



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

Date: Thursday, 13 December 2018
Time: 4pm
Meeting Room: Southland District Council Otautau Office
Venue: 176 Main Street, Otautau

Otautau Community Board Agenda OPEN

MEMBERSHIP

Chairperson	André Bekhuis
Deputy Chairperson	Peter Gutsell
Members	David Cowie
	Maureen Johnston
	Amber Joyce
	Bill Marshall
	Councillor Stuart Baird

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 Boards

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

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

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

Community Board members will provide leadership by:

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

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

Engagement and representation by:

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

Financial by:

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

Rentals and leases

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

Local assets and facilities by

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

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

Stewart Island/Rakiura Community Board

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

Te Anau Community Board

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

The Community Boards can make recommendations to Council on:

Assets and Facilities

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

Rentals and leases

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

Contracts/Tenders

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

Financial

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

Local Policy

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

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

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

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UPDATES

8.1 Chairperson's Report

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

8.2 Councillor's Report

Councillor Baird 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

Board Members are reminded of the need to be vigilant to stand aside from decision-making when a conflict arises between their role as a member and any private or other external interest they might have.

4 Public Forum

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

5 Extraordinary/Urgent Items

To consider, and if thought fit, to pass a resolution to permit the committee to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:

- (i) the reason why the item was not on the Agenda, and
- (ii) the reason why the discussion of this item cannot be delayed until a subsequent meeting.

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

"Where an item is not on the agenda for a meeting,-

- (a) that item may be discussed at that meeting if-
 - (i) that item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion."

6 Confirmation of Minutes

6.1 Meeting minutes of Otautau Community Board, 04 October 2018



Otautau Community Board

OPEN MINUTES

Minutes of a meeting of Otautau Community Board held in the Southland District Council Otautau Office, 176 Main Street, Otautau on Thursday, 4 October 2018 at 2pm.

PRESENT

Chairperson

André Bekhuis

Deputy Chairperson

Peter Gutsell

Members

Maureen Johnston

Amber Joyce

arrived @ 2.07pm

Bill Marshall

Councillor Stuart Baird

APOLOGIES

David Cowie

IN ATTENDANCE

Group Manager, Community and Futures

Rex Capil

Committee Advisor

Alyson Hamilton

Community Partnership Leader

Simon Moran

Community Partnership Leader

Karen Purdue

Community Engineer

Greg Erskine

1 Apologies

There was an apology from Member Cowie.

Resolution

Moved Member Marshall, seconded Member Johnston and **resolved:**

That the Otautau Community Board accept the apology.

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 Marshall, seconded Deputy Chairperson Gutsell **and resolved:**

That the minutes of Otautau Community Board meeting held on 2 August 2018 be confirmed as a true and correct record of that meeting.

Reports

7.1 Financial Report for the year ended 30 June 2018

Record No: R/18/7/17596

Community Engineer, Greg Erskine presented the report.

Mr Erskine advised the purpose of the report is to provide the Board with the financial results for the year ended 30 June 2018.

The Board noted the Otautau Baths grant of \$10,663 was not uplifted by the baths committee, these funds were subsequently transferred to the Otautau Baths Reserve.

Member Joyce arrived at 2.07pm during discussions of the report.

Resolution

Moved Member Johnston, seconded Deputy Chairperson Gutsell **and resolved:**

That the Otautau Community Board:

- a) **Receives the report titled "Financial Report for the year ended 30 June 2018" dated 21 September 2018.**

7.2 Council Report

Record No: R/18/9/22109

Community Partnership Leader, Simon Moran presented the report.

The Board was 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.

Members noted the report highlighted various issues of interest including:

- Central Government Three Waters Review
- Central Government establishment of a new Infrastructure Commission
- Southland Regional Development Agency
- Library information update

- Representation Review
Mr Moran advised that when Council adopted the Final Proposal, one of the resolutions it passed was to recommend to the incoming Council, that following the elections in October 2019, 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.

- Community Governance Elected Representative Working Group
The Meeting was advised that 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 groups operating in their local community.

- BERL - Stage 3 - working towards positive southland community futures
- Policy and Bylaw Updates
- Milford Opportunities Project
- Tourism Infrastructure Fund
- Southland Museum Consultation - Our Tale Project
- Land and Water Plan Implementation
- LED street light conversion
- Finance
Mr Moran provided an update on finances relating to the Otautau Community Board

Resolution

Moved Member Joyce, seconded Member Johnston **and resolved:**

That the Otautau Community Board:

- a) **Receives the report titled "Council Report" dated 25 September 2018.**

8.1 Chairperson's Report

Chairperson Bekhuis, reported on activities with which he has been involved since the Board's last meeting. This included the following:

- attendance at a workshop with BERL consultant Mark Cox.

Members provided updates on their respective portfolios as follows;

Works

Member Gutsell and Marshall provided an update on activities they have been involved in the township. These included the following:

- update on maintenance undertaken to the Holt Park Hill
- concern at possible water main leak on the Main Street causing water wastage, staff to follow-up and undertake onsite investigation
- concern that local newsletter 'News and Views' currently being circulated monthly is to change to bi-monthly, request for staff to report back on responsibilities and costings of circulating of newsletter with the view of the community taking ownership of the production
- update on Aparima Catchment Group activities, suggestion of representative from the Board or Community attend the meetings
- advice of planting of fruit trees has been undertaken at the skate park and are looking good

Alex McKenzie Memorial Arboretum

Member Marshall advised of ongoing maintenance being undertaken in this area and that the area is looking very tidy.

Otautau Promotions

Member Joyce provided an update on progress of the township signage.

Member Joyce advised of a proposed project of a spotlight to be placed in the area of the Plunket rooms/toilet block for the Christmas period and is to liaise with the Community Engineer on placement, health and safety and funding requirements.

Parks and Reserves

Member Johnston queried when Holt Park toilets are to be painted. The Chair confirmed completion of work is to occur prior to Christmas.

8.2 Councillor's Report

Councillor Baird reported on matters from the District Council table. These included;

- advice of proposed Ward contribution to Otautau RSA for the upcoming Armistice Day commemoration service in Otautau
- adoption of annual report
- proposed changes to the Stewart Island/Rakiura visitor levy
- attendance at a recent function with the guest speaker being the Acting Prime Minister, the Right Honourable Winston Peters
- Representation Review update
- suggestion that townships within the Southland District work together to provide Council controlled freedom camping sites which would include toilet and shower amenities with the view of encouraging Campers to these areas and prevent freedom camping in prohibited areas..

The meeting concluded at 3.23pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE OTAUTAU COMMUNITY BOARD
HELD ON THURSDAY, 4 OCTOBER 2018.

DATE:.....

CHAIRPERSON:.....

Schedule of Meetings up to October 2019

Record No: R/18/10/23827
Author: Alyson Hamilton, Committee Advisor
Approved by: Rex Capil, Group Manager Community and Futures

☒ Decision ☐ Recommendation ☐ Information

Purpose

- 1 The purpose of the report is to approve a schedule of meeting dates up to October 2019 so that meetings can be publicly notified in accordance with the requirements set by the Local Government Official Information and Meetings Act 1987.

Executive Summary

- 2 The adoption of a meeting schedule allows for reasonable public notice preparation and planning for meeting agendas. The Local Government Official Information and Meetings Act 1987 which has requirements for Local Authorities to follow for public notification of meetings.
- 3 Southland District Council approved the Terms of Reference for the Community Boards at its meeting on 26 October 2016. In the approved terms of reference was the frequency of meetings. Community Boards would meet six times a year (February, April, June, August, October and December).
- 4 Southland District Council at its meeting on 19 September 2018 adopted a schedule of meetings up to and including 2 October 2019 and now it is appropriate that the Community Board sets its own meetings for the same period.
- 5 The meeting schedule for the Otautau Community Board is being set until the beginning of October 2019 as there is the Triennial Elections on Saturday 12 October 2019. A schedule of meetings for the remainder of 2019 and all of 2020 will be brought to the Board later in 2019.

Recommendation

That the Otautau Community Board:

- a) Receives the report titled “Schedule of Meetings up to October 2019” dated 22 November 2018.**
- b) Determines that this matter or decision be recognised not as 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) Agree to meet at 2pm on the following dates in 2019:**
 - Thursday, 14 February 2019**
 - Thursday, 4 April 2019**
 - Thursday, 20 June 2019**
 - Thursday, 1 August 2019**

Background

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

Issues

- 7 The Triennial Election for the 2019/2022 Triennium is being held on Saturday 12 October 2019. This will have a minor impact on planning dates for the incoming Community Board.

Factors to Consider

Legal and Statutory Requirements

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

Community Views

- 9 There are no community views.

Costs and Funding

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

Policy Implications

- 11 There are no policy implications.

Analysis

Options Considered

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

Analysis of Options

Option 1 – No meeting schedule

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

Option 2 – Adopt a meeting schedule

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

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

Recommended Option

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

Next Steps

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

Attachments

There are no attachments for this report.

Direction-setting for Annual Plan 2019/2020

Record No: R/18/10/24256
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 Otautau Community Board 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 Otautau Community Board 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 Otautau Community Board have the following variances identified for year two of the LTP:
 - a new pump track costing \$70,000 at Centennial Park.
- 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.

Recommendation

That the Otautau Community Board:

- a) **Receives the report titled “Direction-setting for Annual Plan 2019/2020” dated 21 November 2018.**
- b) **Determines that this matter or decision be recognised not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Notes that any extraordinary projects for the local area have been included in the 2019/2020 Annual Plan, as identified through Council process in the project plan for extraordinary projects/activities/events project template completed by 21 September 2018.**
- e) **Approves minor variations in the Otautau Community Board plan from year two of the Long Term Plan 2018-2028.**
- f) **Agrees that the Budgets for the year commencing 1 July 2019 be adopted for inclusion in the Council’s Draft 2019/2020 Annual Plan (subject to any minor amendments made at this meeting).**
- g) **Requests the setting of the following rates and charges (including GST) for the year commencing 1 July 2019 based on the approved budgets in (e) above.**

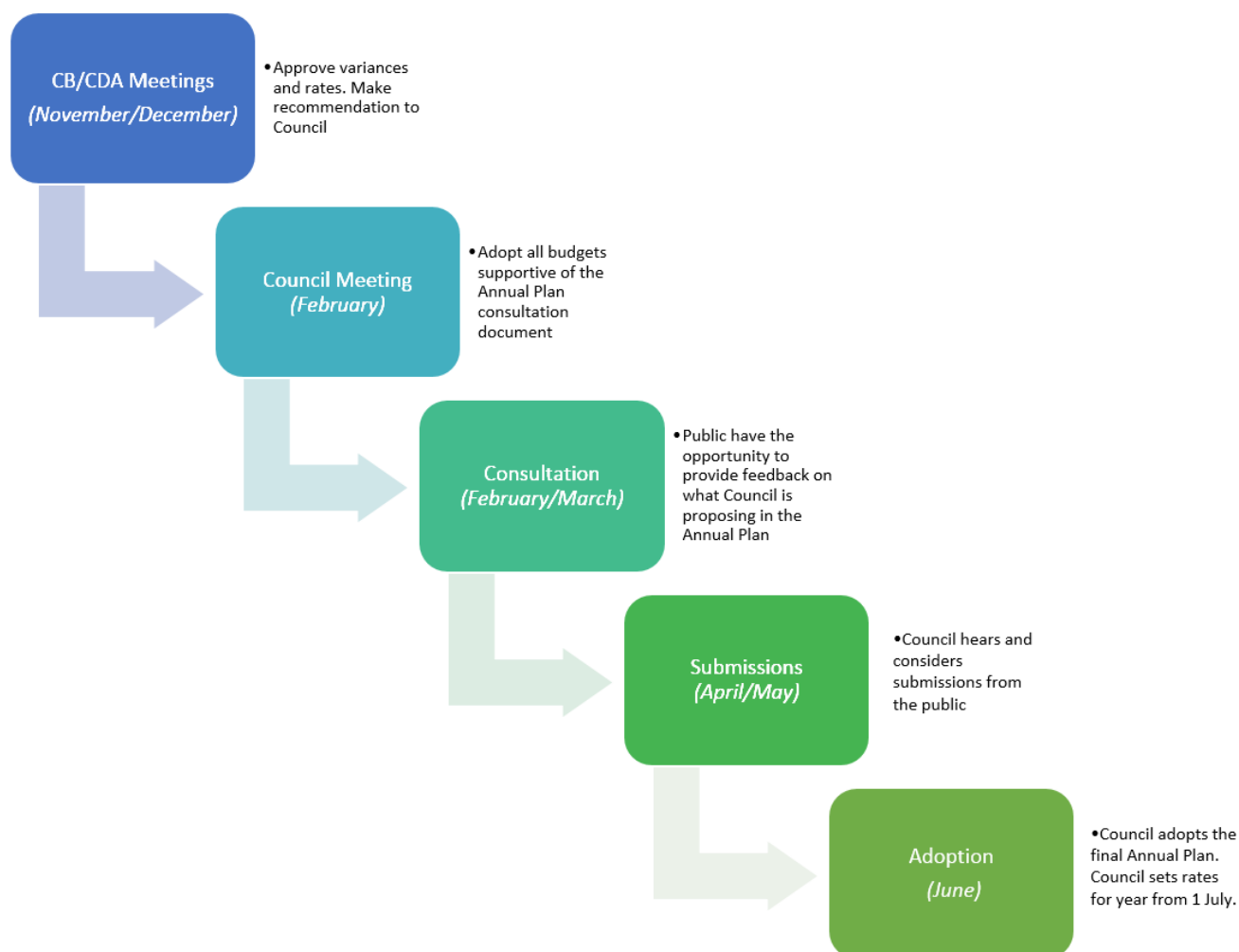
Rate Description	Rate (GST Incl)
Otautau Community Board Rate	\$192,079
Otautau Pool Rate	\$ 13,759

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.

- 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 Otautau Community Board 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 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
New Pump track at Centennial Park	\$70,000	\$0	\$70,000	Loan	New Pump track at Centennial Park

District Funding of Water and Wastewater

- 17 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

- 18 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)

- 19 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.
- 20 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.
- 21 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

- 22 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.

- 23 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.
- 24 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

- 25 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

- 26 The Otautau Community Board has met informally to discuss Centennial Park and the proposed pump track. The board wishes to contribute to the Otautau Skate Park Project that is currently in early planning stages.

Costs and Funding

- 27 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
28934 – Centennial Park	65171 – Improvements - Acq LOS	\$70,000	\$0	\$70,000	New Pump track at Centennial Park

- 28 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

- 29 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.
- 30 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.
- 31 Inflation rates have also been kept consistent with BERL rates adopted in the 2018-2028 LTP.

Fees and Charges

- 32 As part of the 2019/2020 Annual Plan process, Council are required to set all Council related fees and charges.
- 33 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

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

Analysis

Options Considered

- 35 Council staff have reviewed the original LTP outcomes and revised as necessary.
- 36 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

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

Recommended Option

- 38 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

- 39 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.
- 40 The final Annual Plan including changes made as a result of consultation, will be adopted by Council in June 2019.
- 41 This report has the following appendices:
- 42 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.
- 43 Appendix 2: A list of projects to be undertaken in the 2019/2020 year.
- 44 Appendix 3: A list of reserves with the opening balance and projected closing balance.

Appendix 1

Otautau CB Financial Summary			
	Actuals	Budget	Forecast
	2017/2018	2018/2019	2019/2020
Operating Expenditure	(165,633)	(203,875)	(221,814)
Capital Expenditure	(43,406)	(62,800)	(115,620)
Loans Repaid	0	0	0
Non Cash Expenditure	7,449	14,827	16,459
Total Expenditure	(201,590)	(251,848)	(320,975)
<i>Less Funding</i>			
Loans Raised			97,514
Net Reserve Movements	558	44,614	(916)
Other Income	52,346	53,738	57,352
Total Funding	52,904	98,352	153,950
Total Rates Required	148,686	153,496	167,025
GST	22,303	23,024	25,054
Rate (including GST)	170,989	176,520	192,079
\$ Increase/(Decrease)		5,532	15,558
% Increase/(Decrease)		3.24%	8.81%

CB Rates Calculation				
		Actuals	Budget	Forecast
Rate Type	Basis of Rate	2017/2018	2018/2019	2019/2020
Otautau CB Commercial Rate	Rate in Dollar	0.03351729		
Otautau CB Residential Rate	Rate in Dollar	0.01675864		
Otautau CB Residential Rate	Fixed Charge		\$ 303.30	\$ 300.03
Otautau CB Rural Rate	Rate in Dollar	0.00001676		

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

28900 Administration	28932 Holt Park
28902 Operating Costs	28933 Holt Park Extension
28907 Streetworks	28934 Centennial Park
28910 Refuse Collection	28936 Baths
28913 Stormwater	28949 Holt Park Camping Ground
28925 Cemetery	28981 Plunket Rooms
28926 Settlers Cemetery	28982 Bowling Club
28928 Beautification	28985 Forestry

Otautau Pool Financial Summary			
	Actuals	Budget	Forecast
	2017/2018	2018/2019	2019/2020
Operating Expenditure	(3,114)	(9,700)	(9,764)
Total Expenditure	(3,114)	(9,700)	(9,764)
<i>Less Funding</i>			
Net Reserve Movements	(10,663)	(4,377)	(4,521)
Other Income	2,176	2,177	2,321
Total Funding	(8,487)	(2,200)	(2,200)
Total Rates Required	11,601	11,900	11,964
GST	1,740	1,785	1,795
Rate (including GST)	13,341	13,685	13,759
\$ Increase/(Decrease)		344	74
% Increase/(Decrease)		2.58%	0.54%

Pool Rates Calculation				
		Actuals	Budget	Forecast
Rate Type	Basis of Rate	2017/2018	2018/2019	2019/2020
Otautau Pool Rate	Unit Charge	23.00	21.67	21.84

Appendix 2

Otautau Project Report			
Project Description	Object	2019/2020 Funding	
		\$	
28907 Street Works			
706 Footpaths Upgrade	65523	12,996	Rates & Loan
28925 Cemetery			
CE0009- New Beams	35711	7,019	Reserves
CE0021 - New Name board	65171	5,110	Rates
28933 Holt Park Extension			
PR0022 - Netball Court Resurfacing	65173	27,514	Loan
28934 Centennial Park			
868- Provision of new pump track	65171	70,000	Loan

Appendix 3

Otautau Reserve Report			
	Opening Balance 1/07/2018	Forecast Budget 30/06/2019	Closing Balance 30/06/2020
Community Centre Operating			
Otautau Town Hall- OPR	26,845	27,681	28,544
Total Community Centre Operating	26,845	27,681	28,544
Local Reserve			
Otautau Baths	74,092	140,016	144,537
Otautau Birghtwood Dev	15,811	15,811	15,811
Otautau CB Conference	5,228	5,228	6,228
Otautau Forestry	167,590	-	166
Otautau General - RES	100,321	32,069	24,550
Wallace Bowling Club - OPR	969	997	1,026
Total Local Reserve	365,011	195,121	192,318
Stormwater Operating			
Otautau Stormwater	242,232	250,210	258,450
Total Stormwater Operating	242,232	250,210	258,450
Overall Reserve Balance	634,088	473,012	479,312

Attachments

There are no attachments for this report.

Council Report

Record No: R/18/11/27003
Author: Kelly Tagg, Community Partnership Leader
Approved by: Rex Capil, Group Manager Community and Futures

☐ Decision ☐ Recommendation ☒ Information

Chief Executive

Three Waters

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

Freshwater Reform

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

Infrastructure Commission

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

Zero Carbon Bill

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

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

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

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

Community and Futures

Governance

Representation Review

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

Local Authority Elections 2019

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

Community Partnership Leaders

Shared Services

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

Stewart Island Dark Sky Application

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

Strategy and Policy

Corporate Performance Framework

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

Annual Report 2017/18

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

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

Risk Management Framework

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

BERL Stage 3 – Working Towards Positive Southland Community Futures

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

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

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

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

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

Community Futures Research and Analysis Work Programme

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

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

Policy and Bylaw Updates

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

Venture Update

Southland Murihiku Destination Strategy

42. Planning for Southland's continued tourism growth is underway with the development of the Southland Murihiku Destination Strategy for 2018-28. Venture Southland is facilitating the development of the strategy which was identified as a key priority project in the Southland Regional Development Strategy Action Plan.
43. Stafford Strategy has been appointed as an independent consultant to develop the Strategy and will work alongside Venture Southland and the local Advisory Group to encourage community and key stakeholder engagement. Consultation with major stakeholders is currently underway and will continue into next year. Once complete the strategy will provide a blueprint for Southland's destination management, assist in attracting people to Southland, ensure visitors have a quality experience, and provide a framework to achieving the goal of \$1 billion dollars in tourism revenue, in Southland by 2025

Shared Services Pilot

44. The Shared Service Pilot is well underway in the Wyndham /Edendale area. Meetings have been held with the six community groups involved, and memorandums of understanding put in place to clarify the tasks of the groups. A Wyndham local has been appointed to deliver the shared service role which consists of a range of mainly administration type tasks, for approximately 20hours per group over a six month period. An initial evaluation survey has been completed as part of an overall evaluation process to assess the effectiveness of the pilot. Venture Southland will continue to monitor the pilot and its effect on the community groups, and look at options of implementing the model in other Southland District communities.

Customer Support

Libraries

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

Environmental Services

Group Manager Commentary

46. The Environmental Services group has been mourning the passing of a long serving and highly valued team member and workmate, Tracy van Veldhuisen, who passed away recently after a short illness. Tracy gave 33 years of excellent service to the Southland District Council, and before that the Southland County Council, working primarily on animal control and alcohol licensing functions. She will be very greatly missed by all her colleagues.
47. The IANZ reaccreditation project team continues to work on preparatory work for the upcoming reaccreditation audit in March 2019. An area of focus has been looking for the learnings from other recent audits from other councils which the team has been able to assess. A “mock audit” is scheduled for late November.
48. Council recently corresponded with the Ministry for the Environment expressing some concerns about the implications of the recently –adopted National Environmental Standard for Plantation Forestry on Council’s roading network. Positive feedback has been received from the ministry that this correspondence will be considered closely.
49. A work programme to build on process mapping across the group is underway. This will assist with business continuity, customer service and mitigating single points of failure and loss of corporate knowledge.

Building Solutions

50. The department have issued 60 consents for the month and a number of these have been processed by the Building Solutions Team in Christchurch, this has a neutral effect to the customer, in terms of cost whilst providing our customers with a more efficient service.
51. While the value of consented work is down on October last year it is in line with 2016-17. The trend appears to indicate that the increase in demand experienced last year will not continue

through this year. There is a noted reduction in the number of commercial consents issued for the month. The areas most affected by the downturn in consent numbers are Mararoa Waimea and Winton Wallacetown however these were both higher than the previous year last month.

Environmental Health

Food Act

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

Toxic Algae Signage

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

Dog Registration

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

Prosecution

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

Resource Management

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

People and Capability

59. Health, safety and wellness continues to be a focus with Council signing of the 2018/19 plan. The plan contains a review of previous performance and objectives and spells out proposed improvement measures and targets.

- 60. The plan continues the focus on a risk based approach to managing health and safety and has a strong theme of training and development. E-learning and team activities are continuing.
- 61. Recruitment for a number of senior roles within Council has resulted in the appointment of some fantastic applicants. Karen Purdue in the role of community partnership leader, Mark Day in the role of community facilities manager, Chantelle Subritzky in the role of corporate performance lead and Mark Fraser in the role of district library manager.

Services and Assets Group

Group Manager's Update

- 62. The new project management system remains on track for 'go live' in early December. Internal training programmes commence later this month and change management processes are also being established. Reporting requirements and layouts are in the process of being determined.
- 63. We are pleased to advise that Mark Day from the business solutions team has been recruited for the role of community facilities team leader. Mark brings a wealth of leadership and asset data knowledge with him, which is a key focus area for the group.
- 64. The Pyramid Bridge project is progressing with Gore District Council. Southland District Council staff and Council representation form part of the project governance team. An updated design estimate has been provided and a cost review has been undertaken by a quantity surveyor. Given the cost escalation that has occurred, further discussion is underway with New Zealand Transport Agency around funding sources and percentages.
- 65. Southland disAbility Enterprises have submitted a proposal for the extension of the recycling activities within Southland. Wastenet are working with Southland disAbility Enterprises through these negotiations. Once completed, a recommendation to each of the WasteNet's councils will be forthcoming.
- 66. 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.
- 67. 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.
- 68. For community facilities this has involved identifying some priority activities (playgrounds, buildings and toilets) and tapping into support from the New Zealand Recreation Association as the national support body to establish asset information templates for each. These are currently in draft and being finalised. Once finalised we will progress to gathering the relevant asset information for these activities. Concurrently, it will be necessary to review the asset management system to support its function.
- 69. 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.

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

Strategic Water and Waste

Te Anau Wastewater Discharge Project

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

Land and Water Plan Implementation

- 73. Environment Southland released their proposed Land and Water Plan earlier this year.
- 74. In total 25 appeals were received by Environment Southland of which Council has identified 10 which it will join as a section 274, Resource Management Act 1991 party. Council has also lodged an appeal to the decision. The basis of Council's appeal, is largely around the 'non-complying' activity status on wastewater discharges to water. The latest direction issued from the Environment Court outlines a proposed path, where appeals to objectives will be heard ahead of mediation, by grouped topic on policies and rules.

Review of Solid Waste Contract Arrangements

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

Operations and Community Services

The Southern Scenic Route

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

Local projects

- 79. The 2018-2019 part of the footpath repair and maintenance project in Wyndham and Edendale has been put on hold, pending the implementation of the New Zealand Transport Agency funding of footpath maintenance and renewals.

80. The community engineer team will be working closely with the roading team to come up with a strategy to deliver footpath projects currently in the 18/19 Long Term Plan and based on the Opus report.

Strategic Roding

Alternative Coastal Route Seal Extension Project

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

LED Street Light Conversion

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

District Wide Resurfacing

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

Strategic Property

85. Work has commenced on the 2018/19 projects to be completed this financial year. The current phase of the projects, is confirming quotes and seeking approval to commence for those under budget. Some projects will be commencing in the near future, whereas others will either need a scope change or additional expenditure approval.
86. Work has also commenced to identify, plan to commence and complete those improvement processes, as identified in each of the seven activity plans used as the basis of the recently approved Long Term Plan. For community centres the collection of data regarding each facility's utilisation.

Otautau Camping Ground Project

87. Building Solutions Ltd have been given approval by Council to proceed further in the design stage of the working drawings for the Otautau Camping Ground upgrade project.

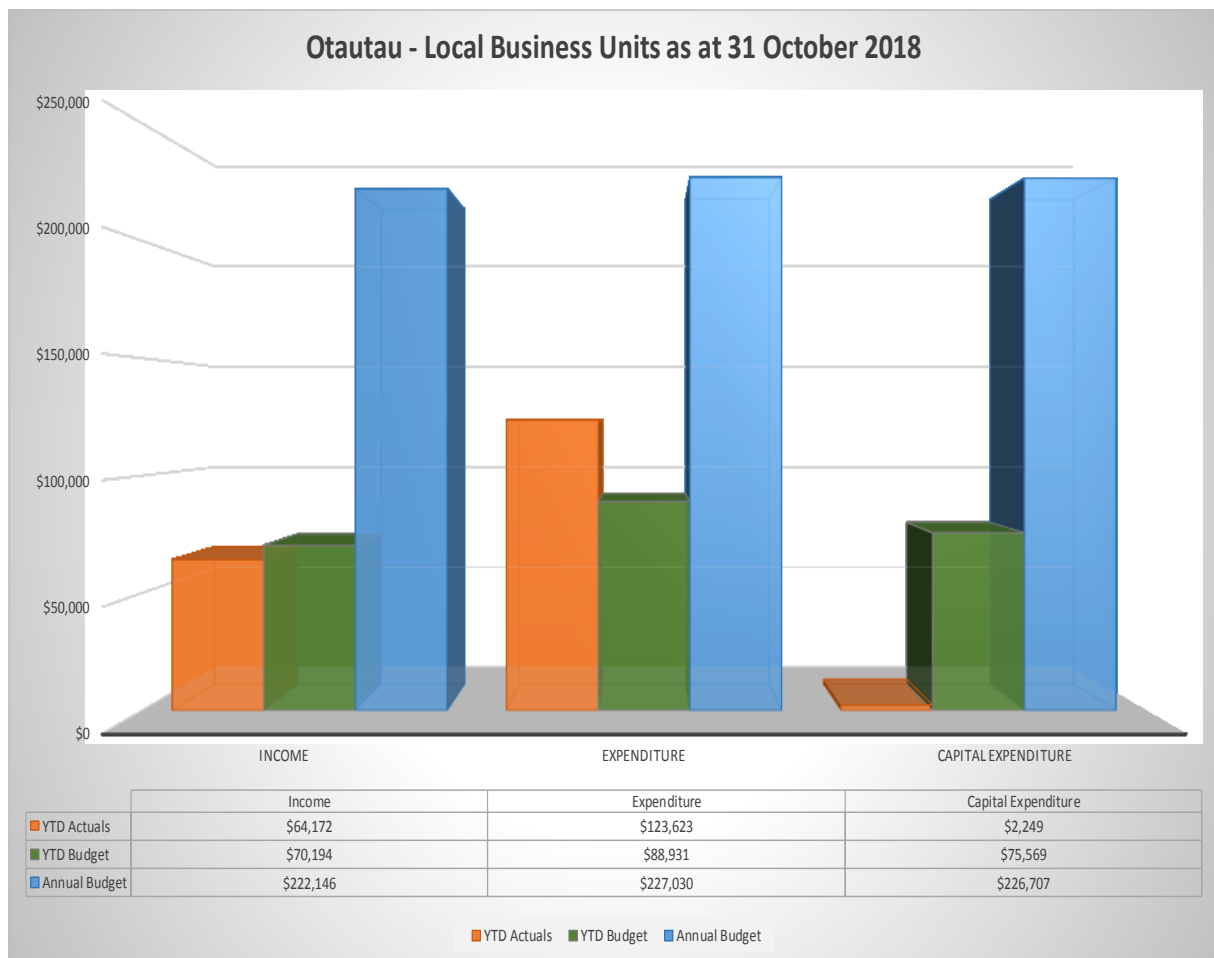
The current scope of works include the following;

- 1 Building Solutions Ltd is to engage with two or so builders, to work under Building Solutions Ltd wing to achieve the proposed Otautau Camping Ground amenities block alteration scope, based on the concept plan, revision A, dated 25/09/18.
- 2 Building Solutions Ltd to start detailing the working drawings for pricing, CP-Eng design and fire report, and consent compliance purposes.
- 3 Hot water heating is to be supplied via individual electric califont type to each fixture in question, and based on timers, to control user time frames.

- 4 Council staff have confirmed the existing septic tank location, and also confirms that the tank requires upgrading to a pump chamber septic tank, and associated pumped line to SDC lateral on Kendal St.
- 5 Building Solutions Ltd to include a verandah to the north, east and south of the building in the scope of planned works (to be quoted separately).

Finance

88. Overall income for the Otautau Community Board business unit is \$6,000 under budget year to date. As with the last finance report to the board in August, this is due to a rating error that occurred at the start of the financial year following the change in rate types for Otautau from calculations being based on land value to a fixed charge. The error resulted in some rate payers being overcharged and the slightly below income outcome year to date is as a result of the problem being identified and rectified straight away. This accounts for approximately \$3,700 of the \$6,000. The balance is due to the income variance in the cemetery business unit which has been caused by the lower than anticipated number of burials to date in this financial year. This is offset by cemetery expenditure which is also under budget.
89. Overall expenditure is over budget however this is primarily due to the large grant (\$61,000 plus GST) being paid out to the Otautau Swimming Pool committee. This will be transferred from the swimming pool reserve account at year end.
90. Other expenditure variances include street works which is slightly over the year to date budget due to some spraying and maintenance of footpaths and driveways in the township.
91. It is important to note that the boards annual budget year to date figures are based on a uniform monthly spend over the year (i.e. annual budget divided by 12, multiplied by month into financial calendar). These factors combined with seasonal fluctuations in level of service required, may result in variances between budget and actual figures. Unless otherwise stated these should balance out by year end.
92. The capital expenditure projects relate to footpath renewals and the camping ground upgrade.



Otautau - Business Units as at 31 October 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	
28900	Administration - Otautau	\$8,155	\$8,774	\$27,182	\$8,476	\$8,774	\$26,323				
28902	Operating Costs - Otautau	\$2,067	\$2,224	\$6,673	\$1,278	\$3,121	\$7,950				
28907	Street Works - Otautau	\$7,311	\$7,867	\$23,600	\$5,782	\$4,842	\$14,525		\$4,267	\$12,800	
28910	Refuse Collection - Otautau	\$2,819	\$3,033	\$9,100	\$3,606	\$3,033	\$9,100				
28913	Stormwater Drainage - Otautau	\$5,486	\$5,902	\$25,685	\$2,719	\$6,364	\$17,707				
28925	Cemetery - Otautau	\$6,648	\$10,433	\$30,800	\$4,639	\$10,313	\$30,940				
28926	Settlers Cemetery - Otautau	\$1,004	\$1,040	\$3,121	\$180	\$1,420	\$3,121				
28928	Beautification - Otautau	\$10,944	\$11,034	\$33,102	\$10,302	\$11,341	\$34,022				
28932	Holt Park	\$6,410	\$6,746	\$20,239	\$8,420	\$8,260	\$20,767				
28933	Holt Park Extension	\$3,858	\$3,234	\$9,702	\$6,046	\$5,791	\$10,913				
28934	Centennial Park	\$1,162	\$1,250	\$3,750	\$853	\$1,665	\$4,994				
28936	Baths - Otautau	\$3,982	\$3,967	\$14,077	\$65,283	\$9,700	\$9,700				
28949	Holt Park Camping Ground	\$3,737	\$4,021	\$12,064	\$3,380	\$6,462	\$17,846	\$2,249	\$71,302	\$213,907	
28950	Hall - Otautau			\$836	\$71						
28975	Sewerage Capital Acc Otautau										
28981	Plunket Rooms - Otautau	\$590	\$634	\$1,903	\$1,447	\$1,553	\$1,903				
28982	Bowling Club		\$33	\$128							
28985	Forestry - Holt Park			\$185	\$1,140	\$6,292	\$17,219				
Total		\$64,172	\$70,194	\$222,146	\$123,623	\$88,931	\$227,030	\$2,249	\$75,569	\$226,707	

Reserve Balances

Local	Opening Balance	Current Budget	Forecast Budget	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029
Otautau													
Community Centre													
<i>Operating</i>													
Otautau Town Hall - OFR	26,073	26,909	26,909	27,772	28,664	29,585	30,536	31,519	32,534	33,582	34,665	35,783	35,783
Total Community Centre Operating	26,073	26,909	26,909	27,772	28,664	29,585	30,536	31,519	32,534	33,582	34,665	35,783	35,783
Total Community Centre Balance	26,073	26,909	26,909	27,772	28,664	29,585	30,536	31,519	32,534	33,582	34,665	35,783	35,783
Local													
<i>Operating</i>													
Otautau Baths	72,060	76,437	76,437	80,958	85,627	90,450	95,432	100,578	105,893	111,383	117,053	122,910	125,110
Otautau Brightwood Develop	15,350	15,350	15,350	15,350	15,350	15,350	15,350	15,350	15,350	15,350	15,350	15,350	15,350
Otautau CB Conference	6,047	6,047	6,047	6,047	6,047	6,047	6,047	6,047	6,047	6,047	6,047	6,047	6,047
Otautau Forestry	162,607	162,792	162,792	162,958	163,105	163,232	163,339	163,425	163,489	162,780	162,810	162,841	162,841
Otautau General - OFR	97,132	44,327	44,327	36,808	33,492	32,692	29,060	28,068	24,077	22,828	18,433	16,918	12,354
Wallace Bowling Club- OFR	942	970	970	999	1,029	1,060	1,092	1,125	1,159	1,194	1,230	1,267	1,267
Total Local Operating	354,138	305,923	305,923	303,120	304,650	308,831	310,320	314,593	316,015	319,582	320,923	325,333	322,969
Total Local Balance	354,138	305,923	305,923	303,120	304,650	308,831	310,320	314,593	316,015	319,582	320,923	325,333	322,969
Stormwater													
<i>Operating</i>													
Otautau Stormwater	235,340	243,318	243,318	251,558	260,069	268,860	277,940	287,319	297,007	307,013	317,349	328,025	328,025
Total Stormwater Operating	235,340	243,318	243,318	251,558	260,069	268,860	277,940	287,319	297,007	307,013	317,349	328,025	328,025
Total Stormwater Balance	235,340	243,318	243,318	251,558	260,069	268,860	277,940	287,319	297,007	307,013	317,349	328,025	328,025
Total Otautau Reserve Balance	615,550	576,150	576,150	582,450	593,383	607,276	618,796	633,431	645,556	660,177	672,937	689,141	686,777
Overall Reserve Balance:	615,550	576,150	576,150	582,450	593,383	607,276	618,796	633,431	645,556	660,177	672,937	689,141	686,777

Recommendation

That the Otautau Community Board:

- a) **Receives the report titled “Council Report” dated 6 December 2018.**

Attachments

There are no attachments for this report.