



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

**Date:** Thursday, 15 November 2018  
**Time:** 6pm  
**Meeting Room:** Browns Community Centre  
**Venue:** 27 Limeworks Road, Browns

---

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

---

### **MEMBERSHIP**

<b>Chairperson</b>	Ralph Hamilton
<b>Deputy Chairperson</b>	Simon Kane
<b>Members</b>	Fred Allen
	Simon Gilbert
	Raewyn Spencer
	Councillor Darren Frazer

### **IN ATTENDANCE**

<b>Committee Advisor</b>	Alyson Hamilton
<b>Community Partnership Leader</b>	Karen Purdue

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

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

---

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



## **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.
-

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.
-

---

**TABLE OF CONTENTS**

<b>ITEM</b>	<b>PAGE</b>
-------------	-------------

**PROCEDURAL**

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

**REPORTS**

<b>7.1</b>	<b>Extraordinary Vacancy - Browns Community Development Area Subcommittee</b>	<b>9</b>
<b>7.2</b>	<b>Financial Report for the year ended 30 June 2018</b>	<b>13</b>
<b>7.3</b>	<b>Direction-setting for Annual Plan 2019/2020</b>	<b>19</b>
<b>7.4</b>	<b>Council Report</b>	<b>29</b>

**UPDATES**

**8.1 Chairperson's Report**

Chairperson Hamilton, to report on activities with which he has been involved since the Subcommittee's last meeting.

**8.2 Councillor's Report**

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

**8.3 Meeting Dates**

Dates for meetings in 2019 need to be set.

---

**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**

Subcommittee 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 Browns Community Development Area Subcommittee, 30 August 2018



---

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

---

---

Minutes of a meeting of Browns Community Development Area Subcommittee held in the Browns Community Centre, 27 Limeworks Road, Browns on Thursday, 30 August 2018 at 6.30pm.

---

## **PRESENT**

<b>Chairperson</b>	Ralph Hamilton
<b>Deputy Chairperson</b>	Simon Kane
	Councillor Darren Frazer

## **IN ATTENDANCE**

<b>Committee Advisor</b>	Alyson Hamilton
<b>Community Partnership Leader</b>	Kelly Tagg

**This meeting was cancelled due to a lack of a quorum. Reports presented at this meeting will be considered at the next meeting of the subcommittee which is scheduled Thursday, 15 November 2018.**





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

**Record No:** R/18/8/19238  
**Author:** Alyson Hamilton, Committee Advisor  
**Approved by:** Rex Capil, Group Manager Community and Futures

☒ Decision ☐ Recommendation ☐ Information

### **Purpose**

- 1 The Browns Community Development Area Subcommittee (CDA) is to consider the vacancy on the subcommittee created by the resignation of Ms Hannah Forbes who has moved out of the area.

### **Background**

- 2 The Browns CDA is entitled to six locally elected representatives.
- 3 Qualification for election to the subcommittee is that the nominees must
- Be a resident and reside within the defined boundary of the CDA **or**
  - Be a ratepayer within the defined boundary of the CDA
- 4 Furthermore the nominees 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
- 5 The following options are available to the subcommittee regarding the vacancy:
- (a) Do nothing - just remain at 5 locally elected representatives.
  - (b) Appoint the highest unsuccessful candidate at the last CDA Triennial elections; this does apply for this particular subcommittee as there were 8 candidates nominated for 6 positions at the last Triennial elections.
  - (c) Subcommittee members to canvas the community for suitable nominees to fill the vacancy: this can be done by:
    - Placing advertisements in local information bulletins,
    - Holding a public meeting, or
    - Displaying advertisements strategically placed around the Browns Township.
- 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 then required to have their election to the CDA confirmed by Council.

**Recommendation**

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

- a) Receives the report titled “Extraordinary Vacancy - Browns Community Development Area Subcommittee” dated 17 October 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) Considers the options and directs accordingly.**

**Attachments**

- A**      Resignation - Hannah Forbes - Browns Community Development Area Subcommittee [↓](#)



Mon 14/05/2018 2:30 p.m.

Hannah Forbes <hannahforbes95@gmail.com>

HPRM: Re: Agenda - Browns Community Development Area Subcommittee - 17 May 2018.

To: Alyson Hamilton

Follow up. Start by Monday, 14 May 2018. Due by Monday, 14 May 2018.  
You replied to this message on 14/05/2018 2:35 p.m.

Hi Alyson

As of the 6th April 2018, we sold our property in Browns. Please accept this as resignation from the Browns CDA.

Kind regards  
Hannah



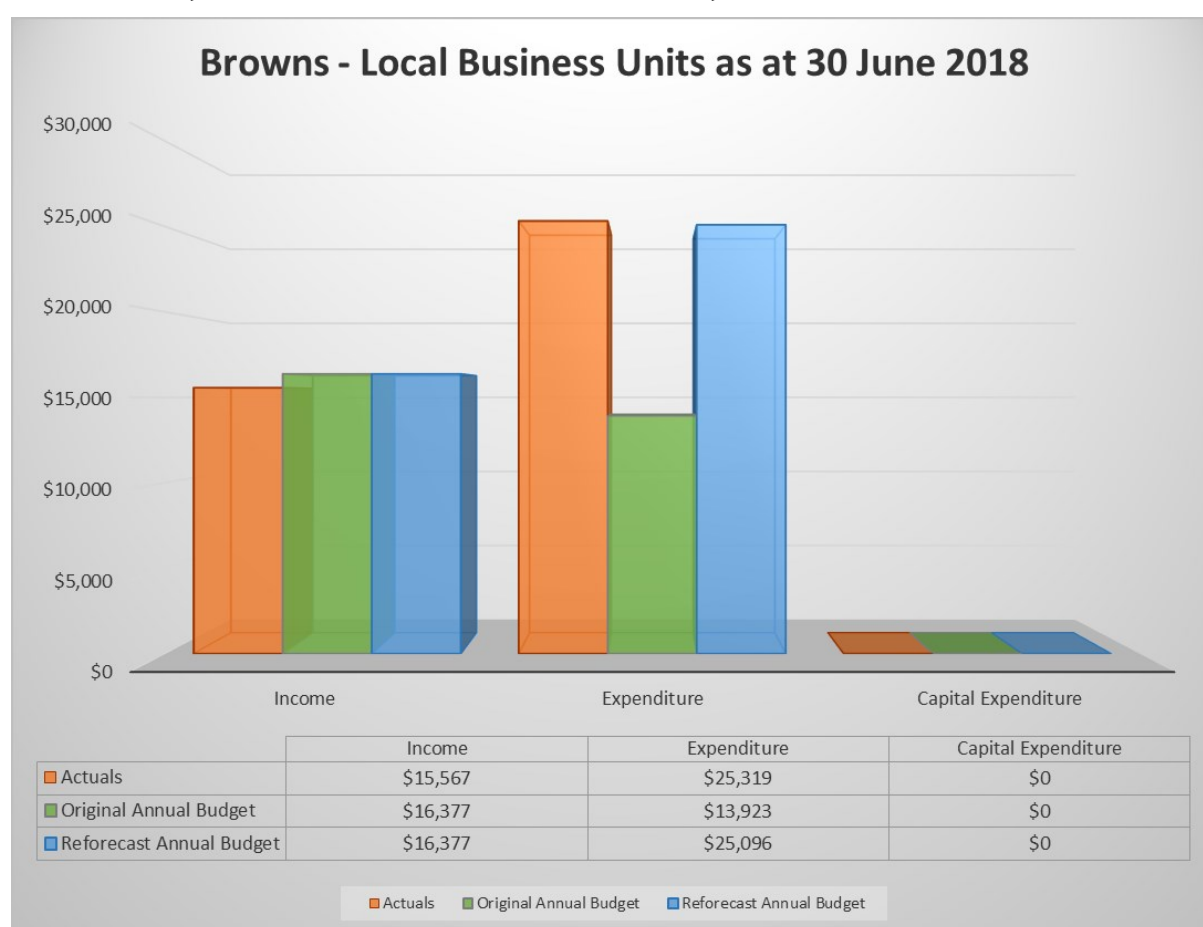
## Financial Report for the year ended 30 June 2018

**Record No:** R/18/7/17833  
**Author:** Moira Tinnock, Community Engineer  
**Approved by:** Matt Russell, Group Manager Services and Assets

☐ Decision ☐ Recommendation ☒ Information

- 1 These financial results are subject to review by Audit NZ in September, and therefore may change.

### Community financial performance for the year



- 2 The graph above shows what actually happened (Actuals), what the original budget was (Original annual budget) and then what was expected to occur by year end (Reforecast annual budget) for each of the Income, Expenditure, and Capital Expenditure categories.
- 3 The 'Reforecast' totals show the effect of unbudgeted expenditure, projects that have been put on hold or are to be completed in 2018/2019 and/or expected changes to income and operating expenditure over the year.
- 4 Monthly reports provided to you by the Community Engineers compared the actual YTD against reforecast YTD totals.

- 5 Any significant variances between the 'Actual' and 'Original budget' totals are explained below. The details are provided in the attached Annual Report figures.

## **Significant Variances to the Annual Budget**

### **Income**

- 6 Overall income is slightly less than budgeted. The allocation of interest on reserves is lower than budgeted due to the actual interest rate being 3% against a budgeted rate of 4.19%.

### **Expenditure**

- 7 Overall overspend of \$11,396 due to:
- 8 Stormwater - Underspent due to no monitoring and consents required.
- 9 Community Centre - Over spent by \$12,485 primarily due to the \$15,000 upgrade project that was carried forward from the 2016/2017 year. This project was completed spending less than budgeted.

### **Capital Expenditure**

- 10 There was no planned capital projects in the 2017/2018 financial year.

## **Schedule of Loan Balances**

	<b>Balance June 2017</b>	<b>Uplifted Loan</b>	<b>Principal Repayments</b>	<b>Balance June 2018</b>	<b>Years Remaining</b>
Community Centre	-	1,578	-	1,578	1

## **Project List**

- 11 Community projects that were budgeted to be undertaken in the 2017/2018 year are in the table below.

<b>Activity</b>	<b>Project Name</b>	<b>Financial Year</b>	<b>AP Budget</b>	<b>Actual cost</b>	<b>Status</b>	<b>Officer's Comment</b>
Community Centres	Hall Upgrade	2016/2017	-	11,173	Completed	Completed October 2017

## Financial Considerations

### Reserves

- 12 Interest has been allocated to the reserve accounts. Interest is calculated on the average balance of the reserves for the year at an interest rate of 3%. The budgeted interest rate was 4.19%.

### Browns

#### Schedule of Reserve Balance

		Actual June - 017	Transfers To/(From)	Actual June -018
<b>Community Centre</b>				
<i>Operating Account</i>				
	Browns Community Centre - OPR	87317		
		1,540.39	(1,517.28)	23.11
		<u>1,540.39</u>	<u>(1,517.28)</u>	<u>23.11</u>
	<b>Community Centre Total</b>	<u>1,540.39</u>	<u>(1,517.28)</u>	<u>23.11</u>
<b>Local</b>				
<i>Operating Account</i>				
	Browns General - OPR	87319		
		45,401.77	2,681.26	48,083.03
		<u>45,401.77</u>	<u>2,681.26</u>	<u>48,083.03</u>
	<b>Local Total</b>	<u>45,401.77</u>	<u>2,681.26</u>	<u>48,083.03</u>
	<b>Total Browns Reserves</b>	<u>46,942.16</u>	<u>1,163.98</u>	<u>48,106.14</u>

## Recommendation

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

- a) **Receives the report titled "Financial Report for the year ended 30 June 2018" dated 17 October 2018.**

## Attachments

- A Browns Annual Report figures for the year ended 30 June 2018 [↓](#)

**Browns - Financial Report**

For the Period Ended June 2018

2017/2018 Financial Year

**22507 Street Works - Browns**

<u>Annual Budget</u>	<u>Department</u>		<u>Year to Date Actuals</u>	<u>Year to Date Budget</u>	<u>%Variance</u>
Income					
(635.50)	22507.11171	Rates - Collected	(635.52)	(635.50)	100.00%
(635.50)	22507.19115	Contribution - Ward	(635.52)	(635.50)	100.00%
(2,440.00)	22507.19151	Internal - Interest on Reserve	(1,381.55)	(2,440.00)	56.62%
<b>(3,711.00)</b>			<b>(2,652.59)</b>	<b>(3,711.00)</b>	<b>71.48%</b>
Expenditure					
1,271.00	22507.35214	Maint - General	1,156.30	1,271.00	90.98%
0.00	22507.41118	Depn - Improvement	210.00	0.00	0.00%
<b>1,271.00</b>			<b>1,366.30</b>	<b>1,271.00</b>	<b>107.50%</b>
<b>(2,440.00)</b>	<b>Net Operating (Surplus)/Deficit</b>		<b>(1,286.29)</b>	<b>(2,440.00)</b>	
Capital Movements					
2,440.00	22507.87318	To-BRWN General - OP	1,496.29	2,440.00	61.32%
0.00	22507.99511	Add Back Non Cash Depn	(210.00)	0.00	0.00%
<b>2,440.00</b>			<b>1,286.29</b>	<b>2,440.00</b>	<b>52.72%</b>
<b>(0.00)</b>			<b>0.00</b>	<b>(0.00)</b>	

**22513 Stormwater Drainage - Browns**

<u>Annual Budget</u>	<u>Department</u>		<u>Year to Date Actuals</u>	<u>Year to Date Budget</u>	<u>%Variance</u>
Income					
(1,054.50)	22513.11171	Rates - Collected	(1,054.56)	(1,054.50)	100.01%
(1,054.50)	22513.19115	Contribution - Ward	(1,054.56)	(1,054.50)	100.01%
<b>(2,109.00)</b>			<b>(2,109.12)</b>	<b>(2,109.00)</b>	<b>100.01%</b>
Expenditure					
0.00	22513.31528	Rates	8.97	0.00	0.00%
526.00	22513.31531	Resource Consents	0.00	526.00	0.00%
1,052.00	22513.31553	Monitoring (Extra)	73.80	1,052.00	7.02%
423.00	22513.43344	Internal - WWS Management	423.24	423.00	100.06%
27.00	22513.43366	Internal Rates expense	28.69	27.00	106.26%
81.00	22513.43374	Internal WWS Stormwater Invest	81.38	81.00	100.47%
<b>2,109.00</b>			<b>616.08</b>	<b>2,109.00</b>	<b>29.21%</b>
<b>(0.00)</b>	<b>Net Operating (Surplus)/Deficit</b>		<b>(1,493.04)</b>	<b>(0.00)</b>	
Capital Movements					
0.00	22513.87318	To-BRWN General - OP	1,493.04	0.00	0.00%
<b>0.00</b>			<b>1,493.04</b>	<b>0.00</b>	<b>0.00%</b>
<b>(0.00)</b>			<b>0.00</b>	<b>(0.00)</b>	

**22528 Beautification - Browns**

<u>Annual Budget</u>	<u>Department</u>		<u>Year to Date Actuals</u>	<u>Year to Date Budget</u>	<u>%Variance</u>
<b>Income</b>					
(3,244.50)	22528.11171	Rates - Collected	(3,244.56)	(3,244.50)	100.00%



**22528 Beautification - Browns**

<u>Annual Budget</u>	<u>Department</u>		<u>Year to Date Actuals</u>	<u>Year to Date Budget</u>	<u>%Variance</u>
Income					
(3,244.50)	22528.19115	Contribution - Ward	(3,244.56)	(3,244.50)	100.00%
<b>(6,489.00)</b>			<b>(6,489.12)</b>	<b>(6,489.00)</b>	<b>100.00%</b>
Expenditure					
4,789.00	22528.31527	Mowing	4,681.71	4,789.00	97.76%
1,700.00	22528.35213	Maint - Gardening	1,995.48	1,700.00	117.38%
0.00	22528.43346	Internal - Work scheme service	120.00	0.00	0.00%
<b>6,489.00</b>			<b>6,797.19</b>	<b>6,489.00</b>	<b>104.75%</b>
<b>(0.00)</b>	<b>Net Operating (Surplus)/Deficit</b>		<b>308.07</b>	<b>(0.00)</b>	
Capital Movements					
0.00	22528.87319	Ex-BRWN General - OP	(308.07)	0.00	0.00%
<b>0.00</b>			<b>(308.07)</b>	<b>0.00</b>	<b>0.00%</b>
<b>(0.00)</b>			<b>0.00</b>	<b>(0.00)</b>	

**22550 Hall - Browns**

<u>Annual Budget</u>	<u>Department</u>		<u>Year to Date Actuals</u>	<u>Year to Date Budget</u>	<u>%Variance</u>
Income					
(526.00)	22550.11113	Hire Income	(764.75)	(526.00)	145.39%
(3,528.00)	22550.11171	Rates - Collected	(3,528.00)	(3,528.00)	100.00%
(14.00)	22550.19151	Internal - Interest on Reserve	(23.11)	(14.00)	165.07%
<b>(4,068.00)</b>			<b>(4,315.86)</b>	<b>(4,068.00)</b>	<b>106.09%</b>
Expenditure					
1,682.00	22550.21311	Material Damage Insurance	1,044.85	1,682.00	62.12%
85.00	22550.21312	Public Liability Insurance	60.04	85.00	70.64%
975.00	22550.31211	Electricity	1,323.50	975.00	135.74%
0.00	22550.35111	Maint - External	49.95	0.00	0.00%
1,312.00	22550.35112	Maint - Internal	2,124.04	1,312.00	161.89%
0.00	22550.35229	Maint - Project	11,173.00	0.00	0.00%
0.00	22550.41122	Depn - Other Equipment	588.60	0.00	0.00%
0.00	22550.43378	internal - Insurance Valuation	175.00	0.00	0.00%
<b>4,054.00</b>			<b>16,538.98</b>	<b>4,054.00</b>	<b>407.97%</b>
<b>(14.00)</b>	<b>Net Operating (Surplus)/Deficit</b>		<b>12,223.12</b>	<b>(14.00)</b>	
Capital Movements					
0.00	22550.71532	Internal Loans - Princ	(1,578.11)	0.00	
14.00	22550.87316	To-BRWN Comm Cntr - OP	8,562.24	14.00	
0.00	22550.87317	Ex-BRWN Comm Cntr - OP	(10,079.52)	0.00	
0.00	22550.88729	Ex-Comm Ctr Hokonui - OP	(8,539.13)	0.00	
0.00	22550.99511	Add Back Non Cash Depn	(588.60)	0.00	
<b>14.00</b>			<b>(12,223.12)</b>	<b>14.00</b>	
<b>0.00</b>			<b>0.00</b>	<b>0.00</b>	



## **Direction-setting for Annual Plan 2019/2020**

**Record No:** R/18/10/24233  
**Author:** Chantelle Subritzky, Corporate Performance Lead  
**Approved by:** Rex Capil, Group Manager Community and Futures

☐ Decision ☒ Recommendation ☐ Information

### **Purpose**

- 1 The purpose of this report is to confirm the direction determined for the 2<sup>nd</sup> year of the LTP.
- 2 This report provides an overview of the forecasted projects and services for the Browns Community Development Area in 2019/2020. It includes any variations from what was anticipated in year two of the Long Term Plan 2018-2028 ("LTP").

### **Executive Summary**

- 3 The direction-setting provided by the Browns Community Development Area will be incorporated into the Council's Draft Annual Plan for 2019/2020. If consultation is required, this will occur in February 2019 and March 2019.
- 4 Once the plan is finalised (and subject to any changes resulting from submissions), the direction given for 2019/2020 will be used to set rates for the year beginning 1 July 2019.
- 5 It is recognised that extraordinary projects or changes to the level of service may be needed outside of the LTP process. The Annual Plan process is an opportunity to raise these extraordinary projects or events, to ensure the on-going needs of the community are being met.
- 6 Council has streamlined its 2019/2020 Annual Plan process, and all extraordinary projects for the local area that were received by Council in the project plan template prior to 21 September have been included in the 2019/2020 Annual Plan.
- 7 The Browns Community Development Area have the following variances identified for year two of the LTP:
  - Increase in the gardening budget by \$1,763 (101% increase) to ensure the required level of service can be met and for tree maintenance to be undertaken, increase to be funded by reserves.
  - Increase in stormwater maintenance by \$4,000 for required maintenance, increase to be funded by reserves.
  - Increase in streetworks maintenance by \$2,201 (169% increase) to ensure the required level of service can be met, increase to be funded by reserves.
- 8 Staff recommend Option 1 to accept the budgets as proposed in this report.
- 9 Following the recommendations made to Council, any variances will be summarised in Council's Draft 2019/2020 Annual Plan. If there are significant or materially different variances from the LTP, these will be included in a consultation document and released for consultation in February 2019.

- 10 The final Annual Plan including changes made as a result of consultation, will be adopted by Council in June 2019.

**1 Recommendation**

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

- a) Receives the report titled “Direction-setting for Annual Plan 2019/2020” dated 2 November 2018.**
- b) Determines that this matter or decision be recognised 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) Notes that any extraordinary projects for the local area have been included in the 2019/2020 Annual Plan, as identified through Council process in the project plan for extraordinary projects/activities/events project template completed by 21 September 2018.**
- e) Approves minor variations in the Browns Community Development Area plan from year two of the Long Term Plan 2018-2028.**
- f) Requests the Budgets for the year commencing 1 July 2019 be adopted for inclusion in the Council’s Draft 2019/2020 Annual Plan (subject to any minor amendments made at this meeting).**
- g) Requests the setting of the following rates and charges (including GST) for the year commencing 1 July 2019 based on the approved budgets in (e) above.**

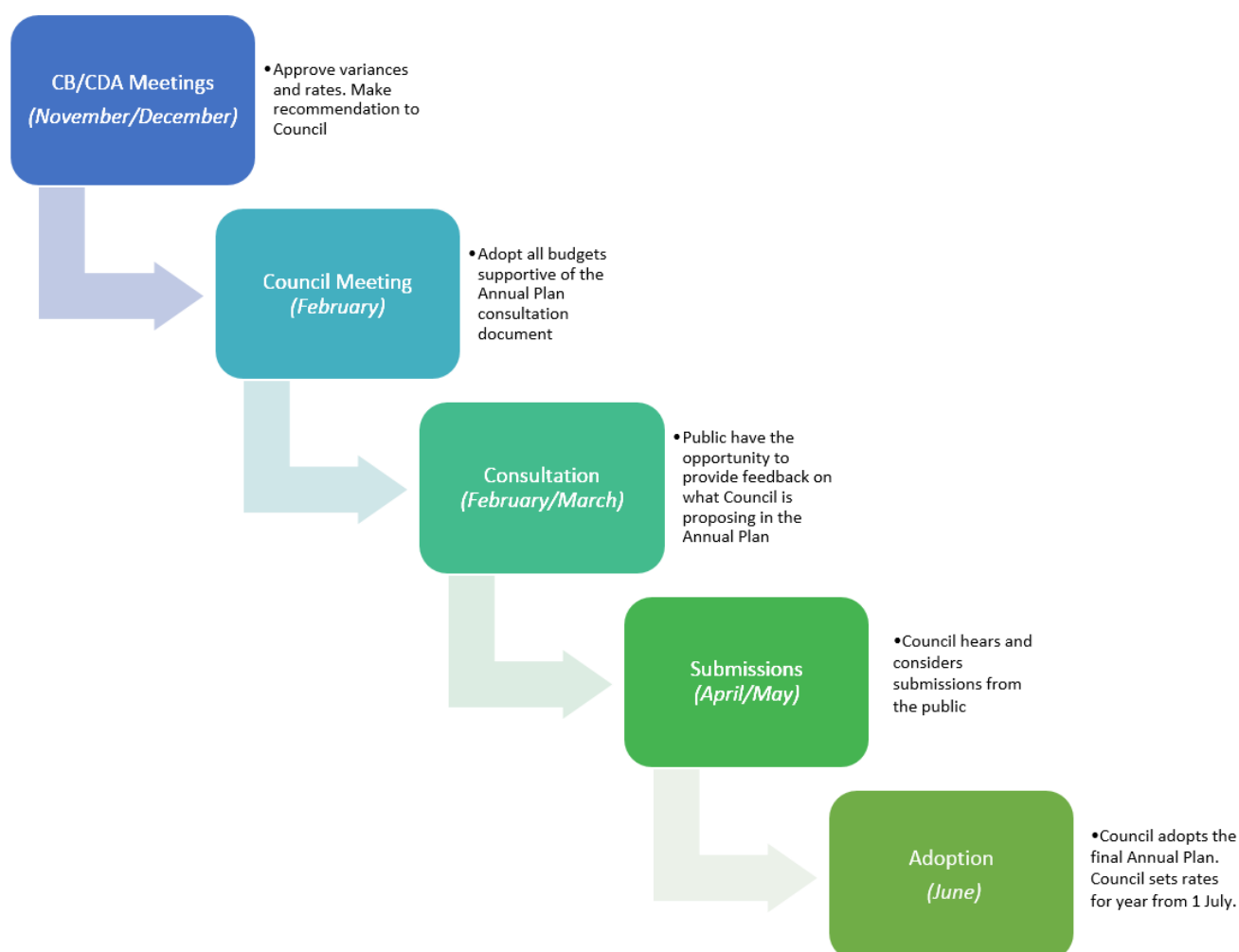
<b><u>Rate Description</u></b>	<b><u>Rate (GST Incl)</u></b>
Browns Community Development Area Rate	\$8,141
Browns Community Centre	\$4,147

- h) Request the setting of the hall fees and charges (including GST) for the year commencing 1 July 2019, as included in Appendix 3, for inclusion in the 2019/2020 Annual Plan.**

## **Background**

- 11 The Annual Plan process ensures that planned community projects and rates align with the Long Term Plan (LTP) strategic vision. The LTP community outcomes for Southland district are:
- proud, connected communities that have an attractive and affordable lifestyle
  - resilient communities that leave a legacy for tomorrow
- 12 The purpose of this report is to confirm the direction determined for the 2<sup>nd</sup> year of the LTP.
- 13 It is recognised that extraordinary projects or changes to the level of service may be needed outside of the LTP process. The Annual Plan is an opportunity to raise these extraordinary projects or events, to ensure the on-going needs of the community are being met.
- 14 The draft budgets for the Browns Community Development Area for 2019/2020 have been based on forecasted information from year two of the Long Term Plan 2018-2028.

Overview of the process:



## **Issues**

- 15 Other than the variances noted in the cost and funding section of this report, there are no significant changes from what was originally included in year two of the LTP.

## **District Funding of Water and Wastewater**

- 16 Council's water and wastewater activities are funded by a fixed rate across the district for properties connected or able to be connected to a Council scheme. Decision making is the responsibility of the Council rather than community boards or community development area subcommittees (CDA's), however community boards and CDA's are kept informed of planned projects as well as those in progress.

## **District Funding of Library Services**

- 17 Council operates 10 libraries across the district which historically were funded by a mix of district and local rates. In the 2018-2028 LTP Council, with the support of the community, decided to fund 100% of all library services across the district from the Uniform Annual General Charge. This has resulted in all ratepayers paying the same amount towards library services, irrespective of where they live.

## **Setting all Community Board/Community Development Area Subcommittee rates as Uniform Targeted Rates (UTRs)**

- 18 In the 2018-2028 LTP, Council with the majority of the community's support, decided to assess local rates for Riverton/Aparima, Otautau, Stewart Island/Rakiura, Tuatapere, Mossburn and Waikaia as uniform targeted rates, with variances as required.
- 19 Council made this change because there was no consistent approach to local community board and community development area subcommittee rating, despite the fact that each local rate was being used to fund similar activities and services in their local communities.
- 20 This has resulted in all ratepayers in each community paying the same amount towards their local services, irrespective of the value of their property. Te Anau and Tuatapere community boards will continue to apply variances to rural properties (both) and commercial properties (Te Anau only).

## **Stormwater Consenting Update**

- 21 Council currently has discharge applications lodged with Environment Southland for a number of townships across the District. It is a requirement from Environment Southland that such discharges are consented in line with other authorities within the region.
- 22 In late 2017, Council received draft consent conditions for Balfour, Brown, Lumsden, Mossburn, Riversdale, Tokanui and Waikaia and accordingly project and monitoring budgets were reduced in the 2018-2028 LTP. For all other communities, as at the date of this report Council are still waiting on the draft consents and their associated requirements.
- 23 Stormwater costs are the responsibility of each local community, and therefore the outcome of any hearing and the subsequent monitoring and capital costs will need to be funded by the relevant community.

## **Factors to Consider**

### **Legal and Statutory Requirements**

- 24 The Annual Plan 2019/2020 is a requirement of the Local Government Act 2002 and is also closely aligned with the Local Government (2002) Rating Act.

### **Community Views**

- 25 Any significant issues affecting local communities may be included in the official consultation document which will be publicly available. The consultation document will be available to households throughout the District.

### **Costs and Funding**

- 26 This report provides an indication of the variances to the Annual Plan 2019/2020, including the cost variances and financial implications.

<b>Business Unit</b>	<b>Account</b>	<b>Proposed budget for Annual Plan 2019/2020</b>	<b>Existing budget for year two of LTP 2018-2028</b>	<b>Budget Variance</b>	<b>Comments</b>
Beautification - Browns	Maint - Gardening	\$3,500	\$1,737	\$1,763	Actual level of service to maintain gardens and trees. No current budget for one off township tree maintenance. Ongoing budget required of \$2,500.
Stormwater Drainage - Browns	Maint - General	\$4,000	0	\$4,000	Currently no maintenance budget for piped services in Browns. Pipe maintenance is required.
Street Works - Browns	Maint - General	\$3,500	\$1,299	\$2,201	Required level of service for township footpaths, kerb and channel.

- 27 Consideration should be given to if all or some of the additional costs or projects could be funded from reserves or loans.

### **Assumptions made in preparing the Budgets**

- 28 All assumptions that were made when preparing the LTP have been applied in these budgets including the interest rate on borrowings. The interest rate applicable to community borrowings has been held consistent with the 2018-2028 LTP at 4.65%. This interest rate is based on the average BNZ three year fixed interest rate at the time of setting the LTP assumptions.
- 29 Interest on community reserves (monies held on reserve by the community for various purposes) has been calculated at 3.29% on the average of these balances at year end and is consistent with the 2018-2028 LTP.
- 30 Inflation rates have also been kept consistent with BERL rates adopted in the 2018-2028 LTP.

### **Fees and Charges**

- 31 As part of the 2019/2020 Annual Plan process, Council are required to set all Council related fees and charges.
- 32 Council has a legislative requirement to publish all fees and charges imposed by Council or Council committees. This is achieved by way of Council's annual Fees and Charges booklet. The Fees and Charges booklet is a single document where ratepayers and Council staff can locate all charges in one place for the relevant financial year. The 2019/2020 Fees and Charges booklet is currently being prepared and will take effect from 1 July 2019.

### **Policy Implications**

- 33 There are no policy implications in the direction setting for the Annual Plan 2019/2020.

### **Analysis**

#### **Options Considered**

- 34 Council staff have reviewed the original LTP outcomes and revised as necessary.
- 35 There are two options to be considered in this report:
- option 1 is to accept the budgets as proposed in this report.
  - option 2 is to amend the budgets proposed in this report.

### **Analysis of Options**

#### **Option 1 – Accept the budgets as proposed in this report**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• ensures that community outcomes are met</li><li>• enables an Annual Plan to be compiled in with in the set timeframe.</li><li>• the cost and associated funding for preparing and consulting on the 2019/2020 Annual Plan are included in the organisations approved operational budgets.</li></ul>	<ul style="list-style-type: none"><li>• none identified</li></ul>



**Option 2 – Amend the budgets proposed in this report**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>allows for any amendments that staff may not have factored in.</li></ul>	<ul style="list-style-type: none"><li>rates recalculations may be higher than identified in the LTP.</li><li>may impact the delivery of the Annual Plan within the set timeframe.</li></ul>

**Assessment of Significance**

- 36 The contents of this report is not deemed significant under the Significance and Engagement Policy.

**Recommended Option**

- 37 Through the process of identifying any extraordinary projects/events, and updating any changes to the level of service required, staff recommend Option 1 to accept the budgets as proposed in this report.

**Next Steps**

- 38 The recommendations passed in this report will be summarised in Council's Draft 2019/2020 Annual Plan. If there are significant or materially different variances from the LTP, these will be included in a consultation document and released for consultation in February 2019.
- 39 The final Annual Plan including changes made as a result of consultation, will be adopted by Council in June 2019.
- 40 This report has the following appendices:
- 41 Appendix 1: This section is broken into rate types and includes a list of business units that make up the rate type and financial summary statement which shows the expenditure and income and rates calculation.
- 42 Appendix 2: A list of reserves with the opening balance and projected closing balance.
- 43 Appendix 3: A list of hall fees and charges.

## **Appendix 1**

<b>Browns CDA Financial Summary</b>			
	<b>Actuals</b>	<b>Budget</b>	<b>Forecast</b>
	<b>2017/2018</b>	<b>2018/2019</b>	<b>2019/2020</b>
Operating Expenditure	(8,780)	(10,150)	(18,332)
Non Cash Expenditure	210	210	210
<b>Total Expenditure</b>	<b>(8,570)</b>	<b>(9,940)</b>	<b>(18,122)</b>
<i>Less Funding</i>			
Net Reserve Movements	(2,681)	(1,574)	6,338
Other Income	6,316	6,544	6,705
<b>Total Funding</b>	<b>3,635</b>	<b>4,970</b>	<b>13,043</b>
<b>Total Rates Required</b>	<b>4,935</b>	<b>4,970</b>	<b>5,079</b>
GST	740	746	762
<b>Rate (including GST)</b>	<b>5,675</b>	<b>5,716</b>	<b>5,841</b>
<b>\$ Increase/(Decrease)</b>		40	125
<b>% Increase/(Decrease)</b>		0.71%	2.19%

<b>Browns CDA Rates Calculation</b>				
		<b>Actuals</b>	<b>Budget</b>	<b>Forecast</b>
<b>Rate Type</b>	<b>Basis of Rate</b>	<b>2017/2018</b>	<b>2018/2019</b>	<b>2019/2020</b>
Browns CDA Rate	Fixed Charge	218.26	219.83	233.63

**The Browns CDA Rate is comprised of the following business units:**

22507 Streetworks	22528 Beautification
22513 Stormwater	22570 Hall

**Browns Community Development Area Subcommittee**  
**15 November 2018**

<b>Browns Hall Financial Summary</b>			
	<b>Actuals</b>	<b>Budget</b>	<b>Forecast</b>
	<b>2017/2018</b>	<b>2018/2019</b>	<b>2019/2020</b>
Operating Expenditure	(16,539)	(4,817)	(4,910)
Non Cash Expenditure	589	589.00	589
<b>Total Expenditure</b>	<b>(15,950)</b>	<b>(4,228)</b>	<b>(4,321)</b>
<i>Less Funding</i>			
Loans Raised	1,578	0	0
Net Reserve Movements	10,056	(51)	(53)
Other Income	788	751	768
<b>Total Funding</b>	<b>12,422</b>	<b>700</b>	<b>715</b>
<b>Total Rates Required</b>	<b>3,528</b>	<b>3,528</b>	<b>3,606</b>
GST	529	529	541
<b>Rate (including GST)</b>	<b>4,057</b>	<b>4,057</b>	<b>4,147</b>
<b>\$ Increase/(Decrease)</b>		0	90
<b>% Increase/(Decrease)</b>		0.00%	2.21%

<b>Browns Hall Rates Calculation</b>				
		<b>Actuals</b>	<b>Budget</b>	<b>Forecast</b>
<b>Rate Type</b>	<b>Basis of Rate</b>	<b>2017/2018</b>	<b>2018/2019</b>	<b>2019/2020</b>
Browns Hall Rate	Unit Charge	31.45	27.47	21.83

## **Appendix 2**

<b>Browns Reserve Report</b>			
	<b>Opening Balance</b>	<b>Forecast Budget</b>	<b>Closing Balance</b>
	<b>1/07/2018</b>	<b>30/06/2019</b>	<b>30/06/2020</b>
<b>Community Centre</b>			
<i>Operating</i>			
Browns Community Centre - OPR	23	74	127
<b>Total Community Centre Operating</b>	<b>23</b>	<b>74</b>	<b>127</b>
<b>Local Reserve</b>			
Browns General - RES	48,083	49,657	43,319
<b>Total Local Reserve</b>	<b>48,083</b>	<b>49,657</b>	<b>43,319</b>
<b>Overall Reserve Balance</b>	<b>48,106</b>	<b>49,731</b>	<b>43,446</b>

### **Appendix 3**

<b>Browns Hall Fees and Charges</b>		
<b>Description</b>	<b>As of 1 July 2018</b>	<b>As of 1 July 2019</b>
	<b>Including GST</b>	<b>Including GST</b>
<b>Hall</b>		
Rugby Club (season hire)	650	
Athletic Society	100	
Private function	100	
Community function	50	
<b>Bond (no GST)</b>	250	

### **Attachments**

There are no attachments for this report.

## Council Report

**Record No:** R/18/10/25022  
**Author:** Karen Purdue, Community Partnership Leader  
**Approved by:** Rex Capil, Group Manager Community and Futures

☐ Decision ☐ Recommendation ☒ Information

## Chief Executive

### Three Waters

1. Work is continuing with the government's Three Waters Review.
2. In September the minister of local government, Hon Nanaia Mahuta, spoke at the Water NZ conference about the current Three Waters Review process and the need for change to the way in which water services are currently regulated and delivered.
3. In her speech ([www.beehive.govt.nz/speech/speech-water-nz-conference-three-waters-and-case-change](http://www.beehive.govt.nz/speech/speech-water-nz-conference-three-waters-and-case-change)) the minister made a number of strong comments about the need for widespread reform to the way in which water services are regulated, funded and delivered.
4. The Local Government NZ vice president, Stuart Crosby also spoke at the Water NZ conference and delivered the following key messages:
  - the water system is not broken
  - a proper evidence base is required to develop change
  - regulatory failings need addressing first
  - aggregation may be a tool, but should not be mandatory.
5. An initial report on the progress being made through the three waters review programme is due to be taken back to cabinet in October 2018. There will likely be further announcements about the range of options being considered and the timelines for final decisions in November. At this stage it is anticipated that decisions on the final shape of any new regulatory regimes will not be known until mid-2019.
6. The Office of the Auditor-General (OAG) recently audited three district councils (Horowhenua District Council, Kāpiti Coast District Council and Manawatu District Council) and one city council (Palmerston North City Council) to understand the challenges they face in supplying drinking water to their communities. The audit found, for all four councils, that some things had been done well and that other aspects could be improved.
7. The OAG expects the Department of Internal Affairs to consider its findings as part of the Three Waters Review that is in progress. It also considers that its report has relevance for the provision of drinking water beyond the review and it is likely that other councils are facing similar challenges and funding constraints to the four councils audited.
8. A copy of the report is available on the OAG website ([www.oag.govt.nz/2018/drinking-water](http://www.oag.govt.nz/2018/drinking-water)).

## **Freshwater Reform**

9. On 8 October the government released their “Essential Freshwater” publication (<http://www.mfe.govt.nz/sites/default/files/media/Fresh%20water/essential-freshwater.pdf>), which provides a blueprint for the changes that they wish to make to the way in which freshwater is managed.
10. The government have set the following three objectives for their work in this area. These are:
  - stopping further degradation as soon as possible, so that material improvements are made in water quality within 5 years.
  - reversing past damage so as to restore freshwater ecosystems to a healthy state within a generation.
  - addressing water allocation issues to achieve efficient and fair allocation of freshwater abstraction and nutrient discharges, having regard to all interests including Maori.
11. To determine how they might achieve these objectives and lead the implementation of proposed strategies the government have established the following six workstreams:
  - at-risk catchments – work will be undertaken to review current high risk catchments and report to Ministers with recommendations on what additional actions might be needed by the end of 2018
  - National Policy Statement (NPS) for Freshwater Management amendments – consultation on proposed amendments will occur in 2019 with an amended NPS taking effect in 2020
  - National Environmental Standard (NES) for Freshwater Management – a new NES is proposed to provide stronger direction on the environmental standards to be achieved, particularly in at risk catchments
  - Resource Management Act 1991 amendments – the proposed amendments, which will be introduced to Parliament late this year or in early 2019, will require regional councils to implement water quality and quantity limits more quickly than proposed currently. They will include giving regional councils additional powers to review resource consent conditions part way through the term of a consent
  - allocation of freshwater resources – this workstream will cover the both the discharge of contaminants and water take decisions. There will be a consultation process on possible changes in these areas during 2019
  - future framework – this workstream will look at what components need to be developed to create a sustainable long term freshwater management framework.
12. The proposed changes are being supported by the regional council sector, who see it as giving them additional tools to drive improvements in this area. From a territorial local authority perspective it will be important for Council to continue to monitor proposed changes in this area given that they will likely lead to a rise in the environmental standards that need to be met for wastewater and stormwater discharges.

## **Infrastructure Commission**

13. The government is currently consulting on the shape and responsibilities of the proposed new Infrastructure Commission. The decision to create the new commission follows on from a Treasury review which identified a number of weaknesses with the way in which infrastructure is currently managed. These include:
  - investment decisions are not well integrated. For the market, this means there is a lack of visible projects at sufficient scale
  - the focus is on building new assets, rather than focusing on outcomes
  - infrastructure investment decisions are not always informed by evidence
  - central and local government procurement capability is at times lacking
  - there are gaps in the information and data available to inform decision-making
  - skills shortages are one of the greatest challenges faced by industry.
14. It is proposed that the functions of the new commission would include:
  - to gather and publish evidence on the state of infrastructure assets and networks
  - develop a long-term vision and strategy for infrastructure planning and delivery
  - identify New Zealand's highest priority infrastructure investment needs
  - publicly identify and socialise regulatory and market barriers to better infrastructure outcomes
  - coordinate and publish capital intentions plans and pipeline information
  - provide best practice guidance on infrastructure delivery and procurement
  - act as a first point of contact for the market in relation to upcoming infrastructure investment and delivery opportunities.

## **Zero Carbon Bill**

15. The Ministry for the Environment has released a summary of the submissions received during its consultation on the Zero Carbon Bill.
16. Key themes of the submissions and matters of note for the local government sector included:
  - 91 per cent of respondents said they want a target of net zero emissions across all greenhouse gases by 2050 set in legislation now
  - local government and business/industry groups were more divided about what target New Zealand should adopt. A number of local government submissions indicated preference for a target of net zero long-lived gases and stabilised short-lived gases by 2050
  - the majority of submissions (96 per cent) recommended that the Climate Change Commission should have an advisory and monitoring role only, on the basis that it should be politically independent, and the democratically elected government should

make decisions. Many submissions did, however, highlight the importance of having mechanisms to hold the government to account

- many local government submissions believed it would be essential for the commission to include experts on adaptation. A similar view was shared in a number of submissions made by business
- 92 per cent of submissions agreed that the Bill should cover climate change adaptation
- most submitters agreed with the proposed functions of a national risk assessment and national adaptation plan. However, views diverged on who should have responsibility for adaptation, including whether it should be the responsibility of the commission or the government, and whether there should be an adaptation sub-committee if responsibility lay with the Commission
- many submitters expressed the need for further information on what the proposed adaptation reporting power would entail and cover.

17. The Zero Carbon Bill is expected to be introduced to Parliament in mid-2019.

## **Community and Futures**

### **Governance**

#### **Representation Review**

18. At the time of writing, no date has been set for the next stage of the process being conducted by the Local Government Commission. The final date for the representation review decision is 10 April 2019.

#### **Local Authority Elections 2019**

19. It is now less than a year out from the local authority elections. Election Day is 12 October 2019. It is now timely to remind new people to the district or people who have moved in in the last couple of years to check that their details are up to date as the elections are conducted by postal voting. There will be further information about this and standing as a candidate at a later date. Planning has begun for this project.

### **Community Partnership Leaders**

#### **Shared Services**

20. The Edendale/Wyndham shared services pilot project is progressing with a person having been recently appointed to carry out the role. This person has now met with all the groups involved in the pilot and has started attending their meetings in order to begin the shared service role. All participating groups have also completed the first of several evaluation surveys which will benchmark where the group are in terms of need and their current situation.
21. Participating groups and the person working in the shared service role will complete regular evaluations over the duration of the pilot so that progress can be monitored and an indication of how successful the pilot has been and other learnings that can be gathered.



## **Stewart Island Dark Sky Application**

22. An official application has been submitted to the International Dark Sky Association (IDA) for Stewart Island/ Rakiura. If successful, the island would gain accreditation as an International Dark Sky Sanctuary. This would make Rakiura the 5th such sanctuary worldwide and the second in New Zealand, along with Great Barrier Island. The submission deadline was the 24th September 2018 and a decision is expected in December 2018.
23. Southland District Council recently upgraded all street lights on the island so these comply with the requirements of the International Dark Sky Association. Successful Dark Sky Sanctuary accreditation would bring many benefits to Stewart Island/Rakiura and to the Southland region. It would boost tourism to the island, allowing it gain international recognition for the quality of its night skies.
24. The idea of Rakiura becoming a dark sky 'sanctuary' also enhances the reputation of the island as an eco-tourism destination. Night sky viewing is a natural extension of this and has low impact on the island's sensitive natural environment. It also complements the nocturnal nature of the island's most famous resident – the Stewart Island Brown Kiwi. As night sky viewing is best in the winter months, accreditation will also help to draw visitors to the island in this traditionally slower season.
25. A report has been prepared for Council recommending that it resolves to initiate a plan change to establish some stronger lighting controls on Rakiura to support the Dark Skies Sanctuary application that is currently being processed by the Dark Skies Association. One of the key requirements of achieving "sanctuary status" is having a level of lighting controls within the sanctuary area.

## **Strategy and Policy**

### **Corporate Performance Framework**

26. The corporate performance framework aligns Council's high level direction to its activities and outcomes, and its purpose is to streamline Council planning and reporting functions.
27. CAMMS has now been introduced to activity managers within Council, and those who will be inputting the information needed to complete the interim performance reporting. Strategy and Policy staff, alongside the chief information officer and staff from Services and Assets are running a series of training sessions as we progress this stage of the implementation process. This will be a work in progress as we shift reporting tools for the organisation and seek a more efficient and effective way of working.

### **Annual Report 2017/18**

28. The Annual Report 2017 2018 was adopted on Tuesday 25 September after being recommended for adoption by the Finance and Audit committee on Monday 24 September. The report tells the community and Council how well we did against what we said we were going to do in the Long Term Plan and Annual Plan, how much it cost to do this and how we paid for it.
29. The Local Government Act 2002 requires Council to prepare and adopt an Annual Report within four months of the end of each financial year. This is the second year that Council has adopted

its Annual Report within three months and the first year that the majority of the document has been graphically designed, which has significantly enhanced the readability of the report, and feedback has been very positive.

## **Risk Management Framework**

30. Council continues to identify the need to invest in and develop its risk management processes and approach. In developing the Risk Management Framework the objective is to create a framework to effectively understand, plan for, and mitigate risk across all levels and activities within the organisation. Understanding and mitigating risks is central to safeguarding Southland District's community assets and services and other activities it is responsible for. In facilitating better decision making that support risk informed choices, prioritise actions and determine options, assurance can be provided to Council, the Southland District community and stakeholders that critical risks are identified and managed effectively.
31. The first Risk Management Framework project meeting was held on 16 August 2018, to agree the objectives, thresholds and management approaches for the overall framework. In October we held a two day workshop for Council chairs and Finance and Audit committee members, the Executive Leadership Team, and all senior managers that further developed the profile of significant organisational risk. This two-day workshop identified how Council approaches risk, identifies risk and how we prioritise this. We also determined responsibility for the highest priority risks to Council and community. A draft framework will be developed for consideration following this workshop.

## **BERL Stage 3 – Working Towards Positive Southland Community Futures**

32. Business and Economic Research Limited (BERL) was commissioned to undertake research to assist with the development of the District's 2031 Long Term Plan.
33. The research is based on the idea that the District can passively accept the future that fate will provide for its communities, or work strategically to shape the future it wants to achieve.

The research is in three stages, each of which is designed to answer a specific question:

- stage 1 asked “where we are now?” This involved collecting and analysing data to show the state of wellbeing in the District as a whole and in seven defined communities. This stage has been completed.
  - stage 2 asked “where we are heading?” This involved some forecasting to examine how the population and the level of employment in the District and each of the communities would change, if past trends were left to continue. This stage has also been completed.
  - the current stage, Stage 3, is about asking the question “where we actually want to be?” Its aim is to define a set of actions that will help to shape positive futures for each of the main communities in the District
34. Stage 1 of the research found that, compared to New Zealand as a whole, wellbeing in Southland District was high. Southland District was better particularly in terms of: employment and unemployment rates; incomes; home ownership; and community connectedness. But it was worse in terms of the qualifications of the workforce and economic diversity. It also found that, in the recent past, incomes in Southland District had grown more rapidly than nationally.

However, the District had attracted relatively few migrants, and home ownership in the District had fallen more rapidly than nationally.

35. Stage 2 indicated that the District's working age population is likely to increase slightly over the next ten years, but that it is likely to decrease fractionally during the following decade. Meanwhile, if the District's economy continues to grow at the same rate, relative to the national economy, as it has in the recent past, the demand for labour will grow. This means that, because the District's unemployment rate is already low, there is a real possibility of large and growing labour shortages. The likelihood is that, unless the District can attract more migrants, incentivise its young people to stay, and encourage older workers to stay in the labour force, economic growth could be stifled.
36. The specific purpose of the final stage 3 is to engage with individuals, organisations, and businesses in the District to pinpoint what needs to be done to ensure that the District and its communities maintain and increase their levels of wellbeing. Ultimately, stage 3 will help to inform Council about what it can do itself to increase wellbeing, and how communities, as they strive for overall community wellbeing, can best work with other agencies and Council to achieve the same goal. This next stage has a focus on what needs to be done to ensure that Southland District maintains and builds on its current position as a place where wellbeing is at a high level – a place in which it is good to live and work.
37. BERL staff have met with individuals and groups around the district throughout September, and have been engaging in conversations around the future of the district, and what we need to be focusing on to get where we want to be. BERL have engaged with a wide range of people and have included discussions on all activities and services where the Council has a role, either by itself or in partnership and support with other Councils, government agencies and communities. The final draft report will be submitted to Council by December.

### **Community Futures Research and Analysis Work Programme**

38. Council is undertaking research and analysis work to support its decision making and transitioning from 2018 to 2021 in preparation for the Long Term Plan 2031. This work will assist in leading the development of Council's overall approach to the management of change and preparation for what the future might hold for the district and its communities, and identify priorities for investing in community future planning. The executive leadership project team comprising of the chief executive, chief financial officer, group manager services and assets, group manager environmental health and group manager community futures has been established, and is facilitated by the strategy and policy manager. The purpose of this work is to develop project plans based on identified work streams that will help identify what is required to deliver priority projects within the district.
39. High level project plans have now been developed for each of the topics above and a report presented to the Community and Policy committee was received at their 5 September meeting. The executive leadership project team are meeting in mid-October to establish prioritisation for the works scheduled, and identify any additional resources that may be required to undertake priority projects. A further update report will be provided to the 29 November Community and Policy committee.
40. The on-going topics for further research and analysis include:

- socio-demographic projects (where are we now, where are we heading, and where do we want to be)
- climate change and implications for Southland District (risks and impacts on the district)
- service delivery framework – district vs local service provision and levels of service (an assessment and evaluation of council services and determine the most appropriate level of service to meet community needs in the future)
- rating affordability planning and implications (to understand income levels in our communities and affordable measures for delivery of activities and services – and implications of decisions on rating affordability for the district)
- land and water plan implications (to understand the implications of compliance standards on the future provision of services to local communities)
- community facility provision framework (how, what and when are facilities used and needed)
- community partnerships assistance and funding alignment approach (multi-agency community partnership opportunities, and Council's funding and grant schemes to support community organisations)
- technological change impacts on communities and implications for Council.

## **Policy and Bylaw Updates**

41. There are a number of Council bylaws and policies currently being reviewed and updated, and a large number of bylaws due for review in the next 12-24 months. Currently, there is the Stewart Island Visitor Levy Bylaw and Policy out for consultation, with submissions closing 9 November 2018. Council have also completed a Sensitive Expenditure Policy and are currently seeking staff feedback on the Conflict of Interest Policy. Council have also resolved to receive the Rooding Bylaw change to Elgin Terrace (Oban, Stewart Island), and the Dangerous, Affected and Insanitary Buildings Policy.

## **Libraries**

42. Our Library service has new books each month, these can be viewed online through our catalogue on <https://www.southlanddc.govt.nz/my-southland/libraries/>.

## **Environmental Services**

### **Group Manager Commentary**

43. The Environmental Services group has been mourning the passing of a long serving and highly valued team member and workmate, Tracy van Veldhuisen, who passed away recently after a short illness. Tracy gave 33 years of excellent service to the Southland District Council, and before that the Southland County Council, working primarily on animal control and alcohol licensing functions. She will be very greatly missed by all her colleagues.

44. The IANZ reaccreditation project team continues to work on preparatory work for the upcoming reaccreditation audit in March 2019. An area of focus has been looking for the learnings from other recent audits from other councils which the team has been able to assess. A “mock audit” is scheduled for late November.
45. Council recently corresponded with the Ministry for the Environment expressing some concerns about the implications of the recently –adopted National Environmental Standard for Plantation Forestry on Council’s roading network. Positive feedback has been received from the ministry that this correspondence will be considered closely.
46. A work programme to build on process mapping across the group is underway. This will assist with business continuity, customer service and mitigating single points of failure and loss of corporate knowledge.

### **Building Solutions**

47. The department have issued 60 consents for the month and a number of these have been processed by the Building Solutions Team in Christchurch, this has a neutral effect to the customer, in terms of cost whilst providing our customers with a more efficient service.
48. While the value of consented work is down on October last year it is in line with 2016-17. The trend appears to indicate that the increase in demand experienced last year will not continue through this year. There is a noted reduction in the number of commercial consents issued for the month. The areas most affected by the downturn in consent numbers are Mararoa Waimea and Winton Wallacetown however these were both higher than the previous year last month.

### **Environmental Health**

#### **Food Act**

49. Staff have been implementing the Food Act 2014 over the last three years, in accordance with a transition schedule determined by the MPI. The last group of food businesses to transition are due to do so by 30 November. Letters will go out shortly to these businesses, and staff will follow up to assist these businesses to transition.

#### **Toxic Algae Signage**

50. Council’s environmental health staff attended the recreational water liaison group, this forum was also attended by staff from ES and Public Health South. The group will be installing new signs concerning toxic algae, at two sites to start with – Waituna Lagoon and the Thornbury camping area. The signs will include photos of the toxic algae, and advisory statement to check for toxic algae.

#### **Dog Registration**

51. Council’s dog control officers are working on the next phase of dog registration – following up dog owners that have not renewed registration. There are about 700 dog owners in this category as at the start of October.

## **Prosecution**

52. Council is prosecuting the two owners of the Rottweilers that attacked a member of the public in Winton on 10 June 2018. It is very unlikely that the substantive hearing will take place this year.

## **Resource Management**

53. Council continues to work collaboratively with ES, ICC and GDC on region wide and national consistency, examples are National Planning Standards, landscapes, biodiversity, climate change, and e-plan delivery. There are a number of nationally driven changes coming in 2019 and considering these on a region wide scale is of benefit to all organisations and communities.
54. Council has limited notified a resource consent application submitted by Greenbriar to extend the existing coal mine in an easterly direction towards Gorge Road. The parties identified were those directly adjoining the site or likely to be affected by the extension.
55. The number of resource consents being lodged with Council remains steady. There are currently 50 consents in the system (on hold and processing).

## **People and Capability**

56. Health, safety and wellness continues to be a focus with Council signing of the 2018/19 plan. The plan contains a review of previous performance and objectives and spells out proposed improvement measures and targets.
57. The plan continues the focus on a risk based approach to managing health and safety and has a strong theme of training and development. E-learning and team activities are continuing.
58. Recruitment for a number of senior roles within Council has resulted in the appointment of some fantastic applicants. Karen Purdue in the role of community partnership leader, Mark Day in the role of community facilities manager, Chantelle Subritzky in the role of corporate performance lead and Mark Fraser in the role of district library manager.

## **Services and Assets Group**

### **Group Manager's Update**

59. The new project management system remains on track for 'go live' in early December. Internal training programmes commence later this month and change management processes are also being established. Reporting requirements and layouts are in the process of being determined.
60. We are pleased to advise that Mark Day from the business solutions team has been recruited for the role of community facilities team leader. Mark brings a wealth of leadership and asset data knowledge with him, which is a key focus area for the group.
61. The Pyramid Bridge project is progressing with Gore District Council. Southland District Council staff and Council representation form part of the project governance team. An updated design estimate has been provided and a cost review has been undertaken by a quantity surveyor. Given the cost escalation that has occurred, further discussion is underway with New Zealand Transport Agency around funding sources and percentages.

62. Southland disAbility Enterprises have submitted a proposal for the extension of the recycling activities within Southland. Wastenet are working with Southland disAbility Enterprises through these negotiations. Once completed, a recommendation to each of the WasteNet's councils will be forthcoming.
63. Work is ongoing to provide further clarity and prioritisation of expenditure in association with infrastructure deficits, activities, sub-activities and services. This work is necessary to adequately inform levels of service discussions and consultation in the lead up to the 2021 Long Term Plan.
64. Asset information is also an area of focus currently, particularly within the community facilities and 3 waters activities. For 3 waters this involves establishing a master data specification determining what asset information is required, across the hierarchy of assets within each of the three reticulated services activities. Once established, it will be necessary to work with our contractors to ensure at the point of install or intervention, the appropriate information is captured in a way that is then easily migrated into IPS, our asset management software.
65. For community facilities this has involved identifying some priority activities (playgrounds, buildings and toilets) and tapping into support from the New Zealand Recreation Association as the national support body to establish asset information templates for each. These are currently in draft and being finalised. Once finalised we will progress to gathering the relevant asset information for these activities. Concurrently, it will be necessary to review the asset management system to support its function.
66. It is anticipated that this asset information work will be ongoing for a number of years and will impact all of the activities and services that Council delivers.

### **Forestry (IFS)**

67. Forestry activity has been dominated by harvesting operations in the Waikaia Forest. With this completed during September, the 2018/19 program is now also completed.
68. Production for September was 9,000 tonnes, with a total of 30,000 tonnes cut for the year. Financially the results are looking very good and are well above budget.

### **Strategic Water and Waste**

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

69. At its meeting on 23 October Council decided to approve the sub-surface drip irrigation method for discharging treated wastewater at the Kepler block near Manapouri. This option requires new resource consents to be obtained for the discharge at Kepler and an extension to the current discharge consent from the oxidation ponds to the Upukerora River.

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

70. Environment Southland released their proposed Land and Water Plan earlier this year.
71. In total 25 appeals were received by Environment Southland of which Council has identified 10 which it will join as a section 274, Resource Management Act 1991 party. Council has also lodged an appeal to the decision. The basis of Council's appeal, is largely around the 'non-complying' activity status on wastewater discharges to water.

The latest direction issued from the Environment Court outlines a proposed path, where appeals to objectives will be heard ahead of mediation, by grouped topic on policies and rules.

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

72. The WasteNet Southland Waste Management Group has rolled over the Bond contract for waste collection on the same rates and terms and conditions. Further, WasteNet is in the process of working through a negotiation process for the recycling contract with Southland disAbility Enterprises Limited.
73. Further information has been requested by the Waste Management Group, which should allow a recommendation to be made to the Waste Advisory Group as to whether to roll the Southland disAbility contracts over, or to go back to the market.

### **Operations and Community Services**

#### **The Southern Scenic Route**

74. The Tourism Infrastructure Fund application is currently sitting with Ministry of Business, Innovation and Employment, to complete the contract to be presented to Council for approval and signing; with a response anticipated within a month.
75. In the meantime we are forming a works program based on the submitted dates, having discussions with suppliers and looking at design for each location.

### **Strategic Roading**

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

76. The route down to Waipapa lighthouse has now been sealed. The project is still tracking well, with the final section of sealing along the main route expected to be completed in late October/ November depending on weather condition.
77. The legal survey for finalising land purchases is continuing.

### **LED Street Light Conversion**

78. All the standard 70W High Pressure Sodium lights have been replaced in the townships. Focus is now shifting on the remaining higher wattage lights and special/decorative lights and how these get converted to LED.

### **District Wide Resurfacing**

79. The annual District wide road resurfacing program will be commencing as soon as weather conditions allow. Sealing works take place between 1 October and 31 March.

### **Strategic Property**

80. Work has commenced on the 2018/19 projects to be completed this financial year. The current phase of the projects, is confirming quotes and seeking approval to commence for those under budget. Some projects will be commencing in the near future, whereas others will either need a scope change or additional expenditure approval.

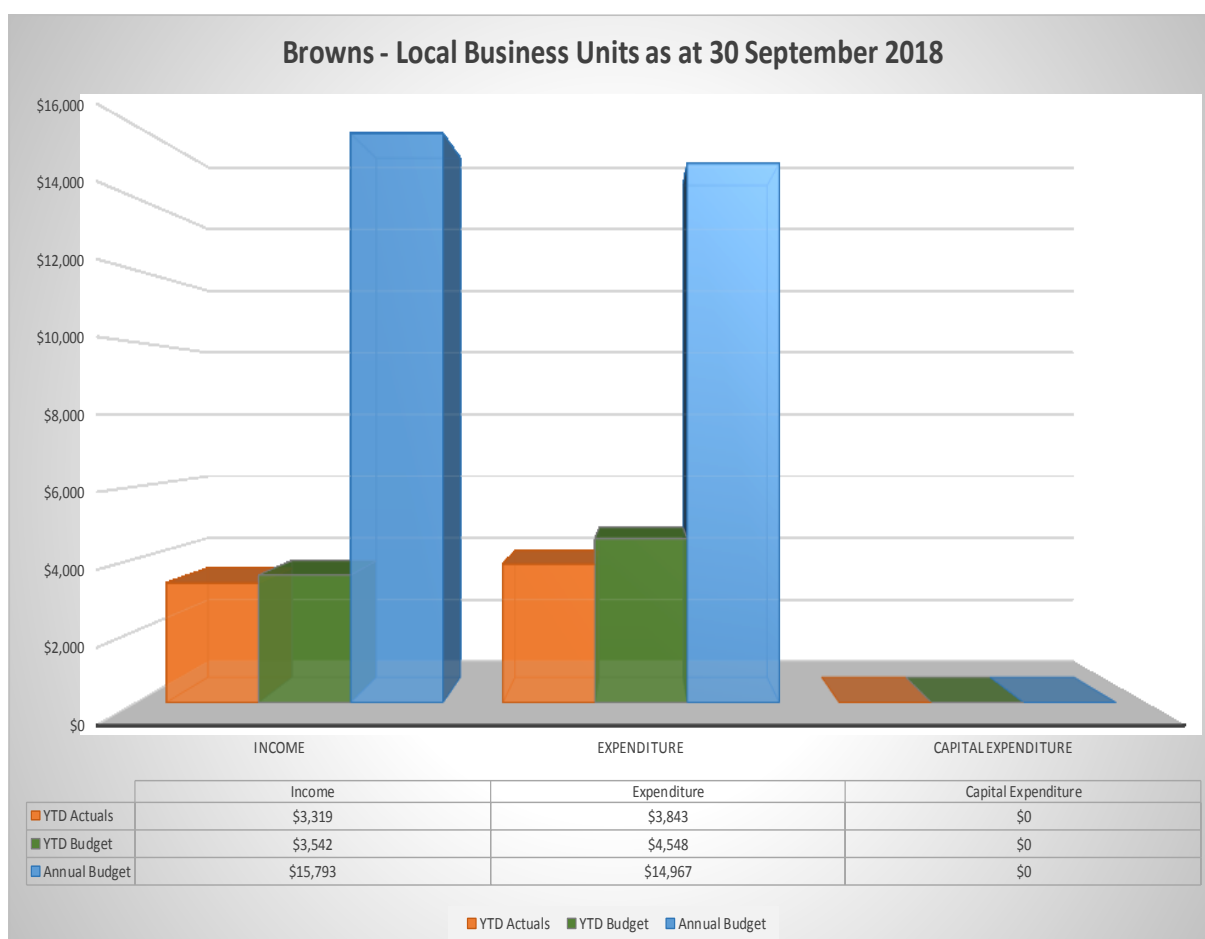


**Browns Community Development Area Subcommittee**  
**15 November 2018**

81. Work has also commenced to identify, plan to commence and complete those improvement processes, as identified in each of the seven activity plans used as the basis of the recently approved Long Term Plan. For community centres the collection of data regarding each facility's utilisation.

## Finance

82. Income for the Browns Community Development Area Subcommittee is \$222 under budget year to date due to no hire income for the Browns Hall and rates collected being less than anticipated.
83. Expenditure to date is tracking \$706 under budget overall, largely due to seasonal activity such as mowing, gardening and general maintenance being budgeted for based on a uniform monthly spend over the year (i.e. annual budget divided by 12, multiplied by the month into financial calendar). These factors combined with seasonal fluctuations in level of service required, may result in variances between budget and actual figures. Of note is that expenses for the Browns Hall are above budget due to higher than budgeted electricity, Insurance and internal maintenance.



Browns - Business Units as at 30 September 2018											
		Income			Expenses			Capital			
BU Code	Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	
22507	Street Works - Browns	\$312	\$318	\$2,845	\$53	\$370	\$1,481				
22513	Stormwater Drainage - Browns	\$535	\$545	\$2,180	\$416	\$615	\$2,180				
22528	Beautification - Browns	\$1,591	\$1,622	\$6,489	\$809	\$1,622	\$6,489				
22550	Hall - Browns	\$882	\$1,057	\$4,279	\$2,564	\$1,941	\$4,817				

# Reserve Balances

Local Browns													
	Opening Balance	Current Budget	Forecast Budget	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029
Community Centre													
Operating Browns Community Centre - OPR	-	51	51	104	159	215	273	333	395	459	525	593	593
Total Community Centre Operating	-	51	51	104	159	215	273	333	395	459	525	593	593
Total Community Centre Balance	-	51	51	104	159	215	273	333	395	459	525	593	593
Local													
Operating Browns General -OPR	46,701	48,275	48,275	49,901	51,580	53,315	55,107	56,958	58,869	60,843	62,882	64,988	64,988
Total Local Operating	46,701	48,275	48,275	49,901	51,580	53,315	55,107	56,958	58,869	60,843	62,882	64,988	64,988
Total Local Balance	46,701	48,275	48,275	49,901	51,580	53,315	55,107	56,958	58,869	60,843	62,882	64,988	64,988
Total Browns Reserve Balance	46,701	48,326	48,326	50,005	51,739	53,530	55,380	57,291	59,264	61,302	63,407	65,581	65,581
Overall Reserve Balance:	46,701	48,326	48,326	50,005	51,739	53,530	55,380	57,291	59,264	61,302	63,407	65,581	65,581

## **Recommendation**

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

- a)        Receives the report titled “Council Report” dated 1 November 2018.**

## **Attachments**

There are no attachments for this report.