



Notice is hereby given that an Ordinary Meeting of Southland District Wallace Takitimu Community Board will be held on:

**Date:** Thursday, 4 June 2020  
**Time:** 6pm  
**Meeting Room:** Southland District Council Otautau Office  
**Venue:** 176 Main Street  
Otautau

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## Wallace Takitimu Community Board Agenda OPEN

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### MEMBERSHIP

<b>Chairperson</b>	André Bekhuis
<b>Deputy Chair</b>	Maureen Johnston
<b>Members</b>	David Cowie
	Kelly Day
	Bev Evans
	Peter Gutsell
	Councillor Don Byars

### IN ATTENDANCE

<b>Committee Advisor</b>	Fiona Dunlop
<b>Community Partnership Leader</b>	Kelly Tagg
<b>Community Liaison Officer</b>	Kathryn Cowie

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

<b>TYPE OF COMMITTEE</b>	Community board
<b>RESPONSIBLE TO</b>	<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>
<b>SUBCOMMITTEES</b>	As noted in section 8.5 of the delegations manual various subcommittees will report to specific community boards.
<b>LEGISLATIVE BASIS</b>	<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>
<b>MEMBERSHIP</b>	<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>
<b>FREQUENCY OF MEETINGS</b>	Every second month but up to ten ordinary meetings a year
<b>QUORUM</b>	Not less than four members
<b>KEY FUNCTIONS</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• to provide leadership to local communities on the strategic issues and opportunities that they face</li> <li>• 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</li> <li>• to be decision-makers on issues that are delegated to the board by Southland District Council</li> <li>• to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community</li> </ul>

	<ul style="list-style-type: none"> <li>• to maintain an overview of the services Council delivers to its communities and assess the extent to which these services meet community needs</li> <li>• to recommend the setting of levels of service and budgets for local activities.</li> </ul>
<b>DELEGATIONS</b>	<p>The community board shall have the following delegated powers and be accountable to Council for the exercising of these powers.<sup>1</sup></p> <p>In exercising the delegated powers, the community board will operate within:</p> <ol style="list-style-type: none"> <li>1) policies, plans, standards or guidelines that have been established and approved by Council</li> <li>2) the needs of the local communities; and</li> <li>3) the approved budgets for the activity.</li> </ol> <p><b>Power to Act</b></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><b>Community Well-Being</b></p> <ol style="list-style-type: none"> <li>4) to develop local community outcomes that reflect the desired goals for their community/place</li> <li>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</li> <li>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.</li> </ol> <p><b>Community Leadership</b></p> <ol style="list-style-type: none"> <li>7) communicate and develop a relationship with community organisations, local groups, and special interest groups within the local community of interest</li> <li>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</li> <li>9) promote a shared vision for the community of interest area and develop and promote ways to work with others to achieve positive outcomes</li> <li>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.</li> </ol>

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<sup>1</sup> Local Government Act 2002, s.53

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## **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

	<p>national importance (Section 6 Resource Management Act 1991); or</p> <ul style="list-style-type: none"> <li>involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise.</li> </ul> <p>Local activities include:</p> <ul style="list-style-type: none"> <li>i) community leadership</li> <li>ii) local halls and community centres (within Council's overarching policy for community facilities)</li> <li>iii) wharves and harbour facilities</li> <li>iv) local parks and reserves</li> <li>v) parking limits and footpaths</li> <li>vi) Te Anau/Manapouri Airport (Fiordland Community Board)</li> <li>vii) Stewart Island Electricity Supply Authority (SIESA) (Stewart Island/Rakiura Community Board) <ul style="list-style-type: none"> <li>(i) for the above two local activities only</li> <li>(ii) recommend levels of service and annual budget to the Services and Assets Committee</li> <li>(iii) monitor the performance and delivery of the service</li> </ul> </li> </ul> <p>19) naming reserves, structures and commemorative places</p> <ul style="list-style-type: none"> <li>a) authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places.</li> </ul> <p>20) naming roads</p> <ul style="list-style-type: none"> <li>a) authority to decide on the naming for public roads, private roads and rights of way</li> </ul> <p>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.</p> <p><b>Rentals and Leases</b></p> <p>In relation to all leases and licences of land and buildings for local activities within their own area, on behalf of Council;</p> <ul style="list-style-type: none"> <li>a) accept the highest tenders for rentals more than \$10,000</li> <li>b) approve the preferential allocation of leases and licenses where the rental is \$10,000 or more per annum.</li> </ul> <p><b>Environmental management and spatial planning</b></p> <ul style="list-style-type: none"> <li>22) provide comment on behalf of the relevant community/communities on resource consent applications referred to the community board for comment.</li> <li>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.</li> </ul>
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	<p>24) provide advice to Council and its committees on any matter of interest or concern to the community board in relation to the sale of alcohol where statutory ability exists to seek such feedback.</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>
<b>LIMITS TO DELEGATIONS</b>	<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><b>Matters which are not Delegated</b></p> <p>Southland District Council has not delegated to community boards the power to:</p> <ul style="list-style-type: none"> <li>• make a rate or bylaw</li> <li>• acquire, hold or dispose of property</li> <li>• direct, appoint, suspend or remove staff</li> <li>• engage or enter into contracts and agreements and financial commitments</li> <li>• institute an action for recovery of any amount</li> <li>• issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like;</li> <li>• 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.</li> </ul>
<b>CONTACT WITH MEDIA</b>	<p>The community board chairperson is the authorised spokesperson for the board in all matters where the board has authority or a particular interest.</p> <p>Board members, including the chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the board's delegations.</p>

	<p>The assigned Executive Leadership Team member will manage the formal communications between the board and its constituents and for the board in the exercise of its business. Correspondence with central government, other local government agencies or official agencies will only take place through Council staff and will be undertaken under the name of Southland District Council.</p>
<b>REPORTING</b>	<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](http://www.southlanddc.govt.nz) or phoning 0800 732 732.

**5 Extraordinary/Urgent Items**

To consider, and if thought fit, to pass a resolution to permit the 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 Wallace Takitimu Community Board, 5 March 2020



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## Wallace Takitimu Community Board

### OPEN MINUTES

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Minutes of a meeting of Wallace Takitimu Community Board held in the Southland District Council Otautau Office, 176 Main Street, Otautau on Thursday, 5 March 2020 at 5pm.

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#### PRESENT

<b>Chairperson</b>	André Bekhuis
<b>Deputy chair</b>	Maureen Johnston
<b>Members</b>	David Cowie
	Kelly Day
	Bev Evans
	Peter Gutsell
	Councillor Don Byars

#### IN ATTENDANCE

<b>Committee advisor</b>	Fiona Dunlop
<b>Community partnership leader</b>	Kelly Tagg
<b>Community liaison officer</b>	Kathryn Cowie



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**1 Apologies**

There were no apologies.

**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**

Roger Scott addressed the meeting regarding the Otautau camping ground.

**5 Extraordinary/Urgent Items**

There were no Extraordinary/Urgent items.

**6 Confirmation of Minutes**

**Resolution**

Moved Kelly Day, seconded Deputy Chair Johnston **and resolved:**

**That the Wallace Takitimu Community Board confirms the minutes of the meeting held on 20 November 2019 as a true and correct record of that meeting.**

**Reports**

**7.1 Community Leadership Report for the Wallace Takitimu Community Board**

**Record No: R/20/1/2546**

Community partnership leader – Kelly Tagg was in attendance for this item.

Mrs Tagg took the Board through the leadership report. Of particular interest to the Board was the updating of the Keeping of Animals, Poultry and Bees bylaw which was approved by Council on 4 March 2020 for public consultation.

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**Resolution**

Moved Chairperson Bekhuis, seconded Bev Evans **and resolved:**

**That the Wallace Takitimu Community Board:**

- a) **Receives the report titled "Community Leadership Report for the Wallace Takitimu Community Board" dated 21 February 2020.**

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

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

Community partnership leader – Kelly Tagg was in attendance for this item.

**Resolution**

Moved Deputy Chair Johnston, seconded Bev Evans **and resolved:**

**That the Wallace Takitimu Community Board:**

- a) **Receives the report titled "Operational Report for Wallace Takitimu Community Board" dated 21 February 2020.**

**7.3 Council Report**

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

Councillor Byars took the Board through the Council report.

Councillor Byars particularly highlighted the freshwater reforms, biodiversity, unsafe speed, waste minimisation levy and the Stewart Island/Rakiura opportunities project.

**Resolution**

Moved Chairperson Bekhuis, seconded Peter Gutsell **and resolved:**

**That the Wallace Takitimu Community Board:**

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

**7.4 Chairperson's Report**

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

Chairman Bekhuis took the Board through his report.

Further to his report, Chair Bekhuis discussed the following with the Board:

- Board member portfolios and contact details are to be included in the "News and Views"
- Would like to progress a change to the bylaw regarding messy sections and unruly cars
- CCTV cameras for Otautau
- Trees

- Advised that the workshop on 26 March 2020 is at 4pm and will involve a drive around the Board's area.

**Resolution**

Moved Chairperson Bekhuis, seconded Deputy Chair Johnston **and resolved:**

**That the Wallace Takitimu Community Board:**

- a) Receives the report titled "Chairperson's Report" dated 21 February 2020.**

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

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

Community partnership leader – Kelly Tagg was in attendance for this item.

**Resolution**

Moved Bev Evans, seconded David Cowie **and resolved:**

**That the Wallace Takitimu Community Board:**

- a) Receives the report titled "Wallace Takitimu Community Board Health and Safety update" dated 21 February 2020.**

**7.6 Otautau Visitor Survey Results**

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

Community liaison officer – Kathryn Cowie was attendance for this item.

Mrs Cowie advised that the purpose of the report was to report the recent Otautau visitor survey results to the Board.

**Resolution**

Moved David Cowie, seconded Kelly Day **and resolved:**

**That the Wallace Takitimu Community Board:**

- a) Receives the report titled "Otautau Visitor Survey Results" dated 21 February 2020.**

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

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

Community liaison officer – Kathryn Cowie was attendance for this item.

Mrs Cowie advised that the purpose of the report was to gain approval from the Board for unbudgeted expenditure to conduct repair work on the Isla Bank War Memorial.

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**Resolution**

Moved Peter Gutsell, seconded Bev Evans **and resolved:**

**That the Wallace Takitimu Community Board:**

- a) **Receives the report titled “Unbudgeted Expenditure Report - Isla Bank War Memorial” dated 21 February 2020.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Approves the unbudgeted expenditure of \$18,436 (+GST) for repair and restoration work on the Isla Bank War Memorial from the Calcium Cemetery reserve.**

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

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

Community liaison officer – Kathryn Cowie was attendance for this item.

Mrs Cowie advised that the purpose of the report was to gain approval from the Board for unbudgeted expenditure for various pieces of equipment for the Ohai hall.

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

**Resolution**

Moved Chairperson Bekhuis, seconded Deputy Chair Johnston **and resolved:**

**That the Wallace Takitimu Community Board:**

- a) **Receives the report titled “Unbudgeted expenditure report - Ohai Hall Equipment” dated 21 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) **Approve the unbudgeted expenditure of up to \$10,000 from the Ohai General Reserve for the kitchen equipment and chairs for the Ohai hall.**

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

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

Community liaison officer – Kathryn Cowie was attendance for this item.

Mrs Cowie advised that the purpose of the report was to gain approval from Board for the unbudgeted expenditure to release funds in the Wallace Bowling Club reserve to Otautau Bowling Club Inc.

The Board noted that at the meeting on Wednesday 20 November 2019 it was established that there was \$998.20 in the Wallace Bowling Club reserve, and that the club may be interested in having these funds paid out to them.

Mrs Cowie further advised that the Otautau Bowling Club has confirmed that they would like the funds to be transferred to them, hence the need for an unbudgeted expenditure approval from the Board.

### **Resolution**

Moved Bev Evans, seconded David Cowie **and resolved:**

**That the Wallace Takitimu Community Board:**

- a) **Receives the report titled “Unbudgeted Expenditure Approval - Otautau Bowling Club” dated 21 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) **Approve the unbudgeted expenditure to pay the Otautau Bowling Club the funds of \$998.20 in the Wallace Bowling Club reserve.**

## 7.10 Community Facilities Update

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

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

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

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

- the current budgets associated with the maintenance of the assets
- the work that has been identified in the existing LTP
- the current usage
- the current condition
- existing contracts
- service level consistency.

### **Resolution**

Moved Bev Evans, seconded Peter Gutsell **and resolved:**

**That the Wallace Takitimu Community Board:**

- a) Receives the report titled “Community Facilities Update” dated 21 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.**

## 7.11 Schedule of Meetings up to October 2022

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

Committee Advisor – Fiona Dunlop was in attendance for this item.

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

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**Resolution**

Moved Chairperson Bekhuis, seconded Deputy Chair Johnston **recommendations at to c and d with a change (as indicated) and resolved:**

**That the Wallace Takitimu Community Board:**

- a) **Receives the report titled “Schedule of Meetings up to October 2022” dated 21 February 2020.**
- b) **Determines that this matter or decision be recognised not as significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Agree to meet at 5pm (unless indicated) on the following dates in the meeting room of the Southland District Council Otautau office:**
  - ☒ **Thursday 2 April 2020**
  - ☒ **Thursday 4 June 2020 – 6pm**
  - ☒ **Thursday 6 August 2020**
  - ☒ **Thursday 1 October 2020**
  - ☒ **Thursday 3 December 2020**
  - ☒ **Thursday 4 February 2021**
  - ☒ **Thursday 25 March 2021 (earlier because of Easter)**
  - ☒ **Thursday 3 June 2021**
  - ☒ **Thursday 5 August 2021**
  - ☒ **Thursday 7 October 2021**
  - ☒ **Thursday 2 December 2021**
  - ☒ **Thursday 3 February 2022**
  - ☒ **Thursday 7 April 2022**
  - ☒ **Thursday 2 June 2022**
  - ☒ **Thursday 4 August 2022**
  - ☒ **Thursday 29 September 2022 (earlier because of triennial election).**

## 7.12 Wallace Takitimu Community Board Forward Programme

**Record No: R/20/1/1855**

Committee Advisor – Fiona Dunlop was in attendance for this item.

### **Resolution**

Moved Peter Gutsell, seconded David Cowie **and resolved:**

**That the Wallace Takitimu Community Board:**

- a) **Receives the report titled “Wallace Takitimu Community Board Forward Programme” dated 21 February 2020.**

The meeting concluded at 7.12pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE WALLACE TAKITIMU COMMUNITY  
BOARD HELD ON THURSDAY 5 MARCH 2020.

**DATE:**.....

**CHAIRPERSON:**.....



## Community Leadership Report for Wallace Takitimu Community Board

Record No: R/20/3/6737

Author: Kelly Tagg, Community Partnership Leader

Approved by: Janet Ellis, People and Capability Manager

☐ 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 Wallace Takitimu Community Board:**

- a) **Receives the report titled "Community Leadership Report for Wallace Takitimu Community Board" dated 27 May 2020.**

### Attachments

- A Wallace Takitimu Community Leadership Report - April 2020 [↓](#)
- B Wallace Takitimu Community Leadership Report - 4 June 2020 [↓](#)
- 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.

### Community board plans

A workshop with the Wallace Takitimu Community Board was held on Thursday 23 January at the SDC Otautau office. The board reviewed the draft vision, outcomes and actions that were provided to them and agreed on the following:

#### Vision:

A self-reliant, tidy, safe, thriving community – a great place to visit and live.

#### Outcomes:

- a vibrant Wallace-Takitimu area that attracts people, businesses and visitors resulting in prosperity
- Wallace-Takitimu is a strong, connected and inclusive community
- a healthy, safe community with access to quality facilities, amenities and services
- a community where Council fosters community engagement.

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 plans.

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 from 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.

## Local initiatives

### **Isla Bank war memorial**

Now that the unbudgeted expenditure has been approved by the community board, the repair work can go ahead on the memorial. Council staff will work with the community members who have been looking after the memorial and have obtained the original quotes for repair to see when contractors are available to do the work.

### **Nightcaps children's Christmas party and fireworks display**

Council staff are working on funding options for these two events – the children's Christmas party is held annually in early December, and the Fireworks every two years in November.

### **Drummond Pool Committee**

The pool committee have submitted funding applications to both Community Trust South and Lottery Community Facilities. Community Trust South have visited the pool and have given the committee positive feedback about their project. The outcome of that application will be known in the next few weeks, and the outcome of the Lotteries application will be known in early June.

### **Otautau Golf Club**

Staff are continuing to work with the golf club on assisting with funding applications for their beautification and improvement project.

### **Otautau camping ground**

A committee has been formed to investigate the possibility of building and running a camping ground in Otautau. This group is independent of Council and the community board.

A preliminary meeting between the group, three board members and council staff took place on 12 March and staff are currently working to provide further information in regards to costs, potential funding and land ownership queries as well as information about freedom camping and the camping ground regulations.

### Ohai recycling container relocation

The former Ohai CDA previously resolved to shift the recycling container from Birchwood Road to a new location on the outskirts of Ohai. This project is still progressing but requires a sublease with the current lessee in order for the relocation to take place. At the time of writing this update, staff were expecting to soon receive a copy of the lease document so that a sublease can be drafted.

## 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](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](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/>

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

### **Strategy and policy**

#### **Speed Limits Bylaw**

Council will continue to deliberate on the draft Speed Limits Bylaw in April, and it is intended that the bylaw will be presented for adoption at the 7 May 2020 Council meeting.

#### **Keeping of Animals, Poultry and Bees Bylaw**

Submissions will be open from 12 March to 13 April 2020 on the bylaw relating to rules about where different animals can be kept and animal noise. This includes a variety of animals including pigs, horses, cats, poultry, cattle, llamas etc. The bylaw does not include dogs which are covered under a separate Dog Control Bylaw (due for review in 2025).

We would encourage making a submission on any and all bylaws of Council to ensure views of the community are captured. There is also opportunity to speak to Council through a public hearings process in relation to this bylaw.

### **Long Term Plan 2021-2031**

Discussions with the community around planning for the next 10 years through the 2021-2031 Long Term Plan will continue through to the end of the year. Formal consultation on the Long Term Plan is scheduled for February and March 2021. Council will be seeking input from our communities throughout 2020 to help develop the plan draft.

## **Communications and engagement**

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### **Southern Field-days**

Council shared a site with Environment Southland at the recent Southern Field-days at Waimumu to try to show the difference between what the two councils do. Feedback from visitors was positive, and there was a lot of interest in what both councils were doing. Visitors enjoyed being able to play the Go Southland game and win Waimumu dollars and then spend them on what Council activities they thought were priorities.

### **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](https://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.





## Local initiatives

### 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.

### 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.

### Ohai Hall

A funding application has been submitted to the Ohai Railway Fund for new equipment at the Ohai hall. The outcome of the application will be known following the committee meeting on Friday 5 June.

### Children's Christmas party and Guy Fawkes event 2020

Funding applications have also been submitted to the Ohai Railway Fund for these two events scheduled at the end of the year.

## 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.

### **Communications and engagement**

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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 Tributes**

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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.



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

### Strategy and policy

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On 20 May 2020 Council resolved to have a second round of consultation on the draft Keeping of Animals, Poultry and Bees Bylaw. As New Zealand's went into COVID-19 alert levels three and four during the first round of consultation, Council wanted to ensure that people in the District have another opportunity to give their views. The dates for the next three-week consultation period will be advised.

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.

Development of the Long Term Plan 2021-2031 is progressing, with Council reaffirming at the 20 May 2020 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 2020/21 will be presented to the Finance and Assurance Committee on 22 June and Council 23 June for adoption.

### Rates Relief

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The team is also 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.

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.

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## 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

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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.

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- 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 20<sup>th</sup> of the following month. The success of

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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**



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- 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

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- 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.

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**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 Wallace Takitimu Community Board

**Record No:** R/20/3/7074  
**Author:** Carolyn Davies, Executive Assistant  
**Approved by:** Matt Russell, Group Manager Services and Assets

☐ Decision ☐ Recommendation ☒ Information

### Purpose of Report

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

### Recommendation

**That the Wallace Takitimu Community Board:**

- a) **Receives the report titled “Operational Report for Wallace Takitimu Community Board” dated 25 May 2020.**

### Attachments

- A Operational Report - April 2020 [↗](#)  
B Operational Report - May 2020 [↗](#)



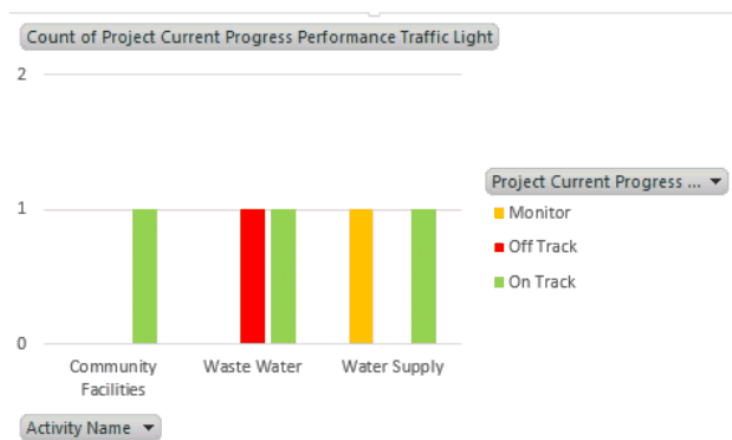
Staff are working to understand the implications of the Covid-19 pandemic on both operational and capital works programme activity. It is likely that the majority, if not all of Council's works programme will experience some degree of impact and delays. The extent of which is yet to be determined.

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





## Progress since last reporting period

### Completed Projects

P-10166 – Upgrade SCADA at Four stations in Otautau  
 P-10167 – Upgrade equipment for Otautau waste water plant  
 P-10253 – Install new beam at Otautau cemetery  
 P-10290 – Installation of new flying fox at McGregor Park, Nightcaps.

### Deferred Projects

P-10003 – Upgrading UV / Treatment at Ohai

ACTIVITY NAME	CODE	NAME	CURRENT PHASE	PROJECT CURRENT PROGRESS	PROJECT CURRENT COMMENT	TOTAL EXPENDITURE
WASTE WATER	P-10186	Desludging Nightcaps Wastewater plant	Delivery Phase	Off Track	Contractor due on site early April 2020.	\$178,780
WATER SUPPLY	P-10256	Otautau- Water Main Replacement north of bridge	Pre Delivery Phase	Monitor	Progress is continuing on schedule for the water main install, there has been a mix of open cut and drilling due to ground conditions.	\$950,000
WASTE WATER	P-10267	Sewer Trickling Filter - Ohai	Pre Delivery Phase	On Track	Work will be undertaken by the Maintenance Contractor and will be completed by end of June	\$61,500

## 2. Service Contracts

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
10/01 – Water and Waste Water Services Operations 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.
14/39 – Grass area maintenance Otautau	Grass growth has finally slowed down and being managed at contract levels.
19/9 – Central area gardening (Nightcaps, with Winton)	Contract is meeting requirements.
15/10 – Cleaning Otautau office (with Riverton)	This contract has drastically improved and staff are incredibly happy with some recent changes that have led to a fantastic level of service.



CONTRACT NAME	CONTRACT MANAGER COMMENTARY
16/37 – Ohai township minor maintenance	General contract is progressing well. Some toilet vandalism did occur in this period and has since been fixed. Some playground repairs have also occurred in line with the last report.
16/61 – Nightcaps – toilets cleaning	Contract is progressing fine. No issues.
TD Dahlenburg gardening (Otautau)	The gardens have been maintained to a high standard. The centre plots on Main Street are going to get replanted.
17/02 - Central alliance roading contract	<p>The reseal sites for 20/21 have been marked up for pre reseal repairs, with the Stabi crew starting in the Browns area. The premix crew have been working in Winton township and will also work in the Riverton ward as weather allows.</p> <p>Noxious spraying has been undertaken in the townships as has routine township spraying.</p> <p>Delta has completed township spraying with a touch up round in April to finish the season.</p> <p>Rural Mowing has finished its third round and starting the fourth round mid-March.</p> <p>We are assessing the damage caused to the Central network in the recent floods and programming repairs which is mostly spot metalling and grading. South Roads staff have worked tirelessly during this event undertaking inspections and attending to call outs.</p> <p>Logging is quiet due to Corona virus.</p> <p>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.</p> <p>During the flooding event approx. \$3k of signs and cones were removed or taken from sites.</p> <p>Playground level 2 operational course has been undertaken by some contractors and we will be undertaking these checks over the coming months as part of recent findings and as part of our future management requirements.</p>

### 3. Request for Service data 20 January – 16 March 2020

	<b>Community Board</b>		<b>District wide</b>	
	<b>Requests for Service</b>		<b>Requests for Service</b>	
	<b>20/1/20 – 16/3/2020:</b>		<b>20/1/20 – 16/3/2020</b>	
	<b>68</b>		<b>888</b>	
			<b>3 Waters Service requests</b>	
			<b>20/1/20 – 16/3/2020</b>	
			<b>189</b>	

REQUEST TYPE	COUNT
Cemeteries Repairs and Maintenance	1
Community Facilities General	2
Gardening Maintenance	1
Noise Control (not Animal Noises)	7
Nuisance Complaints (Odour, Vermin, Neighbourhood)	2
Parks and Reserves R&M	2
Playground Repairs & Maintenance - (Safety)	1
Repairs and Maintenance Council Property	1
Urban Fire Risk-Derelict Houses/Long Grass	3
Vegetation Urban/Berm Mow/Overgrown/Visibility Issues	5
Vegetation Rural (Overgrown or Visibility issues)	4
2 Street Lights Out	1
Culverts Blocked - Rural	5
Emergency Services Assistance (Safety)	1
Footpaths Hazards - Trip/Hazard/Broken etc (Safety)	2
New Sign Requests (where none existed before)	1
Sealed Road - Potholes and Blowouts (Routine)	1
Single Street Light Out	7
Transport - Road Matters General	4
Litter Matters Urban (Townships)	1
Water and Waste General (Use IPS for WW faults)	2
Wheelie bin damaged	3
Wheelie bin new	5
Wheelie bin stolen	2



REQUEST TYPE	COUNT
Wheelie bin Collection Complaints	4
<b>TOTAL</b>	<b>68</b>

#### 4. Local finance reporting

##### Drummond Village - 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 - Drummond	\$366	\$359	\$857		\$359	\$538			\$319
Drummond Rec Reserve Committee	\$1,539	\$923	\$1,832	-\$500	\$359	\$538			\$1,294
Beautification-Drummond	\$2,589	\$2,564	\$3,846	\$2,361	\$2,308	\$3,846			
<b>Total</b>	<b>\$4,494</b>	<b>\$3,846</b>	<b>\$6,535</b>	<b>\$1,861</b>	<b>\$3,025</b>	<b>\$4,922</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,613</b>

##### Wallace Takitimu - 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
Takitimu Pool	\$8,294	\$8,235	\$13,188	\$8,340	\$8,235	\$12,352		\$557	\$836
Community Leadership Wallace T	\$0	\$0	\$0	\$3,339			\$0	\$0	
<b>Total</b>	<b>\$8,294</b>	<b>\$8,235</b>	<b>\$13,188</b>	<b>\$11,680</b>	<b>\$8,235</b>	<b>\$12,352</b>	<b>\$0</b>	<b>\$557</b>	<b>\$836</b>



### Nightcaps - 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 - Nightcaps	\$1,141	\$1,139	\$2,277	\$1,139	\$1,139	\$1,709			
Operating Costs - Nightcaps	\$7,574	\$2,721	\$4,081	\$3,947	\$3,490	\$4,081			
Street Works - Nightcaps	\$7,679	\$7,671	\$11,506	\$4,245	\$7,671	\$11,506			
Stormwater Drainage-Nightcaps	\$14,925	\$14,909	\$22,632	\$3,839	\$14,081	\$20,729			
Beautification - Nightcaps	\$2,705	\$2,705	\$4,057	\$5,203	\$6,859	\$8,114			
McGregor Park	\$13,677	\$10,648	\$19,908	\$5,430	\$6,610	\$11,162			
Dr Woods Memorial Park				\$563	\$563	\$845	\$39,714	\$40,000	\$50,000
Hall - Nightcaps	\$9,767	\$9,873	\$14,979	\$9,511	\$11,281	\$14,998			
<b>Total</b>	<b>\$57,466</b>	<b>\$49,665</b>	<b>\$79,440</b>	<b>\$33,878</b>	<b>\$51,695</b>	<b>\$73,144</b>	<b>\$39,714</b>	<b>\$40,000</b>	<b>\$50,000</b>

### Ohai - 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 - Ohai	\$1,140	\$1,140	\$5,129	\$1,139	\$1,139	\$1,709			
Operating Costs - Ohai	\$4,266	\$4,264	\$6,396	\$5,374	\$5,046	\$6,396			
Street Works - Ohai	\$7,885	\$7,882	\$11,823	\$7,574	\$7,882	\$11,823			
Stormwater Drainage - Ohai	\$12,193	\$12,188	\$23,381	\$9,700	\$12,415	\$18,282			
Beautification - Ohai	\$10,271	\$10,534	\$15,801	\$9,702	\$11,150	\$15,801			
Recreation Reserve - Ohai	\$270								
Playground - Ohai	\$2,295	\$2,294	\$3,441	\$3,978	\$3,113	\$3,548			
Hall - Ohai	\$17,883	\$7,903	\$12,002	\$9,175	\$9,765	\$12,504	\$29,707	\$26,000	\$26,000
<b>Total</b>	<b>\$56,201</b>	<b>\$46,204</b>	<b>\$77,974</b>	<b>\$46,641</b>	<b>\$50,510</b>	<b>\$70,063</b>	<b>\$29,707</b>	<b>\$26,000</b>	<b>\$26,000</b>





### Otautau - 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 - Otautau	\$17,884	\$17,932	\$27,591	\$14,322	\$17,933	\$26,899			
Operating Costs - Otautau	\$4,534	\$4,547	\$6,820	\$3,085	\$5,639	\$8,097			
Street Works - Otautau	\$15,979	\$16,023	\$24,034	\$4,151	\$9,842	\$14,763	\$19,164	\$9,104	\$31,656
Refuse Collection - Otautau	\$6,184	\$6,201	\$9,301	\$6,347	\$6,201	\$9,301			
Stormwater Drainage - Otautau	\$6,539	\$6,557	\$18,075	\$4,590	\$44,088	\$65,778			
Cemetery - Otautau	\$24,679	\$24,733	\$36,588	\$13,007	\$27,494	\$38,893	\$3,790	\$2,044	\$5,110
Settlers Cemetery - Otautau	\$2,124	\$2,127	\$3,190	\$430	\$2,321	\$3,190			
Beautification - Otautau	\$22,824	\$22,554	\$33,831	\$22,884	\$23,855	\$34,751			
Holt Park	\$13,582	\$13,791	\$20,686	\$14,582	\$14,587	\$21,214			
Holt Park Extension	\$6,434	\$6,611	\$9,916	\$6,333	\$7,719	\$12,503			
Centennial Park	\$2,548	\$2,555	\$3,833	\$2,248	\$3,531	\$5,077			
Baths - Otautau	\$8,582	\$8,419	\$14,949	\$4,551	\$8,563	\$10,428			
Holt Park Camping Ground	\$8,197	\$8,219	\$12,329	\$83,843	\$57,336	\$63,111	-\$15,192		
Hall - Otautau			\$863						
Plunket Rooms - Otautau	\$1,351	\$1,297	\$1,945	\$410	\$1,766	\$1,945			
Bowling Club		\$67	\$129						
Forestry - Holt Park			\$166	\$3,727	\$1,263	\$1,292			
<b>Total</b>	<b>\$141,441</b>	<b>\$141,630</b>	<b>\$224,246</b>	<b>\$184,512</b>	<b>\$232,137</b>	<b>\$317,242</b>	<b>\$7,762</b>	<b>\$11,148</b>	<b>\$36,766</b>

Wallace Takitimu community leadership costs relate to the new board members' salaries, a budget is in the Otautau administration business unit to cover this cost

Nightcaps income is \$7,801. Operating costs has received \$4,850 of unbudgeted grants from the Ohai Railway Fund. This was \$1,200 for a Christmas party and \$3,650 for events signage. Nightcaps expenditure is \$17,817 under budget. Streetworks is under budget by \$3,426 with no general maintenance being required so far this year. The stormwater business unit is under budget by \$10,242 due to limited maintenance and monitoring undertaken to date.

Ohai income is over budget by \$9,980. This mainly relates to the Ohai hall where an unbudgeted grant of \$10,000 has been received from the Waiau/Aparima ward committee as a contribution to the intended upgrade. The capital expenditure for the hall was to replace the windows.



Otautau expenditure is under budget by \$47,625. Stormwater is under budget by \$39,498 due to additional expenditure of \$40K requested for stormwater investigation work along Main Street at the request of the community board, this will be funded from the stormwater reserve. This is expected to be started in early April and be completed by the end of financial year. The cemetery is under budget by \$14,487 with no general maintenance or tree maintenance completed. Holt Park camping ground is over budget by \$26,507. A total of \$58,725 has been spend across operating and capital expenditure for costs relating to the demolition. The current budget of \$45,000, this has been forecast to \$60,000 as part of the recent forecasting round. The negative expenditure shown for Holt Park camping ground is due to the amount being written off from capital to operating expenditure being incorrect and will be adjusted going forward.

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 2019	BUDGET 30 JUNE 2020	FORECAST 30 JUNE 2020
Drummond general	\$10,202	\$10,521	\$10,521
Drummond recreation reserve	\$12,888	\$14,182	\$14,182
<b>Total – Drummond</b>	<b>\$23,090</b>	<b>\$24,703</b>	<b>\$24,703</b>
Takitimu pool	\$21,187	\$22,023	\$22,023
<b>Total – Takitimu</b>	<b>\$21,187</b>	<b>\$22,023</b>	<b>\$22,023</b>
Nightcaps community centre	\$9,822	\$9,991	\$9,991
Night caps McGregor park	\$108,612	\$63,301	\$63,301
Nightcaps general	\$29,174	\$29,742	\$29,742
Nightcaps stormwater	\$-	\$269	\$269
<b>Total - Nightcaps</b>	<b>\$147,608</b>	<b>\$103,303</b>	<b>\$103,303</b>
Ohai community centre	\$8,245	\$2,393	\$2,393
Ohai general	\$117,941	\$101,361	\$101,361
Ohai stormwater	\$150,494	\$155,593	\$155,593
<b>Total - Ohai</b>	<b>\$276,681</b>	<b>\$259,347</b>	<b>\$259,347</b>
Otautau town hall	\$27,650	\$28,513	\$28,513
Otautau baths	\$21,953	\$26,474	\$26,474
Otautau Brightwood development	\$16,285	\$16,285	\$16,285
Otautau community board conference	\$6,415	\$6,415	\$6,415
Otautau forestry	\$162,239	\$112,405	\$117,405
Otautau general	\$119,028	\$110,849	\$92,849
Wallace bowling club	\$998	\$1,027	\$1,027
Otautau stormwater	\$255,131	\$247,428	\$207,428
<b>Total – Otautau</b>	<b>\$609,699</b>	<b>\$549,396</b>	<b>\$496,396</b>
<b>TOTAL RESERVES</b>	<b>\$1,078,265</b>	<b>\$958,772</b>	<b>\$905,772</b>



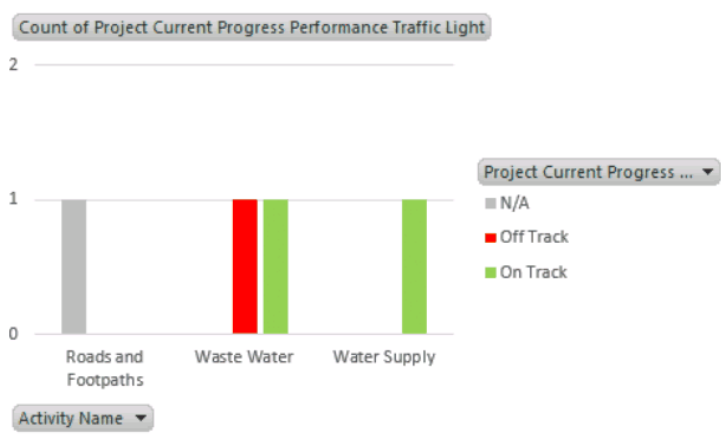
Staff are working to understand the implications of the Covid-19 pandemic on both operational and capital works programme activity. It is likely that the majority, if not all of Council's works programme will experience some degree of impact and delays. The extent of which is yet to be determined.

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





## Progress since last reporting period

### Completed projects

None in last reporting period.

ACTIVITY NAME	CODE	NAME	CURRENT PHASE	PROJECT CURRENT PROGRESS	PROJECT CURRENT COMMENT	TOTAL EXPENDITURE
WASTE WATER	P-10267	Sewer Trickling Filter - Ohai	Pre Delivery Phase	On track	Work has commenced on manufacturing the replacement rotary gland, Downer have supplied prices for mercury disposal and management. work programmed for completion by Mid June 2020	\$61,500.00
WASTE WATER	P-10186	Desludging Nightcaps Wastewater plant	Delivery Phase	Off track	Contractor was due on-site early April 2020. Delayed due to Covid-19	\$178,780.00
WATER SUPPLY	P-10256	Otautau- Water Main Replacement north of bridge	Delivery Phase	On track	The final connections to the treatment shed will be made. All connections and testing on the main and the laterals on the west side of the Otautau Stream Bridge will be completed before the Temporary line across the bridge is installed.	\$950,000.00
ROADS AND FOOTPATHS	P-10384	Repair Otautau Tuatapere Road slip	Initiation Phase	N/A	Initiation phase only at this stage	\$-

## 2. Service Contracts

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
10/01 – Water and Waste Water Services Operations 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.
14/39 – Grass area maintenance Otautau	Due to Covid-19 this work ceased however we are comfortable with the re-start.
19/9 – Central area gardening (Nightcaps, with Winton)	Due to Covid-19 this work ceased however we are comfortable with the re-start.
15/10 – Cleaning Otautau office (with Riverton)	During Covid-19, services were only required at a minimal level, to avoid unnecessary travel throughout the District, to keep our offices sanitised in case of emergency response work. Current tender out for offices and libraries.



CONTRACT NAME	CONTRACT MANAGER COMMENTARY
16/37 – Ohai township minor maintenance	Covid-19 put a pause on any works within this and most contracts. We are happy with how things have progressed since the re-start.
16/61 – Nightcaps – toilets cleaning	No issues. We are happy with the progress of this contract.
TD Dahlenburg gardening (Otautau)	The gardens have been maintained to a high standard. The centre plots on Main Street are going to get replanted. This is still current due to the delay Covid-19 created.
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 man crews 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>

### 3. Request for Service data 16 March 2020 – 11 May 2020

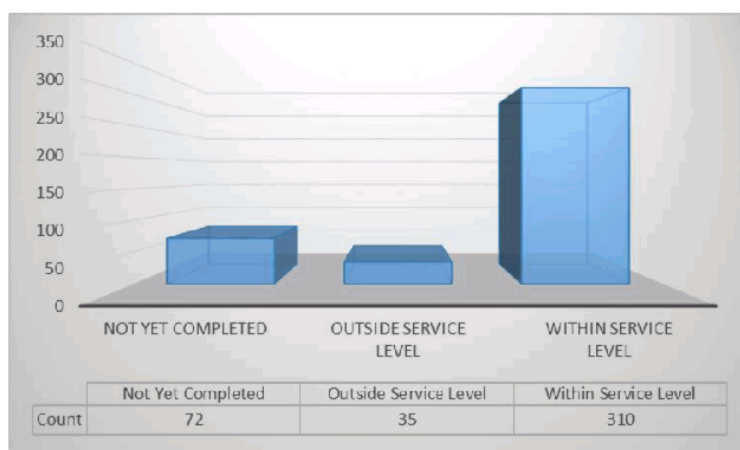


REQUEST FOR SERVICE TYPE (PATHWAY)	COUNT
Council housing/ flats - repairs (urgent)	1
Noise Control (Not Animal Noises)	17
Nuisance Complaints (Odour, Vermin, Neighbourhood)	1
Playground Repairs and Maintenance - (Safety)	1
Repairs and Maintenance Council Property	2
Three or more Street Lights Out	2



REQUEST FOR SERVICE TYPE (PATHWAY)	COUNT
Culverts Blocked - Rural	2
Debris on Sealed Roads (Safety)	1
Gravel Potholes and Corrugations - (Safety)	1
Manholes and Grates (Safety)	1
Single Street Light Out	4
Transport - Road Matters General	3
Urban Stormwater (The Drain)	1
Warning and Reg. Signs Existing (Speed, Curve etc)	1
Wheelie Bin Cancelled	1
Wheelie Bin Damaged	2
Wheelie Bin New	1
Wheeliebin Collection Complaints	1
<b>TOTAL</b>	<b>43</b>

### RFS 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.

SERVICE REQUEST TYPE (IPS)	COUNT	RESPONSE TIME STATUS	RESOLUTION TIME STATUS
Sewer Main Blockage	2	KPI Met	KPI Time Exceeded
Water asset Damaged ( Main, Hydrant, Valve, Meter)	1	KPI Met	KPI Met
Water Asset Leak (Main, Hydrant, Valve, Meter)	2	KPI Met	KPI Met



SERVICE REQUEST TYPE (IPS)	COUNT	RESPONSE TIME STATUS	RESOLUTION TIME STATUS
Water pressure Low	1	KPI Met	KPI Met
Water Toby Leak	1	KPI Met	KPI Met
<b>TOTAL</b>	<b>43</b>		

Note: The sewer main blockages that have exceeded time for resolution was due to COVID restrictions.  
The property was made safe and all investigative and repair work had been completed when we reached Level2.



#### 4. Local finance reporting

##### Drummond Village - 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 - Drummond	\$457	\$448	\$857		\$448	\$538			\$319
Drummond Rec Reserve Committee	\$1,789	\$1,154	\$1,832	-\$500	\$448	\$538			\$1,294
Beautification-Drummond	\$3,237	\$3,205	\$3,846	\$2,908	\$3,077	\$3,846			
<b>Total</b>	<b>\$5,483</b>	<b>\$4,808</b>	<b>\$6,535</b>	<b>\$2,408</b>	<b>\$3,973</b>	<b>\$4,922</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,613</b>

##### Wallace Takitimu - 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
Takitimu Pool	\$10,359	\$10,293	\$13,188	\$8,340	\$10,293	\$12,352		\$697	\$836
Community Leadership Wallace Takitimu	\$0	\$0	\$0	\$5,011	\$3,883		\$0	\$0	
<b>Total</b>	<b>\$10,359</b>	<b>\$10,293</b>	<b>\$13,188</b>	<b>\$13,351</b>	<b>\$14,177</b>	<b>\$12,352</b>	<b>\$0</b>	<b>\$697</b>	<b>\$836</b>



### Nightcaps - 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 - Nightcaps	\$1,425	\$1,424	\$2,277	\$1,424	\$1,424	\$1,709			
Operating Costs - Nightcaps	\$8,254	\$3,401	\$4,081	\$10,647	\$6,619	\$4,081			
Street Works - Nightcaps	\$9,597	\$9,588	\$11,506	\$5,330	\$9,588	\$11,506			
Stormwater Drainage-Nightcaps	\$18,652	\$18,636	\$22,632	\$8,306	\$17,405	\$20,729			
Beautification - Nightcaps	\$3,381	\$3,381	\$4,057	\$6,151	\$8,024	\$8,114			
McGregor Park	\$18,069	\$13,310	\$19,908	\$7,066	\$9,558	\$11,162			
Dr Woods Memorial Park				\$704	\$704	\$845	\$39,714	\$32,000	\$50,000
Hall - Nightcaps	\$12,086	\$12,342	\$14,979	\$11,080	\$11,964	\$14,998			
<b>Total</b>	<b>\$71,464</b>	<b>\$62,082</b>	<b>\$79,440</b>	<b>\$50,709</b>	<b>\$65,287</b>	<b>\$73,144</b>	<b>\$39,714</b>	<b>\$32,000</b>	<b>\$50,000</b>



### Ohai - 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 - Ohai	\$1,425	\$1,424	\$5,129	\$1,424	\$1,424	\$1,709			
Operating Costs - Ohai	\$5,332	\$5,330	\$6,396	\$6,049	\$5,882	\$6,396			
Street Works - Ohai	\$9,855	\$9,853	\$11,823	\$9,599	\$9,853	\$11,823			
Stormwater Drainage - Ohai	\$15,240	\$15,235	\$23,381	\$11,553	\$15,349	\$18,282			
Beautification - Ohai	\$12,838	\$13,168	\$15,801	\$11,645	\$15,801	\$15,801			
Recreation Reserve - Ohai	\$270								
Playground - Ohai	\$2,868	\$2,868	\$3,441	\$4,677	\$3,369	\$3,548			
Hall - Ohai	\$19,670	\$9,878	\$12,002	\$10,897	\$11,134	\$12,504	\$29,707	\$38,333	\$26,000
<b>Total</b>	<b>\$67,497</b>	<b>\$57,756</b>	<b>\$77,974</b>	<b>\$55,843</b>	<b>\$62,812</b>	<b>\$70,063</b>	<b>\$29,707</b>	<b>\$38,333</b>	<b>\$26,000</b>



### Otautau - 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 - Otautau	\$22,375	\$22,416	\$27,591	\$18,454	\$11,246	\$26,899			
Operating Costs - Otautau	\$5,673	\$5,683	\$6,820	\$5,514	\$6,868	\$8,097			
Street Works - Otautau	\$19,992	\$20,028	\$24,034	\$4,772	\$12,303	\$14,763	\$19,164	\$11,380	\$31,656
Refuse Collection - Otautau	\$7,737	\$7,751	\$9,301	\$8,649	\$7,751	\$9,301			
Stormwater Drainage - Otautau	\$8,181	\$8,196	\$18,075	\$7,228	\$54,933	\$65,778			
Cemetery - Otautau	\$32,926	\$30,660	\$36,588	\$21,208	\$31,294	\$38,893	\$3,790	\$4,088	\$5,110
Settlers Cemetery - Otautau	\$2,656	\$2,658	\$3,190	\$1,313	\$2,755	\$3,190			
Beautification - Otautau	\$28,467	\$28,193	\$33,831	\$29,389	\$32,049	\$34,751			
Holt Park	\$16,892	\$17,238	\$20,686	\$20,046	\$17,756	\$21,214			
Holt Park Extension	\$7,623	\$8,263	\$9,916	\$6,912	\$8,699	\$12,503			
Centennial Park	\$3,188	\$3,194	\$3,833	\$2,973	\$4,359	\$5,077			
Baths - Otautau	\$10,724	\$10,523	\$14,949	\$14,039	\$10,428	\$10,428			
Holt Park Camping Ground	\$10,256	\$10,274	\$12,329	\$84,807	\$76,836	\$63,111	-\$15,192		
Hall - Otautau			\$863						
Plunket Rooms - Otautau	\$1,676	\$1,621	\$1,945	\$410	\$1,856	\$1,945			
Bowling Club	\$100	\$83	\$129	\$998	\$832				
Forestry - Holt Park			\$166	\$3,727	\$1,278	\$1,292			
<b>Total</b>	<b>\$178,465</b>	<b>\$176,783</b>	<b>\$224,246</b>	<b>\$230,438</b>	<b>\$281,241</b>	<b>\$317,242</b>	<b>\$7,762</b>	<b>\$15,468</b>	<b>\$36,766</b>

Wallace Takitimu community leadership costs relate to the new board members' salaries, a budget is in the Otautau administration business unit to cover this cost

Nightcaps income is \$9,382 over budget. Operating costs has received \$4,850 of unbudgeted grants from the Ohai Railway Fund. This was \$1,200 for a Christmas party and \$3,650 for events signage. McGregor Park income currently \$4,759 over budget with the final rental invoices for the year being issued. This will be slightly under budget at the end of the year. Nightcaps expenditure is \$14,578 under budget. Operating costs are over budget by \$4,028 due to \$6,700 approved by the Ohai community Development Area Subcommittee in September 2019. Streetworks is under budget by \$4,258 with no general maintenance being required so far this year. The stormwater business unit is under budget by \$9,099 due to limited maintenance and monitoring undertaken to date.



Ohai income is over budget by \$9,792. This mainly relates to the Ohai hall where an unbudgeted grant of \$10,000 has been received from the Waiau/Aparima ward committee as a contribution to the intended upgrade. The capital expenditure for the hall was to replace the windows.

Otautau expenditure is under budget by \$50,803. Stormwater is under budget by \$47,705 due to additional expenditure of \$40K requested for stormwater investigation work along Main Street at the request of the community board, this will be funded from the stormwater reserve. This is still expected to be completed by the end of financial year. The cemetery is under budget by \$10,086 with no general maintenance or tree maintenance completed. Holt Park camping ground is over budget by \$7,971. A total of \$58,725 has been spend across operating and capital expenditure for costs relating to the demolition. The negative expenditure shown for Holt Park camping ground is due to the amount being written off from capital to operating expenditure being incorrect and will be adjusted going forward.

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 2019	BUDGET 30 JUNE 2020	FORECAST 30 JUNE 2020
Drummond general	\$10,202	\$10,521	\$10,521
Drummond recreation reserve	\$12,888	\$14,182	\$14,182
<b>Total – Drummond</b>	<b>\$23,090</b>	<b>\$24,703</b>	<b>\$24,703</b>
Takitimu pool	\$21,187	\$22,023	\$22,023
<b>Total – Takitimu</b>	<b>\$21,187</b>	<b>\$22,023</b>	<b>\$22,023</b>
Nightcaps community centre	\$9,822	\$9,991	\$9,991
Night caps McGregor park	\$108,612	\$63,301	\$73,301
Nightcaps general	\$29,174	\$29,742	\$26,342
Nightcaps stormwater	\$-	\$269	\$269
<b>Total - Nightcaps</b>	<b>\$147,608</b>	<b>\$103,303</b>	<b>\$109,903</b>
Ohai community centre	\$8,245	\$2,393	\$2,393
Ohai general	\$117,941	\$101,361	\$87,361
Ohai stormwater	\$150,494	\$155,593	\$155,593
<b>Total - Ohai</b>	<b>\$276,681</b>	<b>\$259,347</b>	<b>\$245,347</b>
Otautau town hall	\$27,650	\$28,513	\$28,513
Otautau baths	\$21,953	\$26,474	\$26,474
Otautau Brightwood development	\$16,285	\$16,285	\$16,285
Otautau community board conference	\$6,415	\$6,415	\$6,415
Otautau forestry	\$162,239	\$112,405	\$100,793
Otautau general	\$119,028	\$110,849	\$108,570
Wallace bowling club	\$998	\$1,027	\$29
Otautau stormwater	\$255,131	\$247,428	\$207,428
<b>Total – Otautau</b>	<b>\$609,699</b>	<b>\$549,396</b>	<b>\$494,507</b>
<b>TOTAL RESERVES</b>	<b>\$1,078,265</b>	<b>\$958,772</b>	<b>\$896,483</b>

## Council Report - April 2020

Record No: R/20/3/5997

Author: Kelly Tagg, Community Partnership Leader

Approved by: Rex Capil, Group Manager Community and Futures

☐ 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 Maitara river. This led to a need to evacuate parts of Gore, Maitara 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.
52. Overall the number of consents issued for 2019 is sitting 14% higher than 2018.

## **Building Solutions**

53. 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.
54. 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.

55. 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**

56. Ashby Brown has joined the team as commercial infrastructure manager.
57. 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)**

58. 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**

59. 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**

### **Land and Water Plan Implementation**

60. Environment Southland released their proposed Land and Water Plan last year.
61. 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.
62. 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.
63. 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.
64. 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.

65. 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**

66. Property management is ongoing with numerous daily queries and transactions being processed. This is a result of considerable economic activity both internal and external.
67. 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.
68. 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.

### **Project Delivery Team**

69. 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.
70. Discussions have now started with asset team managers on next year's workload and key projects.

### **Strategic Transport**

#### **Road Safety**

71. 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.
72. 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**

73. A Council representative attended an information session on the National Land Transport Programme presented by NZ Transport Agency.
74. 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.
75. 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.
76. 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 identify 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.
77. 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.
78. Council will have an opportunity for input into the RLTP through range of mechanisms such as Activity Management Plans and its elected representative on Regional Land Transport Committee.

### **District Wide Renewals Programme**

79. Despite recent weather events, good progress is still being made on the delivery of the rehabilitation programme.
80. 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.
81. 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 Wallace Takitimu Community Board:**

- a) **Receives the report titled "Council Report - April 2020" dated 27 May 2020.**

### **Attachments**

There are no attachments for this report.



## Council Report - May 2020

Record No: R/20/5/11847

Author: Kelly Tagg, Community Partnership Leader

Approved by: Janet Ellis, People and Capability Manager

☐ 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](http://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 CO<sub>2</sub>-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**

### **Governance and Democracy**

46. 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.

### **Community Leadership**

47. 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.
48. 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.
49. 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 is not limited to) reading widely, taking part in webinars, media watch and reviewing recovery scenarios from other large disruptors such as the Canterbury earthquakes.
50. 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.
51. 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.

52. 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.
53. 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**

54. 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.
55. 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.
56. 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.
57. The Speed Limits Bylaw, due for deliberation in April, was delayed and will be presented to Council for deliberation at 20 May 2020 Council meeting. Staff are also seeking a decision at this meeting as to whether Council wishes to re-consult on the Keeping of Animals, Poultry and Bees Bylaw, as the consultation period extended over the Covid-19 alert level four period.

## **Covid -19 Incident Management Team**

58. 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.
59. 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.
60. 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.
61. 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**

- 62. 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.
- 63. 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.
- 64. 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)**

- 65. 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**

- 66. 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**

- 67. 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.
- 68. 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.
- 69. 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**

- 70. Remote working largely going well despite constraints around printing, scanning etc.

71. 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.
72. The team are also supporting the team on Stewart Island and ensuring they have sufficient and appropriate resources and PPE to continue their services.
73. 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.

### **Project Delivery Team**

74. 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.
75. As of level 3 all major projects have recommenced including the bridge replacements, Otatau watermain, Te Anau pipeline and the tower block reroof.
76. The team's focus will also be to start looking at the 20-21 works programme.

### **Community Facilities**

77. 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.
78. 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.
79. 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.
80. 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.
81. 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.
82. 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.

83. 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.
84. 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 2020/21 pavement rehabilitation programme.

### **Recommendation**

**That the Wallace Takitimu Community Board:**

- a) **Receives the report titled "Council Report - May 2020" dated 27 May 2020.**

### **Attachments**

There are no attachments for this report.



## Chairperson's Report

**Record No:** R/20/4/8965  
**Author:** Fiona Dunlop, Committee Advisor  
**Approved by:** Janet Ellis, People and Capability Manager

☐ Decision ☐ Recommendation ☒ Information

### Purpose of report

- 1 The purpose of the report is to provide an update to the Wallace Takitimu Community Board on activities that the chairperson has been involved since the establishment of the board on 20 November 2019. This report covers from 20 January 2020 to 18 March 2020 and during the COVID-19 lockdown.
- 2 The report also provides an opportunity for the board chair person to present an overview of the issues he/she has been involved with.
- 3 Items of interest that the chair is reporting on are as follows:
  - meeting with Nightcaps are for Takitimu mine resource consent application
  - meeting with board regarding community board plan/workshop
  - meeting with deputy chair, people and capability manager and community partnership leader regarding board direction
  - met with plumber regarding blocked drains at pavilion
  - pre and post car show meetings
  - stakeholder forum
  - community board workshop
  - camping ground committee meeting
  - attended community board chairs forum meeting in Invercargill.
  - lock down proved unprecedented times
  - rang Board members to catch up
  - kept in touch with Community worker Zola Ayson
  - phone tree with people (particularly the elderly) around Otautau
  - sorted out some community confusion around some regulations regarding lockdown
  - making those community items in workshop

### Recommendation

**That the Wallace Takitimu Community Board:**

- a) **Receives the report titled "Chairperson's Report" dated 26 May 2020.**

### Attachments

There are no attachments for this report.



## Unbudgeted Expenditure - Otautau Town Centre CCTV

**Record No:** R/20/3/6516

**Author:** Mark Day, Community Facilities Manager

**Approved by:** Matt Russell, Group Manager Services and Assets

☒ Decision

☐ Recommendation

☐ Information

### Purpose

- 1 The purpose of the report is to recommend to Council unbudgeted expenditure of \$36,600 for the installation of new Closed Circuit Television (CCTV) on the Main Street of Otautau. This will be funded from the Otautau General Reserve.

### Executive Summary

- 2 In an email dated 2 October 2018 to the former Otautau Community Board from the Manager – Property Services it outlined the process for the Board to proceed with the acquisition of new CCTV for the town, Attachment A.
- 3 The former Board chairperson responded on 5 October 2018 indicating that Council should proceed in the preparation of an unbudgeted expenditure report for the acquisition of a new CCTV system for the town, Attachment A.
- 4 Council staff have been working with a provider to supply new CCTV and prepare the report for approval by the Community Board.
- 5 Council staff have also sought the involvement of New Zealand Police to determine the appropriate locations for the camera installation and obtain a signed letter of understanding for the administration of the cameras.
- 6 The cameras will feed the recorded data to a physical storage device that will be housed at the Otautau Police station.
- 7 The New Zealand Police will have access to the data and all requests for access will be through the New Zealand Police.
- 8 Council will have a letter of understanding with the New Zealand Police who have agreed to be the administrators of the data and host the data storage unit at the Otautau Police station.

## Recommendation

### That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Unbudgeted Expenditure - Otautau Town Centre CCTV” dated 27 May 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 any future maintenance being the responsibility of the Wallace Takitimu Community Board.**
- e) **Recommends to Council the unbudgeted expenditure of \$36,600 from the Otautau General Reserve to fund the installation of CCTV in the Main Street of Otautau and located at the Otautau Police station.**

## Background

- 9 In an email dated 2 October 2018 to the previous Otautau Community Board from Kevin McNaught it outlined the process for the Board to proceed with the acquisition of new CCTV for the town, Attachment A.
- 10 The previous Board chairperson responded on 5 October 2018 indicating that Council should proceed in the preparation of an unbudgeted expenditure report for the acquisition of new CCTV for the town, Attachment A.
- 11 There had been previous discussions at Board meetings about upgrading the two existing CCTV cameras mounted on the Council office however these are old technology cameras that are no longer supported.
- 12 The potential locations of new cameras was also discussed which included mounting them on private buildings. During the investigation phase these sites were deemed unsuitable due to the buildings being set back off the street and not being able to see under the verandas of the shops along the street.
- 13 Council staff have been working with a provider to supply and install new CCTV that will cover the Main Street, Alderley and Chester streets.
- 14 Council staff have also sought the involvement of New Zealand Police to determine the appropriate locations for the camera installation and obtain a signed letter of understanding for the administration of the cameras.



- 15 The proposed installation includes cameras being located on the north eastern corner of Main Street and Chester Street, mid way along Main Street between Chester Street and Alderley Street and on the south eastern corner of Main Street and Alderley Street.
- 16 The cameras will feed the recorded data to a physical storage device that will be housed at the Otautau Police station.
- 17 The New Zealand Police will have access to the data and all requests for access will be through the local police office.
- 18 Council will have a letter of understanding with the New Zealand Police who have agreed to be the administrators of the data and host the data storage unit at the Otautau Police station.

### **Issues**

- 19 None identified.

### **Factors to Consider**

#### **Legal and Statutory Requirements**

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

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

### **Community Views**

- 21 The position of the Wallace Takitimu Community Board will be taken to represent the community.

### **Costs and Funding**

- 22 The quote for the provision of the CCTV is \$33,216.95
- 23 There is a 10% contingency allowed for over the quote that has been provided to allow for any additional costs associated with connection to the power network.
- 24 Further it is understood that any future maintenance or upgrades required will be funded by the Community Board.
- 25 The unbudgeted expenditure of \$36,600 is to be funded from the Otautau General Reserve.
- 26 The Otautau General Reserve has a budget of \$110,849 as at 30 June 2019.

### **Policy Implications**

- 27 There are no policy implications.

### **Analysis**

#### **Options Considered**

- 28 The options for consideration are either to approve the unbudgeted or not.

## Analysis of Options

**Option 1 – Recommends to Council the unbudgeted expenditure of \$36,600 for the installation of CCTV along the Main Street of Otautau to be funded from the Otautau General Reserve and located at the Otautau Police station**

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

**Option 2 – Not recommend to Council the unbudgeted expenditure of \$36,600 for the installation of CCTV along the Main Street of Otautau to be funded from the Otautau General Reserve and located at the Otautau Police station**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>none identified</li></ul>	<ul style="list-style-type: none"><li>the proposed project scope and outcomes will not be achieved</li><li>there will be no ability to monitor activity in the town centre</li></ul>

## Recommended Option

- 29 It is recommended that the Wallace Takitimu Community Board proceed with Option 1 – Approve the unbudgeted expenditure of \$36,600 for the installation of CCTV along the Main Street of Otautau to be funded from the Otautau General Reserve and located at the Otautau Police station.

## Next Steps

- 30 Council staff to proceed with project delivery.

## Attachments

- A Attachment A - Otautau CCTV Initiation Correspondence [↓](#)  
B Attachment B - Otautau CCTV Proposal [↓](#)  
C Attachment C - Otautau CCTV Quote [↓](#)

**Mark Day**

---

**From:** Mark Day  
**Sent:** Monday, 23 March 2020 8:48 a.m.  
**To:** Mark Day  
**Subject:** FW: HPRM: FW: FYI otauatau cameras  
**Attachments:** image001.gif  
  
**Record Number:** R/20/3/6519



**Mark Day**  
**Community Facilities Manager**  
**Southland District Council**  
**PO Box 903**  
**Invercargill 9840**  
**P: 0800 732 732 | F: 0800 732 329**  
**[www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)**

---

**From:** Kevin McNaught  
**Sent:** Thursday, 6 December 2018 10:41 a.m.  
**To:** Steve Manaena; Greg Erskine; Kelly Tagg  
**Subject:** FYI otauatau cameras

Sent from my iPhone



**Kevin McNaught**  
**Strategic Manager Property**  
**Southland District Council**  
**PO Box 903**  
**Invercargill 9840**  
P: 0800 732 732 | F: 0800 732 329  
[www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)  
M: 027 229 3234

Begin forwarded message:

**From:** Kevin McNaught <[kevin.mcnaught@southlanddc.govt.nz](mailto:kevin.mcnaught@southlanddc.govt.nz)>  
**Date:** 3 December 2018 at 10:56:23 AM NZDT  
**To:** Kate Westenra <[Kate.Westenra@southlanddc.govt.nz](mailto:Kate.Westenra@southlanddc.govt.nz)>  
**Subject:** FW: Annual Plan Projects

---

**From:** Leighann [<mailto:leighann.b@xtra.co.nz>]  
**Sent:** Friday, 5 October 2018 7:39 p.m.  
**To:** Kevin McNaught  
**Subject:** RE: Annual Plan Projects

Thank you for your letter Kevin  
The board had a meeting yesterday and discussed the options  
#1 yes, all agreed to follow your recommendation as unbudgeted expenditure.  
#2 put on hold until we can see if the rugby club will come on board as well as promotions, so we could possibly have a greater community input than just the OCB  
#3 Simon CPL, brought an idea to the table regarding Te Anau pump track that has being just finished, the board was quite impressed ,so again will look for community support and Greg is going to supply information on costings.  
The suggestion was also to possibly go through as unbudgeted expenditure later down the track?  
So thank you again for your time on these projects.  
Any more information required please don't hesitate to contact me

Regards  
Andre

---

**From:** Kevin McNaught [<mailto:kevin.mcnaught@southlanddc.govt.nz>]  
**Sent:** Tuesday, 2 October 2018 1:16 p.m.  
**To:** Andre Bekhuis  
**Cc:** Steve Manaena; Michelle Stevenson; Kelly Tagg; Hartley Hare  
**Subject:** Annual Plan Projects

Hi Andre, thank you for the list of extraordinary projects. Here is my initial feedback in respect of each one.

Security Cameras – I don't consider this to be an annual plan project and can be actioned by way of an unbudgeted expenditure report. As the amount is under \$10K then this can be approved by the Board. Please advise if you wish for staff to proceed with a scope and costing , followed by a report to the Board for approval.

Shelter Shed at Holt Park. – more detail is required on this like location, dimensions and electricity requirements. Upon receipt of this information the scope can be finalised and appropriate costs can be estimated for design, construction and building act compliance.

Skate Board Park – more information is required for this project like location, indicative design and size. This is particularly relevant so that an appropriate cost estimate can be compiled for this additional information. These costs will include design, construction and building compliance.

The process will be that once your Board agree on the information requested, then the staff will take this information and determine the appropriate budget costs for each project. Once this is completed then subsequent dialogue will be held as to whether the Board wish to proceed with the project or not.

 **Kevin McNaught**  
**Strategic Manager Property**  
**Southland District Council**  
**PO Box 903**  
**Invercargill 9840**  
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**Southland District Council - Working Together for a Better Southland**

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*Please consider our environment... do you really need to print this email?*



239 Dee Street  
Invercargill  
03 211 0888

## SDC Security Cameras Otautau.

Mar 18 2020

### Overview

#### Job overview and scope of work

We have a request to provide cameras down the main street in Otautau between the Chester st / Main street intersection and the Alderly / Main Street intersection.

Due to the requirements described in this request we would like to investigate an option of utilising the current street lights.

#### Fabrication.

The cameras, radios and switch/routers are all waterproof and can be mounted directly to a pipe that will in turn be mounted to the back of the street lights



**Course of action.**

After the quote has been approved, step one will be to build a connection between the SDC building and the police station.

We will go to the SDC building and install two poles, the first pole will hold a ePMP radio with a sector antenna. This will be used for the camera's to connect.

The 2nd radio will be a Force ePMP 180 This radio will be to create a stable uplink between the police station and the SDC.

Both radios will route to a switch connected to the SDC LAN.

Once installed we will move to the police station and mount the Network Video Recorder into the server cabinet. The (NVR) will have a single wire run up to a Force 180 radio mounted on the roof of the police station.

After checking these systems are working as expected NES will provide service work on each pole their scope of work will be to

Install smart meters onto each pole to isolate the power supplied to the new system, They will then install a PoE injector to power the Mikrotik router, this router will be used to power the Force 180 radio and camera on each pole.

Each pole will have an extension pole mounted to the back of the street light that each camera and the radios will connect to.

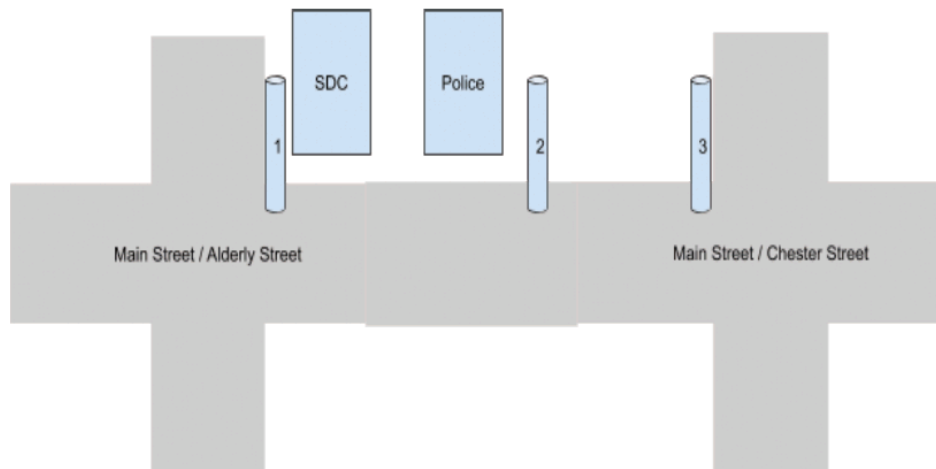
Cameras and radios will be pre configured in house so NES will simply need to mount and point in the correct direction.

Training will be provided along with written instructions.



### System Architecture

The below shows locations that will be utilized



### Pole numbers.

Pole 1 = 091734

Pole 2 = 091737

Pole 3 = 091740



**Police Station.**

The police station will house the recorder (NVR).

The police station has a cabinet that we will be able to utilize and house the NVR recorder, We will install an independent IP Network.

1. Dahua NVR recorder with 12TB of storage.
2. Cambium ePMP Force 180

**SDC Building.**

The SDC will act as the hub.

All video streams will come to the SDC on an independent 'Local Area Network' (Lan) / IP Pool

The system will use the 'Wide Area Network' (WAN) address

1. Switch (POE)
2. Cambium ePMP Access Point

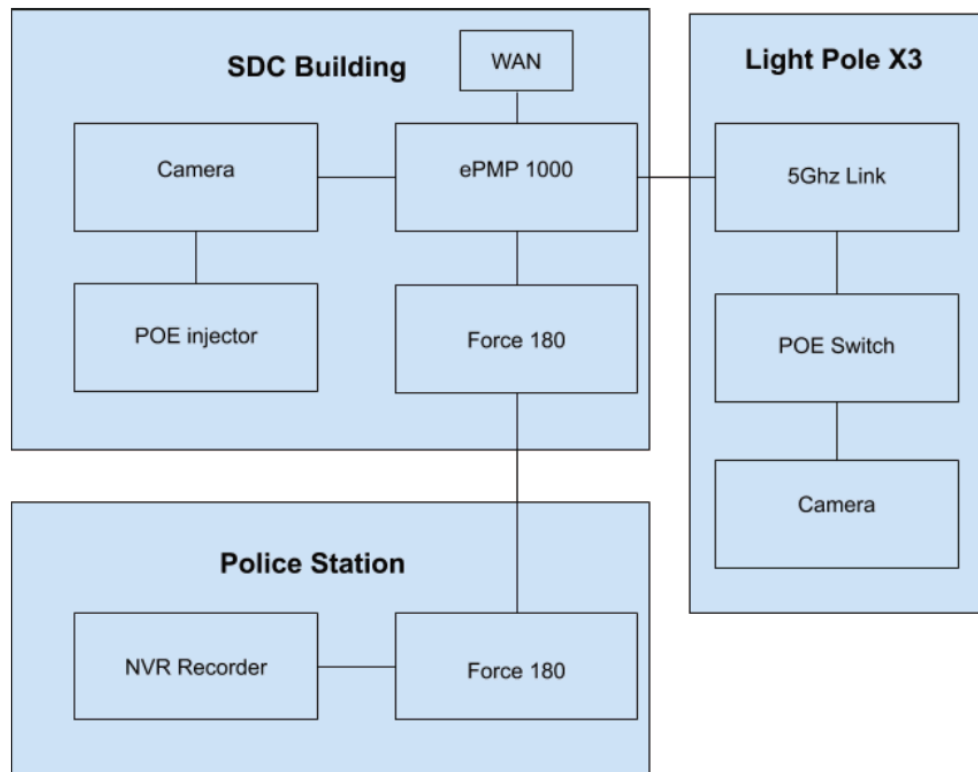
**Power Poles.**

The power poles will have cameras mounted to them

They will also have a ePMP device pointing back at the SDC building.

1. 2 X Dahua Multi-Lens Panoramic Bullet creating a full 360 viewing angle
2. POE Switch
3. Cambium ePMP Force 180
4. Mikrotik outdoor network router





#### Expandability

The design I have implemented any future upgrades can be done at a low cost due to the strong foundations and Access point position.

This means if you would like to add any more cameras to this system in otautau it is very likely all we would need is a camera, power and an ePMP radio.

Pricing and contracting.

Attached to email

Any questions or comments please contact

Sebastian Urban

0273334666

Seb@jacksonwills.co.nz

## ESTIMATE

Jackson and Wills  
New ZealandBILL TO  
SDC

Estimate Number: 569

Estimate Date: March 18, 2020

Expires On: March 18, 2020

Grand Total (NZD): \$38,199.49

Items	Quantity	Price	Amount
<b>PFW8601-A180</b> Dahua 6mp Multi-Lens Panoramic Network IR Bullet Camera	5	\$1,499.99	\$7,499.95
<b>C050900C271A</b> Cambium ePMP Force 180 5GHz	5	\$179.00	\$895.00
<b>RB960PGS-PG</b> MikroTik PowerBox Pro 5 Port Gigabit Outdoor PoE Router	3	\$179.00	\$537.00
<b>C050900A021A</b> Cambium ePMP1000 5GHz Connectorised CPE/Bridge Radio	1	\$179.00	\$179.00
<b>C050900D002A</b> Cambium ePMP1000 5GHz 120deg Sector	1	\$175.00	\$175.00
<b>MISC</b> Fabrication and Misc Items Estimated	1	\$3,000.00	\$3,000.00
<b>SEB</b> Labour (Sebastian)	16	\$129.57	\$2,073.12
<b>JM1</b> Labour Jono	8	\$82.61	\$660.88
<b>DHI-NVR5224-24P-4KS2</b> Dahua 24CH NVR5224-24PoE-4K H.265	1	\$1,199.00	\$1,199.00
<b>HDDWD6TB-P</b> Western Digital 6TB Hard Drive	2	\$389.00	\$778.00
<b>D-PFA150</b> Dahua Pole Mount Bracket	5	\$44.00	\$220.00

ESTIMATE

Jackson and Wills  
New Zealand

Items	Quantity	Price	Amount
MISC NES Quote	1	\$16,000.00	\$16,000.00
Subtotal:			\$33,216.95
GST 15%:			\$4,982.54
Total:			\$38,199.49
Grand Total (NZD):			\$38,199.49

Notes  
Sebastian Urban  
Jackson and Wills  
239 Dee Street  
Invercargill





## Reserve Classification Change to enable FENZ to expand Fire Depot at Drummond

Record No: R/20/3/5332

Author: Theresa Cavanagh, Property Advisor

Approved by: Matt Russell, Group Manager Services and Assets

☐ Decision

☒ Recommendation

☐ Information

### Purpose

- 1 Undertake classification changes of Reserves to facilitate the expansion of the Fire Depot at 11 Hamilton Street, Drummond. This will enable Fire Emergency New Zealand to enter into a lease agreement with Council.

### Executive Summary

- 2 Fire Emergency New Zealand operate a fire depot at 11 Hamilton Street, Drummond and wish to add an ablution block (and associated infrastructure). This is part of a nationwide drive from FENZ to provide basic amenities at every station.
- 3 The existing and proposed area for the fire depot is located on two lots which require changes to their reserve status in order for the development to proceed.
- 4 Lot 33 is Recreation Reserve, which does not formally enable the activity of a fire depot. Therefore, in order for the development to proceed including the issue of a lease, the reserve classification is required to be changed to a Local Purpose Reserve (Community Buildings).
- 5 Lot 32 has never been classified under the *Reserves Act 1977* and remains a 'reserve for a site for a public hall' as per the *Reserves and Domains Act 1953*. A classification to Local Purpose Reserve (Community Buildings) is required to be formalised via Gazette Notice. This requirement is similar to Lot 33.
- 6 The above processes will create the correct land classifications to enable Fire Emergency NZ to enter into a lease agreement with the Southland District Council.

## Recommendation

**That the Wallace Takitimu Community Board:**

- a) Receives the report titled “Reserve Classification Change to enable FENZ to expand Fire Depot at Drummond” dated 19 May 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) Recommends to Council that the Reserve classification of Lot 33 DP 276 is changed from Recreation Reserve to Local Purpose Reserve (Community Building).**
- e) Recommends to Council that Lot 32 DP 276 is classified as a Local Purpose Reserve (Community Building) under the Reserves Act.**
- f) Supports a lease to Fire Emergency NZ being entered into to allow the proposed development to proceed.**

## Background

- 7 Fire & Emergency New Zealand (FENZ) currently own and operate a fire depot building at 11 Hamilton Street, Drummond. Southland District Council (Council) own the land (Lot 33 DP 276) and FENZ have a ‘Licence to Use Response Assets’ to operate the depot from the land. This Licence included all existing FENZ assets located on SDC property throughout Southland.
- 8 FENZ wish to build an ablution building (and associated water tank, soak pit, septic tank and dispersal field) adjacent to the existing building. This is part of a nationwide drive from FENZ to provide basic amenities at every station. See attached plans.
- 9 The proposed building and associated infrastructure is not within the Licence area so requires a new agreement. This will be in the form of a lease agreement.
- 10 The Council land where the fire depot is located is Recreation Reserve, however the proposed activity is not considered to fit within the Recreation Reserve criteria. To enable the development and subsequent lease, the reserve status would need to change to a Local Purpose Reserve, as this allows for community buildings. A fire depot serves the community and is therefore considered a community building.
- 11 The access to the service infrastructure and gravel carpark will extend into the adjoining lot (Lot 32 DP 276) which is also owned by Council. The status of this lot is a ‘reserve for a site for a public hall’ as per the *Reserves and Domains Act 1953*. The required classification of this reserve under the *Reserves Act 1977* to Local Purpose Reserve was never undertaken. This will be formalised via Gazette Notice as part of this process.

### **Issues**

- 12 The area where FENZ wish to expand into is currently grazed by AD Stirling. Mr Stirling has sighted the development plans and has agreed to forfeit part of his grazing area to allow the development.
- 13 The current and proposed buildings are on part of Lot 32 and part of Lot 33. However, Council intend to change the classification for all of Lot 32 & 33 in order to avoid having to subdivide out the area used for the development. Mr Stirling will be able to continue to graze the balance of these lots.

### **Factors to Consider**

#### **Legal and Statutory Requirements**

- 14 Section 24 of the Reserves Act details the required process for changing the classification of Lot 33 from Recreation Reserve to Local Purpose Reserve. This requires Council approval and public notification.
- 15 Section 16(1) of the Reserves Act enables the classification of Lot 32 to a Local Purpose Reserve. This requires Council approval.

#### **Community Views**

- 16 The Drummond Reserves Administrative Representative, Dick McFarlane, has confirmed his approval of the proposed development on the reserve.

#### **Costs and Funding**

- 17 FENZ have accepted that they will pay for any external fees that Council incurs, such as legal fees and Gazettal fees.

#### **Policy Implications**

- 18 None identified at this stage.

### **Analysis**

#### **Options Considered**

- 19 Option 1 – Undertake Reserve Classification Processes & Enter into a Lease Agreement with FENZ
- 20 Option 2 – Status Quo

## Analysis of Options

- 21 Option 1 – Undertake Reserve Classification Processes & Enter into a Lease Agreement with FENZ

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>Enables the development of the fire depot and ensures that basic amenities are provided at the site.</li> </ul>	<ul style="list-style-type: none"> <li>None identified.</li> </ul>

## Option 2 – Status Quo

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>None identified.</li> </ul>	<ul style="list-style-type: none"> <li>Restricts development of the site and prevents basic amenities from being provided on site.</li> </ul>

## Assessment of Significance

- 22 Not Significant

## Recommended Option

- 23 Option 1 - Undertake Reserve Classification Processes & Enter into a Lease Agreement with FENZ

## Next Steps

- 24 Undertake Reserve Classification Processes & Enter into a Lease Agreement with FENZ

## Attachments

- A Map of Hamilton Street, Drummond [↓](#)  
 B Drummond Fire Station Ablution Pod [↓](#)

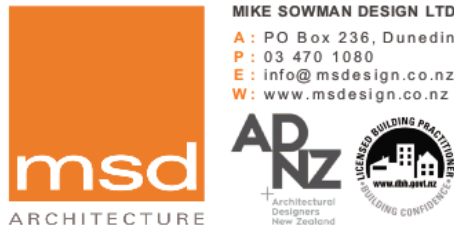




**SHEET INDEX**

No.	TITLE
01	OVERALL & ENLARGED SITE PLANS
02	PROPOSED & ENLARGED FLOOR PLANS

**C N 19 - 1 8 6 9**  
**PROPOSED ABLUTION BUILDING**  
**DRUMMOND FIRE STATION**



**SKETCH SCHEME 1**

PRINT DATE - 6/06/2019



**OVERALL SITE PLAN**

SCALE 1:2000



MIKE SOWMAN DESIGN LTD  
 A: PO Box 236, Dunedin  
 P: 03 470 1080  
 E: info@msdesign.co.nz  
 W: www.msdesign.co.nz

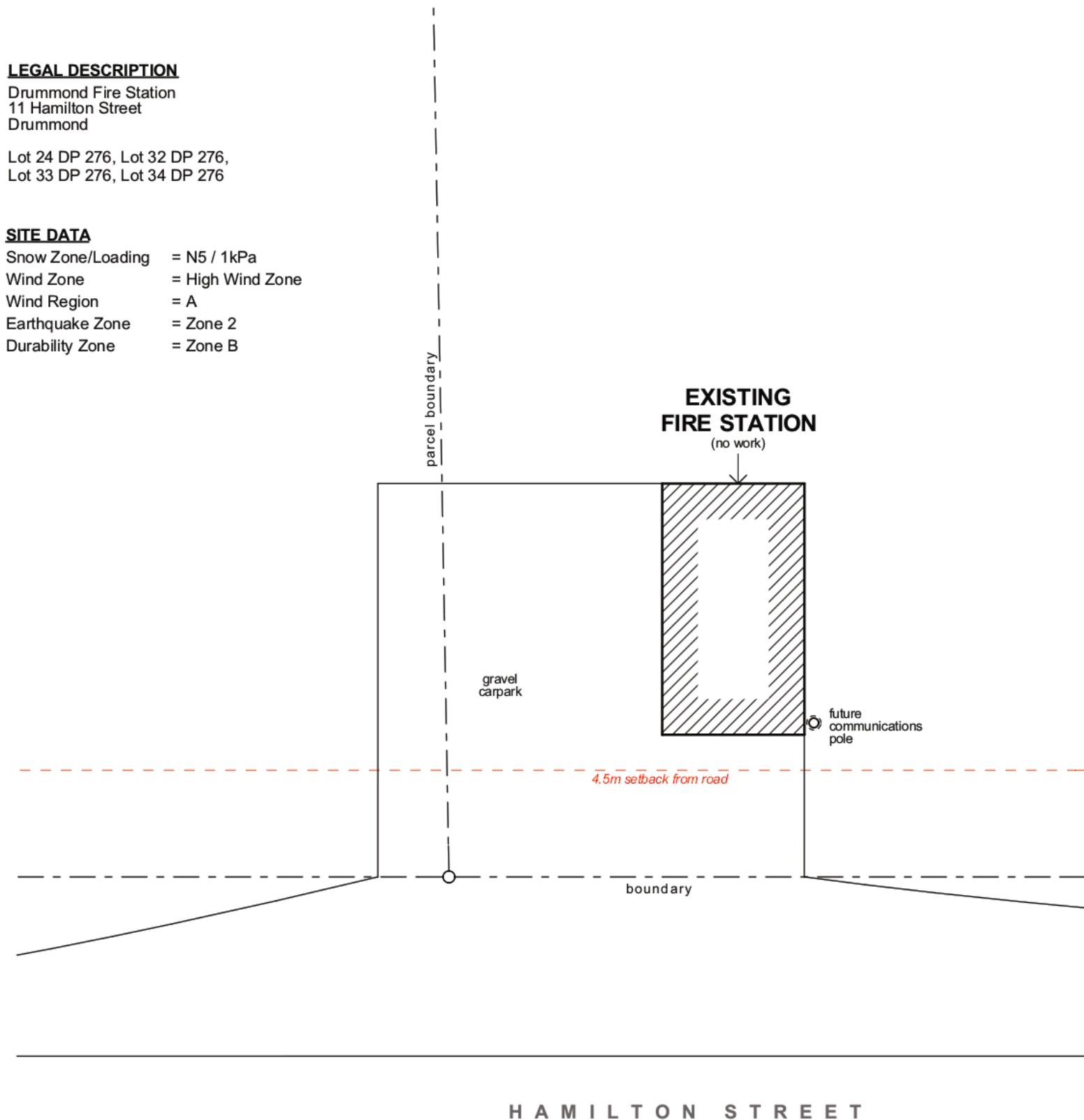
**LEGAL DESCRIPTION**

Drummond Fire Station  
 11 Hamilton Street  
 Drummond

Lot 24 DP 276, Lot 32 DP 276,  
 Lot 33 DP 276, Lot 34 DP 276

**SITE DATA**

Snow Zone/Loading = N5 / 1kPa  
 Wind Zone = High Wind Zone  
 Wind Region = A  
 Earthquake Zone = Zone 2  
 Durability Zone = Zone B

**ENLARGED SITE PLAN**

SCALE 1:200



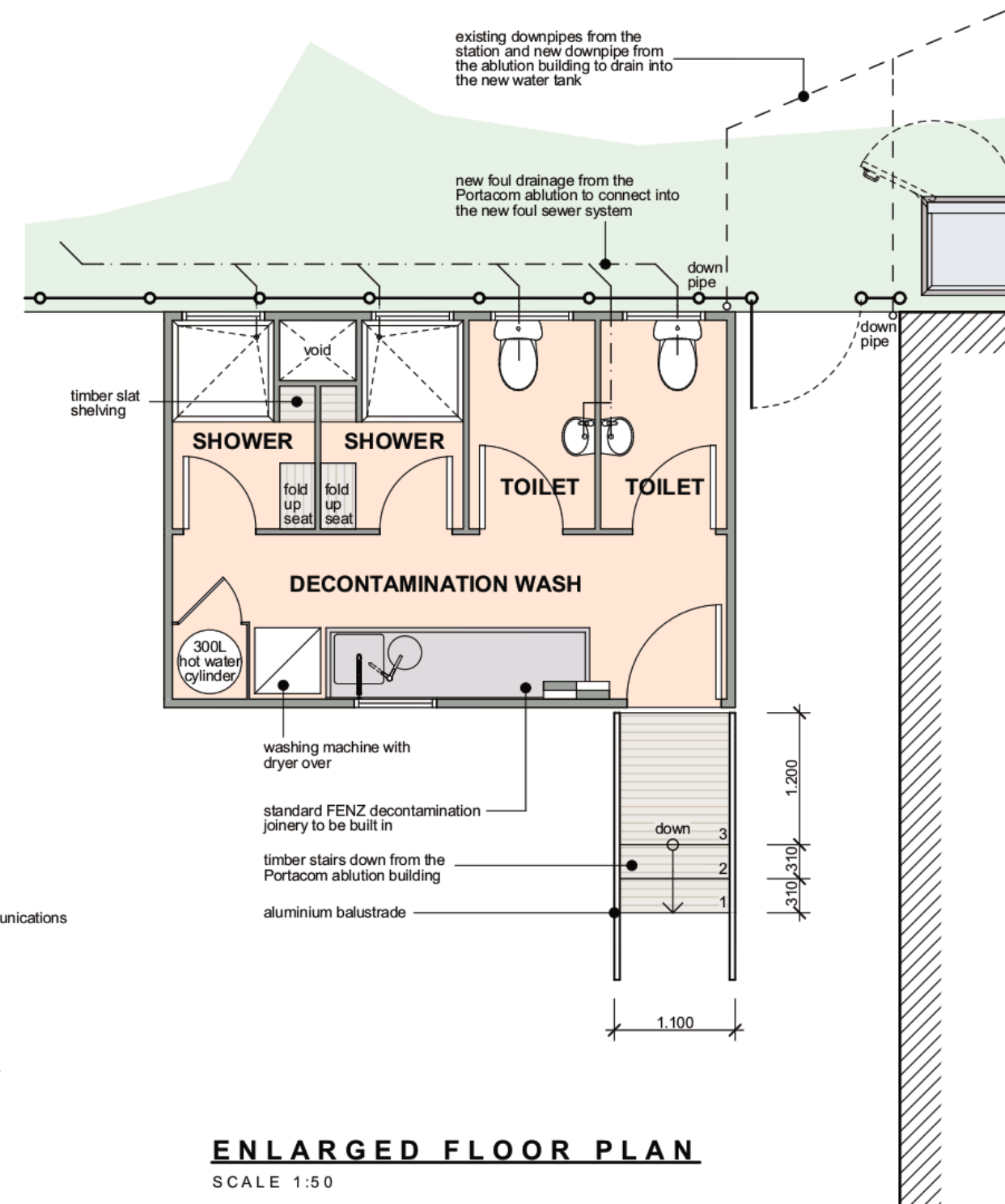
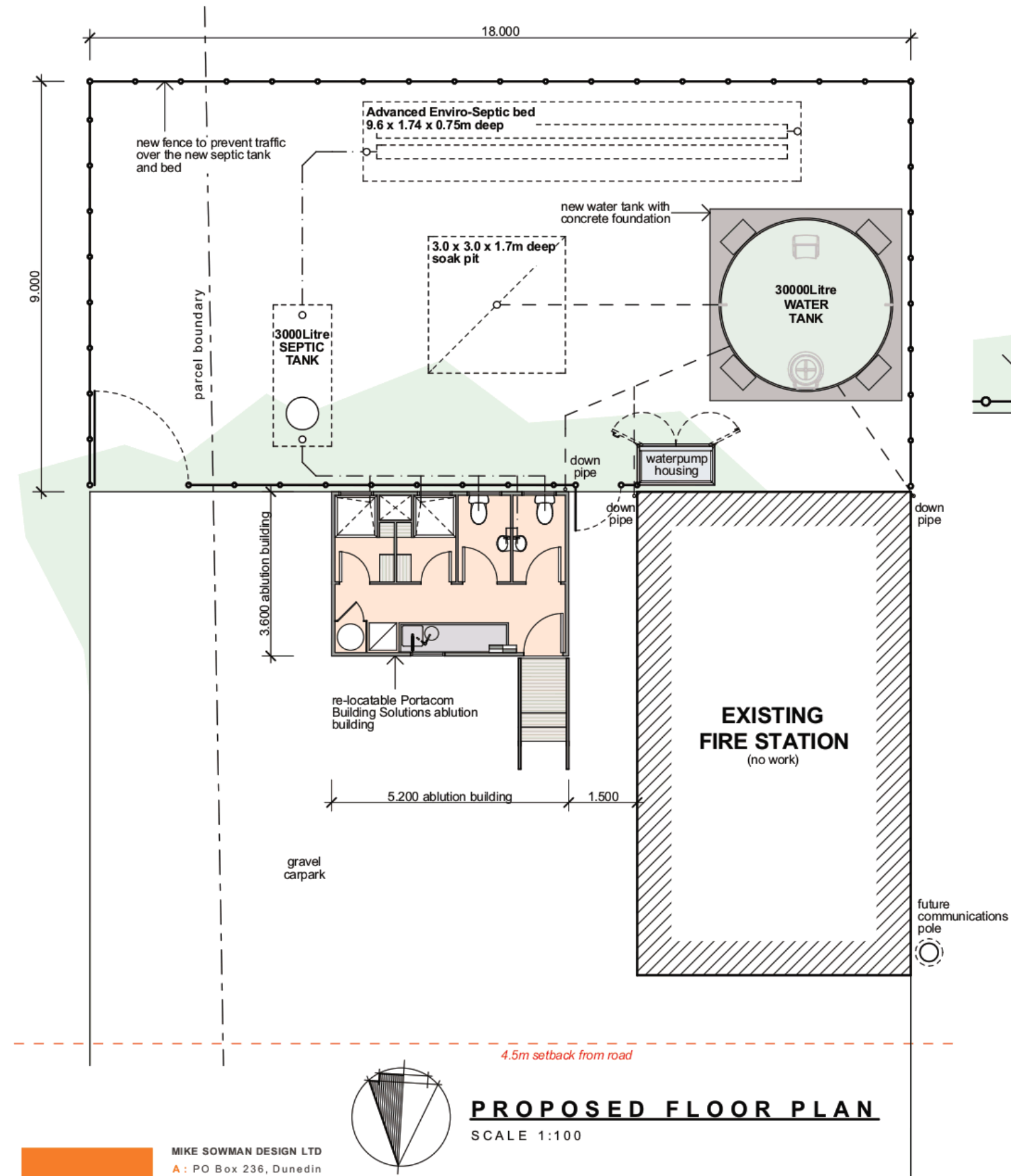
**PROPOSED ABLUTION BUILDING**  
**DRUMMOND FIRE STATION**  
 11 HAMILTON STREET - DRUMMOND

SCALE 1:200, 1:2000 @ A3  
 DATE JUNE 2019  
 JOB NUMBER CN19-1869  
 PRINT DATE 6/06/2019

**SKETCH SCHEME 1**  
 DO NOT SCALE OFF DRAWINGS. DIMENSIONS TO BE VERIFIED ON SITE PRIOR TO CONSTRUCTION

**01**





SKETCH SCHEME 1  
DO NOT SCALE OFF DRAWINGS. DIMENSIONS TO BE VERIFIED ON SITE PRIOR TO CONSTRUCTION



MIKE SOWMAN DESIGN LTD  
A: PO Box 236, Dunedin  
P: 03 470 1080  
E: info@msdesign.co.nz  
W: www.msdesign.co.nz



**PROPOSED ABLUTION BUILDING**  
**DRUMMOND FIRE STATION**  
11 HAMILTON STREET - DRUMMOND

SCALE 1:100, 1:50 @ A3  
DATE JUNE 2019  
JOB NUMBER CN19-1869  
PRINT DATE 6/06/2019

02



## Ohai/Nightcaps and Districts Doctors House and Surgery Committee - Decision on Future of the Fund

Record No: R/20/4/9951

Author: Louise Pagan, Communications Manager

Approved by: Rex Capil, Group Manager Community and Futures

☒ Decision

☐ Recommendation

☐ Information

### Purpose

- 1 The purpose this report is for the Wallace Takitimu Community Board to consider and make a decision on whether or not to wind-up and allocate the remaining funds from the Ohai-Nightcaps and Districts Doctors House Fund.

### Executive Summary

- 2 The Ohai/Nightcaps and Districts Doctors House and Surgery Committee was not re-established as a subcommittee of Council as part of the terms of reference and delegations for the 2019-2022 governance structure.
- 3 Instead, the Wallace Takitimu Community Board was given delegated authority to consider and make a decision on whether or not to wind-up and allocate the remaining funds from the Ohai/Nightcaps and Districts Doctors House and Surgery Committee Fund.
- 4 The most recent funding applications were received in 2016.
- 5 The last committee appointed for the 2013-2016 triennium had expressed an interest in winding up the fund and distributing it to organisations providing medical facilities in the Ohai and Nightcaps area.

## Recommendation

### That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Ohai/Nightcaps and Districts Doctors House and Surgery Committee - Decision on Future of the Fund” dated 19 May 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) **Winds up and allocates equally the remaining funds from the Ohai-Nightcaps and Districts Doctors House Fund to the Ohai Medical Clinic, Nightcaps Medical Clinic, Ohai First Response/Fire brigade and Nightcaps Fire Brigade.**

## Background

- 6 The Ohai/Nightcaps and Districts Doctors House and Surgery Committee was a previously constituted committee of Council with delegated authority to administer houses for doctors in Ohai and Nightcaps.
- 7 It was established in the late 1970s to attract doctors to the area. Properties were bought with public donations and funds raised by the Ohai Nightcaps Lions Club.
- 8 When the doctors' houses in Ohai and Nightcaps were sold in the mid-1990s a fund from the sale proceeds was set up to provide funding assistance to medical facilities in the Ohai and Nightcaps areas.
- 9 Traditionally, membership of the committee comprised members of the former Ohai Community Development Area Subcommittee, the Nightcaps Community Development Area Subcommittee and the Ohai/Nightcaps Lions Club.
- 10 The fund was open to applications year round and the committee would meet to hear applications as they were received.
- 11 At the committee's meeting on 28 January 2016, a request was made to staff to investigate winding up and distributing the fund.

## Issues

- 12 The Ohai/Nightcaps and Districts Doctors House and Surgery Committee was not re-established for the 2019-2022 triennium.
- 13 The decision not to re-establish the committee was largely based on the request of the previous committee that the fund be wound up and distributed to the local medical providers in the area – namely the Nightcaps Medical Clinic, the Nightcaps Fire Brigade, the Ohai Medical Clinic and the Ohai First Response/Fire Brigade.

- 14 This issue would have been discussed at a subsequent meeting but no further formal meetings of the committee were held to receive applications as no applications have been received since 2016.
- 15 This fund is open to receive applications year round from providers of medical services in the Ohai and Nightcaps areas but is not formally advertised.

### **Factors to Consider**

#### **Legal and Statutory Requirements**

- 16 The Wallace Takitimu Community Board was given delegated authority by Council to consider and make a decision on whether or not to wind-up and allocate the remaining funds from the Ohai/Nightcaps and Districts Doctors House and Surgery Committee Fund.

#### **Community Views**

- 17 The previous Ohai/Nightcaps and Districts Doctors House and Surgery Committee requested at their meeting of 26 January 2016 that staff provide further advice on how to wind up the fund.
- 18 The committee as advised at the time of their request that they did not have delegation to do this but could make a recommendation to Council.
- 19 The position of the Wallace Takitimu Community Board will be taken to represent the views of the community.

#### **Costs and Funding**

- 20 The current balance of funds as at 28 February 2020 is \$39,381.91.
- 21 Interest for the current year will not be known until the end of the financial year which is 30 June 2020.

**Southland District Council  
Ohai/Nightcaps and District Doctors House & Surgery Committee  
as at 28 February 2020**

<u>Summary</u>	<u>Actual</u>
Opening Balance as at 1 July 2019	39,381.91
<u>Add:</u>	<u>-</u>
<b>Total</b>	<b>39,381.91</b>
 <u>Less:</u>	
Grant	<u>-</u>
	<u>-</u>
 <b>Funds Available for General Distribution</b>	 <b><u>39,381.91</u></b>

\* Interest earned for the period has not been included. The actual amount will not be known until the end of the financial year when interest is allocated across Council's investments (30 June 2020).

### Policy Implications

- 22 There are no policy implications.

### Analysis

#### Options Considered

- 23 The Wallace Takitimu Community Board must determine whether or not to wind up and allocate the remaining funds from the Ohai/Nightcaps and Districts Doctors House and Surgery Committee Fund.
- 24 It is not an option to retain the status quo as currently the Wallace Takitimu Community Board only has delegated authority to determine the future of the fund. If the board does not wish to wind up the fund it will have to ask Council to consider how the fund will be distributed in the future.

## Analysis of Options

### Option 1 – wind up and allocate the remaining funds from the Ohai/Nightcaps and Districts Doctors House and Surgery Committee to medical providers in the Ohai and Nightcaps area.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• uses the remaining funds for medical services in the Ohai- Nightcaps area</li><li>• provides funds to these organisations providing health services to the communities</li><li>• completes and ends the fund while maintaining the purpose for why it was set up</li></ul>	<ul style="list-style-type: none"><li>• no obvious disadvantages</li></ul>

### Option 2 – recommend to Council that a new committee be established to distribute funds to the committee as and when applications are received

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• the community still can receive funds</li></ul>	<ul style="list-style-type: none"><li>• there has been no applications received for several years so the fund has just sat there</li><li>• the fund is not being used in the communities in the way it was set up to do</li></ul>

## Assessment of Significance

- 25 This is not considered significant.

## Recommended Option

- 26 Option 1 is the recommended option.

## Next Steps

- 27 The former Ohai/Nightcaps and Districts Doctors House and Surgery Committee had discussed allocating the remaining funds of \$39,381.91 (plus interest due to 30 June 2020) between the Ohai Medical Clinic, the Nightcaps Medical Clinic, the Nightcaps Fire Brigade and the Ohai First Response/Fire Brigade.
- 28 Staff will confirm that the above are still providing medical services in the area and then arrange for the distribution of the funds.

## Attachments

- A Ohai Nightcaps and District Doctors House and Surgery Committee 2183/0017/0 and 2152/0087/0 [↓](#)
- B Minutes - Ohai-Nightcaps and Districts Doctors House and Surgery Subcommittee - 28 January 2016 [↓](#)

Ohai Nightcaps and  
District Doctor's  
House  
and Surgery  
Committee

2183/0017/0  
2152/0087/0



## History

The Committee is a constituted committee of Council with delegated authority to administer houses for doctors in Ohai and Nightcaps. It was established in the late 1970s to attract doctors to the area. Properties were bought with public donations and funds raised by the Ohai Nightcaps Lions Club.

## Timeline of Events

December 1991	Discussions initiated re future of providing houses for doctors.
March 1993	Considered there was no longer a need to provide a house for a doctor and felt they could be disposed of. The doctor who practiced at Nightcaps resided in Otautau and the doctor in Ohai practiced from another surgery.
November 1993	Resolved to accept tenders for sale of properties.
April 1996	Committee discussed future of fund. Consideration was given to allocating funds to Nightcaps Medical Centre and Ohai Surgery on a 50/50 basis.  Status quo was to remain with Committee to administer funds to assist medical facilities within the district.

## Criteria

Distribution of funds be for medical facilities and/or equipment in the Ohai, Nightcaps and surrounding area.

## Financial Position

Closing balance at 30 June 2001 \$42,008  
(plus approx - interest for period 1/7/01 - 31/10/01 = \$700)

## Funding Distribution - Summary of Grants

### May 1992

Ohai	- assist with running costs and maintenance	\$3,000
Nightcaps	- assist with running costs and maintenance	\$3,000

### November 1993

Ohai	- refurbishing of surgery	\$3,000
Nightcaps	- surgical equipment	\$3,000

### August 1994

Ohai	- purchase medical equipment	\$4,400
Nightcaps	- construction of concrete sump and toilet for disabled persons	\$4,400

### April 1996

Ohai	- purchase of medical equipment	\$1,826.24
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### June 1998

Otautau	- St John's - purchase new paging system	\$2,000
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### February 2001

Nightcaps	- general equipment and surgery items	\$1,700
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### November 2001

Ohai	- purchase of laptop computer	\$3,000
Nightcaps	- repainting of surgery	\$3,000

## General

Chris Dolan administers this fund and should be contacted to discuss future applications.



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# Ohai-Nightcaps and Districts Doctors House and Surgery Subcommittee

## OPEN MINUTES

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Minutes of a meeting of Ohai-Nightcaps and Districts Doctors House and Surgery Subcommittee held in the Nightcaps Hall, Johnston Road, Nightcaps on Thursday, 28 January 2016 at 10am.

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### PRESENT

<b>Chairperson</b>	Councillor Stuart Baird
<b>Members</b>	John Carmichael Bev Evans Shirley Paterson Mark Wishart

### IN ATTENDANCE

<b>Committee Advisor</b>	Kelly Tagg
<b>Community Development Planner</b>	Kathryn Cowie

**1 Apologies**

There were no apologies.

**2 Leave of absence**

No requests for leave of absence were received.

**3 Conflict of Interest**

There were no conflicts of interest declared.

**4 Public Forum**

Moved Member Evans, seconded Member Paterson and **resolved that the Ohai-Nightcaps and Districts Doctors House and Surgery Subcommittee go into public forum to allow members of the public to speak.**

Mrs Margaret Gutsell addressed the meeting on behalf of the St John Otautau Area Committee where she confirmed that the Committee was now seeking \$2,000 rather than the \$10,000 that they had initially applied for.

Moved Member Paterson, seconded Member Wishart and **resolved that the Ohai-Nightcaps and Districts Doctors House and Surgery Committee moves out of public forum.**

**5 Extraordinary/Urgent Items**

There were no Extraordinary/Urgent items.

**6 Confirmation of Minutes****Resolution**

Moved Member Evans, seconded Member Wishart

**Confirms the minutes of Ohai-Nightcaps and Districts Doctors House and Surgery Subcommittee, held on 21 October 2014.**

**Reports****7.1 Financial Report to 30 June 2015**

**Record No: R/15/12/22791**

The Financial Report for the year ended 30 June 2015, was tabled.

The Subcommittee was advised that \$38,413.20 is available for distribution.

At this point, Member Evans queried if it was worthwhile keeping this fund going and suggested that the proceeds be given out to local organisations.

The Committee Advisor informed the meeting that the Subcommittee did not have delegated authority to wind-up this fund but it could make a recommendation to Council to do so.

Members discussed this suggestion and agreed that further discussions be held with Council staff in order to address this matter.

### **Resolution**

Moved Member Paterson, seconded Member Wishart

**That the Ohai-Nightcaps and Districts Doctors House and Surgery Subcommittee:**

- a) **Receives the report titled “Financial Report to 30 June 2015” dated 11 January 2016.**
- b) **Requests that further discussions be held with Council staff in order to consider options for the future of the fund.**

## **7.2 Otautau St John Area Committee funding application**

**Record No: R/16/1/628**

The subcommittee considered a request from the Otautau St John Area Committee for a grant of \$2,000 to assist with the purchase of a new health shuttle vehicle.

The meeting was informed that the current Western Southland Health Shuttle is 15 years old and has travelled 150,000 km.

The subcommittee noted that the Otautau St Johns Western Southland Health Shuttle has been in operation for five years and during that time has proved to be a much needed service in Ohai, Nightcaps, Otautau and Tuatapere.

The meeting was advised that in 2014, the shuttle transported a total of 156 people to Kew Hospital and other medical centres for a variety of health related appointments. Furthermore, of the 156 people transported, 36 were from Ohai, 22 from Nightcaps, 45 from Tuatapere and 53 from Otautau.

The subcommittee was informed that the service relies on donations from clientele, Ministry of Health travel reimbursements and various other donations; in 2014 there was a loss of close to \$3,000. This loss was covered by the St John Otautau Area Committee; as of July 2015 the committee is facing a 270% increase in Regional levies (currently \$3,499 and increasing to \$12,885).

The meeting noted that the preferred quote to replace the vehicle is in the amount of \$45,351 (incl. GST) and that to date, the Otautau St John Area Committee has secured grants totalling \$38,500 which includes a grant from the Ohai Railway Fund Subcommittee in the amount of \$14,000 which was approved in October 2015.

The subcommittee agreed to approve grant of \$2,000 to the St John Otautau Area Committee.

### **Resolution**

Moved Member Evans, seconded Member Paterson

**That the Ohai-Nightcaps and Districts Doctors House and Surgery Subcommittee:**

- a) Receives the report titled "Otautau St John Area Committee funding application" dated 15 January 2016.
- 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 a grant of \$2,000 to the Otautau St John Area Committee to assist with the purchase of a new health shuttle.

10.39am

CONFIRMED AS A TRUE AND CORRECT  
RECORD AT A MEETING OF THE OHAI-  
NIGHTCAPS AND DISTRICTS DOCTORS  
HOUSE AND SURGERY SUBCOMMITTEE  
HELD ON 28 JANUARY 2016

**DATE:**.....

**CHAIRPERSON:**.....

## Community Partnership Fund - Criteria

**Record No:** R/20/3/6488

**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 approval from the Wallace Takitimu Community Board for their chosen criteria for the Community Partnership Fund as a result of discussions to be held at the Wallace Takitimu Community Board workshop on 26 March 2020. Due to the late timing of the workshop (community board meeting and workshop was rescheduled due to recent floods), it was not possible to have the workshop before this report was written.

### Executive Summary

- 2 A review of Southland District Council's 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 sets out a broad criteria list for the Wallace Takitimu Community Board.
- 7 The community boards who have already held workshops to discuss the Community Partnership Fund have all come up with similar broad criteria points.

## Recommendation

### That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Community Partnership Fund - Criteria ” dated 19 May 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 Wallace Takitimu Community Board.**

## Background

- 8 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.
- 9 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.
- 10 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.
- 11 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.
- 12 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.
- 13 Guiding principles for the Community Partnership Fund have been developed and endorsed by Council. These were distributed to board members prior to the workshop held on Monday 16 March 2020. The guiding principles are also attached to this report for your reference.

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

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

**Assessment of Significance**

- 20 This is not considered significant.

**Recommended Option**

- 21 That the Wallace Takitimu 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 meeting on 6 May 2020 for Council endorsement.

**Attachments**

- A Community Partnership Fund Guiding Principles [↓](#)



## Community Partnership Fund

### Guiding Principles

Southland District Council  
Te Rohe Pōtae o Murihiku

PO Box 903  
15 Forth Street  
Invercargill 9840

☎ 0800 732 732  
@ sdc@southlanddc.govt.nz  
🌐 southlanddc.govt.nz

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## **i. Background**

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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.

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## 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

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## 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.

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#### iv. Guiding principles for funding allocation

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**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.

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**v. Common approach to administration and accountability**

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- 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.

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**vi. Timeline**

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**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