



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

Date: Thursday, 1 November 2018
Time: 7.30pm
Meeting Room: Nightcaps Hall
Venue: 13 Johnston Road, Nightcaps

Nightcaps Community Development Area Subcommittee Agenda OPEN

MEMBERSHIP

Chairperson	Bev Evans
Deputy Chairperson	Wayne Williams
Members	Annette Blackler
	Bill Brown
	Donald Mcleod
	Jamie Shepherd
	Councillor Nick Perham

IN ATTENDANCE

Committee Advisor	Alyson Hamilton
Community Partnership Leader	Kelly Tagg

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

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

Terms of Reference - Community 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.
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UPDATES

8.1 Chairperson's Report

Chairperson Evans to report on activities with which she has been involved since the Subcommittee's last meeting.

8.2 Councillor's Report

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

1 Apologies

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

2 Leave of absence

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 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 Nightcaps Community Development Area Subcommittee, 28 August 2018



Nightcaps Community Development Area Subcommittee OPEN MINUTES

Minutes of a meeting of Nightcaps Community Development Area Subcommittee held in the Nightcaps Hall, 13 Johnston Road, Nightcaps on Tuesday, 28 August 2018 at 6.20pm.

PRESENT

Chairperson	Bev Evans
Deputy Chairperson	Wayne Williams
Members	Annette Blackler
	Donald McLeod
	Councillor Stuart Baird

IN ATTENDANCE

Committee Advisor	Alyson Hamilton
Community Partnership Leader	Kelly Tagg

1 Apologies

There were apologies from Councillor Perham and Member Brown.

Resolution

Moved Chairperson Evans, seconded Deputy Chairperson Williams and **resolved:**

That the Nightcaps 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 Member Blackler, seconded Member McLeod **and resolved:**

That the minutes of Nightcaps Community Development Area Subcommittee meeting held on 29 May 2018 be confirmed as a true and correct record of that meeting subject to item 8.1 under Mines be amended to read: Member Williams advised of a coal shipment being postponed.

Reports

7.1 Council Report

Record No: R/18/8/19331

Councillor Baird and Community Partnerships Leader, Kelly Tagg presented this item.

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

Councillor Baird and Mrs Tagg highlighted various issues of interest including:

- Water issues
- Council Strategic Workshop
- Policy and Bylaw Review updates
- Tourism Infrastructure Fund
- Representation Review
- Venture Southland
- Finance update

Mrs Tagg advised Council's financial year operates between 1 July 2017 and 30 June 2018 and a finalised and audited report will be provided to the subcommittee at its next meeting.

Resolution

Moved Deputy Chairperson Williams, seconded Member McLeod **and resolved:**

That the Nightcaps Community Development Area Subcommittee:

- a) **Receives the report titled "Council Report" dated 16 August 2018.**

Updates

8.1 Chairperson's Report

Chairperson, Member Evans, reported on activities with which she has been involved since the Subcommittee's last meeting. This included the following:

- attendance at the Representation Review oral submission Hearing
- attendance at the Western Southland Cluster meeting recently held in Otautau
- concern at information panel not yet installed at the cemetery - staff undertaking spell checks of the information supplied
- projector room at the Hall to be upgraded - local volunteers to undertake the work
- advice of apple trees gifted by Robyn Guyton to be placed at local schools and the Heritage corner
- suggestion of placing an ashes berm at the Wairio cemetery - staff to investigate
- update on the Children's Christmas Party and fireworks display project update.

Members provided updates on their respective portfolios as follows:

Works

Member Williams advised work on the Main street has been completed, with power poles having been repositioned, footpaths and potholes repaired.

Hall

Member Blackler advised maintenance work is being undertaken to the roof above the ladies toilet.

8.2 Councillor's Report

Councillor Baird reported on matters from the District Council table which included:

- Attendance at a recent function with the guest speaker being the Acting Prime Minister, the Right Honourable Winston Peters
- Representation Review update
- Dog registration for 2018/2019 - increase of dog owners registering their dogs online.

The meeting concluded at 7.22pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE NIGHTCAPS COMMUNITY
DEVELOPMENT AREA SUBCOMMITTEE HELD ON
TUESDAY, 28 AUGUST 2018.

DATE:.....

CHAIRPERSON:.....

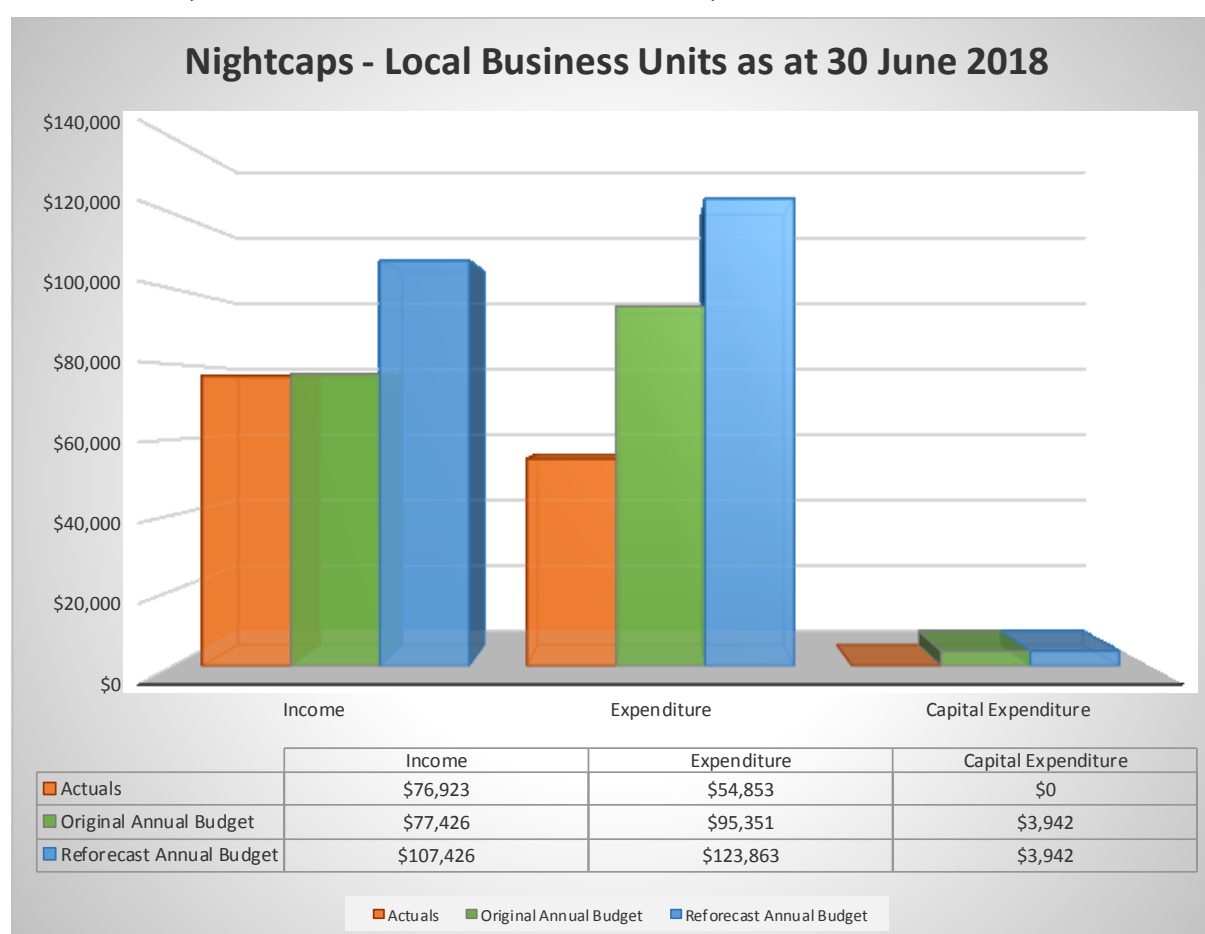
Financial Report for the year ended 30 June 2018

Record No: R/18/7/17842
Author: Leighton Hare, 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 There was no significant variance in income.

Expenditure

- 7 Total underspend on budget was \$40,498.
- 8 Library - Operating costs budget was not required due to the library closing.
- 9 Streetworks – Under expenditure due to an unrequired maintenance budget.
- 10 Stormwater - The over expenditure of \$6,853 in was due to unforeseen costs associated with maintenance requirements.
- 11 Beautification - The \$3,376 underspent in maintenance work was intentional to smooth the overall community spend, offsetting the over expenditure that occurred in stormwater.
- 12 Community Centre - The repaint project was deferred to the 2018/2019 year due to the timing of the funding acceptance, followed by contractor availability and weather conditions late in the 2017/2018 year.

Capital Expenditure

- 13 No library books were purchased due to the library closing.

Schedule of Loan Balances

	Balance June 2017	Uplifted Loan	Principal Repayments	Balance June 2018	Years Remaining
Dryfe Street Stormwater Renewal	63,891	-	1,389	62,502	23

Project List

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

Activity	Project Name	Financial Year	AP Budget	Actual cost	Status	Officer's Comment
Community Centres	Exterior repaint	2017/2018	31,488	-	Deferred	Deferred due to weather and contractor delays

Financial Considerations

Reserves

- 15 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%.

Nightcaps

Schedule of Reserve Balance

		Actual June - 017	Transfers To/(From)	Actual June -018
Community Centre				
<i>Reserve Account</i>				
Nightcaps Community Centre - R	87623	4,950.62	2,975.45	7,926.07
		<u>4,950.62</u>	<u>2,975.45</u>	<u>7,926.07</u>
Community Centre Total		<u>4,950.62</u>	<u>2,975.45</u>	<u>7,926.07</u>
Local				
<i>Reserve Account</i>				
NCAP McGregor Park - RES	89137	108,201.79	12,507.84	120,709.63
Nightcaps General - RES	87621	13,614.18	6,612.11	20,226.29
		<u>121,815.97</u>	<u>19,119.95</u>	<u>140,935.92</u>
Local Total		<u>121,815.97</u>	<u>19,119.95</u>	<u>140,935.92</u>
Stormwater				
<i>Operating Account</i>				
Nightcaps Stormwater - OPR	87607	7,930.11	(6,617.77)	1,312.34
		<u>7,930.11</u>	<u>(6,617.77)</u>	<u>1,312.34</u>
Stormwater Total		<u>7,930.11</u>	<u>(6,617.77)</u>	<u>1,312.34</u>
Total Nightcaps Reserves		<u>134,696.70</u>	<u>15,477.63</u>	<u>150,174.33</u>

Recommendation

That the Nightcaps Community Development Area Subcommittee:

- a) **Receives the report titled "Financial Report for the year ended 30 June 2018" dated 4 September 2018.**

Attachments

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

Nightcaps - Financial Report

For the Period Ended June 2018

2017/2018 Financial Year

25300 Administration - Nightcaps

<u>Annual Budget</u>	<u>Department</u>		<u>Year to Date Actuals</u>	<u>Year to Date Budget</u>	<u>%Variance</u>
	Income				
(1,672.00)	25300.11171	Rates - Collected	(1,631.31)	(1,672.00)	97.57%
(3,101.00)	25300.19151	Internal - Interest on Reserve	(500.11)	(3,101.00)	16.13%
(44.00)	25300.19171	Internal Rates Income	(41.88)	(44.00)	95.18%
44.00	25300.19175	Internal Rates offset	0.00	44.00	0.00%
(4,773.00)			(2,173.30)	(4,773.00)	45.53%
	Expenditure				
1,672.00	25300.43115	Contrib - Other	1,672.20	1,672.00	100.01%
1,672.00			1,672.20	1,672.00	100.01%
(3,101.00)	Net Operating (Surplus)/Deficit		(501.10)	(3,101.00)	
	Capital Movements				
3,101.00	25300.87620	To-NCAP General - RE	501.10	3,101.00	16.16%
3,101.00			501.10	3,101.00	16.16%
0.00			0.00	0.00	

25301 Library - Nightcaps

<u>Annual Budget</u>	<u>Department</u>		<u>Year to Date Actuals</u>	<u>Year to Date Budget</u>	<u>%Variance</u>
	Income				
<u>(6,614.00)</u>	25301.19113	Contribution - District	<u>(6,614.04)</u>	<u>(6,614.00)</u>	<u>100.00%</u>
(6,614.00)			(6,614.04)	(6,614.00)	100.00%
	Expenditure				
<u>2,672.00</u>	25301.31552	Operating Costs	<u>0.00</u>	<u>2,672.00</u>	<u>0.00%</u>
2,672.00			0.00	2,672.00	0.00%
(3,942.00)	Net Operating (Surplus)/Deficit		(6,614.04)	(3,942.00)	
	Capital Movements				
3,942.00	25301.65191	Library Book - Acquisition LOS	0.00	3,942.00	0.00%
<u>0.00</u>	25301.89164	To - District Operations Reser	<u>6,614.04</u>	<u>0.00</u>	<u>0.00%</u>
3,942.00			6,614.04	3,942.00	167.78%
0.00			0.00	0.00	

25302 Operating Costs - Nightcaps

<u>Annual Budget</u>	<u>Department</u>		<u>Year to Date Actuals</u>	<u>Year to Date Budget</u>	<u>%Variance</u>
Income					
(3,546.00)	25302.11171	Rates - Collected	(3,459.91)	(3,546.00)	97.57%
(96.00)	25302.19171	Internal Rates Income	(88.82)	(96.00)	92.52%
96.00	25302.19175	Internal Rates offset	0.00	96.00	0.00%
0.00	25302.19186	Internal - Grant Income	(1,220.00)	0.00	0.00%
(3,546.00)			(4,768.73)	(3,546.00)	134.48%
Expenditure					

25302 Operating Costs - Nightcaps

<u>Annual Budget</u>	<u>Department</u>		<u>Year to Date Actuals</u>	<u>Year to Date Budget</u>	<u>%Variance</u>
	Expenditure				
0.00	25302.21836	Miscellaneous Grant	907.47	0.00	0.00%
123.00	25302.31528	Rates	155.13	123.00	126.12%
1,578.00	25302.31542	General Projects	(1,500.00)	1,578.00	-95.06%
0.00	25302.43346	Internal - Work scheme service	750.00	0.00	0.00%
1,845.00	25302.43366	Internal Rates expense	2,183.01	1,845.00	118.32%
3,546.00			2,495.61	3,546.00	70.38%
0.00	Net Operating (Surplus)/Deficit		(2,273.12)	0.00	
	Capital Movements				
0.00	25302.87620	To-NCAP General - RE	2,273.12	0.00	0.00%
0.00			2,273.12	0.00	0.00%
0.00			0.00	0.00	

25307 Street Works - Nightcaps

<u>Annual Budget</u>	<u>Department</u>		<u>Year to Date Actuals</u>	<u>Year to Date Budget</u>	<u>%Variance</u>
	Income				
(10,096.00)	25307.11171	Rates - Collected	(9,850.75)	(10,096.00)	97.57%
(173.00)	25307.19171	Internal Rates Income	(252.88)	(173.00)	146.17%
173.00	25307.19175	Internal Rates offset	0.00	173.00	0.00%
(10,096.00)			(10,103.63)	(10,096.00)	100.08%
	Expenditure				
4,838.00	25307.31538	Street Litter Bins	5,589.77	4,838.00	115.54%
5,258.00	25307.35214	Maint - General	83.87	5,258.00	1.60%
10,096.00			5,673.64	10,096.00	56.20%
0.00	Net Operating (Surplus)/Deficit		(4,429.99)	0.00	
	Capital Movements				
0.00	25307.87620	To-NCAP General - RE	4,429.99	0.00	0.00%
0.00			4,429.99	0.00	0.00%
0.00			0.00	0.00	

25313 Stormwater Drainage-Nightcaps

<u>Annual Budget</u>	<u>Department</u>		<u>Year to Date Actuals</u>	<u>Year to Date Budget</u>	<u>%Variance</u>
Income					
(13,071.00)	25313.11171	Rates - Collected	(12,753.58)	(13,071.00)	97.57%
0.00	25313.11377	Connection Fee - Stormwater	(90.38)	0.00	0.00%
(202.00)	25313.19171	Internal Rates Income	(327.40)	(202.00)	162.08%
202.00	25313.19175	Internal Rates offset	0.00	202.00	0.00%
(13,071.00)			(13,171.36)	(13,071.00)	100.77%
Expenditure					
0.00	25313.31528	Rates	116.20	0.00	0.00%
526.00	25313.31531	Resource Consents	1,091.83	526.00	207.57%
1,052.00	25313.31553	Monitoring (Extra)	0.00	1,052.00	0.00%
4,451.00	25313.35214	Maint - General	11,664.90	4,451.00	262.07%
3,258.00	25313.43317	Internal - Interest	3,263.88	3,258.00	100.18%
1,375.00	25313.43344	Internal - WWS Management Fee	1,375.32	1,375.00	100.02%
369.00	25313.43366	Internal Rates expense	371.79	369.00	100.76%
653.00	25313.43374	Internal WWS Stormwater Invest	652.68	653.00	99.95%

25313 Stormwater Drainage-Nightcaps

<u>Annual Budget</u>	<u>Department</u>		<u>Year to Date Actuals</u>	<u>Year to Date Budget</u>	<u>%Variance</u>
11,684.00			18,536.60	11,684.00	158.65%
(1,387.00)		Net Operating (Surplus)/Deficit	5,365.24	(1,387.00)	
		Capital Movements			
1,387.00	25313.71533	Internal Loans - Repaid	1,389.12	1,387.00	100.15%
0.00	25313.87607	Ex-NCAP Stormwater - OP	(6,754.36)	0.00	0.00%
1,387.00			(5,365.24)	1,387.00	-386.82%
0.00			0.00	0.00	

25328 Beautification - Nightcaps

<u>Annual Budget</u>	<u>Department</u>		<u>Year to Date Actuals</u>	<u>Year to Date Budget</u>	<u>%Variance</u>
		Income			
(3,970.00)	25328.19115	Contribution - Ward	(3,969.96)	(3,970.00)	100.00%
(74.00)	25328.19171	Internal Rates Income	0.00	(74.00)	0.00%
74.00	25328.19175	Internal Rates offset	0.00	74.00	0.00%
(3,970.00)			(3,969.96)	(3,970.00)	100.00%
		Expenditure			
4,207.00	25328.31527	Mowing	4,142.06	4,207.00	98.46%
3,205.00	25328.35213	Maint - Gardening	420.00	3,205.00	13.10%
526.00	25328.43346	Internal - CTF Services	0.00	526.00	0.00%
7,938.00			4,562.06	7,938.00	57.47%
3,968.00		Net Operating (Surplus)/Deficit	592.10	3,968.00	
		Capital Movements			
0.00	25328.87621	Ex-NCAP General - RE	(592.10)	0.00	0.00%
(3,968.00)	25328.89137	Ex-NCAP McGregor Park - RES	0.00	(3,968.00)	0.00%
(3,968.00)			(592.10)	(3,968.00)	14.92%
0.00			0.00	0.00	

25332 McGregor Park

<u>Annual Budget</u>	<u>Department</u>		<u>Year to Date Actuals</u>	<u>Year to Date Budget</u>	<u>%Variance</u>
		Income			
(16,380.00)	25332.11111	Rentals	(18,697.00)	(16,380.00)	114.15%
(4,330.00)	25332.19151	Internal - Interest on Reserve	(3,382.93)	(4,330.00)	78.13%
(20,710.00)			(22,079.93)	(20,710.00)	106.61%
		Expenditure			
64.00	25332.21311	Material Damage Insurance	142.89	64.00	223.27%
5,258.00	25332.31527	Mowing	5,111.14	5,258.00	97.21%
57.00	25332.31528	Rates	72.98	57.00	128.04%
3,549.00	25332.35214	Maint - General	1,872.86	3,549.00	52.77%
219.00	25332.41117	Depn - Furniture & Fitting	218.98	219.00	99.99%
526.00	25332.43346	Internal - CTF Services	1,085.00	526.00	206.27%
1,084.00	25332.43366	Internal Rates expense	1,287.22	1,084.00	118.75%
10,757.00			9,791.07	10,757.00	91.02%
(9,953.00)		Net Operating (Surplus)/Deficit	(12,288.86)	(9,953.00)	
		Capital Movements			
10,172.00	25332.89136	To-NCAP McGregor Park - RES	12,507.84	10,172.00	122.96%

25332 McGregor Park

<u>Annual Budget</u>	<u>Department</u>		<u>Year to Date Actuals</u>	<u>Year to Date Budget</u>	<u>%Variance</u>
Capital Movements					
(219.00)	25332.99511	Add Back Non Cash Depn	(218.98)	(219.00)	99.99%
9,953.00			12,288.86	9,953.00	123.47%
0.00			0.00	0.00	

25333 Dr Woods Memorial Park

<u>Annual Budget</u>	<u>Department</u>		<u>Year to Date Actuals</u>	<u>Year to Date Budget</u>	<u>%Variance</u>
	Income				
(54.00)	25333.19171	Internal Rates Income	0.00	(54.00)	0.00%
54.00	25333.19175	Internal Rates offset	0.00	54.00	0.00%
0.00			0.00	0.00	0.00%
	Expenditure				
845.00	25333.41118	Depn - Improvement	844.70	845.00	99.96%
845.00			844.70	845.00	99.96%
845.00	Net Operating (Surplus)/Deficit		844.70	845.00	
	Capital Movements				
(845.00)	25333.99511	Add Back Non Cash Depn	(844.70)	(845.00)	99.96%
(845.00)			(844.70)	(845.00)	99.96%
0.00			0.00	0.00	

25350 Hall - Nightcaps

<u>Annual Budget</u>	<u>Department</u>		<u>Year to Date Actuals</u>	<u>Year to Date Budget</u>	<u>%Variance</u>
Income					
(1,578.00)	25350.11113	Hire Income	(876.14)	(1,578.00)	55.52%
(13,053.00)	25350.11171	Rates - Collected	(12,498.75)	(13,053.00)	95.75%
(15.00)	25350.19151	Internal - Interest on Reserve	(190.30)	(15.00)	1,268.67%
(426.00)	25350.19171	Internal Rates Income	(477.27)	(426.00)	112.04%
426.00	25350.19175	Internal Rates offset	0.00	426.00	0.00%
(14,646.00)			(14,042.46)	(14,646.00)	95.88%
Expenditure					
3,711.00	25350.21311	Material Damage Insurance	2,506.42	3,711.00	67.54%
85.00	25350.21312	Public Liability Insurance	60.04	85.00	70.64%
4,853.00	25350.31211	Electricity	5,362.10	4,853.00	110.49%
841.00	25350.31517	Cleaning	580.00	841.00	68.97%
4,207.00	25350.31552	Operating Costs	8.00	4,207.00	0.19%
0.00	25350.35112	Maint - Internal	1,199.48	0.00	0.00%
31,488.00	25350.35229	Maint - Project	0.00	31,488.00	0.00%
22.00	25350.41117	Depn - Furniture & Fitting	21.52	22.00	97.82%
0.00	25350.41118	Depn - Improvement	188.11	0.00	0.00%
0.00	25350.43346	Internal - Work scheme service	130.00	0.00	0.00%
934.00	25350.43366	Internal Rates expense	1,045.97	934.00	111.99%
0.00	25350.43378	internal - Insurance Valuation	175.00	0.00	0.00%
46,141.00			11,276.64	46,141.00	24.44%
31,495.00	Net Operating (Surplus)/Deficit		(2,765.82)	31,495.00	
Capital Movements					
(31,488.00)	25350.71532	Internal Loans - Princ	0.00	(31,488.00)	0.00%
15.00	25350.87622	To-NCAP Comm Centre - RE	2,975.45	15.00	19,836.33%
(22.00)	25350.99511	Add Back Non Cash Depn	(209.63)	(22.00)	952.86%

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25350 Hall - Nightcaps

<u>Annual</u> <u>Budget</u>	<u>Department</u>	<u>Year to Date</u> <u>Actuals</u>	<u>Year to Date</u> <u>Budget</u>	<u>%Variance</u>
(31,495.00)		2,765.82	(31,495.00)	-8.78%
0.00		0.00	0.00	

Direction-setting for Annual Plan 2019/2020

Record No: R/18/10/24224

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 2nd year of the LTP.
- 2 This report provides an overview of the forecasted projects and services for the Nightcaps 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 Nightcaps 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 Nightcaps Community Development Area have the following variances identified for year two of the LTP:
 - A Flying Fox playground equipment for older children with the budgeted cost of \$50,000.
- 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 Nightcaps Community Development Area Subcommittee:

- a) **Receives the report titled “Direction-setting for Annual Plan 2019/2020” dated 25 October 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 Nightcaps Community Development Area plan from year two of the Long Term Plan 2018-2028.**
- f) **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.**

Rate Description	Rate (GST Incl)
Nightcaps Community Development Area Rate	\$45,608
Nightcaps Community Centre	\$15,177

- h) **Request the setting of the hall fees and charges (including GST) for the year commencing 1 July 2019, as included in Appendix 5, for inclusion in the 2019/2020 Annual Plan.**

Background

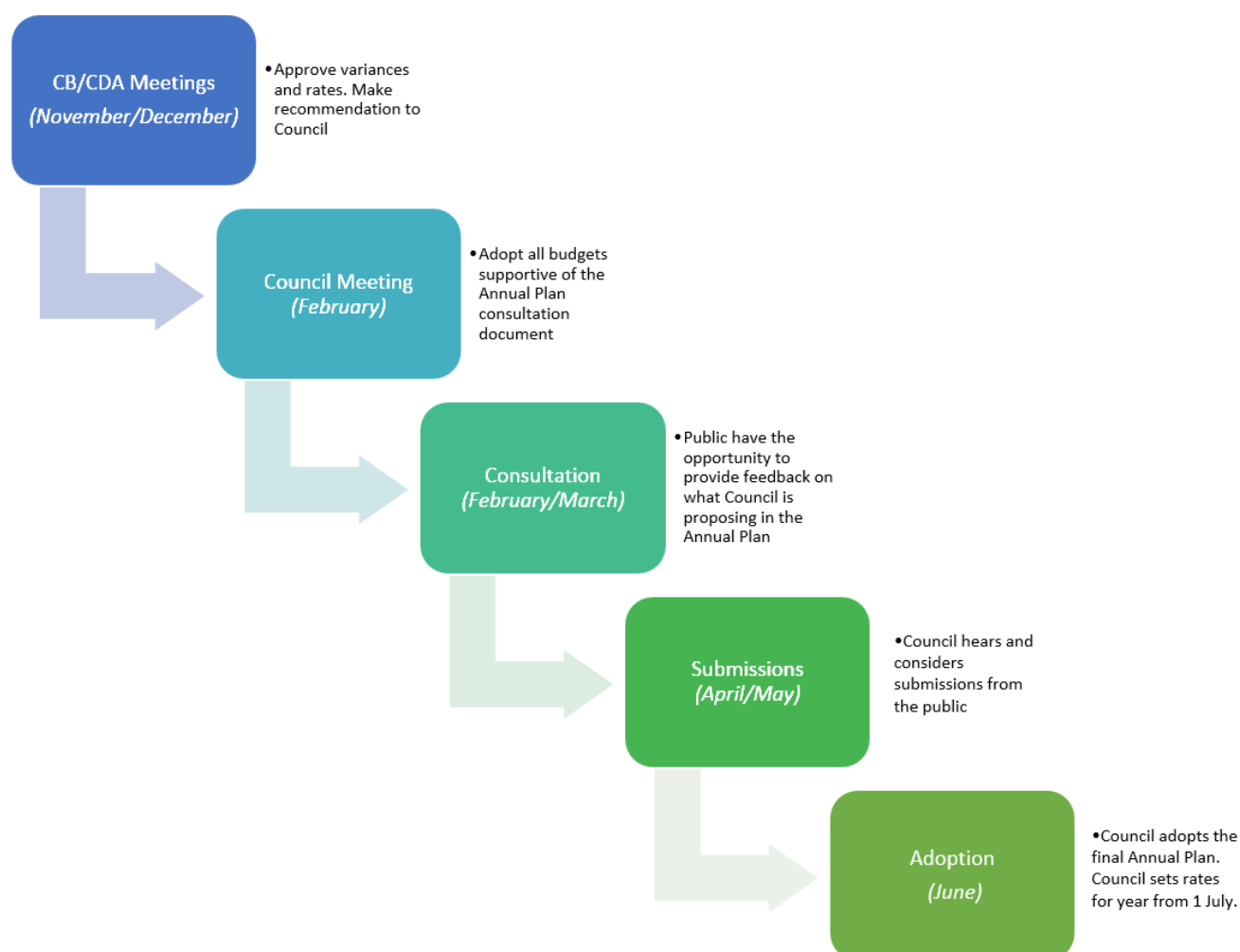
- 11 The Annual Plan process ensures that planned community projects and rates align with the Long Term Plan (LTP) strategic vision. The LTP community outcomes for Southland district are:
 - proud, connected communities that have an attractive and affordable lifestyle
 - resilient communities that leave a legacy for tomorrow
- 12 The purpose of this report is to confirm the direction determined for the 2nd year of the LTP.

Nightcaps Community Development Area Subcommittee

1 November 2018

- 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 Nightcaps 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.
- 16 There will be an increase in stormwater monitoring in 2019/2020 of \$8,573 which results in the total rates increase of 29.89%. This increase was forecast in the LTP 2018/2028.
- 17 Changes to projects that have been identified are detailed in the table below.

Project Variances

Project Description	Proposed project budget for Annual Plan 2019/2020	Existing budget for year two of LTP 2018-2028	Budget Variance	Funding	Comments
Flying Fox	\$50,000	\$0	\$50,000	Reserves	Provision of playground equipment for older children

District Funding of Water and Wastewater

- 18 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

- 19 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)

- 20 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.
- 21 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.
- 22 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

- 23 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.
- 24 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.
- 25 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

- 26 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

- 27 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.
- 28 The Chair of the Nightcaps CDA has discussed the flying fox at McGregor Park informally with some members of the subcommittee. It has been noted that the current play equipment at McGregor Park is more suitable for younger children and it is the view of the subcommittee that the local children would be appreciative of new equipment being installed.

Costs and Funding

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

Business Unit	Account	Proposed budget for Annual Plan 2019/2020	Existing budget for year two of LTP 2018-2028	Budget Variance	Comments
25333	65171	\$50,000	\$0	\$50,000	Flying Fox playground equipment

Overall impact on Rates

- 30 The changes noted above have the potential impact on the Board's rates as follows:

Rate Type	Basis of Rate	Budget 2018/2019 (Incl GST)	Proposed 2019/2020 (Incl GST)	Change
CDA rate	Fixed Charge	\$169.83	\$226.06	33%

- 31 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

- 32 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.
- 33 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.
- 34 Inflation rates have also been kept consistent with BERL rates adopted in the 2018-2028 LTP.

Fees and Charges

- 35 As part of the 2019/2020 Annual Plan process, Council are required to set all Council related fees and charges.
- 36 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

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

Analysis

Options Considered

- 38 Council staff have reviewed the original LTP outcomes and revised as necessary.
- 39 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">• ensures that community outcomes are met• enables an Annual Plan to be compiled in with in the set timeframe.• the cost and associated funding for preparing and consulting on the 2019/2020 Annual Plan are included in the organisations approved operational budgets.	<ul style="list-style-type: none">• none identified

Option 2 – Amend the budgets proposed in this report

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

Assessment of Significance

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

Recommended Option

- 41 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

- 42 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.
- 43 The final Annual Plan including changes made as a result of consultation, will be adopted by Council in June 2019.
- 44 This report has the following appendices:
- 45 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.
- 46 Appendix 2: A list of projects to be undertaken in the 2019/2020 year.

Nightcaps Community Development Area Subcommittee
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- 47 Appendix 3: A list of reserves with the opening balance and projected closing balance.
- 48 Appendix 4: A list of loans that are current and to be uplifted in 2019/20.
- 49 Appendix 5: A list of hall fees and charges.

Appendix 1

Nightcaps CDA Financial Summary			
	Actuals	Budget	Forecast
	2017/2018	2018/2019	2019/2020
Operating Expenditure	(43,576)	(48,677)	(58,146)
Capital Expenditure	0	0	(50,000)
Loans Repaid	(1,389)	(1,560)	(1,634)
Non Cash Expenditure	1,064	845	845
Total Expenditure	(43,901)	(49,392)	(108,935)
<i>Less Funding</i>			
Net Reserve Movements	(18,980)	(5,676)	44,474
Other Income	35,185	24,535	24,802
Total Funding	16,205	18,859	69,276
Total Rates Required	27,696	30,533	39,659
GST	4,154	4,580	5,949
Rate (including GST)	31,850	35,113	45,608
\$ Increase/(Decrease)		3,263	10,495
% Increase/(Decrease)		10.24%	29.89%

Nightcaps CDA Rates Calculation				
		Actual	Budget	Proposed
Rate Type	Basis of Rate	2017/2018	2018/2019	2019/2020
Nightcaps CDA Rate	Fixed Charge	160.21	169.83	226.06

The Nightcaps CDA Rate is comprised of the following business units:

25300 Administration	25313 Stormwater
25301 Library	25328 Beautification
25302 Operating Costs	25328 McGregor Park
25307 Streetworks	25333 Dr Woods Memorial Park

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Nightcaps Hall Financial Summary			
	Actuals 2017/2018	Budget 2018/2019	Forecast 2019/2020
Operating Expenditure	(11,277)	(15,377)	(14,998)
Capital Expenditure	-	-	-
Non Cash Expenditure	210	188	188
Total Expenditure	(11,067)	(15,189)	(14,810)
<i>Less Funding</i>			
Net Reserve Movements	(2,975)	(163)	(169)
Other Income	1,544	1,741	1,782
Total Funding	(1,431)	1,578	1,613
Total Rates Required	12,498	13,611	13,197
GST	1,875	2,042	1,980
Rate (including GST)	14,373	15,653	15,177
\$ Increase/(Decrease)		1,280	(476)
% Increase/(Decrease)		8.91%	-3.04%

Nightcaps Hall Rates Calculation				
Rate Type	Basis of Rate	Actuals 2017/2018	Budget 2018/2019	Forecast 2019/2020
Nightcaps Hall Rate	Unit Charge	30.27	30.27	77.43

Appendix 2

Nightcaps - Project Report			
Project Description	Object	2019/2020 Funding	
		\$	
865 - A - Flying Fox	65171	50,000.00	Reserves

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Appendix 3

Nightcaps Reserve Report			
	Opening Balance 1/07/2018	Forecast Budget 30/06/2019	Closing Balance 30/06/2020
Community Centre			
Operating			
Nightcaps Community Centre - OPR	7,926	8,089	8,258
Total Community Centre Operating	7,926	8,089	8,258
Local Reserve			
Nightcaps McGregor Park	120,710	95,575	50,264
Nightcaps General - RES	20,226	20,776	21,344
Total Local Reserve	140,936	116,351	71,608
Operating			
Nightcaps Stormwater OPR	1,312	1,573	1,842
Total Stormwater Operating	1,312	1,573	1,842
Overall Reserve Balance	150,174	126,013	81,708

Appendix 4

Nightcaps Loan Report					
Description	Business Unit	Term as at 30/6/18	Actual Balance 30/6/18	Forecasted Balance 30/6/19	Forecasted Balance 30/6/20
Dryfe Street Stormwater Renewal	25313	23	52,502	58,063	53,624

Appendix 5

Nightcaps Hall Fees and Charges			
Description	As of 1 July		As of 1 July
	2018		2019
	Including GST		Including GST
<u>Hall</u>			
Funerals	\$	100.00	
Cabaret, Socials, Weddings	\$	125.00	
Rifle Club (Full Season)	\$	200.00	
Netball and Rugby Club (per Hour)	\$	15.00	
Meetings (per hour)	\$	15.00	
Hire of kitchen, supper room and meeting room for function	\$	80.00	
RSA Members and spouse funerals		No charge	
<u>Bond (no GST)</u>	\$	250.00	

Attachments

There are no attachments for this report.

Council Report

Record No: R/18/10/23306
Author: Kelly Tagg, Community Partnership Leader
Approved by: Rex Capil, Group Manager Community and Futures

☐ Decision ☐ Recommendation ☒ Information

Chief Executive

Water Issues

1. Work is continuing with the Central Government Three Waters Review As noted previously, the work is divided into the following four major work streams:
 - 1) Oversight of the sector, the regulatory settings within which it works and the institutional arrangements in place for management of the water sector.
 - 2) Funding and financing mechanisms, including consideration of a range of options for future funding of three waters infrastructure.
 - 3) Capacity and capability of suppliers and regulatory agencies.
 - 4) The information used for providing transparency of the sectors performance, its accountability and decision-making processes.
2. Central Government has been clear about the extent of the review process and the range of options that are being considered. Some of the key messages/points made to date include:

Regulation

- an independent drinking water regulator is being considered.
- some form of economic regulation of infrastructure assets is also under consideration and there is a question about whether the current environmental regulation system needs to be strengthened.
- changes to the regulatory framework, whether they involve enhanced reporting, oversight, compliance or raised standards are likely to have significant funding implications for local government.
- affordability is not an acceptable reason for failing to meet drinking water standards.

Service Delivery Options

- service delivery arrangements should be reviewed and the Government is considering the merits of aggregation of water providers. There are a number of ways in which this aggregation could occur including at the regional or super regional level
- a 'system-wide' joined up solution may be required. The solutions needed cannot necessarily be separated out by different territorial local authorities
- continued public ownership is seen as a 'bottom line'. This could include ownership by either central or local government

- the broader role and functions of local government will need to be reviewed if the responsibilities for the delivery of water services is aggregated into larger service delivery entities.

3. The Minister of Local Government has indicated her strong support for the development of aggregated water supply entities. In this regard she made the following comments in a recent speech to the Infrastructure NZ conference (<https://www.beehive.govt.nz/speech/water-infrastructure-speech>)

Given the interconnected nature of our water systems it is difficult to see how we can meet future regulatory requirements and consumer expectations without also making changes to service delivery arrangements, including infrastructure provision.

So while fixing the regulatory arrangements for water is a priority we also need to look at how we consider water service delivery to be able to fund infrastructure.

4. In her speech the Minister also commented on the lessons she has drawn from her recent visit to the United Kingdom. Her comments on the lessons learnt included:

In general, as many of you may know, in the United Kingdom and Ireland they have:

- *much stronger regulation and more capable and better funded services;*
- *independent drinking water and environmental regulation leading to safer drinking water and better environmental performance;*
- *economic regulation that provides a level of assurance that the right level of investment is being undertaken in the three waters; and*
- *economic regulation that drives a focus on customers and efficiencies.*

It is particularly instructive to note that Scottish Water has achieved 40 per cent savings and Ofwat, in England, achieved a 30 per cent savings on their consumers' water bills.

Reflecting on their water reform experience my view is that a strong coordinated regulatory regime will not be enough on its own to deliver all the outcomes we are seeking here. The costs of upgrading the system to meet expected standards will fall on already heavily burdened ratepayers, and will take a very long time to accomplish.

This is something we will need to consider as we contemplate alternative options for service delivery in New Zealand, as is the need for professional skilled directors in any new options.

5. It will also be important for the work being progressed via the Government Three Waters project to be integrated with the Local Government Funding Inquiry work being undertaken by the Productivity Commission and the Localism work that is now also underway. The way in which this integration is to be managed between the different government agencies involved is still to be clarified.
6. Officers are continuing to monitor the progress being made with the Three Waters review and will keep Council updated as work progresses.

Council Strategic Workshop

7. Council held a strategic workshop on 6th and 7th August.

8. The workshop provided an opportunity to have a 'stocktake' of the organisation's progress and strategic direction following completion of the 2018 Long Term Plan and adoption of a new strategic framework.
9. It is also clear that the local government sector as a whole is operating in a period of considerable change, the speed of which is likely to increase further in the short – medium term. Some of the major issues driving these changes include the three waters review, climate change, housing, regional development, funding and social equity issues. It is clear that in all of these areas retention of the status quo is not an option. The challenge is for Council to ensure that it has a position on and can influence the change processes as they occur.
10. The outputs from the workshop will be used to inform the organisational work programme including that leading into the 2021 LTP. In this regard Council is being asked, as part of a separate agenda item, to confirm the continued use of the current strategic framework for the development of the 2021 LTP.

Infrastructure Commission

11. In August central Government announced the establishment of a new Infrastructure Commission that will be tasked with developing a consolidated national view on the state of infrastructure development across NZ.
12. The creation of the Commission is a response to concerns about whether NZ is developing the infrastructure it needs to progress economically and the extent of the infrastructure deficits that exist in some parts of NZ. Infrastructure is a critical enabler for economic growth and development over time. The funding of infrastructure is a critical issue under Government's urban growth agenda work programme. Hence, it has been allocated a level of priority for further work.
13. Treasury is to lead development of the policy work needed to support formation of the new entity which will presumably replace the National Infrastructure Unit.

Southland Regional Development Agency

14. Work is proceeding with the creation of the new Southland Regional Development Agency (SRDA).
15. Consultation with the proposed community shareholders is well advanced and a final draft Memorandum of Understanding is close to being finalised with the four Murihiku Runanga. The MOU will need to be taken to each of the Councils for formal consideration/approval.
16. A meeting of all of the proposed shareholders was held in August and there is a good level of agreement as to the proposed shareholding and other constitutional arrangements. These are to be formalised through a formal Shareholders Agreement which is currently being drafted and will be brought back to Council for formal approval in the near future.
17. Work is also well advanced with the development of proposed new 'contracting' arrangements. In looking at what it is that this Council wants to purchase from the new Agency it is important to recognise that we need to change the focus of the organisation from what it was that Venture Southland has delivered in the past. There is a need for the Agency to be focussed on priorities

that will make a difference to the development of the Southland region as a whole as well as the overall goals, particularly the attracting 10,000 more people goal that was set through SORDS.

18. The move to having a stronger regional focus does mean that the SRDA will do a number of different things, and in a different way, to which they may have been addressed in the past.

Public Housing Plan

19. Central Government have recently released their Public Housing Plan 2018 – 2022, which outlines how the Government aims to deliver around 6,400 more public housing places by June 2022 – approximately 1,600 places per year on average across Housing New Zealand (HNZ) and Community Housing Providers (CHPs). This includes some 100 new units in the Southern region which covers both Otago and Southland.
20. Financial support is now available nationally to HNZ and CHPs to enable and incentivise the additional supply being sought. The operating supplement will be extended so it is available to both HNZ and CHPs nationwide for net new (new build and turn-key) and net additional buy-in public housing supply. Upfront funding, on the other hand, will only be available in very limited circumstances.

Emergency Management Review

21. Central Government have recently released their decisions on changes to be made to the Emergency Management systems in NZ following completion of the Technical Advisory Group review that was completed in 2017. A copy of the decisions report is available on the Department of Prime Minister and Cabinet website (www.dpmc.govt.nz).
22. The Government's response addresses the Technical Advisory Group's recommendations and details which aspects of the recommendations have been accepted. It then goes on to set out a multi-year work programme to progress the implementation of those recommendations that have been accepted. The work to be progressed will deliver improvements in the following five areas:
- putting the safety and wellbeing of people at the heart of the emergency response system
 - strengthening the national leadership of the emergency management system
 - making it clear who is responsible for what, nationally and regionally
 - building the capability and capability of the emergency management workforce
 - improving the information and intelligence system that supports decision making in emergencies"
23. Central Government officials are now charged with progressing the work programme needed to implement the improvements identified in these areas.

Long Term Plan Consultation Documents

24. The Office of the Auditor-General have recently released a report (www.oag.govt.nz/2018/ltp-consultation-documents/docs/ltp-consultation-documents.pdf) that provides an overview of their findings from the auditing of the 2018 LTP consultation documents.
25. While noting that all 2018-28 consultation documents were considered to be fit for purpose it identifies that there are a number of opportunities for improvement, including some identified in

their 2015 report which have not been realised. These include the content and layout of the document and well as giving considering to engaging with communities on critical issues well ahead of the formal consultation document process.

Environmental Services

Group Managers Update

26. Consent workloads across the team have continued to be relatively strong, although a slight slowdown in building consent numbers lodged has occurred in the last 2-3 weeks.
27. Collaborative cross-council discussions have been held with regard to evaluating and progressing on-line lodgement and processing. It is desirable to seek to work towards common platforms across the Southland Councils, consistent with the SoRDS Ease of Doing Business work streams.
28. The IANZ Project team continues to work towards the positioning of the Building Solutions Team for the March 2019 reaccreditation audit. A strong focus has been on learnings from other recent audits of other councils and the issues that have been flagged through those.
29. Work continues on the action plan from the Environmental Services Service Delivery Review action plan, with an update presented to the Regulatory and Consents Committee meeting on 6th September 2018.
30. The Council will be participating in a combined programme coordinated through Emergency Management Southland to improve Business Continuity Planning. A consistent approach to this will be coordinated by Ian Cryer, Recovery Manager for Emergency Management Southland with this programme having been endorsed by the Coordinating Executive Group (CEG).

Environmental Health

Prosecutions

31. Council successfully prosecuted a person for littering in a public place. While being driven by a companion, the person threw greenwaste while standing in a large trailer onto long stretches of road, including Kennington-Waimatua Road and Motu Rimu Road.
32. This person pleaded guilty and was dealt with by Judge Brandts-Giesen. The Judge fined him \$150; court costs of \$130 and made an order that \$240.35 clean-up costs be paid to the Council.
33. At the time of writing, prosecution proceedings have commenced against the two owners of the Rottweilers that attacked a member of the public in Winton on 10 June 2018. The charge is under the Dog Control Act 1996, Section 58 Dogs causing serious injury.

Freedom Camping

34. In Te Anau Council is managing the shared service this season, and this will be organised shortly.
35. In the Catlins area, the Department of Conservation (DoC) is managing the service this season. Council will be requesting that the Officer is also appointed as a Dog Ranger, to provide educational services in Curio Bay whilst there for freedom camping. Senior DoC staff have endorsed this proposal.
36. In Lumsden, it is proposed to advertise for Enforcement Officers shortly.

Dog Control

- 37. An education drive is proposed to ensure that dog owners have their dogs on a leash on Riverton's beaches. Along with media releases, Dog Control Officers will be issuing infringement fines, and new signage will be investigated.
- 38. An educational drive is also proposed to encourage dog owners to pick up dog droppings on Stewart Island, which has been reported to be worsening. This will include the limited distribution of some free dog waste bags.

Resource Management

- 39. A report has been prepared for the Regulatory and Consents Committee recommending that Council resolves to initiate a Plan Change to establish some stronger lighting controls on Stewart Island/Rakiura to support the Dark Skies Sanctuary application by Stewart Island Promotions that is currently being processed by the Dark Skies Association.
- 40. One of the key requirements of achieving "sanctuary status" is having a level of lighting controls within the sanctuary area. If endorsed by Council, work will commence immediately with a view to notifying a plan change in early to mid-2019.
- 41. Council has prepared a joint submission with Environment Southland, Invercargill City Council and Gore District Council on the draft National Planning Standards which seek to standardise District and Regional plans prepared under the Resource Management Act. The draft standards at this stage seek to establish a consistent layout of plans, standardise definitions and measurements along with outlining a timeframe for delivering the plans in an interactive electronic format.
- 42. The number of resource consents being lodged with Council remains steady. There are currently 51 consents in the system (on hold and processing).

Building Solutions

- 43. The department has commenced forwarding some building consents for processing to an external contractor, this is intended to maintain customer service and ease pressures on processing staff, relieve pressure points with processing and free up consent processors to assist with inspections when needed. This process is not expected to have any negative impact on the applicant as the current fee structure is based on an hourly rate fee.
- 44. The district continues to see somewhat of a two speed economy, with Mararoa Waimea, Winton Wallacetown and Waiau Aparima wards accounting for more than 80% of the consents.
- 45. The department have recently relocated a BCO to Te Anau and this is relieving some of the workload pressure in the area and creating greater efficiency with reduced staff travel.
- 46. The Department issued 112 consents and received 87 new applications for the month. This is the same number of consent applications as received for August 2017 however it is down on the previous 3 year average. The value of consents issue this month is less than for the 94 issued in August 2017 this is associated with a higher number of heating unit consents for the month.
- 47. The number of live consents continue to drop as the number of CCCs issued and refused CCCs exceeds the number of consents issued.

Customer Support

Libraries

48. We currently have 5340 active library users in the District as at 1 September 2018 (this is defined as having used their library card in library or online in the last 12 months).
49. The table below shows the number of individuals checking out items from a branch library each month.

Library Name	July	August
Book Bus	326	451
Lumsden	94	89
Otautau	94	108
Riverton	215	192
Stewart Island	47	45
Te Anau	431	375
Winton	642	603
Wyndham	71	69

Community and Futures

Governance

Representation Review

50. Appeals and objections on the Council's representation review closed on 22 August 2018. Eight were received and these and other documentation regarding the process the Council undertook were sent to the Local Government Commission. The next stage and timeframe is for the Commission to determine.
51. When Council adopted the Final Proposal, one of the resolutions it passed was to recommend to the incoming Council, following the elections in October 2019, that reserves held by community boards and community development area subcommittees be ring-fenced for a period of up to three years when the Revenue and Financing Policy is reviewed. This is usually done as part of the Long Term Plan.

Community Governance Elected Representative Working Group

52. At the Community and Policy Committee meeting on 5 September 2018, the Committee agreed to endorse the continuation of the Community Governance Elected Representative Working Group to progress the implementation of the Representation Review.
53. The membership will remain the same, but it can decide to invite other members to discuss particular matters. The role of the working group in this next phase will be to focus, comment on and support the processes identified in the Community Governance Reference Document.

This document (a copy of which was sent to all elected members) set out a new way of working for community boards, following the representation review.

54. Matters the group will consider include the introduction of new standing orders, role of members, code of conduct, induction and training for members, reporting to the community, reporting to Council and the relationship with Council and protocols relating to local groups operating in the their local community.

Strategy and Policy

Corporate Performance Framework

55. 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.
56. As part of the Corporate Performance Framework, Council will deliver on its legislative requirements – including the Long Term Plan, Annual Plan, Annual Report and Activity Management Plans.
57. Council will produce an Interim Performance Report, undertaken three times a year – for the four month periods of July-October, November-February and March-June, with the third being produced to inform the Annual Report. The new framework will require Council activity managers to report by exception and provide meaningful explanation of the level of performance compared to what was planned. The Interim Performance Report will utilise Council's new CAMMS reporting tool for the first report presented in November/December 2018.
58. Council staff have developed Team Business Plans and Individual Performance Plans. These are an operational level tool to provide staff and elected members with the linkages between Councils overall vision, and align that to the programmes of work, projects and operational requirements to effectively deliver what is promised in the Long Term Plan and Annual Plans. Alongside the Interim Performance Reports, the Team Business Plans will utilise CAMMS and look to be incorporated into this reporting tool within the next twelve months.

Risk Management Framework

59. Council continues to identify the need to invest in and develop its risk management processes and approach. In developing the framework the objective is to effectively understand, plan for, and mitigate risk across all levels and activities within the organisation.
60. A Risk Management Framework project meeting was held on 16 August 2018, to agree the objectives, thresholds and management approaches for the overall framework. Coming up in October is a two day workshop for all Councillor Chairs and Finance and Audit Committee members, the Executive Leadership Team, and all senior managers that will look at developing a profile of significant organisational risks. This will include education around how Council approaches risk, identifying risk, how it will prioritise these and agree on where responsibility rests for managing 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

61. Business and Economic Research Limited (BERL) was commissioned by Southland District Council to undertake research to assist with the development of the District's 2021-2031 Long Term Plan.
62. 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.
63. 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.

What Stages 1 and 2 Found

64. In summary, 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.
65. Looking ahead, 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.

Next Steps Stage 3

66. The specific purpose of stage 3 (the final stage) 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 the District 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 will 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. BERL will be speaking directly with many people within the district over the next few months to discuss any matters that affect wellbeing in Southland District. This will include 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.

67. These conversations will involve discussions on:

- do you agree that the summary above provides a reasonable picture of wellbeing in Southland District?
- if not, what's wrong/missing?
- looking at the District, what problems/issues need to be fixed/focused on to improve general wellbeing?
- similarly, what do you see as the opportunities to promote wellbeing?
- thinking about the problems/issues you have described, which do you think should have the highest priority, and who/which organisation do you think should take the lead in addressing them?
- and thinking about the opportunities you have described, which do you think would contribute most to wellbeing, and who/which organisation do you think should take the lead in pursuing them?

68. Stage 3 will be completed by December 2018.

Community Futures Research and Analysis Work Programme

69. 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 2021-2031. 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. 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.

70. The 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)
- future infrastructure and asset renewal (what and how will council replace significant infrastructure when due for replacement)

- 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

71. This work will assist Council in delivering on the Long Term Plan 2018-2028 and identify priorities for investing in community future planning.
72. High level project plans have now been developed for each of the topics above and a report presented to the Community & Policy Committee was received at their 5 September 2018 meeting. From here, the Project Team will establish prioritisation for the works scheduled, and identify any additional resources that may be required to undertake priority projects. Regular updates will be presented to the Community and Policy Committee throughout the next 9 months.

Policy and Bylaw Updates

73. 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.
74. The Strategy and Policy team have undertaken a high level stocktake of all policies and bylaws currently held by Council and their timeframes and requirements for review. This work will include analysis of determining the appropriate categories for our policies into Governance and Management, and also discussing those which may be better served as procedures and guidelines. The Strategy and Policy team will be developing a Policy Manual to further define the scope of future policy and guideline provision for Council to operate efficiently and effectively in the future.

Community Partnership Leaders

The Milford Opportunities Project

75. A further meeting of the Governance Group took place on 18 September 2018 where those in attendance considered the phase 1 research and analysis that was completed and the recommendations for further work. The next steps will be to:
- undertake public engagement, starting 17 September 2018 in Te Anau; and
 - seek further funding to undertake the further work for Phases 2 and 3.

Tourism Infrastructure Fund (TIF)

76. Council has been advised that the applications that were lodged to the last round of the TIF have been approved. These applications were for;
- a. A \$5million contribution towards the cost of upgrading the Te Anau Wastewater scheme

- b. \$411,000 for the upgrading of toilets on the Southern Scenic Route at Waikawa, Clifden Bridge, Monkey Island and Te Anau
- c. \$300,000 for upgrading of the parking area at the Lake Manapouri Visitor Centre at Pearl Harbour.

Responsible Camping

- 77. The Queenstown Lakes District Council are working to a very tight timeframe to develop a Responsible Camping Strategy that will also be used to assist with managing 'freedom camping' this summer. They are aware that there may be implications for other councils and organisations and have invited representatives from DOC, LINZ, NZTA, Southland District Council and Central Otago District Council to be part of their project control group.

Southland Museum Consultation - Our Tale Project

- 78. Staff have been involved in a volunteer working group which undertook community consultation across Southland asking residents for their views on the future Southland Museum so that those views would have a voice in the future development plan.
- 79. The community consultation took place throughout the month of July 2018. The volunteer working group was formed to advise and assist with the consultation process. The group provided specialist expertise in heritage and marketing including social media and additional reach within different communities. Members of the group also assisted at the workshops and with analysing the very large volume of input received. The completion of the report in August will ensure that the information is able to be fully considered within the larger redevelopment project.
- 80. The public were able to give their views by either completing an online or hard copy survey or by attending a workshop. Many participants expressed a sense of loss and concern at the closure of the museum, but also hope and excitement for what the future museum could be. They also hoped, quite strongly at times, that the redevelopment could be progressed rapidly.
- 81. A copy of the report is available from Council's area offices.

Southland Murihiku Destination Strategy

- 82. Venture Southland is facilitating the development of the 2019-2029 Southland Murihiku Destination Strategy which will establish a framework for destination development, destination management and provide a pathway for achieving the goal of \$1 billion in tourism revenue, in Southland by 2025.
- 83. A Southland Destination Strategy (SDS) Strategic Advisory group has been established to drive the development of the strategy and ensure the process is inclusive. The group includes representatives from the Southland tourism sector, MBIE, Department of Conservation, Tourism NZ, Air NZ, Iwi and Council.
- 84. The strategy will align with local, national and sector initiatives including the regional events strategy, Welcoming Communities pilot programme and the development of the Southland Story. An independent consultant has been employed to carry out wider consultation and advance the strategy.

85. The development and implementation of the strategy will help position Southland as a preferred destination for both domestic and international markets and will set the strategic direction for the region.

Southland Story

86. The development of a Southland Story was identified as an immediate priority in the Southland Regional Development Strategy Action Plan. The project, which aims to identify and develop a consistent Southland story that articulates a unified message of past, present and future, is now being facilitated by Venture Southland.
87. This project is supported by the Ministry of Business, Innovation and Employment, aligns with the Southland Murihiku Destination Strategy and will play a fundamental role in achieving the goal of 10,000 more people to Southland by 2025.
88. As part of the project a digital platform will be developed for community groups and sectors to discover, share and celebrate the essence of Southland and what the region offers to those who choose to live, visit, invest, work and study here.
89. An advisory board has been established to ensure the project process is inclusive and representative of Southland, act as project champions, assist with selection of consultants and ensure alignment with councils and the wider community. It is anticipated that the project will be completed by the end of 2018 or early 2019.

Services and Assets Group

Group Manager's Update

90. As we move further into the financial year, the group is looking to stabilise its activities and focus on programming, resourcing and delivering the necessary works identified through the 2018-2028 Long Term Plan. In conjunction with this, there is also a focus on finalising the 2019-2020 Annual Plan.
91. We continue our search for a Community Facilities Team Leader. There are a number of critical business improvement works streams that need to be delivered within this activity; the lack resource is hampering our ability to deliver on these commitments.
92. The Programme/Project Management Platform is in the process of finalising the design and workflow. Internal training programmes and change management processes are also being established, to ensure the system is able to be integrated into the organisation, with minimal impact but maximum outcomes.
93. The Pyramid Bridge project is progressing with Gore District Council. Southland District Council staff and Council representation form part of the project governance team; contact and updates are regular. An updated design estimate has been provided and an external Quantity Surveyor will be reviewing this prior to the two councils having an opportunity to decide which of the two options to pursue (single or double-lane).
94. The Te Anau Wastewater Discharge Project updated Business Case assessment has now been completed and the internal team is working on producing, the cover reporting for the necessary committee meetings and Council decision. The committee and Council meetings to consider the

updated business case have been scheduled for October 2018, in order to progress the project with a selected discharge method.

95. Another key activity underway, is the assessment of the two solid waste contracts that are up for renewal in 2019. Both of these contracts have been subject to review and will now move into extension negotiations, in line with the contract renewal processes stipulated in each of the contracts.
96. 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.
97. 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.
98. For Community Facilities this has involved identifying some priority activities (playgrounds, buildings and toilets) and tapping into support from the New Zealand Recreation Association (NZRA) 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.
99. 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. This work will be rationalised alongside the Core Systems Project.
100. The programme/project management software platform approved in July 2018, is in the process of being rolled out and has been established in a testing platform. We are refining the workflow and business rules/integration associated with the software and will be rolling out and bedding in the change processes necessary to support this new system over the coming months.

Forestry (IFS)

101. Harvesting of the 2018-19 harvest program has commenced in the Waikaia forest with the previous year's program now completed. This has meant nil re-establishment costs of the logging crew, a saving to the Southland District Council.
102. Production for July was 9,600 tonnes, of the budgeted 26,000 ton annual program. The crew will be completed at Waikaia in September.

Strategic Water and Waste

Te Anau Wastewater Discharge Project

103. The business case in support of the preferred Kepler option was presented to Council in December 2016, and while they resolved to progress with detailed design on the pipeline route to Kepler, they also requested that staff undertake further work around a sub-surface disposal

option (option 3). Council staff and consultants are currently developing this work, in conjunction with an external peer reviewer, Ben Stratford.

104. The roles of the Te Anau Wastewater Discharge Project Committee, Fiordland Sewage Options Group and their representative Peter Riddell have also been reviewed, with Mr Riddell engaged to provide commentary on a conceptual subsurface drip irrigation design and costings. Once this work is completed and finalised, an updated business case will be provided to Council for decision following submission and review by the Te Anau Wastewater Discharge Project Committee, Services and Assets Committee and the Finance and Audit Committee. It is anticipated that this work will be completed by early September, after which the updated business case will be presented to the various Committees and Council for consideration. These meetings have been scheduled for mid-October with a Council meeting planned for 23 October 2018.
105. In addition to the above, a finalised basis of design for the pipeline to Kepler has been delivered to Council. Council staff are also working through options around resourcing for the delivery of the various stages of the overall project.

Land and Water Plan Implementation

106. Under the National Policy Statement for Freshwater Management water quality and quantity are to be maintained and improved, with any over allocation to be phased out over time. Environment Southland is required to set environmental limits by 2025, with all 'communities' required to meet those limits in due course. They are progressing this work via their proposed Water and Land Plan.
107. To assist with addressing the impacts of these changes on local authority infrastructure, Environment Southland have formed a Three Waters Officer Working Group. The objectives of the group are to work through the implications of the new freshwater standards, develop an agreed approach to the re-consenting of local authority infrastructure and ensure that the organisational objectives are aligned.
108. In total 25 appeals were received by Environment Southland of which Council has identified 10 which it will join as a Section 274 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.
109. 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. A pre-hearing conference is scheduled for 12 September.

Review of Solid Waste Contract Arrangements

110. The WasteNet Southland Waste Management Group recently notified contractors Bond Contracts and Southland Disability Enterprises Limited of its intention to begin negotiations, around rolling both contracts over. Both contracts are currently in year six of an initial eight year duration, with ability to roll over for a further eight years.
111. 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 contracts over, or to go back to the market. The Waste Advisory Group made a number of decisions

around each contract at their meeting on 27 June 2018. At the meeting it was recommended that Contract 550 be rolled over for a further eight year term. This recommendation was endorsed by both Invercargill City and Gore District Councils in July. The recommendation was presented to Finance and Audit Committee on 30 August 2018 and Services and Assets Committee on 5 September 2018, with a final report planned to be presented to Council on 19 September 2018. Further decisions around Contract 650 are expected by late October 2018.

Strategic Roading

Alternative Coastal Route Seal Extension Project

112. Work is progressing well to complete the main route with the final preparation work at the Curio Bay end of the route (last 1.1km) nearing completion in anticipation for sealing. Based on geotechnical assessment and testing the road was realigned away from the slip area and appears to be performing well.
113. Progress along the Waipapa Route has been progressing well with approximately 90% of the basecourse complete. This will be held until weather is suitable for sealing. The legal survey for land purchases is continuing.
114. It is still expected that the project will be finalised around October / November 2018 when weather condition should be more favourable for the sealing works prior to the peak of the visitor season.

LED Street Light Conversion

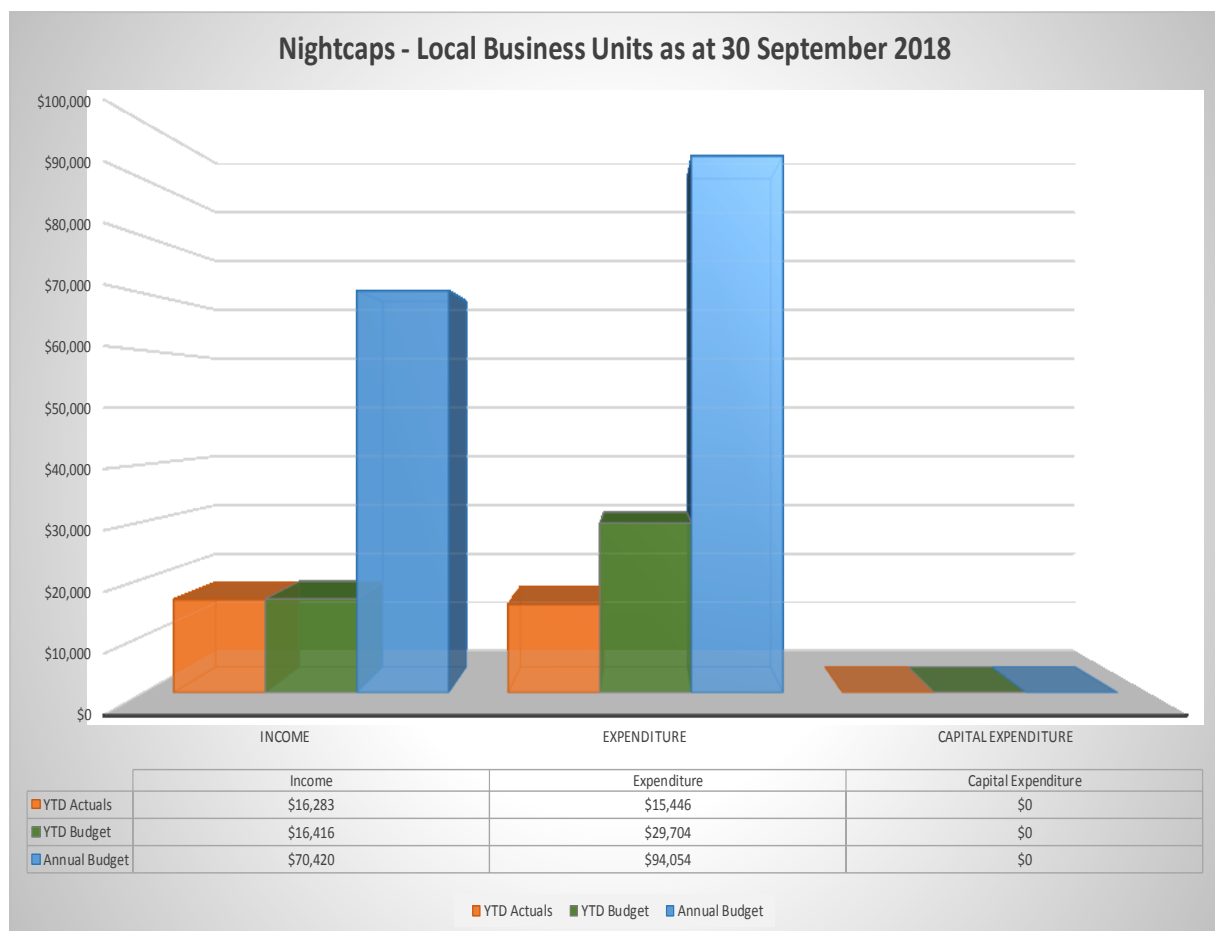
115. Work is well on track to be completed by the end of the calendar year. Work is currently being undertaken in around the South Eastern area. The only larger townships remaining to be completed are Riverton, Orepuki and Tuatapere.

Strategic Property

116. Work has commenced on the 2018/19 projects to be completed this financial year. Primarily at this phase of the project, is seeking the relevant quotes to complete the work and consider these against budget.
117. Those under budget will commence once signed off. However, those over budget will either be subject to a scope change or the commencement of the unbudgeted expenditure approval process.
118. 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. In relation to open spaces, toilets and buildings this is creation of spreadsheets to determine components to be identified and assessed. For community centres this will also be the collection of data regarding each facilities utilisation.

Finance

119. Income for the Nightcaps CDA is within budget and on track for the third month of the financial year.
120. Overall expenditure is below budget year to date which is largely due to a maintenance project for the hall not having commenced as yet. This project relates to the exterior of the hall and is programmed to be completed in December 2018.
121. There are no capital expenditure projects planned for the 2018-19 financial year.



Nightcaps - Business Units as at 30 September 2018											
BU Code	Business Unit	Income			Expenses			Capital			Budget Full Year
		Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	
25300	Administration - Nightcaps	\$421	\$418	\$2,222	\$418	\$418	\$1,672				
25301	Library - Nightcaps										
25302	Operating Costs - Nightcaps	\$1,006	\$998	\$3,993	\$2,355	\$2,693	\$3,993				
25307	Street Works - Nightcaps	\$2,836	\$2,815	\$11,258	\$2,251	\$2,815	\$11,258				
25313	Stormwater Drainage-Nightcaps	\$3,429	\$3,403	\$13,871	\$1,910	\$3,581	\$12,050				
25328	Beautification - Nightcaps	\$992	\$992	\$3,970	\$703	\$1,984	\$7,938				
25332	McGregor Park	\$3,993	\$3,993	\$19,754	\$2,584	\$3,866	\$10,921				
25333	Dr Woods Memorial Park				\$211	\$211	\$845				
25350	Hall - Nightcaps	\$3,605	\$3,797	\$15,352	\$5,013	\$14,136	\$45,377				
Total		\$16,283	\$16,416	\$70,420	\$15,446	\$29,704	\$94,054	\$0	\$0	\$0	\$0

Nightcaps Community Development Area Subcommittee
1 November 2018

Reserve Balances														
Local														
Nightcaps														
Community Centre														
Reserve														
Nightcaps Community Centre - R														
	Total Community Centre Reserve	7,736	7,899	7,899	8,068	8,242	8,422	8,608	8,800	8,998	9,203	9,415	9,634	
		7,736	7,899	7,899	8,068	8,242	8,422	8,608	8,800	8,998	9,203	9,415	9,634	
Total Community Centre Balance		7,736	7,899	7,899	8,068	8,242	8,422	8,608	8,800	8,998	9,203	9,415	9,634	
Local														
Reserve														
NCAP McGregor Park - RES														
	Nightcaps General - RES	117,327	122,192	122,192	126,881	131,386	135,693	139,770	143,583	147,098	150,694	153,528	155,962	158,400
	19,726	20,276	20,276	20,844	21,431	22,037	5,673	5,761	5,851	5,944	6,041	6,141	6,141	
Total Local Reserve	137,053	142,468	142,468	147,725	152,817	157,730	145,443	149,344	152,949	156,638	159,569	162,103	164,541	
	137,053	142,468	142,468	147,725	152,817	157,730	145,443	149,344	152,949	156,638	159,569	162,103	164,541	
Total Local Balance		137,053	142,468	142,468	147,725	152,817	157,730	145,443	149,344	152,949	156,638	159,569	162,103	
Stormwater														
Operating														
Nightcaps Stormwater - OPR														
	Total Stormwater Operating	1,176	1,437	1,437	1,706	1,984	2,272	2,569	2,876	3,193	3,520	3,858	4,207	4,207
	1,176	1,437	1,437	1,706	1,984	2,272	2,569	2,876	2,876	3,193	3,520	3,858	4,207	
Total Stormwater Balance		1,176	1,437	1,437	1,706	1,984	2,272	2,569	2,876	3,193	3,520	3,858	4,207	
	1,176	1,437	1,437	1,706	1,984	2,272	2,569	2,876	2,876	3,193	3,520	3,858	4,207	
Total Nightcaps Reserve Balance		145,964	151,804	151,804	157,499	163,043	168,424	156,620	161,020	165,140	169,361	172,842	175,944	178,382
	145,964	151,804	151,804	157,499	163,043	168,424	156,620	161,020	165,140	169,361	172,842	175,944	178,382	
Overall Reserve Balance:		145,964	151,804	151,804	157,499	163,043	168,424	156,620	161,020	165,140	169,361	172,842	175,944	178,382
	145,964	151,804	151,804	157,499	163,043	168,424	156,620	161,020	165,140	169,361	172,842	175,944	178,382	

Recommendation

That the Nightcaps Community Development Area Subcommittee:

- a) Receives the report titled “Council Report” dated 23 October 2018.**

Attachments

There are no attachments for this report.