



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

Date: Tuesday, 31 August 2021  
Time: 7pm  
Meeting room: Memorial Hall Wyndham, 44 Balaclava Street,  
Venue: Wyndham

---

## Waihopai Toetoe Community Board Agenda OPEN

---

### MEMBERSHIP

Chairperson	Pam Yorke
Deputy Chairperson	Denise Fodie
Members	Pani Grey-Thomas
	Gay Munro
	Melanie Shepherd
	George Stevenson
	Andrea Straith
	Councillor Julie Keast

### IN ATTENDANCE

Committee advisor	Fiona Dunlop
Community liaison officer	Tina Harvey
Community partnership leader	Karen Purdue

Contact telephone: 0800 732 732  
Postal address: PO Box 903, Invercargill 9840  
Email: [emailsdc@southlanddc.govt.nz](mailto:emailsdc@southlanddc.govt.nz)  
Website: [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)

Full agendas **are available on Council's website**  
[www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)

---

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



## 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.

---

## 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.</p> <p>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>

---

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

---

## **Advocacy**

### 11) submissions

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

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

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

District activities include:

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

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

## **Community Assistance**

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

### **Northern Community Board**

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

### **Unbudgeted Expenditure**

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

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

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

### **Service Delivery**

#### **Local Activities**

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

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

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

Local activities include:

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

### **Rentals and Leases**

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

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

### **Environmental management and spatial planning**

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

	<p>relation to the sale of alcohol where statutory ability exists to seek such feedback.</p> <p>25) provide input into regulatory activities not otherwise specified above where the process allows.</p> <p>26) recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the board has made submissions; ability to provide input to support the development of community planning for a civil defence emergency; and after an emergency event, to provide input and information to support community response efforts.</p>
LIMITS TO DELEGATIONS	<p>No financial or decision making delegations other than those specifically delegated by Council.</p> <p>The community board shall only expend funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its Long Term Plan/Annual Plan. In accordance with the provisions of section 39(2) of Schedule 7 the board may not incur expenditure in excess of the approved budget.</p> <p><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.</p>

	Correspondence with central government, other local government agencies or official agencies will only take place through Council staff and will be undertaken under the name of Southland District Council.
REPORTING	Community boards are unincorporated statutory bodies which are elected to represent the communities they serve. The boards maintain bound minute books of their own meetings.

---

## TABLE OF CONTENTS

ITEM	PAGE
PROCEDURAL	
1 Apologies	13
2 Leave of absence	13
3 Conflict of interest	13
4 Public forum	13
5 Extraordinary/urgent items	13
6 Confirmation of minutes	13
REPORTS	
7.1 Review of Open Spaces Strategy and Reserve Management Policy	21
7.2 Community leadership report	59
7.3 Operational Report for Waihopai Toetoe Community Board	67
7.4 Council report	79
7.5 Chairperson's report	87





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 Waihopai Toetoe Community Board, 29 June 2021



---

## Waihopai Toetoe Community Board

### OPEN MINUTES

---

---

Minutes of a meeting of Waihopai Toetoe Community Board held in the Memorial Hall Wyndham, 44 Balaclava Street, Wyndham on Tuesday, 29 June 2021 at 7pm. (7pm – 9.24pm)

---

#### PRESENT

Chairperson	Pam Yorke
Deputy Chairperson	Denise Fodie
Members	Pani Grey-Thomas
	Gay Munro
	Melanie Shepherd
	George Stevenson
	Andrea Straith
	Councillor Julie Keast (via phone link)

#### IN ATTENDANCE

Councillor Paul Duffy  
Committee advisor - Fiona Dunlop  
Community liaison officer - Tina Harvey  
Community facilities manager - Mark Day

---

1 Apologies

There were no apologies.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of interest

There were no conflicts of interest declared.

4 Public forum

There was no public forum.

5 Extraordinary/urgent items

There were no extraordinary/urgent items.

6 Confirmation of minutes

Resolution

Moved Deputy Chairperson Fodie, seconded George Stevenson and resolved:

That the Waihopai Toetoe Community Board confirms the minutes of the meeting held on 27 April 2021 as a true and correct record of that meeting.

Reports

7.1 Project scope confirmation - 2021/2022 locally funded projects

Record No: R/21/6/25952

Community facilities manager – Mark Day was in attendance for this item.

Mr Day advised that the purpose of this report was to seek approval from the Board for the scope of the locally funded projects within their board area that will be delivered in the 2021/2022 financial year.

The Board noted that the projects are as follows:

- i. Edendale Wyndham multi use track investigation - Parks and Reserves code P-10862
- ii. Edendale drinking fountain - Parks and Reserves code P-10866
- iii. Wyndham hall kitchen upgrade - Community Facilities code P-10870
- iv. Edendale walking track - Parks and Reserves code P-10928

- v. Edendale war memorial - Parks and Reserves code P-10929
- vi. Fortrose investigation - Parks and Reserves code P-10942
- vii. Streetlight level of service programme 2021-2022 (Waihopai Toetoe) P-10920
- viii. Footpath programme 2021-2022 (Waihopai Toetoe) P-10900, P-10910

#### Resolution

Moved Deputy Chairperson Fodie, seconded Andrea Straith recommendations a to c and d with an addition to dvii (as indicated) and resolved:

That the Waihopai Toetoe 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 attachments to the staff report:
  - i. Edendale Wyndham multi use track investigation - Parks and Reserves code P-10862
  - ii. Edendale drinking fountain - Parks and Reserves code P-10866
  - iii. Wyndham hall kitchen upgrade - Community Facilities code P-10870
  - iv. Edendale walking track - Parks and Reserves code P-10928
  - v. Edendale war memorial - Parks and Reserves code P-10929
  - vi. Fortrose investigation - Parks and Reserves code P-10942
  - vii. Streetlight level of service programme 2021-2022 (Waihopai Toetoe) P-10920 subject to clarification at Woodlands.
  - viii. Footpath programme 2021-2022 (Waihopai Toetoe) P-10900, P-10910

#### 7.2 Community Partnership Fund applications - March 2021 funding round

Record No: R/21/5/24746

Community liaison officer – Tina Harvey was in attendance for this item.

Mrs Harvey advised that the purpose of the report was for the Board to allocate funding for the March 2021 funding round.

Resolution

Moved Chairperson Yorke, seconded Andrea Straith and resolved:

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled “Community Partnership Fund applications - March 2021 funding round” dated 1 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 application from the following:
  - 1. Gorge Road Country Club Incorporated
  - 2. Waimahaka Districts Historical Committee
  - 3. Royal NZ Plunket Trust – Tokanui Waimahaka Plunket Community Services
  - 4. Tutarau School
  - 5. Gore RSA – Edendale War Memorial
  - 6. Wyndham Pony Club
- e) Approves a grant of \$4,000 to the Gorge Road Country Club towards the upgrade of the playground subject to the playground being advertised and available to the community and public to use.
- f) Approves a grant of \$2,000 to the Waimahaka Districts Historical Committee towards the installation of heritage boards and shelter at the Waimahaka Hall.
- g) Approves a grant of \$900 to the Royal NZ Plunket Trust – Tokanui Waimahaka Plunket Community Services towards costs associated with music and movement and swim programme.
- h) Declines a grant Tutarau School towards the costs of students attending swimming lessons in Gore.
- i) Approves a grant of \$350 to the Gore RSA towards costs to add two plaques to the Edendale War Memorial.
- j) Approves a grant of \$6,026 to the Wyndham Pony Club towards the purchase of a storage container and solar powered lights.

7.3 Community Partnership Fund - Funding rounds and criteria from 1 July 2021

Record No: R/21/5/24879

Community liaison officer – Tina Harvey was in attendance for this item.

Mrs Harvey advised that the purpose of the report was for the Board to discuss and confirm the number of funding rounds and funding criteria for the Waihopai Toetoe Community Partnership Fund effective from 1 July 2021.

Resolution

Moved Deputy Chairperson Fodie, seconded Melanie Shepherd recommendations a to d, new e (as indicated) and f and resolved:

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled “Community Partnership Fund - Funding rounds and criteria from 1 July 2021” dated 8 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 Waihopai Toetoe Community Board at its meeting on 30 June 2020 as follows:
  - consideration will be given to all funding requests, however requests must be not for profit and demonstrate community benefit
  - The board will give preference to applications that directly benefit the community board area and align to the community board plan outcomes.
  - Applications for salaries and operating costs will not be considered
  - There is no cap on the amount applicants can request
  - Co-funding is preferable, but not essential. This will be assessed on a case by case basis
  - More than one quote is preferable, but if it is not possible to get more than one quote an explanation why will be sufficient
  - Applicants may be requested to speak to the board about their funding request
  - Applicants do not have to be a legal entity to apply
  - **The board can grant money ‘subject to the balance of funding being secured’.**

New e) Agrees that the current funding round of two rounds per year stay with closing dates of 31 March and 30 September and will be effective from 1 July 2021.

~~e) Agrees that the current criteria of two funding rounds per year is reduced to one funding round with a closing date to be determined and this change be effective from 1 July 2021.~~

- f) Agrees to communicate this change to the community board area through the community facebook page and local community newsletters.

7.4 Community leadership report

Record No: R/21/5/24297

Community leadership officer – Tina Harvey was in attendance for this item.

Resolution

Moved Andrea Straith, seconded Melanie Shepherd and resolved:

That the Waihopai Toetoe Community Board:

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

7.5 Operational Report for Waihopai Toetoe Community Board

Record No: R/21/5/23700

Community facilities manager – Mark Day was in attendance for this item.

Resolution

Moved Melanie Shepherd, seconded Pani Grey-Thomas and resolved:

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled “Operational Report for Waihopai Toetoe Community Board” dated 18 June 2021.**

7.6 Council report

Record No: R/21/5/24330

Councillor Duffy took the Board through the Council report.

Resolution

Moved Deputy Chairperson Fodie, seconded Melanie Shepherd and resolved:

That Waihopai Toetoe Community Board:

- a) **Receives the report titled “Council report” dated 26 May 2021.**

7.7 Chairperson's report

Record No: R/21/6/34814

Chair Yorke took the Board through her report.

---

Resolution

Moved Chairperson Yorke, seconded Melanie Shepherd and resolved:

That the Waihopai Toetoe Community Board:

- a) **receives the report titled “Chairperson's report” dated 21 June 2021.**
- b) **receives the chair’s report presented to the 27 April 2021 meeting.**

The meeting concluded at 9.24pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE WAIHOPAI TOETOE COMMUNITY  
BOARD HELD ON TUESDAY 29 JUNE 2021.

DATE:.....

CHAIRPERSON:.....



## Review of Open Spaces Strategy and Reserve Management Policy

Record no: R/21/7/44871

Author: Robyn Rout, Policy analyst

Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision

☐ Recommendation

☒ Information

### Purpose

- 1 This report is seeking feedback from the board on possible amendments to the Open Spaces Strategy and the Reserves Management Policy.

### Executive summary

- 2 In 2014, Council adopted an Open Spaces Strategy that provides guidance on desired outcomes and priorities for Council's open spaces. An action plan was also adopted that sits alongside the strategy, that details specific actions Council will complete.
- 3 Council also adopted a Reserves Management Policy in 2016, that applies to parks, reserves and open spaces. The policy outlines Council's position on a number of matters (such as access, landscaping and artworks). The policy also prevents the need to duplicate information in individual reserve management plans.
- 4 Staff are commencing the review process for both the Open Spaces Strategy and the Reserve Management Policy. These documents, and the Open Spaces Action Plan, are included as attachments to this report.
- 5 Staff are seeking feedback from the board (and other stakeholders) about any necessary amendments to the strategy and policy.
- 6 Staff will use the feedback received to produce both a draft strategy and draft policy. It is proposed staff will undertake formal consultation on both draft documents in November this year. It is anticipated Council will adopt an amended strategy and policy early in 2022. At that time, staff intend to work with communities and community boards to review Council's suite of reserve management plans.

## Recommendation

That the Waihopai Toetoe Community Board:

- a) **receives the report titled “Review of Open Spaces Strategy and Reserve Management Policy” dated 30 July 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) provide feedback on possible changes to the Open Spaces Strategy.
- e) provide feedback on possible changes to the Reserves Management Policy.

## Background

- 7 The Southland District has beautiful rivers, lakes, mountains and open plains. The open spaces provide abundant opportunities for outdoor pursuits including fishing, water pursuits, a huge range of tramps, walks, and hunting. There are also facilities for sporting activities. Southland District has 155 reserves, parks and open spaces, distributed over a land area of 30,400.94 km<sup>2</sup>.

## Open Spaces Strategy

- 8 In 2014, staff identified that a strategy was needed to help guide future activities and help decision making in Council’s open spaces. An engagement process was conducted to inform a draft strategy, and a thorough public consultation process was undertaken to help refine the draft and to ensure the strategy reflected community views.
- 9 In December 2014, Council adopted the Open Spaces Strategy. Open spaces include ‘green spaces’ such as:

<ul style="list-style-type: none"><li>• <b>undeveloped natural areas</b></li><li>• <b>stands of bush</b></li><li>• <b>parks</b></li><li>• <b>esplanades</b></li><li>• <b>reserves</b></li></ul>	<ul style="list-style-type: none"><li>• <b>gardens and planted areas</b></li><li>• <b>sports fields</b></li><li>• <b>playgrounds and other recreational areas</b></li><li>• <b>beautification areas</b></li></ul>
---	---
- 10 The Open Spaces Strategy is a high-level document and provides guidance on how Council should undertake its activities. The strategy does not direct specific outputs, rather broader outcomes and priorities. The strategy is also designed to encourage a sense of pride in our open spaces, and overall, in Southland. When the strategy was adopted, it outlined the strategy itself

would have a 10-year timeframe and would be reviewed after five years. On this basis, the review is slightly overdue.

- 11 An Open Spaces Strategy Action Plan was also produced to sit alongside the strategy. This action plan refers to the strategic priorities outlined in the strategy, and outlines specific actions that Council will perform to help achieve those priorities. This document was produced internally and was also adopted by Council in 2014. The action plan is to help inform the development of Council's Long Term Plan.

### **Reserve Management Policy**

- 12 Council adopted the current Reserves Management Policy in 2016. The Reserves Management Policy provides a broad policy framework that applies to all reserves, parks and open spaces. The current policy covers Council's approach to access, leases and licences to occupy, landscaping, memorials and artworks. The policy is broad and prevents the need to duplicate information in individual Reserve Management Plans. The policy also references a number of other documents, including Council bylaws, that provide further regulatory information (e.g. rules on freedom camping, dog control and trading).
- 13 The Reserve Management Policy states that the policy will be kept under continuous review. This approach was taken as Reserve Management Plans are legally required to be under continuous review, and the policy is associated with these plans.

### **Issues**

#### **Reviewing the Open Spaces Strategy and Reserves Management Policy**

- 14 Staff are in the very early stages of reviewing both the Open Spaces Strategy and the Reserves Management Policy.
- 15 At this stage, staff are seeking feedback from the board about possible changes to both documents.
- 16 Internal feedback so far has been that the Open Spaces Strategy is still a reasonably sound and relevant document.
- 17 Internal feedback about the Reserves Management Policy has been that it is quite a useful/practical policy but that it might be appropriate for the policy to just contain high level information, and for the more operational information currently in the policy to sit alongside the policy in a 'guideline'. Preliminary thoughts are also that the policy should contain compulsory requirements and that the guidelines should aid interpretation of the policy, and ensure operational practice is in line with the policy.

- 18 Staff intend the review of the strategy and policy to be completed as follows:

Date	Activity
August 2021	Seek feedback from community boards and other stakeholders on the Open Spaces Strategy and Reserves Management Policy
5 October 2021	Present a draft Open Spaces Strategy and a draft Reserve Management Policy to the Services and Assets Committee, and seek feedback
27 October 2021	Present the amended Open Spaces Strategy and Reserve Management Policy to Council and request it endorse the draft documents for public consultation
November 2021	Consult on the draft Open Spaces Strategy and draft Reserve Management Policy
15 December 2021	Present the submissions received on the documents to Council, and possibly have hearings
Jan/Feb 2022	Deliberate and adopt the documents.

### **Future work - reviewing reserve management plans**

- 19 In 2022, staff are also going to start reviewing Council's reserve management plans. Reserve management plans provide direction for the day-to-day management of reserves and detail factors that impact upon reserves. They also establish clear directions for future management and development. The plans are a requirement of Section 41 of the Reserves Management Act 1977.
- 20 Council currently has a District Wide Reserve Management Plan 2003, and there is a series of individual plans/statements as follows:
- Manapouri Foreshore Reserve Management Plan 2003
  - Ivan Wilson Park Management Plan 2008
  - Mores Scenic Reserve Management Plan 2004
  - Kamahi Scenic Reserve Management Plan 2000
  - Dunsdale Recreation Reserve Management Plan 2000
  - Curio Bay Recreation Reserve Management Plan 2009
  - Kowhai Reach – Draft Open Space Management Statement
  - Taramea Management Plan (there is a memorandum of understanding between Council and Te Runanga o Ngai Tahu for the management of this space. The memorandum outlines the objectives of the Taramea Management Committee).
- 21 There will be separate engagement and consultation processes undertaken on the plans. To start the review, staff intend to have workshops with relevant community boards. This is likely to take place in early 2022.

## Factors to consider

### Legal and statutory requirements

- 22 The District's parks, reserves and open spaces are governed and regulated by a broad range of legislation, plans, policies and bylaws.
- 23 Legislation that is relevant to the Open Spaces Strategy and Reserves Management Policy include the Reserves Act 1977 and the Local Government Act 2002. The documents also work in cooperation with the District Plan, that is bound by the Resource Management Act 1991. The Reserves Act 1977 applies to land that is gazetted as a reserve under the Act.
- 24 The current Reserves Management Policy adheres to Environment Southland's Regional Plan and Ngāi Tahu ki Murihiku's Natural Resource and Environmental Iwi Management Plan 2008 - e Tangi a Tauira - The Cry of the People.
- 25 The policy refers to a number of Council's existing bylaws. This ensures the policy does not duplicate or contradict other regulatory instruments.
- 26 Neither the strategy nor policy are legally required.
- 27 Under Section 41 of the Reserves Act 1977, Council is required to have management plans for reserves and to keep the plans under continuous review.

### Community views

- 28 In this report, staff are seeking feedback from the board to help identify necessary amendments to the Open Spaces Strategy and Reserve Management Policy. Staff will also seek early feedback from other community boards, local iwi, community organisations (such as the Southland Conservation Board, Sport Southland and Public Health South), and any other relevant government agencies.
- 29 A formal consultation process is also proposed to take place, at the end of this year.

### Costs and funding

- 30 The costs of reviewing the Open Spaces Strategy and Reserves Management Policy will be met within existing (Council) budgets. Anticipated costs include staff time, travel, and advertising.
- 31 It is unlikely that amending the strategy and policy will significantly alter the projected funding needs for Council's open spaces.

## Policy implications

### Relationship with other policy/strategy documents

- 32 Staff will have to ensure the policy and strategy are consistent with a number of other documents, including:
- Environment Southland's Regional Plan
  - e Tangi a Tauira - The Cry of the People
  - The District Plan
  - Council's Long Term Plan 2021-2031
  - Parks and Reserves Asset Management Plans
  - Activity Management Plans
  - Regional Spaces and Places Strategy
  - Asset Management Policy
  - Cemetery Management Policy
  - Smoke free Open Spaces Policy
  - Use of Unmanned Aerial Vehicle Policy
  - Trading in Public Places Bylaw
  - Dog Control Bylaw
  - Freedom Camping Bylaw
  - Cemetery Bylaw
  - Alcohol Control Bylaw
- 33 In 2020, the Community and Strategy Committee endorsed work to both facilitate and develop a Southland District vision 2050, and to develop internal strategies for Council. These pieces of work will be considered as the open spaces strategy review work is undertaken, to ensure there is cohesion and alignment.
- 34 On 23 June 2021, Council endorsed the Regional Spaces and Places Strategy that had been developed by Sport Southland and SportNZ, together with the three Southland councils and local funders. This strategy is about sport and active recreation facilities, and aims to identify and address regional sport and recreation needs. The strategy provides a strategic overview of current and projected facility requirements. Council elected to endorse the strategy rather than adopt it, which has given Council more flexibility in how it interprets and implements the recommendations.
- 35 It is intended both the Regional Spaces and Places Strategy and the Open Spaces Strategy will guide Council decision making for the Open Spaces activity. The Regional Places and Spaces Strategy will guide decisions on sport and active recreation facilities, and the Open Spaces Strategy will guide other decision making.

### Organisational structure

- 36 Council's move away from having community engineers (who focussed on a broad range of facilities and open spaces in particular communities) to having contract managers and an open spaces planner also enables Council to manage the District's open spaces more holistically, strategically and effectively.

## Analysis

### Options considered

37 Council staff have identified two ways the board could proceed:

- **Option 1** - provide feedback to Council staff on possible amendments to the Open Spaces Strategy and Reserves Management Policy (verbally at this meeting or via a letter to staff); or
- **Option 2** - provide no feedback at this time, and consider providing feedback when the Open Spaces Strategy and Reserves Management Policy are out for formal consultation.

## Analysis of Options

### Option 1 – provide feedback to Council staff on possible amendments

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• The board will be involved in establishing the draft strategic and policy approach for open spaces.</li> <li>• Staff have more ability to incorporate feedback at this early stage in the review (rather than after the consultation process).</li> <li>• The board will also have the option to submit formally through the consultation process.</li> </ul>	<ul style="list-style-type: none"> <li>• The board may want more time to liaise with community members on this matter.</li> </ul>

### Option 2 – provide no feedback at this time, and consider providing feedback during the formal consultation period

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• Staff may still be able to incorporate the feedback received.</li> </ul>	<ul style="list-style-type: none"> <li>• The board will not be involved in developing the draft documents.</li> <li>• Staff will have less ability to incorporate feedback later in the engagement process (after formal consultation).</li> </ul>

## Assessment of significance

38 This matter has been assessed as having a lower level of significance in relation to the Local Government Act 2002 and Council's Significance and Engagement Policy.

## Recommended option

39 It's recommended the board proceed with Option 1.

### Next steps

- 40 The proposed review process for the Open Spaces Strategy and the Reserves Management Policy has been discussed in the 'issues' section above. That section also outlines Council's intention to start reviewing reserve management plans in 2022.

### Attachments

- A Open Spaces Strategy 2014-24 [↓](#)
- B Open Spaces Action Plan 2014-2025 [↓](#)
- C Reserves Management Policy [↓](#)





**SOUTHLAND DISTRICT COUNCIL**

## **OPEN SPACES STRATEGY 2014-2024**





2

INTRODUCTION

Southland District's vast array of rivers, lakes, mountains and open plains make it a place of incomparable beauty. Our land area (30,198 km2) makes up 11% of New Zealand's total land area and our rugged coastline (2,877 km) is one of Southland's most treasured assets. Our wild places and open spaces are home to countless species of native flora and fauna.

Southland District contains some of the most beautiful natural environment, landscapes and open space in the country, including mountains and wetlands. Our District contains two national parks, Rakiura and Fiordland, the Catlins, rolling green pastureland and the rugged scenery of northern Southland.

Every year, more than a million visitors come to

enjoy our cultural heritage and history. Visitors and residents admire the beauty and abundance of Southland's environment from our world heritage parks, internationally recognised wetlands, our great walks and ancient forests. One of the attractions of living in Southland District is the lifestyle. Our open spaces provide abundant opportunities for outdoor pursuits including fishing, water pursuits, a huge range of tramps and walks, and hunting. There is also a range of sporting activities available – rugby, tennis and netball to name a few. The strategy is designed to encourage a sense of pride in our open spaces, and overall, in Southland.

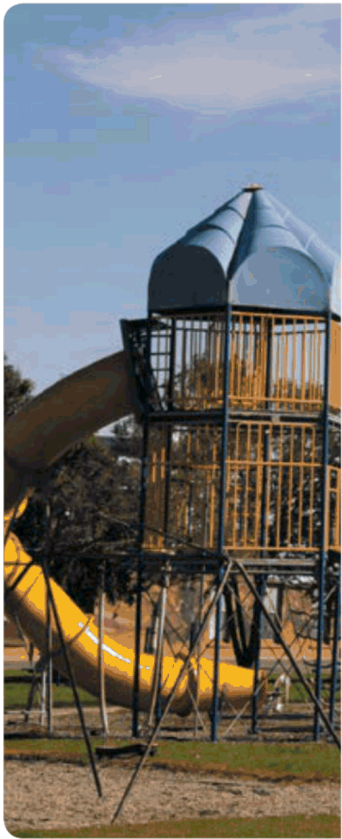


WHAT IS OPEN SPACE?

Open spaces include the 'green spaces' in our District such as our undeveloped natural areas, stands of bush, parks, esplanades and reserves, gardens and planted areas, sports fields, playgrounds and other recreational areas. It also includes beautification areas such as town squares and streetscapes, and the street trees and gardens that add to the beautification of our townships.

The focus of this strategy is on public open spaces owned or managed by Southland District Council but it is recognised that public open spaces such as that owned or managed by the Department of Conservation forms a significant part of the open space network in Southland District. We recognise that our District contains Department of

Conservation managed areas such as Rakiura National Park, Fiordland National Park which is a UNESCO world heritage area and the internationally recognised Awarua wetlands. Public open spaces provided by Council and other agencies need to be seen as an integrated network. Private open spaces also make a considerable contribution to the network of open spaces in Southland, both in terms of physical and visual access to these areas. Where possible, we will work with all partners who manage land in this way, including central government, Iwi, private organisations and landowners, to ensure a focus on our vision.



3



OUR OPEN SPACES STRATEGY

OUR VISION						
A treasured network of open spaces that celebrates and enhances our natural environment and is appreciated and enjoyed by current and future generations						
PRINCIPLES - That guide everything we do						
<ul style="list-style-type: none"><li>• Involve the community in managing and maintaining open spaces</li><li>• Take the long view - consider future generations</li><li>• Make best use of the network of open spaces and assets that we already have</li><li>• Evoke a sense of pride in Southland and our community</li></ul>			<ul style="list-style-type: none"><li>• Ensure we use our resources wisely and work within financial constraints</li><li>• Transparent and accountable decision making and management</li><li>• Work with partners and stakeholders to achieve outcomes</li></ul>			
OUTCOMES - What are we trying to achieve						
Our natural environment and landscape is treasured and cared for by all; now and into the future	Our open spaces encourage and enable a wide range of people to play and enjoy a range of sports	Our open spaces are enjoyed and used for a wide range of active and passive recreational activities	Our open spaces are places where our communities meet, connect and celebrate	Our open spaces reflect and celebrate our history, our people and our local character	Our open spaces are safe, inspiring, well designed and welcoming to all	Our network of open spaces meet the needs of current and future generations
<ul style="list-style-type: none"><li>• Celebrate our natural and unspoilt landscape and coast</li><li>• Protect and enhance our natural landscape and ecological areas</li><li>• Conserve and enhance our native biodiversity</li><li>• Increase education and awareness</li></ul>	<ul style="list-style-type: none"><li>• Provide a range of sports fields and surfaces to meet changing demands and community needs</li><li>• Through the provision of public open spaces - provide opportunities to participate and excel in sport</li></ul>	<ul style="list-style-type: none"><li>• Provide for diverse recreational needs and enjoyment</li><li>• Through the provision of public open spaces – provide opportunities to participate in a range of recreational pursuits</li></ul>	<ul style="list-style-type: none"><li>• Public open spaces are used by our communities for a range of events and activities</li><li>• Provide public open spaces that encourage our communities to meet and connect</li><li>• Celebrate our culture and history</li></ul>	<ul style="list-style-type: none"><li>• Reflect our communities' identity, needs and views</li><li>• Actively manage cultural and historic heritage</li><li>• Facilitate and support diverse and multi cultural usage</li><li>• Use public open spaces to create attractive and welcoming places and areas</li><li>• Provide places and spaces that attract businesses and visitors</li></ul>	<ul style="list-style-type: none"><li>• Create safe, accessible and enjoyable places</li><li>• Ensure design reflects local character and landscape</li><li>• Ensure quality, innovative and creative design</li><li>• Balance competing demands for the usage of public open space</li><li>• Design and manage fit for purpose public open spaces</li></ul>	<ul style="list-style-type: none"><li>• Understand what we already have - identify and respond to gaps in the network</li><li>• Ensure public open space is appropriately located and accessible</li><li>• Plan for demand and changing needs</li><li>• Promote our public open spaces</li><li>• Link our network of public open spaces</li></ul>
ACTIONS - What we will do to get there						
Open Space Action Plan: Actions to implement the priorities						

4

PURPOSE OF THE OPEN SPACES STRATEGY

The Open Spaces Strategy sets out a strategic direction to guide the provision of and planning for, and the consistent management and maintenance of reserves and open spaces within Southland District, to meet current and future needs.

This strategy focuses on the public open space network that is owned and or managed by Southland District Council for recreation or protection. Success would be seen when our:



- natural environment and landscape is treasured and cared for by all; now and into the future
  - open spaces encourage and enable a wide range of people to play and enjoy a wide range of sports
  - open spaces are enjoyed and used for a wide range of active and passive recreational activities
  - open spaces are places where our communities meet, connect and celebrate
  - open spaces reflect and celebrate our history, our people and our local character
  - open spaces are safe, well designed and welcoming to all
  - network of open spaces meet the needs of current and future generations, and
  - strategy guides asset planning and use of public open spaces
- The Open Spaces Strategy will guide and inform policy and planning, inform the Council's Long Term Plan, the Parks Asset Management Plan and Reserve Management Plans to ensure quality open spaces.



5



6

COUNCIL’S ROLE IN OPEN SPACE

Southland District Council has a number of different roles relating to open spaces. These are:

**Provider**

The provision, development and maintenance of public open spaces is a core component of Council’s business. Council also develops Reserve Management Plans that outline the purpose, management and development requirements for parks and reserves. Council and other agencies support activity, such as events and sports occurring in our public open spaces.

**Partner**

Council has the opportunity to enter into partnerships with others who provide access to either public open space or private open space, further enhancing the overall network of open space.

**Protector**

Council uses legislative tools such as the Reserves Act 1977, Local Government Act 2002, and the Resource Management Act 1991 to protect and preserve the open spaces network for the enjoyment of current and future generations.



**Advocate**

Through strategic documents, plans and information Council can advocate to others on the importance of our natural environment and open spaces to our communities.

**Researcher and Planner**

Ongoing research and planning is required to ensure that the open spaces network meets community needs both now and for future generations. Research and planning also helps ensure that Council plans are responsive to changing needs and preferences.



WHY IS OPEN SPACE IMPORTANT?

Open space serves a variety of different purposes.

Both residents and visitors benefit from access to and enjoyment of our District’s open spaces. Be it our coast, parks or sports fields, the pleasure of open spaces for relaxation, timeout, sight-seeing, sport or recreation is important to everyone.

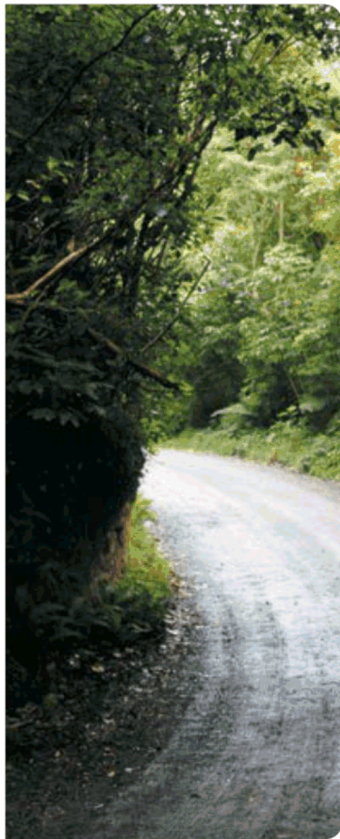
The public open spaces network generally contributes to:

Social	Environmental
Open spaces enhance people’s sense of physical, psychological and spiritual health and wellbeing and provides opportunities for: <ul style="list-style-type: none"><li>socialising, connecting and meeting up with others</li><li>participation in sports and active recreation</li><li>relaxation and passive recreational pursuits, such as walking, picnics, and barbecues</li><li>learning and playing</li></ul>	Open spaces provide the opportunity to: <ul style="list-style-type: none"><li>protect areas of significant ecological value</li><li>conserve a representative spectrum of indigenous vegetation and wildlife</li><li>protect landscape features of significance</li><li>protect and enhance the quality of our environment</li></ul>
Cultural	Economic
<ul style="list-style-type: none"><li>open spaces protect and preserve cultural and natural heritage resources such as significant geological and archaeological sites, historic buildings, monuments and public art</li><li>many of our open spaces have special significance for Māori and provide the opportunity to protect and preserve waahi tapu as well as the opportunity to inform and educate about tangata whenua</li><li>public open spaces help define and reflect our communities’ sense of identity and provides opportunities for celebrating who we are</li></ul>	<ul style="list-style-type: none"><li>open spaces make a significant contribution to the economy and economic competitiveness by enhancing the overall quality of life and visual identity of the District</li><li>providing a context for the national and local recreation and tourism industries – our unspoilt open spaces draw tourists from all over the District, New Zealand and the World</li></ul>



7



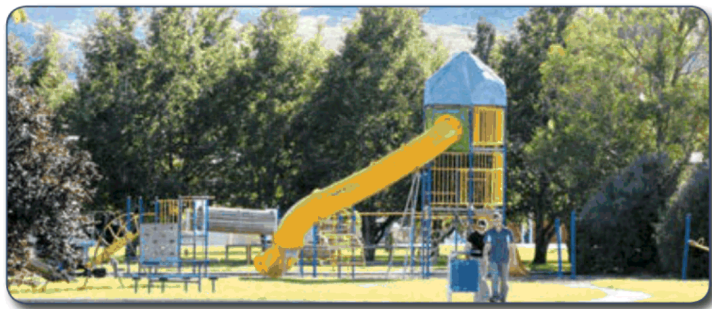


8

OUR CURRENT PUBLIC OPEN SPACE

Southland District Council owns over 150 reserves, parks and open spaces, totalling about 1250 hectares in area. Our reserves, parks and open spaces vary in size, type and use and provide for a range of recreational experiences from unaltered natural environments to highly developed, manmade environments.

Our reserves, parks and open spaces range from developed and fully managed areas such as our 34 sportsfields, 36 playgrounds, 38 tennis and netball courts and three skateboard facilities to low maintenance, low management areas.



HOW DOES THIS STRATEGY FIT IN?

The three key pieces of legislation relating to the management and provision of open spaces are the Reserves Act 1977, the Local Government Act 2002 and the Resource Management Act 1991. These Acts have been taken into account in the development of this strategy. Further detail about how these Acts impact on the provision and management of open spaces is set out in Appendix 1.

Open spaces play an important role in achieving our vision and aspirations for the Southland District. The diagram

below shows how this strategy fits with legislation, supports local aspirations and directs other key Council plans, such as the Long Term Plan, District Plan and Reserve Management Plans.

The diagram also shows that as land use and management is inter-related with other environmental processes and therefore other agencies that manage them. Southland District Council also takes into account the objectives and goals contained within other regional environmental management strategies. These include Te Tangi a Tauria - Ngāi Tahu's Regional Management Strategy for Southland, the Department of Conservation's strategies and plans and Environment Southland's plan.



9



10

CHALLENGES AND OPPORTUNITIES

Population change

Our population is changing and this is likely to have an impact on how much, what type and where we need to provide public open spaces in the future. We may also need to change the way in which we design, manage and maintain our public open spaces to suit the future needs and preferences of our communities.

**Our population is growing but is likely to decline in the longer term** - The population of Southland District grew by 4.1% between 2006 and 2013. However, population projections suggest that in the longer term the population of Southland may decline.

**Our population is ageing** – The population of Southland Region is ageing at a greater rate than New Zealand overall. In addition, Statistics New Zealand Subnational Population Projections (2006, base) predict that Southland Region will continue to have a net migration loss of people between the ages of 15 and 29 and a substantial net migration gain of those over 65. In 2013, the median age of Southland's population was 40 years, while nationally, the median age was 37 years. By 2021, projections suggest that the Southland Region will have more elderly residents than children.

**Our population is diverse** – The District has a predominantly European population, with an 11.4% Maori population, according to the 2013 Census. (Statistics NZ). This is changing with recent increases in migrant populations, including Asian, European, African and Pacific groups. As our population grows more diverse we need to ensure that we understand the needs and preferences of different groups in our community so that we can plan and provide open spaces to meet the needs of all parts of our community.

Declining townships, expanding fringe areas

Planning for and managing public open spaces and other types of infrastructure is challenging with a highly dispersed population across a large land area with multiple townships and settlements, some of which are small and geographically distant. As our population grows and our settlement patterns shift it is likely that demand for and usage of public open space will change.

**Where we want to live is changing** - Around half of our population live in a rural environment, while the balance live in one of the District's 28 settlements. A new spatial pattern in where people are choosing to live in Southland is emerging. Population change between the 2001 and 2013 Censuses shows a decentralisation of population in the District. Census data shows that the population of some townships is decreasing whilst the population is increasing in surrounding areas. However, as a large part of the District's population reaches retirement age, it is possible that the trend will reverse. Older people may move to townships to gain better access to services, creating rural hubs in Te Anau and Winton, and the areas surrounding Invercargill.

Changes in community preferences and recreation trends

Our open spaces provide abundant opportunities for recreation and sport. Walking, tramping, gardening, cycling and mountain biking, swimming and fishing are among the recreational and sporting activities that we most commonly participate in. However, as our population ages and changes this may change and we may face competing demands for the way in which our open spaces are used for recreation and sport. When new sports and recreational pursuits become more popular demand grows and people, groups and clubs increasingly want to use open space which may already be used for other more traditional activities. We need to balance these demands.



Environmental pressures

Our environment, open spaces and native wildlife are affected by climate change, the pressures of human habitation and usage for economic and recreational purposes. While environmental pressures are generally mitigated through the District Plan, it is helpful to recognise the effects on our open spaces within this strategy as well.

Our climate is likely to continue to change in the longer term. Over the longer term climate change is expected to result in more frequent extreme weather events such as droughts or floods and sea levels may rise. Our open spaces and native biodiversity are likely to be affected to a greater or lesser degree depending on their sensitivity and ability to adapt. Our native biodiversity is important and some of our public open spaces already contain or could be planted with native trees and plants.

Our beautiful natural environment, rivers, lakes, mountains, open plains and rugged coastline and our native wildlife are treasured assets which must be protected and preserved for the pleasure and enjoyment of future generations.



11





12

VISION

A treasured network of open spaces that celebrate and enhance our natural environment and is appreciated and enjoyed by current and future generations

PRINCIPLES

The principles below underpin the way we will work to achieve the outcomes and vision set out in this strategy. We will:

- Involve the community in managing and maintaining open space
- Take the long view - consider future generations
- Make best use of the network of open space and assets that we already have
- Ensure we use our resources wisely and work within financial constraints
- Transparent and accountable decision making and management
- Work with partners and stakeholders to achieve outcomes



OUR OUTCOMES AND STRATEGIC PRIORITIES

Our natural environment and landscape is treasured and cared for by all; now and into the future our natural environment is critical to our wellbeing.

Access to reserves and open spaces across the District helps to increase understanding and awareness of the value and importance of our environment. Our open spaces provide the opportunity to protect special landscapes and areas of ecological value and to enhance the quality of our environment. They provide opportunities for education and lifelong learning whilst also creating opportunities for the community to participate in caring for and enhancing our environment.

Council, as a landowner, has the opportunity to use its network of public open space to preserve and protect our natural environment and native flora and fauna. Council will prevent the planting of pest plants in our open spaces, under the 'good neighbour' principle.

Council can also work with other agencies and private landowners to preserve and enhance our special places and natural environments.

Tourism, particularly eco tourism continues to be a major contributor to the Southland economy. Whilst many visitors may come to Southland to visit national parks such as Fiordland and Rakiura, Council is also a provider of parks and open spaces which are used by visitors. The provision of high quality public open space and infrastructure has benefits for both visitors and local residents alike. Council recognises the potential detrimental effect of increasing visitor numbers on our natural environment and acknowledges that these effects need to be managed and mitigated.

Outcome	Strategic Priorities	We'll Know We're Succeeding When
Our natural environment and landscape is treasured and cared for by all; now and into the future	<ul style="list-style-type: none"><li>• Celebrate our natural and unspoilt landscape and coast</li><li>• Protect and enhance our natural landscape and ecological areas</li><li>• Conserve and enhance our native biodiversity</li><li>• Increase education and awareness</li></ul>	<ul style="list-style-type: none"><li>• Our natural assets and biodiversity are enhanced</li><li>• People care for our environment and actively participate in local projects</li></ul>



13



14



**Our open spaces encourage and enable a wide range of people to play and enjoy a range of sports**

Physical activity is beneficial for our health and wellbeing. Our open spaces, sports fields and surfaces provide opportunities to participate in sport and physical activity. Both organised and informal sporting activities provide opportunities to participate, keep fit, meet people and learn new skills.

Ongoing planning is required to ensure that the open spaces network meets the changing needs and preferences of our communities.

Many groups are involved in providing recreational facilities. It is important that all parties co-ordinate their efforts to avoid duplication or gaps in provision. Council will continue to monitor community and visitor preferences and needs and work with providers and other groups to ensure a coordinated approach.

Outcome	Strategic Priorities	We'll Know We're Succeeding When
Our open spaces encourage and enable a wide range of people to play and enjoy a range of sports	<ul style="list-style-type: none"><li>Provide a range of sports fields and surfaces to meet changing demands and community needs</li><li>Through the provision of public open spaces - provide opportunities to participate and excel in sport</li></ul>	<ul style="list-style-type: none"><li>Our communities participate in sports</li><li>Our communities are more active</li><li>Our public open spaces, sports fields and surfaces are well used</li></ul>

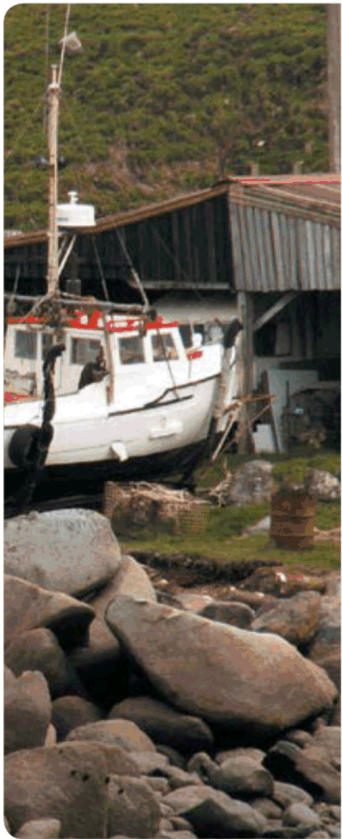
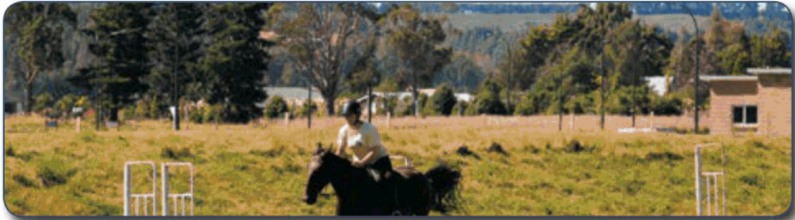
**Our open spaces are enjoyed and used for a wide range of active and passive recreational activities**

Both active and passive recreational activities play an important role in our sense of physical and mental wellbeing; enabling people to participate fully in work, family and community life.

Southland District has a network of quality, well maintained reserves, parks, open spaces and playgrounds.

Changing demographics and changing recreational preferences mean that Council needs to regularly reassess the amount, location and types of parks and public open spaces that we provide to ensure continued passive recreational opportunities such as dog walking, and relaxing in our environment.

Outcome	Strategic Priorities	We'll Know We're Succeeding When
Our open spaces are enjoyed and used for a wide range of active and passive recreational activities	<ul style="list-style-type: none"><li>Provide for diverse recreational needs and enjoyment</li><li>Through the provision of public open spaces – provide opportunities to participate in a range of recreational pursuits</li></ul>	<ul style="list-style-type: none"><li>Our communities participate in a wide range of recreational activities</li><li>Our public open spaces are well used for a variety of recreational activities</li><li>Our communities have improved mental and physical health</li></ul>



15





16



**Our open spaces are places where our communities meet, connect and celebrate**

Public open spaces provide places for people to meet, connect, and interact, increasing social cohesion and strengthening our community spirit. Our public open spaces are used by our communities for a range of events and activities.

This provides our communities with the opportunity to enjoy and celebrate local identity and helps to ensure that our communities are thriving vibrant places to visit, live, work and play.

Outcome	Strategic Priorities	We'll Know We're Succeeding When
Our open spaces are places where our communities meet, connect and celebrate	<ul style="list-style-type: none"><li>Public open spaces are used by our communities for a range of events and activities</li><li>Provide public open spaces that encourage our communities to meet and connect</li><li>Celebrate our culture and history</li></ul>	<ul style="list-style-type: none"><li>Public places and open spaces are well used by people of all ages</li><li>People of all ages connect and participate in civic and community life</li><li>We have a diverse range of well attended festivals, events and cultural activities that celebrate who we are</li><li>Residents of all ages have a good quality of life</li><li>Non-traditional uses of open spaces, such as farmer's markets</li></ul>

**Our open spaces reflect and celebrate our history, our people and our local character**

Some of our public open spaces are also special places which contain community buildings such as community halls, heritage buildings and monuments. These are often the places where we gather as communities or to commemorate and celebrate our history. Community orchards and heritage fruit trees are an example of conserving heritage and celebrating local character.

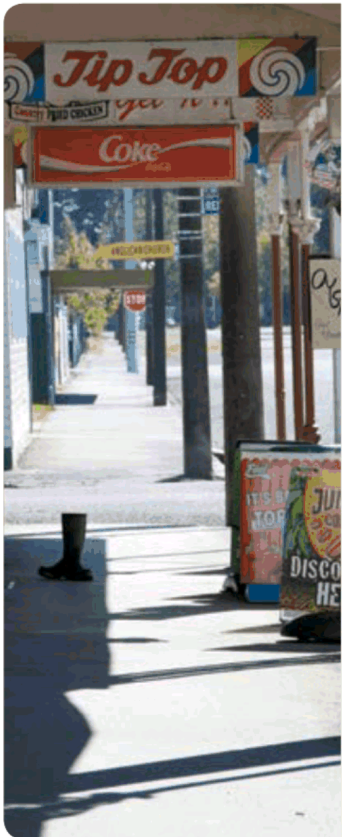
These places and facilities give our communities a sense of identity, but as our communities shift or decline we need to plan to manage our network so that it continues to

deliver good value, whilst protecting and preserving those things that we value most.

Council will work in partnership with communities and other agencies to achieve this.

Our public open spaces provide opportunities to protect and preserve places and sites that are of special significance to Tangata Whenua. Council will continue to work with all our Runanga and with Te Ao Marama Inc., including to, identify sites and areas that are of significance, to ensure access and to encourage joint management of reserves and public open spaces that are of special significance.

Outcome	Strategic Priorities	We'll Know We're Succeeding When
Our open spaces reflect and celebrate our history, our people and our local character	<ul style="list-style-type: none"><li>Reflect our communities' identity, needs and views</li><li>Facilitate and support diverse and multi cultural usage</li><li>Use public open spaces to create attractive and welcoming places and areas</li><li>Conserve cultural and historic heritage</li><li>Provide places and spaces that attract businesses and visitors</li></ul>	<ul style="list-style-type: none"><li>Our townships and communities are vibrant and pleasant environments</li><li>Our history and cultural heritage is preserved and celebrated</li></ul>



17



18

**Our open spaces are safe, well designed and welcoming to all**

Well-designed public open spaces which reflect the local character of our landscape and distinct communities can promote a source of community pride. When our communities feel safe and have a sense of pride in our public open spaces they are more likely to use and enjoy these spaces. We want our public open spaces to be accessible and all members of our communities to have the opportunity to access the things that they need to have a good quality of life. Southland District Council's Smoke Free Open Spaces Policy aims to promote healthy lifestyles and discourage smoking in public outdoor areas where people, particularly children and young people, gather. As our communities change and grow there may be demand to use our public open spaces for different recreational activities.

We want to encourage all parts of our communities to use and enjoy our parks and open spaces but need to be mindful that how our parks are used can impact on nearby residents and on other users. We need to balance these demands. Safety will be of high importance in our open spaces. All equipment in open spaces will continue to be fit for purpose, and meet all health and safety requirements. As well, we will meet the accessibility needs of our residents. We will endeavour to keep our open spaces safe, and free from crime.

Outcome	Strategic Priorities	We'll Know We're Succeeding When
<b>Our open spaces are safe, well designed and welcoming to all</b>	<ul style="list-style-type: none"><li>Create safe, accessible and enjoyable places</li><li>Ensure design reflects local character and landscape</li><li>Ensure quality, innovative and creative design</li><li>Balance competing demands for the usage of public open space</li><li>Design and manage fit for purpose public open spaces</li></ul>	<ul style="list-style-type: none"><li>We have a sense of pride in where we live</li><li>Our public open spaces are well used for a variety of recreational activities</li></ul>

**Our network of open spaces meet the needs of current and future generations**

Southland District has a significant network of quality, well maintained reserves, parks and open spaces. But ongoing research is needed to ensure that Council understands and is responsive to changing needs and preferences. Ongoing planning is required to ensure that Council's network of public open space meets community needs both now and for future generations. To assist with good decision making, Southland District Council has put in place criteria that will be used when making decisions about the strategic acquisition and the divestment of public open spaces. These are set out in Appendix 2. Many of Southland's parks and reserves and associated facilities such as community halls are administered and managed locally.

Outcome	Strategic Priorities	We'll Know We're Succeeding When
<b>Our network of open spaces meet the needs of current and future generations</b>	<ul style="list-style-type: none"><li>Understand what we already have - identify and respond to gaps in the network</li><li>Ensure public open spaces are appropriately located and accessible</li><li>Plan for demand and changing needs</li><li>Promote our public open spaces</li><li>Link our network of public open spaces</li></ul>	<ul style="list-style-type: none"><li>Our public open spaces meet the needs of our communities</li><li>Our public open spaces are accessible</li></ul>

This is advantageous to both the users and to Council as reserves and facilities can be managed to meet the needs and preferences of the local community. However, this approach makes planning and decision making at the district level more difficult and means that our local public open spaces may not be consistently managed. Council remains committed to promoting local administration, in accordance with Council strategies and plans. Council will continue to take an overview role, to provide guidelines to local administrators and to support and facilitate good management and decision making.



19





20

PUTTING OUR STRATEGY INTO ACTION

The aspirational vision and outcomes set out in this Strategy will be put in place through key Council plans such as the Long Term Plan, District Plan and Reserve Management Plans and through our Public Open Spaces Action Plan.

The Public Open Spaces Action Plan forms a compendium document to this strategy which will be reviewed and updated by Southland District Council at least every three years, to inform the development of the Council's Long Term Plan.



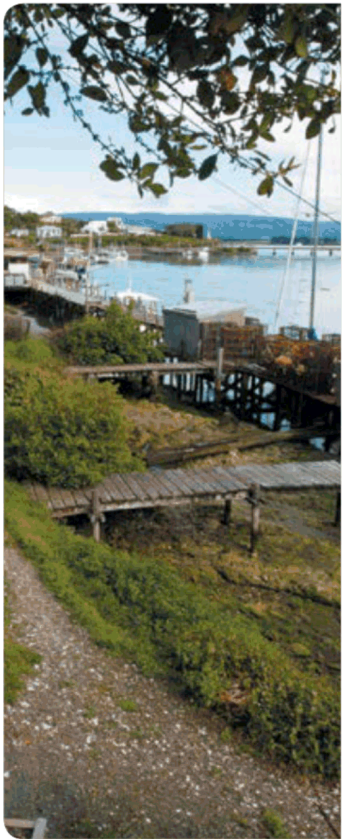
MONITORING AND MEASURING THE SUCCESS OF THE STRATEGY

We will monitor and review whether we are successful in achieving the outcomes set out in this strategy. This will help us to understand whether our approach to providing, managing and maintaining our public open space is helping us to achieve our aspirations.

Progress towards the outcomes set out in the Strategy will be monitored and reported on in Council's Annual Report, our Annual Customer Survey and through other Council reports.

Environment Southland also undertakes research and produces a State of the Environment Report which will help us to understand the health of our natural environment and biodiversity.

We will review this strategy after five years.



21



22

APPENDIX 1: KEY LEGISLATION

**The Reserves Act 1977**  
The main purpose of the Reserves Act 1977 is to protect reserve land and ensure that it is available for public use and enjoyment. Council has responsibility under the Reserves Act 1977 for the management of reserves within the District. As part of this function the Council, as an administering body under the Reserves Act 1977, is required to prepare management plans for the reserves that it controls. Management Plans under the Reserves Act outline Council's general intentions for use, development and maintenance of its reserves.

**Local Government Act 2002**  
The LGA includes a wide range of provisions relating to the operation of local government, many of which impact directly or indirectly on the management and operation of parks. It also puts restrictions on local council to dispose of land set aside for recreation or community use such as parks and reserves not protected by the Reserves Act.

**Resource Management Act 1991**  
The Resource Management Act 1991 requires Council to prepare a District Plan "to promote the sustainable management of natural and physical resources". The plan seeks to manage land use activities on the basis of their effects on the

environment. Council has a number of different roles with regard to reserves and open spaces including as a landowner, an advocate and as a regulatory authority under the Resource Management Act 1991. The District Plan, this Strategy and associated General Policies For Reserves and Open Spaces operate in a hierarchical manner to guiding management of reserves and open spaces and the preparation of management plans.

**Other Acts and Standards**  
The Southland District Council also has obligations under the Health and Safety in Employment Act, Treaty of Waitangi, Ngāi Tahu Claims Settlement Act and the Building Act. In providing for reserves and open spaces the Southland District Council must be aware and take into account the matters and tasks that must be performed under these Acts.

Over recent years a system of standards for safety in New Zealand and Australian playgrounds has been developed. Although the standards are not mandatory it is recognised that the standards set a minimum level of acceptable care, by industry experts. Council must take these standards into account for all facets of playground design, installation, surfacing and maintenance.

APPENDIX 2: ACQUISITION AND DIVESTMENT CRITERIA

- Acquisition Criteria**  
Land being considered for acquisition as public open space should:
- i. Protect significant historic heritage, natural features or significant amenity landscapes.
  - ii. Improve the physical, ecological, recreational or landscape linkages between places.
  - iii. Secure or improve access to and along water bodies.
  - iv. Provide accessible quality open space and recreation opportunities.
  - v. Improve recreational opportunities, or access to or use of underutilised reserve areas.

- Divestment Criteria**  
Southland District Council will consider the following criteria when determining the revocation of the reserve status of land and its consequent sale:
- i. That the purpose for which the land was originally obtained and classified under the Reserves Act 1977 is no longer relevant either at present, or in the foreseeable future.
  - ii. That current or foreseeable future usage of the land for reserve purposes is unlikely, or that greater benefit could be obtained by disposing of the land so that other land can be purchased elsewhere.
  - iii. That the revocation and disposal will be advantageous to Southland District Council.
  - iv. That funds obtained through selling such land will be used for reserve development purposes within the District.
  - v. That due consideration is given to relevant community opinion concerning land disposal.
  - vi. That consideration is given to disposing of smaller parcels of land where the proceeds can be used to rationalise reserve distribution



23









## Public Open Space Action Plan

This Public Open Space Action Plan sets out key actions that Southland District Council will undertake to deliver on the vision and aspirations set out in the Southland District Councils' Open Space Strategy. The Public Open Space Action Plan will be reviewed and updated by Southland District Council at least every three years, to inform the development of the Council's Long Term Plan. The action plan indicates the time period over which actions will occur or the timeframe within which it is expected that actions will be completed. Actions which are listed as:

- Ongoing - are actions which Council will need to undertake on a regular basis and do not have an end date.
- Short-term - are actions which Council expects to complete within the 12 months to three years.
- Medium-term - are actions which Council expects to complete within the next three to five years.
- Long-term - are actions which Council expects to complete within the next five to ten years.

Outcomes	Strategic Priorities	Actions	Timing	We'll Know We're Succeeding When
<b>Our natural environment and landscape is treasured and cared for by all; now and into the future.</b>	<ul style="list-style-type: none"> <li>• Celebrate our natural and unspoilt landscape and coast.</li> <li>• Protect and enhance our natural landscape and ecological areas.</li> <li>• Conserve and enhance our native biodiversity.</li> <li>• Increase education and awareness.</li> </ul>	<ul style="list-style-type: none"> <li>• Effective and regular plant and animal pest control on reserves and open spaces.</li> <li>• Protect public access to and along streams and promote the native vegetation of riparian margins.</li> <li>• Provide for good vegetation networks and corridors within urban areas.</li> <li>• Encourage the use of native plantings which attract birds and other native fauna.</li> <li>• Actively encourage and support initiatives which come from the community for re-vegetation projects, wetland creation, covenanting and other voluntary protection mechanisms.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> <li>• Ongoing</li> <li>• Ongoing</li> <li>• Ongoing</li> <li>• Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>• Our natural assets and biodiversity are enhanced.</li> <li>• People care for our environment and actively participate in local projects.</li> </ul>
<b>Our open space encourages and enables a wide range of people to play and enjoy a range of sports.</b>	<ul style="list-style-type: none"> <li>• Provide a range of sports fields and surfaces to meet changing demands and community needs.</li> <li>• Through the provision of public open space - provide opportunities to participate and excel in sport.</li> </ul>	<ul style="list-style-type: none"> <li>• Invest in existing sports field areas and facilities, rather than increasing the amount of reserve land allocated to active sports.</li> <li>• To develop objectives and policy, which are flexible enough to take advantage of opportunities as they arise.</li> <li>• Encourage combinations, or multiple use clubs and facilities.</li> <li>• Actively seek to promote joint initiatives between local authorities and organisations within Southland and where appropriate across boundaries.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> <li>• Ongoing</li> <li>• Long-term</li> <li>• Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>• Our communities participate in sports.</li> <li>• Our communities are more active.</li> <li>• Our and public open spaces, sports fields and surfaces are well used.</li> </ul>



Outcomes	Strategic Priorities	Actions	Timing	We'll Know We're Succeeding When
<b>Our open spaces are enjoyed and used for a wide range of active and passive recreational activities.</b>	<ul style="list-style-type: none"> <li>• Provide for diverse recreational needs and enjoyment.</li> <li>• Through the provision of public open space - provide opportunities to participate in a range of recreational pursuits.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that Southland District Council's public open space provides opportunity for a diverse range of recreation.</li> <li>• Take changing demographics into account when reassessing priorities for recreational opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> <li>• Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>• Our communities participate in a wide range of recreational activities.</li> <li>• Our public open spaces are well used for a variety of recreational activities.</li> <li>• Our communities have improved mental and physical health.</li> </ul>
<b>Our open spaces are places where our communities meet, connect and celebrate.</b>	<ul style="list-style-type: none"> <li>• Open Spaces are used by our communities for a range of events and activities.</li> <li>• Provide public open space that encourage our communities to meet and connect.</li> <li>• Celebrate our culture and history.</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage events in Southland District Council's open spaces.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>• Public places and open spaces are well used by people of all ages.</li> <li>• People of all ages connect and participate in civic and community life.</li> <li>• We have a diverse range of well attended festivals, events and cultural activities that celebrate who we are.</li> <li>• Residents of all ages have a good quality of life.</li> </ul>
<b>Our open spaces reflect and celebrate our history, our people and our local character.</b>	<ul style="list-style-type: none"> <li>• Reflect our communities identity, needs and views.</li> <li>• Facilitate and support diverse and multi-cultural usage.</li> <li>• Use public open spaces to create attractive and welcoming places and areas.</li> <li>• Conserve cultural and historic heritage.</li> <li>• Provide places and spaces that attract businesses and visitors.</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate with Tangata Whenua to identify sites and areas on reserves that are of significance and where appropriate share knowledge of the sites.</li> <li>• Ensure that Tangata Whenua have access to Waahi Tapu or other sites of significance on reserves and open spaces.</li> <li>• Encourage shared protocols and active joint management of reserves and open spaces that are of special significance to Tangata Whenua.</li> <li>• When making decisions on reserve management issues, Southland District Council will refer to the Ngāi Tahu ki Murihiku Natural Resource and Environmental Iwi Management Plan 2008 - The Cry of the People - Te Tangi a Taurira.</li> </ul>	<ul style="list-style-type: none"> <li>• Medium-term</li> <li>• Ongoing</li> <li>• Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>• Our townships and communities are vibrant and pleasant environments.</li> <li>• Our history and cultural heritage is preserved and celebrated.</li> </ul>

Outcomes	Strategic Priorities	Actions	Timing	We'll Know We're Succeeding When
<b>Our open spaces are safe, well designed and welcoming to all.</b>	<ul style="list-style-type: none"> <li>Create safe, accessible and enjoyable places.</li> <li>Ensure design reflects local character and landscape.</li> <li>Ensure quality, innovative and creative design.</li> <li>Balance competing demands for the usage of public open space.</li> <li>Design and manage fit-for-purpose public open spaces.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure proposed facilities on Southland District Council's open spaces have involved youth consultation, if appropriate.</li> <li>Encourage innovative reserve and open space design and management techniques, ensuring accessibility.</li> <li>Where practical, use landscape design features of Southland.</li> <li>Encourage community and other agency participation in active management and upkeep of our open spaces.</li> </ul>	<ul style="list-style-type: none"> <li>Short-term</li> <li>Ongoing</li> <li>Ongoing</li> <li>Short-term</li> </ul>	<ul style="list-style-type: none"> <li>We have a sense of pride in where we live.</li> <li>Our public open spaces are well used for a variety of recreational activities.</li> </ul>
<b>Our network of open space meets the needs of current and future generations.</b>	<ul style="list-style-type: none"> <li>Understand what we already have - identify and respond to gaps in the network.</li> <li>Ensure public open space is appropriately located and accessible.</li> <li>Plan for demand and changing needs.</li> <li>Promote our public open spaces.</li> <li>Link our network of public open space.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to work with communities to identify gaps and excesses in Southland District's network of public open space and associated facilities.</li> <li>Partner with schools to share resources to meet community needs.</li> <li>Encourage commercial partnerships and relationships which will contribute to the management of reserves, where appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>Ongoing</li> <li>Short-term</li> </ul>	<ul style="list-style-type: none"> <li>Our public open spaces meet the needs of our communities.</li> <li>Our public open spaces are accessible.</li> </ul>



## Reserves Management Policy

**Group Responsible:** Strategic Manager – Property

**Date Approved:** 28 September 2016

**File No:** r/16/3/3262

### 1. Purpose

This policy provides guidance on the administration, use, maintenance and development of reserves across the Southland District

### 2. Scope

Policy statements in this document apply to all parks, reserves and open spaces controlled by Southland District Council unless specific exemption is provided in individual reserve management plans.

### 3. Definitions

TERM	MEANING
<b>Activity Management Plan (AMP)</b>	The Parks and Reserves Management Plan is used to document Council's management practices for parks and reserves over a 30 year period
<b>Council</b>	Southland District Council as the land owner/administering body of reserves
<b>Long Term Plan (LTP)</b>	Southland District Council's Long Term Plan. It is also referred to as the 10 Year Plan
<b>Parks, Reserves and Open Spaces</b>	The term reserve refers to any parcel of land owned, administered and/or managed by Council, as a reserve, park or open space
<b>Reserve Management Plan</b>	Reserve Management Plans are a requirement of Section 41 of the Reserves Management Act 1977. Reserve Management Plans provide direction for the day to day management of reserves and details about factors that impact upon reserves. They also establish clear directions for future management and development
<b>Unmanned Aerial Vehicles/UAVs</b>	The term Unmanned Aerial Vehicle (UAV) is defined in the Southland District Council Unmanned Aerial Vehicles Policy. The term UAV covers all electric powered remote controlled model aircraft, including the type commonly referred to as "drones" that are capable of vertical take-off and landing and small land launched gliders with less than 1.5 metre wing span



#### 4. Background

Southland District has 155 reserves, parks and open spaces, distributed over a land area of 30,400.94 km<sup>2</sup>. Southland District's reserves offer an extensive range of recreational opportunities and environmental characteristics.

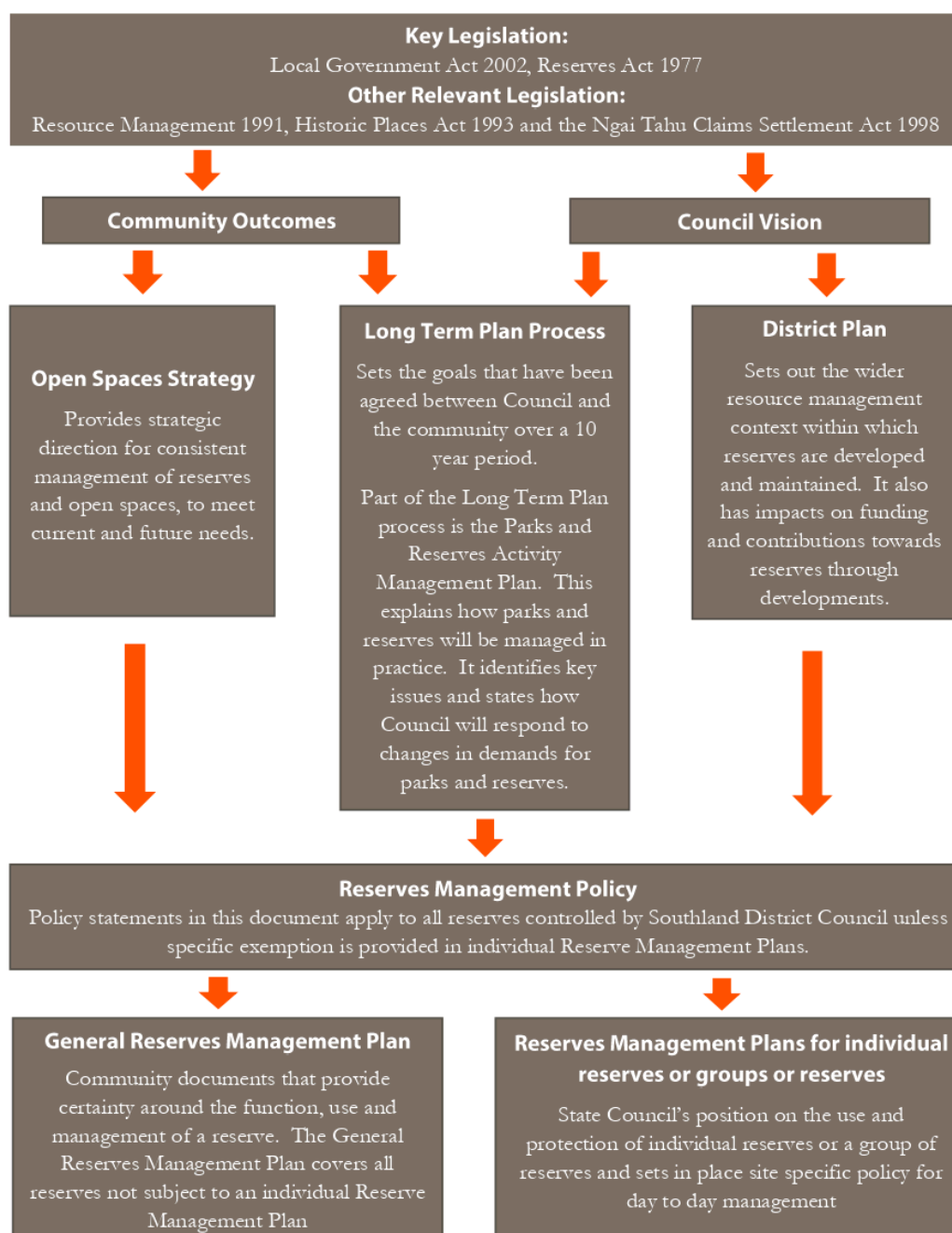
Reserves owned, administered and/or managed by Council have two distinct forms of legal status:

- land held subject to the Reserves Act 1977, and classified according to its principal purpose
- freehold land held by Council in fee simple title for parks purposes but not held under the Reserves Act.

specifies in general terms the purpose of each class of reserve. The Act also requires that each reserve be managed in accordance with its purpose and classification.

The terms parks, reserves and open spaces could also refer to parcels of land held by the Council for a wide variety of purposes akin to those described in the Reserves Act or the Local Government Act 2002. Not all of these parcels of land are protected under these Acts.

Southland District's parks, reserves and open spaces are governed and regulated by a broad range of legislation, plans, policies and bylaws.





#### 4.1 The Reserves Act

The Reserves Act 1977 applies to land that is gazetted as a reserve under the Act. While the term park(s) is used in this document, not all parks are reserves under the Reserves Act 1977. The management of these parks, however, will not differ in general terms from reserves as defined by the Reserves Act 1977.

Under Section 41 of the Reserves Act 1977, the Council is required to keep Reserve Management Plans under continuous review. Since Reserve Management Plans are aligned to the General Reserves Management Policy, this policy will also be kept under continuous review.

#### 4.2 Local Context

As well as aligning with other Southland District Council Plans and Policies, the General Reserves Management Policy also adheres to Environment Southland's Regional Plan and Ngāi Tahu ki Murihiku's Natural Resource and Environmental Iwi Management Plan 2008 - e Tangi a Tauira - The Cry of the People.

### 5. Policy Statements

#### 5.1 Council Approval

Some activities outlined in this policy require specific approval or authorisation from the Council. The nature and context of the activity will determine how approval may be granted. For further information on how to obtain approval for specific activities, please contact Southland District Council.

#### 5.2 General Access

Unless it is limited by the Reserves Act 1977, public access to reserves is a right.

The Council provides a level and standard of access to reserves that is appropriate to how each reserve is used.

Several factors may impact on public access to reserves. These include:

- leases or licences to occupy the reserve held by third parties
- safety issues
- activities that are occurring on a reserve for a period of time (eg planting or construction)
- other restrictions under the Reserves Act 1977.

Clubs and organisations may gain exclusive use of a reserve for a specific period of time (eg during organised sports teams training or match occasions) with prior written approval from the Council.

From time to time, reserves may be closed to the public and a rental charged for the entry by an organisation staging a special event. This is subject to Section 53(1)(e) of the Reserves Act 1977 and requires the written approval of the Council.



---

### 5.3 Pedestrian Access

---

If required, pedestrian access will be controlled by the provision of walking tracks, footpaths and footbridges.

Where practical, access to reserves and reserve facilities will be inclusive and will consider universal design. Walking tracks will be maintained to the appropriate standard developed by the Department of Conservation and Standards New Zealand

as set out in the "New Zealand Handbook - Tracks and Outdoor Visitor Structures (SNZ HB 8630:2004)".

---

### 5.4 Vehicle Access

---

Council may provide access roads and parking facilities within reserves. Motorised vehicles, other than maintenance vehicles, must only be used on roadways or parking areas unless prior written approval from the Council has been obtained.

Use of non-motorised vehicles (such as bicycles, skateboards and roller-blades) is permitted provided their use does not endanger other reserve users, cause damage to the reserve or make undue noise.

Non-motorised vehicles should not be used on walking tracks unless there is a sign indicating that their use is permitted.

---

### 5.5 Leases and Licences to Occupy

---

The Council may enter into formal lease agreements on reserve land when the land is available and there is a clear requirement for consistent use or service or a demonstrated opportunity for reliable improvement in service. Management responsibilities of the lessee will be clearly identified in the lease agreement.

---

### 5.6 Animals

---

Dog access to parks and reserves is determined by Southland District Council's Dog Control Bylaw 2015. The Dog Control Bylaw 2015 also determines what degree of control is required on reserves where dogs are allowed.

Signage or information in the Reserve Management Plans will indicate if other animals are specifically excluded on any reserve.

Council may use grazing as a management tool on reserves. Grazing will comply with the Southland District Council Rodeo Bylaw and the Southland District Council Keeping of Animals, Poultry and Bees Bylaw.

---

### 5.7 Aircraft and Helicopter Landings

---

Landing an aeroplane, helicopter or any kind of flying machine in a Council reserve is not permitted without prior written approval from the Council.





Emergencies are an exception to this rule. Parties wishing to use any reserve for the purpose of landings during special events or for approved training exercises should contact Southland District Council for further advice.

## **5.8 Sale and Consumption of Alcohol**

---

Consumption of alcohol in public spaces is regulated by legislation and the Alcohol Control Bylaw. The sale and supply of alcohol is regulated by the Sale and Supply of Alcohol Act 2012. Council permits special licences to be issued for the sale and supply of alcohol on reserves. Club licences may be issued to lease holders within reserves.

## **5.9 Trading**

---

Trading in reserves must comply with Section 54 (1) (d) of the Reserves Act 1977 and may be subject to the Trading in Public Places Bylaw.

Section 54 (1) (d) of the Reserves Management Act 1977 allows trading to occur under leases and licences or for a temporary occupation of not more than six consecutive days. Trading activities must be necessary to enable the public to obtain the benefit and enjoyment of the reserve or for the convenience of persons using the reserve.

Applications to trade in reserves for a period of not more than six consecutive days will be administered under the Trading in Public Places Bylaw. Applications to trade in reserves for a longer time period will require a lease or licence. If trading is contemplated under the relevant Reserve Management Plan, applications will not be publicly notified. If trading is not contemplated under the relevant Reserve Management Plan, applications will be publicly notified and an opportunity for objections will be provided.

When making decisions regarding applications to trade on reserves, Council will consider a number of factors including the nature of trading, its impact on other reserve users and the effect on the reserve and existing infrastructure and facilities.

## **5.10 Fires**

---

Lighting fires outside of a contained barbecue is not permitted on reserves unless there is prior written approval from the Council and the Southern Rural Fire Authority.

## **5.11 Fireworks Displays**

---

Fireworks displays must:

- be approved by the local community board, community development area subcommittee or Council
- be undertaken only by people authorised by Council
- have a safety plan (including fire control) that has been approved by the Council





- have any approvals required under the Hazardous Substances and New Organisms Act
- have a fire permit issued by the Southern Rural Fire Authority if the display is during a Restricted Fire Season.

### **5.12 Buildings and Structures**

---

The number of buildings and structures on reserves will be limited to a level that facilitates the safe and appropriate use of each reserve. Sharing facilities by more than one club or group is encouraged.

All new buildings or major changes to existing buildings and structures on reserves require approval from Council as the land owner of the reserve. Council will consider how buildings and structures will integrate with the natural environment of the reserve. The Building Act 2004 and the Southland District Plan may also include other requirements which must be met.

Buildings and structures will be maintained to a high standard and, where practical, designed to limit the opportunity for vandalism.

### **5.13 Boundaries and Fencing**

---

The Council will reach an agreement with adjoining land owners on the type and standard of fencing and the contributions made by each party. On occasion, fencing may not be required. Required contributions may be financial or made through the provision of materials or labour.

There may be some situations where Council is not required to contribute to a boundary fence, for example if there is an existing fencing covenant.

Consideration will be given to the needs of the Council and the adjoining land owner. The characteristics of the reserve and the land use of adjoining neighbours will also influence Council's decisions in relating to fencing. Decisions relating to fencing will be formalised through a fencing agreement.

Where it is impractical or undesirable to erect a fence on a reserve boundary, the fence may deviate from the legal boundary with the agreement of the adjoining land owner.

### **5.14 Toilets**

---

A district-wide approach is taken to the number, location and standard of public toilets. Proposals for new toilets are considered against criteria which take into consideration requirements and availability across the District.

### **5.15 Play Equipment**

---

All new playgrounds and replacement of playground equipment will comply with the Building Act 1991, the Resource Management Act 1991 and the New Zealand Safety Standards NZS 5828:2004 or subsequent updates.



The design and location of each playground will reflect the visual character of the reserve and consider environmental factors such as the orientation of the sun, shelter from the wind, visibility and disturbance to adjoining properties.

---

### **5.16 Signs and Interpretation**

The placement of signs on reserves by non-Council organisations requires written approval from Council. Advertising signs are subject to the Southland District Plan.

Council will ensure that new or replacement signage identifies places that are of cultural significance in accordance with the Ngāi Tahu Claims Settlement Act 1998.

---

### **5.17 Electoral advertisements and hoardings**

No election hoardings and signs are permitted to be placed or erected in Council controlled or owned parks, reserves and open spaces.

---

### **5.18 Pest Plant and Pest Animal Control**

Pest plants and animals on Council reserves will be controlled in accordance with Environment Southland's Regional Pest Management Strategy.

---

### **5.19 Litter Control and Dumping**

Litter bins may be provided on reserves at strategic locations and in sufficient numbers to meet the reasonable demands of the users. These bins will be cleared regularly to prevent overfill and spillage.

Where there are no litter bins, reserve users are required to remove all litter from the reserve. The dumping of refuse including garden waste on reserves is an offence under the Litter Act 1979.

---

### **5.20 Landscaping, Amenity Planting and Areas of Native Vegetation**

Landscaping, amenity planting and vegetation management will be undertaken on reserves in accordance with Reserves Management Plans.

Any new plantings on a reserve will consider visibility and safety. The retention of indigenous vegetation and threatened plants on reserves is a priority for the Council. Where possible, existing native vegetation on reserves shall be preserved and revegetated using locally sourced native species. The use of exotic species will be restricted to areas where exotic species predominate and/or the recreational use of the reserve would be enhanced by the use of exotics (eg for shade).

The removal or damage to any tree, shrub or plant material from within reserves is prohibited without the prior written approval of the Council.



### 5.21 Memorials

Memorials and plaques for individuals are only permitted in locations identified in Reserve Management Plans. All memorial plantings and commemorative plaques require written approval from the Council.

### 5.22 Monuments, Artwork and Sculptures

Monuments, art work and sculptures must have relevance to the reserve and enhance the natural surroundings. When determining whether the placement of a monument, artwork or sculpture is appropriate, the nature of the item, the proposed location, reserve use and reserve values will be considered.

Maintenance of monuments, artworks and sculptures will be undertaken by Council staff, or contractors, unless agreed otherwise at time of construction.

### 5.23 Outdoor Furniture

Outdoor furniture will be appropriate to the needs of reserve users. The nature of outdoor furniture, including materials and colour will be consistent with the natural surroundings. All outdoor furniture will be approved by the Council.

Maintenance of outdoor furniture will be undertaken by the Council staff or contractors.

### 5.24 Network Utility Infrastructure

Reserves are often crossed by network utility infrastructure, particularly power pylons. While most of these have been in place for many years, the Council will only consider new requests to place utility infrastructure in a reserve if all alternative options have been considered.

### 5.25 Lighting

Lighting may be provided for walkways and parking areas in reserves. Impacts on adjoining land owners are considered in relation to ground lighting or lighting outside buildings.

Where there are sports grounds in a reserve, lighting for night time training may be considered. Controls on lighting usage may be imposed by the Council.

## 6. Roles and Responsibilities

Reserve users are responsible for ensuring that their use, activity, or any associated buildings or structures comply with relevant legislation, the Southland District Plan, Southland District Council Policies and Council Bylaws.

Some other documents which regulate activity on reserves are provided in the table below.



ACTIVITY	REGULATED BY
Camping	Freedom Camping Bylaw
Consumption of alcohol in public places	Alcohol Control Bylaw and Summary Offences
Sale and supply of alcohol	Sale and Supply of Alcohol Act 2012
Dogs	Dog Control Bylaw and Dog Control Act 1996
Other animals	Keeping of Animals, Poultry and Bees Bylaw
Trading	Trading in Public Places Bylaw
Unmanned aerial vehicles	Unmanned Aerial Vehicle Policy

## 7. Associated Documents

This document should be considered in the context of the following associated documents:

### Bylaws:

- Southland District Council Dog Control Bylaw
- Southland District Council Keeping of Animals, Poultry and Bees Bylaw
- Southland District Council Alcohol Control Bylaw
- Southland District Council Trading in Public Places Bylaw
- Southland District Council Animal Management Bylaw
- Southland District Council Freedom Camping Bylaw
- Southland District Council Roading Bylaw

### Plans:

- Reserve Management Plans
- Southland District Plan
- Southland District Council Long Term Plan
- Parks and Reserves Activity Management Plan
- Southland District Council Animal Management Bylaw

### Strategy:

- Southland District Council Open Spaces Strategy

### Policies:

- Southland District Council Unmanned Aerial Vehicles Policy
- Southland District Council Smoke Free Open Spaces Policy

### Acts:

- Reserves Act 1977
- Resource Management Act 1991
- Local Government Act 2002



- Sale and Supply of Alcohol Act 2012
- Building Act 2004
- Health Act 1956
- Fencing Act 1978

## 8. References

- New Zealand Handbook - Tracks and Outdoor Visitor Structures (SNZ HB 8630:2004)
- New Zealand Safety Standards NZS 5828:2004



---

## Community leadership report

Record no: R/21/8/48013  
Author: Karen Purdue, Community partnership leader  
Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision ☐ Recommendation ☒ Information

---

### Purpose

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

### Recommendation

That the Waihopai Toetoe Community Board:

- a) **receives the report titled “Community leadership report” dated 17 August 2021.**

### Attachments

- A Community leadership report [↓](#)



## What's happening in your area

### Community Partnership Fund

The next round of the Waihopai Toetoe Community Board Community Partnership fund closes on 30 September 2021. There are two funding rounds for the 2021/2022 financial year with a funding rounds also closing 31 March 2022. The amount available to distribute for the 2021/2022 financial year is \$22,213.

### Recent funding outcomes

#### Tourism Infrastructure Fund

Minister of Tourism Stuart Nash recently announced that Southland District Council will receive \$3,739,125 for projects in Fiordland and Stewart Island/Rakiura from the Tourism Infrastructure Fund.

The Fiordland area will receive \$1,100,000 to upgrade the boat ramp, toilets, and carpark at Pearl Harbour, Manapouri and to upgrade the access road and toilets at Fraser's Beach Manapouri, \$1,500,000 additional funding for the Te Anau wastewater project and \$440,000 for the replacement of two boat ramps in Te Anau to meet the required standards and a new toilet for Bluegum Point.

Stewart Island/Rakiura will receive \$99,125 on behalf of DOC, to build a viewing platform at Observation Rock, and \$600,000 for replacement of Ulva Island Wharf.

Council and Great South staff worked collaboratively to collate the extensive information required, in a short timeframe, to submit the applications to MBIE for consideration.

### Local initiatives

#### Wyndham Rugby Club

Staff continue to work alongside the Wyndham Rugby Club with their lights project. \$40,000 was recently granted to the Wyndham Rugby Club from The Trusts Community Foundation.

The Club were invited to complete the next stage of the application process for the Transpower Community Care Fund having made it through the expression of interest stage.



---

## Dacre Scholarship

---

Staff continue to work alongside the Dacre Hall committee with information and advice for the establishment of a scholarship within the Dacre Hall rating boundary.

---

## Hall meetings

---

Meetings were held recently with the Gorge Road and Waikawa hall groups to discuss future ongoing plans for the halls.

A community meeting is being held on Wednesday 25 August to discuss the future of the Fortrose hall.

## What's happening outside your area

---

### District/regional Initiatives

---

#### Milford Opportunities Project

The Milford Opportunities Project masterplan has been approved by the Governance Group. The Ministers of Tourism and Conservation jointly took a paper to cabinet on June 28. The public launch of the masterplan will be 28 July.

The government made a pre-budget announcement of a further \$15 million in funding for stage 3 of the project which includes the detailed planning, investigation and development of business cases to implement the masterplan.

#### Macular Degeneration New Zealand

Staff have been contacted by Anna Crane who is the general manager of Macular Degeneration New Zealand. They are a relatively small national charity that was formed 11 years ago to raise awareness and educate people about age related macular degeneration which is the leading cause of loss of vision in New Zealand. One in 7 people over the age of 50 have macular degeneration but in New Zealand only 60% of people in this risk group are aware of the condition and fewer will be aware of the measures that can be taken to reduce the risk of losing sight.

This is a statistic that they are keen to change and in 2021 they would like to undertake a project focused in the Southland District, which they hope will create a conversation within communities in the region raising awareness and supporting people with macular degeneration. For this project to be successful they recognise that it will be very important to partner with locally based community organisations (and others in Southland).

If you would like to know more about them click on this link to their website, <https://www.mdnz.org.nz/>, or you can contact Anna direct on 09 307 2103.

## Welcoming Communities

It has been reported by police and other stakeholders that there are a significant number of newcomers in the Southland region who do not have driving licences. Many are driving illegally, and some are not driving at all which is resulting in isolation from their local communities. We have identified this is particularly an issue for those living in the Southland District living and working on dairy farms. A number of reasons have been identified for this including cost, language barriers, and limited testing stations.

Southland District Council have partnered with Invercargill City Council, Gore District Council, and Southern REAP to lodge a funding application for a pilot-extension to Southern REAP's "drive my life" programme that specifically focuses on supporting Southland's newcomers to obtain their learners, restricted, and full driving licenses. The funding application was submitted to the Ministry for Ethnic Communities "Ethnic Communities Development Fund". We are waiting to hear of the outcome.

## Leadership Academy

The latest Leadership Academy, facilitated by Commerce South in partnership with Council, commenced on Tuesday, June 8. The academy attracted 12 participants and is being held at the memorial hall in Lumsden.

Participants have listened to a community champion and a guest speaker each week. The purpose of the community champion (who are all relatively local) is to provide a brief overview of their own leadership journey whilst the guest speaker gives a presentation about specific leadership issues such as leading through change, values-based leadership, governance vs management etc.

The final session and graduation took place on Tuesday, 20 July.

The next Leadership Academy in partnership with Council is scheduled to be held in Otautau in June 2022.

## What's coming up?

### Strategy and Policy

#### Bylaw and policy work

Staff in the strategy and policy team are in the early stages reviewing a number of documents. These include:

- The Open Spaces Strategy and Reserves Management Policy – pre-consultation with stakeholders began in August
- The Stewart Island/Rakiura Visitor Levy Bylaw and Policy - it is intended that pre-consultation with stakeholders will take place in August and September
- The Delegations Manual – staff have begun reviewing the manual and identifying possible changes
- Alcohol Control Bylaw - it is intended that pre-consultation with stakeholders will begin in August
- Smoke Free Open Spaces Policy – it is intended that pre-consultation with stakeholders will take place before the end of this year.
- Protected Disclosure policy
- Contract Management Policy
- Feedback Policy.

Council's Asset Management Policy was adopted by ELT on 6 July, and the new policy is now in effect. Staff will present the policy to Council for its information in August 2021. The Fraud Policy was adopted by

Council on 23 June and is available to view on Council's website. ELT adopted the revised Sensitive Expenditure Policy in August, completing the review of this policy.

### Corporate risks

Following annual review by ELT, on 23 June 2021, Council adopted the revised top strategic risks which will form the quarterly risk register going forwards. Risk management reporting has begun for the September 2021 quarter. Staff and ELT are currently updating the risk register and the quarterly reports will be presented to the Finance and Assurance Committee and Council when they meet in September 2021.

### Long Term Plan

Following Waka Kotahi NZ Transport Agency's announcement that Council would not receive full amount of funding requested, staff were required to make amendments to the proposed roading works programme as part of the final version of the Long Term Plan document. On 29 June 2021, Council adopted the Long Term Plan 2021-2031. The LTP sets out Council's plan for the next 10 years, how this contributes to the strategic direction, the costs and how they will be paid for, and how we will measure our performance as an organisation. The LTP is our contract with our community for the services that we will deliver. The LTP is available on Council's website to view or download, and printed copies of the LTP are available to view in all Council offices throughout the District.

### Annual Report

Work on the development of the 2020/2021 Annual Report has now begun. Staff are working through the year end budget process and the key performance indicator results. Staff are formulating the key highlights, projects and budgets for the year with the Annual Report on schedule to be completed by the end of October 2021.

### Interim performance report

The final interim performance report period ends 30 June. The report will be presented to the Finance and Assurance Committee. The results will also go into the Annual Report 2020/2021.

## Governance and democracy

---

### Elected Members Remuneration and Reimbursement Policy

On 23 June Council adopted the Elected Members' Remuneration and Reimbursement Policy. The policy came into effect on 1 July 2021 and is available on Council's website.

## Stakeholder updates

### Highways South

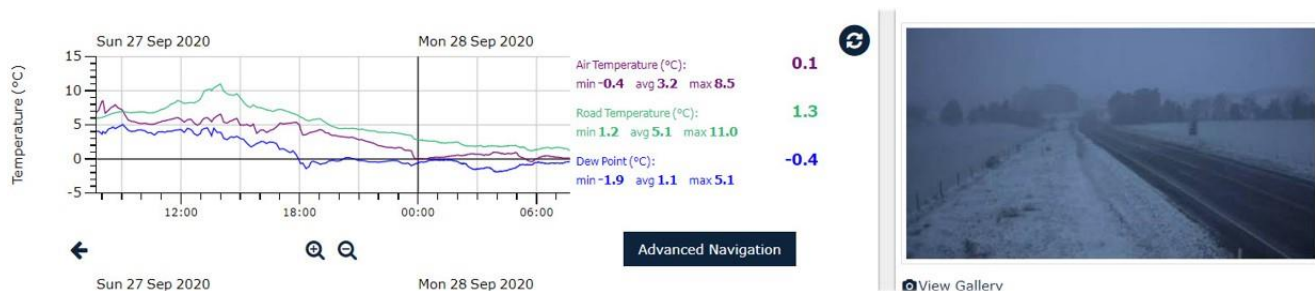
---

Watercutting is currently taking place across the Southland state highway network. This is done in those areas where skid resistance is low to improve the texture (and therefore skid resistance) of the pavement. We appreciate your patience while this takes place.

We have had a couple of snow events so far this winter, winter is well and truly here. CMA is applied both before expected overnight frosts and in response to unexpected road icing. We use this as a preventive treatment to stop ice forming, applied overnight ahead of frost(s), and also use it to break up ice/ snow during snow events. It is great for urban areas as it doesn't block sumps. CMA can be easily confused with a urea spill – below is an image of what it looks like once spread on the pavement.



We have weather stations which send live feeds through to us on SH6/Jollies Hill, SH94/Gorge Hill and SH93 at the Owaka turn-off. This year we have also installed one on SH6 north of Athol. The feeds from these cameras allow us to closely monitor changing conditions and react accordingly. An image of the data we receive is shown below. From the 1st May through to the end of September we supply a regular weather forecast to all suppliers/staff/stakeholders – if anyone would like to be included in this email please contact us at [SNOAdmin@southroads.co.nz](mailto:SNOAdmin@southroads.co.nz).



There are some events coming up which may impact some of our communities: The Southern Scooter Challenge will be passing through towns from Bluff to Queenstown on 4 September with 150 riders taking part; the Junior Tour of Southland in October and the Tour of Southland in late October/early November.

Our crews have been busy on the network completing flanking and drainage work and also felling dangerous trees before winter makes this work unachievable and also before the rains we traditionally get in spring. New ice/grit signs have also been installed throughout Southland recently.

Our flax removal and relocation programme was a success with all flaxes which were removed for safety or drainage reasons relocated to various private landowners or to schools and organisations throughout Southland. A video showing some of the work involved will be available very shortly if the boards would like to view this.

We are still getting lots of wandering stock issues on the roads, and lately wandering deer in Northern Southland particularly. If the boards could please encourage farmers to check fencing and ensure stock are well contained, particularly before spring, we'd be appreciative.

Highways South has recently purchased a number of satellite phones in the case of a Civil Defence emergency – ensuring lines of communication can remain open with the relevant authorities during events.

Remedial work is programmed at the slip at Ohai/Crawford Tunnel, we are ready to start as soon as we have the required approvals from KiwiRail.

A section of SH96 (Winton – Wreys Bush Highway) just north of the Hundred Line Road, continues to be temporarily speed restricted for the safety of road users over the next few months. The pavement is continuing to fail and is planned as the first rehabilitation prior to Christmas. We appreciate your patience in this area over the next few months until we can reconstruct this stretch of state highway.

Unfortunately, we are still having too many incidents of speeding through worksites putting workers at risk. We'd appreciate the boards' support in encouraging drivers to slow down and adhere to the temporary traffic management in place at these worksites.





## Operational Report for Waihopai Toetoe Community Board

Record No: R/21/7/43886

Author: Carolyn Davies, Executive assistant

Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision

☐ Recommendation

☒ Information

### Purpose of Report

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

### Recommendation

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled “Operational Report for Waihopai Toetoe Community Board” dated 25 August 2021.**

### Attachments

- A Report to Waihopai Toetoe Community Board - 31 August 2021 - Operational report [📎](#)



## 1. Staff 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	2020/2021
<b>PARKS AND RESERVES</b>	P-10311	New playground equipment at Rata Park, Tokanui	Business case phase	On track	Grounds works complete even when encountering issues on excavation. Spinner base installed, at time of writing the spinner top should be being installed. Slide moved and barrier/alterations complete. In warmer months more work to grass surrounds will be completed.	\$10,445
<b>PARKS AND RESERVES</b>	P-10782	Edendale Wyndham beautification	Initiation phase	Off track	This project was not able to be completed due to bad weather and has been carried forward into the new year. When ground conditions are suitable work will commence.	\$5,222



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	2020/2021
<b>ROADS AND FOOTPATHS</b>	P-10397	Southern bridge 5 - Braid Road	Delivery phase	Monitor	Bridge is completed and we are in the process of issuing the practical completion certificate. Defects liability will end October 2022.	\$151,000
<b>ROADS AND FOOTPATHS</b>	P-10414	20/27 Tokanui Gorge Road pavement rehab 2021/22	Delivery phase	On track	Design completed. Programmed for construction 2021/22 season.	\$400,000
<b>ROADS AND FOOTPATHS</b>	P-10620	19/13 - Fortrose-Otara Road seal widening	Delivery phase	On track	Practical completion inspection undertaken and results sent to contractor. Culverts awaiting variation pricing (VPR). Drainage issue at contractor's entrance to rectify as a variation.	\$850,000
<b>STORMWATER</b>	P-10431	Wyndham stormwater replacement - includes subsoil - multi-year project (SF)	Pre delivery phase	Monitor	Stimulus funding project. WSP currently doing the design. Will go to the contractor panel under the performance pool (PP) for 2021/22 construction.	\$100,000

## 2. Service Contracts

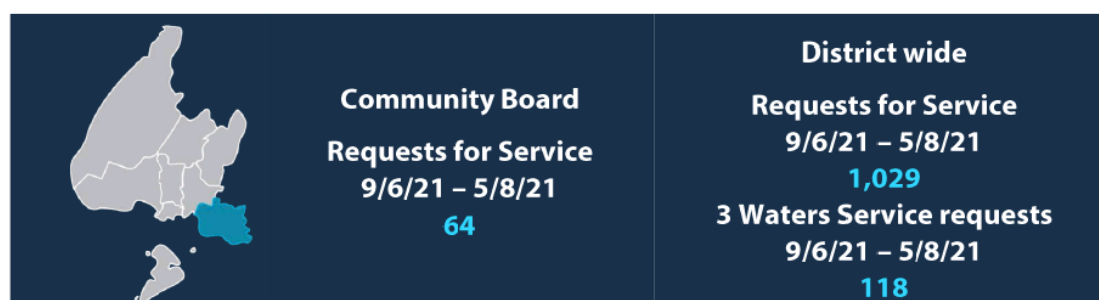
CONTRACT NAME	CONTRACT MANAGER COMMENTARY
<b>10/01 – Water and waste water services operation and maintenance</b>	The water and waste water contract is operating well. Preparation work is continuing to meet new drinking water operational rules. Tokanui waste water pond improvements completed. Awaiting wetland plantings in the spring.
<b>20/53 –Edendale and Wyndham, Woodlands, Waikawa, Fortrose, Tokanui,</b>	The new single mowing contract for the Waihopai Toetoe area has commenced with no issues reported.



CONTRACT NAME	CONTRACT MANAGER COMMENTARY
Gorge Road reserve and Weirs Beach mowing areas	
12/10 - Waikawa toilets	With the new gully traps installed it is good to see vandalism has stopped.
16/13 – Tokanui public toilet contract	Work has started on finding a water source for the toilets.
17/01 Alliance roading contract	<p>It has been a relatively steady month. Weather has not been favourable during July. Requests for service (RFS) for the month were 59, well over the annual average of last financial year. This is not unexpected though. Most of the them were grading and metalling related, because of weather. We have graded around 253kms for the month. We graded every day we saw an opening in the weather. There was a lot of dead running to respond to requests for service (RFS), thus the increase in rate for the month.</p> <p>We spread 759m3 of maintenance metal for the month. This was mostly fielding RFS. Rate has stayed consistent. We also focused on unsealed pothole patching. Waimahaka Fortification Road was in the spotlight this month with Council visiting and having a korero with logging contractors using this road. The team did a great job of hand patching pot holes to keep it safe for the road user.</p> <p>The team has completed work on Council Road. Lifting the road and installing three new culverts. This area has been a flooding problem area for a long time. It is now finally one less area that we need to worry about during moderate to heavy rain.</p> <p>Only just a few frosty mornings this month.</p> <p>We have started up our newsletter again if you did not receive it or would like anyone included email Shaun and let him know.</p>
General	<p>The two rows of trees at the north end of the Wyndham racecourse have been felled and tidied up so improvements can be undertaken on the stop banks.</p> <p>Several trees have been identified by PowerNet that are in power wires and require trimming or felling. Trees on Ferry Road in Edendale have been cut and trimmed as part of this work.</p> <p>Several old silver birch trees in Alma Street were felled in June, the feedback has generally been positive, especially to those adjacent land owners who had to put up with the issues they caused.</p>



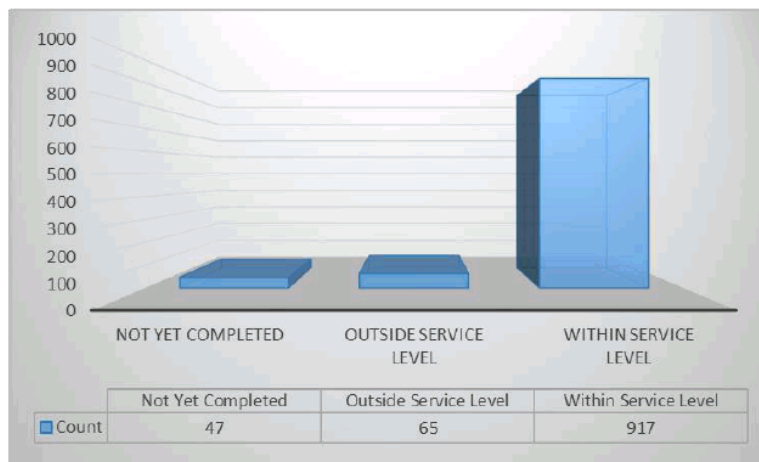
### 3. Request for service data to 9 June 2021 – 5 August 2021



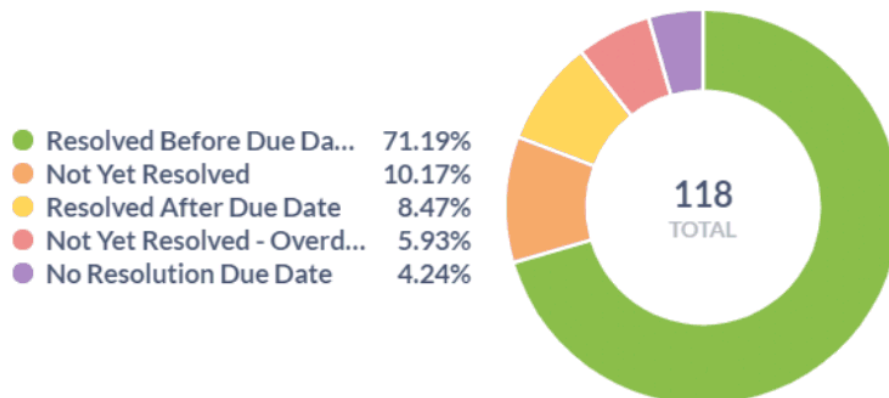
REQUEST TYPE	COUNT
Community facilities general	1
Complaints - road contract work in last 7 days	3
Culverts blocked – rural	3
Debris on sealed roads (safety)	3
Emergency services assistance (safety)	1
Footpaths hazards - trip/hazard/broken etc (safety)	1
Gravel potholes and corrugations (safety)	1
Gravel, potholes/corrugations and grading	10
Multiple street lights out	1
Paper roads	1
Repairs and maintenance - existing rapid numbers	1
Road margins (grazing pm, storage and structures)	1
Sealed road - potholes and blowouts (routine)	3
Sealed road - potholes and blowouts (safety)	1
Sewer lateral blockage	1
Sewer odour	1
Transport - road matters general	10
Urban stormwater (the drain)	3
Vegetation rural (overgrown or visibility issues)	1
Water and waste general	6
Water quality: smell, taste, colour and clarity	1
Water toby leak	2
Wheelie bin cancel/damaged/stolen	5
Wheelie bin collection complaints	1
Wheelie bin general enquiry	1
Wheelie bin new/size change/additional	1
<b>TOTAL</b>	<b>64</b>



### RFS count by completion time status



### IPS Requests, Resolution Time Status



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





#### 4. Local finance reporting

The financial information provided to 30 June 2021 is based on the preliminary results for the period to 30 June 2021. These results will change as final year end reviews and journals are completed, along with any amendments required as a result of the audit process (which is scheduled to occur in October/ November). Examples of items that may change are: addition of expenses not included by 30 June in the purchase order system, interest on reserves and funding from development contributions.

<b>Edendale-Wyndham - Business Units as at 30 June 2021</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual Income YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>	<b>Actual Expenses YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>	<b>Actual Capital YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>
Administration - EdenWyn	\$28,131	\$28,785	\$28,785	\$8,618	\$11,168	\$11,168			
Operating Costs - EdenWyn	\$7,621	\$10,107	\$10,107	\$4,634	\$10,107	\$10,107			
Street Works - EdenWyn	\$38,936	\$38,923	\$38,923	\$18,477	\$36,307	\$36,307			
Stormwater Drainage - EdenWyn	\$118,524	\$139,694	\$139,694	\$20,063	\$26,057	\$26,057	\$92,455	\$100,000	\$100,000
Beautification - EdenWyn	\$72,609	\$72,150	\$72,150	\$64,225	\$72,150	\$72,150			
Recreation Reserve - EdenWyn	\$44,904	\$28,094	\$28,094	\$27,662	\$33,316	\$33,316			
Playground - EdenWyn	\$6,324	\$6,321	\$6,321	\$6,569	\$6,321	\$6,321			
Cemetery - Edendale	\$23,323	\$15,689	\$15,689	\$24,098	\$17,991	\$17,991			
Pool - Edendale		\$21	\$21						
Hall - Edendale		\$3,721	\$3,721	\$1,634	\$1,634	\$1,634			
Cemetery - Wyndham	\$19,081	\$24,694	\$24,694	\$16,251	\$24,694	\$24,694			
Camping Ground - Wyndham	\$9,776	\$9,773	\$9,773	\$4,126	\$8,352	\$8,352			
Hall - Edendale-Wyndham	\$14,455	\$14,226	\$14,226	\$10,889	\$15,861	\$15,861			
Museum - Wyndham	\$1,244	\$1,245	\$1,245	\$2,127	\$1,892	\$1,892			
<b>Total</b>	<b>\$384,927</b>	<b>\$393,443</b>	<b>\$393,443</b>	<b>\$209,372</b>	<b>\$265,850</b>	<b>\$265,850</b>	<b>\$92,455</b>	<b>\$100,000</b>	<b>\$100,000</b>



Edendale-Wyndham income is below budget (\$8,517), predominantly due to stormwater grant funding being less than budgeted (due to the cost of the project being less than budgeted), and interest on reserves not being allocated at the time of this report. Interest allocation is an annual adjustment which will be done as part of the final year-end adjustments, and reported to the community board later in the year. \$11,572 additional income was received in the recreation reserve business unit for trees felled at the Wyndham racecourse. Edendale cemetery has also received more interment income than budgeted (\$7,634), however this is offset by Wyndham cemetery receiving less interment income (\$5,613).

Edendale-Wyndham expenses are \$56,478 under budget. Administration is \$2,550 under budget as a result of pool grants paid being lower than budgeted. Operating costs are \$5,473 under budget due to general project and work scheme costs being lower than anticipated. Street works is \$17,830 under budget due to underspends in maintenance and refuse collection and no interest on loans (as the budgeted loan was not drawn down in 19/20 year). Stormwater is \$5,994 under budget due to less monitoring occurring than budgeted. Beautification is \$7,925 under budget due to no costs incurred for the planned Edendale Wyndham boundary beautification project. Recreation reserve is \$5,654 under budget due to no expenditure on tree felling. Edendale cemetery is \$6,107 over budget due to interment costs being more than budgeted, however this is offset by increased interment income as noted above. Wyndham cemetery is \$8,443 under budget due to less interment costs incurred. The Wyndham camping ground is \$4,227 under budget due to minimal maintenance occurring and no interest on loans (as the budgeted loan was not drawn down in 19/20 year). The Edendale Wyndham hall is \$4,972 under budget due to the operating costs budget not being spent and a refund of overpaid electricity.

The only capital expenditure for the year to date is for the Wyndham stormwater project (\$92,455). This project is being fully funded from a grant as noted in the revenue section above.

<b>Gorge Road - Business Units as at 30 June 2021</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual Income YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>	<b>Actual Expenses YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>	<b>Actual Capital YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>
Administration - Gorge Road	\$2,465	\$12,909	\$12,909	\$2,478	\$21,780	\$21,780			
Street Works - Gorge Road	\$1,508	\$1,500	\$1,500		\$2,466	\$2,466			
Recreation Reserve -Gorge Road	\$4,322	\$4,300	\$4,300	\$12,792	\$5,300	\$5,300			
<b>Total</b>	<b>\$8,295</b>	<b>\$18,709</b>	<b>\$18,709</b>	<b>\$15,269</b>	<b>\$29,546</b>	<b>\$29,546</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



Gorge Road income and expenditure are under budget by \$10,414 and \$14,276 respectively. This is due to the bell tower project not having been completed and therefore the grant to fund this work not being received. \$8,400 over expenditure in the recreation reserve was for the felling of trees at the reserve as approved by the community board on 25 February 2020, which was originally budgeted for in the administration business unit and came in \$939 under budget.

<b>Tokanui - Business Units as at 30 June 2021</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual Income YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>	<b>Actual Expenses YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>	<b>Actual Capital YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>
Operating Costs - Tokanui	\$3,238	\$4,684	\$4,684	\$3,216	\$3,238	\$3,238			
Street Works - Tokanui	\$4,533	\$4,533	\$4,533	\$259	\$4,533	\$4,533		\$3,200	\$3,200
Stormwater Drainage - Tokanui	\$3,830	\$3,830	\$3,830	\$1,304	\$3,830	\$3,830			
Beautification - Tokanui	\$3,824	\$4,135	\$4,135	\$14,359	\$8,546	\$8,546			
Playground - Tokanui	\$5,661	\$5,661	\$5,661	\$5,059	\$4,683	\$4,683	\$4,163	\$10,445	\$10,445
Hall - Tokanui	\$8,749	\$9,007	\$9,007	\$13,574	\$13,871	\$13,871			
<b>Total</b>	<b>\$29,835</b>	<b>\$31,850</b>	<b>\$31,850</b>	<b>\$37,770</b>	<b>\$38,701</b>	<b>\$38,701</b>	<b>\$4,163</b>	<b>\$13,645</b>	<b>\$13,645</b>

Tokanui income and expenditure are both slightly less than budgeted. Street works is \$4,274 under budget due to minimal costs incurred for the year (in litter bins and general maintenance) maintenance costs to date. Stormwater is \$2,526 under spent due to minimal monitoring and maintenance being incurred. This is offset by an overspend in beautification mowing and gardening (\$6,131). The street works capital expenditure was not be completed by 30 June 2021. The remainder of the playground improvements are planned to occur in early in the new financial year.



<b>Waihopai Toetoe - Business Units as at 30 June 2021</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual Income YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>	<b>Actual Expenses YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>	<b>Actual Capital YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>
Community Leadership - Waiho	\$11,213	\$11,213	\$11,213	\$56,684	\$75,909	\$75,909			
Rec Reserve - Waihopai-Toetoe									
Administration - WaihopaiToe	\$71,672	\$74,275	\$74,275	\$71,750	\$71,657	\$71,657			
Operating Costs - WaihopaiToet	\$15,745	\$25,262	\$25,262	\$12,538	\$64,965	\$64,965			
Recreation Reserve - WaihopaiT	\$14,947	\$14,944	\$14,944	\$19,820	\$14,944	\$14,944			
<b>Total</b>	<b>\$113,577</b>	<b>\$125,694</b>	<b>\$125,694</b>	<b>\$160,792</b>	<b>\$227,475</b>	<b>\$227,475</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Waihopai Toetoe income is \$12,117 under budget primarily due to no Wyndham memorial archway grant income being received to date in the operating costs business unit.

Expenditure is \$66,683 under budget predominantly due to the Waituna lagoon, Tokanui heritage and other grants not yet paid out, as well as elected members' remuneration, refuse collection and maintenance costs being lower than budgeted.



<b>Woodlands - Business Units as at 30 June 2021</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual Income YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>	<b>Actual Expenses YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>	<b>Actual Capital YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>
Operating Costs - Woodlands	\$230	\$2,163	\$2,163		\$230	\$230			
Street Works - Woodlands	\$1,500	\$1,500	\$1,500	\$11,531	\$12,895	\$12,895	\$12,381	\$3,000	\$3,000
Stormwater Drain - Woodlands	\$16,800	\$81,013	\$81,013	\$378	\$1,013	\$1,013	\$15,787	\$80,000	\$80,000
Cemetery - Woodlands	\$17,731	\$16,545	\$16,545	\$14,188	\$17,068	\$17,068			
Beautification - Woodlands	\$7,992	\$7,992	\$7,992	\$9,914	\$8,292	\$8,292			
Septic Tank Cleaning Woodlands	\$3,045	\$3,272	\$3,272	\$7,268	\$3,924	\$3,924			
<b>Total</b>	<b>\$47,297</b>	<b>\$112,485</b>	<b>\$112,485</b>	<b>\$43,278</b>	<b>\$43,422</b>	<b>\$43,422</b>	<b>\$28,168</b>	<b>\$83,000</b>	<b>\$83,000</b>

Woodlands' income is \$65,188 under budget, this reflects the stormwater capital work completed to date and therefore the grant income from the Department of Internal Affairs as part of the three waters stimulus package. This project is projected to be completed in September 2021.

Woodlands' overall expenditure is on budget. Street works capital expenditure of \$12,381 is the cost of further work completed on Flemington Road kerbing.

**Reserve Balances**

RESERVE	30 JUNE 2020	BUDGET 30 JUNE 2021	FORECAST 30 JUNE 2021
Edendale Wyndham community centre	\$104,903	\$108,626	\$108,626
Edendale cemetery	\$8,789	\$9,023	\$7,023
Edendale Wyndham footpath	\$14,596	\$13,847	\$13,847
Edendale Wyndham general	\$41,355	\$36,821	\$36,821
Edendale Wyndham stormwater	\$427,197	\$440,834	\$440,834
<b>Total – Edendale Wyndham</b>	<b>\$596,840</b>	<b>\$609,151</b>	<b>\$607,151</b>
Gorge Road general	\$42,373	\$42,842	\$32,536
<b>Total – Gorge Road</b>	<b>\$42,373</b>	<b>\$42,842</b>	<b>\$32,536</b>
Tokanui community centre	\$7,435	\$7,435	\$3,346
Tokanui general	\$61,269	\$51,070	\$46,659
<b>Total – Tokanui</b>	<b>\$68,704</b>	<b>\$58,505</b>	<b>\$50,005</b>
Woodlands general	\$61,935	\$60,868	\$60,868
Woodlands septic tank	\$8,146	\$7,494	\$7,494
<b>Total – Woodlands</b>	<b>\$70,082</b>	<b>\$68,362</b>	<b>\$68,362</b>
<b>TOTAL RESERVES</b>	<b>\$777,999</b>	<b>\$778,860</b>	<b>\$758,054</b>



## Council report

Record No: R/21/7/45262  
Author: Karen Purdue, Community partnership leader  
Approved by: Janet Ellis, People and capability manager

☐ Decision

☐ Recommendation

☒ Information

## Chief executive update

### Three waters reforms programme – support package summary

1. The government has developed, in close partnership with Local Government New Zealand, a package of \$2.5 billion to support the sector through the transition to the new water services delivery system, and to position the sector for the future. This package will ensure that local authorities are supported through the transition process, the financial impacts of reform are managed and importantly, all councils and communities will transition to the new system for delivering three waters services in a better position than where they are now.
2. There are two broad components to this support package:
  - \$2 billion of funding to invest in the future of local government and community wellbeing, while also meeting priorities for government investment (the “better off” component)
  - \$500 million to ensure that no local authority is financially worse off as a direct result of the reform (the “no worse off” component).
3. The better off component of the support package, which comprises \$1 billion Crown funding and \$1 billion from the new water services entities, is allocated to territorial authorities on the basis of a nationally consistent formula that takes into account population, relative deprivation and land area. This formula recognises the relative needs of local communities, the unique challenges facing local authorities in meeting those needs, and differences across the country in the ability to pay for those needs. Territorial authorities will be able to use this funding to support the delivery of local wellbeing outcomes associated with climate change and resilience, housing and local placemaking.
4. The no worse off component of the support package comprises an estimated \$500 million contribution from the new water services entities to ensure that no local authority is in a materially worse position financially to continue to provide services to its community as a direct result of the reform. This includes an up to \$250 million provision to support councils to meet the unavoidable costs of stranded overheads associated with the transfer of water assets, liabilities and revenues. The remainder of the no worse off component will be used to address adverse impacts on the financial sustainability of territorial authorities.
5. Initial analysis indicates that the vast majority of councils are likely to be financially better off through the reforms. Councils likely to suffer adverse financial impacts are primarily those with a low level of water debt to revenue and a high level of non-water debt to revenue. The Department will undertake further work with councils during the transition period to understand the potential financial impacts at a local level, including through undertaking the associated due diligence process.

6. In addition to the support package, the Government expects to meet the reasonable costs associated with the transfer of assets, liabilities and revenue to new water services entities, including staff involvement in working with the establishment entities and transition unit, and provision for reasonable legal, accounting and audit costs. There is an allocation for these costs within the \$296 million tagged contingency announced as part of the 2021 Budget Package for transition and implementation activities. This allocation is additional to the \$2.5 billion support package.
7. The Department of Internal Affairs is continuing to work with Local Government New Zealand to develop the process for accessing the various components of the support package outlined above, including conditions that would be attached to any funding. More information and guidance will be made available in the coming months.
8. The proposal Southland District Council will get is \$19,212,526.  
(As sourced from the DIA website)

## Environmental Services

### Animal control

9. The many improvements to the dog registration process has resulted in the process running far smoother for staff this year. Some significant problems from the previous year, such as web payment issues, have been resolved.
10. The team ran a successful internal training session for field staff in our building solutions and resource management teams.

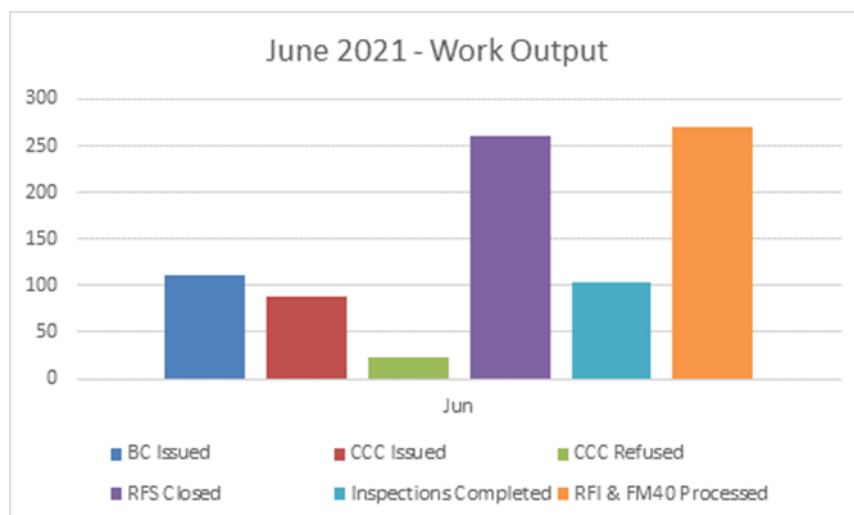
### Environmental health

11. A mediation is scheduled through the Environment Court, in relation to the abatement notice that was appealed for rooster noise.
12. Work has started on introducing online applications for alcohol licensing, starting with manager's certificates.
13. Staff are preparing for the alcohol hearing for a proposed bottle store in Riverton, scheduled for 28 July.

### Building

14. Council achieved 100% compliance for code compliance certificates and 99% for building consents issued for the month of June 2021. The one BC that exceeded timeframe was from human error and not from an inability to comply with timeframes. Council continue to receive a high volume of consents with 131 consents received during June 2021 (11% more than were received in June 2020).
15. For the year end summary, the team received 1,010 BC applications during FY20/21, 11% higher than FY19/20.
16. 18 June 2021 Council submitted on the Licensed Building Practitioners Regime Consultation to MBIE which was the due date for this submission.

17. The new fees structure being implemented from 1 July 2021 was posted on the website the afternoon of 29 June 2021. This has received an immediate response of dissatisfaction from the industry and community who have been questioning the reason for an increase of fees.



#### June 2021 – Building Consents Received

Primary Property Hk Ey → Property Ward	Count	Sum of Application Val...
Mararoa Waimea	39	NZ\$4,233,122.00
n/a	1	NZ\$10,000.00
Oreti	31	NZ\$4,053,766.65
Stewart Island Rakiura	1	NZ\$750,000.00
Waiau Aparima	33	NZ\$3,647,545.00
Waihopai Toetoe	26	NZ\$1,798,030.00

## Resource management

### Resource consents

18. The volume and complexity of resource consent applications received remains high over the first six months of the calendar year. Two applications are about to be publicly notified in the coming weeks being the proposed Bromoore Gold mine near Waikaia township and the retrospective resource consent application for the clearance of indigenous vegetation and earthworks associated with the re-development of the Manapouri Boat Club boat ramp in Manapouri. A joint resource consent hearing with Environment Southland is was held on 21 July for a new Fulton Hogan Quarry in Fairlight. A decision is expected in Mid-August. It's anticipated that the volume and complexity of consent will continue of the next six months.

### Environmental Policy

19. Work is continuing on the review of the landscapes chapter of the Operative Southland District Plan 2018. It's anticipated that this work will continue into the new year prior when the plan change will be

notified. The District Plan effusiveness report has been completed and was presented to the Regulatory and Consents Committee on 14 June. It made a number of recommendations to better improve the performance of the District Plan.

#### Legislative reforms

20. The Exposure Draft for the Natural and Built Environments Act was released in this reporting period. This is one of the three pieces of legislation proposed to replace the RMA. Submissions close on 4 August and Councils is working on an individual submission and a joint Otago Southland submission. The proposed Act is significantly different to the Resource Management Act and will mean wide-ranging changes to environmental management.

#### Knowledge management

21. LIM numbers remained steady for the month of June with 42 LIM's being lodged. We kept our 6 day average turnaround which is promising. In June we processed 167 property file requests which averages 8 per day. LIM's and Property files were moved to E-pathway this month which has reduced some of the manual processing required and now allows for improved reporting.

### Services and Assets

#### Forestry (IFS)

22. Purchase and planting of seedlings in Waikaia for 2020/2021 season is complete.
23. Remaining silviculture operations across the estate were reprioritised to Gowan Hills.
24. Draft valuation for FY20/2021 year was received.

#### Around the Mountains Cycle Trail

25. Six yearly structural inspections of the bridges on the trail are complete with minor items identified. These have been instructed for action by the maintenance contractor.
26. Pre-development project work to address the Centre Hill erosion has commenced and SDC is continuing to work with Landcorp to identify suitable solutions.
27. Initial draft of proposed Around the Mountains Cycle Trail trust deed has been drafted. Formation of trust is pending decision from Council. An expression of interest for interested trustees was advertised and a healthy response was received.

#### Property

28. Numerous internal enquiries regarding what is allowed on council property are being received and processed. This is an important role given the many differing land status, to ensure the asset managers are undertaking work on Council property and in accordance with the many restrictions that may, or may not, exist with each status.

#### Strategic water and waste

29. Downer has been performing well despite a high workload recently, due to several mains failures. Downer has completed a large number of minor projects during the 2020/2021 year. The 2021/2022 programme is well underway.

30. We are still tracking very well with close out of our RFSs. Council's Antenno app is being configured to allow notification of shutdowns and disruptions to properties.
31. We are working with the customer service team to ensure requests are directed to the appropriate contractors.

#### Resource consent renewals (wastewater)

32. In addition to each specific community scheme proposal inflow and infiltration (I/I) work has also been programmed to coincide with these works.

<b>Wastewater scheme upgrade</b>	<b>Description</b>	<b>Capital budget</b>
Balfour WWTP and consent	Reconsenting is expected to have challenges with the disposal options being limited due to soil structure in close proximity to the existing treatment plant. A working group will be formed shortly to work through this project.	\$1.5 million
Edendale/Wyndham WWTP and consent	A strategy has been proposed and this project will pick up momentum shortly with reconsideration of discharge methodology.	\$3.0 million
Manapouri WWTP and consent	Consenting process is underway with the inaugural Working Group meeting held in June.	\$4.0 million
Riversdale WWTP and consent	Resource consents have been lodged and a notified process is now underway. Land acquisition proceedings are well-developed.	\$2.6 million
Stewart Island disposal field	Disposal field upgrade design has been completed and will be constructed later this year.	
Winton WWTP and consent	Progress has been put on hold while an alternative solution is being investigated and input from Environment Southland is sought. A revised strategy is being reviewed. It is expected that community engagement will be undertaken in early September.	\$25 million

#### Stimulus

33. Work continues with the Stimulus programme, and 2020/2021 LTP capex programme packages with 10 projects completed, another seven underway.
34. There are five projects currently under design and four projects with completed design awaiting allocation to one of the panel contractors.
35. 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 four local contracting companies) for our delivery. Our use of external professional resource for quality assurance, quantity surveying/ price evaluation and contract engineering is proving efficient and valuable.

## Project delivery team (PDT)

- 36. The 2020/2021 works programme is now complete with circa \$42m completed but still to be finalised in the year in process.
- 37. Carry forwards are being worked on now and will be incorporated into the 2021/2022 works programme.
- 38. Te Anau Waste Water is well on track for commissioning and operating in the coming months.
- 39. Construction has begun on the Winton library project.
- 40. The 2021/2022 works programme is now in place and works is starting to be sent to market for pricing.
- 41. Core improvement work is well underway with the development of a cost management workbook being developed.

## Community facilities

- 42. The team is focused on the end of year process and wrapping up any unfinished projects.
- 43. Capital works projects are progressing however contractor availability and material supply has been hampering progress on some of these projects. This is a risk that may impact on our ability to deliver the new year's capital works programme.
- 44. The locally funded project definitions for the new financial year have all been taken to the nine community boards for approval.
- 45. The team is now in a position where we can start the procurement process for the new financial year's capital works programme.
- 46. We are working with the other teams within the Services and Assets group and consultants to assess our Asset Management maturity as well as defining standard concept designs.
- 47. Some of focus will now shift to looking at preparing for the 2022-2023 financial year's capital works programme.

## Strategic transport

### National Land Transport Plan

- 48. The transport team have now had time to work through some of the detail and likely impacts resulting from the reduced funding approval received from Waka Kotahi NZ Transport Agency.
- 49. As previously indicated the reduced funding will reduce the volume of renewals work originally planned for the next three years.
- 50. The biggest impacts are in the bridges and pavement rehabilitation area. The consequences are that for bridges already closed, these are now likely to remain closed over the next three years, and for the sealed road network more temporary speed limits will likely be required to deal with the increase in smooth road surfaces.
- 51. While not a large dollar value from a district wide context, footpath funding and particularly footpath renewal funding has seen a significant reduction from Waka Kotahi NZ Transport Agency. As this



activity is locally funded by each township, it will likely have a significant impact on the volume of works able completed particularly in the renewals area. There is also the likelihood that that for some townships no Waka Kotahi NZ Transport Agency funding will be available for renewals works.

52. The transport team are currently reassessing and re-prioritising the footpath programme from a district wide perspective to determine how best to manage the limit Waka Kotahi NZ Transport Agency budget available and will be reporting back to community boards on the individual impacts of the reduced funding from Waka Kotahi NZ Transport Agency.

#### District wide roading programme

53. The end of the financial year has also seen the end of the three-year funding period for Waka Kotahi NZ Transport Agency. Over the three-year period a total of just under \$85m was spent across all aspects of the district wide roading programme.
54. This includes a little over \$3m of emergency repairs work as a result of three significant flooding events but excludes any expenditure on special purpose roads which in total was just under \$4m.
55. The pavement rehabilitation survey and design works are progressing well for the 2021/2022 seasons with the first draft of tender documents received mid-July. The first tender is on track to be released to market by the end of July.
56. The short-term bridge renewals programme has been reassessed in line with the reduced Waka Kotahi NZ Transport Agency funding approval. Pre-procurement work is well advanced for the next round of bridges with tender documentation being compiled ready for release to market.
57. A condition of funding from Waka Kotahi NZ Transport Agency for bridges funding is that a Present Value End of Life Analysis (effectively a mini business case) has to be approved for each bridge. These have been completed and sent to Waka Kotahi NZ Transport Agency for their official approval.

## Customer Delivery

### Libraries

58. It's been a long time coming but work is finally underway within the hallowed halls of the Winton Library. After a massive effort by library staff to sort, pack and empty a multiple decade spanning collection of stuff, our contractors have finally made it on site. Presently everything is still looking to be on track with a late November or early December reopening.
59. The long-touted library RFID (Radio Frequency Identification) project is about to kick in to gear. After a few setbacks brought on by the COVID situation in Australia we have finally received two conversion trolleys and our supply of RFID tags that will allow the libraries team to start the month-long process of converting our current barcode system to a RFID one. This project will require all hands-on deck and is hoping to be finished in time for the reopening of the Winton Library.
60. Our expanded library programming has been a success across the district with most programs and events reaching or nearing capacity at the majority of our sites. In a lot of ways this is a golden era for our programming team as we have not managed to previously provide neither this variety of services across this broad an area for as many people who are signing up for them in our recorded history. We

have reached the capacity of what our small team can provide which does pose the question of if we have the resources to meet our communities demand.

### Customer support

61. We answered 3720 calls during the month of June, with an average wait time of 22 seconds. As per normal for this time of year, our focus has been on dog registration, although I am delighted to report that the process has gone extremely smoothly so far this year. The changes to the forms, the process and the training that we completed prior to June have all contributed to this, along with the overall way that the team have approached it. Pleasingly approximately 63% of registrations have come via e-pathway which has definitely reduced pressure on our front of office staff.

### Recommendation

That Waihopai Toetoe Community Board:

- a) **Receives the report titled “Council report” dated 29 July 2021.**

### Attachments

There are no attachments for this report.

## Chairperson's report

Record No: R/21/8/49079

Author: Fiona Dunlop, Committee advisor

Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision

☐ Recommendation

☒ Information

### Purpose of report

- 1 The purpose of the report is to provide an update to the Waihopai Toetoe Community Board on activities that the chairperson has been involved with since the October 2020 meeting.
- 2 The report also provides an opportunity for the board chairperson to present an overview of the issues she has been involved with.
- 3 Items of interest that Chair Yorke is reporting on are as follows:

#### **Community halls**

- 4 The community board along with Council have been in discussions with the halls in our area about how these facilities are managed. The governance responsibility for Council owned halls sits with community boards.
- 5 The halls that are Council owned are Wyndham, Mokoreta, Fortrose, Tokanui, Waikawa. Residents that are rated for these halls will have noticed that the rates have increased.
- 6 This is mainly due to an increase in insurance charges, and having an annual maintenance plan. There is also some significant external work programmed in the next 10 years in the Long Term Plan on some of these buildings.
- 7 We would be advising each individual area of this closer to the time. A lot of this work would need to be funded by external loans. Council needs to keep these buildings up to an acceptable standard, if the community wishes to retain them.
- 8 The Wyndham hall is going to be part of a trial programme for a centralised booking system.

#### **Memorandums of understanding**

- 9 A Memorandum of understanding with Menzies College has been put in place for access to the Wyndham Wildlife Refuge, to carry out activities that protect and promote wildlife values of the reserve.
- 10 Edendale Primary School now have a memorandum of understanding for access to Kamahi Scenic Reserve to carry out activities that protect, enhance and maintain ecological values within the reserve for educational purposes.

#### **2021/2031 Long Term Plan**

- 11 Projects that we had identified in the LTP for the 2021-2022 year are:
- 12 Investigating an Edendale Wyndham multi use track which was scoped a few years ago and will very soon be starting this process.
- 13 Investigating the future of the Fortrose foreshore, hall, toilets and freedom camping area. This is to try and get an understanding around the future of this area. Concerns have been raised about coastal erosion, water inundation during high tides. We would like to know the impact of climate change and sea level rise so that we can understand the implications for development at this site.

- 14 Investigating work associated with the future development of a track network within Waikawa. We would like to understand if there is potential for the development of a walking track network and if there are any linkages with existing tracks and other organisations. The report would align with the community board plan, the Open Spaces Strategy and the Southland Regional Spaces and Places Strategy.

#### **Community Partnership Fund applications**

- 15 Applications to the fund were recently approved as follows:
- a) Gorge Road Country Club - toward playground upgrade
  - b) Waimahaka Districts Historical Society - towards installation of heritage boards and shelter at the Waimahaka Hall.
  - c) Tokanui Waimahaka Plunket Community Services - costs associated with music and movement and swim programme.
  - d) Gore RSA - Edendale War Memorial - towards costs to add two plaques to Edendale War Memorial
  - e) Wyndham Pony Club - towards the purchase of a storage container and solar powered lights.
- 16 We have agreed to continue the same format as last year, with two funding rounds. Closing dates will be the 31 March and 30 September.

#### **Swimming pools in the Waihopai Toetoe ward**

- 17 Following the approval of the Long Term Plan, we will be working alongside all the five swimming pools in our area, so they can apply to us for funding in the coming year.

#### **Three waters**

- 18 Three waters is going to be a big issue as well as the other issues everybody is facing, please take note of any information that comes out. These are ratepayers assets.

#### **Wyndham Rugby Club**

- 19 Congratulations to the Wyndham Rugby Club for obtaining \$58200 from the Lottery Community Facilities Fund towards their lights project.

#### **Wyndham library**

- 20 There are a few questions relating to the Wyndham Library. How do people see this as fitting in our community? Do we need one? What other interactive things can we offer? Is the book bus visiting good enough? An upgraded facility would be ideal, would people use it?
- 21 Please let us know your thoughts.

#### **Recommendation**

That the Waihopai Toetoe Community Board:

- a) **receives the report titled "Chairperson's report" dated 25 August 2021.**

#### **Attachments**

There are no attachments for this report.