



Notice is hereby given that a Meeting of the Stewart Island/Rakiura Community Board will be held on:

Date: Monday, 12 April 2021
Time: 8.45am
Meeting Room: Stewart Island Pavilion
Venue: Ayr St, Stewart Island

Stewart Island/Rakiura Community Board Agenda OPEN

MEMBERSHIP

Chairperson	Jon Spraggon
Deputy Chairperson	Steve Lawrence
Members	Aaron Conner
	Anita Geeson
	Rakiura Herzhoff
	Gordon Leask
	Councillor Bruce Ford

IN ATTENDANCE

Committee Advisor	Kirsten Hicks
Community Partnership Leader	Karen Purdue
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

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

¹ 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"> involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise. <p>Local activities include:</p> <ol style="list-style-type: none"> 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) <ol style="list-style-type: none"> (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 <p>19) naming reserves, structures and commemorative places</p> <ol style="list-style-type: none"> a) authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places. <p>20) naming roads</p> <ol style="list-style-type: none"> a) authority to decide on the naming for public roads, private roads and rights of way <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>Rentals and Leases</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"> 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. <p>Environmental management and spatial planning</p> <ol style="list-style-type: none"> 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.
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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>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</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

Betty Taylor and Ava Simeon (Halfmoon Bay School) – stormwater drain presentation
Ava Simeon - playground equipment

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 Stewart Island/Rakiura Community Board, 29 March 2021



Stewart Island/Rakiura Community Board

OPEN MINUTES

UNCONFIRMED

Minutes of a meeting of Stewart Island/Rakiura Community Board held in the Library, Ayr St, Stewart Island, on Monday, 29 March 2021 at 7.30am.

PRESENT

Chairperson	Jon Spraggon
Deputy Chairperson	Steve Lawrence
Members	Aaron Conner
	Anita Geeson
	Rakiura Herzhoff
	Gordon Leask

APOLOGIES

Councillor Bruce Ford

IN ATTENDANCE

Community Partnership Leader – Karen Purdue (Zoom link)
Manager, Property Services – Kevin McNaught (Zoom link)
Strategic Manager, Transport – Hartley Hare (Zoom Link)
Committee Advisor – Kirsten Hicks

1 Apologies

An apology for non-attendance was received from Councillor Bruce Ford

Moved Deputy Chairperson Steve Lawrence, seconded Gordon Leask and resolved
That the Stewart Island/Rakiura Community Board accepts the apology

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

Rakiura Herzhoff declared a conflict of interest in relation to item 7.2 Proposed Road
Stopping – 2 Main Road, Stewart Island.

4 Public Forum

There was no public forum.

5 Extraordinary/Urgent Items

Stewart Island/Rakiura Community Board Applications to the Stewart Island Rakiura
Visitor Levy Fund 2021

This report was unable to be circulated with the agenda as all information had not been
received by the agenda deadline. This item cannot be delayed until a subsequent meeting
due to the need to lodge applications by 31 March 2021.

Moved Jon Spraggon (Chair), seconded Gordon Leask and resolved
That the Stewart Island/ Rakiura Community Board considers the report Stewart
Island/Rakiura Community Board Applications to the Stewart Island Rakiura Visitor
Levy Fund 2021.

6 Confirmation of Minutes

Resolution

Moved Anita Geeson, seconded Gordon Leask and resolved

That the Stewart Island/Rakiura Community Board confirms the minutes of the
meeting held on 15 February 2021, as a true and correct record of that meeting.

Reports

7.1 Request for retrospective unbudgeted expenditure approval to supply and install electricity and telecommunication ducting beneath the Horseshoe Bay footpath construction

Record No: R/21/3/9596

Community Partnership Leader Karen Purdue was in attendance for this report.

Resolution

Moved Deputy chairperson Lawrence, seconded Aaron Conner and resolved

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Request for retrospective unbudgeted expenditure approval to supply and install electricity and telecommunication ducting beneath the Horseshoe Bay footpath construction” dated 17 March 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 retrospective unbudgeted expenditure of \$15,991.29 to be funded from SIESA reserves for the supply and installation of the electricity and telecommunication ducting beneath the recently completed Horseshoe Bay walking track (including 50% of the variation costs for rock breaking).

7.2 Proposed Road Stopping - 2 Main Road Stewart Island

Record No: R/21/2/7697

Kevin McNaught (Manager, Property Services) was in attendance for this report.
Rakiura Herzhoff declared a conflict of interest, and withdrew from discussion and voting.

Resolution

Moved Aaron Conner, seconded Deputy chairperson Lawrence and resolved

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Proposed Road Stopping - 2 Main Road Stewart Island” dated 24 March 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) Recommends to the Southland District Council that the request from the owner of the property at 2 Main Road Stewart Island to commence the proposed road stopping process adjoining that property be approved.

7.3 SIESA Monthly Report from PowerNet - December 2020 and January 2021

Record No: R/21/2/7860

Karen Purdue (Community Partnership Leader) was present for this report.

Resolution

Moved Anita Geeson, seconded Gordon Leask and resolved

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled "SIESA Monthly Report from PowerNet - December 2020 and January 2021" dated 24 March 2021.**

7.4 SIESA - Financial Report to 28 February 2021

Record No: R/21/3/11392

Karen Purdue (Community Partnership Leader) was present for this report.

Resolution

Moved Deputy chairperson Lawrence, seconded Gordon Leask and resolved

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled "SIESA - Financial Report to 28 February 2021" dated 17 March 2021.**

1.1 Stewart Island/Rakiura Community Board Applications to the Stewart Island Rakiura Visitor Levy Fund 2021

Record No: R/21/3/13166

Karen Purdue (Community Partnership Leader) and Hartley Hare (Strategic Manager, Transport) were present for this report.

Resolution

Moved Gordon Leask, seconded Rakiura Herzhoff and resolved recommendations a) to d) with changes to e) (as indicated)

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Stewart Island/Rakiura Community Board Applications to the Stewart Island Rakiura Visitor Levy Fund 2021” dated 24 March 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 the submission of an application of \$130,720 (subject to peer review of pricing) to the Stewart Island/Rakiura Visitor Levy Fund for the Horseshoe Bay walking track (stage 2) project.
- e) Agrees to defer for 12 months the submission of an application of \$139,345 to the Stewart Island/Rakiura Visitor Levy Fund for the Dundee St footpath installation project.

The meeting concluded at 7.55am

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE STEWART ISLAND/RAKIURA
COMMUNITY BOARD HELD ON MONDAY 29 MARCH
2021

DATE:.....

CHAIRPERSON:.....

Community Update

Record No: R/21/3/12956

Author: Kirsten Hicks, Committee Advisor/Customer Support Partner

Approved by: Trudie Hurst, Group Manager Customer Delivery

☐ Decision

☐ Recommendation

☒ Information

Community Partners

- 1 Constable Stuart Newton, New Zealand Police
- 2 Jennifer Ross, Department of Conservation

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) Acknowledges the attendance of representatives New Zealand Police and the Department of Conservation at the meeting.

Attachments

There are no attachments for this report.

Community Leadership Report

Record No: R/21/3/11707

Author: Karen Purdue, Community Partnership Leader

Approved by: Fran Mikulicic, Group Manager Environmental Services

☐ Decision

☐ Recommendation

☒ Information

Purpose

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

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Community Leadership Report” dated 29 March 2021.**

Attachments

- A Community Leadership Report [↓](#)



What's happening in your area

Community Partnership Fund

There are no further rounds of the Stewart Island/Rakiura Community Partnership Fund for the 2020/2021 financial year.

Funding

Funding deadlines

Applications to the following funds 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

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.

Local initiatives

Butterfields Beach project

One quote has now been received for the drainage works to the site. Staff are following up with another contractor to receive a second quote. We expect to receive this shortly.

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

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

Operational Report for Stewart Island/Rakiura Community Board

Record No: R/21/3/12426

Author: Carolyn Davies, Executive Assistant

Approved by: Fran Mikulicic, Group Manager Environmental Services

☐ Decision

☐ Recommendation

☒ Information

Purpose of Report

- 1 The purpose of the report is to update the board on the operational activities in the Stewart Island/ Rakiura Community Board.

Recommendation

That the Stewart Island/Rakiura Community Board:

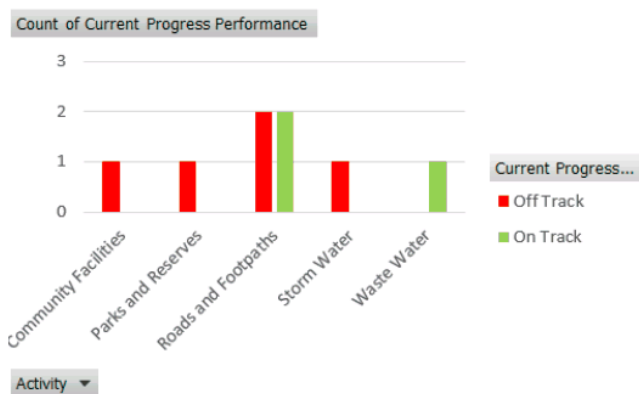
- a) **Receives the report titled “Operational Report for Stewart Island/Rakiura Community Board” dated 26 March 2021.**

Attachments

- A Report to Stewart Island Community board - 12 April 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
ROADS AND FOOTPATHS	P-10016	Construct new walking track at Horseshoe Bay Road, Stewart Island (part 1)	Delivery phase	On track	Footpath complete, requires 100mm ducts to direct water at start and end of footpath. Unbudgeted expenditure report going to community board on Monday, 29 March.	\$52,583
WASTE WATER	P-10024	Effluent disposal compliance and capacity	Pre delivery phase	On track	Disposal field to be completed through stimulus funding in November 2021. Current year's budget will	\$44,956



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
		improvements Stewart Island (SF)			complete design, outline plan and possible hardware procurement.	
ROADS AND FOOTPATHS	P-10147	Construct new access on Ringa Ringa Road	Delivery phase	Off track	Construction completed. Need PowerNet to complete last of electrical work first before road can be blocked off to public use (which is the remaining portion of the project. No updates this period.	\$132,874
ROADS AND FOOTPATHS	P-10336	Install new streetlights on the waterfront in Oban, Stewart Island	Delivery phase	Off track	Awaiting final wiring to be completed by PowerNet. No update this period.	\$1,686
ROADS AND FOOTPATHS	P-10389	Improving footpath and carparking at Argyle Street, Stewart Island	Delivery phase	On track	Project completed with defects period ending in June 2021.	\$20,000
STORM WATER	P-10442	Stewart Island stormwater improvement - multiyear project.	Business case phase	Off track	This project has been allocated to Downer through the stimulus funding reticulation panel. The initial stage will focus on the Ayr Street catchment and improvements to be made to this infrastructure. Design commenced in February with construction starting in May.	\$0.00
COMMUNITY FACILITIES	P-10847	Upgrade tracks and signage at Moturau Gardens	Pre delivery phase	Off track	Construction has started and will be completed by June 2021.	\$7,500
PARKS AND RESERVES	P-10965	Upgrade Bathing Beach track, Stewart Island	Pre delivery phase	Off track	Edging and hand rails are being installed, surface covering is being laid. All works will be completed by June 2021.	\$18,000



2. Service contracts

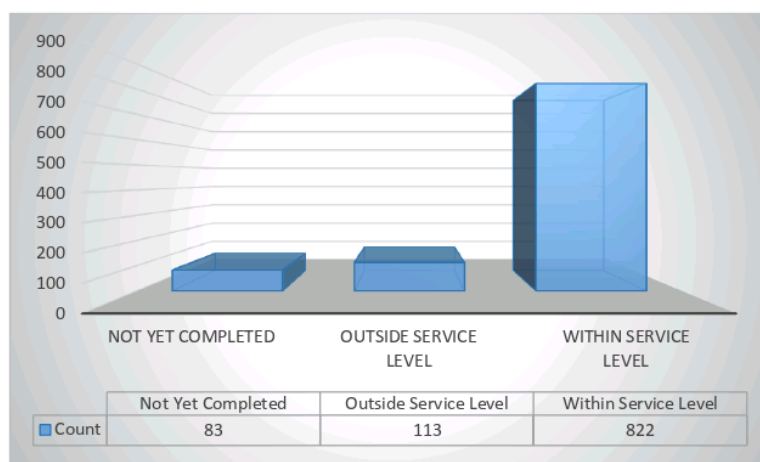
CONTRACT NAME	CONTRACT MANAGER COMMENTARY
10/01 – Water and waste water services operation and maintenance	The water and waste water contract is operating well. Minor capital works awarded to Downer are progressing on programme.
16/35 – Stewart Island gardening agreement with SIRCET	Contract manager to follow up with SIRCET due to garden maintenance required.
17/01 – Foveaux Alliance	<p>Roading</p> <p>Still a larger no of RFS 's in February. Rain towards the end of January would have had an impact on that.</p> <p>2021/22 reseal sites programmes has been finalised. Stabi crew working on them now. They are on track to complete the programme late April, weather permitting.</p> <p>We have continued with noxious spraying throughout February and will start verge spraying the sealed section early March. Weather has been a bit better but still not great.</p> <p>We got 1280m3 of maintenance metal done in Feb. This is still roughly 1000m3 short of where we wanted to be. We will ramp up the delivery.</p> <p>90% of our grading programme has been achieved for February.</p> <p>The trees above the Golden Bay toilets have now been removed. An all faults survey is programmed to be completed and programmed along with a signs audit, NZTA visited the island recently as part of their maintenance audits and were impressed with how the roading team handles the uniqueness and challenges associated with the island.</p>
Moturau Gardens	The rotten tree in the gardens has been removed.
17/01 Foveaux Alliance toilet contracts	QR codes have been installed in the toilets on the island.
Mowing	An agreement has been reached with the community board around the level of service for the non township mowing and negotiations with the existing contractor are in progress to implement this change.
Oban foreshore playground	The new structure is scheduled to start on 15 March

3. Request for service data 18 January 2021 – 17 March 2021

 Community Board Requests for Service 18/1/2021 – 17/3/2021 8	District wide Requests for Service 18/1/2021 – 17/3/2021 1,018 3 Waters Service requests 18/1/2021 – 17/3/2021 192
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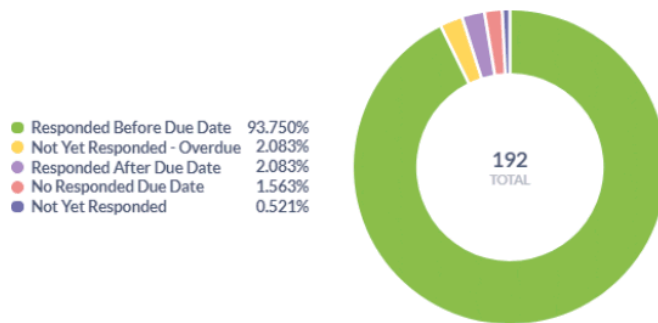
REQUEST TYPE	COUNT
SIESA general	1
Vegetation urban/berm mow/overgrown/visibility issues	1
Gravel, potholes/corrugations and grading	2
Manholes and grates (safety)	1
Paper roads	2
Transport - road matters general	1
TOTAL	8

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 of further investigations/work required and extensions of time to complete the requests.



4. Local finance reporting

Stewart Island - Business Units as at 28 February 2021									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Administration - Stewart Is	\$9,333	\$9,598	\$15,985	\$9,470	\$8,140	\$12,148			
Operating Costs - Stewart Is	\$1,185	\$4,867	\$11,687	\$26,705	\$35,597	\$38,465			
Street Works - Stewart Island	\$52,643	\$21,501	\$114,757	\$4,180	\$12,968	\$19,452	\$148,659	\$89,461	\$134,191
Rubbish Collection- Stewart Is	\$79,750	\$79,747	\$120,467	\$67,329	\$70,747	\$119,820			
Stormwater Drain - Stewart Is	\$13,590	\$13,631	\$20,447	\$6,617	\$9,244	\$13,778			
Cemetery - Stewart Island	\$7,567	\$8,642	\$12,963	\$6,965	\$8,642	\$12,963			
Beautification - Stewart Is	\$38,573	\$19,883	\$29,825	\$39,785	\$23,729	\$35,594			
Moturau Gardens	\$2,136	\$8,143	\$12,214	\$4,055	\$8,482	\$12,214			
Trail Park	\$4,431	\$4,287	\$6,430	\$5,212	\$5,664	\$7,865			
Playground - Waterfront	\$2,659	\$2,667	\$17,971	\$3,799	\$6,466	\$9,699	\$43,738		\$68,936
Stewart Island Jetties	\$113,470	\$48,000	\$480,187	\$51,524	\$62,933	\$99,084			\$658,473
Total	\$325,337	\$220,966	\$842,933	\$225,639	\$252,612	\$381,082	\$192,397	\$89,461	\$861,600

Income is \$104,371 over budget. Streetworks is over budget due to the \$31,206 grant approved by the Stewart Island Visitor Levy as a contribution towards the upgrade of the footpath from the Department of Conservation visitor centre to the corner of Dundee Street. Beautification is over budget due to \$18,750 of grants from the Stewart Island Visitor Levy for assist with cemetery and Bathing Beach signage along with upgrade to the Bathing Beach track. Stewart Island jetties also includes \$100,000 from the visitor levy, however the work for Ulva Island is not expected to be completed, this work and the levy will be transferred to the balance sheet for future use.

Expenses are \$26,973 under budget. Operating costs are under budget by \$8,892 with \$4,000 of community partnership fund grants yet to be paid along with \$2,000 that is unspent for general projects. Street works is under budget by \$8,788 with limited maintenance required so far this year, along with funds that should have been included as capital funding and have been moved as part of forecasting. Beautification is \$6,056 over budget with \$19,500 added to the budget as part of forecasting for the work being undertaken at Bathing Beach. Stewart Island jetties is under budget by \$11,409 due to reduced maintenance being incurred.

Capital expenditure incurred relates to P-10336, P-10389 and P-10300 on the tables above.



Reserve Balances

RESERVE	30 JUNE 2020	BUDGET 30 JUNE 2021	FORECAST 30 JUNE 2021
Stewart Island general	\$251,181	\$193,545	\$143,794
Stewart Island waste management	\$34,364	\$35,210	\$35,210
Stewart Island Jetties - general	\$52,649	\$79,628	\$79,628
Stewart Island Jetties – Golden Bay	\$-	\$-	\$-
Stewart Island Jetties – Ulva Island	\$213,765	\$53,765	\$-
TOTAL RESERVES	\$551,959	\$362,148	\$258,632

Chairperson's Report

Record No: R/21/3/13328

Author: Kirsten Hicks, Committee Advisor/Customer Support Partner

Approved by: Fran Mikulicic, Group Manager Environmental Services

☐ Decision☐ Recommendation☒ Information

- 1 The purpose of this report is to provide an update to be community board on activities the chairperson has been involved with since the previous board meeting.
- 2 **Helipad** Following on from our decision not to support the installation of a helipad at Trail Park I have had further emails and discussions with the operator of Otago Helicopters and Martin Peppers on this matter. While Otago Helicopters would fund all costs associated with establishing an all-weather link from Dunedin to Stewart Island for emergency flights, the costs of installing and maintaining the Helipad here on the island would be the responsibility of the local community. The concept is great, but beyond the finances of the Board in view of the major projects we are already committed to, and I suggested that if they wish to take the concept any further then they should work with the local Health Committee.
- 3 **Flooding Outside DOC** Have had several meetings and numerous emails in relation to this problem on the grass areas outside the DOC building. The council engineers have finally decided to cut an open swale drain that can be mowed from the present low lying area through the raised new lawns outside the Museum, to the Sump hole at the Western end of the new carpark. While this is not the ideal solution, it should drain the surplus water away from this area and into the drainage system.
- 4 **Cemetery** Path from top of the track that goes from Mill Creek to the lower area of the cemetery, up to the carpark area has been agreed to and will allow for all weather access to the top part of the cemetery for people coming up from Mill Creek.
- 5 **Grass Cutting** Numerous hours have been involved in negotiating the new grass cutting contract which has now been agreed to by Fulton Hogan. We now need to monitor it to ensure that the areas we want cut are being maintained as per the contract.
- 6 **Gardening Contract** Have spoken with Jacqui Ligthart re our gardening contract as some of the garden plots included do not seem to be receiving attention. This could be a good time to increase the ground cover in the large plot between the new footpath and Main Road as the large open spaces presently are just growing weeds.
- 7 **Butterfields Beach** Still awaiting confirmation of the drainage decision for this area. Once the drainage has been sorted, (this is the Community Board part of the project), then the shelter and other features will be put in place. The promoters of this project are getting itchy feet over the length of time it is taking to get anything done. I always said raising the funds was the easy bit, working with Council for all the necessary consents etc was more difficult. Timber for the shelter has been ordered.
- 8 **Ulva Wharf** No updates available on where we are at in relation to this rebuild.

- 9 **Playground** The replacement playground on the foreshore has been completed and while it is smaller than what we may have envisaged it does mean another age group is being catered for. In the future the Board could look at adding additional features for older age groups. In the meantime it is great to have a facility that fully meets all present health and safety requirements.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Chairperson's Report” dated 29 March 2021.**

Attachments

There are no attachments for this report.

Community Service Awards - Procedures and Guidelines

Record No: R/21/3/8750

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 Stewart Island Rakiura 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 Stewart Island/Rakiura Community Board:

- a) **Receives the report titled "Community Service Awards - Procedures and Guidelines" dated 9 March 2021.**

Attachments

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

Community Service Awards

Procedures and guidelines

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.