



Notice is hereby given that an Ordinary Meeting of Southland District Tuatapere Te Waewae Community Board will be held on:

Date: Monday, 22 February 2021
Time: 3pm
Meeting Room: Waiau Town and Country Club
Venue: 41 King Street, Tuatapere

Tuatapere Te Waewae Community Board Agenda OPEN

MEMBERSHIP

Chairperson	Margaret Thomas
Deputy Chair	Ann Horrell
Councillors	Blayne De Vries
	Maurice Green
	Alastair McCracken
	Keri Potter
	Councillor George Harpur

IN ATTENDANCE

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

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

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

Terms of Reference – Community Boards

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

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

¹ Local Government Act 2002, s.53

Advocacy

11) submissions

- a) authority to make recommendations to Council on matters to be considered in submissions Council may make to external organisations' regional or national policy documents, select committees
- b) authority to make submissions to Council or other agency on issues within its community of interest area
- c) authority to make submissions to Council on bylaws and recommend to Council the level of bylaw service and enforcement to be provided, having regard to the need to maintain consistency across the District for all Council bylaws.

12) authority to prepare a submission to Council on the proposed levels of service, income and expenditure within the community of interest area, for consideration as part of the long term plan/annual plan process

13) provide comment by way of the formal Annual Plan/Long Term Plan process on relative priorities for the delivery of District services and levels of service within the community board area.

District activities include:

- a) wastewater
- b) solid waste
- c) water supply
- d) parks and reserves
- e) roading
- f) libraries
- g) cemeteries
- h) emergency management
- i) stormwater
- j) public toilets
- k) community housing

14) Council will set the levels of service for District activities – if a community board seek a higher level of service they will need to recommend that to Council and it will need to be funded in an appropriate way (locally).

Community Assistance

- 15) authority to establish prioritisation for allocation based on an overarching set of criteria from council to guide the scope of the activity
- 16) authority to grant the allocated funds from the Community Partnership Fund
- 17) authority to allocate bequests or grants generated locally consistent with the terms of the bequest or grant fund

Northern Community Board

- 18) make decisions regarding funding applications to the Northern Southland Development Fund. The Northern Community Board may invite a representative of the community of Dipton to take part in the decisions on applications to the Northern Southland Development Fund.

Unbudgeted Expenditure

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

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

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

Service Delivery

Local Activities

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

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

- involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise.

Local activities include:

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

Rentals and Leases

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

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

Environmental management and spatial planning

- 22) provide comment on behalf of the relevant community/communities on resource consent applications referred to the community board for comment.
- 23) recommend to Council the level of bylaw service and enforcement to be provided within the community, having regard to the need to maintain consistency across the District.
- 24) provide advice to Council and its committees on any matter of interest or concern to the community board in

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

	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.
REPORTING	<p>Community boards are unincorporated statutory bodies which are elected to represent the communities they serve.</p> <p>The boards maintain bound minute books of their own meetings.</p>

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1 Apologies

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

2 Leave of absence

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

3 Conflict of Interest

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

4 Public Forum

Notification to speak is required by 12noon at least one clear day before the meeting. Further information is available on www.southlanddc.govt.nz or phoning 0800 732 732.

5 Extraordinary/Urgent Items

To consider, and if thought fit, to pass a resolution to permit the Community Board to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:

- (i) the reason why the item was not on the Agenda, and
- (ii) the reason why the discussion of this item cannot be delayed until a subsequent meeting.

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

"Where an item is not on the agenda for a meeting,-

- (a) that item may be discussed at that meeting if-
 - (i) that item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further **discussion."**

6 Confirmation of Minutes

6.1 Meeting minutes of Tuatapere Te Waewae Community Board, 14 December 2020



Tuatapere Te Waewae Community Board

OPEN MINUTES

Minutes of a meeting of Tuatapere Te Waewae Community Board held in the Waiau Town and Country Club, 41 King Street, Tuatapere on Monday, 14 December 2020 at 3pm.

PRESENT

Chairperson	Margaret Thomas
Deputy Chair	Ann Horrell
	Maurice Green
	Keri Potter
	Councillor George Harpur

APOLOGIES

Blayne De Vries
Alastair McCracken

IN ATTENDANCE

Chief Executive	Cameron McIntosh
Group Manager - Customer Delivery	Trudie Hurst
Committee Advisor	Alyson Hamilton

1 Apologies

There were apologies from Alastair McCracken and Blayne De Vries.

Resolution

Moved Keri Potter, seconded Deputy Chair Horrell and resolved:

That the Tuatapere Te Waewae Community Board accept the apology.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

There was no public forum.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Deputy Chair Horrell, seconded Maurice Green and resolved:

That the minutes of Tuatapere Te Waewae Community Board meeting held on 19 October 2020 and 4 November 2020 be confirmed as a true and correct record of that meeting.

Reports

7.1 Community Leadership Report

Record No: R/20/11/65018

Group Manager Customer Delivery - Trudie Hurst was in attendance for this item.

Ms Hurst advised the purpose of the report is to update the board on the community leadership activities in the area.

Ms Hurst drew a number of issues to the attention of the board as follows:

- Community partnership fund
- Upcoming funding deadlines
- Orepuki promotions group
- Monkey Island upgrade

During discussion on the community partnership fund the board requested that \$10,000 be added to the February 2021 round of the Board Community Partnership Fund to be funded from the Tuatapere General Reserve and that to progress this transfer staff prepare an unbudgeted expenditure report to be presented to the next meeting of the board.

Resolution

Moved Chairperson Thomas, seconded Maurice Green recommendation a and new b (as indicated) and resolved:

That the Tuatapere Te Waewae Community Board:

- a) **Receives the report titled “Community Leadership Report” dated 7 December 2020.**

New b) Agree that \$10,000 be added to the February 2021 round of the Tuatapere Te Waewae Community Board Community Partnership Fund to be funded from the Tuatapere General Reserve and that to progress this transfer staff prepare an unbudgeted expenditure report to be presented to the next meeting of the board.

7.2 Operational Report for Tuatapere Te Waewae Community Board

Record No: R/20/11/67850

Group Manager Customer Delivery - Trudie Hurst was in attendance for this item.

Resolution

Moved Cr Harpur, seconded Keri Potter and resolved:

That the Tuatapere Te Waewae Community Board:

- a) **Receives the report titled “Operational Report for Tuatapere Te Waewae Community Board” dated 4 December 2020.**

7.3 Council Report

Record No: R/20/11/67089

Councillor George Harpur presented this report

Councillor Harpur drew a number of issues to the attention of the board including:

- Dog control

- Around the mountain cycle trail
- Te Anau Manapouri airport
- 3 waters reform
- Electric vehicle charging station located on council land in Tuatapere is now operational

Resolution

Moved Cr Harpur, seconded Chairperson Thomas and resolved:

That the Tuatapere Te Waewae Community Board:

- a) **Receives the report titled "Council Report" dated 30 November 2020.**

7.4 Chairperson's Report

Record No: R/20/11/69304

Chairperson Margaret Thomas presented this report.

Chairperson Thomas advised that the flag trax system has yet to be installed it is anticipated work will be completed and banners erected by Christmas.

Deputy Chair Anne Horrell advised of maintenance work required at the Ferry Road entrance to the walking track to Sneyd Street and of this being a possible health and safety issue. Staff to lodge a RFS for this matter, with the Deputy Chair to be responded to accordingly.

Resolution

Moved Chairperson Thomas, seconded Deputy Chair Horrell and resolved:

That the Tuatapere Te Waewae Community Board:

- a) **Receives the report titled "Chairperson's Report" dated 7 December 2020.**

The meeting concluded at 3.56pm

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE TUATAPERE TE WAEWAE
COMMUNITY BOARD HELD ON MONDAY, 14
DECEMBER 2020.

DATE:.....

CHAIRPERSON:.....

Community Leadership Report

Record No: R/21/2/6438
Author: Simon Moran, Community Partnership Leader
Approved by: Trudie Hurst, Group Manager Customer Delivery

☐ Decision ☐ Recommendation ☒ Information

Purpose

area.

Recommendation

That the Tuatapere Te Waewae Community Board:

- a) **Receives the report titled “Community Leadership Report” dated 15 February 2021.**

Attachments

A Community Leadership Report [↓](#)



What's happening in your area

Community Partnership Fund

The next round of the Tuatapere Te Waewae Community Partnership Fund closes on 28 February 2021. The board has \$9,453.25 left to distribute for this financial year. Application forms can be found online at <https://www.southlanddc.govt.nz/my-community/wallacetakitimu/community-partnership-fund/>

Funding

Southland Funders Forum update

In December, staff attended the Southland Funders Forum which is a group of funding agencies who meet quarterly to discuss the current funding environment, provide updates, and specific projects. Attendees include staff from Community Trust South, Department of Internal Affairs, Invercargill City Council, Invercargill Licensing Trust, and Sport Southland. A major announcement was made by the Department of Internal Affairs who informed their \$40 million Lottery Covid-19 Community Wellbeing Fund is being temporarily suspended and will not be accepting applications or making funding decisions until after January 2021.

Upcoming funding deadlines

The following funds are now open for applications which close on 31 March 2021:

- Sport NZ Rural Travel Fund
- Creative Communities
- District Heritage Fund
- District Initiatives Fund
- Ohai railway Fund
- Northern Southland Development Fund
- Stewart Island Visitor Levy

Application forms for the above funds are available on Council's website at <https://www.southlanddc.govt.nz/my-council/funding-and-grants-/>

What's happening outside your area

District/regional Initiatives

Leadership Academy

Progress is being made on the establishment of a Leadership Academy facilitated by Southland Chamber of Commerce in partnership with Council and being held in the following locations.

- 15 April – 27 May 2021 in Edendale
- 8 June – 13 July 2021 in Lumsden
- February/March 2022 in Otautau

Southland Chamber of Commerce is working with Council to ensure that modules relating to community-led development and community leadership are included in the course content. Southland Chamber of Commerce are currently preparing their marketing material for this academy and further information will be available soon.

Community Power of Play Huddle

Sport Southland are partnering with a variety of stakeholders across the region to ensure that opportunities for kids to play are preserved, enhanced and relevant to the world we live in today. Staff attended a workshop on 24 November facilitated by Sport Southland, Sport NZ and the Research Agency Innovation Unit. The purpose of the workshop was to connect with a range of people working directly and indirectly in play at the community, local authority and regional levels to gain insights on play to support a more strategic approach to play as well as to showcase good and emergent practice from the community.

SDC Holiday Programme

The annual SDC Holiday Programme is currently underway around the district, run by Sport Southland. They will hold the programme in eight locations (Tokanui, Otautau, Riverton, Wyndham, Lumsden, Winton, Te Anau and Stewart Island) on eight days between 15 January and 1 February 2021. Further information regarding attendance numbers and feedback from attendees will follow at the next community board meeting in April.

Welcoming Communities

The Southland Murihiku Welcoming Plan was developed by Venture Southland in 2018 with a three-year lifespan is due to expire in 2021. MBIE has informed Southland's councils that in 2021 each council will need to begin to develop their own welcoming plans. This is an opportunity for Southland District Council to develop a plan that reflects its community's needs and unique circumstances. The first stage of this process involves the establishment of an advisory group in early 2021 to guide the process for the development of the new welcoming plan. Staff are in the early stages of forming this new advisory group.

Water treatment course

A pool water treatment course was held in Invercargill on 24 November for our community pools, run by WSP and held at Splash Palace. It is essential for pools to have at least one member of their committee qualified in water treatment for their facility. Southland District Council covered the cost of 10 attendees from 10 pools around the district to attend.

Community service awards

Staff are undertaking a review of Southland District Council's Community Service Awards to ensure a consistent district-wide approach. At this stage, it's being proposed that members of the community will be able to nominate individuals for a community service award through a standardised application form and an annual closing date. Community boards will then consider and allocate up to two awards per community board per year. A report will go to the Community and Strategy Committee in the New Year that includes a draft of the new community service awards process.

Stewart Island Visitor Levy numbers

Stewart Island visitor numbers to Stewart Island for the period July 2020 to November 2020 have increased by 2,906 compared to the same period in 2019.

Milford Opportunities Project

Work continues on this project with the governance group due to meet again in February. The last round of wide public engagement took place in October and the analysis of the comments received will be part of the information considered when making decisions on the actions to recommend for the master plan. Alongside the public comments the project team has also had significant feedback from tourism operators and other key stakeholders. The master plan will be completed and made public by the middle of 2021.

What's coming up?

Strategy and policy

Procurement Policy

Staff have been revising the Procurement Policy and developing a draft procurement manual. The formal consultation period for the policy was 4 November to 4 December 2020. Submissions were presented to Council on 28 January 2021. The executive leadership team will adopt a procurement manual that implements Council's policy approach, upon adoption of the policy.

Other policy work

Review of a suite of policies that will inform the Long Term Plan was undertaken in November and December 2020. This included the Revenue and Finance Policy, the Policy on Development and Financial Contributions, and the Significance and Engagement Policy. The formal consultation period for these policies was 4 November to 4 December 2020. Submissions were presented to Council at its 28 January 2021 meeting.

Staff are also working on the asset management and contract management policies. Review of the Elected Members' Remuneration and Reimbursements Policy, the Fraud Policy and the Sensitive Expenditure Policy is underway.

Stewart Island visitor levy

Strategy and policy are leading the review of the Stewart Island visitor levy. An update on the progression of this work was presented to the Community and Strategy Committee at its November 2020 meeting. The committee adopted a timeframe to complete the review of the Stewart Island/Rakiura Visitor Levy Policy and the Stewart Island/Rakiura Visitor Levy Bylaw, with consultation regarding any change to the levy quantum proposed to occur in line with the 2022-2023 Annual Plan process.

The Stewart Island Levy Subcommittee is meeting in February 2021 to work with staff in developing a 10 year funding plan for allocation of levy funds, in line with the policy.

Corporate risks

Staff have started preparing for the next round of reporting on Council's strategic risks. Staff will be updating the quarterly risk register, and then quarterly reports will be provided to the Finance and Assurance Committee in March 2021, and to Council in April 2021. The Finance and Assurance Committee will also have a discussion on one of the top strategic risks at the conclusion of their meeting.

Long Term Plan

Staff are continuing to complete the necessary work required to get the draft budgets, consultation document, activity management plans, infrastructure and financial strategies finalised. We are currently finalising the dates for Audit NZ to review the supporting information necessary to complete the Consultation Document. As a result, staff are working on amending the project plan to meet the legislative requirements, to ensure the LTP is adopted by the end of June 2021.

Stakeholder updates

Highways South

- the pavement rehabilitation on SH6, south of Winton (entrance to Sinclair Transport north of Gap Road) is underway now and will be completed in February
- pavement rehabilitation work near Mossburn will begin later in summer, once the above work is complete
- the recent resurfacing of Josephville Hill on SH6 is the start of ongoing work culminating in a rehab of this area
- Crawford Tunnel update: A solution has been determined for this issue and we are now working towards implementing this. In the meantime, the temporary traffic lights have been removed and a priority give way is in place at this location
- chip sealing around the network continues until March - please obey the speed restrictions on these sites, even if unattended. This is to ensure the success of the seal and avoid the need to cause further delays by coming back and fixing damage
- Highways South sends a weekly email listing all **planned** interruptions on Southland state highways for the coming week. If you or others in your community would like to be added to this list, please visit our Facebook page (www.facebook.com/HighwaysSouthNZ) and click on the 'Sign up' link
- for journey planning and **unplanned** delays/detours both in Southland and other regions please visit [www. https://www.journeys.nzta.govt.nz/](https://www.journeys.nzta.govt.nz/)
- please keep in mind that the coming months are expected to be hot, and this can have an effect on road surfaces, so please drive with care
- a reminder that the Burt Munro rally is coming up on the 10 February, so there are likely to be a lot more bikes on both state highways and local roads

Operational Report for Tuatapere Te Waewae Community Board

Record No: R/21/1/3862

Author: Carolyn Davies, Executive Assistant

Approved by: Trudie Hurst, Group Manager Customer Delivery

☐ Decision

☐ Recommendation

☒ Information

Purpose of Report

- 1 The purpose of the report is to update the board on the operational activities in the Tuatapere Te Waewae Community Board area.

Recommendation

That the Tuatapere Te Waewae Community Board:

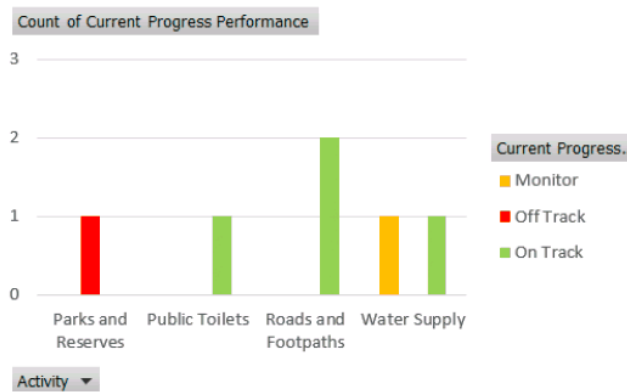
- a) **Receives the report titled “Operational Report for Tuatapere Te Waewae Community Board” dated 11 February 2021.**

Attachments

- A Tuatapere Te Waewae Community Board - 22 February 2021 - Operational report [↓](#)



1. Projects within current financial year



CLARIFICATION OF FUNDING SOURCES

Local funded: stormwater, cemeteries, footpaths, SIESA, water structures and community halls.

District funded: water, wastewater, public toilets and roading.

Local or District funded (dependent on service): community facilities, parks and reserves.

ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET VALUE
WATER SUPPLY	P-10007	Upgrade Water Supply at Eastern Bush - Stage 1	Pre delivery phase	On track	Preliminary discussions have been had with landowners regarding drilling test bores near Waiau River for the new source. Draft documents for landowner agreements to go to landowners for review and signing prior to drilling taking place	\$1,326,995



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET VALUE
PUBLIC TOILETS	P-10033	Install new toilets at Monkey Island	Delivery phase	On track	The project is nearing completion with only the fencing and planted to be scheduled.	\$77,747
WATER SUPPLY	P-10276	Recoat Aerator frame at Water Treatment Plant Tuatapere	Delivery phase	Monitor	Aerator is under construction and due in March. Aerator stand design has now be completed and is due to be constructed, ready for installation upon aerator delivery.	\$73,400
PARKS AND RESERVES	P-10368	Upgrade playground at Monowai	Initiation phase	Off track	Awaiting further advice on site plan of current layout and play activities from Playsafe before final plan is drawn up. This is to be completed by mid-March.	\$30,000
ROADS AND FOOTPATHS	P-10370	Upgrade Monowai suspension bridge	Pre delivery phase	On track	Engineering evaluation and preliminary designs are completed. Construction will be undertaken in two stages. 1. maintenance package in 2021. 2. deck replacement and coatings package in 2022-23. Community meeting indicated that the work will need to be undertaken as a night shift.	\$450,000
ROADS AND FOOTPATHS	P-10371	Replace Lake Monowai Road - Canal bridge 3407.003	Delivery phase	On track	Bridge is completed. Defects liability period ends September 2021.	\$350,000

3. Service Contracts

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
10/01 – Water and Waste Water Services Operation and Maintenance	The water and waste water contract is operating well. Further high rainfall events have required increased monitoring of river intakes.
17/3 Waimea Alliance	Routine maintenance and cyclic works are ongoing. A drainage crew will be in the ward to complete some required drainage works over the next month or so. 2020/2021 resealing is currently underway in the district including the Tuatapere ward area. 2021/2022 pre reseal repair works are underway with marking out and repair works. Planning for the Lake Monowai Road suspension bridge works is underway.
16/52 Toilet Cleaning	The new toilets were opened in time for the holiday period there have been some minor issues that council are working through to resolve, the toilets at Clifden have been vandalised and one door has been damaged.
Mowing	New mowing contractor going well.
Gardening	Contract is still being negotiated.

4. Request for service data 19 November 2020 – 29 January 2021

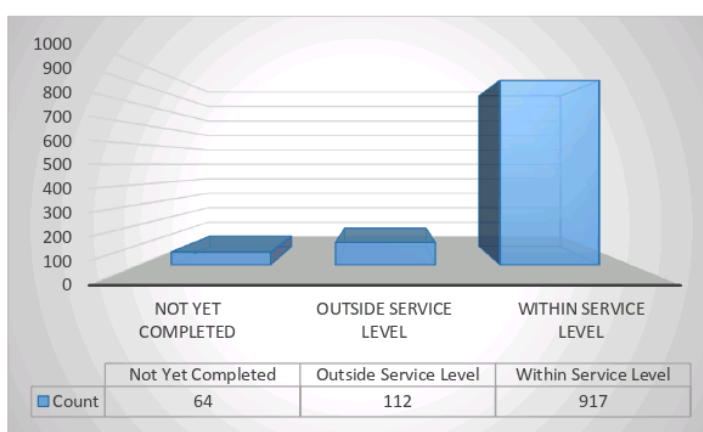


REQUEST TYPE	COUNT
Council housing/flats - repairs (routine)	1
Culverts blocked - rural	2
Edge break/low shoulders sealed roads	1
Flooding roads – urban towns (not stormwater) - safety	1
Gravel, potholes/corrugations and grading	1
Roadside spraying - noxious weeds	1
Rural water - no water supply	1

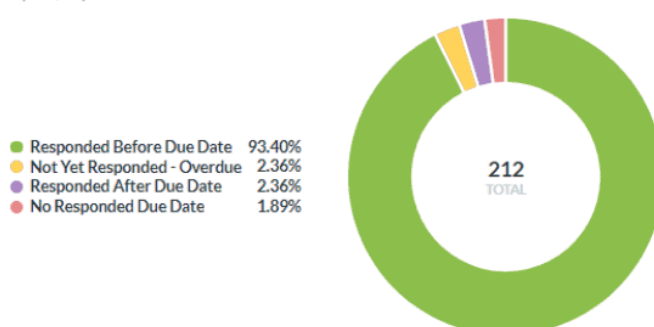


REQUEST TYPE	COUNT
Rural water asset leak	6
Rural water main leak urgent	1
Toilet repairs and maintenance	1
Transport - road matters general	2
Water asset leak - (main, hydrant, valve, meter)	4
Water pressure low	1
Water toby leak	4
Vegetation urban/berm mow/overgrown/visibility issues	2
Wheelie bin damaged	1
Wheelie bin new	1
Wheelie bin collection complaints	1
TOTAL	32

RFS count by completion time status



IPS Requests, Response Time Status



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





5. Local finance reporting

Orepuki - Business Units as at 31 December 2020									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Street Works - Orepuki	\$3,758	\$3,758	\$8,074	\$4,457	\$6,504	\$13,008	\$25,227	\$3,795	\$7,589
Stormwater Drainage - Orepuki	\$522	\$522	\$1,044		\$522	\$1,044			
Beautification - Orepuki	\$4,438	\$4,438	\$8,876	\$10,431	\$4,860	\$9,721			
Playground - Orepuki	\$412	\$412	\$824	\$432	\$838	\$1,676			
Hall - Orepuki	\$5,981	\$6,013	\$12,253	\$3,842	\$6,812	\$13,624			
Railway Land - Orepuki		\$568	\$1,136	\$301	\$557	\$832			
Total	\$15,111	\$15,711	\$32,207	\$19,463	\$20,093	\$39,905	\$25,227	\$3,795	\$7,589

Income for the Orepuki business units is on budget.

Orepuki streetworks, stormwater drainage and playground are under budget due to less general maintenance required. Beautification is over budget due to increased mowing costs incurred as well as the phasing of the budget to be adjusted. The shortfall in mowing budget of \$1,708 will be included in the February forecasting round. The Orepuki hall operating costs are underspent due to lower maintenance and operating costs required.

Orepuki streetworks business unit capital spend is over budget due to \$25,227 spend towards internal capital footpaths. This includes the NZTA share of the footpath renewals and will be corrected for future reporting.

Tuatapere - Business Units as at 31 December 2020									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Community Leadership Tuatapere			\$5,898	\$40,218	\$12,354	\$56,080			
Administration - Tuatapere	\$8,333	\$8,318	\$25,408						
Operating Costs - Tuatapere	\$11,711	\$11,690	\$23,379	\$2,976	\$3,929	\$23,379			
Street Works - Tuatapere	\$6,328	\$6,316	\$12,632	\$2,446	\$13,880	\$27,760			
Refuse Collection - Tuatapere									
Stormwater Drainage -Tuatapere	\$8,014	\$7,999	\$15,998	\$4,504	\$8,114	\$15,998			
Beautification - Tuatapere	\$11,454	\$11,444	\$22,888	\$25,863	\$11,444	\$22,888			
Tuatapere Parks & Reserves	\$5,333	\$5,323	\$10,646	\$9,017	\$10,387	\$19,790	\$29,029	\$15,978	\$39,946
Waiau River Collection	\$175	\$175	\$350	\$520	\$175	\$350			
Tuatapere Ward Pool Rate	\$2,545	\$2,534	\$5,703		\$1,267	\$5,067			
Hall - Tuatapere	\$9,582	\$8,706	\$18,147	\$4,547	\$9,272	\$17,412			
Total	\$63,476	\$62,504	\$141,049	\$90,092	\$70,822	\$188,724	\$29,029	\$15,978	\$39,946

Overall income for the Tuatapere business units are on budget.

Community leadership is overspent by \$27,863 due to the following community partnership grants being paid out: Tuatapere playcentre playgroup \$1,462, Waiau memorial grant \$1,417, Tuatapere Highland piping and dancing society \$900 and the Tuatapere Districts promotion \$20,000. The budget has been phased to occur later in the financial year and the phasing has now been corrected in the January month-end to match actual year to date spend.

Operating costs is underspent due to lower catering and mileage/travel expenses incurred. Streetworks is underspent due to lower spend on street litter bins and maintenance general. Stormwater drainage is underspent due to underspend in monitoring and general maintenance costs. Beautification is overspent due to higher mowing and garden maintenance costs being incurred. The increased mowing budget of \$4,280 has been forecasted for and the phasing of the garden maintenance budget has been adjusted to match actual costs year to date. Parks and reserves is underspent due to lower maintenance general costs incurred. No grant application has been received from the Tuatapere pool committee yet this year.



The capital spend of \$29,029 in parks and reserves was towards the installation of the Tuatapere flying fox. The actual costs include an additional purchase order for the project of \$8,000 that was not required and has been cancelled. A further \$3,250 of costs shown do not relate to the flying fox project directly will be transferred and will reflect in the next round of operational reporting. The reduction in costs reduces the actual costs for the remainder of the project for 20/21 to \$17,129.

Reserve Balances

RESERVE	30 JUNE 2020	BUDGET 30 JUNE 2021	FORECAST 30 JUNE 2021
Orepuki community centre	\$18,579	\$19,111	\$19,111
Orepuki general	\$32,295	\$31,320	\$19,905
Total – Orepuki	\$50,874	\$50,431	\$39,016
Tuatapere community centre	\$26,508	\$27,243	\$27,243
Elder park forestry	\$23,970	\$23,970	\$23,970
Tuatapere general	\$260,425	\$231,363	\$211,417
Tuatapere pool	\$40,912	\$41,548	\$41,548
Tuatapere property	\$3,070	\$3,173	\$3,173
Waiau river collection	\$799	\$837	\$837
Tuatapere water meridian contribution	\$7,328	\$7,328	\$7,328
Total – Tuatapere	\$363,012	\$335,462	\$315,516
Clifden recreation reserve	\$34,501	\$42,033	\$42,033
Cosy Nook reserve	\$24,915	\$28,812	\$28,812
Hirstfield reserve	\$23,683	\$26,514	\$26,514
Total – Waiau Aparima	\$83,099	\$97,359	\$97,359
TOTAL RESERVES	\$496,985	\$483,252	\$451,891

Council Report

Record No: R/21/1/3133
Author: Simon Moran, Community Partnership Leader
Approved by: Trudie Hurst, Group Manager Customer Delivery

☐ Decision

☐ Recommendation

☒ Information

Environmental Services

Group Managers Update

Museums

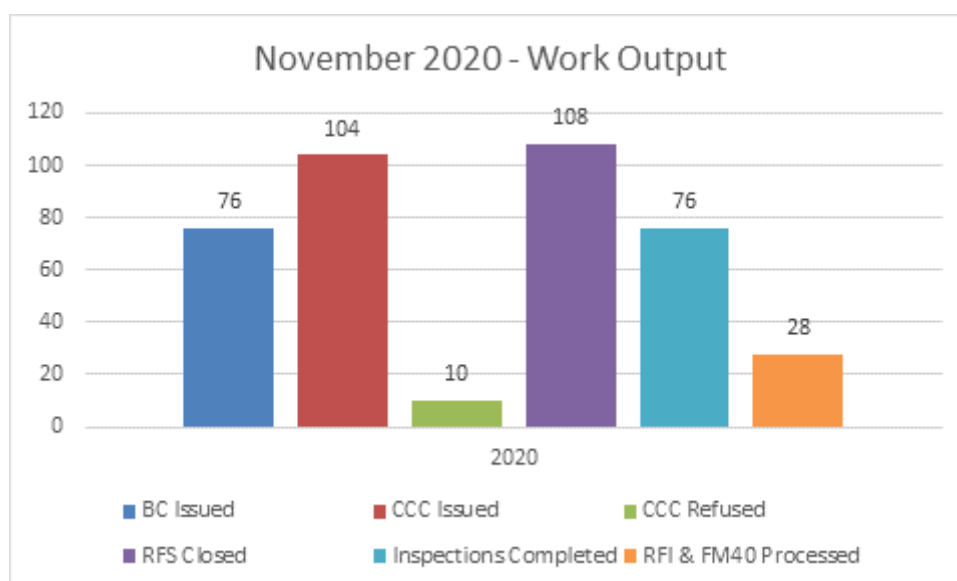
1. There was a fabulous celebration at the opening of the Rakiura Museum on 1 December 2020. It was a great gathering of the locals with the school children performing with the kapa haka group supported by the local marae. Their hospitality to those visiting Stewart Island was equally impressive.
2. The exhibits in the museum have been well laid out and tell the history of people on the Island. Several significant items from family collections were entrusted to the care of the museum and have added to the rich history of the area.

Emergency Management Southland

3. Angus McKay has resigned his position as EMS manager and has accepted a new role with the Ministry of Primary Industries (MPI) in Wellington as chief controller, starting at the end of January 2021.

Building Solutions

4. Council continues to receive a higher volume of consents post Covid-19 lockdown than were received prior, with 93 consents received during November 2020, this is 11% more than were received in November 2019.
5. The team have maintained their improved processing timeframes for building consents issued, achieving 81% compliance for November 2020. Overdue consents with requests for further information which sit with the customer are being continuously 'drip fed' back into the team's workload preventing a 100% compliance achievement.



November 2020 – Building Consents Received

Primary Property Hk Ey → Property Ward	Count	Sum of Application Val...
Mararoa Waimea	26	NZ\$5,423,712.50
Stewart Island Rakiura	3	NZ\$58,000.00
Waiau Aparima	22	NZ\$2,264,264.00
Waihopai Toetoe	12	NZ\$944,500.00
Winton Wallacetown	34	NZ\$4,355,192.00

Dog Control

6. Animal control staff completed their first dog safety training workshop at Environment Southland for their compliance officers in relation to the risks they face entering private property. Great feedback was received from Environment Southland and it was a job well done.
7. Animal control staff are also running a series of workshops looking at ways to improve the dog registration process, for the purpose making it more efficient.

Environmental Health

8. The team is starting work on developing online applications for alcohol licensing. Once this is completed health licensing will then follow.
9. It is proposed to start work on amending Council's Alcohol Fee Setting Bylaw, having been delayed due to Covid-19 and its effects on business.
10. The review is expected to be completed by 1 July 2021.

Resource management

11. Covid-19 has not noticeably affected incoming resource consent workloads. Incoming resource consent applications remain consistent (or slightly behind) with the same period in 2019. There has also been two vacancies within the team and a team member taking unexpected leave which has impacted on getting consents issued within timeframes for the months of October and November. Additionally, there has been a substantial increase in the number of enquiries received by the team and we anticipate that the consent volumes into the New Year will remain steady (on par with previous years).
12. 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. In the national space, Covid-19 has delayed some anticipated national direction. Particularly the national policy statements on highly productive land and indigenous biodiversity have been delayed and it is anticipated that they will now be released in April 2021. Recent discussions within the resource management sector indicate that the wider RMA reform is progressing at pace and it is anticipated that there will be a bill introduced to parliament on the new direction mid-2021. Significant environmental change and the impacts of this change has been signalled in the LTP. Additional funding over and above the current budgets will be required to position the resource management team to be able to implement the legislative requirements.
13. Council has endorsed a report to bring forward the review of the landscapes section of the District Plan. Work is now underway to understand the unique nature of Southland's landscapes, cultural values and local areas of significance. There are a number of pieces of work that will inform a review and also a number of conversations with communities and landowners.
14. Public feedback is currently being sought on identifying the important and outstanding landscapes in our District so that there is adequate protection and enhancement of these landscapes moving forward. It is anticipated that a plan change will be notified in the middle of 2021.
15. Council initiated the Rakiura Dark Skies Plan Change and this will be made operative prior to Christmas. This is the last step in the plan change process and it will accordingly require all future lighting to be installed in accordance with the new rules.
16. A monitoring and enforcement role within the team has recently been filled and in the future more work around education, monitoring and enforcing the provisions of the District Plan will take place.
17. Resource consent data for previous few months is detailed below.
 - September – 34 applications received, 27 decisions issued
 - October - 31 applications received, 26 decisions issued
 - November – 21 applications received, 23 decisions issued.

Services and Assets

Forestry (IFS)

18. The financial year 2020/2021 harvesting out of Waikaia block 4 is complete. There were 22,325 tonnes recovered which is 3,545 tonnes more than appraisal. This results in a net profit of \$1.209 million which improves over budget by \$295,000.
19. Pruning and thinning silviculture operations in Gowan Hills have commenced.

Around the Mountains Cycle Trail

20. The contract for repairs to the trail, associated with the February flood event, has achieved practical completion.
21. Additional MBIE funding has been gained to repair a flood damaged culvert that was not originally identified and this will be added as a variation to The Roding Company construction contract. The construction is now complete.
22. A separate flood event has significantly damaged a section of trail near Centre Hill and a long term solution is being developed to restore the trail and reduce/eliminate the river threat. Given commencement of a new cycle season, a temporary route diversion has been completed to avoid the washed out section.

Property

23. We are currently working with reduced staff but have been receiving assistance from other staff members for the incoming/outgoing community housing tenants.
24. The backlog of disposals are nearing completion with the Waianiwa hall transfer and Ohai bowling club building sale to be finalised soon. The Maitara Island hall and Menzies Ferry hall are with the Department of Conservation to dispose of and Council has applied for a portion of the proceeds. The next round of abandoned land properties will be processed in early 2021.
25. We are now turning our attention to the many lease and licence agreements that are held on Council property to get them all up to date.

Strategic Water and Waste

Te Anau Wastewater Discharge Project

26. Following Council resolutions from 23 October 2018 meeting, it was resolved to proceed with a sub-surface drip irrigation as disposal route.
27. Work on the pipeline element has now been completed with practical completion issued in July.
28. Work is also continuing on detailed design of membrane filtration plant and subsoil drip irrigation field following Council approval to award contracts to Downer and Fulton Hogan respectively. Physical works have now started at both the Te Anau and Kepler end of the pipeline.
29. The resource consent application for the discharge to the Upukerora has also been lodged with Environment Southland (ES) and with affected party approval provided by a number of

stakeholders. A request for additional information has been prepared and forwarded to ES on 6 November. It is anticipated that this will be sufficient to allow ES to decide on a notification route moving forward.

Land and Water Plan Implementation

30. Environment Southland released their proposed Land and Water Plan in 2017.
31. In total 25 appeals were received by Environment Southland of which Council has identified 10, which it will join as a Section 274 party. Council has also lodged an appeal to the decision. The basis of Council's appeal, is largely around the 'non-complying' activity status on wastewater discharges to water. The latest direction issued from the Environment Court outlines a proposed path, where appeals to objectives will be heard ahead of mediation, by grouped topic on policies and rules. Evidence in support of the appeals have been filed with the Environment Court.
32. Interim decisions were released by the Environment Court in late December with a recommendation that further expert conferencing be undertaken in early 2019.
33. A further hearing was held in mid-June 2020 where evidence was presented on additional information that the courts required Environment Southland to provide based on their interpretation of a number of key principles underpinning the plan. Agreement has now been reached on all outstanding appeals related to the objectives and policies with a further report before the court grouping appeals of a similar nature by topic.
34. At this stage Council retain interest in two of the appeal topics related to infrastructure and discharges. On 18 November 2020 a report released from the Court identified 18 December as a date for mediation on the infrastructure grouped topic. It is important that Council are represented at this mediation so as not to lose any of the protection that these policies and rules provide when maintaining and replacing our infrastructure.

Review of Solid Waste Contract Arrangements

35. Following a series of WasteNet meetings and Council mediation the RFP process was formally ended on 18 December without any award. At this stage each of the WasteNet councils are considering potential short and longer term options to process recycling post 30 June when current contract arrangements expire.
36. Further recent developments are more closely related to the changing nature of the global recycling markets that have resulted in other councils reviewing how they manage recycling operations. Currently there is no market for low grade plastics and limited markets for fibre (paper/cardboard) with a number of councils across the country now opting to discontinue their collection.
37. Agreement was reached with Invercargill City Council in June to handle Council's recyclables through their contract arrangement with their incumbent contractor. This is for an 18-month period, after which alternatives will be considered separate to the ongoing LTP process.

Review of Waste Disposal Levy

38. On 27 November, Associate Minister for the Environment, Eugenie Sage, announced a wide reaching review of the Waste Disposal Levy. The levy introduced through the Waste Minimisation Act 2008 places a charge of \$10 per tonne for all waste disposed at municipal

landfill sites. Of the money collected half is returned to TLAs to help fund waste minimisation activities with the remainder going to a contestable fund where any organisation can apply to gain funding to help set up waste minimisation initiatives.

39. The review proposed to both increase the levy (phased over three years) from the current \$10 per tonne to a proposed \$50-\$60 per tonne which brings it more into line with similar levy schemes in Australia and overseas. It is also proposed that the scheme will also be extended to include all landfill types (currently it only applies to those receiving household waste).
40. Revenue raised from the landfill levy is currently around \$36 million per annum. It is estimated that the proposals would result in an increase of levy revenue of around \$220 million by 2023.
41. The consultation document outlined four potential options for transitioning from current arrangements to future arrangements by 2023. The submission prepared by WasteNet was presented to Council on 30 January and formally submitted to MfE on 31 January.
42. In August it was announced that the levy would incrementally increase to \$60 per tonne by July 2024. This has been budgeted for through the LTP process.

3 Water Reforms

43. There is currently a significant amount of work ongoing across the three waters reform in New Zealand. Council is currently awaiting DIA sign off on our delivery plan for undertaking the additional stimulus funding and close to finalising a procurement plan to enable delivery.
44. It was confirmed on 12 November that the delivery plan was signed off in its entirety by the DIA.
45. Procurement of the delivery plan will be through two separate panels with local contractors and consultants. Panel one will focus largely on reticulation work whereas panel two will be more focussed on condition assessment work across our three waters networks with a significant programme of CCTV work throughout wastewater and stormwater networks. Tenders for the panel 1 request for information closed on 17 November and at time of writing tenders are undergoing evaluation with the anticipation panellists will be in place by late November.
46. In addition, work is ongoing to progress investigation into alternative collaborative work models across Southland and Otago with a view to meeting government expectations that the sector will voluntarily aggregate to a significant scale (most likely cross regional) to deliver long term service delivery benefits.
47. In late October Council also received a significant request for information (RfI) from the Department of Internal Affairs in support of the reforms. This will most likely require a significant amount of additional workload across not only water and waste but also others across the organisation within a relatively short timeframe. Deadline for returns is 1 February 2021.

Project Delivery Team (PDT)

48. 20 Don Street shift has now been completed and staff are settling into their new spaces.
49. The Forth Street tower upgrade is now underway and will be delivered in stages around staff access.
50. Te Anau waste water project is now well underway with construction activity on both sites.
51. We are now starting to see some supply issues as a result of Covid-19.

- 52. Planning now well underway for delivery of the three waters reform stimulus funding projects.
- 53. Works continues on core improvement projects.

Community Facilities

- 54. The Long Term Plan process continues to be at the forefront of the work programme with staff and the finance team adding the final changes to the projects and budgets after the third round of meetings.
- 55. The tender documents for the Northern, Eastern, Central and Wallace mowing contracts have been published and local contractors notified. The tenders closed on 22 December. This provides staff will ample time to meet the governance timeframes for community board, committee and Council meetings. The new contracts will start on 1 July 2021.
- 56. Staff have started renewing the gardening contracts. These will also be a mix of direct negotiation with the incumbent contractors and tendering. The Riverton gardening tender has been published and closed 25 November 2020.
- 57. Good progress is being made towards getting Council's asset management system (IPS) set up to receive the asset data. Waugh Consulting are entering data into the development application. Staff can then run test scripts to validate that all the processes work.
- 58. Contractor availability and material supply is delaying progress on some of these projects.
- 59. Contractors have completed the development of the Monkey Island camping area.
- 60. It was incredibly disappointing to discover the new concrete and grass areas had been damaged on 1 December. The team has been working hard on this redevelopment so this popular summer space can once again be enjoyed by the community and visitors over the Christmas and summer period.
- 61. Police were notified of this incident.

Strategic Transport

District Wide Roothing Programme

- 62. Resurfacing works are well underway with Downer focusing on the more urban sites of Riverton and Winton with the works then shifting to the more rural areas in the New Year. Fulton Hogan have more rural sites for their contract area.
- 63. Due to the work being highly weather dependent priorities may shift between coastal and inland sites to ensure the season's works program is completed.
- 64. Lower Hollyford Road repair works have commenced with the plan to have the first 13km (just past the air strip) completed by Christmas. Repairs will then proceed to re-establish the last section of road to the start of the Hollyford track. This is expected to be completed in March depending on weather condition. It is anticipated that public access will be available from Christmas but will need to be carefully managed particularly when construction works are being undertaken.
- 65. The annual district wide Roadroid survey which provides a snapshot of the gravel road roughness condition across the district has been completed. The initial indication is that a combined score of 88% for good or satisfactory was achieved which is above the 85% target.

66. WSP as Council's new structures services provider have continued to complete the next round of bridge inspection and are making good progress. From the inspection Dipton Mossburn Road bridge number 4 has required urgent action. This has resulted in a posting reduction from 90% to 70% which has significantly impacted on heavy transport industry. Due to the lack of suitable detour and the length of detours, the replacement of this bridge is seen as a priority and the bridge programme is being reviewed with the goal to reprioritise the bridge for replacement.

People and Capability

67. Health and safety governance training will be scheduled with Council and community board chairs in early February 2021.
68. A number of roles have been advertised and recruited for over the past two months. These include roles in the building team, resource management, community facilities and water and waste.
69. These roles are to support the teams achieve their objectives, statutory timeframes and provide support to our communities.

Recommendation

That the Tuatapere Te Waewae Community Board:

- a) **Receives the report titled "Council Report" dated** 26 January 2021.

Attachments

There are no attachments for this report.

Tuatapere Proposed Additional Rubbish Collection

Record No: R/21/1/1971

Author: Mark Day, Community Facilities Manager

Approved by: Nick Hamlin, Project Delivery Manager/Acting GM Services and Assets

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is to provide the Tuatapere Te Waewae Community Board with information to enable them to make a decision as to whether or not they want to provide additional rubbish collection in the form of a skip bin service to the township.

Executive Summary

- 2 The Tuatapere Te Waewae Community Board raised in December 2020 that over the summer period there is an increase in visitors and there is a need to provide a skip facility for the township to manage potential increased litter.
- 3 There is a perception that the current level of service does not meet the Boards requirements.
- 4 Any addition to the current level of service would need to be funded from the Tuatapere General Reserves. This would require approval of unbudgeted expenditure if the Board agrees to proceed.

Recommendation

That the Tuatapere Te Waewae Community Board:

- a) **Receives the report titled "Tuatapere Proposed Additional Rubbish Collection"** dated 15 February 2021.
- 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 to proceed with the provision of an additional skip bin service to the Tuatapere Township.

Background

- 5 The Tuatapere Te Waewae Community Board have requested from staff a report outlining the cost to have a skip bin service in the Tuatapere township.
- 6 There is a perception that the current level of service does not meet the Boards requirements. However an analysis of Council's RFS from 2017 until 2021 shows that there have only been 8 RFS's loaded in relation to Litter Bins Urban (2) and Litter Matters Rural (6). These were all apart from one related to the skip bins at Monkey Island.

Litter Bins Urban		
RFS 98643	Skip Bins needing emptied Monkey Island	14/2/20
RFS 97659	Skip Bins needing emptied Monkey Island	7/1/20
Litter Matters Rural		
RFS 73677	Monkey Island skip bins needs emptied	4/1/17
RFS 80967	Various complaints including rubbish dumping Monkey Island	22/1/18
RFS 86120	Monkey Island skip bins needs emptied	6/9/18
RFS 89579	Monkey Island skip bins needs emptied	11/2/19
RFS 91510	Rubbish Dumped, Pool Table Tuatapere	6/5/19
RFS 106098	Monkey Island skip bins needs emptied	5/1/21

- 7 Council currently pays \$730.04 (GST incl.) per month (\$8760.48/year) for the hire and emptying of the skip bin at Monkey Island. This is a weekly service and provides an indication of the potential annual cost to have a similar service at Tuatapere.
- 8 Any addition to the current level of service would need to be funded from the Tuatapere General Reserves. This would require approval of unbudgeted expenditure if the Board agrees to proceed.
- 9 Staff have found that where a skip bins service is provided there is a tendency for these to be used by locals to dump waste that will not fit in the approved wheelie bins and rather than solving any waste issues it actually creates one.
- 10 An example of this was the removal of the rubbish bins at the parking area at the top of Jollies Hill on the road to Queenstown. The bins at this site were being abused. Once the bins were filled with rubbish people continued to dumped additional rubbish beside them.
- 11 Staff proposed a trial that saw the removal of the bins to see what if any impact this would have on the amount of rubbish that was being left at the site. Once the bins were removed there were no further issues with rubbish being dumped at the site. This has now been in place for over two years.

Issues

Factors to Consider

Legal and Statutory Requirements

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

Community Views

- 13 There are no community views to consider.

Costs and Funding

- 14 Based on the current level of service at Monkey Island the indicative cost to have a similar service at Tuatapere would be approximately \$9,000 per year. If the board make the decision to proceed then staff will need to get quotes and prepare an unbudgeted expenditure report.

Policy Implications

- 15 There are no policy implications to consider.

Analysis

Options Considered

- 16 There are two options to consider. Option 1 approve to proceed with the provision of an additional skip bin service to the Tuatapere Township. Option 2 does not approve to proceed with the provision of an additional skip bin service to the Tuatapere Township.

Analysis of Options

Option 1 – agrees to approve to proceed with the provision of an additional skip bin service to the Tuatapere Township.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> additional waste capacity in the township. 	<ul style="list-style-type: none"> additional cost to ratepayers and although funded from reserves, longer term this may not be sustainable and would need to be funded directly by ratepayers.

Option 2 – does not approve to proceed with the provision of an additional skip bin service to the Tuatapere Township.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> no additional cost to the ratepayers. 	<ul style="list-style-type: none"> none identified.

Assessment of Significance

- 17 This is not considered significant.

Recommended Option

- 18 The recommended option is “option 2 - does not approve to proceed with the provision of an additional skip bin service to the Tuatapere Township”.

Next Steps

- 19 This will depend on the decision made by the board. If the staff recommendation is approved then no further action will be required. If not, then staff will need to prepare an unbudgeted expenditure report to approve the cost of providing the additional level service.

Attachments

There are no attachments for this report.

Unbudgeted Expenditure - Tuatapere Te Waewae Community Partnership Fund

Record No: R/21/1/686

Author: Megan Seator, Community Liaison Officer

Approved by: Rex Capil, Group Manager Community and Futures

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is to approve an unbudgeted expenditure request of \$10,000 from the Tuatapere Te Waewae Community Board's general reserves to the Tuatapere Te Waewae Community Partnership Fund.

Executive Summary

- 2 The Tuatapere Te Waewae Community Board allocated their first round of the Community Partnership Fund on 19 October 2020. During these allocations, the community board over allocated funding by \$10,000 to Tuatapere & District Promotion Incorporated.
- 3 This decision was made with the intention that the community board would obtain unbudgeted expenditure to replace the \$10,000 that was over allocated in order to enable enough funding to be available for the February 2021 funding round of the Community Partnership Fund.
- 4 As at 30 June 2020 there was a balance of \$260,425 in the Tuatapere general reserve.

Recommendation

That the Tuatapere Te Waewae Community Board:

- a) **Receives the report titled "Unbudgeted Expenditure - Tuatapere Te Waewae Community Partnership Fund" dated 15 February 2021.**
- 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 \$10,000 from the Tuatapere general reserve to the Tuatapere Te Waewae Community Partnership Fund.

Background

- 5 The Tuatapere Te Waewae Community Board allocated their first round of the Community Partnership Fund on 19 October 2020. During these allocations, the community board over allocated funding by \$10,000 to Tuatapere & District Promotion Incorporated. This decision was made to enable Tuatapere & District Promotion Incorporated to complete their project.
- 6 When making this decision, it was the intention of the community board that they would obtain unbudgeted expenditure to replace the \$10,000 that was over allocated to enable enough funding to be available for the February 2021 funding round of the Tuatapere Te Waewae Community Partnership Fund.
- 7 This decision to obtain unbudgeted expenditure was subsequently minuted at the Tuatapere Te Waewae Community Board meeting on 14 December 2020.

Issues

Factors to Consider

Legal and Statutory Requirements

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

Community Views

- 9 There are no community views to consider.

Costs and Funding

- 10 At 30 June 2020 there was a balance of \$260,425 in Tuatapere general reserves.

Policy Implications

- 11 There are no policy implications to consider.

Analysis

Options Considered

- 12 There are two options to consider. Option 1 approve the unbudgeted expenditure of \$10,000 from Tuatapere general reserves to the Tuatapere Te Waewae Community Partnership Fund. Option 2 does not approve the unbudgeted expenditure of \$10,000 from the Tuatapere general reserve to the Tuatapere Te Waewae Community Partnership Fund.

Analysis of Options

Option 1 – approves the unbudgeted expenditure of \$10,000 from the Tuatapere general reserve to the Tuatapere Te Waewae Community Partnership Fund.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">more money available to community groups for the February 2021 funding round of the Tuatapere Te Waewae Community Partnership Fund.	<ul style="list-style-type: none">reduced money available in general reserves.

Option 2 – does not approve the unbudgeted expenditure of \$10,000 from the Tuatapere general reserves to the Tuatapere Te Waewae Community Partnership Fund.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• more money retained in general reserves.	<ul style="list-style-type: none">• less money available to community groups for the February 2021 funding round of the Tuatapere Te Waewae Community Partnership Fund.

Assessment of Significance

- 13 This is not considered significant.

Recommended Option

- 14 The recommended option is “option 1 - approves the unbudgeted expenditure of \$10,000 from the Tuatapere general reserve to the Tuatapere Te Waewae Community Partnership Fund.”

Next Steps

- 15 Following the approval of this report, funds will be moved from the Tuatapere general reserve to the Tuatapere Te Waewae Community Partnership Fund.

Attachments

There are no attachments for this report.

Tuatapere Community Baths Society Operational Grant Request

Record No: R/21/1/1767
Author: Megan Seator, Community Liaison Officer
Approved by: Rex Capil, Group Manager Community and Futures

☒ Decision ☐ Recommendation ☐ Information

Purpose

- 1 The purpose of this report is to authorise a request from the Tuatapere Community Baths Society to obtain an operational grant from the Tuatapere ward pool business unit.

Executive Summary

- 2 In December 2020, the Tuatapere Te Waewae Community Board received a letter from the Tuatapere Community Baths Society requesting money from the Tuatapere ward pool business unit to fund operational costs.
- 3 The Tuatapere Te Waewae Community Board collects the Tuatapere ward pool rate for Hauroko Valley School Pool, Blackmount Community Swimming Pool, and Tuatapere Community Baths. As at 31 October 2020 there was \$40,912 available in the Tuatapere ward pool business unit.
- 4 There is currently \$5,000 budgeted each year to grant to the three pools within the ward area.
- 5 The request for funding from the Tuatapere Community Baths Society did not explicitly state an exact amount of money they are requesting. Following discussions between the society, Council staff, and the community board, this report is recommending \$10,000 to be granted on the basis that it would be enough to assist with covering their upcoming operational costs, put some aside for future operational costs, and that the Society has not made a request for funding since 2018.

Recommendation

That the Tuatapere Te Waewae Community Board:

- a) **Receives the report titled “Tuatapere Community Baths Society Operational Grant Request” dated 15 February 2021.**
- 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 expenditure of \$5,000 from the Tuatapere ward pool business unit to the Tuatapere Community Baths Society for operational costs.
- e) Approves the unbudgeted expenditure of a further \$5,000 from the Tuatapere ward pool business unit to the Tuatapere Community Baths Society for operational costs.

Background

- 6 In December 2020, the Tuatapere Te Waewae Community Board received a letter from the Tuatapere Community Baths Society requesting money from the Tuatapere ward pool business unit.
- 7 In their letter, the Society did not explicitly state how much money they are requesting but stated the need for assistance towards the following:
- maintenance – this includes keeping the equipment in good working order such as the heat pump/dosing pump and fixing any drainage issues
 - upkeep – keeping the section looking tidy, paint looking neat and tidy, general cleaning of the pool and surroundings
 - operations – buying the chemicals that keep the pool clean and safe for everyone, electricity, insurance and rates.
- 8 The Tuatapere Te Waewae Community Board collects the Tuatapere ward pool rate for Hauroko Valley School Pool, Blackmount Community Swimming Pool, and Tuatapere Community Baths. As at 31 October 2020 there was \$40,912 available.
- 9 There is currently \$5,000 budgeted each year to grant to the three pools within the ward area. The Society has not applied to the community board to receive this since 2018 when they were granted \$5,000. Prior to this, the society received \$8,000 in 2015.
- 10 In the time between 2018 to now, the society have self-funded their operations through key sales and fundraising.
- 11 Following discussions between the society, Council staff, and the community board, it was proposed that \$10,000 would be enough assist with covering their upcoming operational costs as well as some to be put aside for future operational costs. This also allows for a large portion of funds to remain in the Tuatapere ward pool business unit for contingency.

Issues

- 12 There are no issues to consider.

Factors to Consider

Legal and Statutory Requirements

- 13 There are no legal and statutory requirements.

Community Views

- 14 The Tuatapere community baths is a popular community facility.

Costs and Funding

- 15 The Tuatapere Community Baths Society did not explicitly state the exact amount of money they are requesting in their letter.
- 16 As at 31 October 2020 there was \$40,912 available in the Tuatapere ward pool business unit.

- 17 There is currently \$5,000 budgeted each year to grant to the three pools within the area.

Policy Implications

- 18 There are no policy implications.

Analysis

Options Considered

- 19 There are two options for the Tuatapere Te Waewae Community Board to consider. Option 1 – approves the expenditure of \$5,000 and a further \$5,000 unbudgeted expenditure from the Tuatapere ward pool business unit to the Tuatapere Community Baths Society for operational costs. Option 2 - declines the expenditure of \$5,000 and a further \$5,000 unbudgeted expenditure from the Tuatapere ward pool business unit to the Tuatapere Community Baths Society for operational costs.

Analysis of Options

Option 1 – approves the expenditure of \$5,000 and a further \$5,000 unbudgeted expenditure from the Tuatapere ward pool business unit to the Tuatapere Community Baths Society for operational costs.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> Tuatapere Community Baths Society can uplift the funds and use this to cover operational expenses to ensure that pool remains 	<ul style="list-style-type: none"> none identified

Option 2 – declines the expenditure of \$5,000 and a further \$5,000 unbudgeted expenditure from the Tuatapere ward pool business unit to the Tuatapere Community Baths Society for operational costs.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> none identified 	<ul style="list-style-type: none"> Tuatapere Community Baths Society may struggle to cover operational expenses resulting in increased pressure on volunteers to find funding from elsewhere

Assessment of Significance

- 20 This is not considered significant.

Recommended Option

- 21 The recommended option is option 1 - approves the expenditure of \$5,000 and a further \$5,000 unbudgeted expenditure from the Tuatapere ward pool business unit to the Tuatapere Community Baths Society for operational costs.

Next Steps

- 22 The next steps following approval of this report is to arrange payment to the Tuatapere Baths Society.

Attachments

- A Letter from Tuatapere Community Baths Society to Community Board seeking funding for operational activities 2020 [↓](#)

To the Tuatapere Community Board,

I'm writing on behalf of the Tuatapere Community Baths Society, we would like to apply for funding for the following

- Maintenance – this includes keeping the equipment in good working order, such as heat pump/dosing pump. Fixing any drainage issues.
- Upkeep – Keeping the section looking tidy. Paint looking neat and tidy. General cleaning of the pool and surroundings.
- Operations – buying the chemicals that keep the pool clean and safe for everyone. Electricity, insurances and rates.

Along with every day running of the pool we try to keep improving our pool for everyone who uses it. We have recently had new stairs made so people can get out of the pool a lot easier. We have purchased new toys for kids to play with. Along with the new key tag entry system we installed 2 seasons ago. We try to take in any suggestions from the public to make this a fun and enjoyable environment for everyone. This does however come at a cost, so therefore any funding you could provide us would be greatly appreciated.

I have attached a copy of our 2018/2019 budget.

The Baths Committee is made up of a small number of busy volunteers, we are very lucky to have Trevor on board who puts in a lot of hours on a daily basis testing the chemical levels and keeping the pool clean, along with a lot of maintenance issues.

We look forward to hearing from you.

Thank you

Lisa Challis

Secretary

Tuatapere Community Baths Incorporated Society

Statement of Budgeted Income and Expenditure for year ended 30th June 2019

	Budget		Actual	
	2019	2018	2017	
Income				
Donations	\$ -	\$ -	\$ 500.00	
Pool Hire *	\$ 10,000.00	\$ 12,444.86	\$ 3,730.43	
Grants	\$ -	\$ -	\$ 7,771.30	
Key & Ticket Sales	\$ 7,000.00	\$ 7,160.87	\$ 5,565.22	
Pool Takings	\$ 500.00	\$ 546.26	\$ 875.39	
Fundraising	\$ 2,000.00	\$ 2,032.17	\$ 4,468.07	
GST received from IRD	\$ 1,400.00	\$ 1,417.38	\$ 3,002.82	
Interest Received	\$ 50.00	\$ 133.65	\$ 15.93	
GST on income	\$ 2,500.00	\$ 3,309.62	\$ 2,411.53	
	\$ 23,450.00	\$ 27,044.81	\$ 28,340.69	
Expenditure				
Cylinder Rental	\$ 300.00	\$ 311.04	\$ 263.04	
Electricity	\$ 9,000.00	\$ 15,380.70	\$ -	
Chemicals	\$ 3,500.00	\$ 3,374.97	\$ 2,904.76	
Supervision/koha	\$ -	\$ 4,486.29	\$ 7,099.01	
Maintenance	\$ 6,500.00	\$ 5,669.05	\$ 9,272.44	
GST payment to IRD	\$ 500.66	\$ 500.66	\$ 292.72	
GST on expenditure	\$ 3,500.00	\$ 4,052.54	\$ 3,303.88	
Training	\$ 425.00	\$ 425.00	\$ -	
RWT	\$ 10.00	\$ 44.10	\$ -	
Audit Fees	\$ -	\$ -	\$ 65.00	
Bank Fees	\$ 150.00	\$ 98.52	\$ -	
Insurance	\$ 1,200.00	\$ 1,183.51	\$ 1,451.50	
Pool Toys	\$ -	\$ -	\$ 343.48	
Asset Purchases - filter, pool lighting, access tag system	\$ 1,000.00	\$ -	\$ 6,323.00	
Rates	\$ 2,136.00	\$ -	\$ -	
General	\$ 150.00	\$ 117.50	\$ 92.80	
	\$ 28,371.66	\$ 35,643.88	\$ 31,411.63	
Net Income over expenditure	-\$ 4,921.66	-\$ 8,599.07	-\$ 3,070.94	

* swimming club \$3000 WAS \$7000