of community-led development.

Community-led development is a citizen-centric approach that is underpinned by a philosophy of empowerment. It is integral to the wellbeing of communities and good local government practice. Council has placed an intentional focus on community-led development and is supporting communities to be leaders in this space.

Community-led development is based on five core principles:

1. Shared local visions drive action and change
2. Using existing strengths and assets
3. Many people, groups and sectors working together
4. Building diverse and collaborative local leadership
5. Working adaptively, learning informs planning and action

iii. Key outcomes

The Community Partnership Fund seeks to achieve the following key outcomes:

1. Increased communication and relationship-building between community boards and their communities.
2. Community boards have a heightened knowledge and awareness of community needs, aspirations, and goals.
3. Increased alignment between community board strategic plans and community visions.
4. Funding decisions are devolved and made at a grass-roots level.
5. Community boards are role models for collaborative decision making through consensus building when making funding decisions.
6. Community boards take ownership and are accountable to their local communities for all funding decisions.
7. Community boards have increased means to carry out their “community well-being” and “community leadership” delegations.

iv. Guiding principles for funding allocation

Equity – All community organisations will have an equitable opportunity to be considered for funding. Community boards will ensure applicants are treated fairly and are provided with any support they may reasonably require in order to apply for funding. The legal status of a community organisation will not be a barrier to funding so long as the organisation can demonstrate that it is established and operating as a not-for-profit and can provide final accountability.

Avoidance of conflicts of interest – It's not uncommon for community board members to be a part of various community organisations and projects. Community board members are required to declare a conflict of interest if a community group they belong to is applying for funding. Any community board member with a conflict of interest must abstain from voting on the funding request.

Transparency – The Community Partnership Fund will be operated transparently in all stages of the process while protecting applicant confidentiality where required. Clear information on funding opportunities, dates, and criteria will be provided to communities in a timely manner. The community board will provide feedback to unsuccessful applicants.

Strategic alignment – Priority shall be given to funding applications that align with the outcomes of the community board plan for that area.

The four well-beings – Decisions on funding should consider how the funding request promotes the social, economic, environmental, and cultural well-being of the community in the present or in the future (Local Government (Community Well-being) Amendment Act 2019).

The four well-beings are reflected in council's proposed community outcomes for the 2021-2031 long term plan. These are as follows:

- Environment – kaitiakitanga for future generations
- Culture – inclusive, connected communities
- Economic – a diverse economy creating healthy and affordable lifestyles
- Social – empowered communities with the right tools to deliver the best outcomes

Consensus building – Community boards will seek to achieve consensus on all funding decisions in order to achieve and role-model collaboration.

Accountability – Community boards will be accountable to their communities for all funding decisions made. It is important for community boards to deliver good value for residents by supporting initiatives that are effective and which can produce clear benefits. All funding recipients will be required to account for how they have spent funds and report on what they have achieved.

v. Common approach to administration and accountability

- All community boards will be required to develop criteria for the distribution of funds. This criteria must align with the guiding principles for the fund and also with the outcomes of the community board plan for the area. Criteria must be available to potential applicants.
- This criteria should be reviewed upon the swearing in of a new community board and may be reviewed more frequently.
- There will be a standardised funding application and accountability form across all community boards to enable administrative consistency.
- Application information will be included in the community boards meeting agenda.
- Each applicant will be given an opportunity to speak to their application if they choose to.
- When making decisions, community boards will use their criteria to assess applications.
- Unspent money from the Community Partnership Fund cannot be carried over to the next year.
- Each community board has the delegated authority to consider a rate to increase the amount available for distribution – this needs to be recommended to Council.
- When consensus cannot be reached and all attempts to reach consensus have been exhausted, a decision may be made by a simple majority.
- Total funding amounts for the 2020/21 financial year for each Community Board can be found in Appendix A.

vi. Timeline

11 February 2020 – A draft of the Community Partnership Fund Guiding Principles is presented to the Community and Strategy Committee for endorsement.

March/April 2020 – Workshops are held with community boards to develop their funding criteria for the Community Partnership Fund.

6 May 2020 – Funding criteria for each community board is presented to the Community and Strategy Committee for endorsement.

1 July 2020 – Community Partnership Fund comes into effect.

Appendix A

The following table illustrates the 2020/2021 allocation of the Community Partnership Fund for each of the Community Boards.

Council agreed at its July 2019 meeting to change the way they allocate funding to community groups.

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 (refer to column B in the table below). 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 (refer to column A in the table below).

The money is rated from the District, 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.

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)
Ardlussa	\$6,338	\$25,473	\$31,811
Fiordland	\$7,988	\$25,473	\$33,461
Northern	\$6,069	\$25,473	\$31,542
Oraka Aparima	\$7,136	\$25,473	\$32,609
Oreti	\$13,672	\$25,473	\$39,145
Stewart Island/Rakiura	\$4,387	\$25,473	\$29,860
Tuatapere Te Waewae	\$5,898	\$25,473	\$31,371
Wallace Takitimu	\$8,020	\$25,473	\$33,493
Waihopai Toetoe	\$11,213	\$25,473	\$36,686

Unbudgeted Expenditure - Riverton Stormwater Maintenance Budget

Record No: R/20/6/13836
Author: Tim Deuchrass, Graduate Engineer, Strategic Water and Waste
Approved by: Matt Russell, Group Manager Services and Assets

☐ Decision ☐ Recommendation ☒ Information

Purpose

- 1 The purpose of this report is to seek retrospective approval from the Oraka Aparima Community Board regarding the overspend associated with the Stormwater Maintenance budget for the Riverton Township for the 2019/2020 financial year by \$14,862.

Executive Summary

- 2 Stormwater maintenance work is at times reactive in nature based on network performance indicators, particularly with the aging network. It is important that repair work is undertaken as soon as possible as the objective of Councils Stormwater Asset Management Plan is to *provide a reliable stormwater system with adequate capacity, to protect people and property from flooding.*
- 3 Maintenance tasks included this year include the investigation, temporary repair and replacement of stormwater main at the Church/James Street intersection totalling \$17,364.91, clearing blockage of the Osborne/Dallas Street main and raising two manholes totalling \$6138.46 and the cost of investigation, CCTV and jetting of the stormwater main at 25 Towack Street equalling \$2352.99.

Recommendation

That the Oraka Aparima Community Board:

- a) **Receives the report titled "Unbudgeted Expenditure - Riverton Stormwater Maintenance Budget" dated 10 June 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 recommendation for the unbudgeted expenditure amount of around \$14,862.00 excluding GST to be funded by Riverton Stormwater Reserve**

Background

- 4 Riverton's stormwater network was initially constructed in 1974. Routine maintenance of stormwater assets include cleaning/clearing of ditches, unblocking of outfalls on the beach front and reactive repairs as required.

Issues

- 5 Often Council relies on the public to notify of flooding issues which is associated with the failure of the stormwater asset. Usually by the time Council is notified an area is already flooding and remedial work is required.
- 6 Reactive repairs / maintenance is difficult to budget for.

Factors to Consider

Legal and Statutory Requirements

- 7 Work was undertaken in accordance with reaching the objective of Council's Stormwater Asset Management Plan 2015 which is to "*provide a reliable stormwater system with adequate capacity, to protect people and property from flooding*".

Community Views

- 8 None sought

Costs and Funding

- 9 The Riverton Stormwater Maintenance budget for the 19/20 year totalled \$27,022. Total expenditure of this budget totalled \$41,882 resulting in a deficit of -\$14,862
- 10 Cost - Church/James Street \$17,364.91
- 11 Cost - Osborne/Dallas Street \$6138.46
- 12 Cost - 25 Towack Street \$2352.99
- 13 The remaining balance is made up of various ditch cleaning and bleach outfall clearing across the township.
- 14 Funding the unbudgeted expenditure of \$14,862 through the Riverton Stormwater Reserve.

Policy Implications

- 15 None

Analysis

Options Considered

- 16 Option One: Approve the unbudgeted expenditure
- 17 Option Two: Do not approve expenditure

Assessment of Significance

- 18 This decision is not considered significant.

Recommended Option

- 19 It is recommended that the Oraka Aparima Community Board retrospectively approves the unbudgeted expenditure of \$14,862

Attachments

There are no attachments for this report.