



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

**Date:** Monday, 19 March 2018  
**Time:** 7.30pm  
**Meeting Room:** Woodlands Primary School  
**Venue:** 8 Woodlands Morton Mains Road  
Woodlands

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## Woodlands Community Development Area Subcommittee Agenda OPEN

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### MEMBERSHIP

<b>Chairperson</b>	Michael Straith
<b>Deputy Chairperson</b>	Maree Small
<b>Members</b>	Janice McBride Keith McKenzie Ashley Michelle Shane Rhodes Councillor Paul Duffy

### IN ATTENDANCE

<b>Committee Advisor</b>	Fiona Dunlop
<b>Community Partnership Leader</b>	Michelle Stevenson

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



## **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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**TABLE OF CONTENTS**

<b>ITEM</b>	<b>PAGE</b>
<b>PROCEDURAL</b>	
1 Apologies	7
2 Leave of absence	7
3 Conflict of Interest	7
4 Public Forum	7
5 Extraordinary/Urgent Items	7
6 Confirmation of Minutes	7
<b>REPORTS</b>	
7.1 Council Report	13

**Chairperson's Report**

Chairperson Straith, to report on activities with which he has been involved with since the last meeting of the Subcommittee.

**Councillor's Report**

Councillor Duffy to report on matters 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 Woodlands Community Development Area Subcommittee, 17 October 2017



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## **Woodlands Community Development Area Subcommittee**

### **OPEN MINUTES**

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Minutes of a meeting of Woodlands Community Development Area Subcommittee held in the Gorge Road Community Centre, Factory Road, Gorge Road on Tuesday, 17 October 2017 at 6.07pm.

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#### **PRESENT**

<b>Chairperson</b>	Michael Straith
<b>Deputy Chairperson</b>	Maree Small
	Janice McBride
	Shane Rhodes
	Councillor Paul Duffy

#### **IN ATTENDANCE**

Councillor Keast (6.09pm – 7.26pm)

Committee Advisor	Fiona Dunlop
Community Partnership Leader	Michelle Stevenson



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**1 Apologies**

Apologies were received from Keith McKenzie and Ashley Michelle

Moved Deputy Chairperson Small, seconded Member Rhodes **and resolved:**

**That the Woodlands Community Development Area Subcommittee accept the apologies.**

**2 Leave of absence**

There were no requests for leave of absence.

**3 Conflict of Interest**

There were no conflicts of interest declared.

**4 Public Forum**

There was no public forum.

**5 Extraordinary/Urgent Items**

There were no Extraordinary/Urgent items.

**6 Confirmation of Minutes**

**Resolution**

Moved Chairperson Straith, seconded Deputy Chairperson Small **and resolved:**

**That the Woodlands Development Area Subcommittee confirms the minutes of the meeting held on 10 April 2017 as a true and accurate record.**

(Councillor Keast joined the meeting at 6.09pm.)

**Reports**

**7.1 Strategic Framework 2018 - 2028 Long Term Plan**

**Record No: R/17/9/23130**

Michelle Stevenson – Community Partnership Leader was in attendance for this item.

Miss Stevenson advised that the purpose of the report was to update the Community Boards on the Strategic Framework that has been developed by Council for the 2018-2028 Long Term Plan.

The Board noted that the framework presents for information and highlights the key changes to the Councils intended areas of focus in response to the key strategic challenges facing Southland District over the next twenty years.

**Resolution**

Moved Member McBride, seconded Member Rhodes **and resolved:**

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

- a) **Receives the report titled "Strategic Framework 2018 - 2028 Long Term Plan" dated 10 October 2017.**

**7.2 Council Report**

**Record No: R/17/9/22801**

Michelle Stevenson – Community Partnership Leader was in attendance for this item.

Miss Stevenson took the Subcommittee through the Council report and particularly highlighted the following:

- Customer Service Delivery Scoping Project
- Community Futures 2040 Project
- Welcoming Communities
- Local Electoral System Update
- Community Leadership Plans
- Open Spaces Project Update
- Waituna Partnership
- Building Control
- Smoke Pollution in Winton.

**Resolution**

Moved Member Rhodes, seconded Deputy Chairperson Small **and resolved:**

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

- a) **Receives the report titled "Council Report" dated 10 October 2017.**

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

**Record No: R/17/8/19541**

Michelle Stevenson – Community Partnership Leader was in attendance for this item.

Miss Stevenson advised that the report was to update the Board on the financial report to the year ended 30 June 2017.

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**Resolution**

Moved Chairperson Straith, seconded Member McBride **and resolved:**

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

- a) **Receives the report titled “Financial Report to Woodlands Community Development Area Subcommittee for the year ended 30 June 2017” dated 10 October 2017.**

**Councillor’s Report**

Councillor Duffy updated the Subcommittee on matters that he had been involved with since the last Subcommittee meeting.

He highlighted that the following items would be considered by Council on 18 October 2017:

- Local Alcohol Policy
- Freedom Camping Bylaw for Lumsden
- Colac Bay Foreshore Road.

He also advised that the Resource Consent for the realignment of State Highway 1 at Edendale had been approved.

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

**Record No: R/17/10/23603**

Michelle Stevenson – Community Partnership Leader was in attendance for this item.

Miss Stevenson 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 Woodlands for 2018-2028 which are provided under the governance of the Woodlands Community Area Development Subcommittee.

The Meeting noted that the report also detailed the estimated costs of activities over the 10 years of the Long Term Plan as well as the draft rates.

Miss Stevenson also advised that the draft budgets will be incorporated into the Council’s draft 2018-2028 Long Term Plan 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 financial year beginning 1 July 2018.

**Resolution**

Moved Deputy Chairperson Small, seconded Chairperson Straith **recommendations a to d and e with changes (as indicated in ~~strikethrough~~ and underline) and resolved:**

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

- a) **Receives the report titled “Local Budgets for the Long Term Plan 2018-28” dated 10 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.**

<u>Rate</u>	<u>Rate GST inclusive</u>
Woodlands CDA Rate	\$14,061
Woodlands Septic Tank Cleaning Charge Rate	\$3,025

- e) **Identifies any the Woodlands School Riparian Planting as an issues/priority projects for the local area that need to be included in the 2018-2028 Long Term Plan consultation process to encourage feedback from the local community.**

**Updates**

**Chair’s Report**

Chairman Straith reported on matters that he had been involved with the last Subcommittee meeting and highlighted that the new heritage orchard was looking good.

**Next Meeting**

The Subcommittee noted that the next meeting would be at 7.30pm on Monday 19 March 2017.

The meeting concluded at 7.26pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE WOODLANDS COMMUNITY DEVELOPMENT AREA SUBCOMMITTEE HELD ON TUESDAY 17 OCTOBER 2017.

**DATE:.....**

**CHAIRPERSON:.....**

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## Council Report

**Record No:** R/18/2/3891

**Author:** Michelle Stevenson, Community Partnership Leader

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

Decision

Recommendation

Information

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### Chief Executive

#### Havelock North Water Inquiry

- 1 The Stage Two report from the Havelock North Water Inquiry, which focuses on how water is managed across the country was released in early December. A copy of the report is available on the Department of Internal Affairs website (<https://www.dia.govt.nz/Government-Inquiry-into-Havelock-North-Drinking-Water>).
- 2 The report highlights a number of deficiencies with the way in which water is managed across New Zealand. These include a number of significant problems with the way in which the Ministry of the Health has exercised its responsibilities. The report notes that there are in excess of 900 operators of networked water supplies in New Zealand and hence the issues are much wider than just local government albeit that the provision of drinking water is an important local government function.
- 3 The Inquiry report makes a number of recommendations including:
  - Establishment of an independent drinking water regulator. It is expected that the Government will move to have such an agency established within the next twelve months
  - The creation of dedicated and aggregated drinking water suppliers. This could see the management of water removed from local authorities
  - Mandating universal treatment of water supplies. This would mean, for example, that water supplies that are not chlorinated and/or do not have direct forms of treatment would be legislatively required to do so. This move will not necessarily be popular with communities, such as Havelock North and Christchurch that have historically not had formal treatment and residual disinfection systems in place
  - Establishment of a licensing and qualifications system for drinking water suppliers and operators
  - Mandating collaboration between the different agencies involved with the management of water
  - Improve resourcing and capability of drinking water assessors
  - Amending the Resource Management Act to require the protection of drinking water supply catchments.
- 4 While the report is still being considered by Ministers it is expected that Government will move with some speed to address the recommendations. In this regard the Director-General of Health issued a formal notice, under the Health Act, encouraging all local authorities to consider the Inquiry report recommendations and the importance of having an appropriate level of treatment and residual disinfection in drinking water supplies.

- 5 The key implications of the Inquiry findings are likely to include:
- A significant lift in the standards that all drinking water suppliers are required to meet. These standards will likely be rigidly enforced
  - There will be a need for significant investment in asset management planning and the maintenance/renewal of the assets used to deliver water. The argument of ‘sweating the assets’ will likely be very closely scrutinised by any new regulatory agency and auditors. As part of the current 2018 LTP audit process Audit NZ have already asked staff for further information on how this Council has addressed the findings in their planning for the future management of Council water supplies
  - There will be increased costs which will ultimately need to be funded by the end user, which in the case of local government will be ratepayers. Where capital is required then the owners will need to use their balance sheet, including the appropriate use of debt, to fund these costs
  - There could well be flow-on changes needed to the way in which drinking water supply catchments are managed. This could obviously have flow-on impacts for other users of these catchments.
- 6 It will be important for Council to continue to monitor developments in response to the Stage 2 report. Staff would also encourage all elected members to read the full report. There are a number of observations made that are of relevance to all local authorities.

### **Water 2050 Project**

- 7 To ensure that it can provide a local government sector perspective on water issues in the year ahead LGNZ are progressing their Water 2050 project.
- 8 The project seeks outcomes in the following five areas:
- Allocation – the establishment of a framework that efficiently allocates water between competing uses
  - Quality – A coherent policy framework for water quality that considers costs and meets communities’ expectations and national standards
  - Infrastructure – Three waters infrastructure that is fit-for-purpose, resilient and that affordably meets communities’ expectations and national standards
  - Cost and funding – An up-to-date cost of infrastructure and a comprehensive toolbox for funding three waters infrastructure
  - Governance – A coherent governance and policy framework to manage water across central and local government.
- 9 LGNZ will be seeking a range of information from across the sector as the work on this project proceeds.

### **Climate Change**

- 10 In December 2017 the Government released the Climate Change Adaptation Technical Working Group’s (CCATWG) first stocktake report on Adapting to Climate Change in New Zealand. A copy of the report is available on the Ministry for the Environment website ([www.mfe.govt.nz](http://www.mfe.govt.nz)).
- 11 The report focuses on the current level of progress being made across the country and different sectors in adapting (as distinct from mitigation actions) to climate change. The report identifies

gaps in knowledge and work programmes. Overall, it highlights that there is significant work to be done across all sectors, including central and local government, that need to be adapting to the impacts that climate change will bring.

- 12 The stocktake report will inform the CCATWG's second report on New Zealand's options for addressing and building resilience to the effects of climate change, which is due to be released in March 2018.
- 13 A recent Newsroom article has highlighted the additional adaptation challenges that New Zealand communities may face in circumstances where insurers and banks refuse to reinsure or lend money for the purchase of properties exposed to climate change risks, and in particular sea level rise and other coastal hazards. A copy of the article can be viewed at the following link ([www.newsroom.co.nz/2018/01/14/74263/the-risks-of-living-near-the-ocean](http://www.newsroom.co.nz/2018/01/14/74263/the-risks-of-living-near-the-ocean)). The issues raised in the Newsroom article are timely given the coastal flooding events in the upper North Island during the Xmas/New Year period and the issues at Colac Bay that this Council has had to address.
- 14 There is a need for a national and district policy discussion about where responsibility (including fiscal responsibility) for adaptation actions needs to fall. This is an issue that staff have identified but are yet to fully scope and prioritise. Councillors will be aware that some of these issues were discussed with Mayor Gary Webber from the Western Bay District Council during his recent visit to Southland.
- 15 In May Central Government are expected to initiate a public consultation process on the proposed Zero Carbon Act which will provide the legislative platform to move towards their goal of NZ being carbon neutral by 2050.
- 16 The consultation process is expected to look at the question of what targets should form the basis of a Zero Carbon Act, what provision the Act should make for adaptation, what work an independent climate change commission would carry out and whether the agriculture sector should be included in the Emissions Trading Scheme.

### **Civil Defence Review**

- 17 Central Government have recently released the report Better Responses to Natural Disasters and Other Emergencies report which is the response to the Ministerial review of current approaches to the management of civil defence emergencies.
- 18 The review was initiated by the previous government following concerns about the way in which the civil defence system had managed the Kaikoura earthquake and Port Hills fire events. A copy of the report is available on Department of Prime Minister and Cabinet website ([www.dpmmc.govt.nz/our-business-units/ministry-civil-defence-emergency-management/ministerial-review-better-responses](http://www.dpmmc.govt.nz/our-business-units/ministry-civil-defence-emergency-management/ministerial-review-better-responses)).
- 19 The report makes a number of recommendations about how the current system can be improved including ensuring adequate funding, the development of a more professional system by raising standards, encouragement for greater local collaboration and the creation of a new national emergency management agency.
- 20 There will be a period of consultation with the local government sector on the report's recommendations before Government makes any final decisions.

### **Local Government Risk Agency (LGRA)**

- 21 To assist local authorities develop a better understanding of and address some of the risks from all natural disasters, Local Government NZ have been advocating for the formation of a new

## **Woodlands Community Development Area Subcommittee**

**19 March 2018**

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Local Government Risk Agency. The proposed agency would operate in a way that would allow local authorities to retain a good level of control over how they manage and deal with the risks that eventuate.

- 22 A business case seeking support for the formation of the Agency was presented to Government some time ago.

### **Southern Tourism Opportunities Workshop**

- 23 The Queenstown Lakes District Council, (QLDC) and MBIE hosted a southern tourism opportunities workshop in Queenstown at the end of November.
- 24 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 and collaborative way.
- 25 While there is still further work to be done to look specifically at how any collaborative arrangements might work and what pieces of work should be developed through such an arrangement it is clear that there is much to be gained, from a Southland and bottom of the South Island perspective, to be gained from working together. While, some might see Queenstown and its interests as being different to those of Southland, it is clear that this is not the case. It is in Southland's interests to work closely with Queenstown and other regions across the bottom of the South to ensure that we all benefit from the opportunities that exist in the tourism sector. This approach aligns very strongly with the Government's approach to Regional Economic Development and so it is critical that we pursue these sorts of collaborative approaches.
- 26 A further follow-up workshop is to be held later this year. Staff see it as important that Southland have an input to this ongoing work.

### **Southland Regional Development (SORDs)**

- 27 In September 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.
- 28 There were a number of very strong submissions received which raised points that have been carefully considered by the Joint Committee appointed to hear the submissions and make recommendations to the Councils on how they should move forward. It is expected that the formal report from the Committee will be submitted to each of the four Councils for considering during March.
- 29 Alongside of the process being pursued to determine whether to proceed with the development of a new regional development agency work is also being progressed on a number of the individual project streams identified through the original SORDs Action Plan. This includes the work associated with the Milford Opportunities Project, which is commented in this report.

### **Whakamana te Waituna Trust**

- 30 Council approved at its meeting on 31 January the formation of a new Trust to lead the implementation of the Strategy and Action Plan that has been developed to improve the environmental well-being of the Waituna lagoon and broader catchment. This work will initially be funded via a \$10 million work programme that is to be funded via a \$5 million received from the Ministry for the Environment's Fresh Water fund and local share contributions from the various partners involved.



- 31 Formation of the Trust is an important milestone in the ‘multi agency’ partnership arrangement between Ngai Tahu, DOC, ES, Fonterra and SDC which has been in place for a number of years.
- 32 The Trust will be led by nine trustees, including two that are able to be appointed by SDC. Cr Duffy and Cr Keast are the two trustees that Council has initially appointed. The Trust Deed was acknowledged and formally signed at the Waitangi Day celebrations held at Bluff.

## **Community and Futures Group**

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

- 33 In August 2017, the Ministry of Business, Innovation and Employment (MBIE) 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 engaged Christchurch based independent consultant, Sandra James to undertake this work.
- 34 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 and social structure 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, and entering Phase three later in the year.
- 35 The Stewart Island community have had opportunity to speak extensively with the consultant over numerous occasions, take part in community workshops, a community fete, and contribute to the plan through multiple surveys.
- 36 A final workshop will be held on the Island 5 March to give feedback to the community from the process and will be attended by the Southland District Mayor, Southland District Council Chief Executive, Southland District Council Group Manager Community & Futures, Environment Southland, the Ministry of Business, Innovation and Employment, Department of Conservation, and the Ministry of Primary Fisheries.
- 37 An interim report has been submitted to Council and identifies a number of key issues for the future development of Stewart Island. The final report will be prepared for Council in February/March 2018 to consider the views and aspirations of those living on 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**

- 38 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. The pilot will be led and supported by Council’s community partnership leader, and delivered by community development through Venture Southland.
- 39 A meeting of Council and community development staff in December 2017 and January 2018 has determined a public meeting to be held on 7 March 2018, 7.30pm at the Te Anau Club. The objective of the public meeting is to seek interest from the wider community in taking part in, and take ownership of the project. The public meeting will involve an introduction to the concept from community development staff, facilitated by Council, and will introduce how the project has worked in Canterbury to date. Any subsequent group established in Te Anau may

choose to use the existing model, or create their own that better reflects their local community and wider district and region.

- 40 It is the express intention of this project that Council and other agencies or organisations have only a supporting role, and that the level of engagement and on-going accomplishments of the group are identified, driven and led by volunteers in the community themselves.

### **Community Organisation and Volunteer Sector Shared Services Pilots**

- 41 The purpose of this project is to develop and run two pilot projects around the concept of shared services and shared service delivery within a geographically based and an interest based group of community organisations and volunteer groups within the Southland district.
- 42 Shared services is a concept generally supported by Central Government funding agencies and philanthropic funding bodies, and where there is significant benefit to the efficiency and effectiveness of community organisations and volunteer groups, can work extremely well.
- 43 From the Community Organisation and Volunteer Sector Research undertaken in 2017, and anecdotal information here in Southland and across other areas in New Zealand, we know that many community organisations and groups have identified barriers in their administration, funding for operational and staffing issues, and attracting and retaining people in skilled governance roles, such as Chairs, Secretaries and Treasurers. These pilots will investigate the opportunities available for shared services and what is needed to achieve this by organisations and, if appropriate, funding agencies.
- 44 One of the most critical aspects of shared services will be to look at how we communicate with community and volunteer groups around retaining their autonomy while also being supported by peers in a shared service environment. This will be an important part of any discussions, and will play a pivotal role in determining the success of any shared services.
- 45 Council and community development staff will begin by seeking broad understanding of the level of support for the pilots in each of the areas identified, and discussing in principle the ideas with some community organisation and volunteer groups, as well as philanthropic and central government funding agencies. This will allow some level of confidence to initiate pilots in the areas identified.
- 46 Once the pilots are initiated, community development staff will begin one-on-one and group discussions with community organisations and volunteer sectors in the identified areas. The pilots will be run throughout the 2018 calendar year.

### **Lumsden Railway Precinct upgrade**

- 47 MBIE announced in mid-December 2017 that Council's funding application for the Lumsden Railway Precinct upgrade had been successful in its application for co-funding of the upgrade to the town centre in the amount of \$220,565.
- 48 Since that time an internal staff working group has been formed to ensure the planned works are completed within the scope of the application and to a standard that is able to be replicated around the District.
- 49 At the time of writing this report the formal contract had not yet been received from MBIE however, Venture Southland staff are currently following this up.
- 50 In the meantime the scope of works has been reviewed by the internal working group and staff are currently working with the contractors who provided the quotes for the funding application to finalise details and establish commencement dates for the work.

### **Community Leadership Planning Process – Phase Three Update**

- 51 Phase one was completed in April 2017 and phase two in November 2017. Both phases comprised multiple workshops being held around the District with elected members (phase one) and key stakeholders (phase two) being invited to participate.
- 52 Phase three is the next step in the process and involves wider community engagement. Originally it was planned to undertake this engagement in March 2018 however due to upcoming community consultation concerning the Representation Review and Long Term Plan also taking place in the early part of the year it has been decided to defer phase three until mid-year.
- 53 It is envisaged that phase three may involve a Council “fete” similar to the one held on Stewart Island in November 2017 as part of the Stewart Island Community Planning process. This would involve Community Partnership Leaders, other staff and key stakeholders (still to be confirmed but likely to include regional sporting agencies, health and education etc) basing themselves in strategic locations around the District for a fixed period of time with the intention of engaging with a range of Council residents and ratepayers to seek their feedback on the future of the Southland District.
- 54 The significance of youth input into this process was also identified as being important and staff are currently investigating options for engaging with the District’s youth such as Youth Council, visits to schools etc.

### **Community Governance Project and Representation Review**

- 55 On 8 February the Community and Policy Committee considered a report that provided an update on the Community Governance Project and a summary of the community conversations held in November. The Community Governance Project was initiated by Council over two years ago to focus on developing the community governance and representation framework to work more effectively and efficiently for Council and Southland district. It is also looking to deliver equity of representation and keeps local input and involvement at its centre.
- 56 A survey to seek views has been available since November. Information to date shows over 90 percent wanted to see full district wide coverage of community boards. Discussion at each conversation was in depth and engaging. Workshops were held for community development area subcommittees and community boards to provide an opportunity to give feedback prior to the Council adopting an Initial Proposal for consultation. This will happen in April. A public consultation period will then follow and council will adopt a Final Proposal in July. This will then go to the Local Government Commission for appeal/objections.
- 57 In addition, together with the proposal Council is providing a paper that will provide information on how the proposed new governance structure will be supported. It will include input for the draft terms of interest, roles and responsibilities, operating protocols for governance groups and reporting relationships. It will also comment on work that still needs to be completed including district versus local service delivery responsibilities, revenue and funding models and it will also refer to other examples and learnings from other Councils.

### **Milford Opportunities Project**

- 58 On the 16th of November 2017 the inaugural meeting of the Milford Opportunities Governance Group was held in Invercargill. The independent chair is Dr Keith Turner and the members are Mayor Gary Tong, Mayor Jim Boulton, Aimee Kaio (Ngai Tahu), Jim Harland (NZTA), Bruce Parkes (DOC), Geoff Thomson (Business), Richard Lauder (Business), and Iain Cossar (MBIE).

## **Woodlands Community Development Area Subcommittee**

**19 March 2018**

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59 The governance group approved the draft Terms of Reference (ToR), with some changes, and similarly the draft Request for Proposal (RFP) for the project managers role.

60 The RFP was advertised on the 23rd of November. The closing date for submitting a proposal for the Milford Opportunities project manager role was the 15th of December. In total 13 proposals were received although one was submitted after the stated closing time. The assessment panel met on January 19th to compare assessments and identify a shortlist who were then asked to make a presentation to the governance group on the 26th of January.

61 A further Milford visit and governance group meeting took place on 15/16 February.

### **Tourism Infrastructure Fund**

62 The Community and Policy Committee at its meeting on the 8th of February endorsed the development of funding applications for the Te Anau Wastewater Scheme and the Southern Scenic Route open spaces bundle of projects covering Waikawa Domain, Monkey Island, Clifden Bridge and Te Anau. The funding round is expected to open late February and close at the end of March or early April.

### **Long Term Plan 2018-2028**

63 A significant amount of work on the Long Term Plan has been completed or is nearing completion.

64 Key dates from here:

- January: Audit of Consultation Document completed
- February: Council adoption of final Consultation Document and Supporting Information
- 7 March to 9 April: Consultation period
- Mid April to May: Hearings and Deliberations

65 Mid June: Adoption of final LTP

### **Community Futures 2040 – towards the 2021 LTP**

66 The Community and Policy Committee at its meeting on 8 February 2018 received an update to the Community Futures 2040 work being undertaken and was presented with the “Shaping Community Futures Draft Compendium Report January 2018” produced by BERL.

67 Over the past 24 months Council has participated in a number of conversations and workshops with the express intent to consider how it may deal with making informed decisions regarding community futures across the district.

68 These ‘fit for future’ conversations have coincided simultaneously with the development of the 2018-2028 Long Term Plan.

69 What was identified early on in the development of the 2018-2028 Long Term Plan was that Council needs to understand the issues to be faced in the future and undertake research and gather information and evidential data to assist Council with future decisionmaking roles and responsibilities.

70 In essence Council has acknowledged there is a ‘transitioning from 2018 to 2021’ process to be undertaken and this is priority work to inform the 2021-2031 Long Term Plan development and support informed decisionmaking by Council.

## **Woodlands Community Development Area Subcommittee**

**19 March 2018**

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- 71 There are various topics of work which need to be completed in the next 24 months to assist in achieving what is required for the development of the 2021-2031 Long Term Plan – and much of this upcoming work is underpinned by the work BERL has been commissioned to complete.
- 72 BERL presented a summary of the “Shaping Community Futures Draft Compendium Report January 2018” – being a thorough statistical analysis of the local economy and the communities in the District.
- 73 The report includes:
- Current situational analysis of the Southland District Council
  - Trend analysis of the social and economic environment in the District
  - Classification of industries according to their degree of specialisation and growth
  - Identification and analysis of core industries
  - Analysis of the strength of different communities and their relationship to the core industries.
- 74 Primarily the report is about providing information regarding the wellbeing of communities in the Southland District.
- 75 In summary the report implies that general wellbeing in Southland District overall, relative to national comparisons, is high.
- 76 The two indicators of the 12 that are declining for Southland comparative to New Zealand relate to:
- Over time decline of international migration
  - Over time decline for home ownership.
- 77 The report provides a significant amount of specific comparative analysis information for Southland District compared to New Zealand and it provides the same level of information for each of the communities of interest identified and comparative analysis of how each community of interest compares relative to the District.
- 78 It implies that relative to the high levels of wellbeing in Southland District compared to the national comparison:
- Wellbeing in Southern and Central communities of interest areas is high.
  - Wellbeing in Fiordland, North-Eastern, Northern and Stewart Island Rakiura communities of interest areas is moderate.
  - Wellbeing in Western communities of interest areas is low.

## **Information Management**

### **Digitisation Project Update**

- 79 Council has confirmed that Power Business Systems have completed the process of scanning Council’s property files and closing this part of the project. A final project report will be presented to the Finance and Audit committee in March. The project has moved into populating the electronic files into Councils systems for future access.
- 80 The last pieces that were completed by PBS related to the following large ‘properties’:

- Fonterra (132 volumes) was scanned as a scan on demand request although the collection had been prepared at the time of making the request.
- Alliance Lorneville (20 volumes), Alliance Makarewa (10 volumes) were scanned as scan on demand requests.
- Distinction Hotel Te Anau (14 volumes) was scanned in October along with a number of other large properties including Menzies College and hotels in Winton and Riversdale

81 Council officers will be developing and refining the protocol for public access – These will be available by kiosks initially and then the wider Council website once the QA process has been completed. Council is working through the recommendations outlined by the Privacy commission on best practice for showing this information online.

## **Customer Support**

82 Currently our teams are working towards changing over to a new interface for our “Request for Service” system. While there is no change for the community, for staff this requires training and support. Staff are working through training plans and scheduling time for participants. Our regular users will see different faces behind the counters at times as we have people out for training.

## **Libraries**

83 With the approval of unbudgeted expenditure by Council to join Kōtui, work has begun on the transition to the Library Management System on 3 May 2018. For customers this means they will receive new Library cards which were designed by members of our Communications team. The cards also include a versatile “snap off” tab that can be added to a key ring. Prior to implementation, there will be three days where the libraries will be unable to issue or return books, however, the libraries will still be open providing access to newspapers, Wi-Fi and computers as normal. These dates will be advertised well in advance.

## **Services and Assets**

### **Te Anau Wastewater**

84 A business case for the Kepler option was considered by Council at its 13 December 2017 meeting. As part of its approval for the next stage of works Council has asked that further work be progressed to evaluate the merits of subsurface drip irrigation as compared with the currently consented centre pivot irrigation.

85 The request to investigate further subsurface drip irrigation raised a number of issues which are currently being investigated further do that comprehensive advice can be provided back to Council. These include:

- The process and estimated timeframes that would need to be followed to obtain a decision on the resource consent and any other approvals that might be required to proceed with a subsurface disposal option
- The financial implications and relative costs and benefits of proceeding with subsurface disposal and whether these represent financially prudent spending given the financial management requirements that Council has under the Local Government Act 2002

- The decision-making process that the Council would need to follow, given the decision-making provisions of the Local Government Act 2002, if it were to form the view that it was desirable to proceed with the implementation of subsurface drip irrigation
- The alternative options which might exist for funding the increased costs of subsurface drip irrigation
- An analysis of the risks associated with the implementation of each option
- The timeframes that would be associated with proceeding with the further development and implementation of each option.

86 Work is being progressed to look at each of the above issues in some depth. At this stage it is not possible to put a definitive timetable on when a further business case will be able to be reported back to Council as staff are still in the process of arranging access to the appropriate range of professional skills needed to resource this work.

### **Golden Bay Wharf**

87 In early 2017 South Port indicated a desire to exist ownership of the Golden Bay Wharf. This followed on from an engineering assessment of the facility which indicated that there was a need for a complete rebuild of the facility as soon as practicable and a decision that they were not prepared to fund the necessary redevelopment of the facility.

88 Following an approach from South Port, Council initiated a community engagement exercise to seek community views on the issues relating to the ownership and strategic importance of wharfing facilities to the Island and the Golden Bay facility in particular. The outcomes from this process were reported back in a July 2017 report from Sandra James. This report highlighted the importance of this facility and other wharves to the Stewart Island community.

89 In September 2017 the Stewart Island Jetties Subcommittee, Community Board and Council agreed that Council should enter negotiations to see whether it was possible to reach a contract which allowed for the transfer of the facility into Council ownership on acceptable terms and conditions. There have been a number of discussions held to date to work through the range of issues involved with the transfer of this facility and these discussions are continuing. The condition of the facility and the way in which it is used create a number of risk issues which need to be carefully considered.

### **People and Capability**

90 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.

91 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.

92 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.

## **Woodlands Community Development Area Subcommittee**

**19 March 2018**

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- 93 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.

### **Environmental Services**

#### **Winton Air Quality Update**

- 94 Environment Southland and Southland District Council will be jointly publishing an article for circulation around this issue. The article will appear in the March 2018 edition of Environment Southlands' EnviroSouth publication.
- 95 Environment Southland had undertaken some work with Good Wood suppliers, however Council staff understand that none of these are located in Winton. Environment Southland will advertise for further suppliers to join the scheme.
- 96 Environment Southland are responding to all smoke nuisance complaints, initially with education followed by compliance procedures.
- 97 Southland District Council have approved an extension to the wood burner free building consent incentives scheme until 31 December 2020.

#### **Dog Control Amnesty**

- 98 SDC will be running a dog control amnesty from Monday 12 February 2018 until Friday 13 April 2018. Promotion of the amnesty will start shortly. This amnesty will apply to dogs that are ordinarily kept in the District.
- 99 The amnesty relates to:
- Free registration of unregistered dogs until the end of this registration period (and free microchip as per normal); and
  - Any dogs registered through the amnesty that are menacing breeds will be desexed for free. There are five breeds that are required to be classified as menacing dog – they are American pit bull terriers types, Brazilian Fila, Dogo Argentino, Japanese Tosa, and Perro de presa Canario.
- 100 Council's records, along with NZ wide data, show that there is a link between unregistered dogs and dog attacks, and Council wants to reduce the number of unregistered dogs in the District. To take advantage of the amnesty, owners will need to fill out a registration form before Friday 13 April.

### **Finance**

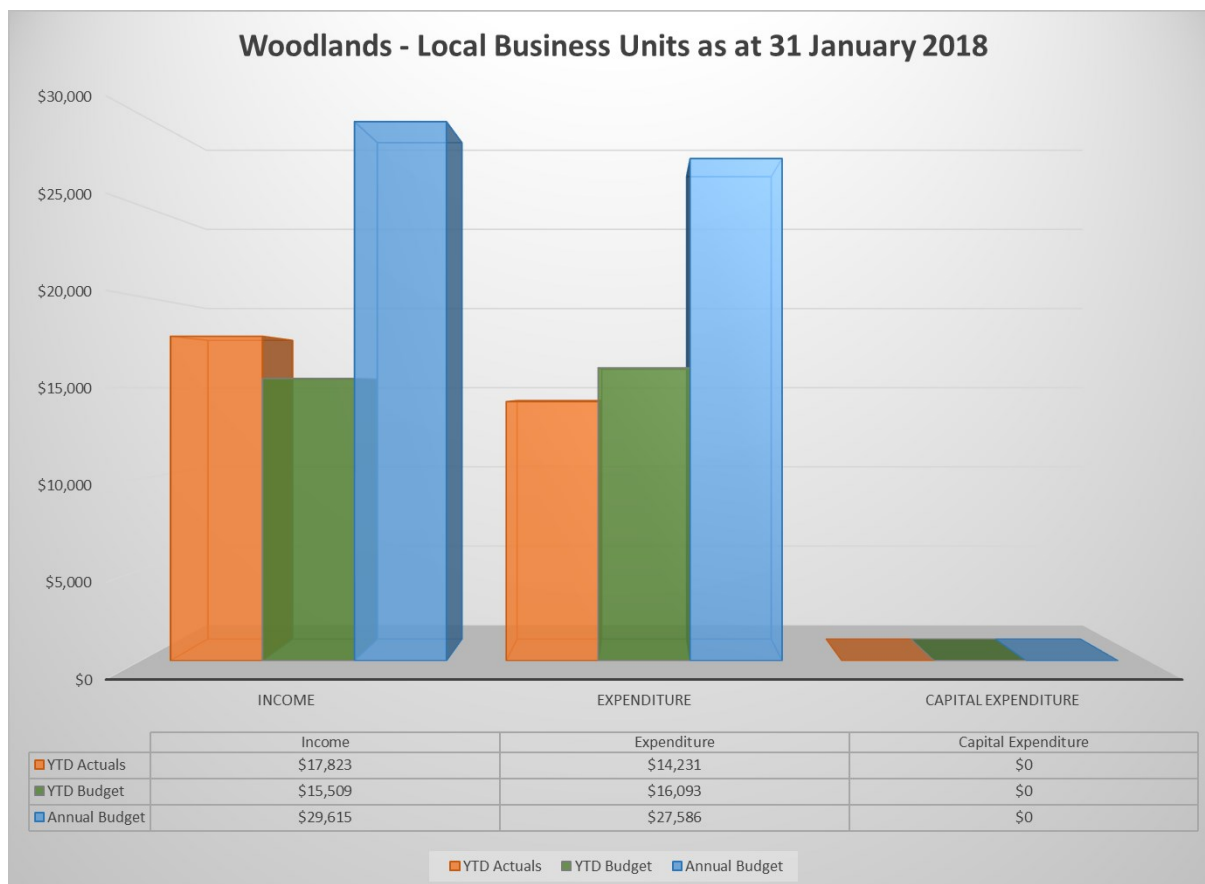
- 101 Income for the Woodlands Community Development Area Subcommittee is on track and within expected levels. There is higher than budgeted income in cemetery internments.
- 102 Expenditure for the Woodlands Community Development Area Subcommittee is on track and within expected levels. There has been no stormwater maintenance required in the year to date.
- 103 There are no Capital Expenditure projects for the Woodlands Community Development Area Subcommittee in 2017/18.



## Woodlands Community Development Area Subcommittee

19 March 2018

- 104 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.



**Woodlands - Business Units as at 31 January 2018**

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
29702	Operating Costs - Woodlands	\$134	\$134	\$3,259		\$134	\$230			
29707	Street Works - Woodlands	\$875	\$875	\$1,500	\$519	\$875	\$1,500			
29713	Stormwater Drain - Woodlands	\$585	\$585	\$1,002	\$5	\$585	\$1,002			
29725	Cemetery - Woodlands	\$11,704	\$9,389	\$16,096	\$8,354	\$9,389	\$16,096			
29728	Beautification - Woodlands	\$4,525	\$4,526	\$7,758	\$5,354	\$5,109	\$8,758			
<b>Total</b>		<b>\$17,823</b>	<b>\$15,509</b>	<b>\$29,615</b>	<b>\$14,231</b>	<b>\$16,093</b>	<b>\$27,586</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Woodlands Community Development Area Subcommittee**  
**19 March 2018**

**Reserve Balances**

Woodlands	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
<b>Local</b>													
<b>Reserve</b>													
Woodlands General - RES	95,715	98,744	98,744	88,320	52,749	51,682	50,678	52,740	54,870	57,070	59,342	61,689	64,113
<b>Total Local Reserve</b>	<u>95,715</u>	<u>98,744</u>	<u>98,744</u>	<u>88,320</u>	<u>52,749</u>	<u>51,682</u>	<u>50,678</u>	<u>52,740</u>	<u>54,870</u>	<u>57,070</u>	<u>59,342</u>	<u>61,689</u>	<u>64,113</u>
<b>Total Local Balance</b>	<u>95,715</u>	<u>98,744</u>	<u>98,744</u>	<u>88,320</u>	<u>52,749</u>	<u>51,682</u>	<u>50,678</u>	<u>52,740</u>	<u>54,870</u>	<u>57,070</u>	<u>59,342</u>	<u>61,689</u>	<u>64,113</u>
<b>Sewerage</b>													
<b>Operating</b>													
Woodlands Septic Tank - OPR	9,892	8,924	8,924	8,087	7,348	6,696	6,121	5,617	5,170	5,183	5,354	5,530	5,712
<b>Total Sewerage Operating</b>	<u>9,892</u>	<u>8,924</u>	<u>8,924</u>	<u>8,087</u>	<u>7,348</u>	<u>6,696</u>	<u>6,121</u>	<u>5,617</u>	<u>5,170</u>	<u>5,183</u>	<u>5,354</u>	<u>5,530</u>	<u>5,712</u>
<b>Total Sewerage Balance</b>	<u>9,892</u>	<u>8,924</u>	<u>8,924</u>	<u>8,087</u>	<u>7,348</u>	<u>6,696</u>	<u>6,121</u>	<u>5,617</u>	<u>5,170</u>	<u>5,183</u>	<u>5,354</u>	<u>5,530</u>	<u>5,712</u>
<b>Total Woodlands Reserve Balance</b>	105,606	107,668	107,668	96,407	60,097	58,378	56,799	58,357	60,040	62,253	64,696	67,219	69,825

**Recommendation**

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

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

**Attachments**

There are no attachments for this report.