



Notice is hereby given that a Meeting of the Balfour Community Development Area Subcommittee will be held on:

**Date:** Monday, 19 February 2018  
**Time:** 8pm  
**Meeting Room:** Balfour Hall, 84 Queen Street, Balfour  
**Venue:**

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## **Balfour Community Development Area Subcommittee Agenda OPEN**

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### **MEMBERSHIP**

**Deputy Chairperson** Ziggy Roy  
**Members** Stephen Black  
Paul Eaton  
Jamie Maginn  
Christopher Owens

**Councillor** Brian Dillon

### **IN ATTENDANCE**

**Committee Advisor** Rose Knowles  
**Community** Kelly Tagg  
**Partnership Leader**

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

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



## **Terms of Reference - Community Development Area Subcommittees**

Community Development Area Subcommittees are delegated the following responsibilities by the Southland District Council.

- Represent and act as an advocate for the interest of its community.
- Consider and reporting on all matters referred to it by the Southland District Council, or any matter of interest or concern to the Community Development Area Subcommittee;
- 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;
- Undertaking any other responsibilities that are delegated to it by the Southland District Council.

In addition to these activities, Community Development Area Subcommittees will consider how best to provide for our communities, and the people who live there, into the future.

Community Development Area Subcommittees 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 Development Area Subcommittees 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 Development Area Subcommittees shall have the following delegated powers and be accountable to Council for the exercising of these powers.

### **Engagement and representation**

- 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**

- 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**

- 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.
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The Community Development Area Subcommittees 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 Development Area Subcommittee 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.
- Appoint a local liaison person responsible for community housing.

The Chairperson of each Community Development Area Subcommittee is delegated with the following additional responsibilities:

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

**8.2 Committee Reports**

Sports Ground –  
Cemetery – Member Eaton  
Works – Members Maginn & Owens  
Community Hall – Member Roy

**8.3 Councillor's Report**

Councillor Dillon to report on activities from the District Council table.



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**1 Apologies**

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

**2 Leave of absence**

At the close of the agenda no requests for leave of absence had been received.

**3 Conflict of Interest**

Committee 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](http://www.southlanddc.govt.nz) or phoning 0800 732 732.

**5 Extraordinary/Urgent Items**

To consider, and if thought fit, to pass a resolution to permit the 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 Balfour Community Development Area Subcommittee, 25 October 2017



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# **Balfour Community Development Area Subcommittee OPEN MINUTES**

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Minutes of a meeting of Balfour Community Development Area Subcommittee held in the Riversdale Community Centre, Lumsden/Riversdale Hwy, Riversdale on Wednesday, 25 October 2017 at 6pm.

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## **PRESENT**

<b>Deputy Chairperson</b>	Ziggy Roy
<b>Members</b>	Stephen Black
	Paul Eaton
	Jamie Maginn
	Councillor Dillon

## **IN ATTENDANCE**

<b>Governance and Democracy Manager</b>	Clare Sullivan
<b>Committee Advisor</b>	Rose Knowles
<b>Community Partnership Leader</b>	Kelly Tagg
<b>Finance Assistant</b>	Shelley Dela Llana



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**1 Apologies**

Moved Member Eaton, seconded Member Maginn and **resolved;**

**That the Balfour Community Development Area Subcommittee accept the apologies for non-attendance from Chairman McMaster and Member Owens.**

**2 Leave of absence**

There were no requests for leave of absence.

**3 Conflict of Interest**

There were no conflicts of interest declared.

**4 Public Forum**

There was no public forum.

**5 Extraordinary/Urgent Items**

There were no Extraordinary/Urgent items.

**6 Confirmation of Minutes**

**Resolution**

Moved Member Roy, seconded Member Eaton **and resolved;**

**That the minutes of Balfour Community Development Area Subcommittee meeting held on 26 July 2017 be confirmed as a true and correct record.**

**Reports**

**7.1 Council Report**

**Record No: R/17/10/25154**

Kelly Tagg, Community Partner Leader presented the report.

Mrs Tagg 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.

- Southland Regional Development Strategy (SoRDS)
- Conflicts of Interest
- Te Anau Wastewater Discharge Project
- Fluoridation of Drinking Water

- Alternative Coastal Route Seal Extension Project
- Community Governance
- Community Leadership Plan
- Open Spaces Report
- Freedom Camping in the Catlins
- Earthquake-prone Buildings
- CDA Finance report

### **Resolution**

Moved Member Roy, seconded Member Eaton

**That the Balfour Community Development Area Subcommittee:**

- a) Receives the report titled "Council Report" dated 18 October 2017.**

### **Councillor's Report**

Councillor Dillon reported on matters from the District Council Table which included;

- Submissions hearing end of November for SoRDS.
- Venture Southland Update
- Changes to Freedom Camping Bylaw-Lumsden

## **7.2 Strategic Framework 2018 - 2028 Long Term Plan**

### **Record No: R/17/9/23140**

Kelly Tagg, Community Partner Leader, and Councillor Dillon presented the report.

Mrs Tagg advised the purpose of this report is to update Community Development Area Subcommittees on the revised Strategic Framework that has been developed by Council for the 2018-2018 Long Term Plan.

Councillor Dillon 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.

### **Resolution**

Moved Member Black, seconded Member Roy

**That the Balfour Community Development Area Subcommittee:**

- a) Receives the report titled "Strategic Framework 2018 - 2028 Long Term Plan" dated 11 October 2017.**

**7.3 Financial Report to Balfour Community Development Area Subcommittee for the year ended 30 June 2017**

**Record No: R/17/8/19233**

Kelly Tagg, Community Partner Leader presented the report.

Mrs Tagg advised that the report was to update Members on the financial report for the Balfour CDA to the year ended 30 June 2017.

**Resolution**

Moved Member Black, seconded Member Roy

**That the Balfour Community Development Area Subcommittee:**

- a) **Receives the report titled “Financial Report to Balfour Community Development Area Subcommittee for the year ended 30 June 2017” dated 11 October 2017.**

**7.4 Local Budgets for the Long Term Plan 2018-28**

**Record No: R/17/10/23620**

Mrs Shelley Dela Llana, presented the report.

Mrs Dela Llana advised the purpose of the report is to set local budgets for 2018-28 and propose rates for the year commencing 1 July 2018.

Mrs Dela Llana explained this report provides an overview of the local activities and services for Balfour for 2018-2028 which are provided under the governance of the Balfour Community Development Area (CDA) subcommittee. The report details the estimated costs of these activities over the 10 years as well as the draft rates.

Dela Llana 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).

Mrs Dela Llana advised the information in this report and its attachments, has been sourced from previous discussions between the Committee and community partnership leader/community engineer along with Activity Management Plans (AMPs) that officers have prepared. The AMPs contain more detail about the activities and expenditure requirements.

Following a discussion Members agreed that the Balfour CDA rate not be increased by 1.64% and remain the same as 2017-2018.

**Resolution**

Moved Member Black, seconded Member Roy

**That the Balfour Community Development Area Subcommittee:**

- a) Receives the report titled "Local Budgets for the Long Term Plan 2018-28" dated 18 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.

**Rate**

**Rate GST inclusive**

Balfour CDA rate

\$20,806

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

## 8.1 Chairperson's Report

The Chairman, Ryan McMaster was absence, hence no report.

## 8.2 Local Liaison Person's Report

### Cemetery

Member Eaton advised that a new Beam has been installed and that Council Staff are updating the Kiosk board.

### Works

The RSA lighting project has been completed.

Members to re-organise obtaining the letters for the Balfour Railway Shed project.

Member Eaton still has issues with some of the sprayed areas.

The meeting concluded at 8.55pm

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE BALFOUR COMMUNITY  
DEVELOPMENT AREA SUBCOMMITTEE HELD ON 25  
OCTOBER 2017

**DATE:**.....

**CHAIRPERSON:**.....

## **Extraordinary Vacancy - Balfour Community Development Area Subcommittee**

**Record No:** R/18/1/1572

**Author:** Rose Knowles, Committee Advisor/Customer Support Partner

**Approved by:** Rex Capil, Group Manager Community and Futures

☒ Decision

☐ Recommendation

☐ Information

### **Purpose**

- 1 The Balfour Community Development Area Subcommittee (CDA) is to consider and decide on the filling of the extraordinary vacancy on the subcommittee created by the resignation of Mr Ryan McMaster.

### **Background**

- 2 Mr Ryan McMaster tendered his resignation as a Member and Chair of the Balfour CDA effective from 6 November 2017.
- 3 The Balfour CDA is entitled to six locally elected representatives.
- 4 Qualification for election to the subcommittee is that the nominee must
  - Be a resident and reside within the defined boundary of the CDA **or**
  - Be a ratepayer within the defined boundary of the CDA
- 5 Furthermore the nominee must be nominated by persons who;
  - Are a resident and reside within the defined boundary of the CDA **or**
  - Are a ratepayer within the defined boundary of the CDA
- 6 If there are more nominees than required an election on “first past the post” process is held and in the event of the last two nominees receiving the same number of votes then the result will be decided by the toss of a coin.
- 7 The successful nominee is required to have their election to the CDA confirmed by Council.

## **Recommendation**

**That the Balfour Community Development Area Subcommittee:**

- a) Receives the report titled “Extraordinary Vacancy - Balfour Community Development Area Subcommittee” dated 27 January 2018.**
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) Carries out an election of eligible candidates for the one vacancy on the Balfour Community Development Area and the successful candidate has their election subsequently confirmed by Council.**

## **Attachments**

- A Letter of resignation from Ryan McMaster - Balfour Community Development Area Subcommittee [↓](#)**

SCANNED  
6/11/17,

Balfour CDA

06 November 2017

I Ryan McMaster resign as the Chair and Member of the Balfour Community Development Area Subcommittee.

I have moved from the Balfour area and wish the Subcommittee well.

Yours Faithfully

Ryan McMaster

A handwritten signature in black ink, appearing to read 'Ryan McMaster', with a stylized flourish at the end.





## Election of Chair and Deputy Chair

Record No: R/18/1/1826

Author: Rose Knowles, Committee Advisor/Customer Support Partner

Approved by: Rex Capil, Group Manager Community and Futures

☒ Decision

☐ Recommendation

☐ Information

### Purpose of Report

- 1 This report calls for the election of a Chairperson for the Balfour Community Development Area Subcommittee (CDA).
- 2 The report also provides the opportunity for the CDA to appoint a Deputy Chairperson to act for the Chairperson if he or she is unable to perform his or her duties.

### Background

- 3 The Southland District Council requires the election of a Chairperson to its CDAs. The CDA may also wish to appoint a Deputy Chairperson who will be called on to fulfil the duties of the Chairperson if he or she is unable to perform his or her duties. All CDA members are eligible to be nominated for these roles.
- 4 The system of voting for the position of Chairperson and Deputy Chairperson is “First Past the Post”.
- 5 There are no requirements for a formal nomination – the Councillor will call for nominations at the meeting of the CDA. Members may be nominated for these roles *in absentia*, but cannot vote.
- 6 The term of office for the Chairperson and, if appointed, the Deputy Chairperson of the CDA shall be for the duration of the 2016/2019 triennium. However, a member may terminate (or have terminated) their office by:
  - Resigning as Chairperson or Deputy Chairperson.
  - A majority decision of the CDA.
  - A resolution of the CDA.
  - Being no longer eligible to hold office.
- 7 The Chairperson of the CDA is responsible for ensuring that the decisions of the Subcommittee are consistent with the powers delegated to it by Southland District Council. The Chairperson is responsible for ensuring that the conduct of business is carried out in an orderly way and in accordance with Standing Orders, and any other statute that may apply from time-to-time. The Chairperson may be called on to act as an official spokesperson for the CDA on issues within its terms of reference and area of activity.
- 8 If the Chairperson is absent or incapacitated, the Deputy Chairperson must perform all of the responsibilities and duties, and exercise any powers, of the Chairperson:
  - with the consent of the Chairperson at any time during the temporary
  - absence of the Chairperson;

- without that consent, at any time while the Chairperson is prevented by illness or some other cause from performing the responsibilities and duties, or exercising the powers, of his or her role;
  - while there is a vacancy for the role of Chairperson.
- 9 In the absence of proof to the contrary, a Deputy Chairperson acting as Chairperson is presumed to have the authority to do so.
- 10 A Deputy Chairperson continues to hold his or her position so long as he or she continues to be a member of the CDA or until the election of his or her successor, or until the close of the 2016/201 triennium.
- 11 In accordance with voting procedures the CDA is called on to elect members to the position of Chairperson and, if it chooses to do so, to appoint a Deputy Chairperson.

## **Recommendation**

**That the Balfour Community Development Area Subcommittee:**

- a) Receives the report titled “Election of Chair and Deputy Chair” dated 27 January 2018.**
- b) Elects a Member to be Chair of the Subcommittee for the 2017/2020 Triennium**
- c) Elects a Member to be Deputy Chair of the Subcommittee for the 2017/2020 Triennium.**

## **Attachments**

There are no attachments for this report.

## **Council Report**

**Record No:** R/18/2/2392  
**Author:** Kelly Tagg, Community Partnership Leader  
**Approved by:** Rex Capil, Group Manager Community and Futures

☐ Decision ☐ Recommendation ☒ Information

### **Chief Executive**

#### **Central Government**

- 1 With the Labour/NZ First/Green government it can be expected that the change will lead to some changes in government policy.
- 2 There are a number of aspects to the coalition agreement and the government's 100 day plan, that are have already set a broad outline of this Government's priorities and how they might impact on the local government sector. These included:
  - A strong focus on housing issues including supply and demand, the provision of infrastructure to support development and the development of more social housing. This will include the establishment of a new Housing Commission.
  - Establishment of a tax working group. There will likely be a linkage to local authority funding through this working group.
  - A public inquiry into local authority cost and funding issues.
  - Establishment of an independent climate commission to lead the move towards zero carbon emissions by 2050.
  - Holding a clean waters summit to look at the broad range of water management issues. Work in this area is expected to lead to the setting of higher water quality standards for both urban and rural communities.
  - A strong focus on regional development including establishment of a new fund which is to be used to support investment in the rail sector.
  - There will be a review of the port sector.
  - Review of emergency management following consideration of the review process that was initiated by the previous government.
  - Review of the Resource Management Act and land use planning in general. There is a strong linkage to the work in this area and the broader urban development issues affecting NZ. The Productivity Commission report on urban development policy, which was released earlier this year, will no doubt inform the development of new policy in this area.
- 3 The Minister of Transport has also announced that the revised Transport Government Policy Statement will now not be released as a draft for comment until early in the new calendar year. This will mean that the final land transport programmes will not be confirmed until 31 August 2018 rather than by the end of June. The new GPS is expected to include:

- An increased focus on public transport.
- Increased focus on rail and other modes of transport alongside of roading.
- An increased focus on walking and cycling.
- Increased focus on safety and reducing the environmental impacts of transport.
- Support for regional development initiatives.

- 4 Officers will continue to monitor any moves in central government policy as decisions are made and new policy announced in the months ahead.

### **Southland Regional Development Strategy (SoRDS)**

- 5 Last year 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 2017.
- 6 There were approximately 107 submissions received which were heard by the Joint Committee, consisting of two Councillors from each of the four Southland Councils, on 13 November 2017.
- 7 The submissions received covered a wide range of issues which the Joint Committee will need to work through in a structured way as they work towards developing a series of recommendations to come back to the four Councils on a possible way forward.

### **Southern Tourism Workshop**

- 8 Queenstown Lakes District Council, (QLDC) and MBIE hosted a southern tourism opportunities workshop in Queenstown at the end of November 2017.
- 9 The workshop provided the opportunity for stakeholders from the tourism industry, local and central government to look at the issues and opportunities affecting the development of tourism across the bottom half of the South Island and how they can work together in a more coordinated way.
- 10 While the workshop discussed the importance of Queenstown as a central hub for tourism in the South Island it also highlighted the importance of other destinations, such as Fiordland, to the overall tourism product offering for visitors to the South Island.

### **Water Management**

- 11 Water policy and its management continues to be a high profile and topical issue. The broader public and political interest in the issues were obvious during the recent national elections.
- 12 The Government have already highlighted that they will be placing a particular focus on this area. This will include looking at how water is managed at both a central and local government level. This work will be informed by the Stage Two report from the Havelock North Water Inquiry, which is focussing on how water is managed across the sector, and will be released in early December.
- 13 The Office of the Auditor General (OAG) have also decided to have a focussed look at the way in which water issues are managed during the next 12 months. Their review will look at activity across both central and local government agencies with a particular focus on drinking water, freshwater, stormwater, and the marine environment.

- 14 The OAG has released its foundation report which explains in more detail their interest in water management and the work planned/underway over the next year. The report is available on the OAG website ([www.oag.govt.nz](http://www.oag.govt.nz)).
- 15 The OAG intends to highlight any improvements that are needed in the public management of water and in the accountability and transparency of organisations for their decision-making and performance.

### **LGNZ Roadshow**

- 16 At the Local Government New Zealand conference in Auckland in July a new president and vice president were elected following the retirement of Lawrence Yule.
- 17 The new president, Dave Cull, vice president Stuart Crosby and chief executive, Malcolm Alexander have been visiting all local authorities over the last two months. Vice president Crosby and Malcom Alexander visited this Council on 13 November 2017.
- 18 The key themes that have emerged from these visits from across NZ have included:
  - The sector is ‘under pressure’ to meet and fund infrastructure demands for local communities.
  - The management of growth is an important issue in those local authorities that are experiencing significant growth.
  - Climate change is an issue that is being addressed in an ‘ad hoc’ way across the country. There is a need for a more consistent framework to be applied across the country.
  - There are a number of pressures in the housing area with the supply of rental housing contracting, a wide range of social housing issues, increased cost pressures and a shortage of supply in a number of areas.
  - A number of regional areas have progressed the development of regional development strategies with MBIE support. It is expected that the new government will place a strong focus in this area but the practical implications are still to be understood.
  - Collaboration is seen as important across the sector as a way of improving the efficiency of delivery.
  - There were a number of issues relating to NZTA including management of the state highway network and delays with the approval of capital works projects raised. LGNZ are discussing these issues with NZTA at the national level.
  - There are a number of local authorities giving consideration to the merits of establishing Maori seats as part of their representation reviews.

### **Biodiversity**

- 19 LGNZ have released for discussion and feedback a think piece on how NZ can improve its management of biodiversity issues. It notes that while good progress is being made in some areas the current approaches will not be sufficient to maintain the current range of indigenous biodiversity. A copy of the think piece is available on the LGNZ website ([www.lgnz.co.nz](http://www.lgnz.co.nz)).
- 20 The think piece outlines suggested key areas for change to the way in which biodiversity issues are currently managed. These include:

- Investigating the establishment of a new national leadership structure that would coordinate both public and private sector work in this area. It would also lead to a better definition of roles and responsibilities of the different parties involved in this area.
- Reaching agreement on where we should focus our efforts at national, regional and local levels. This should be reflected in a national plan that provides for consistency of delivery across the different regions.
- The development of better information and performance indicators on the state of biodiversity in different areas and the progress being made to improve it.
- A revision of the current legislative and policy frameworks to ensure that they are fit for purpose and deliver on the overall goals.

## **People and Capability**

- 21 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.
- 22 The Health and Safety Policy has been updated and is available in all work locations. Our new policy will ensure our Health and Safety goal is met. Our goal is for our 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.
- 23 Steve Manaena was appointed into the Team Leader Community Engineers. Previously Steve was a Community Engineer. Steve has had previous leadership experience and significant project management experience.
- 24 The appointment of a Group Manager Services and Assets has been made, with Matt Russell starting in the role towards the end of February 2018. The current Group Manager Ian Marshall signalled his retirement in 2017, and will stay on with Council throughout 2018 to undertake project work and ensure a smooth transition to this important role for Council.

## **Community and Futures**

### **Stewart Island Rakiura Fete**

- 25 On 10 November 2017, the Stewart Island community were invited to attend a fete to discuss the future of the island. The fete was attended by 30 people, some of which stayed for many hours discussing important opportunities and challenges facing the island now and in the future. There were a number of stalls at the fete which provided valuable opportunity to connect, ask questions and give feedback.
- 26 Staffed stalls included DoC Predator Free; Venture Southland, with stalls to discuss tourism, economic and community development; Southland District Council, with stalls available to discuss the upcoming representation review, review of the Stewart Island Visitor Levy By-Law, and the Stewart Island community plan. There was also opportunity to raise questions or make comment on SIESA, roading, property, wharves and any other infrastructure on the island.

- 27 Feedback received from the stall holders and participants was extremely positive, particularly around the quality of discussions taking place, and overall a well-received opportunity to talk about the future of the island.

### **MBIE Stewart Island Community Plan Update**

- 28 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 Bonamia Ostreae parasite that has devastated oyster production on Stewart Island. Council has engaged independent consultant Sandra James to undertake this work.
- 29 The purpose of the project is to determine the short, medium and long term community vision for the future sustainability and growth of Stewart Island Rakiura. 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.
- 30 To date the Stewart Island community have had opportunity to speak one-to-one with the consultant over numerous occasions, take part in community workshops, participate in the community fete, and contribute to the plan through surveys. There are still a number of workshops, surveys specifically for businesses, stakeholders, visitors to the island and the local school children to be undertaken and opportunities to speak with the consultant directly over the next few months.
- 31 At the conclusion, a report will be prepared for Council in February/March 2018 to consider the views and aspirations of those living on and visiting the island. Through funding provided by MBIE there is a further opportunity to investigate one or two investment plans for future development on Stewart Island.

### **Welcome Ambassador Project Update**

- 32 The purpose of this project is to develop and deliver a pilot in Te Anau that has a focus of intentional welcoming, where being a welcoming community can significantly enhance the experience of residents, ratepayers, and visitors to the area.
- 33 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. The purpose of this pilot is to facilitate a project that gives community members the permission to be intentional in the way they welcome people to their communities.
- 34 There has been an initial meeting with SDC staff and Fiordland Community House staff to gauge the interest and support in this project, and a public meeting will be set up in March 2018 to seek interest from the wider community in taking part in, and ownership of, this project.

### **Community Conversations/Community Governance Review/ Representation Review Process update**

- 35 The latest round of community conversations were held in November 2017 and were focussed on the forthcoming representation review and review of the community governance structure.
- 36 Participants were encouraged to complete a questionnaire and provide feedback on their ideas for the Council's representation arrangements. There was very good engagement in the topic and useful discussions at each of the nine conversations.

- 37 Following the community conversations a meeting was held in Winton for all Councillors and representatives from each community board and community development area – this built upon the discussion at the community conversations.
- 38 Some of the guiding principles that were agreed on that will assist in forming the basis of the representation review are: a clear purpose for governance entities, full district coverage, equity of representation, relationships first, there still needs to be local input and involvement.
- 39 Workshops will be held with the Council and all elected representatives in February and March as the Council draws up and agrees on its Initial proposal which will go out for consultation in April 2018.

### **Milford Opportunities Project**

- 40 The Governance Group for the Milford Opportunities Project met for the first time on 16 November. The Group's independent Chair is Keith Turner and the other members are Mayor Gary Tong (Southland District Council), Geoff Thomson (Business), Richard Lauder (Business), Mayor Jim Boulton (Queenstown Lakes District Council), Jim Harland (NZTA), Aimee Kaio (Iwi, Ngai Tahu), Bruce Parkes (Department of Conservation), and Iain Cossar (Ministry of Business, Innovation & Employment).
- 41 The Group discussed and made some amendments to the draft Terms of Reference (ToR) and Request for Proposal (RFP). Primarily the changes refined the 'Guiding Principle' and 'General Objectives' of the project and set out the need for this to be a visionary project.
- 42 In response to the RFP 13 proposals were received. The Governance Group will meet on 26 January 2018 to hear presentations from the shortlisted consultants and decide who has the preferred proposal.
- 43 A two day meeting is also scheduled in February 2018 for the governance group and the project manager to visit Milford and workshop the project.

### **Bylaw Reviews**

- 44 The Stewart Island/ Rakiura Visitor Levy Policy and Bylaw – Council has started preliminary consultation to help identify if there are parts of the Policy and Bylaw that should be changed. Staff will be undertaking further preliminary consultation in the next couple of months, and will be discussing the content of a draft Policy and Bylaw with the Community Policy Committee, in the new year.
- 45 In October Council decided that it would not proceed with amending the Freedom Camping Bylaw 2015 for Lumsden at this time. The current bylaw will remain in place for the current summer season.
- 46 This decision was reached as after receiving submissions, Council favoured a more restrictive Bylaw for Lumsden. To adopt a more restrictive Bylaw Council would have had to undertake another consultation process. As other amendments to the Bylaw may also arise over the next year, both from Council-based initiatives and through central government, Council felt that it was best not to proceed with an amendment at this time.
- 47 Draft Stormwater Drainage, Water Supply and Wastewater Drainage Bylaws – Council is currently in the process of reviewing these Bylaws. The Bylaws have been out for consultation, and were presented to Council for adoption on 13 December.



### **Financial and Development Contributions Policy**

- 48 In October, Council approved the draft Development and Financial Contributions Policy for release for public consultation.
- 49 The draft Policy proposes continuing to have development contributions in remission and financial contributions would continue to be taken under the Southland District Plan for roading and reserves. Staff recommended Council endorse a Statement of Proposal on 13 December 2017, and the draft Policy will be consulted on via a process which will be run concurrently with the consultation and hearings being held on the Long Term Plan 2018-28.

### **Community Leadership Plan – Stage 2**

- 50 Workshops with key stakeholders were held around the District in November 2017. Standalone workshops were held in Invercargill, Gore, Te Anau and Otautau with Stewart Island residents beings engaged as part of the recent “fete” held on the Island.
- 51 The format of the standalone workshops was very similar to that of the elected member workshops held earlier in the year with attendees being asked to work through a series of questions including what they were most proud of, what they thought we could do better as a District and what opportunities they saw for working collaboratively with Council going forward.
- 52 A diverse group attended the workshops with representatives from the Ministry of Education, CTOS, Internal Affairs, Southern District Health Board, privately owned businesses, St Johns, local fire brigades, Lions Clubs, Community Trusts and Health Trusts, local community representatives and various other local groups being represented.
- 53 Key issues identified from the workshops for the District going forward were around levels of service, de-population (and increasing populations in some towns), volunteering, community development, funding, transport, housing, health and safety (recognising its importance but also the challenges it presents for our communities).
- 54 Feedback from these workshops has been overwhelmingly positive with attendees in several locations choosing to stay on after the close of the workshop to make connections with other people in attendance.
- 55 Planning for phase three will commence in the New Year and a report summarising the findings of the workshops will be presented to the next Community & Futures meeting.

### **Service Delivery Review Update**

- 56 Work has been completed to analyse the results of the customer service delivery review survey and has also conducted a demand analysis of services at each Council office and library.
- 57 Key findings of the survey indicate that customers expect to interact with Council through a variety of methods. They expect to receive a consistent level of service across the organisation in terms of good customer service (i.e. responding to requests in an efficient and timely manner via staff who are warm and friendly) easy access to information via online or physical locations and as and when they require it (i.e. not being limited by current opening hours).
- 58 Work has also been done to review Council’s customer service statistics around how we currently interact with our customers and ratepayers as well as reviewing how other district councils across New Zealand provide services to their ratepayers and customers.

**Venture Southland – Balfour Gun Club**

- 59 Venture Southland is providing support to the Balfour Gun Club who are looking at developing their trench fields. Last year Venture Southland assisted the club with two funding applications which were both successful in securing funding for the project. A meeting was held in January with the club to discuss an application to the Lotteries Community Facilities Grant.

**Long Term Plan 2018-2028**

- 60 A significant amount of work on the Long Term Plan has been completed or is nearing completion.
- 61 Draft budgets for the plan have been developed both at a District level and local level. Local budget meetings were held with Community Boards, Community Development Area subcommittees and Water Supply subcommittees throughout October and Council in October and November. All changes to the budgets as result of these meetings have now been loaded. These draft budgets were confirmed by Council on the 23 November with the draft overall rates increases over the ten years sitting between 1.56% and 3.76% and the increase for 2018/19 forecast at 3.01%. The final budgets and financial statements for the draft LTP, including external debt funding/repayments and changes to insurance premiums will be presented to Council in December.
- 62 During the November meeting, drafts of the Supporting Information for the LTP Consultation Document (including the assumptions, Financial Strategy, Infrastructure Strategy and fees and charges) were also considered by committees and/or Council.
- 63 The next milestones in the LTP programme will be the confirmation of all the documentation supporting the LTP at the December Council meeting including:
- Final draft Infrastructure Strategy
  - Final draft Activity Management Plans
  - Draft Performance Management Framework for the 2018 LTP
  - Statements of Proposal (including Policy) for the Revenue and Financing Policy and Development and Financial Contributions Policy
- 64 Audit NZ began their audit of the information underlying the LTP in November as part of the work that they need to do to issue an audit opinion on the LTP Consultation Document. They will be completing this audit in late January in order for the Consultation Document to be confirmed by Council in February 2018.
- 65 Key dates from here:
- January: Audit of draft Consultation Document
  - February: Council adoption of final Consultation Document and Supporting Information
  - 7 March to 9 April: Consultation period
  - Mid April to May: Hearings and Deliberations
  - Mid June: Adoption of final LTP

## **Environmental Services**

### **Waituna Partnership**

- 66 The Partners (Environment Southland, Department of Conservation, Southland District Council, Te Runanga o Awarua and Te Rūnanga o Ngāi Tahu) have met in November to discuss the next steps in the Partnership to deliver on the strategy and action plan. The appropriate governance structure to achieve this is currently being worked through collaboratively.
- 67 Over the next few months the Group will be further developing the governance structure and work programme. More detail can be found on the new website [www.waituna.org.nz](http://www.waituna.org.nz).

### **Short term residential accommodation**

- 68 There has been some recent media discussion and other contact regarding Air B&B and other short term rentals of residential property within the District, and particularly in the Te Anau/Manapouri area.
- 69 Currently, the Southland District Plan allows visitor accommodation for up to 5 paying guests without requiring a resource consent. This is also the “trigger point” number under the Building Act, beyond which a building consent for a change of use application under the Building Act.

### **Environmental Health**

- 70 Staff are working with the Department of Conservation (DoC) and the Clutha District Council on a new shared freedom camping patrol in the Catlins. The start date is the 11th December and media communication is being organised. The ranger will be full time over a 5 month period. DoC will permit the Waipohatu site being promoted for use for freedom camping, and this may reduce congestion at Council’s Weir’s Beach site.

### **Proposed District Plan 2012**

- 71 The final outstanding appeal on the Proposed District Plan 2012 has been withdrawn. Following mediation in August there was one appeal that did not get resolved, however on 29 September this appeal was withdrawn. Now all appeals have been resolved the proposed District Plan was “made operative” 22 January 2018.

### **PGG Wrightson**

- 72 An approved resource consent was issued for the new PGG Wrightsons in Lumsden. The site is on an old sawmill site on the northern side of town, and hence triggered the requirements of the National Environmental Standard for Contaminated Land Management, which have been met by the consent holder as part of the process of obtaining consent.

### **Land Use Policy**

- 73 Project plans are being developed for some landscape, heritage and climate change work streams. Once these plans have been formulated they will be reported to the Regulatory and Consents Committee for endorsement.
- 74 Initial workshop discussions have been held with the Committee on all these topics. It is important that these issues are worked through collaboratively with the other Southland councils as there significant linkages and cross-boundary opportunities. It is also important that we keep abreast of national developments and case law on these matters, particularly in relation to climate change where there is a national Local Government New Zealand working party and considerable central government focus at present.

## **Services and Assets**

### **Balfour Plunket Rooms**

- 75 Staff and the CDA Deputy Chairperson met with representatives of Plunket in Lumsden late last year. The purpose of the meeting was to discuss the local Plunket branches plans to move out of the existing building and into the Balfour Playcentre.
- 76 The Plunket Property Manager asked if Council wished to purchase and he was advised that it does not.
- 77 Plunket New Zealand is now likely to work through a disposal process for the building which may have some implications for the toilets that are attached to the building and available for public use.
- 78 Staff have another meeting with Plunket on 1 March and will keep the Subcommittee informed of progress as further information is received.

### **Costs of Roading Renewals**

- 79 Recent tenders are coming in above estimate, showing a price increase trend that may be driven by a buoyant market at the moment. If this trend continues we may struggle to achieve the physical work we have programmed for the budget allocated. It is early days in the construction season yet but often this is the most competitive period of the season. Close monitoring of the situation will be needed to see what trends develop.

### **NZTA Approvals**

- 80 Frustration is growing around the lack of approvals coming through from NZTA for work that was approved in principle by the local representatives a number of months ago. The LED light project has been stalled for many weeks waiting on sign off from NZTA Wellington.
- 81 The concern is NZTA themselves have put a deadline of 30 June 2018 for the work to be done to qualify for the special 85% subsidy. Yet we cannot get underway, even though we have tendered the work, because NZTA funding approval is proving difficult to get out of Wellington.

### **Road Safety**

- 82 The Southern Road Safety Influencing Group (SRSIG) has developed a road safety programme. The group wanted to find a new approach to tackling an old problem—the number of people being killed and seriously injured on Otago and Southland roads, and began at looking at ways to work with communities to improve road safety. The group saw the need for a solution that is for Southern communities, by Southern communities, and the “Any number is too many” programme was developed.
- 83 Each Council office has been supplied with stickers for people to take-place on vehicles etc, posters are also available to put up anywhere you can think of.

### **Forestry (IFS)**

- 84 Harvesting activity remains unchanged from the initial 9,500 tonnes during early Spring
- 85 Harvest planning for the 40,000 tonnes remaining in Ohai and Waikaia Forests is currently underway, with harvest operations due to commence in February. We are working through the archaeological issues with 19th century sites identified at Waikaia and their protection going forward.

- 86 All release spraying of the newly established 2017 plantings has now been completed. Pruning and thinning operations are underway in Gowan Hills and Ohai Forest. Carbon plot measurement has been completed and table yet to be received from MPI for need year unit claim.

### **Strategic Property**

#### **Community Centres**

- 87 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. Consideration is being given to demolition of the hall as this is seen as an impediment to disposal.
- 88 There have been a number of queries from rural halls about process and implications of closures and hence it is expected that there could be further closures in the near future.

#### **Public Conveniences**

- 89 Predominantly business as usual when it comes to operations, however 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.
- 90 A trial is underway about the use of tokens at the Lions Park toilets in Te Anau. A report will be presented to Council in due course on the success or otherwise of the trial.

#### **Water Structures**

- 91 Licence Agreements with private berth owners at Riverton, is progressing with a majority signed and returned. The outstanding ones are being followed up.
- 92 Communication will be provided to those not signed or those not completing the structural upgrade work as to the consequences of not doing both. Primarily the drivers are Health and Safety as well as complying with the Coastal permit that Council holds from Environment Southland. In terms of the licence's this is removal of the structures.
- 93 Negotiations are continuing with South Port and Rakiura Adventures over the proposed transfer of ownership of the Golden Bay Wharf on Stewart Island.

#### **Curio Bay Project**

- 94 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 the construction of the Heritage Centre was opened in December 2017
- 95 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. A significant number of plants are in the ground already so it is now a waiting stage for them to grow and develop.

#### **Parks and Reserves**

- 96 The report on Open Spaces Priority Settings has been received which does recommend significant investment in this activity which will be considered as part of the Long Term Plan.

## **Strategic Water and Waste**

### **Te Anau Wastewater Discharge Project**

- 97 Work is progressing on finalising the business case in support of the Kepler proposal for which Council already has consent.
- 98 A draft of the business case was considered by the Project Committee on 28 November with the finalised case is likely to be considered by Council in April 2018.

### **Land and Water Plan Implementation**

- 99 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.
- 100 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.
- 101 Council staff and elected members from the three Southland Territorial Local Authorities, presented evidence to the hearing panel in September, as well as attending stakeholder presentations. The hearing is now complete with commissioners considering the evidence prior to the release of decisions.

### **Fluoridation of Drinking Water**

- 102 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.
- 103 This bill will transfer the right for decisions on community fluoridation from local authorities to the District Health Boards. A fund of \$30 million over ten years, will be established to fund any communities directed to fluoridate their supplies. Although there is no indication that any request or direction will be made, Council staff are looking into what any upgrades might mean for our community water supplies.

### **Review of Solid Waste Contract Arrangements**

- 104 The WasteNet Southland Waste Management Group recently notified contractors Bond Contracts and Southland Disability Enterprises Limited of its intention to begin negotiations, around rolling both contracts over. Both contracts are currently in year six of an initial eight year duration, with ability to roll over for a further eight years.

## **Strategic Roding**

### **Alternative Coastal Route Seal Extension Project**

- 105 This project is tracking on schedule with good progress being made. The Roding Company have around 65% of the earthworks and drainage works completed on Otara Haldane Road section.
- 106 While earthworks are underway on this latest section, Slope Point Road is now undergoing pavement construction, with approximately the first 4 km of sealing scheduled early December.

### **District-Wide Resurfacing Contract**

- 107 Downer have commenced the 2017/18 resealing programme with good progress being made. The focus has been on the urban area and the larger rural sites particularly in the eastern area of the District.

### **LED Streetlight Replacement Programme**

- 108 This project is still waiting on formal New Zealand Transport Agency funding approval.
- 109 The project has been endorsed by the appropriated Senior Manager, Operational Policy, Planning and Performance, System Design and Delivery however the project still requires formal approval by the General Manager Investment and Finance.
- 110 All replacement work is still expected to be completed by 30 June 2018, but delays by NZTA in approving the project is eroding any contingency time.

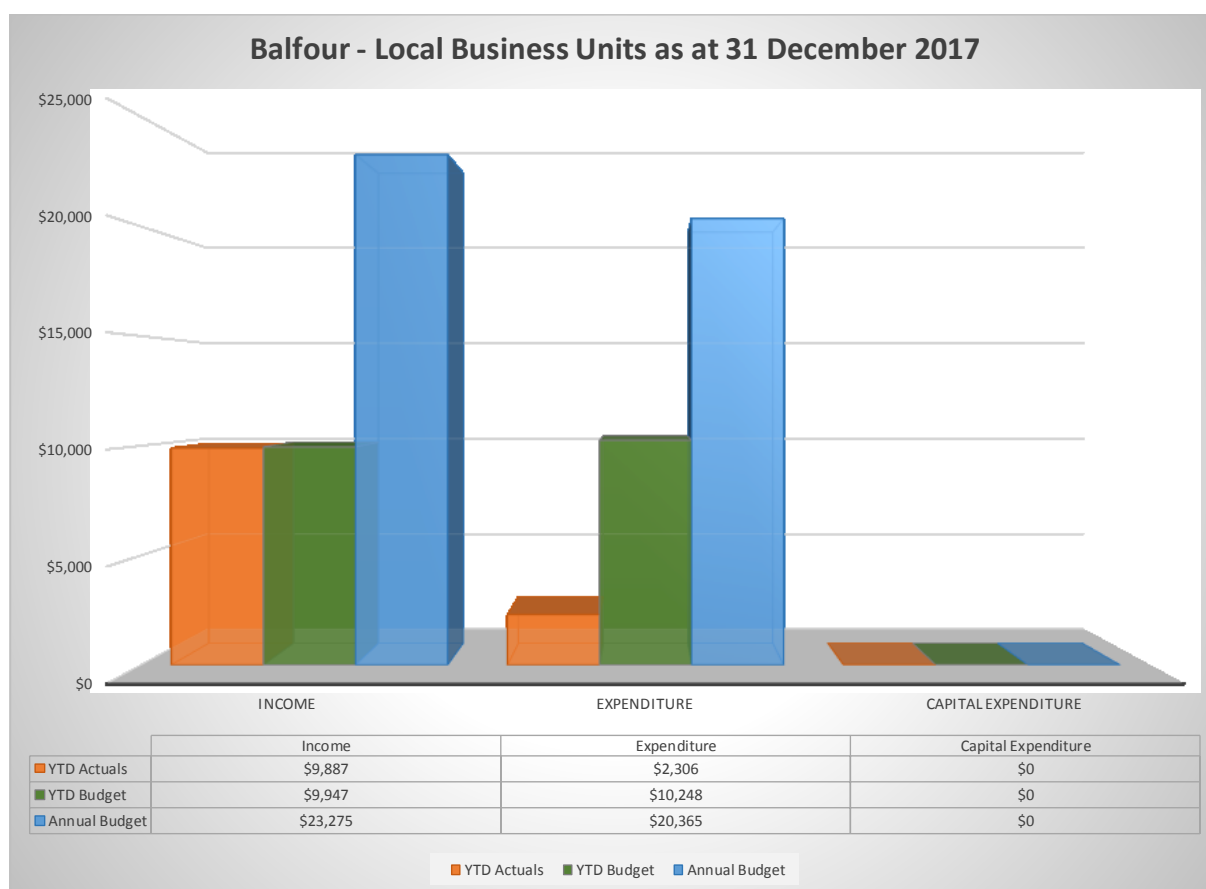
### **Renewal Programme**

- 111 SouthRoads have been awarded two of the pavement rehabilitation projects, these being Mabel Woodstock Road and Ferry Road/Edendale Wyndham Road.

### **Finance**

- 112 Overall there are no issues with the Balfour CDA financials.
- 113 Administration income is showing as a debit year to date due to rates adjustments being carried out (for unpaid rates).
- 114 Expenditure is also well below budget year due to the installation costs of the ground lights at the RSA memorial being lower than anticipated and the mowing costs being budgeted monthly but only paid annually.

**Balfour Community Development Area Subcommittee**  
**19 February 2018**





Balfour - Business Units as at 31 December 2017											
BU Code	Business Unit	Income Actual YTD	Income Budget YTD	Budget Full Year	Expenses Actual YTD	Expenses Budget YTD	Budget Full Year	Capital Actual YTD	Capital Budget YTD	Budget Full Year	
22300	Administration - Balfour	-\$236	-\$236	\$2,910							
22302	Operating Costs - Balfour	\$563	\$563	\$1,125	\$130	\$599	\$1,125				
22307	Street Works - Balfour	\$1,578	\$1,578	\$3,155	-\$879	\$1,578	\$3,155				
22313	Stormwater Drainage - Balfour	\$2,195	\$2,195	\$4,390	\$1,721	\$2,223	\$4,390				
22328	Beautification - Balfour	\$5,059	\$5,059	\$10,117		\$5,058	\$10,117				
22346	Playground - Balfour	\$730	\$789	\$1,578	\$1,334	\$789	\$1,578				
Total		\$9,887	\$9,947	\$23,275	\$2,306	\$10,248	\$20,365	\$0	\$0	\$0	\$0

## Reserve Balances

Balfour													
	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
Local													
	Reserve												
	Balfour General - RES	94,902	97,812	97,812	100,729	104,043	107,466	111,002	114,654	118,426	122,322	126,346	130,503
Total Local Reserve	94,902	97,812	97,812	100,729	104,043	107,466	111,002	114,654	118,426	122,322	126,346	130,503	134,797
Total Local Balance	94,902	97,812	97,812	100,729	104,043	107,466	111,002	114,654	118,426	122,322	126,346	130,503	134,797
Total Balfour Reserve Balance	94,902	97,812	97,812	100,729	104,043	107,466	111,002	114,654	118,426	122,322	126,346	130,503	134,797

## **Recommendation**

**That the Balfour Community Development Area Subcommittee:**

- a)       Receives the report titled "Council Report " dated 8 February 2018.**

## **Attachments**

There are no attachments for this report.