



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

Date: Tuesday, 13 April 2021  
Time: 2pm  
Meeting Room: Community Room, Fiordland Health Centre  
Venue: 25 Luxmore Drive Te Anau

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## Fiordland Community Board Agenda OPEN

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### MEMBERSHIP

Chairperson	Sarah Greaney
Deputy Chairperson	Diane Holmes
Members	Mary Chartres
	Benjamin Killeen
	Ryan Murray
	Max Slee
	Councillor Ebel Kremer

### IN ATTENDANCE

Committee Advisor	Alyson Hamilton
Community Liaison Officer	Megan Seator

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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.



## 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"> <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> </ul>

	<ul style="list-style-type: none"> <li>• to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community</li> <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>
DELEGATIONS	<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</li> </ol>

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

as detailed in the long term plan, and on local expenditure, rating impacts and priorities.

### **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> <ol style="list-style-type: none"> <li>community leadership</li> <li>local halls and community centres (within Council's overarching policy for community facilities)</li> <li>wharves and harbour facilities</li> <li>local parks and reserves</li> <li>parking limits and footpaths</li> <li>Te Anau/Manapouri Airport (Fiordland Community Board)</li> <li>Stewart Island Electricity Supply Authority (SIESA) (Stewart Island/Rakiura Community Board) <ol style="list-style-type: none"> <li>for the above two local activities only</li> <li>recommend levels of service and annual budget to the Services and Assets Committee</li> <li>monitor the performance and delivery of the service</li> </ol> </li> </ol> <p>19) naming reserves, structures and commemorative places</p> <ol style="list-style-type: none"> <li>authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places.</li> </ol> <p>20) naming roads</p> <ol style="list-style-type: none"> <li>authority to decide on the naming for public roads, private roads and rights of way</li> </ol> <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> <ol style="list-style-type: none"> <li>accept the highest tenders for rentals more than \$10,000</li> <li>approve the preferential allocation of leases and licenses where the rental is \$10,000 or more per annum.</li> </ol> <p><b>Environmental management and spatial planning</b></p> <ol style="list-style-type: none"> <li>provide comment on behalf of the relevant community/communities on resource consent applications referred to the community board for comment.</li> <li>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> </ol>
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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>
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><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>
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</p>



	<p>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>
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](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 Fiordland Community Board, 17 February 2021



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## Fiordland Community Board

### OPEN MINUTES

UNCONFIRMED

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Minutes of a meeting of Fiordland Community Board held in the Community Room, Fiordland Health Centre, 25 Luxmore Drive Te Anau on Wednesday, 17 February 2021 at 2.03pm.

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#### PRESENT

Chairperson	Sarah Greaney
Deputy Chairperson	Diane Holmes
Members	Mary Chartres
	Benjamin Killeen (2.03pm - 4.12pm)
	Ryan Murray
	Max Slee
	Councillor Ebel Kremer

#### IN ATTENDANCE

Committee Advisor	Alyson Hamilton
Community Liaison Officer	Megan Seator

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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

There was no public forum.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Deputy Chairperson Holmes, seconded Mary Chartres and resolved:

That the minutes of Fiordland Community Board meeting held on 2 December 2020 be confirmed as a true and correct record of that meeting.

Reports

7.1 Community Leadership Report

Record No: R/21/2/5265

Community liaison officer - Megan Seator was in attendance for this item.

Mrs Seator advised the purpose of this report is to update the board on the community leadership activities in the area.

Mrs Seator drew a number of issues to the attention of the board including:

- Manapouri community swimming pool and recreation charitable trust
- redevelopment of court at Lions Park
- SDC community services award

Resolution

Moved Ryan Murray, seconded Max Slee and resolved:

That the Fiordland Community Board:

- a) **Receives the report titled “Community Leadership Report” dated 11 February 2021.**

## 7.2 Operational Report for Fiordland Community Board

Record No: R/21/2/5138

Community Facilities Manager - Mark Day and Community Facilities Contract Manager - Angie Hopkinson were in attendance for this item.

Mr Day advised the purpose of the report was to update the board on the operational activities in the Fiordland board area.

Discussion was held on the following topics:

- PlaySafe playground report
- possibility of using different type of chip in the soft fall zone at Lions Park

Resolution

Moved Benjamin Killeen, seconded Deputy Chairperson Holmes and resolved:

That the Fiordland Community Board:

- a) **Receives the report titled “Operational Report for Fiordland Community Board” dated 5 February 2021.**

## 7.3 Council Report

Record No: R/21/1/3135

Councillor Ebel Kremer presented the report.

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

- Emergency Management Southland
- Building solutions
- Resource Management - RMA being revisited
- Forestry
- Around the Mountain Cycle Trail
- Te Anau Wastewater discharge project

Councillor Kremer provided an update on activities he has been involved, and his meetings with various individuals and groups.

Resolution

Moved Cr Kremer, seconded Benjamin Killeen and resolved:

That the Fiordland Community Board:

- a) **Receives the report titled “Council Report” dated 10 February 2021.**

7.4 Chairperson's Report

Record No: R/21/2/4376

Chairperson Sarah Greaney presented this report.

Discussion took place on the board representation to the Te Anau Waste Water Liaison Group and it was agreed that the board appoint Councillor Kremer as Chairperson and Max Slee as the boards representative to the Te Anau Waste Water Liaison Group.

The board requested NZ COVID Tracer QR code posters be placed at public toilets at Manapouri and Te Anau.

Members provided an update to their various portfolios to the meeting.

Resolution

Moved Chairperson Greaney, seconded Max Slee recommendation a, with a new b and c (as indicated) and resolved:

That the Fiordland Community Board:

- a) **Receives the report titled “Chairperson's Report” dated 10 February 2021.**

New b) Agrees to appoint Councillor Kremer as chairperson to the Te Anau Waste Water Liaison Group and Max Slee as the board representative.

New c) Request that NZ COVID Tracer QR code posters be installed at public toilets situated in Manapouri and Te Anau.

The meeting adjourned at 3.05pm and reconvened at 3.17pm.

7.5 View Street carpark walkway handrail unbudgeted expenditure

Record No: R/20/11/65576

Community Facilities Manager - Mark Day and Community Facilities Contract Manager - Angie Hopkinson were in attendance for this item.

Mr Day advised the purpose of this report is to get approval for unbudgeted expenditure of up to \$17,000 to replace the View street car park walkway handrail and concrete repairs to be funded from the Manapouri General reserve.

Resolution

Moved Deputy Chairperson Holmes, seconded Mary Chartres and resolved:

That the Fiordland Community Board:

- a) **Receives the report titled “View Street carpark walkway handrail unbudgeted expenditure” dated 10 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 unbudgeted expenditure of up to \$17,000 to replace the View street car park walkway handrail and concrete repair work to be funded from the Manapouri General reserve.

#### 7.6 Destination Fiordland - Appointment of Representative

Record No: R/21/1/1109

Committee Advisor - Alyson Hamilton was in attendance for the report.

Mrs Hamilton advised the purpose of this report is for the Fiordland Community Board to confirm the appointment of an elected member to the Destination Fiordland Management Committee.

Resolution

Moved Cr Kremer, seconded Mary Chartres recommendations a to c, d with changes (as indicated with underline) and resolved:

That the Fiordland Community Board:

- a) **Receives the report titled “Destination Fiordland - Appointment of Representative” dated 14 January 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) Agrees to appoint Chairperson Greaney as the Fiordland Community Board representative to the Destination Fiordland Management Committee.

Benjamin Killeen left the meeting at 4.12pm.

#### 7.7 Fiordland Community Partnership Fund - January 2021 allocations

Record No: R/21/2/4373

Community liaison officer - Megan Seator was in attendance for this item.

Mrs Seator advised the purpose of this report is for the Fiordland Community Board to allocate funding for the January 2021 round of the Fiordland Community Partnership Fund.

Moved Deputy Chairperson Diane Holmes, seconded Ryan Murray recommendations a to d.

The motion was put and declared CARRIED.

Moved Chairperson Greaney, seconded Councillor Kremer recommendation e and resolved:

That the Fiordland Community Board:

- e) ~~Approves/Declines~~ **a grant of \$1,500 to the Men's Muster Te Anau Committee to assist towards the 2021 Men's Muster event, specifically to go towards the development of the event's website.**

The motion was put and declared CARRIED.

Moved Mary Chartres, seconded Max Slee recommendation f and resolved:

That the Fiordland Community Board:

- f) ~~Approves/Declines~~ a grant of \$700 to the Lakeside Presbyterian Church towards the costs associated with delivering parenting talks.

The motion was put and declared CARRIED.

Moved Max Slee, seconded Chairperson Greaney recommendation g and resolved:

That the Fiordland Community Board:

- g) ~~Approves/Declines~~ a grant of \$1,505 to Te Anau Events Charitable Trust to redevelop the Te Anau Events website, specifically the event calendar feature.

The motion was put and declared CARRIED.

Final Recommendation

That the Fiordland Community Board:

- a) **Receives the report titled “Fiordland Community Partnership Fund - January 2021 allocations” dated 3 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) Receives applications from the following:
1. **Men’s Muster Te Anau Committee**
  2. Lakeside Presbyterian Church
  3. Te Anau Events Charitable Trust
- e) Approves ~~a grant of \$1,500 to the Men’s Muster Te Anau Committee~~ to assist with costs **towards the 2021 Men’s Muster event, specifically to go towards the development of the event’s website.**
- f) Approves a grant of \$700 to the Lakeside Presbyterian Church towards the costs associated with delivering parenting talks.
- g) Approves a grant of \$1,505 to Te Anau Events Charitable Trust to redevelop the Te Anau Events website, specifically the event calendar feature.

The meeting concluded at 4.28pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE FIORDLAND COMMUNITY BOARD  
HELD ON WEDNESDAY, 17 FEBRUARY 2021.

DATE:.....

CHAIRPERSON:.....

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## Operational Report for Fiordland Community Board

Record No: R/21/3/12433

Author: Carolyn Davies, Executive Assistant

Approved by: Matt Russell, Group Manager Services and Assets

☐ Decision

☐ Recommendation

☒ Information

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### Purpose of Report

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

### Recommendation

That the Fiordland Community Board:

- a) **Receives the report titled “Operational Report for Fiordland Community Board”**  
dated 29 March 2021.

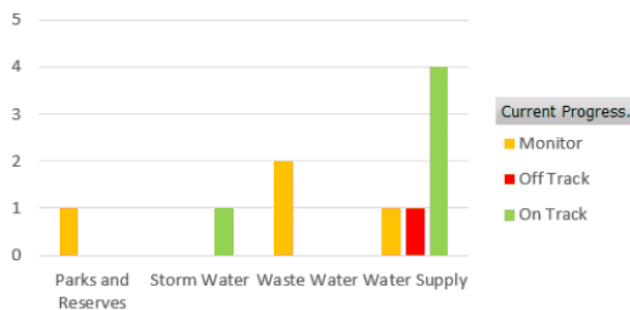
### Attachments

- A Report to Fiordland Community Board - 13 April 2021 - Operational report [↓](#)



## 1. Projects within current financial year

Count of Current Progress Performance



Activity ▼

### 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
COMMUNITY FACILITIES	P-10107	Install CCTV in Te Anau CBD	Delivery	Monitor	Prices have been received for the additional cameras. Property team is working with land owners now that legal agreement has been finalised.	\$15,070



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
<b>COMMUNITY FACILITIES</b>	P-10109	Upgrade town entrance signs in Te Anau	Delivery	Off track	Approval has been received from Waka Kotahi for the placement and structure of the signs, and approval has also been given by the board chair for two of the three photos to be used on the signs. The third photo will be finalised by the end of March. Once final approval has been given, the signs will be created and installed.	\$10,000
<b>WATER SUPPLY</b>	P-10121	Preparing consent renewal for Ramparts scheme	Delivery	On track	Current bore site may not be re-consented due to proximity to wetlands. Investigation is ongoing into alternatives sites.	\$7,063
<b>WASTE WATER</b>	P-10155	Te Anau waste water treatment plant (SF)	Delivery	On track	Both pipeline and SDI construction sites progressing well, emerging risk around supply of international delivery items.	\$12,980,330
<b>WATER SUPPLY</b>	P-10257	Te Anau- water mains Quintin Mokoroa renewal	Delivery	On track	Interim inspection completed 3 March 2021. List of remedial and outstanding items sent to contractor to action.	\$946,674
<b>WATER SUPPLY</b>	P-10263	Turbidity upgrade WTP- Manapouri	Pre-delivery	Monitor	Investigative sampling of water supply is being undertaken to ensure that design will be appropriate for the method being proposed. Detailed design will then be progressed for review and put to tender.	\$1,002,685
<b>WASTE WATER</b>	P-10266	Renewing sewer consent at Manapouri	Pre-delivery	On track	Harrison Grierson have been awarded the professional services work for this project.	\$131,072



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
					Preliminary sampling has been completed. A site visit with the consultants is programmed for the end of March.	
<b>WATER SUPPLY</b>	P-10271	Install water tank and VSD pump controller in Te Anau	Delivery	Monitor	Downer is pricing the works and will programme construction for April.	\$52,429
<b>STORM WATER</b>	P-10444	Te Anau storm - improvements Town Centre (SF)	Delivery	On track	Contractor has programmed this works for completion in April.	\$60,000
<b>WATER SUPPLY</b>	P-10743	Lakefront Drive watermain upgrade – Te Anau	Delivery	Monitor	Construction has now commenced at the water treatment plant and will progress through park area. Information signage will be placed at strategic points as project works progress.	\$1,600,000

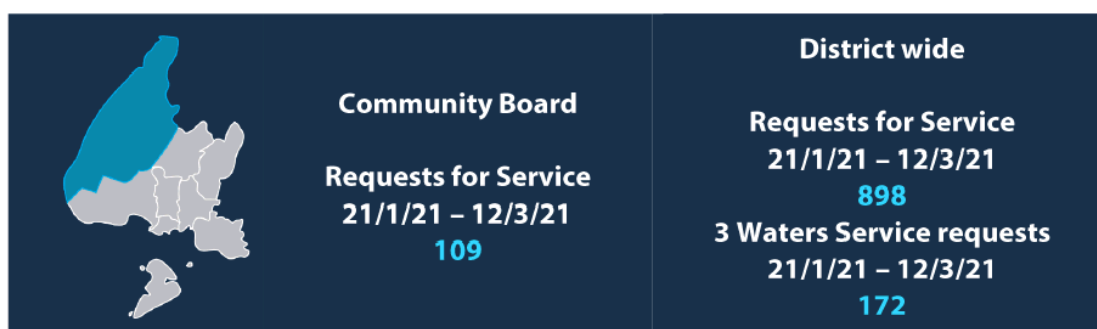
## 2. Service Contracts

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
<b>10/01 – Water and waste water services operation and maintenance</b>	The water and waste water contract is operating well. Minor capital works awarded to Downer are progressing on programme.
<b>17/ 03 – Waimea Alliance</b>	<p>Routine maintenance is ongoing. Township cyclic work is ongoing, and includes minor projects and RFS works.</p> <p>The Waimea ward received further flood damage over January, mostly around Waikaia, Garston and Nokomai areas. Repairs are ongoing over the February period and into March along with other Waimea areas.</p> <p>Council's sealing contractors are completing works throughout the district including areas within the Fiordland and Waimea ward areas.</p> <p>Pre-reseal repairs for the next sealing season are underway for the Fiordland area and are working in other areas of the Waimea and Central Alliance patches.</p> <p>Footpath renewal works are being planned and tenders expected back in March for evaluation and progression.</p>



CONTRACT NAME	CONTRACT MANAGER COMMENTARY
	<p>The Lower Hollyford Road had the first section of repairs completed enough to open to traffic to the approx. 11km, or just past the airstrip but remains closed from the Girder Bridge location due to the extensive damage received from the flooding events earlier in 2020, agreements have been made to repair the road in two stages, the first has been opened to traffic with the second under way currently.</p> <p>The third round of shoulder moving has also been completed this period.</p>
20/01 – Cleaning Fiordland, office, library and toilets including Lions Park	Council is still working with OCS to ensure consistent results with this contract. We are getting better communication and outcomes but with more room to improve.
20/01 – Fiordland township contract	This contract is going as expected. Pruning in the town centre has begun in some areas requested with a plan for the remainder of the year completed. Also, some garden plots around town have been identified for updates. The contract will cover the tidy up, the contract manager is working on priorities for new plantings.
17/03 Waimea Alliance toilet	Some minor vandalism at Ivan Wilson Park with seats being broken and damage to locks. Spider spraying has been arranged for the boat harbour toilets. New controls put in place for OCS has seen an improvement in toilet contracts.

### 3. Request for service data 21 January 2021 – 12 March 2021

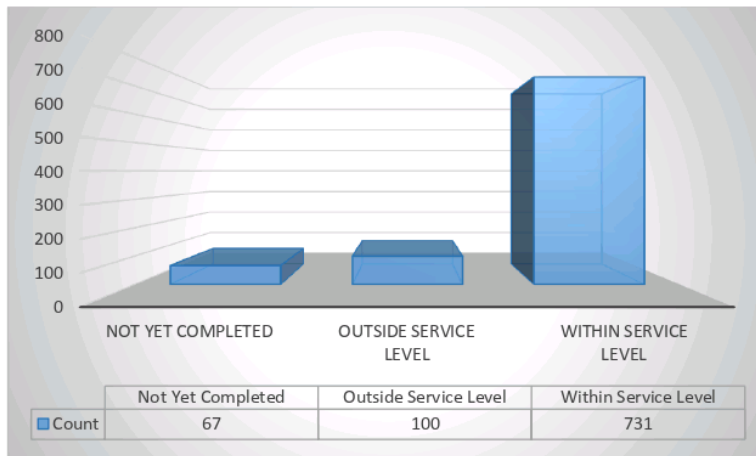


REQUEST TYPE	COUNT
Footpaths hazards - trip/hazard/broken etc (safety)	1
Gardening maintenance	1
Information-direction signs (road names, rest area)	1
Licensed premise queries or complaints	5
Liquor licensing	2
Noise control (not animal noises)	6
Nuisance complaints (odour, vermin, neighbourhood)	1

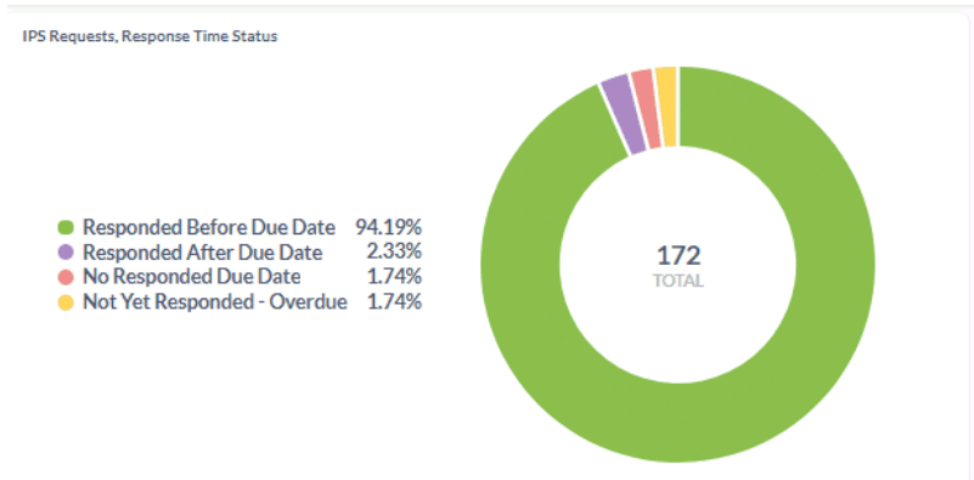


REQUEST TYPE	COUNT
Parks and reserves R&M	2
Playground accidents (safety)	1
Repairs and maintenance Council property	1
Vegetation Urban/berm mow/overgrown/visibility issues	3
Single street light out	2
Transport - road matters general	1
Rural water - no water supply	5
Rural water asset leak	8
Rural water low water pressure	1
Sewer lateral blockage	1
Water asset damaged (main, hydrant, valve, meter)	1
Water asset leak - (main, hydrant, valve, meter)	33
Water no supply	1
Water pressure low	1
Water toby damaged (not safety issue)	4
Water toby leak	12
Water toby location	2
Wheelie bin damaged	2
Wheelie bin new	7
Wheelie bin stolen	1
Wheelie bin collection complaints	2
Wheelie bin swap	1
<b>TOTAL</b>	<b>109</b>

#### RFS count by completion time status







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



#### 4. Local finance reporting

##### Manapouri - Business Units as at 28 February 2021

	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 - Manapouri	\$3,157	\$3,157	\$7,061	\$1,828	\$3,157	\$4,735			
Operating Costs - Manapouri	\$10,900	\$7,267	\$10,900	\$7,623	\$3,661	\$5,492			
Street Works - Manapouri	\$4,926	\$4,925	\$7,388	\$966	\$9,558	\$14,337			
Refuse Collection - Manapouri	\$10,028	\$10,027	\$15,041	\$8,880	\$10,027	\$15,041			
Stormwater Drainage - Manapouri	\$17,199	\$17,199	\$25,798	\$8,857	\$17,351	\$25,798			
Beautification - Manapouri	\$6,809	\$6,809	\$10,213	\$15,686	\$8,475	\$12,713			
Frasers Beach	\$11,397	\$11,397	\$17,095	\$9,951	\$12,975	\$19,463			
Village Green	\$3,533	\$3,533	\$5,299	\$2,741	\$3,533	\$5,299			
Swimming Pool Area - Manapouri	\$3,072	\$3,072	\$5,411	\$25,831	\$11,949	\$17,924			
Cathedral Drive	\$3,839	\$3,839	\$5,759	\$1,229	\$3,839	\$5,759			
Hall - Manapouri	\$8,933	\$9,024	\$13,663	\$10,088	\$9,486	\$13,663			
<b>Total</b>	<b>\$83,792</b>	<b>\$80,248</b>	<b>\$123,628</b>	<b>\$93,679</b>	<b>\$94,012</b>	<b>\$140,224</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



<b>Te Anau - Business Units as at 28 February 2021</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Expenses YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>
Administration - Te Anau	\$57,230	\$56,502	\$97,988	\$15,909	\$31,985	\$46,227			
Operating Costs - Te Anau	\$50,819	\$59,915	\$90,723	\$29,838	\$31,777	\$82,835			
Street Works - Te Anau	\$63,878	\$63,065	\$94,598	\$34,007	\$88,562	\$132,843	\$95,111	\$68,410	\$102,615
Refuse Collection - Te Anau	\$41,259	\$40,735	\$61,102	\$34,918	\$44,000	\$66,000			
Stormwater Drainage - Te Anau	\$92,358	\$37,469	\$72,225	\$26,430	\$38,616	\$56,203	\$53,412		
Cemetery - Te Anau	\$9,008	\$10,551	\$15,827	\$12,366	\$10,818	\$16,227			
Beautification - Te Anau	\$23,500	\$23,201	\$34,801	\$22,203	\$31,790	\$47,685		\$6,667	\$10,000
Sportsground - Te Anau	\$15,955	\$15,703	\$23,555	\$7,998	\$25,506	\$38,259			
Lakefront	\$18,245	\$18,013	\$27,020	\$16,392	\$18,734	\$28,101			
Parks & Reserves General	\$106,984	\$112,537	\$168,806	\$133,803	\$127,992	\$191,988			\$10,445
Information Kiosk	\$53	\$52	\$78		\$52	\$78			
Luxmore Subdivision	\$2,524	\$3,481	\$44,081	\$4,874	\$3,063	\$3,216			
<b>Total</b>	<b>\$481,812</b>	<b>\$441,224</b>	<b>\$730,803</b>	<b>\$338,739</b>	<b>\$452,894</b>	<b>\$709,662</b>	<b>\$148,523</b>	<b>\$75,077</b>	<b>\$123,060</b>

<b>Fiordland - Business Units as at 28 February 2021</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Expenses YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>
Community Leadership Fiordland	\$0	\$0	\$0	\$32,567	\$32,509	\$65,661	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$32,567</b>	<b>\$32,509</b>	<b>\$65,661</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



<b>Airports - Business Units as at 28 February 2021</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Expenses YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>
Manapouri Airport	\$159,902	\$166,841	\$258,208	\$183,433	\$227,610	\$340,904	\$0	\$20,000	\$30,000
<b>Total</b>	<b>\$159,902</b>	<b>\$166,841</b>	<b>\$258,208</b>	<b>\$183,433</b>	<b>\$227,610</b>	<b>\$340,904</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$30,000</b>

Manapouri's operating costs are over budget due to the costs of Darwin's barberry control paid to DOC. The revenue in operating costs are from leases which are paid annually. The swimming pool area is over budget, this is because of a grant of \$15,000 for a solar job at Manapouri pool. Stormwater and street works are under budget due to low amounts of reactive maintenance being required so far this year. Beautification is over budget due to the mowing contract being more than what was budgeted.

Te Anau's expenditure is down \$114,155 YTD. The administration costs are down due to general projects budgets not being utilised so far this year. The stormwater and streetworks business units are under budget due to limited reactive maintenance being needed to date. Beautification and the sportsground are under due to lower than budgeted general maintenance and mowing costs. The capital costs in the streetworks business unit relate to footpath works on Aparima Drive. The capital costs in the stormwater business unit relate to Mokonui Street stormwater improvements which are being funded by the Central Government stimulus package.

Manapouri Airport costs are down due to the effects of COVID 19 and a decision to delay some non-essential work that wasn't needed to maintain certification.

Fiordland costs relate to the board members' salaries.

**Reserve Balances**

<b>RESERVE</b>	<b>30 JUNE 2020</b>	<b>BUDGET 30 JUNE 2021</b>	<b>FORECAST 30 JUNE 2021</b>
Manapouri Hall	\$20,398	\$20,398	\$20,398
Manapouri Fraser's beach	\$43,447	\$43,447	\$43,447
Manapouri General Reserve	\$70,473	\$72,707	\$72,707
Manapouri Swimming Pool	\$24,020	\$26,762	\$2,762
<b>Total – Manapouri</b>	<b>\$158,338</b>	<b>\$163,314</b>	<b>\$139,314</b>
Sandy Brown Loan	(\$91)	(\$256)	\$0
Te Anau Car Park Reserve	\$25,296	\$26,147	\$26,147
Te Anau General	\$786,166	\$778,228	\$675,802
Te Anau Luxmore Subdivision	\$1,063,958	\$1,104,823	\$1,104,823
Te Anau Stormwater	\$520,323	\$536,345	\$536,345
<b>Total – Te Anau</b>	<b>\$2,395,653</b>	<b>\$2,445,287</b>	<b>\$2,343,117</b>
Te Anau Manapouri Airport	\$175,799	\$230,681	\$200,681
<b>Total – Te Anau Manapouri Airport</b>	<b>\$175,799</b>	<b>\$230,681</b>	<b>\$200,681</b>
<b>TOTAL RESERVES</b>	<b>\$2,729,790</b>	<b>\$2,839,282</b>	<b>\$2,839,282</b>



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## Community Leadership Report

Record No: R/21/3/11713

Author: Simon Moran, Community Partnership Leader

Approved by: Matt Russell, Group Manager Services and Assets

☐ Decision

☐ Recommendation

☐ Information

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### Purpose

- 1 The purpose of this report is to update the board of the community leadership activities in the area.

### Recommendation

That the Fiordland Community Board:

- a) **Receives the report titled “Community Leadership Report” dated 31 March 2021.**

### Attachments

- A Community Leadership Report [📄](#)



## What's happening in your area

### Community Partnership Fund

Fiordland Community Board has one more round of the Community Partnership Fund for the 2020/2021 financial year closing 31 May. Following the closure of this round, staff will liaise with the Fiordland Community Board to discuss how many funding rounds they want for the 2021/2022 financial year.

## Funding

### Upcoming funding deadlines

The following funds recently closed 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-/>

### Community Trust South major grants round

Community Trust South have announced a major grants round for 2021, investing \$1 million into the community for grant requests over \$75,000. Funding applications are done in a two-stage process – the first stage is submitting an expression of interest, and any successful applicants will then be required to submit a full funding application. Expressions of interest are open now, and due by 20 April 2021. Any organisations invited to submit an application will need to do so by 30 September 2021.



## What's happening outside your area

### District/regional Initiatives

#### Ministry of Education meeting regarding swimming pools

Staff from the community leadership team met with a representative from the Ministry of Education to develop a better understanding of how ministry owned swimming pools are funded and maintained.

The ownership of pools on school land is a mixture of 100% ministry owned pools and others with a shared ownership of say 60/40 between the Ministry and the community.

The ministry advised that schools receive funding through from the Ministry each year for pool maintenance and the type of funding used depends on whether it's a capital project or operational maintenance.

Capital projects can be funded via the 10-year property plan (10YPP) and operational funding is also available through the property maintenance grant.

Schools may opt to do larger projects with regards to heating and filtration via the 5YA (five-year agreement) but they will have to prioritise with other projects required eg carpet for classrooms.

Operational funding can be used for pool chemicals, water charges, heating charges, water testing charges, painting the pool and surrounds, fence repairs, repairing and servicing the filtration plant, caring for ancillary buildings like changing rooms, storage sheds and roofing structures, repairing pool covers and the salary of training of the person responsible for maintaining pool hygiene and maintenance, such as the caretaker (ground staff get \$4.40 per day for looking after a pool).

This funding is calculated on the actual square metres of the pool. Operational funding for heat, light, and water doesn't cover costs of running a pool outside school hours.

More information about the amount of the property management grants for schools with pools can be found at <https://property.education.govt.nz/pmg/ViewSchoolInfo>

The Ministry wishes to ensure that pool roofs are trafficable and is working through a programme of replacing all translucent verandas and roofs that are no longer trafficable. The ministry is fully funding the replacements on ministry owned pools and working with the community where there is shared ownership.

If the roofs can't be replaced in the short term, netting must be installed as a safety measure.

Another focus for the ministry is around leases and user agreements for swimming pools.

#### More seeking country life

The dynamics of country living are changing as more urban dwellers ditch the city for the provinces. The shift to smaller towns and centres came as Covid-19 changed people's work habits, as well as soaring house prices and living costs in major cities.

This was highlighted in an Infometrics analysis released late last year, which showed 11 out of 67 districts all had increases in population growth from internal migration

<https://farmersweekly.co.nz/section/agribusiness/view/more-seeking-country-life>

What we can expect of the New Zealand economy, and life in general in 2021.

Having put 2020 behind us, it's time to consider how much the economy, and life in general, will return to normal by the end of 2021. Infometrics updated economic forecasts were published in early February, and

the outlook for the next 12-18 months will be considerably stronger than was previously being anticipated. However, the uncertainty around that outlook remains highly elevated. This article canvases some of the key factors that will determine outcomes in 2021.

<https://www.infometrics.co.nz/from-the-beach-2021/>

## **Brief explores covid's impact on agriculture**

Agriculture has performed well during the Covid-19 pandemic, but briefing papers to the incoming cabinet ministers warns the outlook is challenging.

[https://farmersweekly.co.nz/section/agribusiness/view/brief-explores-covids-impact-on-ag?utm\\_source=GlobalHQ&utm\\_campaign=7dcca085d3-EMAIL\\_CAMPAIGN\\_09122020\\_STAFF\\_COPY\\_01&utm\\_medium=email&utm\\_term=0\\_4f497899e6-7dcca085d3-193644923](https://farmersweekly.co.nz/section/agribusiness/view/brief-explores-covids-impact-on-ag?utm_source=GlobalHQ&utm_campaign=7dcca085d3-EMAIL_CAMPAIGN_09122020_STAFF_COPY_01&utm_medium=email&utm_term=0_4f497899e6-7dcca085d3-193644923)

## The live lobster export industry

The live lobster export industry is one of many businesses to feel the effects of Covid-19. Fiordland Lobster Company has seen both extremes, from months of complete shutdown, to booming sales for the rest of the year.

<https://www.facebook.com/294604540645182/posts/3233856763386597/?d=n>

## Taking time to thrive

Southland dairy farmer Loshni Manikam is on a mission to help farming women get more out of life. Her new free ebook “12 Tips to Help You Thrive” shares practical advice on how women can take time for their own needs, while juggling multiple responsibilities.

<https://farmersweekly.co.nz/section/dairy/view/taking-time-to-thrive>

## **What's coming up?**

### Policy and strategy

#### Bylaw and policy work

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 and it is anticipated Council will adopt the policy on 14 April 2021. It is likely both the policy and manual will come into effect on 1 July 2021.

Council is reviewing its Alcohol Licensing Fee-Setting Bylaw. Consultation for this was run from 12 to 26 March 2021. All alcohol licence holders were directly contacted to advise them of this process and encouraged them to provide feedback. Submissions are likely to be received by Council on 27 April 2021.

Staff are also working on the Asset Management and Contract Management Policies. Review of the Elected Members' Remuneration and Reimbursements Policy, the Vehicle Policy the Fraud Policy and the Sensitive Expenditure Policy is underway.

At its meeting on 10 March 2021, Council adopted the Policy on Development and Financial Contributions and the Significance and Engagement Policy. The Revenue and Finance Policy was adopted at Council's 28 January 2021 meeting. This completes the review cycle for these policies.

The Stewart Island Levy Subcommittee met in February 2021 to work with staff in developing a 10 year funding plan for allocation of visitor levy funds, in line with the Stewart Island/Rakiura Visitor Levy Policy. A draft funding plan was presented to the Community and Strategy Committee on 23 March 2021 for its feedback.

### Corporate risks

Risk management reporting is underway for the March 2021 quarter. Staff and ELT have updated the quarterly risk register, and the quarterly reports were presented to the Finance and Assurance Committee in March 2021, and will be presented to Council in April 2021. As part of an annual review process, the Finance and Assurance Committee considered and discussed one of the top strategic risks at the conclusion of their March meeting.

Staff and ELT met on 30 March 2021 to undertake the annual review of the priority weightings of Council's top strategic and corporate risks. The revised weightings will form the draft risk register to be presented to the committee when it meets in June 2021 and to Council for adoption.

### Other Work

He Pou a Rangi/the Climate Change Commission have produced draft advice for consultation. He Pou a Rangi are seeking and incorporating feedback on their advice, before it is formally presented to the government. The draft advice outlines changes needed in particular sectors and recommends 17 critical actions the government must take to reach its climate goals.

The advice also includes information about transitioning to a low emissions society, and the impacts of doing so. Staff have worked with councillors to produce a submission on the advice, and this has been lodged with He Pou a Rangi. Anyone is able to make a submission on the draft advice before submissions close.

### Long Term Plan

At the 10 March 2021 Council meeting, the Long Term Plan Consultation Document was adopted and made available for release to the public. At 9am on Friday 12 March 2021, submissions officially opened and the information is now available on Council's website. The consultation document has been delivered to households with submissions closing at 5pm on Wednesday 14 April 2021. At that same meeting, the supporting documentation for the Long Term Plan was adopted and is available on the Council website.

## Stakeholder updates

### Waka Kotahi update

There was some feedback that boards would like to know more about the reasons for the temporary speed limits (TSL's) in place for resealing, during the different stages of the work. There are a number of reasons, mostly related to the health and safety of the workers and road users, but also to protect the seal once installed so that we don't have to come back and fix damage to the seal, causing more disruption to your communities.

1. Initially when the site is being sealed, TSL's are in place for safety reasons to protect the workers and road users traveling through the site.
2. Chipseals can take 24-48 hours for the chip to fully embed into the binder. To assist with adhesion and reduce the chance of damage, a TSL is kept in place to help manage traffic within the site. The site isn't fully swept or line marked at this point, so the TSL is still required to keep the users safe, help protect the seal and should also mitigate damaged windscreens if the TSL is complied with.

3. Once the site is swept and line-marked it is considered appropriate to be opened back up to normal operating speeds. Note in urban areas the permanent speed limit is already lower, so 'TSL's may not be in place for the same extent as rural areas, depending on the environment / hazards.

This season we have noticed an alarming number of users not complying with road works signs / 'TSL's both attended and unattended by workers, so it is important to get the message out there that there are a number of reasons why these are in place. Not complying with this signage puts the safety of the road users and workers at risk, and can damage the work being done, which results in us having to come back and fix causing further delays which could've been easily avoided. We work hard to make sure signs are taken down when they are not required – this is an area we are focusing on.

We appreciate that there have been some community concerns regarding the road pavement rehabilitation near Mossburn recently and note that this has been a challenging site due to the material required to be used and the length and location of the site. The good news is that this is due to be sealed by Easter (weather permitting), and the second site on SH94 within a fortnight after that. We thank the community in this area for their patience while we improve the safety of the highway here.

We acknowledge that there have been a high number of worksites this summer and appreciate your patience at these sites. A fairly wet summer has meant condensing our work into a smaller window which has created a situation requiring multiple worksites in areas. However, our construction season is coming to an end shortly, as the dropping temperatures mean many pavement works are not possible.

Before winter sets in our next priority is the felling of dangerous trees around Southland state highways, so there will be temporary traffic management in place in various areas to allow this. These trees are being felled as they are either dangerous and in danger of falling on or near the highway, or are creating hazards for road users.

Wandering stock on the highways continues to be of concern. If stock is spotted on state highways we encourage calling 0800 4 HIGHWAYS (0800 44 44 49) so that this can be actioned immediately. We are following up with landowners in 'hot spot's' to encourage them to check fencing and have had a very positive response to this.

Finally, there will be a moratorium on work happening on state highways over the Easter break/Southland anniversary day, with all non-essential work closing down at noon on April 1 and commencing again after 7am on April 7. Road users and communities are encouraged to call 0800 4 HIGHWAYS (0800 44 44 49) if they see anything of concern on state highways over this break.

## Chairperson's Report

Record No: R/21/3/13762

Author: Alyson Hamilton, Committee Advisor

Approved by: Matt Russell, Group Manager Services and Assets

☐ Decision

☐ Recommendation

☒ Information

### Purpose of Report

- 1 The purpose of the report is to provide an update to the Fiordland Community Board on activities that the chairperson has been involved since the establishment of the board on 20 November 2019. This report covers the timeframe from 10 February 2021 to 1 April 2021.

#### **Meetings:**

Those to note are as follows:

- Karyn Kraal – Community Connector, Fiordland House
- Fiordland Business Association – outlining the Community Futures Plan
- Minister Stuart Nash – providing community context to his visit to Fiordland
- Fiordland Events Fund Panel
- Great South

The NZ Community Boards Conference is being held 22 – 24 April – I will be attending

#### **Dark Skies:**

- Ambassador Training will take place on 17 and 18 April.
- Option to fund telescope - \$800 approx

#### **Welcome signs – Te Anau**

Images have been signed off and the signs will be produced in the next few weeks.

#### **Croquet Club:**

Approval to construct shed on leased property.

#### **Submissions:**

The board will be making a submission on the draft LTP.

- Revenue and Financing Policy

#### **Thank you email:**

A thank you letter was received from the Takahe Restoration Group thanking the community board for the contribution to the restoration.

**Guardians of the Lake:**

Annual accounts received as per the requirement in their constitution

**Te Anau Waste Water Liaison Group:**

Have had an initial meeting. They decided that they wanted Ebel Kremer to be the chair of this committee and for Max Slee to be a board representative. They also wanted this formally ratified in our community board meeting.

**Other updates:**

- Manapouri residents
- rural
- tourism
- events centre
- Fiordland Museum Trust
- Fiordland Retirement Housing Trust
- Milford Community Trust

**Recommendation**

That the Fiordland Community Board:

- a) **Receives the report titled “Chairperson's Report” dated 30 March 2021.**

**Attachments**

There are no attachments for this report.

## Community Service Awards - Procedures and Guidelines

Record No: R/21/3/8749  
Author: Megan Seator, Community Liaison Officer  
Approved by: Trudie Hurst, Group Manager Customer Delivery

☐ Decision ☐ Recommendation ☒ Information

### Purpose

- 1 The purpose of this report is to inform the Fiordland Community Board of the new procedures and guidelines for the Southland District Council community service awards.

### Executive Summary

- 2 Southland District Council's community service awards are a mechanism to acknowledge individuals and groups who have contributed outstanding community service to their community.
- 3 In 2020, staff from the communications, governance and democracy, and community leadership teams undertook a review of the community service awards.
- 4 It was identified that clarification is needed on the award criteria, who can nominate an individual, who makes allocation decisions, the type of celebration that will be provided, and how the associated costs are paid for. This is to ensure consistency across community boards, clarity for the public, and to provide staff with a standardised method of administration.
- 5 A copy of the procedures and guidelines approved by the Community & Strategy Committee on 9 February 2021 are attached to this report.

### Recommendation

That the Fiordland Community Board:

- a) **Receives the report titled "Community Service Awards - Procedures and Guidelines" dated 2 March 2021.**

### Attachments

- A Southland District Council community service awards - procedures and guidelines [↓](#)

## Community Service Awards

### Procedures and guidelines

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#### **Purpose**

The purpose of the Southland District Council community service awards is for community boards to recognise individuals and groups who have provided significant and outstanding contribution to their community board area through leadership, volunteering, or community service.

#### **Criteria**

Any person or group residing within the Southland District, who by their significant and outstanding contribution to their community board area through leadership, volunteering, or community service, is eligible to be nominated for a community service award.

The definition of 'significant and outstanding contribution' focuses on the quality of service and does not preclude individuals on age or length of service.

Nominees contribution to the community may be in the education, youth, health, sport, heritage, art, culture, environment, social wellbeing, or similar sectors.

Joint awards (ie partners & groups) are acceptable and can be considered as one nomination.

#### **Nomination process**

There will be one nomination round per year closing 30 September (special exceptions may apply in extraordinary circumstances).

Members of the community can nominate individuals by submitting the prescribed application form to Southland District Council before the closing date.

Late nominations will not be accepted and will be deferred to the next nomination round.

#### **Award allocation**

Following the closure of the nomination round each year, community boards will receive a report outlining the nominations from their community board area. This report will enable community boards to review and select up to a maximum of two individuals to receive community service awards for that year.

The mayor will be notified of community boards decisions

#### **Presentations**

Presentations of the awards are to be made at a community board meeting, workshop, or community event by the community board chair. Recipients will be presented with a framed certificate and they may invite friends and family to be present.

#### **Funding**

Costs associated with the awards will be funded from the grants and donations budget. This will go towards the framing of the certificates, catering costs, or flowers (up to \$200 per community board per year).



**Publicity**

The recipients of community service awards will be published in the First Edition. Publicity may also be done through the Southland District Council website and Facebook page. Additionally, local media will be notified should they wish to run a story on the awards.



## Exclusion of the Public: Local Government Official Information and Meetings Act 1987

### Recommendation

That the public be excluded from the following part(s) of the proceedings of this meeting.

C8.1 Unbudgeted Expenditure Report for Obtaining Subdivision Consents for the Luxmore Residential and Industrial Developments

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Unbudgeted Expenditure Report for Obtaining Subdivision Consents for the Luxmore Residential and Industrial Developments	<p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p> <p>s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.</p> <p>s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.