



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

Date: Monday, 4 December 2017
Time: 5.30pm
Meeting Room: Southland District Council, Winton Office
Venue: 1 Wemyss Street, Winton

Winton Community Board Agenda OPEN

MEMBERSHIP

Chairperson	Brian Somerville
Deputy Chairperson	Geoffrey Jukes
Members	Natasha Mangels
	Doreen McNaught
	Neville McPherson
	Peter Schmidt
	Councillor Neil Paterson

IN ATTENDANCE

Committee Advisor	Alyson Hamilton
Community Partnership Leader	Michelle Stevenson

Contact Telephone: 0800 732 732
Postal Address: PO Box 903, Invercargill 9840
Email: emailsdc@southlanddc.govt.nz
Website: www.southlanddc.govt.nz

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

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

Terms of Reference – Community Boards

Community Boards are bodies established by statute. Their responsibilities and powers are as delegated by the Southland District Council which are to:

- Represent and act as an advocate for the interest of its community.
- Consider and report on all matters referred to it by the Southland District Council, or any matter of interest or concern to the Community Board.
- Maintain an overview of services provided by the Southland District Council within the community.
- Consider annual estimates for expenditure within the community and recommend these to Council.
- Communicate with community organisations and special interest groups within the community.
- Undertake any other responsibilities that are delegated to it by the Southland District Council.

In addition to these activities, Community Boards will consider how best to provide for their communities, and the people who live there, into the future.

Community Board members will provide leadership by:

- Positively representing their community and the Southland District
- Identifying key issues that will affect their community's future and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities.
- Promote a shared vision for the wider community of interest area and develop ways to work with others to achieve positive outcomes
- Community Boards will adopt a strategic focus that will enable members to:
- Provide local representation and guidance on wider community issues, initiatives and projects.
- Contribute to the development and promotion of community cohesion, by developing and supporting relationships across a range of stakeholders at a local, regional and national level.
- Take part in local community forums, meetings and workshops.
- Inform local residents and ratepayers on issues that affect them.

Community Boards shall have the following delegated powers and be accountable to Council for the exercising of these powers

Engagement and representation by:

- Facilitating the Council's consultation with local residents and community groups on local issues and local aspects of district wide issues including input into the Long-term Plan, Annual Plan, and policies that impact on the Board's area.
- Engaging with council officers on local issues and levels of service, including infrastructural, recreational, community services and parks, reserves and cemetery matters.
- Representing the interests of the community at Council, Committee or Subcommittee meetings when a motion under debate relates to a matter that the Board considers to be of particular interest to the residents within its community.
- Monitoring and keeping the Council informed of community aspirations and the level of satisfaction with services provided.

Financial by:

- Approving expenditure within the limits of annual estimates.
- Approving unbudgeted expenditure for locally funded activities up to the value of \$10,000.

Rentals and leases

- In relation to all leases of land and buildings within their own area, on behalf of Council;
 - Accepting the highest tenders for rentals of \$10,000; or less per annum.
 - Approving the preferential allocation of leases where the rental is \$10,000 or less per annum.
-

Local assets and facilities by

- Overseeing the management of local halls and community centres which are owned by Council and where no management committee exists. This will occur by way of relationship with officers of Southland District Council.
- Appoint a local liaison person responsible for community housing.

Some Community Boards have specific delegations in addition to the broad delegations above:

Stewart Island/Rakiura Community Board

- Contributing to the development of policy relating to the governance of the Stewart Island Electrical Supply Authority (SIESA).
- Overseeing the management of SIESA by way of relationship with officers of Southland District Council.

Te Anau Community Board

- Overseeing the management of the Te Anau/Manapouri Airport by way of relationship with officers of Southland District Council.

The Community Boards can make recommendations to Council on:

Assets and Facilities

- Annually providing feedback on any asset management plans or community services strategies applicable to the community for which the Community Board is responsible.

Rentals and leases

- In relation to all leases of land and buildings within their own area, on behalf of Council;
 - Recommending rentals in excess of \$10,000 per annum to the Group Manager Services and Assets
 - Recommending the preferential allocation of leases where the rental is in excess of \$10,000 per annum to the Group Manager Services and Assets.

Contracts/Tenders

- Recommending tenders less than \$200,000 to the Group Manager Services and Assets.
- Recommending tenders in excess of \$200,000 to the Services and Assets Committee.
- Recommending tenders to the Services and Assets Committee where preference is not for acceptance of the highest tenderer,

Financial

- Recommending annual estimates to Council.
- Recommending unbudgeted expenditure in excess of \$10,000 to the Services and Assets Committee.

Local Policy

- Considering matters referred to it by officers, the Council, its committees or subcommittees, including reports and policy and bylaw proposals relating to the provision of council services within the Board's area; and
- Making submissions or recommendations in response to those matters as appropriate.

The Chairperson of each Community Board is delegated with the following additional responsibilities:

- Approval of leases, rental agreements and the rollover of existing contracts under \$1,000;
- Engaging with Community Board members to make submissions to the Council on behalf of the Community Board where a submission period is outside of the Community Board meeting cycle. Where a Chairperson is unable to base a submission on a consensus among Community Board members, a Community Board meeting must be held.

-

TABLE OF CONTENTS

ITEM	PAGE
------	------

PROCEDURAL

1	Apologies	6
2	Leave of absence	6
3	Conflict of Interest	6
4	Public Forum	6
5	Extraordinary/Urgent Items	6
6	Confirmation of Minutes	6

REPORTS FOR RESOLUTION

7.1	Retrospective Approval of Unbudgeted Expenditure for Winton Stormwater Emergency Repairs	17
-----	--	----

REPORTS

8.1	Council Report	21
8.2	Schedule of Meetings for 2018	43

UPDATES

8.1 Chairperson's Report

Deputy Chairperson, Member Jukes, to report on activities with which he has been involved since the Board's last meeting.

8.2 Councillor's Report

Councillor Paterson to report on matters from the District Council table.

1 Apologies

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

2 Leave of absence

Chairperson, Member Somerville.

3 Conflict of Interest

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 5pm at least two days before the meeting. Further information is available on www.southlanddc.govt.nz or phoning 0800 732 732.

5 Extraordinary/Urgent Items

To consider, and if thought fit, to pass a resolution to permit the committee 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 Winton Community Board, 09 October 2017



Winton Community Board

OPEN MINUTES

Minutes of a meeting of Winton Community Board held in the SDC Office, Winton on Monday, 9 October 2017 at 5.30pm.

PRESENT

Chairperson

Brian Somerville

Deputy Chairperson

Geoffrey Jukes

Members

Natasha Mangels

Doreen McNaught

Neville McPherson

Peter Schmidt

Councillor Neil Paterson

IN ATTENDANCE

Committee Advisor

Alyson Hamilton

Community Partnership Leader

Michelle Stevenson

Financial Accountant

Jacobus Meyer

1 Apologies

There were no apologies.

2 Leave of absence

Moved Member Schmidt, seconded Member Mangels and **resolved:**

That the Winton Community Board agree to the request for leave of absence from the Chairperson, Member Somerville, for the period Tuesday, 14 November 2017 to Thursday, 7 December 2017.

3 Conflict of Interest

Member Schmidt declared an interest in any discussions relating to the Rotary Track or the Central Southland Community Pool as he is a member of both Committees and the Board liaison person.

4 Public Forum

There was no public forum.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Cr Paterson, seconded Member McPherson **and resolved:**

That the minutes of Winton Community Board meeting held on 7 August 2017 be confirmed as a true and correct record.

Reports

7.1 Winton Air Quality

Record No: R/17/9/22110

Michelle Stevenson, Community Partnership Leader, presented the report.

Ms Stevenson advised the purpose of the report is for the Board to consider the results of the air quality survey and to make decisions on any actions considered necessary.

Ms Stevenson informed at the previous meeting of the Board Members considered an Air Quality report which advised of the level of smoke pollution in the town that is being monitored by Environment Southland and it was requested that Council undertake a survey of Winton residents presenting the facts to the community and options available.

The Board noted 211 responses were received by the close off date of 25 September 2017 which highlighted that residents are supportive of actions being taken to improve air

quality in the town. The top three most important issues arising from the survey included;

1. The burning of only dry wood would have a significant effect on smoke pollution in the town.
2. Upgrading insulation, or installing new insulation, has the potential to make many homes significantly warmer and more energy efficient equals less smoke.
3. There are hot spots that require attention.

Following discussion the Board agreed to support the option to seek actions to reduce smoke pollution in the township and requested Council consider investigating implementing a clean air loan scheme in Winton.

Resolution

Moved Member Mangels, seconded Member McNaught **and resolved:**

That the Winton Community Board:

- a) **Receives the report titled "Winton Air Quality" dated 2 October 2017.**
- 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) **Requests Environment Southland to promote the Good Wood scheme in Winton.**
- e) **Requests Environment Southland and Southland District Council to increase awareness of subsidies available, promote the free home health checks, and complete educational initiatives.**
- f) **Requests Environment Southland to consider allocating resourcing for compliance activity in regard to irresponsible polluters who fail to abate excessive smoke emissions.**
- g) **Endorses the extension of the Southland District Council wood burner free building consent incentives scheme.**
- h) **Request the Southland District Council investigate implementing a clean air loan scheme in Winton.**

7.2 Council Report

Record No: R/17/9/20958

Michelle Stevenson, Community Partnership Leader, presented the report.

Ms Stevenson advised the purpose of the report is to provide an overview of key issues across the Southland District, as well as high level local issues from various Council units.

Ms Stevenson informed the report highlighted various issues of interest including;

- Civil Defence Review
- Southland Regional Development Strategy (SoRDs)
- Venture Southland update going forward
- Future of Local Government
- Customer Service Delivery Scoping Project
- Rebranding update
- Open spaces Project Update
- Venture Southland - Community Development
- Customer Support
- Library Services
- Community Futures 2040 Project
- Local Electoral System update
- Community Governance Review update
- Community Leadership Plans
- Building Control
- Forestry Update
- Finance Update

Resolution

Moved Member McPherson, seconded Member Schmidt **and resolved:**

That the Winton Community Board:

- a) **Receives the report titled "Council Report" dated 2 October 2017.**

7.3 Financial Report to Winton Community Board for the year ended 30 June 2017

Record No: R/17/8/19237

Jacobus Meyer, Financial Accountant, presented the report.

Mr Meyer advised the purpose of the report is to update the Board on the financial results for the year ended 30 June 2017.

Members sought clarification on the Hall budget querying an amount of \$9K which they felt should be available for maintenance work. Staff to follow-up and email Members a response in due course.

Resolution

Moved Member Schmidt, seconded Deputy Chairperson Jukes **and resolved:**

That the Winton Community Board:

- a) **Receives the report titled "Financial Report to Winton Community Board for the year ended 30 June 2017" dated 2 October 2017.**

7.4 Strategic Framework 2018 - 2028 Long Term Plan

Record No: R/17/9/22142

Michelle Stevenson, Community Partnership Leader, presented the report.

Ms Stevenson advised the purpose of this report is to update Community Boards, Community Development Area Subcommittees and other local Council committees on the revised Strategic Framework that has been developed by Council for the Long Term Plan 2018-2028.

Ms Stevenson explained the report presents the framework for information and highlights the key changes to the Council's intended areas of focus in response to the key strategic challenges facing Southland District over the next twenty years.

Cr Paterson provided an update on his attendance at workshops relating to the strategic framework to the Long Term Plan advising of hard work undertaken by staff and Councillors alike.

Resolution

Moved Member McNaught, seconded Member McPherson **and resolved:**

That the Winton Community Board:

- a) Receives the report titled "Strategic Framework 2018 - 2028 Long Term Plan" dated 2 October 2017.**

7.5 Local Budgets for the Long Term Plan 2018-28

Record No: R/17/9/21841

Jacobus Meyer (Financial Accountant) presented the report

Mr Meyer advised that the purpose of the report was to recommend to Council the local budgets for the 2018-2028 Long Term Plan and provides an overview of the local activities and services for Winton for 2018-2028 which are provided under the governance of the Winton Community Board.

The Meeting noted that the report also details the estimated costs of these activities over the 10 years as well as the draft rates.

Mr Meyer informed the draft budgets will be incorporated into the Council's draft Long Term Plan (LTP) 2018-2028 which will be released for consultation in March 2018. Once the plan is finalised (and subject to any changes resulting from submissions), the budgets shown for 2018/2019 will be used to set rates for the year beginning 1 July 2018 (referred to as LTP year 1).

Member Schmidt declared an interest and took no part in discussions or voting on the issue relating to the Winton Pool.

Following discussion on the overview of the rates Members agreed to an increase of the local rate by \$8.00 per household per annum and to raise the pool rate by \$2.00 per household per annum.

Resolution

Moved Deputy Chairperson Jukes, seconded Member McNaught **recommendations a to c, d with changes as indicated (with ~~strike through~~ and underlining) and resolved:**

That Winton Community Board:

- a) **Receives the report titled "Local Budgets for the Long Term Plan 2018-28" dated 2 October 2017.**
- b) **Determines that this matter be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Recommends to Council that the following rates and charges (including GST) for the year commencing 1 July 2018 be included in the 2018-2028 Long Term Plan Consultation Document, subject to;**
 - **Increase to the Winton Community Board local rate \$8.00 per unit per annum**
 - **Increase to the Winton Pool Rate \$2.00 per unit per annum**

Rate

Rate GST inclusive

Winton CB Rate

~~\$389,298~~ \$410,618

Winton Hall Rate

~~\$25,285~~

Winton Pool Rate

~~\$15,712~~ \$18,035

- e) **Requests the setting of the hall fees and charges (including GST) for the year commencing 1 July 2018, for inclusion in the 2018-2028 Long Term Plan Consultation Document as follows:**

Memorial Hall Fees and Charges

Fee Description

Rate (GST Incl)

Weddings/Birthdays/Other Social Functions
Full day (bond required)

\$400.00

(Hall not available for birthday functions for 25 Year old and under)

Other Functions
Full day (bond required)

\$200.00

School/Education Related Events
Full day (bond required)

\$50.00

Bowls & Dancing (eg ballet, Scottish dancing) Half day (bond required)	\$25.00
Bowls & Dancing (eg ballet, Scottish dancing) Full day (bond required)	\$50.00
Funeral/Church Services/Meetings Full day (bond required)	\$75.00
Commercial Users (eg private sales) Half day (bond required)	\$200.00
Commercial Users (eg private sales) Full day (bond required)	\$400.00
Bond – Regular users (no GST) 12 month duration for bond, reviewed and renewed every 12 months	\$200.00
Bond - Casual/One Off Users (no GST)	\$400.00
<u>RSA Hall Fees and Charges</u>	
<u>Fee Description Rate (GST Incl)</u>	
ANZAC Lounge Half day (bond required)	\$30.00
ANZAC Lounge Full day (bond required)	\$60.00
Weddings Full day (bond required)	\$150.00
Other Functions Full day (bond required)	\$80.00
(ANZAC Hall not to be hired for birthday functions for 25 Years and under)	
Kip McGrath (own lock up room) Regular/consistent (Monthly charge bond required)	\$300.00
Regular Users (eg dancing, yoga, church services) Half day (bond required)	\$15.00
Regular Users (eg dancing, yoga, church services) Full day (bond required)	\$30.00
Commercial Users (eg private sales) Half day (bond required)	\$50.00

Commercial Users (eg private sales) **\$100.00**
Full day (bond required)

Bond – Regular users (no GST) **\$100.00**

12 month duration for bond, reviewed and renewed every 12 months

Bond - Casual/One Off Users (no GST) **\$200.00**

- f) **There are no issues/priority projects for the local area that need to be included in the 2018-2028 Long Term Plan consultation process.**

7.6 Merging of Winton Community Board Reserve Funds

Record No: R/17/9/22218

Jacobus Meyer (Financial Accountant) presented the report.

Mr Meyer advised the purpose of the report is to explain the history of the Birthing Centre, Medical Centre Equipment and Medical Centre General Reserve and consider if they can be merged, further to a request from the Board.

Mr Meyer outlined that the Winton Community Board at its meeting of the 7 August 2017 requested that Council staff investigate how the Birthing Centre, Medical Centre Equipment and Medical Centre General Reserve came about and if they can be merged.

Mr Meyer explained the report outlines the background to each reserve and notes that no conditions exist that restricts the merging of these reserves.

Resolution

Moved Member McPherson, seconded Member McNaught **and resolved:**

That the Winton Community Board:

- a) **Receives the report titled “Merging of Winton Community Board Reserve Funds” dated 2 October 2017.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Approves the merging of the Birthing Centre Reserve and Winton Medical Centre Equipment Reserve with the Medical Centre General Reserve.**

7.7 Winton Business Association - request for funding

Record No: R/17/10/23265

Alyson Hamilton, Committee Advisor, presented the report.

Mrs Hamilton advised the purpose of the report is for the Winton Community Board to consider a request from the Winton Business Association seeking support for cost of the Band at the annual Winton Open Day to be held Sunday, 19 November 2017.

Mrs Hamilton explained the Winton Business Association is again hosting the Winton Open Day, an annual event held in Winton which involves the local businesses and members of the public.

The Meeting noted the Business Association has written to the Board seeking financial support for the cost of the Band at the Open Day which is expected to cost \$600.00 (GST Excl). Mrs Hamilton confirmed there is sufficient monies in the Winton General Reserve.

Mrs Hamilton advised the Community Board contributed toward the costs associated with the Band at the Winton Open day in 2016.

Following discussion the Board agreed to contribute \$600.00 toward the cost of the band at the Winton Open Day scheduled Sunday, 19 November 2017.

Resolution

Moved Member McNaught, seconded Deputy Chairperson Jukes **and resolved:**

That the Winton Community Board:

- a) **Receives the report titled "Winton Business Association - request for funding" dated 2 October 2017.**
- b) **Approves the request from the Winton Business Association for a contribution of \$600.00 toward the cost of the Band for Winton Open Day to be held Sunday, 19 November 2017.**

8.1 Chairperson's Report

The Chair, Member Sommerville , reported on activities with which he has been involved since the Board's last meeting. This included the following:

- Attendance at the Winton Returned Services Association meeting.
- Attendance at Winton Senior Citizens meeting.
- Advice that maintenance is required at the skatepark prior to compliance being issued by the Council - following compliance being issued ongoing maintenance will be undertaken by the Board.
- Advice that maintenance to the walking track is nearly completed - on completion ongoing maintenance will be undertaken by the Board.
- Advice that Garden Art is to be placed within the boundary of the Anglican Church.

8.2 Councillors Report

Cr Paterson commented on the success of the skatepark and suggested that Mrs Dawn Brocks as the organiser deserved recognition for all her efforts. Members to discuss a suitable recognition for her.

- Upcoming Long Term Plan (LTP) workshops
- Advice that suitable sites to be investigated for future sewerage schemes for Winton
- Rebranding for Southland District Council has been very successful

The meeting concluded at 7.40pm

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE WINTON COMMUNITY BOARD
HELD ON MONDAY, 9 OCTOBER 2017

DATE:.....

CHAIRPERSON:.....

Retrospective Approval of Unbudgeted Expenditure for Winton Stormwater Emergency Repairs

Record No: R/17/11/27938
Author: Moira Tinnock, Community Engineer
Approved by: Ian Marshall, Group Manager Services and Assets

☒ Decision ☐ Recommendation ☐ Information

Purpose

- 1 To retrospectively approve unbudgeted expenditure in the amount of \$65,000.00, excluding GST, of emergency works for Health and Safety reasons on stormwater repairs in the Winton Township at three locations. Great North Road, corner of Bute and Park Streets and Union Street.

Executive Summary

- 2 When undertaking Stormwater investigation work on the corner of Park and Bute Street it was established there was a collapsed pipe and a significant void under the junction of the road. This junction is trafficked by heavy vehicles on a regular basis. A road closure was required and emergency repairs undertaken to ensure that there was no collapse of the road. There was a significant Health and Safety component to Council at this site.
- 3 When undertaking investigations at 316 Great North Road with CCTV it was confirmed there was a lot of gravel in the main line. An attempt to move the gravel with a HD Waterblaster was unsuccessful. Excavation was required for an assessment to be completed. An old chamber was discovered that had seal covering it. This chamber was collapsing and as a result had broken the main Stormwater line.
- 4 Union Street required emergency works when Council was contacted by a Contractor undertaking private work. A site visit confirmed that the lateral from the property had snapped. It was also identified while the trench was open that there was an issue with negative grade at this site. A stormwater manhole was required to be installed to break grade as well as repairs to the failed junction.
- 5 Water and Waste Engineer, Matt Keil, took a lead role in managing the emergency works outlined above from the investigation phase, confirming designs for each site and the completion sign off of Contractors.
- 6 A review of the Winton Community Board financial position was undertaken. The proposed funding is outlined under costs and funding.

Recommendation

That the Winton Community Board:

- a) **Receives the report titled “Retrospective Approval of Unbudgeted Expenditure for Winton Stormwater Emergency Repairs” dated 27 November 2017.**
- 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) **Retrospectively approves the project to repair the stormwater mains on Great North Road, Union Street and the corner of Park and Bute Streets for a cost of \$64,800 excluding GST.**
- e) **Approves funding for the project to be; \$24,298 to be funded from the Winton Stormwater Reserve and \$40,502 from the Winton General Reserve for the Stormwater repairs.**
- f) **Recommends to Council that the unbudgeted expenditure for Winton Stormwater Emergency Repairs be approved.**

Issues

- 7 The only issue is that the Board had not budgeted for this expense, as it was unknown at that time. This has subsequently become an issue to be resolved. The expenditure therefore also requires Council’s approval.

Background

- 8 Emergency works to repair failures on the Winton Stormwater main lines at three separate locations within the Winton Township. There was a significant Health and Safety factor at the Great North Road and the corner of Park and Bute Street sites. Bute Street required a road closure.

Factors to Consider

Legal and Statutory Requirements

- 9 The only point identified is to ensure the correct decision-making process for the expenditure is required.

Costs and Funding

- 10 The total cost of the project is \$65,000(excluding GST).
- 11 The following reserves are available to fund the work:

Winton Stormwater Reserve: \$24,498

Winton General Reserve \$40,502

- 12 The Winton Stormwater Reserve has a balance of \$104,498 with \$80,000 allocated to a current project underway this year for investigation on Great North Road. Winton General Reserve has in excess of \$200,000 and it is recommended the balance is funded from the General Reserve.

Policy Implications

- 13 None identified at this stage.

Analysis

Options Considered

- 14 Approve the retrospective unbudgeted expenditure or not.

Analysis of Options

Option 1 – Approve the unbudgeted expenditure

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">Stormwater repairs have been undertaken and Contractors have been paid.	<ul style="list-style-type: none">None identified

Option 2 – Not approve the unbudgeted expenditure

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">None identified.	<ul style="list-style-type: none">Stormwater repairs have been undertaken and Contractors have been paid.

Assessment of Significance

- 15 There was a significant Health and Safety component to the work being undertaken and is considered as emergency works.

Recommended Option

- 16 Option 1 – Approve the project to repair the stormwater lines and recommend Council approve the unbudgeted expenditure.

Attachments

There are no attachments for this report.

Council Report

Record No: R/17/11/27793
Author: Michelle Stevenson, Community Partnership Leader
Approved by: Rex Capil, Group Manager Community and Futures

☐ Decision ☐ Recommendation ☒ Information

Chief Executive

Southland Regional Development Strategy (SoRDS)

- 1 At the beginning of September the four Southland Councils released the statement of proposal relating to the formation of a council controlled organisation (CCO), to lead regional development activity. Submissions closed on Monday, 2 October.
- 2 The submissions received will be heard by a Joint Committee, consisting of two Councillors from each of the four Southland Councils. Cr Dillon and Cr McPherson are representing this Council on the Committee. The Committee is being chaired by Cr Bolger from Gore.
- 3 Once the hearings process has been completed, the Joint Committee will prepare a report (and recommendations) which will go to the four individual Councils for a decision, on whether to proceed with the formation of a CCO as currently proposed or an alternative option.
- 4 During September, there was some publicity, including an article in the Southland Express by Mayor Shadbolt, which suggested that the Gore and Southland District Councils have predetermined the outcome of the consultation process by giving notice of their exit from Venture Southland. This is not the case.
- 5 Throughout the process of developing the Southland Regional Development Strategy over the last two years and during the more recent discussions, about how regional development activity might best be managed in the future, this Council has confirmed its commitment to the principles which have underpinned SoRDS to date. These include the need to have an inclusive 'whole of region' approach to regional development activity, rather than having it being very much focussed on territorial local government as it is at present.
- 6 The fact that it is proposed that there be a level of change, and the development of a CCO is the current proposal which is out for consultation, means that there will need to be changes made to the current Venture Southland Agreement 2014 - 2017. Indeed the formation of a CCO as currently proposed means that the current agreement will need to be terminated. Clause 4.1 of the Agreement requires that the parties must give each other 18 months' notice of any proposed termination.

Water Policy

- 7 Water policy and its management continues to be a high profile and topical issue. The broader public and political interest in the issues relating to the way it is managed was a prominent issue during the recent national elections.
- 8 The high level of public interest in the issue is expected to see it remain high on the agenda for the new Government once it is formed. In coming months, the Stage Two report from the Havelock North Water Inquiry, which is focussing on how water is managed across the sector, will be released and the central Government Inquiry work will also be progressed.

- 9 Given the significant level of national interest in this area, Local Government New Zealand have a Water 2050 project underway which is looking at how you might develop a more coherent policy framework that:
- recognises the interlinked nature of all water policy.
 - leads to greater integration of policy, in particular reconciling the setting of standards with the costs to communities of achieving those standards.
 - identifies a suitable institutional framework to govern water policy.
- 10 While we need to wait for the new Government to be formed before final decisions are made, it can be expected that this will be an area of change in the next two years, irrespective of what shape the Government takes. It is likely that these changes will affect both central and local government.
- 11 Council staff will continue to keep a watching brief on developments and will continue to advocate on behalf of Council, to both Local Government New Zealand and Water New Zealand

Asset Management Practices

- 12 The Office of the Auditor General (OAG) has recently published a report on Investment and Asset Management across the broader public sector including local government. A copy of the report is available on the OAG website (www.oag.govt.nz).
- 13 Key findings in the report that are of relevance to local government include:
- that to make good investment decisions, there needs to be effective engagement with the people receiving the services, about the service levels they expect and the affordability of those expectations. The issues relating to affordability of overall rating levels and prioritisation across different activities and the district as a whole, are important issues for Southland District Council as we work through the current Long Term Plan but, also broadly at achievement of our overall strategic goals.
 - there is a need for public entities to work co-operatively with other entities, where it is sensible to do so, to address the challenges and opportunities that can affect investment and asset management. The relationship that Southland District Council has with agencies such as New Zealand Transport Agency, Department of Conservation and the other public funded entities is critical, to being able to deliver the best, overall value for the district as a whole.
 - there is significant evidence that public entities are not managing their physical assets as well as they should be, including indications that some physical assets risk being “run down”, particularly in the health and local government sectors. The OAG has proffered the view for some time that there is potentially a significant ‘infrastructure deficit’ developing across the local government sector and that there is a need for solutions to be found to this issue.
 - there is a need for better information about the condition and performance of assets, to assist with improved asset management and performance assessment and then enable appropriate decisions to be made about asset maintenance, renewal and replacement to optimise the delivery of public services. Without good reporting and information about assets, governors cannot make deliberate and informed decisions, about how to invest in and manage the assets.

- there is a need to understand the risks associated with the management of assets and delivery of services. These include significant events such as the global financial crisis, natural hazards, extreme weather and changing levels of demand brought about by trends such as population aging, population decline increasing urbanisation and the risks presented by historical investment choices.

LGNZ Roadshow

- 14 At the Local Government New Zealand conference in Auckland in July a new president and vice president were elected following the retirement of Laurence Yule.
- 15 The new president, Dave Cull and chief executive, Malcolm Alexander will be visiting all local authorities over the next few months.
- 16 The visit provides an opportunity for Council to meet with members of the Local Government New Zealand Council and Executive, to discuss national and local priorities and issues which are of interest to the development of Southland and the sector more generally.

Conflicts of Interest

- 17 There have been a number of elected member conflict of interest issues in recent months. While officers have a role to raise and provide advice on potential conflict of interest issues, it is important to recognise that the primary responsibility rests with the elected member themselves.
- 18 Issues relating to the management of matters in which members of a local authority may have a pecuniary interest are dealt with through the Local Authorities (Members Interests) Act 1968 (the Act). Section 6(1) of the Act reads:

A member of a local authority or of a committee thereof shall not vote on or take part in the discussion of any matter before the governing body of that local authority or before that committee in which he has, directly or indirectly, any pecuniary interest, other than an interest in common with the public.

- 19 The Act does not define “pecuniary interest”. The Office of the Controller and Auditor-General¹ (OAG) uses, however, the following definition:

whether, if the matter were dealt with in a particular way, discussing or voting on that matter could reasonably give rise to an expectation of a gain or loss of money for the member concerned.

- 20 It is also important to recognise that pecuniary conflicts do not necessarily require a direct contractual relationship between the elected member and the Council. Even where the benefits are indirect (eg the decision would benefit the local industry in which the member operates), it is possible that elected members can have a pecuniary conflict.
- 21 Elected members also need to be mindful of non-pecuniary benefits including where, for example, they might be involved with the executive committee of a voluntary organisation that has a relationship (eg receives grants) with Council.

Golden Bay Wharf

- 22 Negotiations have commenced with Southport and Rakiura Adventures Ltd, over the future ownership and management of the Golden Bay Wharf. These negotiations may take some time to reach resolution.

¹ Guidance for members of local authorities about the law on conflicts of interest, Office of the Controller and Auditor-General, October 2010.

- 23 In parallel with the negotiation process officers are also giving consideration to how they might advance work to manage the development of a new facility for Golden Bay. Given the need to advance the replacement of both the Golden Bay and Ulva Island facilities within a similar timeframe it makes sense to create one project team to lead both pieces of work.

Customer Support

- 24 September saw Megan Wilson, Librarian/Customer Support Partner recognised as the Association of Local Government Information Management (ALGIM) conference as Customer Service Individual of the year. This award is due to the work Megan has completed above and beyond her role, for our customers in Riverton and the district as a whole.
- 25 Customer foot traffic across our sites declined in August and September which reflects our rural communities focusing on a busier time in the season. Call volumes have also reduced in line with the peak that occurred with dog registrations in July.

Libraries

- 26 Work continues on implementation of recommendations from the section 17A, Local Government Act 2002 review of Library Services. Visits to libraries in Waitaki, Dunedin, South Canterbury, Wanaka and Central Otago have given the team insight into the advantages and worked needed to proceed with the Radio Frequency Identification (RFID) of our collection.
- 27 Stewart Island Library has seen over 90% of borrowers using the self-service issuing machine and we are investigating the potential to offer 24/7 access to the library for borrowers; this is at a concept stage at present.

Services and Assets

Long Term Plan

- 28 All Activity Managers are working on updates to their activity plans. The financial elements of these plans feed into the ten year financial budgets for the Long Term Plan (LTP). Activity Managers have to consider what issues will significantly affect how their activity will be managed over the LTP period. The condition of assets and the predicted performance of those assets also dictates what maintenance and renewals are to be planned for over the period. The key performance indicators in these plans are also being critically reviewed as part of the Corporate Performance Framework. The intent is to only have useful meaningful performance measures.

Strategic Transport

- 29 The Transport team has had a particularly busy period of months with a number of major contracts needing to be developed, tendered and let. These include:
- Three Alliance Maintenance Contracts
 - Catlins Seal Extension project
 - District Wide Reseals Renewals
 - Professional Services Contract
 - District Wide Pavement Marking contracts
- 30 It is very unusual for all of these contracts needing to be renewed in such a short timeframe.

Te Anau Airport - Manapouri

- 31 The summer season began in September. There is an indication of increased activity from Tauck tours during the upcoming summer season which is positive for the airport surrounding communities.
- 32 Work is also progressing with the Civil Aviation Authority Adventure Aviation department as to where the best and safest options for a Parachute Landing Area (PLA) would be on the airfield. Now that Part 115 (Adventure Aviation) has been running for the last five years, further consideration needs to account for additional regulatory planning. Discussions are underway with a skydive operation at the airfield. This is a long way through the process and looks likely to happen later in the summer season.
- 33 As part of the preventative maintenance programme for the runway surface discussions are underway with a crack and seal maintenance company that carries out nationwide condition maintenance. This can be carried out in stages to spread the cost and get the best out of the current runway overlay. Council is currently awaiting a final report and costing from the contractor and will possibly extend our anticipated current life span of the present overlay.
- 34 Over the winter period, some of the operational staff attended a joint airfield emergency exercise in Invercargill, where a simulated aircraft crash occurred with an Air New Zealand Q300 aircraft. This aircraft is of a similar type to the aircraft operated by Alliance Airlines of Australia.
- 35 A recent internal audit identified further security signage was required, to bring the fencing and public protection areas up to the new standard.

Te Anau Wastewater and ATMCT Business Cases

- 36 A draft of the business case that is being developed for the Kepler option was presented to the Te Anau Wastewater Project Committee last week for their comment/review. From here the final sections around the funding, procurement and proposed timetable for implementation will be added as we work towards getting a final version to Council at their 13 December meeting.
- 37 In parallel with the business case process we have also received some 9 expressions of interest from landowners who are potentially interested in making their land available for an alternative disposal site. These expressions of interest are currently being evaluated and will go to the Project Committee for their consideration in November.
- 38 Work is also well advanced on development of the business case looking at alternative options for completing the Around the Mountain Cycle Trail (ATMCT). The aim is to also get this business case to the 13 December Council meeting for a decision on the way forward.

Forestry (IFS)

- 39 The carryover of the 2016/17 harvesting in Dipton and Ohai has now been completed, with 9,500 tonnes (\$1M income) achieved. The main 2017/18 harvest program of 44,000 tonnes will commence in December/January.
- 40 The planting program has been completed with 75 Ha completed in Dipton and Ohai. Aerial post-plant spraying of these areas is being planned. Other operations underway include pruning in Gowan Hills and carbon measurement across the Post89 registered areas.

Strategic Property

Community Centres

- 41 Edendale Hall is still on the market for disposal by way of a fixed price, given that only one tender was received, which was significantly lower than the market analysis. There is still only limited interest. No action has been taken as yet on the disposal of the Hokonui Hall. Menzies Ferry is in a similar situation however, work has been completed to survey out the local war memorial to be retained by Council, and the two new titles are being arranged prior to starting the local community consultation about closing the hall.

Public Conveniences

- 42 It is expected that the operating costs for those toilets situated on the main tourist routes will increase in line with the increase in tourist numbers.
- 43 A project is currently underway to erect new signage at those facilities where the water supplies are non-potable. This is simply to reduce any risk to both the users and Council.

Curio Bay Project

- 44 Ongoing with Council's waste water project and Department of Conservation's carpark completed. The South Catlins Trust has the new camping amenities building operational as well as commencing construction on the new heritage building. An ancillary project has resulted from all this development and the three parties in conjunction with other interest groups, are involved in a planting programme on the reserve to increase the habitat for the Yellow Eyed Penguins.

Strategic Water and Waste

Land and Water Plan Implementation

- 45 Under the National Policy Statement for Freshwater Management (NPS-FM) water quality and quantity are to be maintained and improved, with any over allocation to be phased out over time. Environment Southland is required to set environmental limits by 2025, with all 'communities' required to meet those limits in due course. They are progressing this work via their proposed Water and Land Plan.
- 46 To assist with addressing the impacts of these changes on local authority infrastructure, Environment Southland have formed a Three Waters Officer Working Group. The objectives of the Group are to work through the implications of the new freshwater standards, develop an agreed approach to the re-consenting of local authority infrastructure and ensure that the organisational objectives are aligned.
- 47 In early September the three Southland territorial local authorities presented joint submissions to Environment Southland on the notified Southland Water and Land plan. A key of focus was on advocating for changes, which ensure that the valuable role that 3 waters infrastructure plays, in the broader well-being of urban communities is recognised in an appropriate way. The notified plan proposed, for example, that all wastewater and stormwater discharges would be a non-complying activity. This creates a significant level of risk and additional cost to territorial local authorities, when seeking resource consents for such discharges.
- 48 It is expected that the decisions will be released in April/May 2018. Officers will continue to monitor the outcomes from this process.

Fluoridation of Drinking Water

- 49 Council recently received an update from the Ministry of Health around the status of the Health (Fluoridation) Amendment Bill which may receive a second reading before parliament later this year. This Bill will transfer the right for decisions on community fluoridation from Councils to the District Health Boards.
- 50 A fund of \$30 million over ten years, will be established to fund any communities directed to Fluoridate. Although there is no indication that any request or direction will be made, Council staff are looking into what upgrades might mean for our community water supplies.

Water New Zealand Conference

- 51 A number of Council staff attended the Water New Zealand annual conference in Hamilton in September. As expected issues around water safety formed a large part of the conference agenda.
- 52 A workshop held prior to the conference, featured international guest speakers with direct experience in management and investigation of waterborne illness outbreaks. Key messages delivered were that multi barrier treatment processes are vital to reduce the risk of contamination as much as protection of the source water. A significant number of the speakers also indicated that chlorination of drinking water was a safe and effective tool in the provision of safe drinking water and there was some discussion around how this may become a requirement of the Havelock North Inquiry.

Winton Great North Road Storm Water Investigation Update

- 53 The Great North Road storm water investigation project is progressing well.
- 54 Opus have undertaken a full topographical site survey of the Great North Road and downstream catchment, they are now working through finishing on-site test hole investigations confirming ground profiles and other potential existing clashes (with other utilities)- the physical excavations on-site are being undertaken by Downer.
- 55 A full hydraulic model is also being undertaken by Opus- so both Council and the Winton community board have factual data to make some decisions from regarding the renewal project.

Winton Waterford Drive Watermain Renewal Project Update

- 56 This project is in the full construction phase of the project and is progressing nicely- without incident. Stage 1 (Russell St to Arith Street) is on target to be completed by February 2017.
- 57 Fulton Hogan have uncovered unrecorded and faulty storm water main/s and laterals in certain locations on this project, with the high possibility of encountering more unknown storm water pipelines.
- 58 Repairs will only be undertaken where the risk of 'doing nothing' is too significant to the public and the adjacent residents.
- 59 These instances will be and have been to date, liaised directly with the Winton Community Board chairman and engineering staff.

Strategic Roding

Alternative Coastal Route Seal Extension Project

- 60 This project is tracking on schedule with good progress being made. Earthworks and drainage are now complete on Slope Point Road, and The Roding Company have now started these works on Otara Haldane Road, with around 30% of this section completed to date.

61 While earthworks are underway on this latest section, Slope Point Road is now undergoing pavement construction, in preparation for sealing that is planned later this year.

62 There was one health and safety issue report resulting in lost time injury. This occurred when a worker slipped and injured their leg while climbing out of a truck.

New Zealand Transport Agency (NZTA) Investment Procedural Audit

63 The finalised Audit was received from NZTA at the end of September. No areas were identified as unsatisfactory or needing significant improvement. Two areas have been highlighted for some improvement. These are around consistency of late tender's policy in tender proposals. The second area revolved around procurement of in-house professional services and Council's need to document the formal management structure for in-house operation.

LED Streetlight Replacement Programme

64 Services and Assets have accepted a tender from Network Electrical Servicing and have been awarded the contract for the physical installation of district LED lights subject to formal New Zealand Transport Agency funding approval. All replacement work is expected to be completed by 30 June 2018.

Community and Futures

Southland District Story Launch

65 The new Southland District Story was successfully launched on Monday, 2 October to the public. All the Council offices and libraries have new signage, and there are new 'Welcome to Southland District' signs at district boundaries.

66 There was good coverage of the launch in all the local newspapers and good feedback on Council's Facebook page. The formal launch represents the beginning of the story though, as work continues on standardisation of signage, working with our contractors to tell the story and constantly looking at new ways to partner with our communities in leading the way.

2018-2028 Long Term Plan (LTP)

67 Work on the 2018-2028 LTP is coming together with a lot of work progressed around draft Activity Management Plans (AMPs), budgets and policies which will underpin the LTP document.

68 During September Council held two workshops to discuss a number of aspects of the LTP including:

- draft AMPs for several activities including Roading and Footpaths, Resource Management, Environmental Health, Animal Control, Building Control, Customer Support, Library Services and Information Management. The workshop provided an opportunity for officers to update elected members, on what they were anticipating would be required over the ten years in their activity areas and also, brief them on the key issues and significant costs for the activity. The feedback from these workshops will be used by officers to finalise the AMPs in October (following local Community Board/ Community Development Area Subcommittee budget meetings and Council's district budget meeting). The final draft of the AMPs are expected to be presented to Council for confirmation in November prior to being audited later that month.

- the approach being taken for the local community budgets with meetings of Community Boards, CDA subcommittees and Water Supply subcommittees scheduled throughout October 2017. The Council discussed some of the key issues impacting on local budgets and rates, in particular the impact of the Land and Water plan for Stormwater as well as the assumptions around inflation and interest rates to be used in the budget preparation process. The Council also discussed a number of local community rating-related issues which impact the way rates are set in the LTP (including rating boundaries, rating mechanisms and the Council's definition of Separately Used or Inhabited Parts (SUIPs)). The information is being used to help prepare reports for local Community Boards and CDA subcommittees and feed into the review of the Revenue and Financing Policy and the Funding Impact Statement (Rates) for the 2018-28 Long Term Plan.
- draft report reviewing Council's open spaces (parks, reserves, playgrounds, picnic/rest areas, playgrounds, playing fields etc) across the District. The review identified a gap between the Vision and Objectives set by the Council's Open Space Strategy and the current state of these spaces. At the workshop the Council discussed whether there was a need to take a more strategic approach to managing open spaces but has not decided on the way in which this will be done. Officers are currently working through the report and assessing what will be done and when. Depending on priorities, some of this work may form part of the LTP Consultation Document along with the overall concept of Council needing to make a significant investment in its open spaces.
- the approach being taken for the review of the Development and Financial Contributions Policy (which sets out how and when Council proposes to charge/use Development and Financial contributions, what they fund and why). At the workshop officers updated elected members on the key issues to be considered in reviewing the policy ahead of the LTP. Specific areas for review included how to respond to the legislative changes in the RMA which will mean that Council is no longer able to impose Financial Contributions as well as whether the Development Contributions section of the policy should remain in remission. A draft of the Policy is being prepared for consideration at the Council's October meeting.

69 At its meetings in the coming months, Council will be asked to consider the options and make decisions regarding the above aspects of the plan. This included a further meeting in October, to outline the Council's draft District budgets and update members on the Revenue and Financing Policy (which sets out the sources and levels of funding for Council's activities).

70 In addition, during September, a number of LTP-related policies were also adopted by Council following review and consultation. This included the Remission and Postponement of Rates Policy, Investment and Liability Management Policy.

Policy and Bylaw Reviews

71 The revised Fraud, Remission and Postponement of Rates, and Investment and Liability Management Policies were all adopted by Council on the 27th of September.

72 The proposed amendment to the Dog Control Policy and Dog Control Bylaw for the Arboretum in Otautau was withdrawn by Council at the same meeting in September, due to feedback received from the lessee of the Arboretum.

73 The proposed amendment to the Freedom Camping Bylaw for Lumsden has been out for consultation and the hearings have been held. Council will deliberate on the proposal at its meeting on the 18th of October.

Community Governance

- 74 The Community and Policy Committee considered a report on the Community Governance Project. During the meeting it was noted that this project began in January 2015, with research and a workshop held with the Council in mid-2015.
- 75 The Elected Representative Working Group met recently and received an update on the project plan. It discussed 12 guiding principles on which the Representation Review will be based. These are in addition to the requirements in the Local Electoral Act 2001. The report noted that Council has an appetite for change and there is a need for a structure that is efficient, effective and future focused.
- 76 The Council is beginning a period of pre-consultation. An article has appeared in 'First Edition'. This has an email address via which anyone can write in and seek information, ask questions or express their views. The email address is representationreview@southlanddc.govt.nz. The representation review will be the focus of the community conversations taking place throughout the district in November. The pre-consultation will feed into a report to Council in April with an initial proposal that will go out for consultation.
- 77 As part of the Representation Review process the Council has reviewed the electoral system and decided to retain the First Past the Post electoral system to be used for the 2019 elections. Council passed a decision on Maori representation at its 18 October 2017, to not seek separate representation.

October Extraordinary Community Governance Meeting Requirements

- 78 In order to ensure that information from all the Council's governance entities is captured in a timely manner, for the production of the consultation document for the 2018/2028 Long Term Plan all entities were required to meet in October.
- 79 This meant coming up with a solution that would allow all 36 governance entities to meet in October to consider their budgets for the ten years. This has required a number of groups having parts of their meetings at the same time while still making their own decisions. This was an extraordinary situation that required a particular set of arrangements. It does, however, highlight the challenges associated with Council having such a large number of governance bodies.

Community Leadership Plan

- 80 Council's Community Partnership Leaders have completed phase two of the Community Leadership Plan process.
- 81 Phase two saw engagement with key stakeholders being undertaken through a series of workshops held in Invercargill, Gore, Te Anau, and Otautau. These workshops built on phase one of the community leadership planning and drew out common themes and ideas from key stakeholders.
- 82 Stakeholders included representatives (regional and local) from a variety of sectors such as health, education, recreation, social service, faith based, service groups, emergency services and central government agencies.

- 83 The phase two workshops followed a similar direction to the elected members' workshops with participants being advised of the process we are undertaking and being asked the same series of questions in order to gauge what our stakeholders see as the issues and opportunities for the District as a whole.
- 84 Phase three will commence by March 2018 and will see us talking to the wider community about common themes identified during phases one and two. Phase three involves facilitating an opportunity for community leadership and action with partnering from Council and other key stakeholders in a "fete" style engagement.

Stewart Island Community Planning Project

- 85 In August 2017, the Ministry of Business, Innovation and Employment approached Council, to lead a programme of development and consultation around opportunities and planning for the future of Stewart Island. The catalyst behind this was the recent *Bonamia Ostreae* parasite that has devastated oyster production on Stewart Island.
- 86 Cabinet approved funding to deliver this project that will cover the cost of a consultant to develop a community leadership plan that identifies priority project development, and investment planning for future opportunities that might be identified.
- 87 The purpose of the project is to determine the short, medium and long term community vision and for the future sustainability and growth of Stewart Island Rakiura. The project will include engagement on the Island through a community working party, workshops, focus groups, and surveys.
- 88 The engagement will seek, at a minimum, key stakeholder and community views on planning and visions for the economic, social and environmental development of the Island. It will also identify the infrastructure needed to support the achievement of the overall goals. The Community Plan for Stewart Island, will have alignment to the District's Community Leadership Plans currently underway.
- 89 Council has engaged independent consultant Sandra James to undertake this work. Sandra James has recently completed the Stewart Island Wharfing Provision Community Engagement research for Council, and has developed a trusted and respectful relationship with members of the Stewart Island community. A draft Community Planning report will be completed by the end of November 2017.

Southland District Council / Venture Southland Letter of Expectation Projects

- 90 As part of the Southland District Council's Letter of Expectation with Venture Southland, a number of Community Development Priority Projects have been identified for 2017/18. The projects identified include:
- Southland District Local Community Sustainability Strategic Approach; the project will be completed by February 2018.
 - Newcomers Project – this project, in consultation with Venture Southland, has been modified to now reflect a Welcome Ambassador Pilot, and will have peripheral connection with the Welcoming Communities Pilot being initiated throughout Southland Region. The Pilot will be trialled in Te Anau, where community workers have expressed interest

and the geographical isolation and demographic of high tourism and seasonal workers, alongside a growing domestic and international population base makes the area suitable to investigate further. A Welcome Ambassador project has been successfully undertaken in North Canterbury and this project will utilise some of the resourcing and learnings from that Pilot. Permission has been received from the Pegasus Town community to trial a similar project here in Southland. This project will be completed by June 2018.

- Community Organisation and Volunteer Sector Projects – there are two projects following on from the initial project undertaken in 2016/17 that will build on this work. There will be two pilot projects, one based on geographical area and the other around areas/communities of interest, both of which will look at the potential for shared services opportunities in the volunteer and Non-Government Organisation (NGO) sector. Both pilots will be completed by December 2018.
- Community Facilities Project – this has been completed and was reported on to the Community and Policy Committee 27 September meeting. The next steps are to use this data to help inform communities and incorporate the findings into the asset review work that is being undertaken by Council's property department.
- Community Leadership Plans – an update report was submitted to the Community & Policy Committee 27 September to update on this project. Phase 2 and 3 of this project will be undertaken throughout late 2017 and early-mid 2018, involving key stakeholders and overall community. The district leadership plans will align with the Stewart Island community leadership plan being fast-tracked with assistance from MBIE funding.

Southland District Local Community Development Sustainability Strategic Approach Project

- 91 The purpose of this project is to define, develop and deliver on the concept of a district wide approach to community development, and to review at a strategic level, the prioritisation of projects and local and district community organisation support.
- 92 The project will ultimately confirm a framework for future community development delivery across Southland District, and provide a more holistic approach to local and district wide community development activity.
- 93 This project will involve a series of workshops between community development staff and the community partnership leader(s), and will be completed by early 2018.

Welcome Ambassador Pilot

- 94 The purpose of this project is to develop and deliver a pilot in Te Anau that has a focus of intentional welcoming. The intent behind this project is to have Welcome Ambassadors which are community volunteers who intentionally connect people in their communities, and who may also encourage and enable opportunities for people to feel included and able to connect. The pilot will be developed and run over the course of the next financial year, and will be close to completion by June 2018.
- 95 Welcome Ambassadors have the commitment of intentional welcoming. In rural, geographically isolated communities there can be hidden isolation, often without a conscious choice to be so. The notion of moving to an idyllic rural location can be more difficult and challenging in reality

than people in our communities may realise. Being a welcoming community can significantly enhance the experience of residents, ratepayers, and visitors to the area.

- 96 As a District and Region hoping to attract over 10,000 new people to the Region, it is imperative that we have communities ready and willing to receive and welcome new people into their existing lives.
- 97 The Welcome Ambassador pilot also recognises that many individuals and organisations are already welcoming, and have skills and behaviours relevant to being welcoming that are utilised on a daily basis.
- 98 The purpose of this pilot is to enable and facilitate a project that gives these community members the permission to be intentional in the way they welcome people to their communities. Their role will be to raise awareness of activities and groups already active in the community, and to establish new and creative ways for people to connect into the community.
- 99 The pilot will involve a small number of public meetings to gauge interest and support in this project, and the establishment of a steering group to move the pilot forward.

District Facilities Report

- 100 In November 2016 an assessment of facilities in the Southland District was undertaken to identify those that are available for community use or hire. This assessment sought to inform Council and communities in the Southland District in their planning around community facilities now and into the future.
- 101 Community use facilities were defined as any facilities that were available for use by members of the community, either free of charge or by hire, on a booking basis. That included government, faith-based and not-for-profit run facilities as well as commercial facilities. The project sought to understand the change that have happened in community facility use, what's happening now and what this means for the future.
- 102 The aim of the Southland District Community Facilities Assessment was to conduct a comprehensive investigation of all community facilities within the Southland District, including an assessment of current use, future sustainability, and consideration of fit-for-purpose.
- 103 Information was gathered over two rounds of consultation, using electronic surveys on Survey Monkey with responses from 183 facility managers and 100 facility users. Interviews with 30 community facility managers and 30 facility users were also conducted.
- 104 Some Key Findings of Assessment:
- 330 facilities are available for community use or hire across the Southland District (excluding Stewart Island) - including halls, sports centres, schools, churches and commercial facilities. Only three planned facilities were identified, and as these facilities have community use or hire as a secondary use, this does not represent a significant increase to community use capacity District-wide.
 - nearly 70% of facilities available for community use or hire in the District are independent from Council (e.g. not-for-profit or commercial).

- facilities which have community use as secondary to their core business (eg, pubs, churches etc.) are in the majority and these include some of the most well used facilities in the District. It is likely that these facilities have come to play a larger role in community facility provision as changes in user needs over time favour greater amenity and flexibility, and facilities whose whole purpose is community use (e.g. community halls) have adapted or closed.
- the largest number of facilities are used by the community between 0-5 hours per week.
- the most used (in hours of weekly use) facilities tend to have multiple users and provide multi-purpose space; be located in areas of higher population density or central to a wider population catchment; have high fit-for-purpose; and good relationships with facility managers.
- only 40% of the facilities surveyed were wheelchair accessible and it is significant that this was identified as a stronger priority by users than facility managers.
- one certainty is that what Southland District residents need from community facilities will continue to evolve. Ongoing efforts to understand these needs is critical to inform future facility provision, and this assessment will contribute to this knowledge.

105 The data that has been gathered for this report will provide information for discussions with communities. It will also link into the strategic planning work that the Council's Property Team will be doing.

Open Spaces Report

106 The open space network managed by the Council is characterised by predominately small domains reserves primarily established to meet the needs of local communities. Council administers about 1250 hectares of reserves, including 34 sports fields and 36 playgrounds. The aim of the Open Space Priority Settings project undertaken by Xyst consultants was to provide a strategic approach to the management of the open spaces managed by the Council with the focus on ensuring the needs and expectations of residents and visitors are met.

107 The Council's Property Department is looking at what it needs to do to implement the Open Space Strategy which Council approved in 2014. The Southland Open Spaces Priority Setting report will be used to inform that work. Its key findings were:

- while there have been some notable exceptions, facility development within the open spaces managed by the Council has been modest over the last 30 years despite a sustained period of extraordinary tourism growth.
- funding does not appear to have been sufficiently prioritised into the districts open space compared with other similar districts. It is also evident that there is a clear lack of professional design input into the majority of developments and some facility improvement has the appearance of being ad hoc and incremental.

108 The key challenges facing the Council in the management and development of its open space are:

- providing appropriate community facilities that are fit for purpose and are relevant for the needs of local communities for the future.

- determining the best approach to freedom camping for Southland. Freedom camping is likely to continue to be a popular way to experience Southland. There is potential to develop many of the Council's reserves as freedom camping sites however this would come at considerable on-going cost to ratepayers with uncertain economic benefits.
- funding the development, maintenance and renewal of infrastructure to meet the needs of local communities and visitors
- a freedom camping strategy is needed otherwise the Council is at risk of developing facilities for freedom camping that cannot be sustained or adequately funded. An appropriate strategy would investigate the economic contribution of freedom camping to townships, costs and benefits and potential funding models including options such as a low cost camping pass.
- considerable investment in the design and improvement of facilities is required to make Southland's public spaces attractive.

109 The Council will now need to consider how it will use the information provided in the Southland Open Spaces Priority Setting Report, to meet the Vision and Objectives of its Open Spaces Strategy 2014. Any decision to improve the level of service will require investment which will need to be signalled in the Long Term Plan.

Environmental Services

Resource Management

Proposed District Plan

110 The final appeal on the Proposed District Plan 2012 has been withdrawn. This appeal was withdrawn approximately five weeks after mediation was held on the remaining appeals. The next steps involve seeking Environment Court approval of consent orders, for the resolutions reached during mediation. If this is forthcoming, a report will seek that the Proposed District Plan be made operative which is likely to occur in late January 2018.

Climate Change

111 A work stream has been established that looks at the likely effects climate change will have on the district's communities and the organisation's infrastructure. This has been established not only to look at sea level rise but, also the wider effects across the district. A number of meetings have been set up with other organisations, to see if there are any opportunities to collaborate and work together on developing strategies.

Edendale State Highway 1 Realignment

112 A recommendation to grant the Edendale State Highway 1 realignment has been made by an Independent Hearings Commissioner. This recommendation has been accepted by New Zealand Transport Agency and the appeal period has closed with no appeals. It is anticipated that works on the realignment will commence in the next 12 months.

Resource Management Changes

113 On 18 October, the latest Resource Management Act 1991 amendments came into effect. The changes introduce a number of new regulations including, 10 day consent processing for some applications, waivers for minor or temporary breaches in rules and a process to get quick

authority to breach side yard setbacks. A number of new forms and procedures have been established to manage the implantation of these changes.

Animal Control

Dog Attacks

- 114 The team is doing some work around dog attack information. Currently all reported dog bites are recorded as “attacks”. The team proposes to break down this information into a more useful format, e.g. differentiating bites from attacks, identifying whether the victim was a person, dog, etc. This work will also tie into the new Levels of Service outcome measure, where it is proposed to have a Level of Service of the number of dog attacks on people in a public place – moderate and serious.

Environmental Health

Winton Air Quality

- 115 Council has completed a survey of Winton residents concerning air quality, at the request of the Community Board. 211 responses were received, giving a margin of error of +/- 6%. The survey showed that 73% of the population support action to reduce smoke pollution. The following are the most important issues arising from this survey:

- the burning of only dry wood (burner permitting) would have a significant effect on smoke pollution in the town.
- upgrading insulation, or installing new insulation, has the potential to make many homes significantly warmer (and more energy efficient = less smoke).
- there are hot spots that require attention.

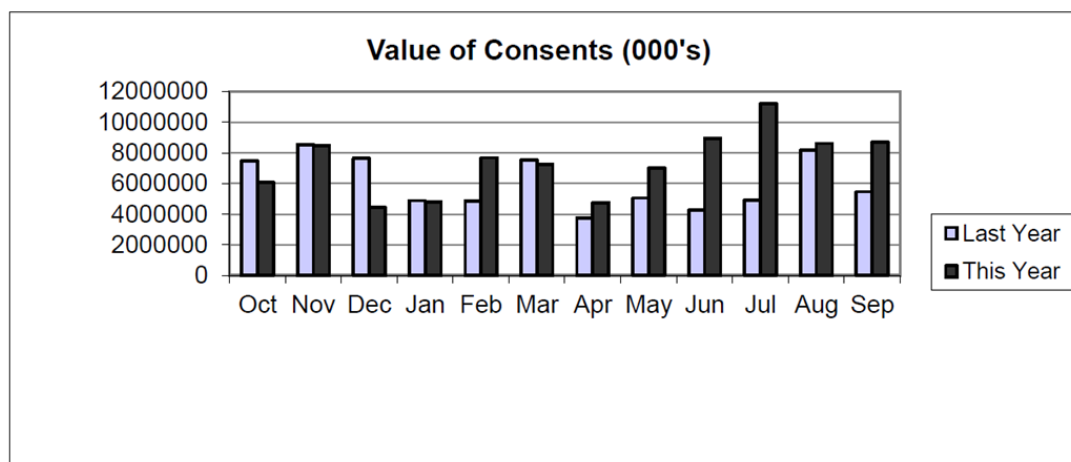
- 116 A further report on this issue was presented to the Winton Community Board on 9 October 2017, and recommended a number of issues for further consideration including;
- Environment Southland to consider promoting the Good Wood scheme
 - Environment Southland and Council to increase awareness of subsidies and promote home health checks
 - Consideration be given to allocating resources for compliance activity
 - Supported the extension of the wood burner free building consents scheme
 - Investigation of a clean air loan scheme in Winton

Freedom Camping in the Catlins

- 117 Staff attended a meeting at the Tokanui Tavern concerning freedom camping. There were various agencies there including Department of Conservation, Clutha District Council, and Venture Southland. One outcome of the meeting was a discussion about the merits of a new shared freedom camping patrol service; similar to the one in Te Anau. Clutha District Council, Department of Conservation and Southland District Council representatives at the meeting, all agreed that this should be explored further.
- 118 In subsequent meetings, the shared service has been agreed to and will begin the 2nd week of December 2017 and will run for five months. The Department of Conservation, Clutha District Council and Southland District Council have agreed to all make equal contributions to the service.

Building Control

- 119 The Building Department is enjoying an unexpected high level of activity so far in 2017. The value of consented building work for the year to date remains higher than expected and is reflective of the levels seen prior to 2014. The Department continues to reduce the number of outstanding building consents. The distribution of building work throughout the district has established a pattern with Winton, Riverton and Te Anau being the areas of high activity. Council continues to receive a high number of building consent applications, but with the better use of dashboards, staff are better able to manage peaks and flows.



Earthquake-prone Buildings

- 120 As required by the 2016 regulations, Building Control staff have drafted new policies to deal with dangerous and insanitary buildings. Council had a joint Earthquake-prone Buildings, Dangerous and Insanitary Building Policy. These need to be separated out now, as there is a national Earthquake-prone Buildings Policy. The new policies have been aligned with the approach taken by Invercargill City Council and Gore District Council. This approach is in line with our shared services policy- where possible Councils will align our procedures across all four councils. The implementation of the Earthquake-Prone Building Regulations is a substantial portion of Council's Territorial Authority functions for the 2017-2022 years along with the obligations under the Building (Pools) Amendment Act 2016. The recent events in Italy and Mexico highlight how important this work is for the safety of our communities.

People and Capability

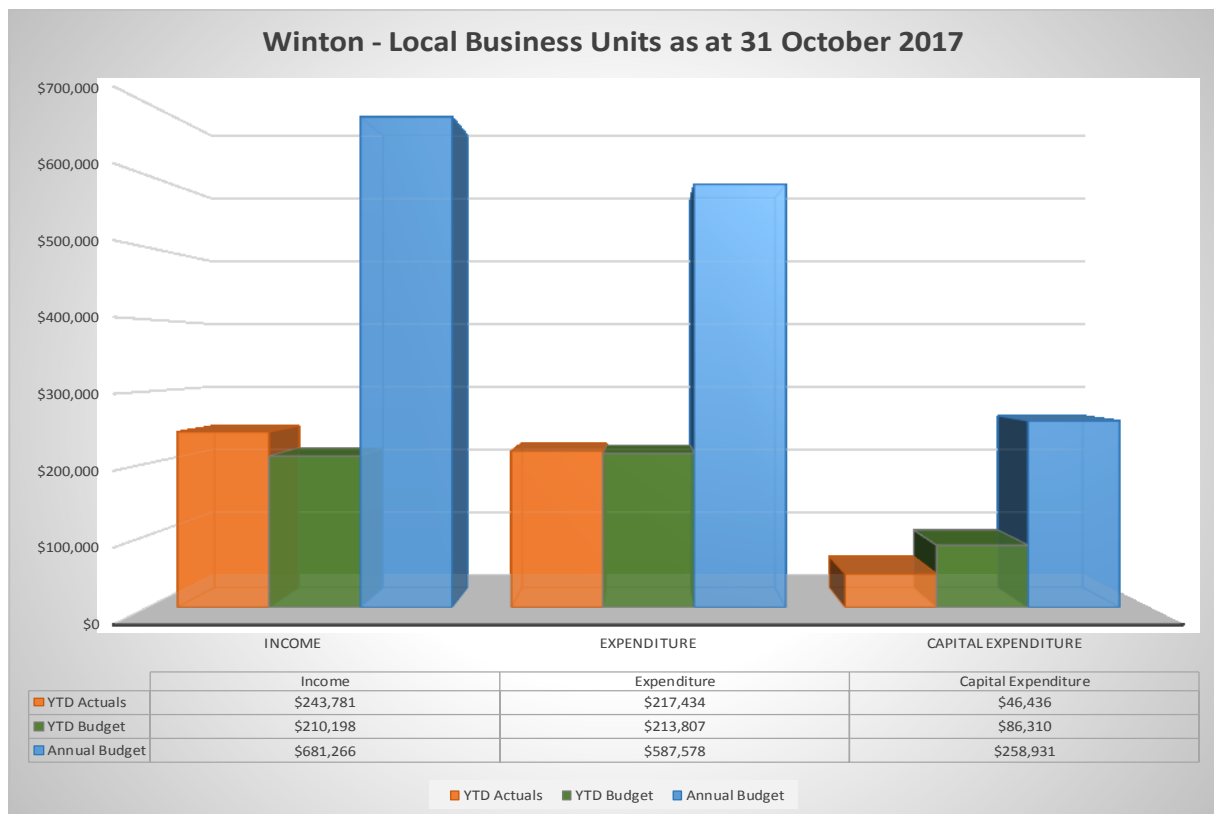
- 121 Health and Safety continues to be a focus with work progressing well on the 2016/17 plan. There are five key focus areas including completing the implementation of the Health and Safety Framework, critical risk, health and safety participation, incident management and measuring and monitoring.
- 122 Work continues on managing the identified critical risks. The new risk and management procedure outlines how Council will identify and manage its critical risks, including the development of control plans and assessment against the effectiveness of these controls.
- 123 One of the critical risks is driving. As part of this review a new Motor Vehicle Policy has been adopted for Council staff. The policy has a strong focus on ensuring that health and safety is a predominant factor, including specification of minimum safety requirements for vehicles and

postponing or delaying travel in adverse conditions. The aim is to encourage people to be bold and to actively think about their own and others safety and wellbeing, so that we deliver safe and effective services to our community and that everyone gets home safe and well.

- 124 Two new Leaders within the Customer Support Team started at Council in October; Paula Woods and Jodi Findlay. Both Paula and Jodi have extensive leadership and customer service experience.
- 125 Group Manager of Services and Assets, Ian Marshall has signalled that he will be retiring at the end of 2018. To ensure a smooth transition process a succession plan has been developed that will see us begin a recruitment process for the Group Manager Services and Assets role in mid-October. Mr Marshall will remain in the position until a replacement is here to takeover, which is likely to be early in 2018. He will then move into a role managing specific strategic projects under the Chief Executive's direction. This approach will ensure that there is a smooth handover process and give time for the Group Manager to 'get their feet under the table'

Finance

- 126 Income for the Winton Community Board is showing higher than expected in the year to date. This is due to income for the Memorial Hall from the Ward towards the upgrade project, hire income from the RSA and rental income from other leased property.
- 127 Expenditure for the Winton Community Board is on track and within expected levels. There are minor movements in underspend within this budget due to works scheduled that have not yet been required to be undertaken and includes street works, refuse collection, cemetery, beautification and the maternity centre. All levels of service are being met, and works in these areas will commence as scheduled in the summer months.
- 128 There is a significant overspend in the Storm Water budget, of which the Board has been notified by Council staff. A retrospective report for unbudgeted expenditure will be put to the Board followed by a report to Council. As indicated to the Board, Council staff recommend financing all expenditure from reserves, and will provide this detail in the report to the Board at their December meeting.
- 129 Capital Expenditure projects for the Winton Community Board is currently underspent. This is due to works scheduled that have yet to commence in street works, and will be undertaken in the summer months. The storm water budget is underspent, and staff recommend taking storm water costs from reserves as indicated above and leaving as available the actual capital expenditure funds as it may still be required in this financial year. The \$11,000 for Parks and Reserves is unbudgeted expenditure for land acquisitions related to the Memorial Gates.
- 130 The overspend showing against the Memorial Hall are funds held in retention on the builders contract against the upgrade, and were due to be paid by the end October. This cost will be reversed against the provision which was made in the 2016/17 financial year and then removed from business unit lines. The Maternity Centre is currently showing under budget for improvements and renewals, however the project has been completed and costs will show once invoices have been paid.
- 131 It is worth noting that the budgets are phased on a monthly basis, and while some budgets appear to be under or overspent, they can still be on track for maintenance schedules that take place periodically throughout the year.



Winton - Business Units as at 31 October 2017										
BU Code	Business Unit	Income			Expenses			Capital		
		Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
29400	Administration - Winton	\$10,390	\$10,374	\$48,887	\$13,283	\$12,649	\$40,235			
29401	Library - Winton	\$35,726	\$35,706	\$107,118	\$27,523	\$27,652	\$82,957	\$7,583	\$8,054	\$24,161
29402	Operating Costs - Winton	\$1,899	\$1,896	\$5,687	\$2,916	\$5,865	\$15,687			
29407	Street Works - Winton	\$16,326	\$16,652	\$49,955	\$11,265	\$19,986	\$59,958		\$46,257	\$138,770
29410	Refuse Collection - Winton	\$10,529	\$10,513	\$31,538	\$5,574	\$10,513	\$31,538			
29413	Stormwater Drainage - Winton	\$16,708	\$16,682	\$53,023	\$62,671	\$14,867	\$41,738		\$26,667	\$80,000
29425	Cemetery - Winton	\$17,675	\$20,881	\$62,642	\$14,707	\$18,023	\$54,068			
29428	Beautification - Winton	\$29,420	\$29,375	\$88,337	\$20,650	\$29,398	\$88,195			
29429	Winton Parks & Reserves	\$12,671	\$17,038	\$51,114	\$20,474	\$21,795	\$60,886	\$11,000		
29447	Winton Swimming Pool	\$4,454	\$4,448	\$13,345		\$4,448	\$13,345			
29450	Hall - Memorial	\$57,666	\$24,292	\$72,889	\$12,386	\$14,917	\$34,126	\$27,854		
29451	Hall - RSA	\$6,509	\$3,435	\$10,306	\$4,148	\$5,443	\$11,448			
29452	Hall - Drill	\$1,527	\$1,192	\$3,577	\$1,757	\$3,217	\$3,577			
29480	Medical Centre - Winton	\$9,867	\$9,867	\$35,249	\$11,061	\$11,001	\$22,446			
29481	Winton Maternity Centre	\$5,682	\$5,680	\$11,112	\$9,020	\$13,893	\$26,953		\$5,333	\$16,000
29482	Other Leased Property	\$6,733	\$2,167	\$36,487		\$140	\$421			
Total		\$243,781	\$210,198	\$681,266	\$217,434	\$213,807	\$587,578	\$46,436	\$86,310	\$258,931

Reserve Balances - Annual Plan

Winton													
	Opening Balance	Current Budget	Forecast Budget	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028
Community Centre													
Operating													
Winton Community Centre - OPR	-	13	13	26	40	54	69	(19,030)	(48,062)	(48,036)	(81,063)	(81,063)	(81,063)
Total Community Centre Operating	-	13	13	26	40	54	69	(19,030)	(48,052)	(48,035)	(81,063)	(81,063)	(81,063)
Total Community Centre Balance													
Local													
Reserve													
Winton Birthing Centre - CFD	5,587	5,659	5,659	5,734	5,813	4,269	4,286	4,304	4,323	4,342	4,342	4,342	4,342
Winton General	284,271	160,775	150,775	150,433	144,024	154,033	152,412	162,773	160,698	171,406	171,406	171,406	171,406
Winton Medical Centre Equip &	55,622	57,266	57,266	58,979	60,764	62,624	64,561	66,580	68,683	70,874	70,874	70,874	70,874
Winton Medical Centre Gen Rese	55,766	54,783	54,783	80,742	107,511	90,236	117,780	84,342	112,047	140,581	155,278	174,253	193,228
Winton Multi Sports - RES	5,510	5,721	5,721	5,941	6,170	6,409	6,658	6,917	7,187	7,468	7,468	7,468	7,468
Winton Property Sales - RES	352,296	388,362	388,362	432,439	457,033	503,351	551,324	601,022	652,517	705,883	711,880	724,364	736,848
Winton Res Capital Dev - RES	97,262	105,545	105,545	114,175	123,166	132,534	142,295	152,465	163,061	174,101	174,101	174,101	174,101
Total Local Reserve	856,313	778,111	768,111	848,443	904,481	953,456	1,039,316	1,078,403	1,168,516	1,274,655	1,295,349	1,326,808	1,358,267
Total Local Balance													
Stormwater													
Reserve													
Winton Stormwater - RES	104,498	35,783	35,783	38,883	42,113	45,479	48,986	52,640	56,447	60,413	60,413	60,413	60,413
Total Stormwater Reserve	104,498	35,783	35,783	38,883	42,113	45,479	48,986	52,640	56,447	60,413	60,413	60,413	60,413
Total Stormwater Balance													
Total Winton Reserve Balance													
	960,811	813,907	803,907	887,352	946,634	998,989	1,088,371	1,112,013	1,176,911	1,287,033	1,274,699	1,306,158	1,337,617

Recommendation

That the Winton Community Board:

- a) Receives the report titled “Council Report” dated 27 November 2017.**

Attachments

There are no attachments for this report.

Schedule of Meetings for 2018

Record No: R/17/11/28259
Author: Alyson Hamilton, Committee Advisor
Approved by: Rex Capil, Group Manager Community and Futures

☒ Decision ☐ Recommendation ☐ Information

Purpose

- 1 The purpose of the report is to approve a schedule of meeting dates for 2018 so that meetings can be publicly notified in accordance with the requirements set by the Local Government Official Information and Meetings Act 1987 following the Council adopting a meeting schedule for 2018.

Executive Summary

- 2 The adoption of a meeting schedule allows for reasonable public notice preparation and planning for meeting agendas. The Local Government Official Information and Meetings Act 1987 which has requirements for Local Authorities to follow for public notification of meetings.
- 3 The meeting schedule for the Winton Community Board is required to be set for 2018.
- 4 Southland District Council approved the Terms of Reference for the Community Boards at its meeting on 26 October 2016. In the approved terms of reference was the frequency of meetings. Community Boards will meet in February, April, June, August, October and December.

Recommendation

That the Winton Community Board:

- a) **Receives the report titled "Schedule of Meetings for 2018" dated 24 November 2017.**
- 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 meet at 5.30pm in the Southland District Council Office, 1 Wemyss Street, Winton on the following dates in 2018:**
 - **Monday, 19 February 2018**
 - **Monday, 16 April 2018**
 - **Tuesday, 12 June 2018**
 - **Monday, 6 August 2018**
 - **Monday, 1 October 2018**
 - **Tuesday, 11 December 2018**

Background

- 5 An approved schedule of meetings dates is required so that meetings can be publicly notified in accordance with the Local Government Official Information and Meetings Act 1987.

Factors to Consider

Legal and Statutory Requirements

- 6 The legal and statutory requirements for meetings of Council, Committees, Subcommittees and Community Boards are spelt out in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.

Community Views

- 7 There are no community views.

Costs and Funding

- 8 The only costs for the implementation of a meeting schedule are the public notification via the newspaper once a month in accordance with the Local Government Official Information and Meetings Act 1987.

Policy Implications

- 9 There are no policy implications.

Analysis

Options Considered

- 10 Options considered are that if no meeting schedule be agreed, then no meetings of the Winton Community Board could be held. The other option is to adopt a meeting schedule as proposed in the recommendations which enables dialogue between the Community Board and District Council Staff on a regular basis.

Analysis of Options

Option 1 – No meeting schedule

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• There are no advantages	<ul style="list-style-type: none">• Council officers and Community Board unable to achieve work in the Boards area as no meetings are being held.

Option 2 – Adoption of a schedule of meetings

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• Council officers and Community Board are able to achieve work in the Boards area as meetings are being held on a regular basis	<ul style="list-style-type: none">• There are no disadvantages

Assessment of Significance

- 11 The assessment of significance is that this is not significance as defined in the Local Government Act 2002.

Recommended Option

- 12 The recommended option is option 2 – Adoption of a schedule of meetings.

Next Steps

- 13 The next steps once the schedule is adopted it to ensure that each month the meetings are publicly notified to enable the Community Board to meet.

Attachments

There are no attachments for this report.