



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

Date: Wednesday, 30 June 2021  
Time: 2pm  
Meeting room: Te Anau Club  
Venue: Corner Pop Andrew Drive and Jackson Street, 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

Chief executive	Cameron McIntosh
Committee advisor	Alyson Hamilton
Community partnership leader	Simon Moran
Community liaison officer	Megan Seator

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[www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)

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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.



## Health and safety – emergency procedures

Toilets – The location of the toilets will be advised at the meeting.

Evacuation – Should there be an evacuation for any reason please exit via the exits indicated at the venue.

Earthquake – Drop, cover and hold applies in this situation and, if necessary, once the shaking has stopped we will evacuate the building to a safe location.

Phones – Please turn your mobile devices to silent mode.

Recording - These proceedings may be recorded for the purpose of live video, both live streaming and downloading. By remaining in this meeting, you are consenting to being filmed for viewing by the public.

Covid QR code – Please remember to scan the Covid Tracer QR code.

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## 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> <li>• to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community</li> </ul>

	<ul style="list-style-type: none"> <li>• to maintain an overview of the services Council delivers to its communities and assess the extent to which these services meet community needs</li> <li>• to recommend the setting of levels of service and budgets for local activities.</li> </ul>
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 as detailed in the long term plan, and on local expenditure, rating impacts and priorities.</li> </ol>

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

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### **Advocacy**

#### 11) submissions

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

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

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

District activities include:

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

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

### **Community Assistance**

- 15) authority to establish prioritisation for allocation based on an overarching set of criteria from council to guide the scope of the activity
- 16) authority to grant the allocated funds from the Community Partnership Fund

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

### **Northern Community Board**

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

### **Unbudgeted Expenditure**

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

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

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

### **Service Delivery**

#### **Local Activities**

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

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

	<p>national importance (Section 6 Resource Management Act 1991); or</p> <ul style="list-style-type: none"> <li>involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise.</li> </ul> <p>Local activities include:</p> <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 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 at [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz) or by 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, 13 April 2021



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## Fiordland Community Board

### OPEN MINUTES

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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 Tuesday, 13 April 2021 at 2pm.

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#### PRESENT

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

#### APOLOGIES

Max Slee

#### IN ATTENDANCE

Committee Advisor	Alyson Hamilton
Community Liaison Officer	Megan Seator

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1 Apologies

There was an apology from Max Slee.

Resolution

Moved Ryan Murray, seconded Deputy Chairperson Holmes and resolved:

That the Fiordland Community Board accept the apology.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

Mark Wallace

Mark Wallace addressed the meeting advising of parking issues at Te Anau Downs and issues with the boat ramp facility in this area.

Mr Wallace advised there is limited space for vehicular parking and suggested clear signage was required to indicate to users the appropriate parking areas.

Mr Wallace also raised issues relating to larger boats having difficulty launching at the ramp and suggested an extension / dredging to the ramp is required. Mr Wallace further suggested the possibility of placing a jetty in the area.

The Chair expressed appreciation to Mr Wallace for his attendance at the meeting and the presentation to the Board advising this issue will be referred to staff and a response to be provided to the board in due course.

Irene Barnes

Irene Barnes addressed the meeting expressing concern at the recent postponement of the opening of the Frana Cardno memorial due to the opposition towards the proposed naming of the reserve area where the memorial has been placed to Frana Cardno reserve, supporting a speedy solution to resolve this issue.

The Chair expressed appreciation to Mrs Barnes for her attendance at the meeting and the presentation to the Board advising discussion will be undertaken on this matter going forward.

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5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Benjamin Killeen, seconded Ryan Murray and resolved;

That the Fiordland Community Board confirms the minutes of the meeting held on 17 February 2021 as a true and correct record of that meeting.

Reports

7.1 Operational Report for Fiordland Community Board

Record No: R/21/3/12433

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

Mrs Seator advised the purpose of the report was to update the board on the operational activities in the board area.

Discussion was held on the following topics:

- comparison of RFS data from a previous report and potential trends
- street lighting along Sandy Brown Road

Resolution

Moved Deputy Chairperson Holmes, seconded Mary Chartres and resolved:

That the Fiordland Community Board:

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

7.2 Community Leadership Report

Record No: R/21/3/11713

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

Resolution

Moved Ryan Murray, seconded Deputy Chairperson Holmes and resolved:

That the Fiordland Community Board:

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



#### 7.4 Community Service Awards - Procedures and Guidelines

Record No: R/21/3/8749

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

Resolution

Moved Deputy Chairperson Holmes, seconded Mary Chartres and resolved:

That the Fiordland Community Board:

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

Public Excluded

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

Resolution

Moved Deputy Chairperson Holmes, seconded Ryan Murray and resolved:

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.

That the Committee Advisor - Alyson Hamilton, Community Liaison Officer - Megan Seator and Property Services Manager – Kevin McNaught be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the items C8.1 Unbudgeted Expenditure Report for Obtaining Subdivision Consents for the Luxmore Residential and Industrial Developments. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their knowledge on the issues discussed and meeting procedure.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available unless released here.

The public were excluded at 3.14pm.

The meeting returned to open session at 3.20pm.

The meeting adjourned for afternoon tea at 3.20pm and reconvened at 3.30pm.

Chairperson Greaney, Deputy Chairperson Diane Holmes, Mary Chartres, Benjamin Killeen, Ryan Murray and Councillor Kremer were present when the meeting reconvened.

### 7.3 Chairperson's Report

Record No: R/21/3/13762

Chair Greaney spoke to her report.

Chairperson Greaney drew a number of issues to the attention of the board including:

- confirm contents of submission to the Council LTP
- advice of project in the 2021/2022 financial year to install a memorial wall at the Lynwood Cemetery.  
The board agreed that prior to a decision being made further consultation was required.
- advice of review being scheduled for the Manapouri Foreshore reserve management plan and potential timeframes to undertake this review.  
The board requested staff provide information on the process/timeframe involved for this review.

Councillor Kremer updated on meetings he has attended and activities that he has been involved including:

- meeting with the Tourism Minister the Honourable Stuart Nash who identified Fiordland as one of the major tourist areas affected by Covid-19
- possibility of obtaining funding from the Tourism Infrastructure Fund (TIF) for the Te Anau waste water scheme.

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Resolution

Moved Chairperson Greaney, seconded Deputy Chairperson Holmes and resolved:

That the Fiordland Community Board:

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

The meeting concluded at 4.12pm

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE FIORDLAND COMMUNITY BOARD  
HELD ON TUESDAY 13 APRIL 2021.

DATE:.....

CHAIRPERSON:.....



## Destination Fiordland - transfer of residual funds to Great South

Record no: R/21/6/36126

Author: Simon Moran, Community partnership leader

Approved by: Cameron McIntosh, Chief executive

☐ Decision

☒ Recommendation

☐ Information

### Purpose

- 1 To request that the Fiordland community board recommend to Council the transfer to Great South of residual funds it holds in trust from the liquidation of Destination Fiordland.

### Executive summary

- 2 The Fiordland community board is named in Destination Fiordland's constitution as the recipient of any residual funds to hold in trust if that organisation liquidated, which is in the process of occurring.
- 3 Destination Fiordland was, and Great South is, a regional tourism organisation (RTO) which is now fulfilling that role for the Fiordland area alongside its responsibilities for the wider Southland region. Therefore, the board is being asked to consider recommending to Council that it transfer all of Destination Fiordland's residual funds to Great South so that it can apply them to marketing and programmes that will continue the type of work that was previously being done.
- 4 Staff recommend that the Board, subject to the conditions outlined in this report, recommend to Council that the residual funds, once known, are transferred in full to Great South.

## Recommendation

That the Fiordland Community Board:

- a) **receives the report titled “Destination Fiordland”** - transfer of residual funds to Great South” dated 24 June 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) endorses that the transfer of the funding is subject to an agreement with Great South to do the following –
  - ring-fence the funds to be used only for supporting tourism in Fiordland in **line with the objectives of Destination Fiordland’s constitution.**
  - provide an annual report to the Fiordland Community Board, by August each year, on how the funds have been spent and/or is intended to be spent until such time as the value of the transfer funds has been fully used.
- e) recommends to Council that it approve the transfer of all residual funds received by the Fiordland Community Board from the liquidation of Destination Fiordland Inc to Great South in accordance with resolution (d).

## Background

- 5 The regional tourism organisation ‘Destination Fiordland’ was an incorporated society that had the following objects stated in its constitution –
  3. Objects

The objects and assets of Destination Fiordland both capital and income from time to time arising at the members’ absolute discretion shall be used to further the following purposes and objects:
  - 3.1 To facilitate initiatives for the marketing of the District and the surrounding environment as a visitor destination.
  - 3.2 To effectively market Fiordland’s natural, cultural and historical assets to domestic and international markets so that Fiordland has a sustainable year round visitor flow.
  - 3.3 To improve Fiordland’s visitor industry product development, business skills and workforce to effectively meet the needs of visitors and enhance visitor experience.
  - 3.4 To ensure that visitor industry growth is managed in a sustainable manner that is sensitive to Fiordland’s natural, cultural and historic environments.

- 3.5 To hold membership of organisations and joint ventures that furthers the interests of Destination Fiordland.
  - 3.6 To monitor any proposed legislation, regulations, bylaws or other rules or regulations which affect the interests of Destination Fiordland's members and the District with a view to making representations and submissions where appropriate.
  - 3.7 To procure and disseminate information and benefits that may be helpful to members.
  - 3.8 To encourage and provide education and training, including individuals and institutions in support of the visitor industry in the District.
  - 3.9 To promote good fellowship and encourage co-operation amongst its members.
  - 3.10 To encourage community pride and community participation by the establishment and operation of community events within the District.
  - 3.11 To confer, liaise and communicate with all other persons, organisations and public bodies in New Zealand and elsewhere to promote and advance the objects of Destination Fiordland.
  - 3.12 To do all such things as are incidental or conducive to the attainment of the above objects or any of them and to promote any other activity not repugnant to these objects.
- 6 Destination Fiordland held a special general meeting on 22 December 2020, and resolved that Destination Fiordland Incorporated proceed with actions to transition the function of the RTO to Great South and to liquidate the incorporated society as per the constitution.
  - 7 A further special general meeting was held on 23 March 2021 at which its members at the meeting unanimously voted to approve that Destination Fiordland Incorporated be put into liquidation on 31 March 2021 and that Insolvency Management be appointed as the liquidator.
  - 8 In accordance with the constitution a third and final meeting is required to conclude the process of placing Destination Fiordland in liquidation. It is anticipated that it will be held in early July 2021.
  - 9 Following that meeting all Destination Fiordland assets will be placed in the hands of the liquidator and when the liquidation process is finalised all residual funds will be transferred to the Fiordland community board as per clause 23.3 of the constitution, detailed below:
- 23 Liquidation and disposal of funds
  - 23.1 If in the opinion of the management committee it shall become no longer possible or feasible to carry out the objects of Destination Fiordland then Destination Fiordland may at an Annual General Meeting or General Meeting by resolution liquidate Destination Fiordland and appoint a liquidator. No resolution liquidating Destination Fiordland shall take effect unless it has been passed by a two-thirds majority of the members of Destination Fiordland personally present and entitled to vote at such meeting and entitled to vote and only after three months notice of intention to move such resolution has been given in the manner provided in Rule 19.6.
  - 23.2 Such liquidation shall not take effect unless at a subsequent General Meeting of Destination Fiordland called for that purpose. (Such meeting to be held not earlier than thirty (30) days after the date of the meeting declaring such liquidation). Such liquidation

is confirmed by resolution to that effect carried by a simple majority of those members personally present and entitled to vote.

23.3 If upon liquidation there remains after satisfaction of all debts and liabilities any property whatsoever the same shall not be paid to or distributed amongst the members or Management Committee members, but shall be given or transferred to the Te Anau community board to be held in trust and used for the promotion of the District.

- 10 At this stage it is not clear how long the liquidation process will take, nor the exact amount of funds that are to be transferred until it has been completed.

#### Issues

#### **Great South**

- 11 Great South is the regional tourism organisation for Southland and have now taken over that role for Fiordland as well. Transferring the residual funds to Great South in full would therefore enable efficient and continued support of the area's tourism.
- 12 If the liquidation of Destination Fiordland meant that there was no regional tourism organisation for the Fiordland area then it would make sense for the Fiordland community board to retain control of the residual funds. Great South however, will be fulfilling the same tourism role as Destination Fiordland used to so it seems reasonable that both the funding and the control of that funding should pass to that organisation subject to conditions relating to management and reporting.

#### **Management and reporting**

- 13 The Fiordland community board has consistently stated that it needs to ensure that the governance decisions it makes are financially prudent. Therefore, it is recommended that the community board endorse making the transfer of residual funds in full, subject to Council approval, and the written agreement of Great South with at least the following two conditions.
- i. that the funds will be ring-fenced for supporting tourism in Fiordland in line with the objects of Destination Fiordland's constitution.
  - ii. that an annual report to the Fiordland community board, by August each year, on how the money has been spent and/or is intended to be spent until such time as the value of the transfer funds has been used.

#### Factors to consider

##### Legal and statutory requirements

- 14 A question that has been considered by Council's policy staff is whether the community board can transfer the entire amount of any funds that it will be managing in trust as a result of the liquidation clauses in Destination Fiordland's constitution. The position has been reached that it is possible.
- 15 As the board does not have the delegated authority to enter into agreements and financial commitments on behalf of Council, the decision is still subject to Council approving a resolution of the Fiordland community board recommending that Council transfer the funds in full.



#### Community views

- 16 In this instance it is the view of Destination Fiordland's previous membership that ensuring funds are utilised for the promotion of the Fiordland area and district is of key importance, as much of the funding reserve is likely to include an element of membership fees.
- 17 It is clear from the minutes of the two special general meetings held with Destination Fiordland members to date, that members have voted in favour of liquidation and the transfer of residual funds to the Fiordland community board therefore follows as a consequence of the provisions set out in their constitution.

#### Costs and funding

- 18 There are no additional costs associated with the transfer of residual funding to Great South from Destination Fiordland, held in trust by the Fiordland community board.

#### Policy implications

- 19 There are no policy implications.

#### Analysis

##### Options considered

- 20 There are three options to consider in this report:

Option 1: to transfer the residual funding in full to Great South

Option 2: to transfer the funding in part to Great South and retain the remainder in trust

Option 3: to not transfer any of the funding to Great South and remain in trust with the Board

#### Analysis of options

Option 1 – to transfer the residual funding in full to Great South

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• no costs and time associated with managing and allocating the funds will be incurred by the board and council staff</li><li>• on-going marketing and promotion of the Fiordland area will continue through the regional tourism organisation Great South</li><li>• the transfer of residual funds in full to Great South is in keeping with the wishes of the Destination Fiordland members</li><li>• additional funding opportunities will be sought and leveraged, through Great South for the promotion of the area</li></ul>	<ul style="list-style-type: none"><li>• there is no direct control over how the funds are spent or what they are spent on.</li></ul>

Option 2 – to transfer the funding in part to Great South and retain the remainder in trust

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>there is still some oversight that the board can exercise over how the funds are spent and what they are spent on.</li> </ul>	<ul style="list-style-type: none"> <li>there are ongoing costs and time associated with managing and allocating the funds for the board and Council staff</li> <li>each allocation is likely to require supporting reports to the board</li> <li>the funds may not be spent on the most effective projects/programmes to support tourism operators and the community</li> </ul>

Option 3 – to not transfer any of the funding to Great South and remain in trust with the Board

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>the board has complete oversight over how the funds are spent and what they are spent on</li> </ul>	<ul style="list-style-type: none"> <li>there are ongoing costs and time associated with managing and allocating the funds for the board and council staff</li> <li>each allocation is likely to require supporting reports to the board</li> <li>the funds may not be spent on the most effective projects/programmes to support tourism operators and the community and/or integrated with Great South as the regional tourism organisation for Southland.</li> </ul>

### Assessment of significance

- 21 This recommendation is not considered significant in relation to the Council's Significance and Engagement Policy.

### Recommended option

- 22 It is recommended that the Fiordland community board choose Option 1 and recommend to Council the transfer of all residual funding in full from Destination Fiordland to Great South and that the money be used for the same type of activities as described in the objects of Destination Fiordland's constitution.

### Next steps

- 23 Staff will prepare a report for Council to approve the community board's recommendation.
- 24 If Council approve the transfer of residual funds in full, staff will arrange for the transfer of the funds to Great South.

- 25 Council staff will advise Great South of the recommendation made by the Fiordland community board and obtain its written agreement to the conditions recommended.
- 26 Staff will advise Destination Fiordland's committee and liquidator of the Council's decision.

## Attachments

- A Destination Fiordland - Constitution [↓](#)

# Constitution of

# Destination Fiordland Inc

(Updated September 2018)

Fp/08/5/5718

## **CONSTITUTION OF DESTINATION FIORDLAND INC**

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## **CONSTITUTION OF DESTINATION FIORDLAND INC**

### **1. NAME**

The name of the Society shall be **DESTINATION FIORDLAND INC** ("Destination Fiordland").

### **2. DEFINITIONS**

Unless the context otherwise requires, in these Rules:

- 2.1 "Consensus" means a process that the Members of the Management Committee, before voting on the resolution, are required to discuss thoroughly the issue and endeavour to obtain an indication as to whether there will be an agreement or not to the resolution before the resolution is formally put.
- 2.2 "The Members of the Management Committee" means the Management Committee Members appointed under these Rules and their successors in office for the time being and "the Management Committee" shall have a corresponding meaning.
- 2.3 "The District" shall mean and include the geographical area known as the Fiordland area, having boundaries as defined by the Te Anau Ward for the Southland District Council, and in any case shall include the Te Anau, Manapouri and Milford Sound localities and Fiordland National Park in its entirety.
- 2.4 "Constitution" means and includes any reference to Rules.
- 2.5 "Rules" means and includes clauses and subclauses.
- 2.6 Words importing the singular number shall include plural and the masculine gender the feminine and vice versa and words importing persons shall include companies. Any covenants or agreements on the part of two or more persons shall be deemed to bind them jointly and severally.

### **3. OBJECTS**

The objects and assets of Destination Fiordland both capital and income from time to time arising at the members' absolute discretion shall be used to further the following purposes and objects:

- 3.1 To facilitate initiatives for the marketing of the District and the surrounding environment as a visitor destination.

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## 2

- 3.2 To effectively market Fiordland's natural, cultural and historical assets to domestic and international markets so that Fiordland has a sustainable year round visitor flow.
- 3.3 To improve Fiordland's visitor industry product development, business skills and workforce to effectively meet the needs of visitors and enhance visitor experience.
- 3.4 To ensure that visitor industry growth is managed in a sustainable manner that is sensitive to Fiordland's natural, cultural and historic environments.
- 3.5 To hold membership of organisations and joint ventures that furthers the interests of Destination Fiordland.
- 3.6 To monitor any proposed legislation, regulations, bylaws or other rules or regulations which affect the interests of Destination Fiordland's members and the District with a view to making representations and submissions where appropriate.
- 3.7 To procure and disseminate information and benefits that may be helpful to members.
- 3.8 To encourage and provide education and training, including individuals and institutions in support of the visitor industry in the District.
- 3.9 To promote good fellowship and encourage co-operation amongst its members.
- 3.10 To encourage community pride and community participation by the establishment and operation of community events within the District.
- 3.11 To confer, liaise and communicate with all other persons, organisations and public bodies in New Zealand and elsewhere to promote and advance the objects of Destination Fiordland.
- 3.12 To do all such things as are incidental or conducive to the attainment of the above objects or any of them and to promote any other activity not repugnant to these objects.

#### **4. MEMBERSHIP**

The members of Destination Fiordland shall comprise:

##### **4.1 Full Member with Interest**

Full membership shall be restricted to those persons (both natural and corporate including but not limited to Companies, partnerships or groups of individuals) carrying on business in the District or its immediate environs who pay the annual subscription fee (if any) or such other subscription as Destination Fiordland shall from time to time fix at the Annual General Meeting subject to Rule 4.2.

**4.2 Full Membership Acceptance**

Only persons of good character shall be accepted and approved for membership by the Management Committee subject to Rule 4.11. The Management Committee shall establish criteria by which it determines good character. The Management Committee shall not be required to give any reasons for refusal or acceptance.

**4.3 Other Membership Categories**

The Management Committee may from time to time establish other categories and criteria of membership and subscription, but shall ensure that the benefits that accrue from such membership are not greater than those available to a full member.

**4.4 Voting Rights**

Only Full Members who hold membership in accordance with rule 4.1 shall have voting rights at Annual General Meetings and Special General Meetings on the basis of one vote per membership whether membership is that of a natural person or any form of body corporate, subject to rule 5.2.

4.5 Full Members may vote by written proxy providing that at the commencement of the meeting the person holding the proxy shall provide written evidence of it to the chairperson or their nominee, subject to rule 5.2.

**4.6 Commencement**

Each person's membership shall commence on the date of payment of the qualifying subscription under Rule 4.1 and shall expire at the end of fifteen (15) months from that date unless renewed by a further qualifying subscription.

**4.7 Resignation**

Any member may resign from membership of Destination Fiordland by giving to the Secretary of the Management Committee notice in writing to that effect and every such notice shall unless otherwise expressed take effect from the end of the year then current provided that that member is not in arrears of contributions at the date of tendering their resignation.

**4.8 Breach of Rules/Conduct**

The Management Committee may at any time by letter invite any member within a specified time to retire for breach of these Rules or for conduct not in keeping with the objects and spirit of Destination Fiordland and the Management Committee may suspend or withdraw any or all of the privileges of membership of Destination Fiordland in respect to the member.

4.9 In default of resignation/retirement under rule 4.8, the question of expulsion of such member shall be submitted to a Meeting of the Management Committee to be held within three (3) calendar months from the date of such letter.



## 4

- 4.10 At such meeting Rule 4.9, the member whose expulsion is under consideration shall be allowed to offer an explanation verbally and/or in writing and if two-thirds of the committee members present shall vote for expulsion such member shall forthwith cease to hold membership of Destination Fiordland but without being released from any antecedent liability to Destination Fiordland, provided that voting at any such meeting shall be by ballot if demanded by a majority of those present. Fourteen (14) days' notice of such meeting must be given to the Member whose expulsion is to be considered.

4.11 **Re-admission of Expelled or Declined Member**

A member or person expelled from or declined membership in accordance with Rule 4 may apply in writing for re-admission to full membership of Destination Fiordland at the next Annual General Meeting following their expulsion or decline and be re-admitted if two-thirds of the members present shall vote for re-admission, provided that voting at any such meeting shall be by ballot if demanded by a majority of those present.

4.12 **Rules Binding**

All members of Destination Fiordland shall be held to consent to and be bound by this Constitution and Rules and shall not be entitled to appeal to any Court of Law because of anything done or omitted to be done under these provisions.

**5. ENTRANCE FEES, ANNUAL SUBSCRIPTIONS**

- 5.1 Destination Fiordland in Annual General Meeting shall have power to determine the amount of the subscription payable by any new member of Destination Fiordland and the amount of the annual subscription payable by each current member (including life membership) of Destination Fiordland.
- 5.2 A member shall not be entitled to vote or take advantage of membership in any way until their subscription and/or arrears of subscription shall have been paid.

**6. THE MANAGEMENT COMMITTEE**

Destination Fiordland shall be controlled and its affairs shall be managed and administered by a Management Committee of members which shall constitute the governing authority of Destination Fiordland (the Management Committee). The members below shall constitute the Management Committee and shall hold office subject to the terms of this Constitution, subject to rule 7).

## **7. MANAGEMENT COMMITTEE MEMBERSHIP**

### **7.1 Eligibility for Election to Management Committee**

Any individual or representative of any full member of Destination Fiordland shall be entitled to stand for office as an elected member of the Management Committee (subject to clause 7.2) provided they are duly nominated and seconded by a full member and that nomination, duly signed by the applicant, nominee and seconder, is received by the Administrative Officer of Destination Fiordland or their nominee, not less than the Second Friday in August of each calendar year. Nominations will only be accepted from the floor of the Annual General Meeting if there are insufficient nominations to fill all vacant positions.

### **7.2 Elected Members**

(a) In every one year, one third of the elected members of the Management Committee for the time being or if their number is not a multiple of three then the number nearest to one third shall retire from office. The elected members to retire at each Annual General Meeting pursuant to clause 7.2 shall be selected as follows:

- (i) First, any elected member who has been appointed to the Management Committee in accordance with clause 7.7 of the Constitution.
- (ii) Second, any elected member who wishes to retire and does not offer himself or herself for re-election.
- (iii) Third, those of the other elected members who have been longest in office since their last election, but as between persons who became or were last elected members of the Management Committee on the same days as those to retire shall (unless otherwise agreed amongst themselves) be determined by lot.

In the event that there are insufficient nominations to require an election, the retiring elected members shall if offering himself or herself for re-election be deemed to have been re-elected."

(b) In the event that there are sufficient nominations to require an election, the election shall be as follows:

- (i) Voting papers are to be posted and/or emailed to Destination Fiordland's financial membership no later than the first Friday in September of each calendar year.
- (ii) Voting papers to be accepted shall be returned physically to the office of Destination Fiordland or emailed to the office of Destination Fiordland no later than the third Friday in September of each calendar year.

- (iii) Results of the election shall be announced at the Annual General Meeting.

**7.3 Appointed Members**

The elected members of the Management Committee shall have the right to appoint up to three (3) additional representatives of full members whose appointment shall not be subject to election at an Annual General Meeting.

- 7.4 Management Committee members shall hold office (subject to Rule 7.6) until the dissolution or adjournment of the meeting at which their successor is appointed except that a retiring Chairperson shall retain office as Immediate Past Chairperson for the term of office of their immediate successor.

**7.5 Appointed Representative Members**

The following organisations shall have the right to make appointments to the Management Committee in addition to the members elected or appointed according rules 7.2 and 7.3; such Appointed Representatives shall have the same status and rights on the Management Committee as Elected Representatives:

- Department of Conservation – one representative.
- Te Anau Community Board – one representative.
- Southland District Council – two representatives.
- Venture Southland – one representative.

- 7.6 The Management Committee members elected under Rule 7.2 or appointed under Rule 7.3 (but subject to clause 7.2) shall hold office for a period of three (3) years at which they may stand for re-election or until such member –

Resigns, or

Dies, or

Is declared bankrupt, or

Is imprisoned, or

Is a person to whom an order made Section 382 of the Companies Act 1993 applies, or

Is a person who is or is deemed to be subject to a compulsory treatment order made under Part II of the Mental Health (Compulsory Assessment and Treatment) Act 1992 or a person in respect of whom an order has been made under Sections 30 or 31 of the Protection of Personal and Property Rights Act 1988, or

Is absent from three (3) consecutive meetings of the Management Committee without leave of the Management Committee.

- 7.7 The Management Committee shall have power to appoint a full member to fill any casual vacancy of an elected member on the Management Committee until the next Annual General Meeting and any member so appointed shall retire at the next Annual General Meeting together with the rest of the Management Committee members seeking re-election and all financial Management Committee members shall be eligible for re-election.

**8. HONORARY POSITIONS**

- 8.1 Destination Fiordland may appoint a Patron, Life Member, Honorary Auditor and Solicitor.
- 8.2 The Management Committee may appoint an Administrator.
- 8.3 None of the above appointees shall be a member of the Management Committee (unless appointed or elected under Rule 7, excluding the Honorary Auditor,) but each appointee may be invited to attend meetings of the Management Committee without the right to vote.

**9. POWERS OF THE MANAGEMENT COMMITTEE**

The Management Committee shall manage the affairs of Destination Fiordland and control and direct its operations so that the purpose and objects of Destination Fiordland shall most effectively be achieved and the same shall have power in addition to the powers conferred on Destination Fiordland by law pursuant to the provisions of the Incorporated Societies Act 1908 as a society or otherwise to do and perform any of the acts and things as set out in the Schedule.

**10. OFFICERS AND DUTIES**

The Management Committee will elect from its membership the following officers whose duties shall be as described:

**10.1 Chairperson**

Should a Chairperson not be elected at the Annual General Meeting in accordance with Clause 7.2 then the Management Committee shall elect an elected or appointed member of the Management Committee as Chairperson.

**10.2 Secretary**

The Secretary shall give notice of all meetings, keep minutes and records of all meetings of the Management Committee and any other committees and perform such other duties as the Management Committee may decide and as are normally incidental to the office of a Secretary, including keeping a register of members with their addresses and occupations.

**10.3 Treasurer**

The Treasurer (who may also be Secretary), shall have the custody of the books of account and charge of the funds of Destination Fiordland.

- 10.4 The Treasurer shall ensure that all statutory and other requirements with reference to the financial matters of Destination Fiordland are complied with and that the provisions of these rules as to such matters are carried out so far as lies in its powers and to perform such other duties as the Management

Committee may decide and as are normally incidental to the office of Treasurer.

**10.5 Administrator**

The Management Committee may delegate such powers of the Secretary and Treasurer to a duly appointed Administrator as they shall see fit, who shall be responsible to the Secretary and Treasurer duly appointed.

**10.6 Audit**

The accounts of Destination Fiordland shall each year immediately after the completion be audited by a qualified auditor who shall have the right of access at all times to the books accounts and vouchers of Destination Fiordland and who shall be entitled to obtain from the Management Committee and other officers of Destination Fiordland such information and explanation as may be necessary for the performance of the duties of auditor.

**10.7 Minutes**

The Management Committee members shall keep minutes of all their proceedings in relation to Destination Fiordland and the production of any minute so recorded purporting to be signed by the Chairperson or Acting Chairperson for the time being of the Management Committee shall be prima facie evidence of the matters referred to in such minute having been authorised done or passed by the Management Committee.

**11. MEETINGS OF THE MANAGEMENT COMMITTEE**

**11.1 Meetings**

The Management Committee may hold meetings from time to time at any convenient time and place.

**11.2** The Chair or Secretary of the Management Committee may from time to time convene a meeting of the Management Committee to be held at such convenient time and place as the Chairperson or Secretary on instructions from the Chairperson shall decide.

**11.3 Requisition**

The Chairperson or the Secretary of the Management Committee shall duly convene a meeting upon the requisition of two members of the Management Committee stating the purpose for which such meeting is required.

**11.4 Notice**

Forty eight (48) hours notice of any such meeting of the Management Committee shall be given to all members of the Management Committee in such manner as the Management Committee shall from time to time determine provided however such notice may be waived by the unanimous consent of the Management Committee members.

## **12. PROCEEDINGS AT MEETINGS OF THE MANAGEMENT COMMITTEE**

### **12.1 Chairman**

The Chairperson shall preside as Chairperson of every meeting of the Management Committee and in the Chairperson's absence, a Management Committee member. If at any such meeting the Chairperson is not present within 15 minutes of the time appointed for holding the meeting the Management Committee members present shall choose someone of their number to act as Chairperson for that meeting.

### **12.2 Quorum**

No business shall be transacted at any meeting unless a quorum of the members is present at the time when the meeting proceeds to business.

### **12.3 One-half of the Management Committee members personally present or via dial in participation, Skype or video link shall constitute a quorum for any meetings of the Management Committee if the number is even and a majority if the number is uneven.**

### **12.4 The Management Committee may without calling a meeting or giving any previous notice pass a resolution of the Management Committee by means of any entry in its minute book signed by all the Management Committee members.**

### **12.5 Voting**

At every meeting of the Management Committee a resolution put to the vote shall be decided on the voices or on a show of hands. In the event of an equality of votes the Chairperson of the meeting shall be entitled to a second or casting vote.

### **12.6 Pecuniary Interest**

No Member of the Management Committee may vote or take part in the discussion of any matter at any meeting where they directly have any pecuniary interest as defined in law, other than an interest in common with the public. It is the duty of Management Committee members to fully declare any such interest to the meeting.

## **13. COMMITTEES OF THE MANAGEMENT COMMITTEE**

### **13.1 The Management Committee may from time to time appoint committees which may comprise members of the Management Committee and any other suitable person or persons for the purpose of supervising any work or works authorised by the Management Committee or making enquiries into any activity or proposed action of the Management Committee.**

## 10

- 13.2 Any committee appointed by a resolution passed at a meeting of the Management Committee may without confirmation by the Management Committee exercise or perform the delegated powers or duties in like manner and with the same effect as the Management Committee could itself have exercised or performed then but subject to any limitations imposed in the Management Committee resolution of appointment.
- 13.3 Any committee to whom the Management Committee has delegated powers or duties shall be bound by the terms of this Constitution.
- 13.4 Every such delegation shall be revocable at will and no such delegation shall prevent the exercise of any power or the performance of any duty by the Management Committee.
- 13.5 It shall not be necessary that any person who is appointed to be a member of any such committee, or to whom any such delegation is made, be a member of the Management Committee or Destination Fiordland.

**14. EXPENDITURE**

The Management Committee shall have the governance control and management of Destination Fiordland's funds and all property at any time affected by this Constitution but the Management Committee members shall not allow any assets income or profits of or in connection with Destination Fiordland's property at any time to be distributed between or among or paid to Destination Fiordland members or any of them provided however that the Management Committee members may be paid at a fair and reasonable rate out-of-pocket expenses incurred by them in connection with Destination Fiordland's property or its administration.

**15. REGULATIONS**

The Management Committee may make amend or rescind by-laws or regulations not inconsistent with these rules for the better attaining the objects of Destination Fiordland or any of them and without detracting from the generality of the power hereby conferred in particular:

- 15.1 Prescribing forms of reports and returns to be made by any applicant for the benefits of Destination Fiordland or by any agent or servant of the Management Committee.
- 15.2 Providing for any matter not covered or provided for in these rules.
- 15.3 No member shall receive any pecuniary gain subject to the Schedule, except as salaried officer or honorarium received from the assets or operations of Destination Fiordland.

**16. ACCOUNTS**

- 16.1 The Management Committee shall cause books to be provided and kept and true and accurate accounts to be entered therein of the assets and liabilities of Destination Fiordland and of sums of money received and paid by Destination Fiordland under the authority of these rules and in pursuance of the several aims and objects of Destination Fiordland.

**16.2 Inspection**

Such books shall be open to the inspection of any member of the Management Committee and any member of Destination Fiordland with the consent of the Management Committee or any person appointed by it who may take copies of or extracts from the same.

**16.3 Bank Accounts**

All moneys collected or raised by the Management Committee and belonging to Destination Fiordland shall within five business days after they have come into the hands of the Treasurer be paid into a current account in the name of Destination Fiordland at such bank or banks as the Management Committee shall from time to time determine.

**16.4 Cheques**

Payments made by the said account on the said account shall be signed in such manner as shall from time to time be approved by the Management Committee provided however that not less than two persons shall sign all cheques or authorise any internet banking payments on any Bank account. The Management Committee may from time to time authorise other electronic forms of drawing against the accounts.

**16.5 Financial Statements**

Within one hundred and fifty days (150) after the end of each financial year the Treasurer shall prepare a Statement of Financial Performance of Destination Fiordland during the preceding financial year and a Statement of Financial Position and such statements after having been audited shall be submitted to the Management Committee for approval and after approval available for the Annual General Meeting and shall be distributed in such manner as the Management Committee shall determine. Such statements to be prepared in accordance with the provisions of the Financial Reporting Act 1993 or any Act in substitution.

- 16.6 A copy of such Statement of Financial Performance and of the Statement of Financial Position shall be posted or emailed to each member of the Management Committee at least five days prior to the meeting of the Management Committee at which it is to be considered.

**17. APPLICATION OF FUNDS**

- 17.1 All moneys received and collected by and on behalf of Destination Fiordland and all the income and property of Destination Fiordland shall be applied solely in and towards the promotion of the aims and objects of Destination Fiordland PROVIDED **HOWEVER** that nothing contained in this Constitution



shall be deemed to preclude the payment out of Destination Fiordland's funds of all expenses properly incurred in collecting such moneys and in otherwise administering Destination Fiordland.

- 17.2 Membership of Destination Fiordland shall not be deemed to confer upon the members or Management Committee members any right title or interest either legal or equitable in the property of Destination Fiordland. The property of Destination Fiordland shall include all funds obtained by Destination Fiordland for the purpose of pursuing the objects of Destination Fiordland.

- 17.3 In the event of the Society being wound up, the funds and assets of the Society (if any) shall be given to such exclusively charitable organisations within New Zealand as the Society decides.

## **18. PROVISOS**

- 18.1 In addition to the powers in this Constitution and without in any way intending to limit the same the Management Committee shall have and may exercise all the rights and powers conferred upon Trustees by the Trustee Act 1956 or any statutory modification for the time being in force as if it applied to this Association.
- 18.2 For the purposes of Section 15 of the Incorporated Societies Act 1908 it is declared that where that Section authorises a Society to enter into contracts required by law to be in writing by the signing on behalf of the Society by any person acting under its authority express or implied, any such contract when entered into by the Management Committee may be signed on behalf of the Management Committee by any two (2) Management Committee members for the time being but by no other person PROVIDED HOWEVER that no such contract shall be entered into by two (2) Management Committee members on behalf of the Management Committee except with the authority of a resolution passed at a properly constituted meeting of the Management Committee.
- 18.3 No member of the Management Committee shall be liable for any loss not attributable to their own dishonesty or to the wilful commission by them of any act known by them to be a breach of Destination Fiordland's Rules and in particular no member of the Management Committee shall be bound to take any proceedings against a Co-Management Committee member for any breach or alleged breach of Destination Fiordland's Rules committed by such Co-member.
- 18.4 All acts done by any meetings of the Management Committee or by any person acting as a Management Committee member of Destination Fiordland shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of continuance in office of any Management Committee member or any person acting as aforesaid or that they or any of them were disqualified, be as valid as if every such person had been duly appointed or had duly continued in office and was qualified to be a Management Committee member of Destination Fiordland.

- 18.5 Where any procedural requirement contained in these Rules shall be found not to have been complied with, any subsequent meeting of the Management Committee may ratify and confirm any earlier action purported to have been taken or done by the Management Committee or any committee of the Management Committee by a resolution supported by not less than two thirds of the Management Committee members present and voting at the meeting of the Management Committee when the resolution ratifying such earlier action is proposed.

## **19. MEETINGS**

### **19.1 Annual General Meeting**

The Annual General Meeting of Destination Fiordland shall be held not later than one hundred and fifty (150) Days after the end of each financial year as the Management Committee may decide for the purpose of transacting the following business:

- 19.1.1 To receive and adopt from the Management Committee / Treasurer the Annual Report, Statement of Financial Performance and Statement of Financial Position for the past financial year.
- 19.1.2 To elect the Management Committee for the ensuing year pursuant to Rule 6 and Rule 7.
- 19.1.3 To consider and decide upon any notice of motion which shall have been given in writing to the Secretary of the Management Committee at least twenty one (21) days before the date of the meeting.
- 19.1.4 To transact any other business which may legally be dealt with at such meeting.

### **19.2 Special General Meetings**

Special General Meetings of members of Destination Fiordland may be held at such place and time as the Management Committee may appoint.

- 19.3 Upon a requisition in writing signed by any five (5) members of the Management Committee or any Fifteen (15) members of Destination Fiordland being given to the Secretary of the Management Committee the Chairperson shall call a Special General Meeting but if they fail to do so within seven (7) days of receiving the requisition then the Secretary of the Management Committee shall do so.

- 19.4 Such requisition must contain a copy of the resolution which it is proposed to place before the meeting.

- 19.5 The notice calling any Special General Meeting shall indicate clearly the business intended to be discussed and no other business shall be dealt with at such meeting.

**19.6 Notice**

At least fourteen (14) days' notice of the place and time of the Annual General Meeting of Destination Fiordland and at least seven (7) days' notice of the place and time of any Special General Meeting of Destination Fiordland shall be given by notice posted to members at the addresses on the register of members and by advertisement in one or more of the newspapers circulating in the District.

- 19.7 The notice of the Annual General Meeting shall include the purpose of any notice of motion received under Rule 19.1.3.

- 19.8 The accidental omission to give notice of any meeting to any person entitled to receive notice or the non-receipt of any such notice by any such person shall not invalidate the proceedings of such meeting.

**19.9 Procedure at Meetings**

At all Annual General Meetings and Special General Meetings of Destination Fiordland, fifteen (15) members entitled to vote shall constitute a quorum.

- 19.10 If a quorum is not present within half an hour of the time for which an Annual General Meeting or Special General Meeting has been called such meeting shall stand adjourned until such date, place and time as the Chairperson of the meeting may direct and if fifteen (15) members shall not be present at the time appointed for such adjourned meeting then those present shall constitute a quorum and the meeting shall be held as hereinbefore provided.

- 19.11 At all Annual General Meetings and Special General Meetings the Chairperson of the Management Committee, and in their absence or inability any other duly elected Chairperson at the meeting shall take the chair.

- 19.12 At all Annual General Meetings and Special General Meetings each member subject to Rule 4.2 and Rule 5.2 shall have one (1) vote which must be given personally.

- 19.13 Voting shall be on the voices but the Chairperson of the meeting or any two (2) members present may require a division to be taken either by a show of hands or by a ballot. Where a ballot is required the meeting shall appoint two (2) of its number as scrutineers.

- 19.14 The Chairperson for the time being shall, in all cases of equal voting (except in an election for Chairperson), have a casting vote as well as a deliberate vote. In the case of equal voting in an election for Chairperson the same shall be decided by lot.

- 19.15 The Members may, at a Special General Meeting, (of which due notice has been given and business stated) called for the purpose, by resolution of two-thirds of the members present and voting, remove the Secretary,

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Treasurer or other officers and elect others in their stead, but any officer so removed shall be eligible for re-election.

## **20. SEAL**

- 20.1 The Common Seal of Destination Fiordland shall be held in the custody of the Secretary or other officer as the Management Committee shall determine and shall not be affixed to any deed or other document except by the authority of a resolution of the Management Committee and in the presence of two members of the Management Committee and such members shall sign every deed or other instrument to which the seal of Destination Fiordland is so affixed. Any deed or other instrument duly sealed and purporting to be signed as aforesaid shall be deemed to be properly executed.

## **21. REGISTERED OFFICE**

- 21.1 The registered office of Destination Fiordland shall be such a place as the Management Committee may from time to time determine.

## **22. ALTERATIONS TO CONSTITUTION**

- 22.1 Any of the clauses in this Constitution and Rules may be added to, altered or rescinded or replaced at an Annual General Meeting or Special General Meeting of Destination Fiordland by a resolution carried by a two-thirds majority of all the members of Destination Fiordland personally present at such meeting and entitled to vote provided that not less than fourteen (14) days notice of the meeting has been given to the members, in the manner provided for under Rule 19.6 of the proposed resolution.
- 22.2 The meeting shall have power to amend any such proposed resolution but not to the negative of any such resolution.
- 22.3 Every such addition, alteration, rescission or replacement shall be registered as required by the Incorporated Societies Act 1908 or corresponding enactment.

## **23. LIQUIDATION AND DISPOSAL OF FUNDS**

- 23.1 If in the opinion of the Management Committee it shall become no longer possible or feasible to carry out the objects of Destination Fiordland then Destination Fiordland may at an Annual General Meeting or General Meeting by resolution liquidate Destination Fiordland and appoint a liquidator. No resolution liquidating Destination Fiordland shall take effect unless it has been passed by a two-thirds majority of the members of Destination Fiordland personally present and entitled to vote at such meeting and entitled to vote and only after three months notice of intention to move such resolution has been given in the manner provided in Rule 19.6.

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Destination Fiordland Incorporated CONSTITUTION – Amendments made September 2018

- 23.2 Such liquidation shall not take effect unless at a subsequent General Meeting of Destination Fiordland called for that purpose. (Such meeting to be held not earlier than thirty (30) days after the date of the meeting declaring such liquidation). Such liquidation is confirmed by resolution to that effect carried by a simple majority of those members personally present and entitled to vote.
- 23.3 If upon liquidation there remains after satisfaction of all debts and liabilities any property whatsoever the same shall not be paid to or distributed amongst the members or Management Committee members, but shall be given or transferred to the Te Anau Community Board to be held in trust and used for the promotion of the district.

## **24. INTERPRETATION**

- 24.1 All regulations, appointments and acts made or done under the provision of any rescinded Rules and in force at the time of the adoption of these Rules and Constitution and not inconsistent with them shall continue in force under the corresponding provisions of these Rules and where necessary shall be deemed to have originated under them.
- 24.2 Any difference of opinion as to the meaning of any of the rules in force or any question of interpretation or effect shall be decided by the Management Committee whose decision shall be final and shall be recorded in the minutes and accepted as the true manner in which the rules apply until otherwise interpreted by a subsequent Annual General Meeting or Special General Meeting.
- 24.3 In the event of a question or matter arising which is not provided for in these Rules or any amendment thereto, provided that the matter falls within the ambit of Destination Fiordland's stated aims and objects, such question shall be determined by the Management Committee whose decision shall be final. Any decision shall be recorded in the minutes and shall remain in force until confirmed or varied at a subsequent Annual General Meeting or Special General Meeting.
- 24.4 "General meetings" means Special General Meetings unless the context otherwise admits.

**SCHEDULE 1****POWERS**

- 1.1** TO pay apply transfer or distribute, after payment therefrom of all costs charges and expenses of the Management Committee or incidental to the establishment management and administration of Destination Fiordland's property, the whole or any part of Destination Fiordland's property to for or towards the furtherance of any of the objects of Destination Fiordland as the Management Committee in their absolute discretion shall determine provided that it is declared that in the carrying on of any business under this Deed and in the exercise of any power:
- 1.1.1** If authorising the remuneration of Management Committee members no benefit or advantage whether or not convertible into money or any income of any kind shall be afforded to or received gained achieved or derived by any of the persons specified in Paragraphs (i) to (iv) of the second proviso to Section CB4(1)(e) of the Income Tax Act 1994 or any enactment in amendment or in substitution where that person is able by virtue of that capacity as such person specified in any way (whether directly or indirectly) to determine or to materially influence in any way the determination of the nature or the amount of that benefit or advantage or that income or the circumstances in which it is or is to be so received gained achieved afforded or derived except as specifically exempted by that section.
- 1.1.2** Any income, benefit or advantage shall be applied to the charitable purposes set out in Rule 3 of the Deed.
- 1.1.3** No Management Committee member or person associated with a Management Committee member of Destination Fiordland shall derive any income, benefit or advantage from the organisation where they can materially influence the payment of the income, benefit or advantage except where that income, benefit or advantage is derived from:
- (a) Professional services to the organisation rendered in the course of business charged at no greater rate than current market rates; or
  - (b) Interest on money lent at no greater rate than current market rates.
  - (c) Or any such income if paid shall be reasonable and relative to that which would be paid in an arm's length transaction (being the open market value).
- 1.1.4** No Management Committee member of the organisation or any person associated with a Management Committee member shall participate in or materially influence any decision made by the organisation in respect of the payment to or on behalf of that member or associated person of any income, benefit or advantage whatsoever.

- 1.1.5** The Management Committee shall be under no obligation to distribute any part of Destination Fiordland's property in any year.
- 1.1.6** None of the funds of the association or society is used, or is or may become available to be used, for any other purpose that is not a charitable purpose.
- 1.1.7** Notwithstanding anything to the contrary contained in this Deed the provisions and effect of this clause shall not be removed from this deed and shall be included and implied into any deed amending, altering or replacing this deed.
- 1.2** **THE** Management Committee shall be capable of holding real and personal property of whatever nature and wherever situated in New Zealand or elsewhere and of suing and being sued and of doing and suffering all such acts and things as bodies corporate may lawfully do and suffer and shall be entitled to do all such things and exercise all such powers and authorities as it shall consider necessary or desirable in its absolute discretion for the attainment of any of the objects set out in Rule 3.
- 1.3** **TO** improve manage develop and maintain or lease let underlet surrender mortgage charge or otherwise deal with and turn to account all or any property real or personal of Destination Fiordland or any interest and to erect construct alter renovate and maintain any buildings or chattels and to retain use and occupy or deal with the properties or assets of Destination Fiordland or any part for all such purposes and in such manner as the Management Committee deems fit (subject to Rule 17.1 and Rule 17.2).
- 1.4** **TO** expend money as the Management Committee shall think fit in the improvement and development of Association assets and otherwise for the benefit of Destination Fiordland's property.
- 1.5** **TO** sell dispose of or exchange all real and personal property held by them at any time and whether or not such property has been acquired since the date of signing of this Deed, in such manner and subject to such terms and conditions as the Management Committee shall in their discretion think fit provided however that the Management Committee shall hold all monies received by them under this power for the purposes of and in accordance with the objects of this Association.
- 1.6** **TO** receive and take any gift of property real or personal for any of the purposes or objects of Destination Fiordland whether subject to any special trust or not but the Management Committee may decline and refuse to accept any gift or donation.
- 1.7** **TO** invest Destination Fiordland's fund and the income either alone or in common with any other person or persons in any investment the Management Committee believes is prudent.
- 1.8** **TO** lease or take on lease any freehold or leasehold property or interest with or without chattels for such period at such rent on such terms (including at the

discretion of the Management Committee a compulsory or optional purchasing clause) and subject to such conditions as they think fit and to effect such renewals or surrenders of leases and tenancies as they think fit.

- 1.9 **TO** employ and pay all reasonable expenses any person, firm, company or corporation to do any acts of whatever nature relating to these trusts including the receipt and payment of money without being liable for loss incurred.
- 1.10 **TO** place any property owned by Destination Fiordland (including any bank account) in the name of any agent or nominee for such period or periods or indefinitely as the Management Committee in its absolute discretion think fit without being liable for any loss occasioned to Destination Fiordland's funds.
- 1.11 **TO** advance moneys with or without security and with or without interest to such person, persons or corporation on such terms as they think fit.
- 1.12 **TO** pay all costs and expenses and other outgoings as may be incurred in relation to Destination Fiordland from time to time reposed in the Management Committee.
- 1.13 **TO** borrow money on bank overdraft or otherwise and upon security by way of mortgage or otherwise and on terms and subject to conditions and for reasons as the Management Committee thinks fit.
- 1.14 **TO** pay any Management Committee member who may be an Accountant or Solicitor out of Destination Fiordland's fund for all business done by them in relation to Destination Fiordland's fund in like manner as they would have been entitled to charge the Management Committee if not being a Management Committee member and the firm had been employed by them to do such business as their Accountant or Solicitor.
- 1.15 **TO** reimburse the Management Committee members for their expenses in accordance with the provisions of the Fees and Travelling Allowance Act 1951 as if the Management Committee were a Statutory Board within the meaning of that Act or in accordance with any enactment which replaces that Act.
- 1.16 **TO** remunerate for their services those Management Committee members who are employed by the Management Committee as full time or part time employees by means of a fair and reasonable salary **PROVIDED THAT** the quantum of any such remuneration shall be determined solely by a firm of Chartered Accountants selected by the Institute of Chartered Accountants of New Zealand **AND PROVIDED FURTHER that** no Management Committee member is associated with the firm of Chartered Accountants so selected so as to be able in any way (whether directly or indirectly) to determine, or to materially influence the determination of the nature or the amount of the remuneration of any Management Committee member.
- 1.17 **TO** carry on any business of any kind whatever.
- 1.18 **SUBJECT** to the provisions of the Incorporated Societies Act 1908 to do perform carry out and execute all such incidental or necessary acts or deeds



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and things as are requisite for or conducive to the attainment of the objects of Destination Fiordland.

- 1.19 TO** appoint a Custodial Trustee or Trustees to act as their Custodial Trustee in respect of investments to be made or properly held to hold on the Management Committee's behalf all securities and other documents of title relating to such investments or property. The Custodial Trustee or Trustees appointed shall only act on the direct instructions of the Management Committee and shall hold all investments and property in the name of the Custodial Trustee for the account of the Association. The appointment of a Custodial Trustee shall be limited to persons or organisations recognised as having the expertise and services to provide Custodial Trustee duties.
- 2. THE objects** and powers set out in any clause or sub-clause of this Schedule shall not, except where the context expressly requires, be in any way limited or restricted by reference to, or any inference from, the terms of any other clause or sub-clause. None of the clauses or sub-clauses or the objects specified or the powers conferred shall be deemed subsidiary or ancillary to any other clause, sub-clause or objects, but the Management Committee shall have the full power to exercise all or any of the objects and powers set out independently, or any other of its objects and powers.
- 3. THE** Management Committee shall have all power to the fullest extent as the law provides to generally do each and every act both convenient and advantageous and necessarily expedient for the proper carrying out and accomplishment of the objects consistent with this Association provided in Rule 3.
- 4. THIS** deed shall in its interpretation of the objects in Rule 3 be given its widest possible expression provided that no such interpretation shall alter the nature of the deed pursuant to the Incorporated Societies Act 1908 or any act in substitution.

The Common Seal of Destination Fiordland Inc was affixed in the presence of:

..... Member

..... Member

..... Member



**DATED** this ...22nd... day of ...November... 2018.

Destination Fiordland Incorporated CONSTITUTION – Amendments made September 2018



## Project Scope Confirmation - 2021/2022 Locally Funded Projects

Record No: R/21/6/26413  
Author: Mark Day, Community Facilities Manager  
Approved by: Nick Hamlin, Group manager programme delivery

☒ Decision

☐ Recommendation

☐ Information

### Purpose

- 1 The purpose of this report is to seek approval from the Fiordland Community Board for the scope of the locally funded projects within their board area that will be delivered in the 2021/2022 financial year.

### Executive summary

- 2 The Fiordland community have a number of community funded projects that have been approved in the Long Term Plan to be delivered in the 2021/2022 financial year.
- 3 The community board has the delegation to approve the scope of locally funded projects. Refer to the policy implications below.
- 4 With an increase in the number of both locally and district funded projects identified in the 2021-2031 Long Term Plan, staff are working to improve the efficiency of delivery.
- 5 One of the ways staff are seeking to achieve increased efficiency is to ensure projects are scoped and approved ahead of the year identified for delivery. In doing so, staff consider the primary advantage is the early identification of required internal and external resources and supplies enabling timely programming and procurement. Staff consider this approach will provide the best opportunity to deliver the committed works programme.
- 6 The scoping documents relevant to the Fiordland Community Board delegation are attached to this report.

## Recommendation

That the Fiordland Community Board:

- a) **Receives the report titled “Project Scope Confirmation - 2021/2022 Locally Funded Projects” dated 22 June 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 approve the scope of the projects identified (as indicated below) with the details defined in the attachments to the staff report:
  - i) P-10808 Boat harbour playground equipment renewal
  - ii) P-10811 Henry street playground equipment renewal
  - iii) P-10883 Te Anau urban development investigation project
  - iv) P-10884 View street carpark development
  - v) P-10878 Steamers beach boat ramp refurbishment
  - vi) P-10879 Boat harbour public boat ramp refurbishment
  - vii) P-10882 Pearl harbour boat ramp investigation
  - viii) P-10669 Pearl harbour gabion basket replacement
  - ix) P-10900 and P-10910 Footpath programme 2021-2022
  - x) P-10920 Streetlight LOS programme 2021 -2022

## Background

- 7 The Fiordland community have a number of community funded projects that have been approved in the Long Term Plan to be delivered in the 2021/2022 financial year.
- 8 The community board has the delegation to approve the scope of locally funded projects. Refer to the policy implications below.
- 9 With an increase in the number of both locally and district funded projects identified in the 2021-2031 Long Term Plan, staff are working to improve the efficiency of delivery.
- 10 One of the ways staff are seeking to achieve increased efficiency is to ensure projects are scoped and approved ahead of the year identified for delivery. In doing so, staff consider the primary advantage is the early identification of required internal and external resources and supplies enabling timely programming and procurement. Staff consider this approach will provide the best opportunity to deliver the committed works programme.
- 11 The scoping documents relevant to the Fiordland Community Board delegation are attached to this report.

- 12 Staff worked with the community board to discuss and identify projects at their workshops as part of the planning for the inclusion in the 2021-2031 Long Term Plan.
- 13 The community board chairperson was sent the list of the projects that the community facilities team are responsible for in the 2021/2022 financial year for their information on 19 April 2021. This included both local and district funded projects.
- 14 Project scope definitions have been sent out in May 2021 prior to the board meeting.
- 15 The footpath projects have been discussed with the community board at their meeting held on 19 April 2021.
- 16 The projects were consulted on through the 2021-2031 Long Term Plan review process.

#### Factors to consider

##### Legal and statutory requirements

- 17 None.

##### Community views

- 18 The projects that are covered in the attached scoping documents have been included within the 2021-2031 Long Term Plan and subsequently consulted on. Each of these projects were developed and submitted as part of the LTP in conjunction with the community board. As such, community views are considered to have been well canvassed.
- 19 Staff note that there was a general district wide submission regarding the playground projects received through the LTP consultation process. There were a number of specific submissions in relation to the proposed town centre and foreshore development, the Henry Street playground, the boat ramp projects and the View Street car park and path development.

##### Costs and funding

- 20 These projects have all been identified in the approved 2021-2031 Long Term Plan and will be funded by way of reserves, loans or a combination of both.

##### Policy implications

- 21 For projects within the Long Term Plan the delegation manual, states under service delivery, local activities
  - section d) approve project definitions/business cases for approved budgeted expenditure up to \$300,000
  - section 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.
- 22 For district funded projects refer to the delegation manual under advocacy
  - section 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).

23 The community board can make a recommendation to Council on district funded projects.

Analysis of options

Option 1 - Agrees to approve the scope of the projects identified in the attachments to this report

- i. P-10808 Boat harbour playground equipment renewal
- ii. P-10811 Henry street playground equipment renewal
- iii. P-10883 Te Anau urban development investigation project
- iv. P-10884 View street carpark development
- v. P-10878 Steamers beach boat ramp refurbishment
- vi. P-10879 Boat harbour public boat ramp refurbishment
- vii. P-10882 Pearl harbour boat ramp investigation
- viii. P-10669 Pearl harbour gabion basket replacement
- ix. P-10900 and P-10910 Footpath programme 2021-2022
- x. P-10920 Streetlight LOS programme 2021 -2022

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>all projects have an approved scope and can be procured and delivered appropriately.</li></ul>	<ul style="list-style-type: none"><li>none identified.</li></ul>

Option 2 – Does not agree to approve the scope of the projects identified in the attachments to this report

- i. P-10808 Boat harbour playground equipment renewal
- ii. P-10811 Henry street playground equipment renewal
- iii. P-10883 Te Anau urban development investigation project
- iv. P-10884 View street carpark development
- v. P-10878 Steamers beach boat ramp refurbishment
- vi. P-10879 Boat harbour public boat ramp refurbishment
- vii. P-10882 Pearl harbour boat ramp investigation
- viii. P-10669 Pearl harbour gabion basket replacement
- ix. P-10900 and P-10910 Footpath programme 2021-2022
- x. P-10920 Streetlight LOS programme 2021 -2022

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>none identified.</li></ul>	<ul style="list-style-type: none"><li>the projects may not be able to be delivered within the designated financial year.</li></ul>

Assessment of significance

24 The assessment of significance needs to be carried out in accordance with Council's Significance and Engagement Policy. The Significance and Engagement Policy requires consideration of the impact on social, economic or cultural wellbeing of the region and consequences for people who are likely to be particularly affected or interested. Community views have been considered throughout this process thus the proposed decision is not considered significant.

### Recommended option

- 25 The staff recommendation is option 1.

### Attachments

- A Project definition scope P-10669 Manapouri Gabion Baskets Scope [↓](#)
- B Project definition scope P-10808 Boat Harbour playground - Equipment replacement play [↓](#)
- C Project definition scope P-10878 Steamers beach boat ramp [↓](#)
- D Project definition scope P-10879 Te Anau Boat Harbour boat ramp [↓](#)
- E Project definition scope P-10882 Pearl Harbour Boat Ramp [↓](#)
- F Project definition scope P-10883 Te Anau Urban Development Investigation [↓](#)
- G Project definition scope P-10884 Manapouri View Street car park development [↓](#)
- H Project Scope P-10900 P-10910 Footpath Programme 2021-2022 (Fiordland - Te anau) [↓](#)
- I Project Scope P-10920 Streetlight LOS Programme 2021-2022 (Fiordland) [↓](#)

## Water Structures Manapouri

	<b>BUDGET</b>	\$400,000
	<b>ACTIVITY</b>	Water Structures Code: P-10669
	<b>COMMUNITY BOARD</b>	Fiordland Community Board
	<b>PROGRAMME</b>	July 2021 – June 2022

### DESCRIPTION

Location: 74 Waiau Street Manapouri. The structure integrity of the existing gabion wall has been comprised by the failing of the wire mesh. The wires at the bottom have corroded allowing the rock to fall out.

### SCOPE

Replacement of the Gabion basket is required due to current wire mesh surrounds corroding and the rocks spilling out. Remedial action is required to fix this issue. All alternative options will be explored through the procurement process.

### RISK

This is seen as a high-risk activity, in its current condition there is potential for the grassed area to subside from the lack of support. If there is insufficient budget extra funding will need to be sourced.

### COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?

Pearl harbor is highly popular with commercial and recreational operators and the continual corrosion of the Gabion basket could have an impact on the community.

Consultation through the 2021/2031 LTP process





DATE OF RESOLUTION BY BOARD TO PROCEED WITH PROJECT			
SIGNED		DATE	
	Board Chair		



**Boat Harbour/Fiordland playground equipment replacement/play**

	<b>BUDGET</b> <b>\$10,000</b>
	<b>ACTIVITY</b> Parks and Reserves - Playgrounds Code P-10751
	<b>COMMUNITY BOARD</b> Fiordland
	<b>PROGRAMME</b> 2021 - 2022

**DESCRIPTION**

Location – Boat Harbour Playground, Te Anau.  
Fiordland community board area playgrounds.

**SCOPE**

Install short term additional matting and/or design alterations to improve the soft fall compliance in the areas that failed on head impact criteria in the fall space. Risk mitigation step forward while considering full design and surface compliance as part of the wider play and playground decision making.

Complete playground options report for playgrounds in Fiordland via playsafe as per other examples completed in 2020 (see attached example).

**RISK**

This work is applied as a medium risk, due to the current issues reported.

The risk of not carrying out some risk mitigation and improving the soft fall will be reputational risk and safety. We will be ignoring a higher than acceptable risk of a serious to moderate head injury. As we have now been made aware of these levels we need to move forward with solutions while finding a balance with future decision making and budgets.

There is a small risk of time delay due to the current contractor being temporarily unavailable to travel due to family commitments however staff have discussed this and will negotiate the timing and also have alternatives in place.

Staff wish to stress the greatest risk in this area is not spending the time and budget early enough in this planning process to ensure we make informed and defensible decisions in this space, especially in the Fiordland board area where our play areas are popular and full of opportunity.


**COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?**

Safer outcomes of use, lower level of non-compliance risk from previous reports.

Consultation through the 2021/2031 LTP process has occurred however as this was at a high level. Positive impacts to the community with the knowledge the local board members are using relevant, timely and adequate information to make decisions for the future of play in the area.

The impact of temporary measures such as the already completed removal of some items means a lower play offering for a period of time while decisions are made.			
<b>DATE OF RESOLUTION BY BOARD TO PROCEED WITH PROJECT</b>			
<b>SIGNED</b>		<b>DATE</b>	
Board Chair			

### Water Structures Te Anau/Manapouri

	<b>BUDGET</b>	\$80,000.00
	<b>ACTIVITY</b>	Water Structures Code: P- 10878
	<b>COMMUNITY BOARD</b>	Fiordland Community Board
	<b>PROGRAMME</b>	July 2021 – June 2022

#### DESCRIPTION

Location: 68 Te Anau Manapouri Highway. Undertake the work that has been identified through the WSP assessment report to prolong the life of the boat ramp and bring it up to operational standard.

#### SCOPE

Place rock rip rap material to prevent further wash out at the bottom section as identified by the WSP report in May 2020, install lighting at the boat ramp.

#### RISK

This is seen as a medium risk activity. If there is insufficient budget available priority will be given to the areas to bring the structure up to operational standards.

#### COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?

This structure is in close proximity to the Holiday Park and is popular with recreational non powered boats.

Consultation through the 2021/2031 LTP process





<b>DATE OF RESOLUTION BY BOARD TO PROCEED WITH PROJECT</b>			
<b>SIGNED</b>		<b>DATE</b>	
Board Chair			

### Water Structures Te Anau/Manapouri

	<b>BUDGET</b>	\$60,000.00
	<b>ACTIVITY</b>	Water Structures Code: P- 10879
	<b>COMMUNITY BOARD</b>	Fiordland Community Board
	<b>PROGRAMME</b>	July 2021 – June 2022

#### DESCRIPTION

Location: Opposite 158 Te Anau Terrace. Undertake the work that has been identified through the WSP assessment report taken in May 2020 to bring the boat ramp up to standard.

#### SCOPE

Place rock rip rap material to prevent further wash out at the bottom section as identified in the WSP report, install lighting at the boat ramp.

#### RISK

This is seen as a medium risk activity. If there is insufficient budget available priority will be given to the area's that will bring the boat ramp up to standard.

#### COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?

This structure is a highly used asset for recreational purposes the sheltered harbour offers protection from most winds making it a safe facility especially suited to boating families.

Consultation through the 2021/2031 LTP process





<b>DATE OF RESOLUTION BY BOARD TO PROCEED WITH PROJECT</b>			
<b>SIGNED</b>		<b>DATE</b>	
Board Chair			

### Water Structures Te Anau/Manapouri



<b>BUDGET</b>	\$50,000.00
<b>ACTIVITY</b>	Water Structures Code: P-10882
<b>COMMUNITY BOARD</b>	Fiordland Community Board
<b>PROGRAMME</b>	July 2021 – June 2022

#### DESCRIPTION

Location: 74 Waiau Street Manapouri. Undertake maintenance work identified through the WSP report in May 2020 to extend the life of the boat ramp.

#### SCOPE

An investigation is required to determine the options for the future of the Manapouri boat ramp. The report has deemed the boat ramp as poor condition. Place rock rip rap to prevent further washouts, replace section of concrete, large step at edge needs addressed to prevent damage to vehicles and boats.

#### RISK

This is seen as a low risk activity.

#### COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?

Minimal community impact, increased level of service

Consultation through the 2021/2031 LTP process












<b>DATE OF RESOLUTION BY BOARD TO PROCEED WITH PROJECT</b>			
<b>SIGNED</b>		<b>DATE</b>	
Board Chair			

## Investigation Project – Te Anau Urban Development

	<b>BUDGET</b>	Up to \$150,000
	<b>ACTIVITY</b>	Parks and Reserves Code: P-10883
	<b>COMMUNITY BOARD</b>	Fiordland Community Board
	<b>PROGRAMME</b>	July 2021 – December 2021

### DESCRIPTION

Location: Te Anau main town centre and foreshore.

Investigation and development of an urban master plan for Te Anau. This would also include the lakefront and boat harbor area.

### SCOPE

The Fiordland community board is wanting to look at options for the redevelopment of the town centre and the foreshore.

The intention of the report would be to provide a list of potential opportunities that would include but not be limited to: green space development and connectivity, township linkages (tracks), urban development, promoting culture and art and increasing play. These could then be delivered through community lead projects or used to develop projects that could be included in the next LTP.

The report would align with the Community Board Plan, the Open Spaces Strategy, the Southland Regional Spaces and Places Strategy, the Milford Opportunities project. Previous community board discussions with Boffa Miskell will also need to be considered.

### RISK

This is seen as a low risk activity.

The community board has not identified the main street as the priority area should the budget not be sufficient to complete the scope of works.

### COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?

Consultation with community groups will be required as part of this project. Depending on the opportunities identified there may be an increase in the level of service

Consultation through the 2024/2034 LTP process

<b>DATE OF RESOLUTION BY BOARD TO PROCEED WITH PROJECT</b>			
<b>SIGNED</b>		<b>DATE</b>	
Board Chair			

## Investigation Project – View Street Car Park Development



<b>BUDGET</b>	Up to \$2000,000
<b>ACTIVITY</b>	Parks and Reserves Code: P-10884
<b>COMMUNITY BOARD</b>	Fiordland Community Board
<b>PROGRAMME</b>	July 2021 – December 2021

### DESCRIPTION

Location: View street Manapouri

Development of the View street car park and realignment of the walk way down to Pearl harbor. Due to the demand on the current car parking area at View street, council is proposing to extend the carpark and increase capacity and improve traffic flow. Improvements are required to the walkway from the carpark to Pearl harbour. From a health and safety perspective this walkway is steep and not as easy to navigate for those with accessibility challenges. A new handrail has been installed to improve the safety of the walkway with the intention that it can be recycled for use on the realigned walkway. The current walkway also has deterioration. It is proposed to realign the walkway and extend it to finish at the Real Journey's car park. This will provide improved pedestrian safety.

### SCOPE

View street car park development. Work associated with the realignment of the walkway from the car park to Pearl Harbour and the development of facilities at the car park. This will require a geo-technical survey to determine the stability of the slope prior to any work being undertaken. An easement will also need to negotiated will adjoining land owners to secure the area required for the new alignment of the track.

### RISK

This is seen as a low risk activity.

The community board has not identified the main street as the priority area should the budget not be sufficient to complete the scope of works.

### COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?

Consultation with community groups will be required as part of this project. Consultation through the 2024/2034 LTP process

<b>DATE OF RESOLUTION BY BOARD TO PROCEED WITH PROJECT</b>			
<b>SIGNED</b>		<b>DATE</b>	
Board Chair			



### Footpath Renewal and LOS (Te Anau)

	<b>BUDGET</b>	Renewals; \$77,800 (Including 52% NZTA subsidy) LOS; \$55,000 (No NZTA subsidy)
	<b>ACTIVITY</b>	Transport Code: P-10900 & P-10910
	<b>COMMUNITY BOARD</b>	Fiordland Community Board
	<b>PROGRAMME</b>	July 2021 – June 2021

#### DESCRIPTION

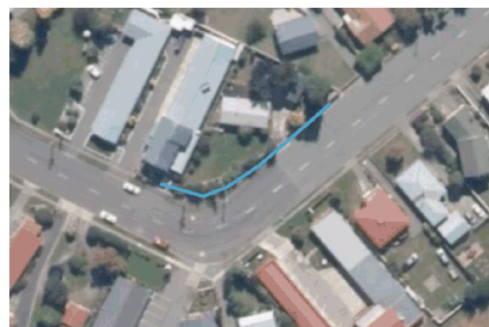
Renewals: the replacement of existing concrete footpath (like for like)

LOS: the installation of a new standard concrete footpath at 1.4m wide (where none existed)

#### SCOPE

As part of the 2021/2022 District Wide Footpath Programme, the following areas have been identified through the footpath condition surveys due to the deterioration of the asset or as part of the district wide level of service review. These will include the renewal of the existing footpaths as like for like or the installation of a brand new 1.4m wide concrete footpath. The scope of this project does not include kerb and channel or stormwater infrastructure unless it is required for the footpath replacement.

**Renewals:** Matai St and Quintin Dr



**Riversdale LOS: Milford Road****RISK**

**Securing NZTA funding:** this scope assumes that SDC will secure NZTA funding of 52% for footpath renewals.

**Tender Prices:** Recent tender prices received have varied. This is partly reflective of how busy this sector is. As a contingency, it is proposed that the lengths will be adjusted to fit within the available budget if required. Any scope not completed will be reassessed and prioritised as part of the next round of footpath renewals.

**COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?**

The project has been identified and included as part of routine footpath renewals programme or footpaths LOS works budgeted under the LTP. Adjacent properties will be notified prior to construction commencing.

<b>DATE OF RESOLUTION BY BOARD TO PROCEED WITH PROJECT</b>			
<b>SIGNED</b>		<b>DATE</b>	
Board Chair			

**Street Light LOS – Te Anau (Aparima Drive)**

	<b>BUDGET</b>	Te Anau \$21,000
	<b>ACTIVITY</b>	Transport Code: P-10920
	<b>COMMUNITY BOARD</b>	Fiordland Community Board
	<b>PROGRAMME</b>	July 2021 – June 2021

**DESCRIPTION**

The installation of LED streetlights, streetlight poles and power supply

**SCOPE**

As part of the 2021/2022 District Wide Streetlight Programme, the above area has been identified as requiring streetlights. This scope includes the installation of new dedicated streetlight poles, LED luminaires (dark skies compliant) and cabling for power supply. The number of lights will be installed is estimated between 3 to 5 depending on the cost to install power supply. Lights will be prioritized from the west.

**Te Anau – Aparima Drive**

**RISKS**

**Suitable power supply:** The largest variable for this project is installing suitable power supply. The complexity will depend on the existing infrastructure.

**Supply of luminaires:** Due to international shipment delays new stock has a 12 to 15-week delivery time. This may cause project slip.

**COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?**

The project has been included as part of routine works under the LTP.

<b>DATE OF RESOLUTION BY BOARD TO PROCEED WITH PROJECT</b>			
<b>SIGNED</b>		<b>DATE</b>	
Board Chair			



## Summary of feedback on the proposal to name the un-named reserve in Fergus Square to Frana Cardno Reserve.

Record No: R/21/5/25199  
Author: Simon Moran, Community partnership leader  
Approved by: Matt Russell, Group manager services and assets

☐ Decision ☐ Recommendation ☒ Information

### Purpose

- 1 To provide the Fiordland Community Board with a summary of the feedback received from the recent engagement.

### Recommendation

That the Fiordland Community Board:

- a) **Receives the report titled “Summary of feedback on the proposal to name the un-named reserve in Fergus Square to Frana Cardno Reserve.” dated 24 June 2021.**

### Background

- 2 Attached is a copy of the report provided to the Te Anau Community Board at its meeting of 29 August 2018 which contains the information on which the original decision was based.
- 3 In essence though, it was considered that the reserve had not formally been named and that it was the board’s decision whether or not it chose to approve a name for it.

### Issues

- 4 Obviously there has been a reasonable amount of community interest in Te Anau Community Board’s decision and this board has chosen to elicit the views of the community through both web-based and hard copy surveys. A summary of the survey results is presented below and the question for the board now that it has received this feedback from the community is what it wishes to do as a result.

### Factors to Consider

#### Legal and Statutory Requirements

- 5 The Te Anau Community Board resolved to change the name of the un-named recreational reserve to Frana Cardno Reserve. If the decision of the Fiordland Community Board is to do something different then it should confirm that through a resolution of this board.

### Community Views

- 6 The following is a summary of the engagement responses from those people who provided their name as requested.

#### Number of responses

- 380 responses were received
- 322 responses provided the name and in most cases the address of the respondent
- 35 responses provided no name or address and are therefore not included in the table below
- 23 responses were duplicates and if it stated the name and address then it has been included in the table but only once.

#### What people wanted it named

- 69 respondents wanted it named Cardno Reserve
- 199 respondents wanted it named Fergus Square Park
- 53 respondents wanted something else
  - there were a variety of comments suggesting other names including Frana Cardno Reserve, to leave it un-named and continue to refer to the area as Fergus Square, to name it Fergus Square, Mahana Park, George Senior Reserve and The Ferg.

#### Any other comments

- there were a wide variety of comments received with the largest number of people suggesting the library could be renamed versions of the Frana Cardno Memorial Library (42) although others (2) had contrary views regarding the key people involved in the library and that they should be recognised such as Dr Walker, Marilyn Hunter and the MacGregors
- A few others suggested recognising Frana's contribution to the area by way of a street name or naming another reserve area.

#### Memorial poles

- of the responses where there was a specific comment on the memorial poles
  - 8 stated they should stay
  - 27 stated they should be moved to a more appropriate location (many considered this to be in town with the Village Green at the library featuring strongly).  
'Appropriateness' was generally either linked to setting or alternatively to prominence and the ability for them to be seen by more people
  - 6 believed they should be removed altogether.

#### Oraka Aparima Runanga

- 7 The board asked that the views of mana whenua be sought. A neutral response was received regarding the renaming along with a comment that the previous road name 'Mahana' was unlikely to have any specific iwi links.

#### Next Steps

- 8 The board should receive this report and consider what its next actions are.

## Attachments

- A      Te Anau Community Board Report - 29 August 2018 [↓](#)

**Te Anau Community Board**  
**29 August 2018**



## **Consideration of a request to name the Fergus Square Reserve as Frana Cardno Reserve**

**Record No:** R/18/8/18855  
**Author:** Kevin McNaught, Strategic Manager Property  
**Approved by:** Matt Russell, Group Manager Services and Assets

☒ Decision ☐ Recommendation ☐ Information

### **Purpose**

- 1 To consider a request to name the reserve in Fergus Square as Frana Cardno Reserve.

### **Executive Summary**

- 2 A request has been received from Irene Barnes to name the reserve in Fergus Square as the Frana Cardno Reserve.
- 3 No record can be found of the reserve ever having been given an official name therefore the Te Anau Community Board can resolve that the reserve be known as the Frana Cardno Reserve should it so desire.
- 4 To do this however the request and report needs to be presented to the Board for a decision.

### **Recommendation**

**That the Te Anau Community Board:**

- a) **Receives the report titled "Consideration of a request to name the Fergus Square Reserve as Frana Cardno Reserve" dated 22 August 2018.**
- 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) **Resolve that the Recreation Reserve in Fergus Square being section 125 Block 1 Manapouri Survey District shall hereafter be known as Frana Cardno Reserve.**



**Te Anau Community Board**  
**29 August 2018**

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**Background**

- 5 A request has been received from Irene Barnes to name the reserve in Fergus Square as Frana Cardno Reserve. A copy of that request is attached.
- 6 No record can be found of the reserve ever having been given an official name therefore the Te Anau Community Board can resolve that the reserve be known as the Frana Cardno Reserve should it so desire.
- 7 Research shows that this part of the town was surveyed by SO Plan 5947 in 1950. The plan shows the original name for the Street was Mahana Street however at a later date this was crossed out and replaced with Fergus Square. When and why that happened is unknown but is not considered relevant for the purposes of this report.
- 8 The reserve area (being section 125 Block I Manapouri Survey District was coloured pink on the plan labelled Recreation Reserve. In 1960 the land was set apart as a reserve to form part of the Te Anau Domain. In 1963 the Wallace County Council to be the Domain Board to have control of the reserve and this has moved onto the now Southland District Council. A formal name would also need to be in these Gazette Notices or in a separate one, but this is not the case.
- 9 It is assumed therefore that the name for the reserve area as "Fergus Square" has evolved over time simply as a result of the road holding the same name.

**Issues**

- 10 There is no issues identified with this request. Paul Cardno on behalf of the family has advised that they are happy with the proposal.

**Factors to Consider****Legal and Statutory Requirements**

- 11 Council's Terms of Reference for Community Boards gives the Board under Section 5.1, the Power to Act in engaging with Council Officers on local issues and levels of service for various activities includes parks and reserves.
- 12 The naming of this local reserve is considered a local issue and could also fall under the term levels of service, so therefore it is taken that the Board have the authority to make a decision on a name.
- 13 While this type of local naming is created by a resolution, then naturally it should only be removed or changed by a resolution. However if the intent was an official name under the Reserves Act 1977 to be published in the NZ Gazette a resolution of Council would be required.
- 14 In this case the local naming process is considered appropriate.

**Community Views**

- 15 Given the standing that Frana has in the community it is unlikely that any objections would be received to this proposal if these were formally sought, however it is up to the Board whether they wish to seek these views or make the decision on behalf of the Community.

**Te Anau Community Board**  
**29 August 2018**

**Costs and Funding**

- 16 There is not costs identified at this time with the request however some subsequent costs may be incurred in changing the signage in the reserve.

**Policy Implications**

- 17 None identified at this time.

**Analysis**

**Options Considered**

- 18 The options are to agree with the request or not, and if the decision is to agree whether to seek community views.

**Analysis of Options**

**Option 1 – Decline request.**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>There is no known advantages of declining the request</li> </ul>	<ul style="list-style-type: none"> <li>Is likely to be interpreted as the Board not recognising the work that Frana has done in the community, nor her standing in the community.</li> </ul>

**Option 2 – Agree to request subject to Community consultation**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>Decision will be based on community feedback on the proposal.</li> </ul>	<ul style="list-style-type: none"> <li>Will slow down the decision on the request.</li> <li>Given the standing Frana has in this Community for her work, is likely to be seen as a bureaucratic process which will not change the outcome.</li> </ul>

**Option 3 – Agree to the request**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>Will formally recognise for the future the standing the Frana has in the Te Anau community.</li> <li>Request is being actioned the same way that the naming of ANZAC reserve was undertaken.</li> </ul>	<ul style="list-style-type: none"> <li>There may be some in the community that may not like the decision.</li> </ul>

**Assessment of Significance**

- 19 Not considered significant.

**Te Anau Community Board**  
**29 August 2018**

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**Recommended Option**

- 20 Option 3, agree to the request

**Next Steps**

- 21 Relevant signage to be erected, albeit as a separate process.

**Attachments**

- A Letter of request to name the reserve in Fergus Square as Frana Cardno Reserve - Irene Barnes

## Te Anau Community Board

29 August 2018

- 4 JUL 2018

TE ANAU OFFICE

Chairperson  
 Te Anau Community Board  
 Town Centre  
 Te Anau.

22 Cathedral Dr  
 P.O. Box 9  
 Manapouri  
 3-7-18.

Dear Rachel,  
 Following on from various  
 letters in regard to the naming of  
 the reserve in Fergus Square being  
 named Frana Cardno Reserve, I have  
 had several conversations with Simon  
 Moran and the Cardno family.

Kevin McNaught has determined that  
 the Reserve has no given name and  
 the Cardno Family (via Paul) are delighted  
 with the concept.

Paul has sent an e-mail to Simon  
 confirming the family's agreement, should  
 his naming proceed.

Daniel Excell would be happy to quote  
 or the sign.

In anticipation

*Gene A. Barnes*

## Fiordland Community Partnership Fund - May 2021 allocations

Record No: R/21/6/33673

Author: Megan Seator, Community liaison officer

Approved by: Matt Russell, Group manager services and assets

☒ Decision

☐ Recommendation

☐ Information

### Purpose

- 1 The purpose of this report is for the Fiordland Community Board to allocate funding for the May 2021 round of the Fiordland Community Partnership Fund.

### Executive Summary

- 2 A total of six applications have been received for the May 2021 funding round of the Fiordland Community Partnership Fund. The application forms are included as an attachment to this report. Please note that the attachments to the applications (including financials) are not attached to this report as they contain information sensitive to applicants' privacy. These attachments were provided to the community board with the applications for their perusal prior to the meeting.
- 3 The Fiordland Community Board has \$33,461 available to allocate for the Fiordland Community Partnership Fund in the 2020/2021 financial year.
- 4 In the September 2020 round of the Fiordland Community Partnership Fund \$12,063 was granted and in the January round \$3,705 was granted.
- 5 This leaves \$17,693 available to distribute for the May 2021 funding round.

## Recommendation

That the Fiordland Community Board:

- a) **Receives the report titled “Fiordland Community Partnership Fund - May 2021 allocations” dated 23 June 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. Te Anau Football Club (soccer)
  - 2. Fiordland Community Garden Charitable Trust
  - 3. Te Anau Waitangi Charitable Trust
  - 4. Deep Cove Outdoor Education Trust
  - 5. The Key Playcentre
  - 6. Te Anau Rugby Club
- e) Approves/Declines a grant of \$6,222.22 to the Te Anau Football Club (soccer) to assist with operational costs towards the establishment of the club.
- f) Approves/Declines a grant of \$2,500 to the Fiordland Community Garden Charitable Trust towards the costs associated with delivering gardening, waste minimisation, healthy living and cooking workshops over the next twelve months.
- g) Approves/Declines a grant of \$5,000 to the Te Anau Waitangi Charitable Trust towards the costs to deliver the Waitangi Day community event in Te Anau.
- h) Approves/Declines a grant of \$5,000 to the Deep Cove Outdoor Education Trust towards the cost of installing a walk-in chiller at their hostel kitchen.
- i) Approves/Declines a grant of \$500 to the Key Playcentre towards a new mural at the entrance.
- j) Approves/Declines a grant of \$3,000 to the Te Anau Rugby Club towards new fencing.

## Background

- 6 Southland District Council’s community assistance activity seeks to contribute to a District of ‘proud, connected communities that have an attractive and affordable lifestyle’ by enabling Southland’s communities to be desirable places to live, grow up, work, run a business, raise a

family and enjoy a safe and satisfying life. Through providing financial assistance by way of grant funding, community groups and individuals are supported to undertake their desired activities.

- 7 A review of the community assistance activity was completed in early 2019. The purpose of this review was to ensure that Council is providing assistance in a considered and prudent manner to ensure efficient and effective outcomes for the communities they support.
- 8 It was recommended that there should be a significant change in the way that Council administers the Community Initiatives Fund. Subsequently, in July 2019 Council resolved to disestablish the Community Initiatives Fund and to establish the Community Partnership Fund whereby the nine community boards in the District will allocate funding directly to their communities.
- 9 The Fiordland Community Board set the following criteria for the Fiordland Community Partnership Fund:
  - The fund is available to not-for-profit community organisations. Community organisations may be a legal entity or an informal group. Regardless of their legal status the group must have their own bank account.
  - Applicants may apply for \$500 - \$5000.
  - Applications to the fund must:
    - a) have alignment with the Fiordland Community Futures Plan and/or the four community well-beings (social, economic, environmental, cultural)
    - b) show some degree of self-contribution or fundraising
  - The following will not be considered:
    - a) funding for individuals
    - b) applications for salaries, catering or room hire
    - c) funding for pecuniary gain

#### Applications received

1 **Te Anau Football Club (soccer)**

Requests funding for operational costs towards the establishment of the club including goals, nets, balls, and a first aid kit. Additional assistance is requested to cover unpaid fees, the cost of using showers, travel, and any further funding to support the club.

Total Project Cost	<b>\$6,222.22</b>
Amount Requested	<b>\$6,222.22</b>

2 **Fiordland Community Garden Charitable Trust**

Requests funding towards the costs associated with delivering gardening, waste minimisation, healthy living and cooking workshops over the next twelve months.

Total Project Cost	<b>\$2,504.86</b>
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	Amount Requested	<b>\$2,500</b>
<b>3</b>	<b>Te Anau Waitangi Charitable Trust</b>	
	Requests funding towards the costs to deliver the Waitangi Day community event in Te Anau including a concert, hangi, speakers and associated administration costs.	
	Total Project Cost	<b>\$57,090</b>
	Amount Requested	<b>\$5,000</b>
<b>4</b>	<b>Deep Cove Outdoor Education Trust</b>	
	Requests funding towards the cost of installing a walk-in chiller at their hostel kitchen.	
	Total Project Cost	<b>\$8,945</b>
	Amount Requested	<b>\$5,000</b>
<b>5</b>	<b>The Key Playcentre</b>	
	Requests funding towards a new mural at the entrance.	
	Total Project Cost	<b>\$2,200</b>
	Amount Requested	<b>\$500</b>
<b>6</b>	<b>Te Anau Rugby Club</b>	
	Requests funding towards new fencing at the rugby fields to meet health and safety requirements of the New Zealand Rugby Union.	
	Total Project Cost	<b>\$5,982.40</b>
	Amount Requested	<b>\$3,000</b>

## Recommendations

- 10 The recommendations outline the amounts requested in the applications. Staff recommend that the Fiordland Community Board consider each application individually and determine the level of funding they wish to allocate.

## Issues

- 11 There are no issues to consider.

## Factors to Consider

### Legal and Statutory Requirements

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



#### Community Views

- 13 The community board, as representatives of the Fiordland Community Board area will consider each application and how it benefits the communities in Fiordland.

#### Costs and Funding

- 14 The Fiordland Community Board has \$17,693 available to distribute for the May 2021 funding round of the Fiordland Community Partnership Fund.

#### Policy Implications

- 15 There are no policy implications.

#### Analysis

##### Options Considered

- 16 The options for consideration are to allocate funding pursuant to the funding criteria set by the community board or decline the applications.

#### Analysis of Options

Option 1 – Allocates funding pursuant to the funding criteria set by the community board

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>support community groups to achieve local initiatives</li></ul>	<ul style="list-style-type: none"><li>there are no disadvantages</li></ul>

#### Option 2 – Declines the applications

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>there are no advantages</li></ul>	<ul style="list-style-type: none"><li>no funds awarded could hinder the progress of community-led development due to lack of financial support</li></ul>

#### Assessment of Significance

- 17 This is not considered significant.

#### Recommended Option

- 18 The recommended option is “option 1 - allocates funding pursuant to the funding criteria set by the community board”.

#### Next Steps

- 19 Advise applicants of the outcome of the funding allocations.

## Attachments

A      Fiordland Community Partnership Fund - May 2021 - All application forms [↓](#)

## Community Partnership Fund Application Form

### PLEASE TICK WHICH COMMUNITY PARTNERSHIP FUND YOU ARE APPLYING FOR:

- ☒ Fiordland Community Board  
☐ Oreti Community Board  
☐ Oraka Aparima Community Board  
☐ Northern Community Board  
☐ Ardlussa Community Board  
☐ Waihopai Toetoe Community Board  
☐ Tuatapere Te Waewae Community Board  
☐ Wallace Takitimu Community Board  
☐ Stewart Island/Rakiura Community Board



### YOUR DETAILS

Name of organisation **TE ANAU FOOTBALL CLUB (SOCCER)**  
 Postal address **44 MACKINNON LOOP TE ANAU 9600**  
 Street address **44 MACKINNON LOOP TE ANAU 9600**

### CONTACT NAMES

Please give the names of two people who can be contacted if further information is required. The first contact must be the person who filled out the form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

Name	Carol Shutt	Phone	(day)	0278568619
Email	teanaufc@gmail.com		(evening)	0278568619
Name	Ferdando Iturriaga	Phone	(day)	0273741134
Email	teanaufc@gmail.com		(evening)	0273741134

### BANK ACCOUNT NUMBER TO DIRECT CREDIT GRANT PAYMENT IF APPLICATION SUCCESSFUL:

[REDACTED]

To help speed the process up in the event of your grant being approved, can you please provide verification of your bank account details. This can be a screen shot or banking slip and it must be attached to your application.

### PROJECT DETAILS

How many members belong to your club/organisation? **25 men's/boys and also about 70 children**

Please describe fully: (Continue on a separate sheet if necessary)

For what purpose does your organisation seek a Community Partnership Fund subsidy?

**We are a new club, started this year. 3 players decided that having a Te Anau team or club would open soccer up to so many more players, of all ages. Where before they had to play for another town, and travel for trainings and every game.**

**The aim of the Te Anau football club is to have a open club any one can join, as another option for the locals of Fiordland. Soccer is a great team sport for kids and adults alike.**

**We currently have training on a Monday night (closed for the traveling team) and then an open session for anyone of any age to come and play a fun game. We have players from all back grounds and from many towns, as they want to see our club up and running, Te Anau, Milford, Queenstown, Winton, and Mossburn.**

We have had 4 trainings for the juniors which the men ran to start the junior season, and now they go and help coach and assist in other ways, for each of our home games.

We have several players who are students at school and players that are working part time, that cannot afford to pay the fees, and we have the same people taking their cars to away games, but money is very tight, and we need help to keep the players we have got playing.

We currently use the college grounds and goals at a small fee (each player who comes to training puts in \$3 to cover this. But the goals are not in good condition and need replacing before someone gets hurt. We would own the goals but leave them at the college until such time we get grounds (if ever), so the college team can use them as well.

Please help us keep this wonderful sport alive in Te Anau.

If your application relates to a facility – who uses the facility and how often?

No

Does the facility have a long term development and maintenance plan?

☐ Yes

☒ No

How will your project benefit the organisation or community?

This sport would open another club in Te Anau. It's a good safe sport for all, teaches great footwork, team building, and more. It gives another option for sporting people who do not play netball or rugby.

Start date of your project

Finish date of your project

#### FINANCIAL DETAILS

Are you registered for GST?

☐ No

☒ Yes

GST number

1

3

8

9

9

0

5

7

Applicants that are not GST-registered need to provide budget figures that include GST

Applicants that are GST-registered need to provide budget figures that exclude GST.

Successful applicants who are GST-registered will be required to submit a GST invoice, after being notified the result of the application and prior to the grant being paid out.

PLEASE ROUND ALL FIGURES TO THE NEAREST DOLLAR

EXPENDITURE	\$	INCOME	\$
<b>Project costs</b>	<b>GST inclusive or GST exclusive</b>	<b>Your contribution</b>	
Nets	\$655.43	Fees/subs	\$2,020
Goals (made in Te Anau)	\$2,600	Fundraising	\$873.50
Match balls x 3	\$150 each	Loan/mortgage	0
Fees unpaid	\$1,134.20	Cash savings	0
First aid box	\$132.59	Other	
Travel	\$800.00	Sub-total	
Showers	\$50	Other grants and sponsorship applied for	

Any further funds that you could help us to get us off the ground

\$1,000.00

Sponsorship

0

Grants (successful and proposed)

Amount requested

Result date

Total cost of the project is

\$6,222.22

Sub-total

Total Income

\$2,893.50  
before what we have paid for training balls, goalie gear and the fees we have paid.  
Bank balance as of 25/5/2021  
\$1,560.40

How much money are you applying for?

\$6,222.22

Briefly describe any voluntary effort or donated materials provided for the project.

Voluntary effort (e.g. number of hours)

**Time volunteered for training children and men's players (approx. 2 hours per week). Plus 6 hours training at start of season for children. Also driving players to and from games 4 hours per game. Time given to help with sausage sizzle.**

Donated materials (e.g. approximate \$ value)

**Uniforms donated by the Fat Duck.**

How do you envisage paying for the future operational costs of this project?

**Through subs each year. We also have a growing pre-season game which we turned into a fundraising event. We have already had other clubs asking to be involved. Which would increase sales at the event. We are also looking at fund raising during summer selling pinecones and any other opportunities that comes up.**

#### DECLARATION (PLEASE PROVIDE TWO SIGNATURES)

We

consent to Southland District Council

collecting the personal contact details provided on this form. The consent is given in accordance with the requirements of the Privacy Act 1994. We also confirm that the information provided is accurate and complete and that the organisation committee has agreed to this project/funding application.

Name

**CAROL SHUTT**

Position in organisation

**SECRETARY**

Signature

Date

**26.05.2021**

Name	<b>FERNANDO ITURRIAGA</b>	Date	<b>26.05.2021</b>
Position in organisation	<b>TREASURER</b>		
Signature			
<b>Please attach</b>		<b>Check</b>	
a current statement of income and expenditure		<input checked="" type="checkbox"/>	
a current bank statement from your organisation		<input checked="" type="checkbox"/>	
quotations, where relevant		<input checked="" type="checkbox"/>	
letters of support (if applicable)		<input type="checkbox"/>	
These items will complete your application			
<b>PLEASE ENSURE THAT ALL QUESTIONS ARE ANSWERED IN FULL AND THAT RELEVANT DOCUMENTATION ACCOMPANIES THE APPLICATION FORM.</b>			
<b>NOW YOU CAN SUBMIT YOUR APPLICATION IN ONE OF THE FOLLOWING WAYS:</b>			
Email to <a href="mailto:funding@southlanddc.govt.nz">funding@southlanddc.govt.nz</a>			
Post to Southland District Council, PO Box 903, Invercargill 9840			
Drop into your nearest SDC office			

### Community Partnership Fund Application Form

**PLEASE TICK WHICH COMMUNITY PARTNERSHIP FUND YOU ARE APPLYING FOR:**

- ☒ Fiordland Community Board
- ☐ Oreti Community Board
- ☐ Oraka Aparima Community Board
- ☐ Northern Community Board
- ☐ Ardlussa Community Board
- ☐ Waihopai Toetoe Community Board
- ☐ Tuatapere Te Wacwac Community Board
- ☐ Wallace Takitimu Community Board
- ☐ Stewart Island/Rakiura Community Board



**YOUR DETAILS**

Name of organisation: Fiordland Community Garden Charitable Trust (CC58102)

Postal address: 8 Dalhousie Place, Te Anau 9600

Street address: Mokoroa Street, Te Anau 9600

**CONTACT NAMES**

Please give the names of two people who can be contacted if further information is required. The first contact must be the person who filled out the form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

Name	<u>Andrea Staben</u>	Phone	(day)	<u>0210 600 720</u>
Email	<u>andrea.staben@hotmail.com</u>		(evening)	
Name	<u>Nicole Abraham</u>	Phone	(day)	<u>0278 347 059</u>
Email	<u>nicolea@hotmail.co.nz</u>		(evening)	

**BANK ACCOUNT NUMBER TO DIRECT CREDIT GRANT PAYMENT IF APPLICATION SUCCESSFUL:**

8 2 9 0 2 2 0 4 5 6 3 9 2 0 0

To help speed the process up in the event of your grant being approved, can you please provide verification of your bank account details. This can be a screen shot or banking slip and it must be attached to your application.

**PROJECT DETAILS**

How many members belong to your club/organisation? 492

Please describe fully: (Continue on a separate sheet if necessary)

For what purpose does your organisation seek a Community Partnership Fund subsidy?

\* Please find attached file "FCGCT Workshop Funding" \*

\* Please find attached file "FCGCT Workshop Funding" \*

How will your project benefit the organisation or community?

\* Please find attached file "FCGCT Workshop Funding" \*

## FINANCIAL DETAILS

Successful applicants who are GST-registered will be required to submit a GST invoice, after being notified the result of the application and prior to the grant being paid out.

\$2504.86



How much money are you applying for? \$ 2500.00

Briefly describe any voluntary effort or donated materials provided for the project.

Voluntary effort (eg number of hours)

\* Please find attached file "FCGCT Workshop Funding" \*

Donated materials (eg approximate \$ value)

"

"

How do you envisage paying for the future operational costs of this project?

"

"

**DECLARATION (PLEASE PROVIDE TWO SIGNATURES)**

We Andrea Staben and Nicole Abraham consent to Southland District Council collecting the personal contact details provided on this form. The consent is given in accordance with the requirements of the Privacy Act 1994. We also confirm that the information provided is accurate and complete and that the organisation committee has agreed to this project/funding application.

Name

Andrea Staben

Position in organisation

Chairperson

Signature

Andrea Staben

Date

31.05.2021

Name

Nicole Abraham

Position in organisation

Board member

Signature

Nicole Abraham

Date

31.05.2021

**Please attach**

**Check**

a current statement of income and expenditure

☒

a current bank statement from your organisation

☒

quotations, where relevant

☒

letters of support (if applicable)

☐

These items will complete your application

**PLEASE ENSURE THAT ALL QUESTIONS ARE ANSWERED IN FULL AND THAT RELEVANT DOCUMENTATION ACCOMPANIES THE APPLICATION FORM.**

**NOW YOU CAN SUBMIT YOUR APPLICATION IN ONE OF THE FOLLOWING WAYS:**

Email to [funding@southlanddc.govt.nz](mailto:funding@southlanddc.govt.nz)

Post to Southland District Council, PO Box 903, Invercargill 9840

Drop into your nearest SDC office



### Community Partnership Fund Application Project and Financial Details

**How many members belong to your club/organisation?**

492

**For what purpose does your organisation seek a Community Partnership Fund subsidy?**

The Fiordland Community Garden are seeking funds from the Fiordland Community Partnership Fund to cover the costs associated with holding workshops over the next twelve months. The funds will allow us to deliver beneficial learning & social interaction opportunities at no cost to the local community, which our organisation deems important due to the current employment and economic pressure the Fiordland community are currently experiencing as a result of the 2020 flooding and the Covid-19 pandemic.

**If your application relates to a facility – who uses the facility and how often?**

The Fiordland Community Garden facility is open to all members of the public, every day, with a volunteer team member at the garden twice a week. This project aims to deliver a workshop each month over the next year.

**Does the facility have a long-term development and maintenance plan?**

Yes, please find attached file "Long-term Development and Maintenance Plan".

**How will your project benefit the organisation or community?**

This project will deliver a variety of garden related workshops for the local community that provides the benefits of learning, physical and mental wellbeing, social and networking opportunities.

The main learning benefits that attendees of the workshops will gain include various gardening techniques for the Southland climate, environmental impact and waste minimisation methods, natural resource utilisation, healthy food and living advice, food preservation and cooking techniques and also encourage the long-term utilisation of the community garden facility. By providing formal and informal learning workshops we can help build food resilience within our community by supporting and inspiring the growth of food production businesses in Fiordland.

The physical benefits gained from attending the workshops include participating in an outdoor activity that provides light to moderate exercise to all the major muscle groups of the body. Research finds people who participate in community gardens not only have a substantially lower body mass index but also lower odds of being overweight or obese.

Page 1 of 3  
FCGCT Workshop Funding  
Community Partnership Fund Application



The mental well-being benefits of gardening include stress reduction through the stimulation of senses, provides a creative outlet, promotes spiritual connection, improves mood, and can build self-esteem through a sense of achievement and pride.

The social benefits for the attendees of the workshop include opportunities for all generations and ethnicities within the community to interact and share in a common interest. Community interactions can assist in building support networks, making new friendships, developing networks, and growing the cultural integration within our community.

Another project benefit to the community is supporting the skilled and knowledgeable local speakers who will deliver our workshops. Previous workshops held by the Fiordland Community Garden have had speakers who have donated their time and materials, which is not financially sustainable for the speakers, does not demonstrate the value of their skills and experience, and may limit the quality of the speakers we can attract. Sourcing speakers, outside of the Fiordland area is beneficial in building the local knowledge, by developing the skills so eventually we will no longer need to source externally.

**How much money are you applying for?**

\$2500.00

**Briefly describe any voluntary effort or donated materials provided for the project.**

The project will be supported by the Fiordland Community Garden Board Members who are volunteering their time to organise, promote, deliver and report on the workshop events. The approximate value of the volunteer hours for this project is over 96 hours (based on approximately 4 hours per workshop, over 12 workshops, for 2 board members over the period of a year  $4 \times 12 \times 2 = 96$ ).

**Voluntary effort (eg number of hours)**

96

**Donated materials (eg approximate \$ value)**

Donated labour approximate value \$1920 based on the current minimum wage \$20 per hour.

**How do you envisage paying for the future operational costs of this project?**

The Fiordland Community Garden envisage paying for the cost of future workshops with a combination of a workshop attendance fee and the donations received for produce grown at the garden.

## Community Partnership Fund Application Form

### PLEASE TICK WHICH COMMUNITY PARTNERSHIP FUND YOU ARE APPLYING FOR:

- ☒ Fiordland Community Board  
☐ Oreti Community Board  
☐ Oraka Aparima Community Board  
☐ Northern Community Board  
☐ Ardlussa Community Board  
☐ Waihopai Toetoe Community Board  
☐ Tuatapere Te Waewae Community Board  
☐ Wallace Takitimu Community Board  
☐ Stewart Island/Rakiura Community Board



### YOUR DETAILS

Name of organisation: Te Anau Waitangi Charitable Trust  
 Postal address: 36 Gunn St Te Anau 9600  
 Street address: 36 Gunn St Te Anau

### CONTACT NAMES

Please give the names of two people who can be contacted if further information is required. The first contact must be the person who filled out the form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

Name	Joy Crouchley	Phone	(day)	021 2266 164
Email	crouchleyfamily@gmail.com		(evening)	021 2266 164
Name	Jamie Dale	Phone	(day)	027 476 1440
Email	jamieandale@gmail.com		(evening)	027 476 1440

### BANK ACCOUNT NUMBER TO DIRECT CREDIT GRANT PAYMENT IF APPLICATION SUCCESSFUL:

To help speed the process up in the event of your grant being approved, can you please provide verification of your bank account details. This can be a screen shot or banking slip and it must be attached to your application.

### PROJECT DETAILS

How many members belong to your club/organisation? 9

Please describe fully: (Continue on a separate sheet if necessary) Please see attached sheet

For what purpose does your organisation seek a Community Partnership Fund subsidy?

We seek a Community Partnership Fund subsidy to help with operating costs for our family-friendly community event on Waitangi Day in Te Anau. This includes a free concert in the park (powhiri, kapa haka, guest artists and locals), hangi, traditional food stalls, free waka paddling, kids activities (water slide, bouncy castles, giant sandpit, treasure hunts), Treaty Tent with children's art, informative banners and resource person to answer questions, a range of free 'have-a-go' cultural activities (flax weaving, poi making, Māori traditional games), coffee cart, Mr Whippy etc. We aim to encourage a more culturally aware and responsive community. Between 1000 – 1500 people have attended each year for the past 4 years, made up of Fiordland locals and holidaymakers.  
 We believe that ours is the only consistent annual community/public event commemorating Waitangi Day in Southland. In fact, non-political Waitangi Day commemorations, open to everyone, are rare in New Zealand.  
 We aim to offer an enhanced event each year and so we have begun the process of becoming a Charitable Trust. (As this process is not yet completed, please contact Denise Lormans, manager of Southland Community law Centre, for verification). We are also planning to bring guest speakers/facilitators and artists in the lead up to Waitangi Day offering workshops on the chosen theme for that year. This year our theme is Te Talao, the natural environment.  
 We are applying to the Community Partnership Fund because our event on Waitangi Day and our speakers in the lead up to it, contribute to the cultural, social, environmental and economic wellbeings you support. It would be our privilege to partner with you in bringing this unique event to Te Anau.

If your application relates to a facility – who uses the facility and how often?

Does the facility have a long term development and maintenance plan?

☐ Yes

☐ No

How will your project benefit the organisation or community?

- Presents Te Ao Māori worldview in a community with few Māori residents and no local marae
- Increases understanding about Te Tiriti o Waitangi
- Increases cultural respect, connectedness and engagement
- Gives mana whenua and Māori who live in Te Anau an opportunity to connect and share their mātauranga
- Brings the community together
- Supports kaupapa Māori learning models and tikanga Māori in local schools
- Provides a boost for local hospitality providers by attracting visitors to Te Anau
- Supports local performers, artists, and speakers

Start date of your project

August 2021

Finish date of your project

06/02/22

#### FINANCIAL DETAILS

Are you registered for GST?

☒ No

☐ Yes

GST number

Applicants that are not GST-registered need to provide budget figures that include GST

Applicants that are GST-registered need to provide budget figures that exclude GST.

Successful applicants who are GST-registered will be required to submit a GST invoice, after being notified the result of the application and prior to the grant being paid out.

PLEASE ROUND ALL FIGURES TO THE NEAREST DOLLAR					
EXPENDITURE	\$	INCOME	\$		
Project costs	GST inclusive or	Your contribution			
Activities - Kids activities, waka ama	\$ 3,850	Fees/subs			
Hangi	\$ 5,315	Fundraising	\$ 400		
Concert	\$25,300	Loan/mortgage			
Speakers	\$13,970	Cash savings			
Advertising	\$ 2,745	Other	\$1,435		
Administration	\$ 5,910	Sub-total			
		Other grants and sponsorship applied for			
		Sponsorship	\$4,000		
		Grants (successful and proposed)	Amount requested	Result date	
		Lotteries	\$10,000	29	08
		Ministry for Culture & Heritage	\$ 2,500	30	11
		Meridian Power Up Community Fund	\$10,000	TBC	
		Pub Charities	\$ 4,300	11	08
		Communities Trust South General	\$ 5,000	TBC	
		Community Organisation Grant Scheme	\$13,970	30	07
		SDC Community Partnership Fund	\$ 5,000		
		SDC Creative Communities Scheme	\$ 2,500		
		Sub-total	\$53,270		
Total cost of the project is	\$57,090	Total income	\$59,105		

How much money are you applying for? \$ \$5000

Briefly describe any voluntary effort or donated materials provided for the project.

Voluntary effort (eg number of hours) 2,000 hours of volunteer time

Donated materials (eg approximate \$ value)



Sand for giant sandpit, donated by Mc Gregor's Concrete	\$973.00	Truck & trailer hire for stage from Evan's freight.	\$500
Marquees provided by Meridian. Advocate South, Ray White	\$2,228	Venue hire for speakers	\$100
Food for the hangi	\$1,500		
Digger hire to dig hole for hangi	\$100		

How do you envisage paying for the future operational costs of this project?

We are seeking funding from Pub Charities to purchase a multi kal cooker which, along with streamlining the cooking and serving of our hangi on Waitangi Day, could be hired out for other community events. We intend to apply to the Tindall Foundation for funding at the end of October 2021. While too late for Waitangi Day 2022, a grant from them, if successful, could provide funding for the following three years. This would be amazing because it would enable us to book performers early while they are still available, and simultaneously, provide seed funding for the next year's hangi food (koha collected on the day means we usually break even.) As the event grows, in excellence, visibility and visitor numbers, we envisage more local businesses coming on board to take advantage of our Sponsorship Packages for Businesses as outlined in our Strategic Business plan. We are running sausage sizzles in conjunction with Te Anau Four Square to raise funds.

**DECLARATION (PLEASE PROVIDE TWO SIGNATURES)**

We Joy Crouchley and Jamie Dale consent to Southland District Council collecting the personal contact details provided on this form. The consent is given in accordance with the requirements of the Privacy Act 1994. We also confirm that the information provided is accurate and complete and that the organisation committee has agreed to this project/funding application.

Name	Joy Crouchley		
Position in organisation	Board member - funding and children's activities - Te Anau Waitangi Charitable Trust		
Signature		Date	31/05/2021
Name	Jamie Dale		
Position in organisation	Secretary - Te Anau Waitangi Charitable Trust		
Signature		Date	31/05/2021

**Please attach**

a current statement of income and expenditure	<input checked="" type="checkbox"/>
a current bank statement from your organisation	<input checked="" type="checkbox"/>
quotations, where relevant	<input type="checkbox"/>
letters of support (if applicable)	<input type="checkbox"/>

These items will complete your application

**PLEASE ENSURE THAT ALL QUESTIONS ARE ANSWERED IN FULL AND THAT RELEVANT DOCUMENTATION ACCOMPANIES THE APPLICATION FORM.**

**NOW YOU CAN SUBMIT YOUR APPLICATION IN ONE OF THE FOLLOWING WAYS:**

Email to [funding@southlanddc.govt.nz](mailto:funding@southlanddc.govt.nz)

Post to Southland District Council, PO Box 903, Invercargill 9840

Drop into your nearest SDC office



### Community Partnership Fund Application Form

**PLEASE TICK WHICH COMMUNITY PARTNERSHIP FUND YOU ARE APPLYING FOR:**

- ☒ Fiordland Community Board  
☐ Oreti Community Board  
☐ Oraka Aparima Community Board  
☐ Northern Community Board  
☐ Ardlussa Community Board  
☐ Waihopai Toetoe Community Board  
☐ Tuatapere Te Waewae Community Board  
☐ Wallace Takitimu Community Board  
☐ Stewart Island/Rakiura Community Board



**YOUR DETAILS**

Name of organisation: Deep Cove Outdoor Education Trust  
 Postal address: C/O McIntyre Dick & Partners  
 Street address: 160 Spey St. Invercargill 9840 P.O. Box 8148

**CONTACT NAMES**

Please give the names of two people who can be contacted if further information is required. The first contact must be the person who filled out the form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

Name	Mike McIntyre	Phone	(day)	
Email	mike@deepcovehostel.co.nz		(evening)	0272451300
Name	Tracie Pope	Phone	(day)	0274975619
Email	tracie@deepcovehostel.co.nz		(evening)	*

**BANK ACCOUNT NUMBER TO DIRECT CREDIT GRANT PAYMENT IF APPLICATION SUCCESSFUL:**

To help speed the process up in the event of your grant being approved, can you please provide verification of your bank account details. This can be a screen shot or banking slip and it must be attached to your application.

**PROJECT DETAILS**

How many members belong to your club/organisation? 8 Trustees

Please describe fully: (Continue on a separate sheet if necessary)

For what purpose does your organisation seek a Community Partnership Fund subsidy?

We wish to apply for funding to go towards installation of a walk in chiller in our hostel kitchen at Deep Cove.

If your application relates to a facility – who uses the facility and how often? *The Deep Cove Hostel caters for Southland & Otago schools to experience an outdoor educational camp over 4-5 days in at Deep Cove. The facility is fully booked during term time & we have more schools wanting to make bookings. During school breaks we have private bookings. We have over 7000 bed nights a year.*

Does the facility have a long term development and maintenance plan? ☒ Yes ☐ No

How will your project benefit the organisation or community? *To better meet food hygiene standards the Trust has identified current refrigerator space is inadequate for larger groups that use our hostel. The walk in chiller will provide a more efficient & practical solution for large groups, that require large quantities of food. With no local shops they need to bring in all the food they may require.*

Start date of your project *1/10/21* Finish date of your project *31/1/22*

**FINANCIAL DETAILS**

Are you registered for GST? ☐ No ☒ Yes GST number *60810184*



Applicants that are not GST-registered need to provide budget figures that include GST

Applicants that are GST-registered need to provide budget figures that exclude GST.

Successful applicants who are GST-registered will be required to submit a GST invoice, after being notified the result of the application and prior to the grant being paid out.

PLEASE ROUND ALL FIGURES TO THE NEAREST DOLLAR				
EXPENDITURE	\$	INCOME	\$	
Project costs	GST-Inclusive or GST exclusive	Your contribution		
Chiller clothing	4619	Fees/subs		
Chiller unit	3926	Fundraising		
Barge (to get materials to Deep Cove)	400	Loan/mortgage		
		Cash savings		
		Other <i>volunteer labour</i>	<i>\$4000</i>	
		Sub-total		
		Other grants and sponsorship applied for		
		Sponsorship		
		Grants (successful and proposed)	Amount requested	Result date
		Sub-total		
Total cost of the project is	<i>\$8945 excl.</i>	Total Income	<i>\$4000</i>	



How much money are you applying for?	\$ 5000		
Briefly describe any voluntary effort or donated materials provided for the project.			
Voluntary effort (eg number of hours)			
We plan to get the chiller installed over a weekend ~ 32 hours all donated			
Donated materials (eg approximate \$ value)			
Travel 140K @ 1.30 = \$182			
Timber, flashing, sundry \$200			
NIND Electrical to supply electrical materials			
How do you envisage paying for the future operational costs of this project?			
Hireage of av facilities			
<b>DECLARATION (PLEASE PROVIDE TWO SIGNATURES)</b>			
We <u>Deep Cove Outdoor Education Trust</u> consent to Southland District Council			
collecting the personal contact details provided on this form. The consent is given in accordance with the requirements of the Privacy Act 1994. We also confirm that the information provided is accurate and complete and that the organisation committee has agreed to this project/funding application.			
Name	Mike McManus		
Position in organisation	Chairman		
Signature		Date	14-4-21
Name	Tom Clark		
Position in organisation	Deputy Chair		
Signature		Date	14-4-21
Please attach			Check
a current statement of income and expenditure			<input checked="" type="checkbox"/>
a current bank statement from your organisation			<input checked="" type="checkbox"/>
quotations, where relevant			<input type="checkbox"/>
letters of support (if applicable)			<input type="checkbox"/>
These items will complete your application			
<b>PLEASE ENSURE THAT ALL QUESTIONS ARE ANSWERED IN FULL AND THAT RELEVANT DOCUMENTATION ACCOMPANIES THE APPLICATION FORM.</b>			
<b>NOW YOU CAN SUBMIT YOUR APPLICATION IN ONE OF THE FOLLOWING WAYS:</b>			
Email to <a href="mailto:funding@southlanddc.govt.nz">funding@southlanddc.govt.nz</a>			
Post to Southland District Council, PO Box 903, Invercargill 9840			
Drop into your nearest SDC office			

## Community Partnership Fund Application Form

### PLEASE TICK WHICH COMMUNITY PARTNERSHIP FUND YOU ARE APPLYING FOR:

- ☒ Fiordland Community Board  
☐ Oreti Community Board  
☐ Oraka-Aparima Community Board  
☐ Northern Community Board  
☐ Ardlussa Community Board  
☐ Waihopai Toetoe Community Board  
☐ Tuatapere Te Waewae Community Board  
☐ Wallace Takitimu Community Board  
☐ Stewart Island/Rakiura Community Board



### YOUR DETAILS

Name of organisation: The Key Playcentre  
 Postal address: 2373 Te Anau - Mossburn Hwy, RD2, Te Anau  
 Street address:

**CONTACT NAMES** Shavleen Whyte, Emma Phillips, Corleigh Middleton  
 Please give the names of two people who can be contacted if further information is required. The first contact must be the person who filled out the form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

Name	<u>Corleigh Middleton</u>	Phone	(day)	<u>03 249 5006</u>
Email	<u>thekey@playcentre.org.nz</u>		(evening)	<u>03 249 5006</u>
Name	<u>Shavleen Whyte</u>	Phone	(day)	<u>027358 3994</u>
Email	<u>thekey@playcentre.org.nz</u>		(evening)	<u>03-249-8802</u>

### BANK ACCOUNT NUMBER TO DIRECT CREDIT GRANT PAYMENT IF APPLICATION SUCCESSFUL:

3 211 749 000 027 58 00

To help speed the process up in the event of your grant being approved, can you please provide verification of your bank account details. This can be a screen shot or banking slip and it must be attached to your application.

### PROJECT DETAILS

How many members belong to your club/organisation? 17

Please describe fully: (Continue on a separate sheet if necessary)

For what purpose does your organisation seek a Community Partnership Fund subsidy?

Our Building is very old we have problems with asbestos, we are currently fundraising for that but we are wanting to make one of our main walls a focal point for travelers and locals alike. We would like to use a local fabulous artist, to show case fiordland, the Takatimos and whanau on a huge mural on the out side of our building. This would help modernise our building and make it more visually appealing for visitors. The Pepi would love this to, having a bright welcoming entrance way to help them understand their environment and community. The Key Playcentre has been here for a number of years. And we would love to preserve and maintain the out side of the building for future Pepi and whanau to enjoy!

If your application relates to a facility – who uses the facility and how often?

It is used by families within the Te Anau basin both rural and urban. It is used two days a week for Playcentre days plus day and evenings for meetings, first Aid, waiarua school Pet days and other courses.

Does the facility have a long term development and maintenance plan?

☒ Yes

☐ No

How will your project benefit the organisation or community?

It would benefit our community by giving our building an inviting entrance one the whanau and children could be proud of. It would help encourage new families to come and check us out just give our building a more updated feel. Not be so run down to keep up with how we are trying to move the centre.

Start date of your project

Feb 2021

Finish date of your project

Dependant on funds

#### FINANCIAL DETAILS

Are you registered for GST?

☒ No

☐ Yes

GST number

Applicants that are not GST-registered need to provide budget figures that include GST

Applicants that are GST-registered need to provide budget figures that exclude GST.

Successful applicants who are GST-registered will be required to submit a GST invoice, after being notified the result of the application and prior to the grant being paid out.

PLEASE ROUND ALL FIGURES TO THE NEAREST DOLLAR

EXPENDITURE	\$	INCOME	\$	
Project costs	GST inclusive or GST exclusive	Your contribution		
Materials	\$700	Fees/subs		
Labour 50 hrs	\$1500	Fundraising	\$500	
		Loan/mortgage		
		Cash savings		
		Other		
		Sub-total		
		Other grants and sponsorship applied for		
		Sponsorship		
		Grants (successful and proposed)	Amount requested	Result date
		Sub-total		
Total cost of the project is	\$2,200	Total Income	\$500	

How much money are you applying for?	\$500.00		
Briefly describe any voluntary effort or donated materials provided for the project.			
Voluntary effort (eg number of hours)			
our fundraising time donated by families was 12 families working/Baking for 40 hrs of fundraising			
Donated materials (eg approximate \$ value)			
How do you envisage paying for the future operational costs of this project?			
Our families fundraising more and volunteer time.			
<b>DECLARATION (PLEASE PROVIDE TWO SIGNATURES)</b>			
We Carleigh Middleton Sharleen Whyte consent to Southland District Council collecting the personal contact details provided on this form. The consent is given in accordance with the requirements of the Privacy Act 1994. We also confirm that the information provided is accurate and complete and that the organisation committee has agreed to this project/funding application.			
Name	Carleigh Middleton		
Position in organisation	Property Manager		
Signature	<i>Carleigh Middleton</i>	Date	13/01/2021
Name	Sharleen Whyte		
Position in organisation	Co-President		
Signature	<i>Sharleen Whyte</i>	Date	13/01/2021
<b>Please attach</b>	<b>Check</b>		
a current statement of income and expenditure	<input type="checkbox"/>		
a current bank statement from your organisation	<input type="checkbox"/>		
quotations, where relevant	<input type="checkbox"/>		
letters of support (if applicable)	<input type="checkbox"/>		
These items will complete your application			
<b>PLEASE ENSURE THAT ALL QUESTIONS ARE ANSWERED IN FULL AND THAT RELEVANT DOCUMENTATION ACCOMPANIES THE APPLICATION FORM.</b>			
<b>NOW YOU CAN SUBMIT YOUR APPLICATION IN ONE OF THE FOLLOWING WAYS:</b>			
Email to <a href="mailto:funding@southlanddc.govt.nz">funding@southlanddc.govt.nz</a>			
Post to Southland District Council, PO Box 903, Invercargill 9840			
Drop into your nearest SDC office			

## Fiordland Community Partnership Fund - funding rounds and criteria from 1 July 2021

Record no: R/21/5/25733

Author: Megan Seator, Community liaison officer

Approved by: Matt Russell, Group manager services and assets

☒ Decision

☐ Recommendation

☐ Information

### Purpose

- 1 The purpose of this report is for the Fiordland Community Board to discuss and confirm the number of funding rounds and funding criteria for the Fiordland Community Partnership Fund effective from 1 July 2021.

### Executive summary

- 2 The Fiordland Community Partnership Fund has completed its first year with three funding rounds (September 2020, January 2021, May 2021).
- 3 \$33,461 was available to be distributed to various applicants in the Fiordland Community Board area in the 2020/2021 financial year.
- 4 For the 2021/2022 financial year, the amount available to distribute is \$31,542.
- 5 It is therefore timely that the Fiordland Community Board take this opportunity to review the funding rounds and criteria for the Community Partnership Fund for the next financial year.

## Recommendation

That the Fiordland Community Board:

- a) **receives the report titled “Fiordland Community Partnership Fund - funding rounds and criteria from 1 July 2021” dated 21 June 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 continue with the funding criteria set by the Tuatapere Te Waewae Community Board as follows:
  - Applicants may apply for \$500 - \$5000 in funding.
  - This fund is available to not-for-profit community organisations.
  - Community organisations may be a legal entity or an informal group. Regardless of their legal status the group must have their own bank account.
  - Applications to the fund must:
    - have alignment with the Fiordland Community Futures Plan and/or the four community well beings (social, economic, environmental, cultural)
    - show some degree of self-contribution or fundraising
  - The following will not be considered:
    - funding for individuals
    - applications for salaries, catering or room hire
    - funding for pecuniary gain
  - Applications for funding involving capital works will be expected to provide more than one quote.
  - Applicants may choose to speak to their application or may be requested to do so.
- e) Agrees that the current funding rounds of three rounds per year continues.
- f) Agrees to communicate this to the community board area through the community board Facebook page and local community advertisements.

## Background

- 6 In July 2019 Southland District Council resolved to establish the Community Partnership Fund. This decision sought to bring funding decisions to a grass-roots level and enable community leadership.

- 7 The Fiordland Community Partnership Fund had three funding rounds (September 2020, January 2021, May 2021) over the 2020/2021 financial year.
- 8 There was \$33,461 available to distribute for the 2020/2021 financial year.
- 9 The funding criteria set by the Fiordland Community Board is as follows:
- Applicants may apply for \$500 - \$5000 in funding.
  - This fund is available to not-for-profit community organisations.
  - Community organisations may be a legal entity or an informal group. Regardless of their legal status the group must have their own bank account.
  - Applications to the fund must:
    - have alignment with the Fiordland Community Futures Plan and/or the four community well beings (social, economic, environmental, cultural)
    - show some degree of self-contribution or fundraising
  - The following will not be considered:
    - funding for individuals
    - applications for salaries, catering or room hire
    - funding for pecuniary gain
  - Applications for funding involving capital works will be expected to provide more than one quote.
  - Applicants may choose to speak to their application or may be requested to do so.

#### Issues

- 10 The Fiordland Community Board needs to decide whether to keep the funding rounds and criteria the same as the 2021/2022 financial year given that the amount available for distribution is \$31,542.

#### Factors to consider

##### Legal and statutory requirements

- 11 There are no legal or statutory requirements.

##### Community views

- 12 The Community Board, as representatives of the Fiordland Community Board area will take local community views into consideration.

##### Costs and funding

- 13 The amount available for distribution for the 2021/2022 financial year is \$31,542.

##### Policy implications

- 14 There are no policy implications.

## Analysis

### Options considered

- 15 Option 1: to review funding rounds and/or criteria for the Fiordland Community Partnership Fund and make any changes as deemed necessary. Option 2: to review funding rounds and/or criteria for the Fiordland Community Partnership Fund and not make any changes.

### Analysis of Options

Option 1 – to review funding rounds and/or criteria for the Fiordland Community Partnership Fund and make any changes as deemed necessary

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>reviewing the funding rounds and/or criteria gives the community board the opportunity to make appropriate changes, having now had the experience of one year of funding, and given that the amount of funds to distribute has altered from the first year of operation.</li></ul>	<ul style="list-style-type: none"><li>there are no disadvantages.</li></ul>

Option 2 – to review funding rounds and/or criteria for the Fiordland Community Partnership Fund and not make any changes

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>the community board may not deem any changes necessary.</li></ul>	<ul style="list-style-type: none"><li>keeping the status quo may not be appropriate.</li></ul>

### Assessment of significance

- 16 This is not considered significant.

### Recommended option

- 17 Option 1 – to review funding rounds and/or criteria for the Fiordland Community Partnership Fund and make any changes as deemed necessary.

### Next steps

- 18 Funding applications and advertising will be adjusted as necessary.

## Attachments

There are no attachments for this report.



## Chairperson's report

Record No: R/21/6/28796  
Author: Alyson Hamilton, Committee advisor  
Approved by: Trudie Hurst, Group manager customer delivery

☐ Decision ☐ Recommendation ☒ Information

### Purpose of report

- 1 The purpose of the report is to provide an update to the 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 14 April 2021 to 21 June 2021.

#### Meetings:

Those to note are as follows:

- NZ Community Boards Conference
- Three Waters Meeting/Workshop
- Business Events Meeting with Great South & Angus & Assoc
- Consultation on Te Anau Events Trust – independent report
- Stantec – Milford Opportunities and the future
- Otago University – Student visit

#### Other matters:

- Cemetery Memorial Wall
- Playgrounds
- CCTV
- Welcome Signs
- Covid Vaccine for Fiordland
- Government Funding for Fiordland including for psychosocial mental wellbeing recovery
- Community Futures Plan
- Hydro Half Marathon – finishing point
- Water Park Signage
- Climbing Wall Opening

#### Submissions:

The board made a submission on the LTP.

Fergus Square naming submission discussed and organised with Council – see separate report.

**Other updates:**

- Manapouri residents
  - Manapouri Wastewater treatment
- Rural
- Tourism
- Events Centre
- Fiordland Museum Trust
- Fiordland Retirement Housing Trust
- Milford Sound Trust

Recommendation

That the Fiordland Community Board:

- a) **Receives the report titled “Chairperson's report” dated 21 June 2021.**

Attachments

There are no attachments for this report.

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## Operational Report for Fiordland Community Board

Record No: R/21/5/23701  
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 18 June 2021.

### Attachments

- A Report to Fiordland Community board - 30 June 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
COMMUNITY FACILITIES	P-10107	Install CCTV in Te Anau CBD	Delivery phase	Monitor	Updated pricing received from Fiordland Electrical. Building owner approval required before installation can continue on Bailez building.	\$15,070



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
<b>PARKS AND RESERVES</b>	P-10109	Upgrade town entrance signs in Te Anau	Delivery phase	On track	Signs are at the printers and will be put up before 30 June.	\$10,000
<b>STORMWATER</b>	P-10444	Te Anau storm - improvements Town Centre (SF)	Delivery phase	Off track	Contractor is now starting 12 May. Should be completed by end of June.	\$60,000
<b>WASTEWATER</b>	P-10155	Te Anau wastewater Treatment Plant (SF)	Delivery phase	On track	Both pipeline and SDI construction began on site on 5 October. Both sites progressing well.	\$12,980,33
<b>WASTEWATER</b>	P-10266	Renewing sewer consent at Manapouri	Pre delivery phase	Monitor	The existing system review report has been received from the consultant. An initial stakeholder meeting is planned for Monday, 21 June 2021 in Manapouri to discuss the process moving forward.	\$131,072
<b>WATER SUPPLY</b>	P-10121	Preparing consent renewal for Ramparts scheme	Delivery phase	On track	The consent is progressing and are provided consent conditions to ES and DOC for their approval.	\$64,503
<b>WATER SUPPLY</b>	P-10257	Te Anau - water mains Quintin Mokoroa renewal	Delivery phase	On track	Practical completion awarded and project is in the two year defects liability period. Additional phases added to reflect this. G3 handover completed. No project or budget issues. 50% of retentions released.	\$946,674



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
<b>WATER SUPPLY</b>	P-10263	Turbidity upgrade WTP - Manapouri	Pre delivery phase	Monitor	Investigative sampling of water supply is being undertaken to ensure that design will be appropriate for source water treatment method that is being proposed.	\$250,000
<b>WATER SUPPLY</b>	P-10271	Install water tank and VSD Sandy Brown Road, Te Anau	Delivery phase	Monitor	Final pricing for approval will be received mid-May. Construction to start June 2021. We are concerned with potential tank delivery delays.	\$52,429
<b>WATER SUPPLY</b>	P-10743	Lakefront Drive watermain upgrade – Te Anau	Delivery phase	Monitor	Contractor has now reached Lions Park with the new pipework.	\$1,600,000

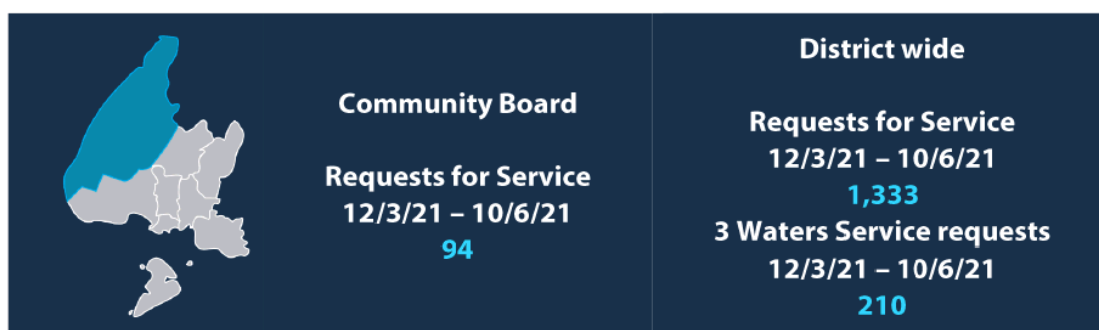
### Service Contracts

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. Work is underway to meet new drinking water operational rules. New pressure tank at Patience Bay booster station. Mokonui Street storm water improvements underway.
<b>17/ 03 – Waimea Alliance</b>	Routine maintenance and cyclic works are ongoing. Sealed Road spraying was completed in April, along with the final round of sealed shoulder mowing. 2021/2022 pre reseal repair works are ongoing with marking out and repair works, including working in other areas of the Waimea and Central Alliance patches. District wide footpath renewal works are underway in various townships for this programme, including Te Anau and Manapouri The Lower Hollyford Road repairs have been ongoing to continue to the end point suspension bridge.



CONTRACT NAME	CONTRACT MANAGER COMMENTARY
20/01 – Cleaning Fiordland, office, library and toilets including Lions Park	We have met with OCS and been issued with a new dashboard to follow issues and reporting closely. Generally happy with this contract with staffing being the main concern which OCS are working on.
20/01 – Fiordland township contract	Winter Pruning has begun and some garden plots are being relooked at as they have come to end of life, need renewal or are affecting visual driving sight lines. The new traffic management plan has been approved also.
17/03 Waimea Alliance toilet	The contract manager has talked with the contractor regarding the hours of Lions Park and ensuring they are adhered to, only minor maintenance reported.

## 2. Request for service data 12 March 2021 – 10 June 2021

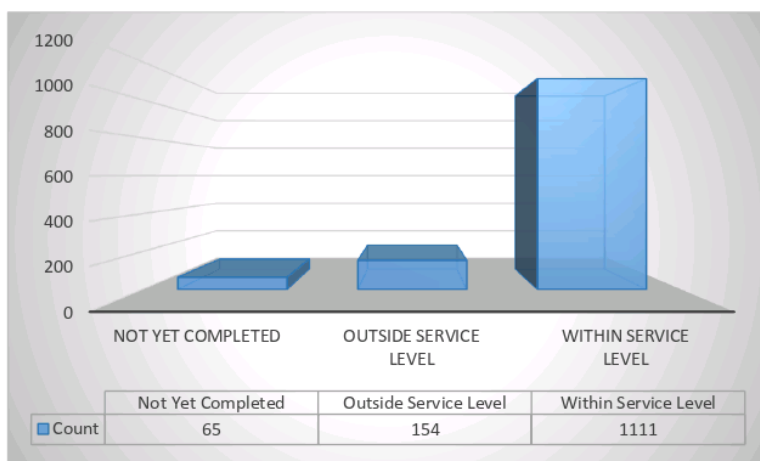


REQUEST TYPE	COUNT
Cemeteries repairs and maintenance	1
Gardening maintenance	2
Hall cleaning and maintenance	2
Licensed Premise queries or complaints	4
Liquor licensing	1
Noise control (not animal noises)	10
Parks and reserves r&m	4
Playground mowing	2
Playground repairs and maintenance (safety)	1
Repairs and maintenance council property	1
Toilet cleaning	1
Toilet repairs and maintenance	1
Vegetation urban/ berm mow/ overgrown/ visibility issues	4
Culverts blocked - rural	2
Debris on sealed roads (safety)	1
Information-direction signs (road names, rest area)	2
Manholes and grates (safety)	1



REQUEST TYPE	COUNT
Multiple street lights out - not in a row	1
Other road hazards (safety)	1
Road margins (grazing pm, storage, structures)	1
Seal widenings and sealing issues	1
Single street light out	1
Transport - road matters general	8
Urban stormwater (the drain)	1
Inspection and assessment	1
Locate connection	1
Rural water - no water supply	6
Rural water asset leak	5
Rural water low water pressure	2
Sewer lateral blockage	1
Water asset damaged (main, hydrant, valve and meter)	1
Water asset leak (main, hydrant, valve and meter)	19
Water pressure low	1
Water quality: smell, taste, colour, clarity	1
Water toby damaged (not safety issue)	2
<b>TOTAL</b>	<b>94</b>

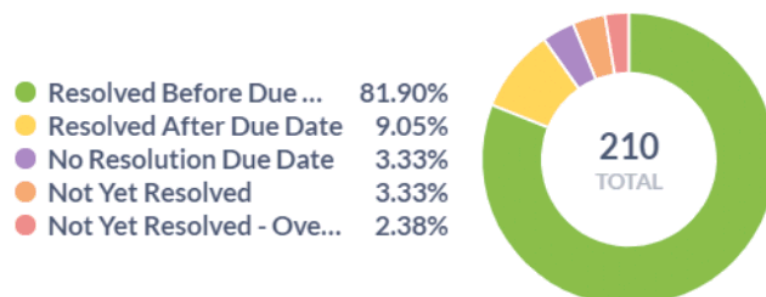
#### RFS count by completion time status







## IPS Requests, Resolution 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.



### 3. Local finance reporting

#### Manapouri - Business Units as at 30 April 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	\$3,946	\$3,946	\$7,061	\$2,285	\$3,946	\$4,735			
Operating Costs - Manapouri	\$10,900	\$9,083	\$10,900	\$8,167	\$4,577	\$5,492			
Street Works - Manapouri	\$6,157	\$6,157	\$7,388	\$1,208	\$3,198	\$3,837		\$8,750	\$10,500
Refuse Collection - Manapouri	\$12,535	\$12,534	\$15,041	\$11,520	\$12,534	\$15,041			
Stormwater Drainage - Manapouri	\$21,499	\$21,498	\$25,798	\$9,838	\$21,575	\$25,798			
Beautification - Manapouri	\$8,511	\$16,844	\$20,213	\$19,718	\$31,581	\$37,897			
Frasers Beach	\$14,246	\$14,246	\$17,095	\$10,645	\$19,077	\$22,892			
Village Green	\$4,416	\$4,416	\$5,299	\$3,541	\$4,416	\$5,299			
Swimming Pool Area - Manapouri	\$3,840	\$3,840	\$5,411	\$25,874	\$34,937	\$41,924			
Cathedral Drive	\$4,799	\$4,799	\$5,759	\$1,229	\$4,799	\$5,759			
Hall - Manapouri	\$11,223	\$11,280	\$13,663	\$10,994	\$12,429	\$14,688			
<b>Total</b>	<b>\$102,072</b>	<b>\$108,643</b>	<b>\$133,628</b>	<b>\$105,018</b>	<b>\$153,066</b>	<b>\$183,362</b>	<b>\$0</b>	<b>\$8,750</b>	<b>\$10,500</b>

#### Airports - Business Units as at 30 April 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
Manapouri Airport	\$203,698	\$194,537	\$241,391	\$241,797	\$295,319	\$351,964	\$0	\$25,000	\$30,000
<b>Total</b>	<b>\$203,698</b>	<b>\$194,537</b>	<b>\$241,391</b>	<b>\$241,797</b>	<b>\$295,319</b>	<b>\$351,964</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$30,000</b>



<b>Te Anau - Business Units as at 30 April 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	\$71,553	\$70,627	\$97,988	\$19,722	\$40,856	\$46,227			
Operating Costs - Te Anau	\$60,328	\$74,893	\$90,723	\$48,479	\$40,786	\$82,835			
Street Works - Te Anau	\$79,865	\$78,832	\$94,598	\$54,509	\$83,369	\$100,043	\$95,111	\$112,846	\$135,415
Refuse Collection - Te Anau	\$51,586	\$50,918	\$61,102	\$45,231	\$55,000	\$66,000			
Stormwater Drainage - Te Anau	\$101,947	\$96,836	\$132,225	\$31,180	\$47,410	\$56,203	\$53,412	\$50,000	\$60,000
Cemetery - Te Anau	\$11,652	\$13,189	\$15,827	\$12,766	\$13,522	\$16,227			
Beautification - Te Anau	\$29,381	\$29,001	\$34,801	\$26,072	\$39,738	\$47,685		\$8,333	\$10,000
Sportsground - Te Anau	\$19,349	\$19,629	\$23,555	\$8,188	\$31,883	\$38,259			
Lakefront	\$22,812	\$22,517	\$27,020	\$7,563	\$23,417	\$28,101			
Parks & Reserves General	\$133,718	\$131,968	\$158,361	\$175,919	\$168,347	\$202,016		\$1	\$1
Information Kiosk	\$66	\$65	\$78		\$65	\$78			
Luxmore Subdivision	\$2,524	\$4,352	\$44,081	\$4,874	\$3,139	\$3,216			
<b>Total</b>	<b>\$584,781</b>	<b>\$592,826</b>	<b>\$780,358</b>	<b>\$434,503</b>	<b>\$547,531</b>	<b>\$686,890</b>	<b>\$148,523</b>	<b>\$171,180</b>	<b>\$205,416</b>

<b>Fiordland - Business Units as at 30 April 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	\$42,464	\$48,918	\$65,661	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$42,464</b>	<b>\$48,918</b>	<b>\$65,661</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



Forecasting has been completed on the YTD budgets since the last report was presented to the board, this has corrected some areas to better reflect the actual timing of work throughout the year.

Manapouri's operating costs are over budget due to the costs of Darwin's barberry control paid to DOC. Stormwater and street works are under budget due to low amounts of reactive maintenance being required so far this year.

Te Anau's expenditure is down \$113,028 YTD. The administration costs are down due to general projects budgets not being utilised so far this year. The stormwater and street works business units are under budget due to limited reactive maintenance being needed to date. Beautification and the sports ground are under due to lower than budgeted general maintenance and mowing costs. The capital costs in the street works 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	\$40,018
Manapouri General Reserve	\$70,473	\$72,707	\$57,523
Manapouri Swimming Pool	\$24,020	\$26,762	\$2,762
<b>Total – Manapouri</b>	<b>\$158,338</b>	<b>\$163,314</b>	<b>\$120,701</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	\$665,773
Te Anau Luxmore Subdivision	\$1,063,958	\$1,104,823	\$952,823
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>\$2,181,088</b>
Te Anau Manapouri Airport	\$175,799	\$230,681	\$178,567
<b>Total – Te Anau Manapouri Airport</b>	<b>\$175,799</b>	<b>\$230,681</b>	<b>\$178,567</b>
<b>TOTAL RESERVES</b>	<b>\$2,729,790</b>	<b>\$2,839,282</b>	<b>\$2,601,057</b>



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## Community leadership report

Record No: R/21/5/24289  
Author: Simon Moran, Community Partnership Leader  
Approved by: Trudie Hurst, Group Manager Customer Delivery

☐ Decision ☐ Recommendation ☒ Information

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### Purpose

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

### Recommendation

That the Fiordland Community Board:

- a) **Receives the report titled “Community leadership report” dated 21 June 2021.**

### Attachments

- A Community leadership report [↓](#)



## What's happening in your area

### Community Partnership Fund

All but one community board (Fiordland) have had their final community partnership funding rounds close for the 2020/2021 financial year. Staff will provide a report at each community board's June meeting which will provide community boards the opportunity to decide their funding dates for the 2021/2022 financial year and make any changes to their criteria.

### Community service awards

The new community service awards process has now gone live following all community boards receiving the report outlining the new procedures and guidelines. Nominations close on 30 September. Application forms are available on the Southland District Council website here:

<https://www.southlanddc.govt.nz/assets/My-Council/Community-service-awards-application-form.pdf>

### Community board plans

Several of our boards have spent time reviewing and finalising their actions during the year. The documents are being designed by the communications team at present with a view to having the majority completed by 30 June 2021.

## Local initiatives

### Halls

Staff are in the process of holding meetings with all Southland District Council-owned halls across the District. This is to communicate the new FENZ (Fire and Emergency NZ) requirements, get feedback on a proposed centralised online booking system, and discuss any governance issues in relation to management of halls.



## What's happening outside your area

### National initiatives

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#### The future for local government

On 23 April 2021 the minister of local government established a review into the future for local government. The review is to consider, report and make recommendations on this matter to the minister.

This is an important piece of work that will likely change the face of local government as we know it. It is important that board members are familiar with this review. Further information, including the purpose and scope and reporting timeframes can be found here: <https://www.dia.govt.nz/Future-for-Local-Government-Review>

### District/regional Initiatives

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#### Welcoming Communities

The Southland Newcomer Leadership Scholarship has now gone live. The scholarship was developed by staff from Invercargill City Council, Southland District Council, and Gore District Council who identified that there is an opportunity for newcomers to hold leadership positions within Southland's business, community and not-for-profit sectors. The scholarship enables eligible applicants to access funding to participate in the Southland Chamber of Commerce's Leadership Academy. Scholarship graduates will form an alumni network who have committed to make themselves available to councils for when they wish to engage with the newcomer community for particularly purposes (ie consultations etc). Application forms are available on the Southland District Council website.

#### Public Health South

Staff met with representatives from Public Health South recently to discuss ways in which we can increase partnership and collaboration opportunities between our two organisations.

As a starting point, we will work together to review Council's Smoke Free Open Spaces Policy with a further meeting scheduled soon.

The Public Health team also provided further food for thought with regards to the placement of drinking fountains around the District and how to incorporate them into projects going forward.

Discussions were also had around some smoke free issues identified on Stewart Island/Rakiura with regards to the wharves.

#### Thriving Southland

Staff presented at a Thriving Southland Catchment Group leaders meeting recently. The purpose was to provide an overview of the roles of the community leadership team, some of the key projects we are currently involved with and to develop a better understanding of how our organisations can work together in the future.

#### Leadership Academy

The Leadership Academy, facilitated by Commerce South, commenced on Tuesday April 13. The academy has attracted 15 participants and is being held at Fonterra, Edendale. Commerce South are very pleased with the diversity of participants in this intake.

The final session and graduation is scheduled for Tuesday 25 May.

The next Leadership Academy is scheduled to be held in Lumsden, commencing on Tuesday 8 June.

More information about the Lumsden academy can be found here:

<https://southlandchamber.co.nz/events/46030/>

## What's coming up?

### Policy and strategy

#### Bylaw and policy work

On 14 April Council adopted a Procurement Policy that will come into effect on 1 July 2021. Staff are currently completing a procurement manual that will help ensure staff implement the objectives and policy positions outlined in the policy. The new policy will be available on Council's website on 1 July 2021.

At the 10 May 2021 meeting, Council decided to keep the same Alcohol Licensing Fee-Setting Bylaw in place for the financial year starting 1 July 2021, to ease the effects of Covid-19 on alcohol licensed premises. This means that the fees paid by licensees will be identical to what is in the current bylaw. The 30% discount to application fees will be maintained. Southland is the only council in New Zealand that we are aware of that provides this discount. All other fees will be as stated in the central government regulations. On 30 June 2022, the current bylaw will be revoked. This means that starting 1 July 2022, the 30% discount will be removed, and all fees will be as stated in the central government regulations.

Staff are currently reviewing Council's Asset Management Policy, and a draft policy was circulated to activity managers for feedback in late May 2021. It is intended that a new policy will be in place in early July 2021. Review of the Fraud Policy is underway, and it is intended to be adopted by Council August 2021.

A draft Elected Members' Remuneration and Reimbursements Policy will be presented to the Finance and Assurance Committee at its 15 June 2021 meeting. It is intended that Council adopt a new Elected Members' Remuneration and Reimbursements Policy at its 23 June 2021 meeting. Staff feedback regarding a draft Sensitive Expenditure Policy will be sought in early July 2021.

At its meeting on 23 March 2021, the Community and Strategy Committee recommended that the draft 10 year funding plan for the Stewart Island Visitor Levy be endorsed by Council, and included in the 2031 LTP. It is intended that pre-consultation with stakeholders on the review of the Stewart Island Visitor Levy Bylaw and Policy take place in July and August 2021.

#### Corporate risks

Risk management reporting is underway for the June 2021 quarter. Staff and ELT have updated the quarterly risk register, and the quarterly reports will be presented to the Finance and Assurance Committee and Council when they meet in June 2021.

At a series of workshops this quarter, staff and ELT have undertaken the annual review of Council's priority strategic risks. The revised risks will form the draft risk register to be presented to the committee when it meets in June 2021 and to Council for adoption.

#### Long Term Plan

After receiving all the feedback from public submissions and hearings during April, Council deliberated on the issues and options for the LTP in May. The next stage is to develop the full document and then have it audited. In May, the Finance and Assurance Committee will be asked to endorse the release of the draft to Audit NZ. Once the document has been audited then the final document will be adopted by Council on 23 June 2021.

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## Interim performance report

The final interim performance report period ends at on 30 June. The results will then go into the Annual Report 2020/2021.

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## Governance and democracy

### Delegations manual

Staff plan to review Council's delegation's manual in the second half of 2021. This will ensure that Council's delegations to committees and community boards, chief executive and staff are all defined and scoped appropriately.

### Elected Members Remuneration and Reimbursement Policy

Governance and policy staff are reviewing Council's Elected Members Remuneration and Reimbursement Policy, and expect to have this to the Finance and Assurance Committee by mid-June 2021.

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## Stakeholder updates

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### Highways South

A meeting with relevant stakeholders, including those from Coastal and Central Otago was recently held where planned processes and any concerns for the winter management of state highways were discussed. Based on the weather in the last week, this was good timing!

There is also a focus on getting information out to Southland communities quickly and accurately regarding any issues or weather events which may affect their journeys over winter. The Highways South Facebook page ([www.facebook.com/HighwaysSouthNZ](https://www.facebook.com/HighwaysSouthNZ)) is updated regularly during events and this will be shared to community board pages also. Highways South also provides daily weather forecasts by email, and in the case of significant weather events provides these more frequently as needed. If you require these alerts, please email [SNOCadmin@southroads.co.nz](mailto:SNOCadmin@southroads.co.nz) with 'winter email' in the subject line and you will be added to our database to receive these.

Dangerous trees – our tree specialist has completed a survey of dangerous trees posing risks to the Southland state highway network, and a programme is underway to remove the highest priority trees before the end of June. This will also help with reducing shading of the pavement in key areas prone to icing.

Harakeke (NZ flax) removal is underway in areas of the Southland state highway network where these plants are encroaching into drainage channels and obscuring signs, edge markers and line marking which can be a safety hazard for road users and for local communities. We have worked closely with runanga to ensure our process reflects their wishes. None of these plants are being sprayed, all are being mechanically removed and relocated to neighbouring landowners or organisations for shelter belt or riparian planting. This programme should be completed by the end of June.

SH96 in Heddon Bush (between Hundred Line Road and Transmission Line Road) is programmed for a full repair (rehab) at the start of the next construction season later this year. Until then this area has been levelled and potholes filled with cold mix to smooth the surface. This is not a permanent repair, it is a temporary fix only to make the pavement safe until the rehab can take place later this year.

We are currently completing a significant drainage programme throughout the state highway network removing grass from the pavement shoulder to the edge of the water channel in order to allow water to run off the highway, resulting in a drier pavement surface

Highlip removal is also currently underway – where we have identified areas of particularly highlip on the edge of seal, this is being removed to stop water pooling on the edge of the pavement

We have had ongoing issues on Southland state highways with insecure baleage and mud on roads. Where we have been able to identify the person involved, we have worked with them to address these issues. We have also been in touch with Federated Farmers and the Rural Contractors Association who have both communicated these concerns to their members.



## Council report

Record No: R/21/5/24307  
Author: Simon Moran, Community Partnership Leader  
Approved by: Trudie Hurst, Group Manager Customer Delivery

☐ Decision

☐ Recommendation

☒ Information

## Chief executive update

1. The development of the Long Term Plan (LTP) 2021 – 2031 has been a significant focus for the organisation. Council heard submissions over two days in April and following a full day of deliberating approved the budget for the LTP which will now proceed to the audit stage.
2. The production of the 10 year LTP is required by legislation and is an important part of the local government processes. An unusual aspect of this one is that it is being set in the face of so much uncertainty. On top of the reform of the 3 waters which is already well advanced, the review of the RMA which has commenced, central government has also announced a review of the future for local government and also changes to Land transport funding. Further change will follow the reform of public health. Further areas of review are expected to be announced.
3. We intend to be active in the reform and ensure the voices of Southland continue to be heard. In the meantime the LTP will focus on delivery of the programme of renewal of essential infrastructure and projects important to our communities.

## Environmental Services

### Animal control

4. Preparations are underway for 2021/2022 registration time. Various improvements are planned to streamline this process, with staff hoping for an uptake in online applications with no more cheques.
5. The team has initiated a prosecution in regard to a person keeping noisy roosters in Wairio. The case is currently in the Environment Court, the next step likely being mediation.

### Environmental health

6. Public objections have been received following an application for a proposed bottle store in Riverton. This will go to a hearing before Council's District Licensing Committee.
7. The team is looking forward to Council's quality assurance lead joining us and doing some work with us. It is expected that she will be able to facilitate the completion of much of our continuous improvement register.

### Resource management

8. Minister for the Environment – David Parker has announced that the Resource Management Act will be repealed and replaced with three new acts being the Natural and Built Environments Act,

Strategic Planning Act and Climate Change Adaptation Act. The reforms have an aggressive timetable with minimal opportunities for public input. An exposure draft of the Natural and Built Environments Act is anticipated in June. Council is looking to be part of a joint submission from councils across Otago and Southland.

9. Council staff are in the process of reviewing the landscape chapter of the District Plan in order to ensure our significant and important landscapes and features are identified in our District Plan and have adequate protection from threats. There are three components to this work (landscape expert study, cultural landscape study and community landscape identification). A plan change is anticipated to be notified at the end of this year and is somewhat dependant on any changes that may result from the reform of the Resource Management Act.
10. Resource consent update  
January applications received – 17, Decisions issued – 14  
February applications received – 21, Decisions issued - 21  
March applications received – 30, Decisions issued – 34

## Services and Assets

### Stewart Island Electrical Supply Authority (SIESA)

11. A decision was made to abandon the Stewart Island wind power project, following failure to secure access agreements with any of the three identified viable sites. The final report has been prepared and is being reviewed by MBIE prior to presentation to the Stewart Island/Rakiura Community Board.
12. Supply and install of a replacement engine and generator unit has been instructed as a variation through the SIESA management contract with PowerNet Ltd. Delivery of the unit is underway.
13. PowerNet Ltd is confirming scope and price for replacement of one “red-tag” pole (poles identified as needing replacement) that is required this financial year. Replacement of other “red-tag” poles are being considered and programmed within annual maintenance and renewal works packages – financial year 2021/2022 works programme is currently under development.

### Forestry (IFS)

14. Harvest operations out of Waikaia are now complete and 22,325 tonnes were recovered which is 3,545 tonnes over appraisal. This has resulted in an additional \$295k of net profit is anticipated to be reflected in final payments. The additional harvesting revenue and associated harvesting costs have been forecasted for and will reflect in the April month-end results.

### Around the Mountains Cycle Trail

15. Flood repairs and culvert replacement work by The Roding Company is practically complete.
16. Trail counters identified a 25% increase of cyclists enjoying the trail over the 2019/2020 season.
17. Six yearly structural inspections of the bridges on the trail have commenced.
18. Pre-development project work to address the centre hill erosion has commenced.



19. Positive feedback received about the quality of the trail and riders enjoying the cycle trail experience.

### Te Anau Manapouri Airport

20. 3,000m of crack sealing has been completed on the runway. The intention is to continue this programme in subsequent years to maintain the sealed surface and pavement structure.
21. Additional spraying and sweeping operations on the runway are being programmed in this season to correct excess growth not addressed in previous seasons.
22. Due to a backlog of work at CAA toward the end of 2020, and therefore a delay in the Safety Management System (SMS) audit, an exemption to the SMS was obtained through to 30 September 2021.

### Property

23. With staff on extended sick leave and the upswing in workload, this has meant that many requests for work or input into projects, have had to be prioritised to best achieve Council's overall objectives. The down side to this however is that a significant amount of work is being added to the uncompleted list of actions which is not sustainable given the ongoing requests for staff input on many different fronts.
24. What has been completed is the new leases for the Winton Medical Centre and maternity unit which were both long overdue, and due to be commenced is the renewal of all the Riverton Harbour Endowment farming leases which happen every 21 years. This is a project that will take some time working through with each of the 10 lessees.

### Strategic water and waste

#### **Asset management**

25. Work continues to be carried out within electronic systems for historic backlog of data cleansing and mapping updates. This activity is likely to take many years to complete with current resourcing and continuing with business as usual. This work will provide better data for valuation considerations and future planning for asset replacements and budget forecasting.

#### **Resource consent renewals**

26. Council holds a large number of resource consents for carrying out its operations within the water and wastewater activities.
27. There are currently 10 wastewater consents being reviewed and planned for renewal that are required to be completed within the next eight years. The major communities include Winton, Riversdale, Edendale/Wyndham, Manapouri and Stewart Island.
28. For water consents there are nine being reviewed that require renewal within the next two years, including major communities and schemes of Manapouri, Te Anau and Eastern Bush potable supplies.

### **Stimulus**

29. Work continues with the Stimulus programme, and 2020/2021 LTP capex programme packages with a number of projects completed, another six underway and approximately 10 to start in the May/June months.
30. There are another six projects currently under design.
31. We are confident that the programme will be delivered on time, in line with our forecasted programme as we are using the Stimulus Contracting Panel (made up of six local contracting companies) for our delivery.
32. The day to day operational and maintenance in water and waste is progressing well with good performance and relationship with Downer, the provider.
33. We are collectively putting a greater emphasis on the storm water network, and where a major design and investigation is not required we are fixing many of the minor issues we are made aware of as we go. We will endeavour to be more proactive than reactive in storm water activities in the future.

### **Project delivery team (PDT)**

34. PDT have a number of key projects in full swing with district wide footpaths, the three waters Stimulus project, Te Anau Wastewater, Lakefront Drive, Winton library now all in design or well into construction.
35. The contractors' panel is working incredibly well on the three waters project.
36. Core improvement projects now complete and updated contracts all developed.
37. The final pieces of the SDC office shift are being completed in May with a second small stage in the new LTP.
38. Master delivery plan and programme is well advanced for 2021-2022 with circa \$50m planned to deliver.

### **Community facilities**

39. The Long Term Plan process continues to be at the forefront of the work programme with staff working with the finance and strategy and policy teams to respond to submissions prior to public hearings.
40. The contract renewal process as part of the section 17A review is almost completed with the last of the tenders for the gardening having gone out to the market.
41. The mowing contracts that have been renewed are in place and after some initial issues due to extreme grass growth they are operating well. The contractors will start tapering off now that they are moving into the winter months. The remainder of the contracts will start on 1 July 2021.
42. Capital works projects are progressing however contractor availability and material supply has been hampering progress on some of these projects.
43. Staff have been working through the preparation of the scope for the projects that will be delivered next financial year. The locally funded projects will be worked through and agreed to



with the respective community boards with the intention that we are in a position to procure this work starting on 1 July 2021.

## Strategic transport

### **National Land Transport Plan**

44. The transport team have continued to work and provide input into the Regional Land Transport Plan and refine the transport programme including budgets which have been included into the funding application to Waka Kotahi NZ Transport Agency as part of the National Land Transport Plan.
45. This is all part of Council's bid to obtain its share of Waka Kotahi NZ Transport Agency funding for the period 2021-2024. The next three-year funding cycle sees an increase in the funding requested. It remains to be seen if all of Council's funding application is approved. Nationally the Land Transport Fund is under increasing pressure and is significantly over subscribed.

### **District wide roading programme**

46. The 2020/2021 programme is the final year of the three-year Waka Kotahi NZ Transport Agency approved funding programme. Any budgets from Waka Kotahi NZ Transport Agency which are not fully utilised during this financial year cannot be carried forward into the next funding period (2021-2023). This makes 2020/2021 a critical year for achieving works programmes and maximising approved funding. Currently the overall programme is well on track.
47. The annual resealing programme has been completed for the season with around 1 million square metres of road being resurfaced.
48. The bulk of the pavement rehabilitation have also been completed for the construction season with one subsection of the central area package to be sealed.
49. Works on repairing the last section of the Lower Hollyford is back in full swing following the tragic incident with one of the truck drivers on route to the construction site which resulted in works being temporarily halted.
50. WSP as Council's new structures service provider has also commenced the next round of bridge inspections. This information will be used to help refine work programmes priorities as well as the annual bridge posting restrictions. A report outlining and affirming the bridge restriction will be presented to Council in due course.
51. Bridge replacement programme has been tracking well with the full programme of works on track to be delivered. With the programme running well and very little unknown construction issues coming to light additional bridges have been commissioned through the design build packages to utilise available contingency funds to maximise the Waka Kotahi NZ Transport Agency funding.

## Customer Delivery

### Libraries

52. Our libraries team welcomed three new team members; Natasha Edgar, James Godfrey and Belinda Forde. Natasha, our new culture and community co-ordinator, joined us from Auckland and has made a major impact on our programming. Our recently finished school holiday program had over 120 enrolments, a record as far as we know. James, our digital co-ordinator, has been linking in with other community organisations to help focus on digital banking and helping our community find new ways to access their banks with the closure of more rural branches and the removal of cheques. James has also been supporting our LTP process by providing drop in sessions in the District for our community to learn how to make an online submission. Belinda Forde has joined us as our new customer support partner/mobile librarian and has hit the ground running. She is already been able to provide a great level of assistance to our existing team to help relieve some of the pressure as we focus on getting back into the Winton library.
53. The Winton library project is in full swing with tenders closing end of April. We will be hoping to have the tender awarded mid to late May with our completion date of late November still on track. Our other major library project, our RFID Library System (Radio Frequency Identification) has been awarded to FE Technologies and we are currently in the planning stages with an aim to start tagging our collection items late May or early June and a project completion date close to the opening of the Winton library.
54. Five of the area office team attended a regional librarian's day in Roxburgh and discussed initiatives to attract more teens into our libraries. The Te Anau office has now been open to the public for three months, 9am – 12pm each week day. The response from the community has been slow with an average of two customers a day.
55. Recruitment is underway in the Te Anau library to employ a library cadet on Saturdays, and Raewyn Patton has left the library to pursue a position with Clutha District Council. Changes to Pathways have necessitated training to all area office team members, with further full team training required before dog registration season begins in June.
56. Representatives from each office have also been receiving first aid training.
57. Changes to banking procedures have been necessary to align with imminent bank closures. The withdrawal of cheques has also been widely advertised to our communities, and library staff, banks and outside providers have all been educating customers on the change to online banking and methods of payment.
58. Staff leave occurrences have been high as staff have taken accrued leave stemming back to the Covid lockdown. This, combined with the previously mentioned staff trainings, has seen higher than usual staff cover and casuals necessary.
59. The open day at Winton to discuss the library refurbishment was very successful. The community responses to the plan were very positive and a large cross section of the community attended.

## Knowledge management

60. LIM numbers remained steady from November through to February with a monthly average in the mid-thirties. March saw a huge increase with the team lodging 59 and issuing 62 LIM's. The number of property files has increased in 2021 by over 100% with up to 70 being processed a week. Property files can at times result in a LIM. Te Anau, Winton and Riverton are the most popular areas for both.

## Business solutions

61. We continue to extend our range of online and mobility services, with the implementation of online lodgement for resource consents. The team worked closely with the resource management team and the transition to online went smoothly. We are investigating Pathway mobile inspections and IPS field inspector.
62. The request for service (RFS) review continues with Jane and Sandra working closely with the organisation to simplify and streamline these processes. Customer service RFS's were the first to be changed and has resulted in positive feedback from staff
63. Disaster recovery is still a major focus for the team as we continue to develop a new disaster recovery plan and the associated run books. This is an ongoing initiative and will require regular testing and updating.

## Recommendation

That Fiordland Community Board:

- a) **Receives the report titled "Council report" dated 21 May 2021.**

## Attachments

There are no attachments for this report.