



Notice is hereby given that a Meeting of the Stewart Island/Rakiura Community Board will be held on:

Date: Monday, 8 June 2020
Time: 9.45am
Meeting Room: Stewart Island Pavilion
Venue: Ayr St, Oban

Stewart Island/Rakiura Community Board Agenda OPEN

MEMBERSHIP

Chairperson	Jon Spraggon
Deputy Chairperson	Steve Lawrence
Members	Aaron Conner
	Anita Geeson
	Rakiura Herzhoff
	Gordon Leask
	Councillor Bruce Ford

IN ATTENDANCE

Committee Advisor/Customer Support Partner	Kirsten Hicks
Community Partnership Leader	Karen Purdue
Community Liaison Officer	Megan Seator

Contact Telephone: 0800 732 732
Postal Address: PO Box 903, Invercargill 9840
Email: emailsdc@southlanddc.govt.nz
Website: www.southlanddc.govt.nz

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.

TYPE OF COMMITTEE	Community board
RESPONSIBLE TO	<p>Council</p> <p>Each community board will have a relationship with the committees in section 8.4.2 to 8.4.5 of the delegations manual based on the scope of the activities/functions delegated to each committee.</p>
SUBCOMMITTEES	As noted in section 8.5 of the delegations manual various subcommittees will report to specific community boards.
LEGISLATIVE BASIS	<p>Resolution made by Council through the representation arrangements as per the Local Electoral Act 2001.</p> <p>Role, status and membership as per subpart 2 of Part 4 of the Local Government Act 2002 (LGA).</p> <p>Treaty of Waitangi as per section 4, Part 1 of the LGA.</p> <p>Opportunities for Maori to contribute to decision-making processes as per section 14 of Part 2 of the LGA. Community boards delegated powers by Council as per schedule 7, clause 32, LGA.</p> <p>Appointment of councillors to community boards as per section 50, LGA.</p>
MEMBERSHIP	<p>Oreti and Waihopai Toetoe Community Boards have seven members elected by the local authority triennial elections plus a member appointed by Council. All other community boards have six members plus a member appointed by Council.</p> <p>The chairperson is elected by the community board. Councillors who are not appointed to community boards can only remain for the public section of the community board meeting. They cannot stay for the public excluded section unless the community board agrees.</p>
FREQUENCY OF MEETINGS	Every second month but up to ten ordinary meetings a year
QUORUM	Not less than four members
KEY FUNCTIONS	<ul style="list-style-type: none"> • to promote the social, economic, environmental and cultural well-being of local communities and in so-doing contribute to the realisation of Council's vision of one District offering endless opportunities • to provide leadership to local communities on the strategic issues and opportunities that they face • to be advocates and representatives for their local community and in so doing ensure that Council and other agencies have a clear understanding of local needs and aspirations • to be decision-makers on issues that are delegated to the board by Southland District Council • to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community

	<ul style="list-style-type: none"> • to maintain an overview of the services Council delivers to its communities and assess the extent to which these services meet community needs • to recommend the setting of levels of service and budgets for local activities.
DELEGATIONS	<p>The community board shall have the following delegated powers and be accountable to Council for the exercising of these powers.¹</p> <p>In exercising the delegated powers, the community board will operate within:</p> <ol style="list-style-type: none"> 1) policies, plans, standards or guidelines that have been established and approved by Council 2) the needs of the local communities; and 3) the approved budgets for the activity. <p>Power to Act</p> <p>The community board will prepare and implement programmes of work, which will be reflected in its community board plan, which are relevant to the purposes of the community board that are consistent with the long term plan and annual plan processes of Council. Such programmes are to include budgetary provision for all costs associated with the work.</p> <p>Community Well-Being</p> <ol style="list-style-type: none"> 4) to develop local community outcomes that reflect the desired goals for their community/place 5) to monitor the overall well-being of local communities and use the information gathered to inform development of local strategies to address areas of need 6) work with Council and the community to develop a community board plan for the community of interest area – working in with any community plans that may exist. <p>Community Leadership</p> <ol style="list-style-type: none"> 7) communicate and develop a relationship with community organisations, local groups, and special interest groups within the local community of interest 8) identify key issues that will affect their community of interest's future and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities 9) promote a shared vision for the community of interest area and develop and promote ways to work with others to achieve positive outcomes 10) provide a local community perspective on Council's long term plan key performance indicators and levels of service as detailed in the long term plan, and on local expenditure, rating impacts and priorities.

¹ Local Government Act 2002, s.53

Advocacy

11) submissions

- a) authority to make recommendations to Council on matters to be considered in submissions Council may make to external organisations' regional or national policy documents, select committees
- b) authority to make submissions to Council or other agency on issues within its community of interest area
- c) authority to make submissions to Council on bylaws and recommend to Council the level of bylaw service and enforcement to be provided, having regard to the need to maintain consistency across the District for all Council bylaws.

12) authority to prepare a submission to Council on the proposed levels of service, income and expenditure within the community of interest area, for consideration as part of the long term plan/annual plan process

13) provide comment by way of the formal Annual Plan/Long Term Plan process on relative priorities for the delivery of District services and levels of service within the community board area.

District activities include:

- a) wastewater
- b) solid waste
- c) water supply
- d) parks and reserves
- e) roading
- f) libraries
- g) cemeteries
- h) emergency management
- i) stormwater
- j) public toilets
- k) community housing

14) Council will set the levels of service for District activities – if a community board seek a higher level of service they will need to recommend that to Council and it will need to be funded in an appropriate way (locally).

Community Assistance

15) authority to establish prioritisation for allocation based on an overarching set of criteria from council to guide the scope of the activity

16) authority to grant the allocated funds from the Community Partnership Fund

- 17) authority to allocate bequests or grants generated locally consistent with the terms of the bequest or grant fund

Northern Community Board

- 18) make decisions regarding funding applications to the Northern Southland Development Fund. The Northern Community Board may invite a representative of the community of Dipton to take part in the decisions on applications to the Northern Southland Development Fund.

Unbudgeted Expenditure

Approve unbudgeted operating expenditure for local activities of up to \$20,000.

Approve up to a \$20,000 increase in the projected cost of a budgeted capital works project/item that is included in the annual plan/LTP.

Authority to delegate to the chief executive, when approving a project definition/business case, over-expenditure of up to \$10,000 for capital expenditure against the budget detailed in the Annual Plan/LTP.

Service Delivery

Local Activities

For activities within the local activities category, the community board shall have authority to:

- a) recommend to Council levels of service for local activities having regard to Council budgets within the Long Term Plan and Annual Plan process
- b) recommend to Council the rates and/or user charges and fees to fund the local activities
- c) accept donations of a local asset eg a gas barbeque, park bench, etc with a value of less than \$20,000.
- d) approve project definitions/business cases for approved budgeted capital expenditure up to \$300,000
- e) recommend to the Services and Assets Committee the approval of project definitions/business case and procurement plan for capital expenditure over \$300,000 and/or any unbudgeted capital expenditure
- f) monitor the performance and delivery of the service in meeting the expected levels of service
- g) facilitate the development of local management plans (for subsequent recommendation to Council), where required by statute or in support of District or other plans for reserves, harbours, and other community facilities, except where powers:
 - have been delegated to Council officers; or
 - would have significance beyond the community board's area or otherwise involves a matter of national importance (Section 6 Resource Management Act 1991); or

- involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise.

Local activities include:

- i) community leadership
- ii) local halls and community centres (within Council's overarching policy for community facilities)
- iii) wharves and harbour facilities
- iv) local parks and reserves
- v) parking limits and footpaths
- vi) Te Anau/Manapouri Airport (Fiordland Community Board)
- vii) Stewart Island Electricity Supply Authority (SIESA) (Stewart Island/Rakiura Community Board)
 - (i) for the above two local activities only
 - (ii) recommend levels of service and annual budget to the Services and Assets Committee
 - (iii) monitor the performance and delivery of the service
- 19) naming reserves, structures and commemorative places
 - a) authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places.
- 20) naming roads
 - a) authority to decide on the naming for public roads, private roads and rights of way
- 21) assist the chief executive by providing comment (through the board chairperson) to consider and determine temporary road closures applications where there are objections to the proposed road closure.

Rentals and Leases

In relation to all leases and licences of land and buildings for local activities within their own area, on behalf of Council;

- a) accept the highest tenders for rentals more than \$10,000
- b) approve the preferential allocation of leases and licenses where the rental is \$10,000 or more per annum.

Environmental management and spatial planning

- 22) provide comment on behalf of the relevant community/communities on resource consent applications referred to the community board for comment.
- 23) recommend to Council the level of bylaw service and enforcement to be provided within the community, having regard to the need to maintain consistency across the District.
- 24) provide advice to Council and its committees on any matter of interest or concern to the community board in

	<p>relation to the sale of alcohol where statutory ability exists to seek such feedback.</p> <p>25) provide input into regulatory activities not otherwise specified above where the process allows.</p> <p>26) recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the board has made submissions; ability to provide input to support the development of community planning for a civil defence emergency; and after an emergency event, to provide input and information to support community response efforts.</p>
LIMITS TO DELEGATIONS	<p>No financial or decision making delegations other than those specifically delegated by Council.</p> <p>The community board shall only expend funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its Long Term Plan/Annual Plan. In accordance with the provisions of section 39(2) of Schedule 7 the board may not incur expenditure in excess of the approved budget.</p> <p>Matters which are not Delegated</p> <p>Southland District Council has not delegated to community boards the power to:</p> <ul style="list-style-type: none"> • make a rate or bylaw • acquire, hold or dispose of property • direct, appoint, suspend or remove staff • engage or enter into contracts and agreements and financial commitments • institute an action for recovery of any amount • issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like; • institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the community board has made submissions.
CONTACT WITH MEDIA	<p>The community board chairperson is the authorised spokesperson for the board in all matters where the board has authority or a particular interest.</p> <p>Board members, including the chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the board's delegations.</p> <p>The assigned Executive Leadership Team member will manage the formal communications between the board and its constituents and for the board in the exercise of its business. Correspondence with central government, other local</p>

	government agencies or official agencies will only take place through Council staff and will be undertaken under the name of Southland District Council.
REPORTING	<p>Community boards are unincorporated statutory bodies which are elected to represent the communities they serve.</p> <p>The boards maintain bound minute books of their own meetings.</p>

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1 Apologies

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

2 Leave of absence

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

3 Conflict of Interest

Community 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 Community Board 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 Stewart Island/Rakiura Community Board, 23 March 2020



Stewart Island/Rakiura Community Board

OPEN MINUTES

Minutes of a meeting of Stewart Island/Rakiura Community Board held in the Stewart Island Pavilion, Ayr St, Oban on Monday, 23 March 2020 at 2.00pm.

PRESENT

Chairperson	Jon Spraggon
Deputy Chairperson	Steve Lawrence
Members	Aaron Conner
	Anita Geeson
	Rakiura Herzhoff
	Gordon Leask

APOLOGIES

Councillor Bruce Ford

IN ATTENDANCE

Committee Advisor/Customer Support Partner	Kirsten Hicks
Community Partnership Leader	Karen Purdue (via audio link)

1 Apologies

There was an apology from Cr Bruce Ford.

Moved Aaron Conner, seconded Gordon Leask **and resolved:**

That the Stewart Island/Rakiura Community Board accepts 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

Moved Chairperson Spraggon, seconded Aaron Conner **and resolved that the following item be considered as urgent business, due to the time restrictions of lodging an application to the Stewart Island Rakiura Visitor Levy Fund.**

5 Construction of a footpath between Department of Conservation (Main Road) and the corner of Dundee Street, Stewart Island

Moved Rakiura Herzhoff, seconded Anita Geeson **and resolved:**

That the Stewart Island/Rakiura Community Board

- a) **Requests an application be made to the Stewart Island Rakiura Visitor Levy Fund for the construction of a footpath between the Department of Conservation (Main Road) and the corner of Dundee Street, Stewart Island.**

6 Confirmation of Minutes

Resolution

Moved Gordon Leask, seconded Anita Geeson **and resolved**

That the Stewart Island/Rakiura Community Board confirms the minutes of the meeting held on 10 February 2020 as a true and correct record of that meeting.

Reports

7.1 Unbudgeted Expenditure Approval for Footpath and Carpark Projects outside the Annual Plan

Record No: R/20/3/5820

Community partnership leader – Karen Purdue was in attendance via telephone link) for this item.

Resolution

Moved Aaron Conner, seconded Deputy chairperson Lawrence **and resolved**

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Unbudgeted Expenditure Approval for Footpath and Carpark Projects outside the Annual Plan” dated 16 March 2020.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Approves the unbudgeted expenditure from the Stewart Island General Reserves of up to \$20,000 to reconstruct the footpath and car park adjacent to the Rakiura Visitor Centre.**

7.2 Applications to Stewart Island/Rakiura Visitor Levy Fund

Record No: R/20/3/6330

Community Partnership Leader – Karen Purdue was in attendance for this item (via audio link).

Resolution

Moved Aaron Conner, seconded Gordon Leask **recommendations a to d and a new e and f (as indicated) and resolved:**

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Applications to Stewart Island/Rakiura Visitor Levy Fund” dated 18 March 2020.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**

- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Agrees to submit two applications for projects in the Long Term Plan, being stage 2 footpath and Ulva Island wharf, to the Southland District Council Stewart Island/Rakiura Visitor Levy Fund for consideration by the Stewart Island/Rakiura Visitor Levy Allocations Committee.**
- e) **Agrees to add two further projects being completion of the Bathing Beach Track from Horseshoe Bay Road, and signage for the tracks to the cemetery, and to Bathing Beach including an information panel regarding the history of Mill Creek.**
- f) **Agrees that the following be the order of priority given to these four projects:**
 - 1. **Completing the Bathing Beach track from Horseshoe Bay Road**
 - 2. **Signage for the track to the cemetery and to Bathing Beach from Horseshoe Bay Road, and information panel for the history of Mill Creek**
 - 3. **Stage 2 footpath from the bridge to Hicks Road**
 - 4. **Assistance for the rebuild of the wharf on Ulva Island**

The meeting concluded at 2.20pm

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE STEWART ISLAND/RAKIURA
COMMUNITY BOARD HELD ON MONDAY 23 MARCH
2020.

DATE:.....

CHAIRPERSON:.....

Community Leadership Report for the Stewart Island/Rakiura Community Board

Record No: R/20/3/5760

Author: Karen Purdue, Community Partnership Leader

Approved by: Fran Mikulicic, Group Manager Environmental Services

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 To update the board on the community leadership activities in the area. Attached to this report are both the June and April reports due to the Covid-19 restrictions in place preventing meetings.
- 2 Also attached is a copy of the Covid-19 Response and Recovery Report which was presented to Council at its 20 May meeting. This report contains valuable information for the community around Council's response and recovery planning moving forward.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled "Community Leadership Report for the Stewart Island/Rakiura Community Board" dated 2 June 2020.**

Attachments

- A Community Leadership Report March 2020 [↓](#)
- B Community Leadership Report June 2020 [↓](#)
- C Covid Response and Recovery Report to Council 20 May [↓](#)



What's happening in your area

Community Partnership Fund

Work to progress the criteria for each community board is ongoing with all boards having this item on their March workshop agenda.

The boards are being asked to determine factors such as whether or not the fund is open year round or if there will be funding rounds; the types of projects that can be funded and if there is to be a cap on the amount of funds available for any one group, club, organisation or individual.

There has been a good level of engagement and discussion with the boards about their own criteria with some boards already planning an event to "launch" the fund in their community board area.

Below is the timeline for the rollout of this fund;

- March/April 2020 – workshops with community boards to determine local funding criteria
- 6 May 2020 – guiding principles and funding criteria for each community board presented to community and strategy for endorsement
- June 2020 – report to each community board setting out guiding principles and funding criteria for endorsement. Advertising of fund to commence
- 1 July 2020 – community partnership fund comes into effect.

Community board plans

A workshop with the Stewart Island/Rakiura Community Board was held on Thursday, 23 January at the RSA Hall. The board reviewed the draft vision, outcomes and actions that were provided to them and agreed on the following;

Vision:

Stewart Island Rakiura is a connected community that manages growth and has a sustainable future.

Outcomes:

- a cohesive and connected community, recognising that many of our ratepayers don't reside on the Island full time
- Kaitiakitanga – guardianship and protection of Stewart Island's pristine natural environment
- a community that has fit for purpose, sustainable infrastructure
- a community that plans for its future – recognising its unique challenges and opportunities.

The vision and outcomes for all boards were presented to Council's Community and Strategy Committee on 24 March and will also be shared internally with staff. It is anticipated that each board's vision and outcomes will be used to assist in the development of Council's activity management plans which will also feed into the development of the Long Term Plan.

The board also discussed and made some amendments to the action plan and staff will amend the draft document and come back to the board for further discussions on the action plan.

Council recognises that a stronger relationship with iwi is essential and an approach has been made to iwi to discuss and plan a way forward for more meaningful engagement.

At the May workshops, the boards will have an opportunity to discuss local projects that they may wish to have included in the Long Term Plan with staff.

The Fiordland Community Board held a presentation in Te Anau on 10 March to talk about their vision and outcomes with the community. This was well attended and received a positive response with those in attendance. Several boards have also indicated they wish to have further discussions with their communities about their vision and outcomes and the development of actions/objectives that will be delivered in partnership. Staff will provide support throughout this process.

Community well-beings

Engaged communities. How community-led development can increase civic participation

The Helen Clark Foundation and BERL co publication discusses the notion that informed and engaged communities are central to a healthy democratic society and given their importance, local government should be striving to foster engaged communities.

The report talks about creating genuine opportunities for vibrant and authentic engagement which requires a focus on process. Local government has to walk the talk and step into their role as enablers of community led development to create space for communities to thrive and be engaged.

The recommendations address how local government can support different types of community – the communities of place, interest and identity all relate to people. Empowering community-led development is complex, iterative, long term in nature, requires patience and perseverance from all parties involved.

The report identifies that local government must commit to fostering genuinely engaged communities to improve the lives of the people they represent. A copy of the report can be found via following this link:

https://berl.co.nz/sites/default/files/2019-12/BERL-THCF%20print%20version_0.pdf

Education and staffing

At the start of most calendar years there is much discussion around staffing issues at schools – nationally and regionally. This has again been highlighted here in Southland.

Schools play an important role in developing and building the social fabric of the communities they serve. This is very much the case in rural areas and certainly in Southland District. The following links reflect the issues and provide a local and national focus on the situation:

<https://i.stuff.co.nz/southland-times/southland-top-stories/118633550/southland-schools-have-relief-staff-on-standby-for-start-of-school-year>

https://www.nzherald.co.nz/nz/news/article.cfm?c_id=1&objectid=12303016

Health structure and resource pressures

The government still awaits the final report from an independent panel reviewing New Zealand's health sector. There continues to be significant discussion about structural reform and what is needed to support the health system future requirements.

The following article provides a view to be considered in a hot bed of opinion and possibilities related to the health structure – especially pertaining to district health boards:

<https://www.newsroom.co.nz/2020/01/17/942860/why-dhbs-should-go-on-the-chopping-block#>

Worker accommodation

Housing issues and those specifically related to worker accommodation remain a topic of conversation, especially in areas of seasonal employment and tourist centres.

The following article provides an example of an industry and sector led approach developing a solution based on a well thought out problem definition:

<https://www.stuff.co.nz/business/103017338/queenstown-businesses-plan-more-staff-accommodation-as-housing-crisis-bites>

For the after-comers

The Maxim Institute has prepared a think piece which is timely in building on the recent discussions Council has had around community well-beings, value being related to values, the natural environment and how what we do now will shape the legacy we leave to the generations to come. It discusses the obligations related to being good stewards in taking care of something that belongs to someone else and passing it on undamaged or in an improved state.

The following link provides access to the article:

<https://flintandsteelmag.com/article/for-the-after-comers-2/>

When will NZ be real about our scary future?

Climate change impact continues to generate a lot of discussion and the following article provides insights for consideration relating to the topic and actions or inactions related to it.

The following link provides access to the article

<https://www.newsroom.co.nz/@comment/2020/02/03/1012805/when-will-nz-be-real-about-scary-future#>

Migrant and cultural integration and identity

Over recent times the cultural make-up of the New Zealand and Southland population has diversified with the increase of migrant labour and a more mobile and transient labour force.

Migration and the implications of such raise points related to integration and social mobility. It also brings to the forefront for community consideration issues related to cultural values, the essence of place and sense of belonging and societal change as a result of a more diverse population.

The Maxim Institute has recently republished some think piece articles which are timely in providing some insights and lessons from the past and from other countries.

The articles also consider cultural identity issues related to New Zealand and the results of colonisation and identity in New Zealand.

The following links provide access to the Maxim Institute think pieces:

<https://flintandsteelmag.com/article/the-challenges-of-integration-lessons-from-britain/>

<https://flintandsteelmag.com/article/reconciliation-colonisation-and-identity-in-aotearoa-new-zealand/>

What's happening outside your area

Strategy and policy

Speed Limits Bylaw

Council will continue to deliberate on the draft Speed Limits Bylaw in April, and it is intended that the bylaw will be presented for adoption at the 7 May 2020 Council meeting.

Keeping of Animals, Poultry and Bees Bylaw

Submissions will be open from 12 March to 13 April 2020 on the bylaw relating to rules about where different animals can be kept and animal noise. This includes a variety of animals including pigs, horses, cats, poultry, cattle, llamas etc. The bylaw does not include dogs which are covered under a separate Dog Control Bylaw (due for review in 2025).

We would encourage making a submission on any and all bylaws of Council to ensure views of the community are captured. There is also opportunity to speak to Council through a public hearings process in relation to this bylaw.

Long Term Plan 2021-2031

Discussions with the community around planning for the next 10 years through the 2021-2031 Long Term Plan will continue through to the end of the year. Formal consultation on the Long Term Plan is scheduled for February and March 2021. Council will be seeking input from our communities throughout 2020 to help develop the plan draft.

Jetties User Fees

In the upcoming months, Council will be engaging with jetty stakeholders to ascertain their views on possible charging methods for those who use the jetties in a commercial capacity. The feedback received will be provided to Council to help it develop fees and charges for a draft Long Term Plan that will be formally consulted on in March 2021.

Communications and engagement

Southern Field-days

Council shared a site with Environment Southland at the recent Southern Field-days at Waimumu to try to show the difference between what the two councils do. Feedback from visitors was positive, and there was a lot of interest in what both councils were doing. Visitors enjoyed being able to play the Go Southland game and win Waimumu dollars and then spend them on what Council activities they thought were priorities.

Annual Plan

A document to inform our communities on changes in this year's Annual Plan is being created this month and will be available to the public in April. It will be on our website southlanddc.govt.nz and available in area offices. Feedback is welcome through our Facebook page, by phone or email, or by registering to speak at a public forum at a Council meeting.



What's happening in your area

Community Partnership Fund

Staff continue to work alongside the nine community boards to establish criteria for the distribution of the Community Partnership Fund. Each board will set their own criteria in line with the guiding principles of the fund. Most have done this but some have been delayed due to workshops being cancelled during the lockdown. The fund will commence 1 July 2020. Staff are currently working with the communications team on a plan to distribute information about the fund within each community board area.

Local initiatives

Southland District Council has received the paperwork to enable this project to go ahead on Council land. Upon review of this, it is deemed necessary for discussions to be held with the Stewart Island/Rakiura Community Board before approving this as there may be some long-term financial implications for the board and these will need to be factored into future budgets and plans.

The Ulva Island wharf and Golden Bay redevelopment projects were included in Council's "shovel ready" projects submitted to the Crown Infrastructure Partners for funding consideration. Unfortunately they were not progressed to the next stage.

An application is being submitted to the Provincial Growth Fund for DOC to construct a platform at Observation Rock. The Stewart Island Visitor Levy Allocations Committee approved a grant of \$80,000. The total project cost is \$180,000.

The Stewart Island Rakiura Future Opportunities Project has had the date for delivery of the plan to Ministry of Business, Innovation and Employment extended to August because of the disruption of Covid-19.

The Stewart Island Community Board plan is currently with the comms team for graphic design work to be completed. It is intended that the proposed actions be discussed, and finalised, with the community board at a workshop in the next few months.

Applications for the Stewart Island Visitor Levy Fund closed on the 15 May. Eight applications were received. It is intended to hold an allocations committee meeting in late June on the island.

A huge thanks to the community board Chair Jon, Councillor Ford and committee advisor Kirsten Hicks for your efforts in achieving an excellent community response during the Covid -19 event. The community looked after each other and were very compliant with lockdown requirements.

"Me mahi tahi tatou mo te oranga o te katoa"

We must work together for the wellbeing of all.

What's happening outside your area

Community leadership team liaison with Emergency Management Southland

Over the last two months the community leadership team has met regularly with the welfare team leaders from Emergency Management Southland (EMS) via Zoom. It was an opportunity to exchange information about the issues that have been identified by various community networks. That was important for both EMS and Council as it enabled us all to get a clearer picture of what was happening across the District and to access information that we could share with communities.

One thing that became very clear was the fact that communities were generally doing a great job of identifying and addressing the needs within their community. A community led response is always important but even more so in the 'lockdown' restrictions we have just experienced. It was fantastic to hear of the people in our communities who either stepped up for the first time or showed us again why they are already recognised for 'making things happen' in our communities.

Migrant and newcomer wellbeing

The community leadership team facilitated a Zoom conference to discuss migrant and newcomer wellbeing in light of Covid-19. Attendance included staff from MBIE/Immigration NZ, Invercargill City Council, Eastern Southland Newcomers Network, Emergency Management Southland, Red Cross, Southland Multicultural Council, Great South, English Language Partners, and Fiordland Community Board.

A number of issues were raised including a loss of jobs (specifically in the tourism sector), subsequent visa issues, and discussion around services available to them should they wish to seek assistance. Emergency Management Southland confirmed that their ability to provide support for communities had been further clarified and extended. Support criteria for the provision of food, emergency accommodation, household goods and services is the same for New Zealand residents/citizens and foreign nationals – regardless of visa status or reasons for being in the country.

There has been no official statement from the government regarding the future of migrants working in New Zealand, however informal comments made by politicians and rumours by the media have suggested a re-prioritisation of the workforce to ensure that New Zealanders are kept in jobs. This has caused a sense of panic and concern in the newcomer and migrant communities around their ability to continue to reside and work in New Zealand particularly for those who have called New Zealand home for a number of years and are well integrated into the community.

The agencies involved in the migrant and newcomer space are continuing to keep in touch and work together to address issues in the migrant and newcomer communities as they arise.

What's coming up in the next couple of months?

Strategy and policy

Bylaw and policy updates

On 20 May 2020 Council resolved to have a second round of consultation on the draft Keeping of Animals, Poultry and Bees Bylaw. As New Zealand's went into Covid-19 alert levels 3 and 4 during the first round of consultation, Council wanted to ensure that people in the District have another opportunity to give their views. The dates for the next three-week consultation period will be advised.

Staff will be seeking a decision from Council on 23 June, on whether it wants to review the current Combined Local Approved Products Policy with Invercargill City Council and Gore District Council. This policy outlines where retail outlets can sell approved products (legal highs).

Over the past 10 months Council has been undertaking a review of the Speed Limits Bylaw. Council deliberated on submissions received at the 20 May Council meeting. Council will be presented with the bylaw on 22 June for adoption, with implementation of speed limits intended in August 2020.

The combined Local Alcohol Policy between Invercargill City Council and Southland District Council enables local authorities to address local issues associated with the sale and supply of alcohol. The Policy was adopted 6 December 2019 came into effect 31 March 2020.

Long Term Plan

Development of the Long Term Plan 2021-2031 is progressing with Council reaffirming at the 20 May meeting the draft strategic framework. This framework determines Councils mission, vision, community outcomes and strategic priorities. Staff will engage with community boards over the coming months to contribute to discussions around the development of levels of service for communities.

Councils Annual Plan 2020/2021 will be presented to the Finance and Assurance Committee on 22 June and Council 23 June for adoption.

Communications and engagement

The team has been busy with Covid-19 information sharing and promotion of related information on the website and in social media. Staff have also been public information managers for Emergency Management Southland during this time as well.

Anzac celebrations

A Southland Anzac tributes page was created on Facebook to mark Anzac Day this year, because services were unable to take place. The page was popular with more than 300 people following it quickly. The page will remain open so people can continue to share their stories.

What has not gone so well?

Communication around the operation of the transfer station was not as good as it could have been. A lesson for the future!

Covid-19 Response and Recovery

Record No: R/20/5/10979
Author: Steve Ruru, Chief Executive
Approved by: Steve Ruru, Chief Executive

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 The purpose of this report is to update Council on the range of measures that have been taken in response to the Covid-19 pandemic to date and to also identify areas in which further work is being considered.

Executive Summary

- 2 Covid-19 has quickly escalated into a world-wide pandemic event that will have wide ranging health, economic and social consequences for communities.
- 3 One of the effects of the decisions that have been made is the reality that the New Zealand economy will move into an economic recession, which in turn will have a number of flow on social consequences for communities. Treasury are predicting that it will take three to four years for the economy to recovery to pre Covid-19 forecast levels. Government are and will continue to look at what support can be provided at a national level to support both the response and recovery phases of the event.
- 4 From a Council perspective a number of measures have been taken to manage the initial response to the event to date. A number of these are summarised in this paper. There are also a number of areas of work underway which are designed to ensure that Council can continue to support its communities in an appropriate manner. Feedback on any further areas for consideration is welcomed.

Recommendation

That the Council:

- a) **Receives the report titled "Covid-19 Response and Recovery" dated 13 May 2020.**

Background

- 5 Covid-19 has quickly escalated into a world-wide pandemic event that will have wide ranging health, economic and social consequences for communities.
- 6 The speed with which the event has unfolded from the original outbreak in China in late December has meant that there has been a need for businesses and communities to cope with a rapid level of change within very short timeframes. In this regard the tourism industry is an example of a sector that has changed dramatically 'overnight' as a result of the restrictions placed on international and national travel.

- 7 One of the effects of the decisions that have been made is the reality that the New Zealand economy will move into an economic recession which in turn will have a number of flow on social consequences for communities. At this stage New Zealand Treasury forecasts suggest that the level of economic activity (as measured by GDP) and unemployment levels could be affected for a period of three to four years. At the end of that four year period the forecasts effectively show the economy returning to the levels of economic activity that were forecast to occur pre Covid 19.
- 8 From a Council perspective a number of measures have been taken to manage our initial response to the event. This paper seeks to outline the steps that have been taken or which are under development to provide support to Southland ratepayers, local businesses such as contractors and the wider community. Further areas of work will be considered as we move into the recovery phase.

Ratepayer support

Rate payment arrangements

- 9 It is expected that the number of ratepayers experiencing financial difficulty in meeting their rating and other financial commitments will increase as a result of the Covid-19 pandemic.
- 10 To date Council has adopted the approach of encouraging ratepayers, who might be having such challenges, to contact finance staff to discuss what options might exist for putting in place suitable alternative payment arrangements. These can include, for example, direct debit payments, the payment of rates over an extended period of time or postponement of rates. Where such arrangements are in place then Council will agree to waive penalties and there is also the ability, in extreme cases to remit part of the rates assessed in the case of residential properties.
- 11 Council's rates postponement policy currently allows for rates on a residential property to be postponed for a period of up to six years in cases of financial hardship. Similarly, the rates remission policy also allows for remission of rates in cases of extreme financial hardship.
- 12 At this stage staff are comfortable that the existing debt collection, along with the rate remission and rate postponement policies provide sufficient flexibility for staff to be able to work with individual ratepayers to develop customised solutions that recognise the challenges that individual ratepayers might be experiencing. If staff do find that it would be beneficial to have greater flexibility through a change to the existing policies then they will bring a report to Council for further consideration.

Rate payment dates and penalties

- 13 Following adoption of the annual plan each year, Council proceeds through the process of setting rates for the new financial year. This process will occur at the 23 June Council meeting for the 2020/21 financial year.
- 14 As part of the rate setting resolutions passed each year Council also confirms the different instalment dates and application of penalties for late payments. Council does have discretion over these dates and the level of penalties that might be applied. At this stage staff are of the view that Council should continue to apply its standard policies given that it can continue to work with individual ratepayers on a case by case basis as required.

Ratepayer support services

- 15 Staff are currently scoping a project looking at options available for providing guidance and support to ratepayers who might be struggling to pay their rates due to the effects of Covid-19. This will involve working internally with finance, communications and customer support teams to determine options available and to streamline processes.
- 16 It is also intended to seek information and work collaboratively with external organisations such as Age Concern, community workers, Citizens Advice Bureau, Rural Support Trust and other social agencies who are also able to provide support services to the community.

Business support**Business support and assistance**

- 17 As part of annual letter of expectation and draft statement of intent process Council agreed at its 22 April meeting, to reallocate \$250,000 of the funding that it provides to Great South to the purchasing of business support services. This decision was made to ensure that the services provided by Great South could be targeted to the areas of need arising out of Covid-19.
- 18 The areas in which Great South has been asked to refocus its support to businesses include:
- expand and build on the NZTE funded Regional Business Partner Programme and other central government programmes and packages that are created and available in response to Covid-19
 - work with national, regional and local business advisory networks to establish a current/live inventory of business support packages, support agencies, advisory services available to SMEs
 - directly focus resource on aligning and linking SMEs in the Southland District area to appropriate agencies and programmes to offer targeted support
 - foster and promote business support programmes tailored to support and assist businesses in accommodation, hospitality, service sector support industries and rural communities
 - establish in conjunction with Iwi, ICC, SDC, GDC, Chamber of Commerce et al a Southland SME Business Recovery Taskforce.
- 19 The change in focus and the above priorities will be included in the final purchasing agreement agreed with Great South.

Supplier payments

- 20 To assist suppliers with their cashflow Council has implemented a more regular supplier payment regime rather than requiring them to wait until the 20th of the following month. The success of this regime is dependent upon the timely provision of invoices by suppliers and approval by the relevant staff member. Regular reminders are being sent to staff in this regard.

Commercial lease arrangements

- 21 Council has a number of commercial lease arrangements in place. Staff are working with any tenants that may be facing challenges, on a case by case basis, to come to a suitable arrangement about the payment of rents. These discussions also need to take account of the provisions of the lease agreements that apply in each case.

Capital works programme

- 22 As noted in the shovel ready projects report that is subject of a separate paper, central government are giving consideration to providing a level of assistance to expedite a range of capital works projects that could be used to stimulate the level of economic activity in the construction sector.
- 23 Irrespective of the decisions that government may make in relation to the shovel ready projects there is an argument for local authorities to identify a range of capital works projects that could be progressed in the short to medium term to stimulate increased economic activity and employment.
- 24 To the extent that such projects might also be consistent with a broader local or regional development objective then they can also have wider benefits. The Stewart Island/Rakiura jetties and a number of the community facility renewal projects that are being put forward for consideration as part of the 2021 LTP could be seen to fall into this category. The downside of any such initiatives is that they can have flow-on operating costs that need to be funded.
- 25 Once Council has greater clarity around the likely outcomes from the shovel ready process staff will give further consideration to the opportunities that might exist in this area and then bring a report through to Council.

Community support**Local community support**

- 26 In response to the Covid-19 event it has been pleasing to see a number of communities 'pulling together' to implement locality based support mechanisms for members of their local community. In some cases local community boards and representative leaders have been a driving force behind these initiatives while in others, the local communities themselves have 'stood up'. The community coming together to put in place local solutions to the challenges they face is a key part of the community led development model that has been a strategic priority for Council in recent years.
- 27 The community leadership team are continuing to provide support for local community initiatives as required. As part of this process they are looking at various funds or grants that may be able to be applied for to help Southland District communities. A recent example of funding being made available is the community funding of \$327,000 announced by Sport Southland to assist sporting groups.

Community partnership fund

- 28 The Community Partnership Fund has been established in each community board area to provide each board with the ability to provide grant funding to support what they see as worthy local projects or groups that would benefit from a level of additional support.
- 29 While the fund does not officially commence until 1 July 2020 there is no reason why local community boards could not provide support now if there is an area or group that has a clear need arising from Covid-19 that the board wants to support.
- 30 In addition to their main funding stream they each have also been allocated an additional \$20,000 'one off' funding that could be used to support groups providing important support services in relation to the Covid-19 event.

Emergency response

- 31 Emergency Management Southland (EMS) have had their operational centre active since the beginning of the alert level 4 lockdown period. In addition to their own resources EMS rely on staff from each of the four Southland councils to resource the operations centre. A number of our staff have been involved with providing support to EMS over this period.
- 32 Below is a table provided by Emergency Management Southland that shows the total number of calls they have received for the region and Southland District broken down into categories.

	Southland-District-total	Regional-total	Total-Southland-as-a-%-of-all-requests-seeking-this-type-of-assistance
Finance	18	78	23%
Medicine	10	35	29%
Accommodation	5	36	14%
Food	43	219	20%
Psychosocial	8	21	38%
Animal-welfare	5	36	14%
Other	5	41	12%

Council response and recovery planning

Research and analysis projects

- 33 Staff are undertaking a number of research and analysis work streams to better understand the likely impacts of Covid-19 on Southland communities. This work includes:
- an environmental scan looking at what impacts the pandemic is having on the District and its communities
 - an overview of the current structure of the Southland economy and consideration of potential economic consequences coming out of the event at both a District and community level
 - lessons to be learnt from previous events, such as the global financial crisis, that will be relevant for work moving forward including the recovery phase
 - implications for the corporate performance framework and the reprioritisation of current organisational objectives and priorities to reflect the change in priorities that needs to occur as a result of Covid 19.
- 34 The outputs from these workstreams will be used to inform future decision-making about how Council might respond to the impacts of Covid-19. This will include a review of Council's approach to implementation of its Strategic Framework and the short to medium term priorities.

Recovery projects

- 35 The outputs from the research and analysis workstream, along with the other areas of work identified will also be helpful for informing the work that Council might need to do in relation to developing an overall recovery framework and work programme.

- 36 In addition to work that Council might support at the District and local community level there is also a number of initiatives being driven at the national and regional level. It will be important to ensure that any work that Council might progress is integrated with these wider workstreams and also takes into account areas of specific local need.

Financial implications

- 37 Work is being progressed to consider the financial implications and risks created by the pandemic for Council. Issues such as a drop in the level of development activity that is occurring across the District, a reduction in electricity consumption for SIESA and a reduction in Stewart Island Visitor levy revenue are examples of areas in which there will be revenue implications.
- 38 The outcomes from the financial review will be incorporated into the next financial reforecast process.

Contract management

- 39 Covid-19 and the way in which the different alert levels might affect the delivery of services, has implications for the way in which services are provided and obligations performed under the contracts that Council has with its external service providers.
- 40 For each contract for the provision of services, Council has had to and/or will need to continue to work with each of the individual contractors to decide the extent to which the services should or can continue to be provided and the way in which the financial burdens relating to the disruption to the provision of the service should be shared between Council and the contractor.
- 41 Council's general approach, in relation to the delivery of services is to seek information from the contractor concerned about whether they can (and if so how) continue to deliver their services at the different alert levels. In this way Council cannot be seen to be making a unilateral decision to suspend the contract.
- 42 From a contract law perspective there is a need to work with each contractor to identify the financial implications of the different alert levels and the responsibility that Council might carry for these costs.

Next Steps

- 43 Staff will continue to report to Council as required on the range of initiatives being taken to respond to the Covid-19 pandemic.

Attachments

There are no attachments for this report.

Operational Report for Stewart Island/Rakiura Community Board

Record No: R/20/3/7075

Author: Carolyn Davies, Executive Assistant

Approved by: Fran Mikulicic, Group Manager Environmental Services

☐ Decision

☐ Recommendation

☐ Information

Purpose of Report

- 1 The purpose of the report is to update the board on the operational activities in the Stewart Island/ Rakiura Community Board.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Operational Report for Stewart Island/Rakiura Community Board” dated 29 May 2020.**

Attachments

- A Stewart Island/Rakiura Community Board - 6 April 2020 - Operational Report [↓](#)
- B Stewart Island/Rakiura Community Board - 8 June 2020 - Operations Report [↓](#)



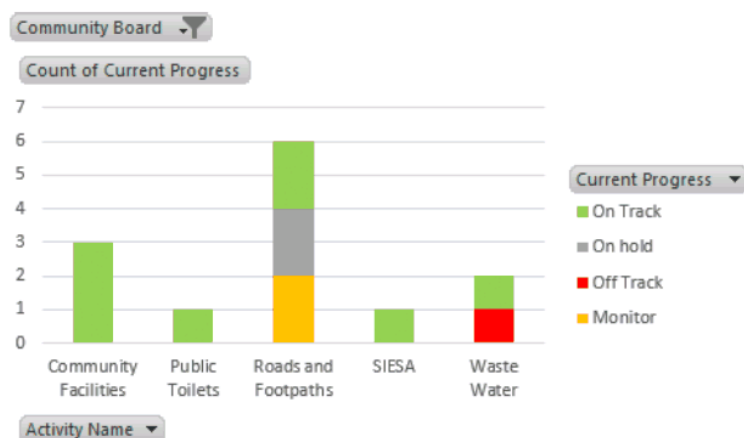
Staff are working to understand the implications of the Covid-19 pandemic on both operational and capital works programme activity. It is likely that the majority, if not all of Council's works programme will experience some degree of impact and delays. The extent of which is yet to be determined.

Staff are working closely with its contracting and stakeholder partners around how best to continue to provide critical services through this period of uncertainty and beyond.

With regard to the capital works programme staff are working to identify projects that are considered critical in order to maintain lifeline services such as water supply and wastewater service provision.

Once staff are better positioned to understand these implications, specific communication with Community Boards on this issue, and associated considerations will be forthcoming. Thank you for your understanding and patience.

1. Projects within current 19/20 financial year





ACTIVITY NAME	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
COMMUNITY FACILITIES	P-10379	Install ground point for cable, Stewart Island Ringaringa Road	Delivery Phase	On Track	Installation of new updated by Powernet and they have been considered with methadone involves	\$5,000.00
COMMUNITY FACILITIES	P-10204	Rebuild Golden Bay Wharf, Stewart Island	Business Case Phase	On Track	Re-baselined for 2020/21	\$400,000.00
COMMUNITY FACILITIES	P-10300	Replace wooden playground equipment on foreshore reserve at Oban, Stewart Island	Business Case Phase	On Track	installing. Due to be installed at the same time.	\$68,936.00
PUBLIC TOILETS	P-10308	Upgrade toilets at Traill Park, Rakiura	Business Case Phase	On Track	2019/20 programme	\$11,314.00
ROADS AND FOOTPATHS	P-10016	Construct new walking track at Horseshoe Bay Road, Stewart Island (Part 1)	Delivery Phase	On Track	2/3/20- Project put out to tender. 1 tender price received. Seeking clarification on pricing (SIVL funded vs SIESA funded component) then memo to Matt for approval to proceed.	\$52,583.00
ROADS AND FOOTPATHS	P-10147	Construct new access on Ringa Ringa Road	Delivery Phase	Monitor	2/3/20- Trenching for Telco, new power cable and ducting being completed now. Project on track at this stage.	\$500,000.00
ROADS AND FOOTPATHS	P-10336	Install new streetlights on the waterfront in Oban, Stewart Island	Delivery Phase	Monitor	17/1/20- Project underway, bollards ordered from the Lighting Centre. Powernet updated quote for installation.	\$10,000.00
ROADS AND FOOTPATHS	P-10012	Install new footpath from Rankin Street to end of Fuschia Walkway at Oban	Business Case Phase	On hold	11/10/19- This project is part of the wider TIF application to link Golden Bay and Oban township.	\$54,500.00
ROADS AND FOOTPATHS	P-10316	Construct new walking track at Horseshoe Bay, Stewart Island (Part 2)	Business Case Phase	On hold	11/10/2019 - Currently no funding available. Funding application to made to Stewart Island Visitor Levy in April 2019/20 programme	\$53,740.00



ROADS AND FOOTPATHS	P-10317	Construct new walking track at Horseshoe Bay, Stewart Island (Part 3)	Business Case Phase	On Track	2020/21 programme	\$54,922.00
WASTE WATER	P-10024	Effluent Disposal Compliance and Capacity Improvements Stewart Island	Pre Delivery Phase	Off Track	20/03/2020 - Following a visit to the island, it is proposed to engage a consultant for professional design services. A plan is being implemented for ensuring the continued operation of the system can continue and provide some surety prior to any permanent upgrades.	\$8,104.43
WASTE WATER	P-10131	install pumps to Stage 1 sewer pump stations at Stewart Island	Pre Delivery Phase	On Track	deferred to 2020/21	\$-

2. Service Contracts

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
10/01 – Water and Waste Water Services Operation and Maintenance	All compliance targets met. One health and safety incident where an operator was assaulted by a member of the public. Several minor projects and process improvements underway.
16/35 – Stewart Island Gardening Agreement With Sircet	Gardening Contract working well and no issues
17/01 – Foveaux Alliance	Community Facilities SDC staff are navigating through some challenges of delivery in some areas and some clarity of scope. This has been discussed with the Contractor and the current chairman and still has some work to be done. Roding Tree removal is underway two large gums on the walking track adjacent the road now removed. Next will be trees above the toilet at Golden Bay this will require significant planning. Noxious spraying is now complete results should be seen in the near future.
17/01 – Foveaux Alliance	SDC are working with the contractor to remove unnecessary materials from the Braggs Bay Greenwaste.
Moturau Gardens	SDC are looking at options for the upkeep of these gardens.

3. Request for service data 28 January 2020 to 24 March 2020



REQUEST TYPE	COUNT
Noise Control (not animal noises)	8
Nuisance Complaints (Odour, Vermin, Neighbourhood)	1
Parks and Reserves R&M	1
Toilet Cleaning	1
Gravel, Potholes/Corrugations and Grading	1
Sealed Road - Potholes and Blowouts (Routine)	1
Urban Stormwater (The Drain)	1
Water and Waste General (Use IPS for WW faults)	1
TOTAL	15



4. Local finance reporting

Stewart Island - Business Units as at 29 February 2020

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Administration - Stewart Is	\$7,706	\$7,946	\$16,064	\$9,573	\$7,988	\$11,919			
Operating Costs - Stewart Is	\$1,232	\$4,867	\$7,300	\$1,032	\$3,065	\$4,598			
Street Works - Stewart Island	-\$4,528	\$1,469	\$110,444	\$3,125	\$2,288	\$3,404	\$8,332	\$107,215	\$160,823
Refuse Collection - Stewart Is	\$78,442	\$78,031	\$117,865	\$62,856	\$78,163	\$117,245			
Stormwater Drain - Stewart Is	\$13,516	\$13,489	\$20,233	\$7,597	\$9,486	\$13,865			
Cemetery - Stewart Island	\$7,672	\$8,456	\$12,684	\$6,049	\$10,039	\$12,684			
Beautification - Stewart Is	\$19,663	\$19,623	\$29,435	\$26,256	\$24,652	\$35,204			
Moturau Gardens	\$6,130	\$3,125	\$4,688	\$4,821	\$3,521	\$4,688			
Traill Park	\$4,218	\$4,209	\$6,314	\$6,566	\$6,224	\$7,749			
Playground - Waterfront	\$1,078	\$1,075	\$1,613	\$2,591	\$2,577	\$3,865			
Stewart Island Jetties	\$12,913		\$467,930	\$32,746	\$23,581	\$77,931			\$493,812
Total	\$148,041	\$142,291	\$794,570	\$163,212	\$171,583	\$293,152	\$8,332	\$107,215	\$654,635

Street works has a negative income due to \$6,000 of grants from the Stewart Island visitor levy being incorrectly included here in the 2018/2019 financial year. The money for the foreshore power point has been moved to SIESA during the current year. The money received for work at the Moturau gardens has been moved to its business unit. The capital expenditure relates to the projects P-10012, P-10316 and P-10317 referred to above.

Refuse collection operating expenses are under budget by \$15,307 with costs being one month behind.

Stewart Island Jetties income relates to licence fees and compares to a total annual budget of \$14,087, the budget has been phased all be in June and this will be changed to reflect that the majority of invoicing occurred in November. Operating expenditure is over budget by \$9,165 with unbudgeted legal costs relating to the Ulva Island business case and legal advice being incurred.

Moturau gardens income is above budget by \$3,005 due to the \$2,500 grant received from the Community Initiatives fund in May 2019 now being correctly coded to this business unit.



As identified earlier in this report, there are a number of works programme targets that will no longer be met as a result of the Covid-19 pandemic, the extent of which is as yet unclear.

Reserve Balances

RESERVE	30 JUNE 2019	BUDGET 30 JUNE 2020	FORECAST 30 JUNE 2020
Stewart Island general	\$245,127	\$252,243	\$199,660
Stewart Island waste management	\$30,203	\$31,022	\$31,022
Stewart Island Jetties - general	\$ 50,289	(\$4,060)	(\$5,277)
Stewart Island Jetties – Golden Bay	\$ -	\$ -	\$ -
Stewart Island Jetties – Ulva Island	\$207,945	\$207,945	\$207,945
TOTAL RESERVES	\$533,564	\$487,150	\$433,350



Staff are working to understand the implications of the Covid-19 pandemic on both operational and capital works programme activity. It is likely that the majority, if not all of Council's works programme will experience some degree of impact and delays. The extent of which is yet to be determined.

Staff are working closely with its contracting and stakeholder partners around how best to continue to provide critical services through this period of uncertainty and beyond.

With regard to the capital works programme staff are working to identify projects that are considered critical in order to maintain lifeline services such as water supply and wastewater service provision.

Once staff are better positioned to understand these implications, specific communication with community boards on this issue, and associated considerations will be forthcoming. Thank you for your understanding and patience.

1. Projects within current 19/20 financial year

Count of Project Current Progress Performan Column Lal					
Row Labels	Monitor	N/A	Off Track	On Track	Grand Total
Community Facilities				1	1
Roads and Footpaths	1			3	4
Stewart Island Electricity Supply Authority		1		2	3
Waste Water			1		1
Grand Total	1	1	1	6	9

ACTIVITY NAME	CODE	NAME	CURRENT PHASE	PROJECT CURRENT PROGRESS	PROJECT CURRENT COMMENT	TOTAL EXPENDITURE
Stewart Island Electricity Supply Authority	P-10073	Siesa replace fuel tanks	Pre delivery phase	On track	Scope of work for SIESA/PowerNet currently being reviewed. Once this has been established a tender will be let for the civil component of the project.	\$85,000.00

ACTIVITY NAME	CODE	NAME	CURRENT PHASE	PROJECT CURRENT PROGRESS	PROJECT CURRENT COMMENT	TOTAL EXPENDITURE
Stewart Island Electricity Supply Authority	P-10385	SIESA underground power cable installation - Ringaringa road	Business case phase	On track	Project completion date adjusted by four weeks at this stage in line with the Covid-19 alert level 4 lockdown requirements.	\$20,000.00
Community facilities	P-10379	Install power point on foreshore, Stewart island	Delivery phase	On track	Project completion date adjusted by 4 weeks at this stage in line with the Covid-19 alert level 4 lockdown requirements.	\$5,000.00
Roads and footpaths	P-10016	Construct new walking track at Horseshoe Bay road, Stewart island (part 1)	Delivery phase	On track	Project has been awarded to Duncan Earthworks start will be dependent on lockdown period. Siesa component ducting to be included in this contract works and paid for out of project P-10078.	\$52,583.00
Roads and footpaths	P-10147	Construct new access on Ringa Ringa road	Delivery phase	On track	Project completion date amended by 4 weeks in line with the Covid alert level 4 lockdown.	\$ 500,000.00
Roads and footpaths	P-10336	Install new streetlights on the waterfront in Oban	Delivery phase	Monitor	Working through design issues for circuit breakers with PowerNet.	\$10,000.00
Waste water	P-10024	Effluent disposal compliance and capacity improvements Stewart island	Pre delivery phase	Off track	Following a visit, sdc will engage a consultant for professional design services. A plan is being implemented for ensuring the continued operation of the system can continue and provide some surety prior to any permanent upgrades.	\$8,104.43



ACTIVITY NAME	CODE	NAME	CURRENT PHASE	PROJECT CURRENT PROGRESS	PROJECT CURRENT COMMENT	TOTAL EXPENDITURE
Stewart Island Electricity Supply Authority	P-10391	Siesa - replacement of unit 5 alternator	Business case phase	N/a	Services and Assets Committee has approved the unbudgeted expenses. Alternator has been ordered through south pacific diesel systems ltd.	\$30,000.00
Roads and footpaths	P-10389	Improving footpath and carparking at argyle street, Stewart island	Pre delivery phase	On track	Contract awarded to RDR builders.	\$20,000.00

2. Service contracts

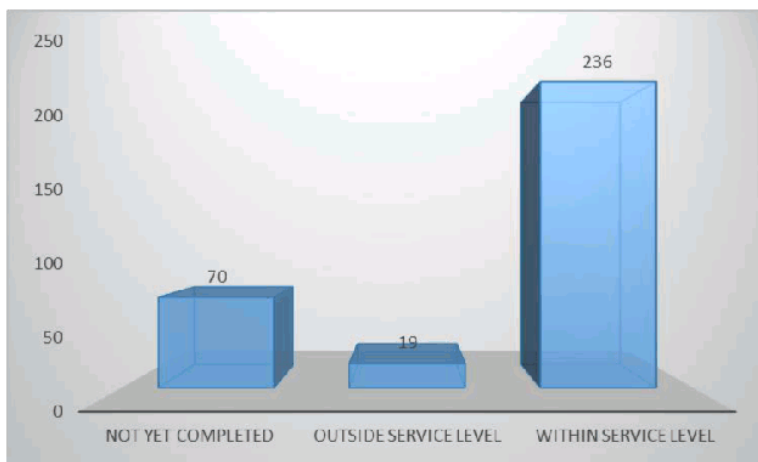
CONTRACT NAME	CONTRACT MANAGER COMMENTARY
10/01 – Water and Waste Water Services Operation and Maintenance	Essential services have continued throughout the Covid-19 levels. Some non-essential tasks had been deferred during level 4 but are now recommencing.
16/35 – Stewart Island Gardening Agreement With Sircet	Gardening Contract working well and no issues.
17/01 – Foveaux Alliance	<p>Community Facilities</p> <p>Public Amenities remained operational during the Covid-19 lockdown.</p> <p>Roading</p> <p>A once in a lifetime month with the Government enforced lock down, the only work carried out under level 4 by this team (apart from Admin including RFS management) was toilet cleaning, Rubbish bin emptying and every other day road inspections.</p> <p>RFS's have been very quiet with those that have been phoned back having it explained to them that we will only attend if it is something we would be expected to attend on the likes of Xmas day – this approach has been well received.</p>
Moturau Gardens	SDC are working with Sircet in regards to the maintenance of these gardens.

3. Request for service data 24 March 2020 to 11 May 2020

	Community Board		District wide	
	Requests for Service		Requests for Service	
	24/3/20 – 11/5/20		24/3/20 – 11/5/20	
	4		325	
			3 Waters Service requests	
			24/3/20 – 11/5/20	
			94	

REQUEST TYPE	COUNT
Noise Control (Not Animal Noises)	1
SIESA General	1
Toilet Cleaning	1
Transport - Road Matters General	1
TOTAL	4

RFS count by completion time status



Note: RFS' that were not yet completed or outside the service level were due to factors including Covid-19 lockdown restrictions, further investigations/work required and extensions of time to complete the requests.

4. Local finance reporting

Stewart Island - Business Units as at 30 April 2020									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Administration - Stewart Is	\$8,945	\$9,932	\$16,064	\$9,573	\$10,016	\$11,919			
Operating Costs - Stewart Is	\$1,232	\$6,083	\$7,300	\$1,332	\$1,332	\$4,598			
Street Works - Stewart Island	-\$4,160	\$1,837	\$110,444	\$3,325	\$2,846	\$3,404	\$8,332	\$146,519	\$160,823
Refuse Collection - Stewart Is	\$98,052	\$97,538	\$117,865	\$82,127	\$97,704	\$117,245			
Stormwater Drain - Stewart Is	\$16,895	\$16,861	\$20,233	\$8,604	\$11,675	\$13,865			
Cemetery - Stewart Island	\$9,503	\$10,570	\$12,684	\$7,244	\$11,949	\$12,684			
Beautification - Stewart Is	\$24,579	\$24,529	\$29,435	\$29,258	\$30,004	\$35,204			
Moturau Gardens	\$6,662	\$3,907	\$4,688	\$4,948	\$10,355	\$4,688			
Traill Park	\$5,272	\$5,262	\$6,314	\$7,155	\$7,139	\$7,749			
Playground - Waterfront	\$1,347	\$1,344	\$1,613	\$3,142	\$3,221	\$3,865			
Stewart Island Jetties	\$12,913	\$14,087	\$467,930	\$38,229	\$29,214	\$77,931			\$493,812
Total	\$181,241	\$191,950	\$794,570	\$194,936	\$215,455	\$293,152	\$8,332	\$146,519	\$654,635

Street works has a negative income due to \$6,000 of grants from the Stewart Island visitor levy being incorrectly included here in the 2018/2019 financial year. The money for the foreshore power point has been moved to SIESA during the current year. The money received for work at the Moturau gardens has been moved to its business unit. The capital expenditure relates to the projects P-10012, P-10316 and P-10317 referred to above.

Refuse collection operating expenses are under budget by \$15,577 with costs being one month behind.

Moturau gardens income is above budget by \$2,755 due to the \$2,500 grant received from the Community Initiatives fund in May 2019 now being correctly coded to this business unit. Operating expenditure is under budget by \$5,407, with the YTD budget now reflecting the \$7,500 approved for additional work to upgrade tracks and facilities and no actual costs incurred. This is expected to be completed before the end of the financial year.

Stewart Island Jetties operating expenditure is over budget by \$9,015 with unbudgeted legal costs relating to the Ulva Island business case and legal advice being incurred.



As identified earlier in this report, there are a number of works programme targets that will no longer be met as a result of the Covid-19 pandemic, the extent of which is as yet unclear.

**Reserve Balances**

RESERVE	30 JUNE 2019	BUDGET 30 JUNE 2020	FORECAST 30 JUNE 2020
Stewart Island general	\$245,127	\$252,243	\$177,160
Stewart Island waste management	\$30,203	\$31,022	\$31,022
Stewart Island Jetties - general	\$ 50,289	(\$4,060)	(\$5,277)
Stewart Island Jetties – Golden Bay	\$ -	\$ -	\$ -
Stewart Island Jetties – Ulva Island	\$207,945	\$207,945	\$207,945
TOTAL RESERVES	\$533,564	\$487,150	\$410,850

Council Report

Record No: R/20/5/12536

Author: Karen Purdue, Community Partnership Leader

Approved by: Fran Mikulicic, Group Manager Environmental Services

☐ Decision

☐ Recommendation

☒ Information

Chief Executive

Covid-19

1. Council has continued to manage its response to the Covid-19 pandemic. From an organisational operations perspective all staff have continued to work from home where practical for the period of the alert level 4 lockdown. With the move to alert level 3 there has also been the ability to start the delivery of a number of field based services. As indicated previously, it will take time for the relevant contractors and staff to 'catch-up' on the backlog of work that has not been able to be progressed during the alert level 4 lockdown period.
2. In the current environment it is also expected that there will be a number of ratepayers who may experience problems with paying rates or other Council fees and charges for different services provided. There are a wide range of alternative payment and or rates postponement options that can be put in place under existing policy settings. Hence, ratepayers are encouraged to contact rating or customer support staff who are able to discuss a range of options that might work best for each individual's set of circumstances.
3. Below is a table provided by Emergency Management Southland that shows the total number of calls they have received for the region and District broken down into categories.

	Southland-District-total	Regional-total	Total-Southland-as-a-%-of-all-requests-seeking-this-type-of-assistance
Finance	18	78	23%
Medicine	10	35	29%
Accommodation	5	36	14%
Food	43	219	20%
Psychosocial	8	21	38%
Animal-welfare	5	36	14%
Other	5	41	12%

Water Management

4. The Office of the Auditor General (OAG) has recently released a report, **Reflecting on our work about water management**, which provides a summary of the lessons to be learnt from the work that the office has completed in recent years to review the management of freshwater

and the delivery of 3 waters services. A copy of the report is available on the OAG website (<https://oag.parliament.nz/2020/water-management>).

5. The report notes that while there is some good work being done, not all of the elements they see as being needed to build an effective system are in place. There was not clear agreement across central and local government about the vision for New Zealand's water resources or the goals that need to be achieved to realise that vision.
6. The lack of clarity about what the issues are, how to address them, and who will deliver the required programmes of work increases the risk that public organisations are not directing their efforts towards the same outcomes. It also notes that the understanding that public entities have of water resources and water assets needs to improve and there is also a need for greater national leadership.

Infrastructure Commission

7. The Infrastructure Commission is a new crown owned entity tasked with providing advice to government on how it can deliver a 'step change' in New Zealand's planning and delivery of infrastructure, its systems and settings. A significant part of the policy work to identify the changes needed will be outlined in a New Zealand 30 year infrastructure strategy, which the commission is tasked with developing by September 2021.
8. The commission will be looking to engage with the local government sector as it progresses development of the strategy over the next 18 months. This will include a series of regional workshops in the third quarter of 2020.

Waste Management

9. Work is underway at a national level to investigate opportunities to implement a standardised national approach to kerbside recycling and residual waste collection.
10. The aim of this work is to identify how standardising recycling can contribute to higher quality recyclable materials via reduced contamination. In addition, kerbside collections of residual rubbish and organic waste will be considered as part of the project. There will be a level of engagement with local authorities and contractors directly involved with the delivery of these services before a report is finalised.
11. The Government is also considering the implementation of amendments to the Basel Convention to better manage the international trade in plastic waste (Basel Amendment). These amendments would be introduced via new regulations and require that permits for importation of export waste would require a permit from the Environmental Protection Authority (EPA) as well as the receiving country.
12. The amendments will bring a degree of added complexity to the export of recycled plastics from New Zealand that has not existed in the past.

Greenhouse Gas Inventory

13. The Ministry for the Environment (MFE) have recently released a new Greenhouse Gas Inventory report which provides an updated stocktake on New Zealand's total emissions. A copy of the report is available on the MFE website (www.mfe.govt.nz/publications/climate-change/new-zealands-greenhouse-gas-inventory-1990-2018).

14. The agriculture and energy sectors contributed the most to New Zealand's emissions at 47.8 per cent and 40.5 per cent of gross emissions in 2018, respectively. Emissions from road transport made up 19.1 per cent of gross emissions.
15. New Zealand's gross emissions have increased by 24 per cent (15,271 kt CO₂-e) since 1990. The five emission sources that contributed the most to this increase were:
 - methane from dairy cattle
 - fuel use in road transport (carbon dioxide)
 - agricultural soils, from increased fertiliser use (nitrous oxide)
 - industrial and household refrigeration and air-conditioning systems from increased use of hydro fluorocarbon - based refrigerants that replaced ozone depleting substances (fluorinated gases)
 - fuel use in manufacturing industries and construction from increased production due to economic growth (carbon dioxide).

Resource Management Amendment Bill

16. The Environment Select Committee have recently reported back to Parliament on the Resource Management Amendment Bill, which aims to reduce complexity and improve environmental outcomes before more comprehensive changes to the Resource Management system are considered following the Resource Management Review Panel's recommendations later this year.
17. The Bill will introduce a new planning process for regional plan changes to support the delivery of the Government's Essential Freshwater programme, as indicated during the Action for Healthy Waterways consultation last year. This is expected to assist regional councils to protect rivers, lakes and aquifers from pollution, by getting new water quality standards in place years earlier than they otherwise would be. The Select Committee has proposed some technical amendments to this process in light of submissions.
18. Changes are also proposed in the Bill to enable local government decision makers to consider climate change mitigation under the Resource Management Act (RMA). These amendments will:
 - formally link the Climate Change Response (Zero Carbon) Amendment Act 2019 (ZCA) and the RMA by including emissions reduction plans and national adaptation plans under the ZCA, once these are in place, in the lists of matters councils must have regard to when making regional plans, regional policy statements and district plans (sections 61, 66 and 74), and
 - repeal the sections (70A, 70B, 104E and 104F) of the RMA that prohibit local authorities from considering emissions.
19. The above changes are proposed to come into force on 31 December 2021, to align with the publication of the first emissions reduction plan.
20. The Ministry for the Environment will begin scoping national direction (such as national environmental standard and/or national policy statement) to support implementation of these changes. In the meantime, the statutory barriers to considering climate change mitigation will not apply to decision-makers on matters called in as proposals of national significance.

Auditor-General Annual Plan

21. Each year the Auditor-General prepares an Annual Plan outlining his proposed priority work areas for the upcoming financial year. He has recently released a draft of his proposed 2020/21 Annual Plan, a copy of which is available on the OAG website (<https://oag.parliament.nz/2020/draft-annual-plan>).
22. The work programme included in it proposes that his office will look at issues relating to the work of the broader public sector on improving the lives of New Zealanders, including examination of how well the system is working as a whole in addressing issues such as family violence, improving outcomes in housing, health, and education, resilience to climate change, and investment in infrastructure.
23. They also intend to progress work on looking at the overall performance of the public sector as a whole. This stream of work will place a particular focus on the implementation of a well-being focus and how this contributes to sustainable development, resilience and climate change, integrity in public organisations, procurement and investment in infrastructure. All of these issues are of direct relevance to local government and will include targeted reviews with selected local authorities as case studies.
24. In addition the Auditor-General is also proposing that his office will look at developing an understanding of the impacts of, and how the public sector is responding to, Covid-19.

Group Manager's Update

25. Unfortunately, due to the lockdown requirements, the Predator Free Rakiura project had to cancel its annual two day workshop which was planned in April. The indicative business case continues to be worked on even though this is at a slower rate than anticipated.
26. Covid-19 has also had a minor impact on the Stewart Island relocation of exhibits to the new museum site. As soon as the lockdown was reduced to level 3, this work was reactivated promptly in the hope to bring the project back on target.
27. The emergency management centre has been activated to support central government with the Covid-19 response. A number of Council staff have continued to provide support including Marcus Roy who has been assisting nearly full-time as a controller. This has impacted on the planning team resources during April so to assist our senior policy planner stepped into the role as acting team leader resulting in a slight delay in Council finalising the Dark Skies plan change for Stewart Island.

Building

28. We've been hearing a lot of frustration in the building community as work resumed under alert level 3. There's been an expectation that our building team would have been able to deal with consent applications as fast as they came in. We've done our best, but the reality is we're up against it at the moment.
29. In the first week of alert level 3 we received 122 Covid-19 building site safety plans to assess, along with the inspection bookings. This is a lot of extra administration to absorb into our small team.
30. We have a reduced workforce of building inspectors. Some of our team members are vulnerable and cannot be exposed to the risk of contracting the virus. This takes them off the road. We also

have contractors outside the region we would normally call on at pinch times such as this but they can't do the work for us because of the restriction on inter-regional travel.

31. Because of the extra layer of communication relating to health and safety before an inspector can set foot on to site, we're down from an average five or six inspections per inspector per day, to just four. We've had to introduce new systems and commit staff from within our small team to book inspections. Our existing system wasn't set up for the additional administration of dealing with health and safety site plans.
32. Our new GoGET software, which allows our inspectors to process consent applications online, went live in the first week of May. In normal times this would be a tremendous help to us speeding up processing consents, but these aren't normal times. It will take a few weeks for our team to become familiar with the system when they are already feeling pressure to carry out more inspections.
33. Our inspectors are working long hours trying to meet customer expectations, and this is not sustainable. We are looking at a number of ways to fill this resource gap.

Resource Consents and Policy

34. Covid-19 has not noticeably affected incoming workloads. Incoming resource consent applications remain consistent with pre-Covid levels and if anything the volume of incoming building consents and customer enquiries have increased during lockdown. There has also been a vacancy within the team which has impacted on getting consents issued within timeframes.
35. **Dark Skies Plan Change for Rakiura** – The hearing for the Council initiated plan change was held on 12 February and a decision is anticipated within the next few weeks. The change to the District Plan was sought to create rules around future artificial lighting on Rakiura in order to maintain the existing high quality of the night sky. A total of seven submissions were received on the plan change.
36. Up until the alert level 4 restrictions coming into force, ongoing policy focused work was occurring on the regional work streams for Climate Change, Biodiversity, Landscapes and Natural Character. It is unclear, in a national space, what impact the Covid-19 pandemic will have on anticipated national direction as government was signalling significant changes were going to be gazetted prior to the election. It is expected that some of the anticipated changes may get delayed or reprioritised. The majority of Council's policy work in this space still needs to progress due to it already being a legislative requirement but the timeframe to deliver may vary.
37. Three Council staff (Jenny Green, Rebecca Blyth and Marcus Roy) and two Councillors (Cr Menzies and Cr Ruddenklau) attended and completed the "making good decisions" training which makes them all Commissioners and able to sit on panels for resource management decision making. Particular congratulations needs to go to the two Councillors who had no prior background in resource management decision making. Their initial disadvantage had to be overcome by hard work and persistence.
38. Council was part of the territorial authority reference group providing feedback to the Ministry of the Environment on the proposed National Policy Statement on Indigenous Biodiversity and the proposed New Zealand Biodiversity Strategy. Consultation on the NPS for Indigenous

Biodiversity closed in March 2020. Council submitted stating that in its view, achieving the requirements of the Statement will require a significant body of work identifying potentially Significant Natural Areas, mapping them and revising rules within the District Plan to protect and enhance them. It is anticipated that there will be a significant cost associated with this. There is estimated to be 1.7 million hectares of potentially significant biodiversity which equates to 57% of our district. Approximately, 94,000ha of this area is indicated to be on private land. Council has provided input into the LGNZ submission and SDC is one of the case study councils forming part of that submission. It was anticipated that the National Policy Statement will be gazetted prior to the general election in September but this may change now the country is dealing with Covid-19.

39. Resource consent data for previous few months:
- February – 21 applications received, 19 decisions issued.
 - March – 22 applications received, 23 decisions issued.
 - April - 24 applications received, 14 decisions issued.

Environmental Health

Dog Control

40. Staff approached Gore District and Invercargill City Councils suggesting a shared communications campaign for this year's dog registration renewals in June. They agreed, and this is hoped to give all three Councils better coverage for money spent, along with ensuring alignment for due dates.
41. The software module to allow new dogs to be registered online went live. This means that all dog registration matters can now be done using Council's website. This includes renewing registrations, and notifying changes to dog details. Staff will be heavily promoting online registrations during the busy June/July dog registration renewal period, and hope to see a marked increase in the number of dog owners registering online during this time.

Environmental Health

42. Staff are proceeding with implementation of a new system from Datacom, that permits food verifications to be conducted on a tablet, using software that is being used by a number of councils in New Zealand, the closest being Dunedin. Benefits include efficiency, consistency among Council's verifiers and also with other councils, increased quality, and the ability to upload verifications automatically to the Ministry of Primary Industries portal.

Predator Free Rakiura

43. A new website has been produced (<http://www.predatorfreerakiura.org.nz>) which will be launched to the public later in May. A launch resource pack will be provided to Council to enable promotion through its channels.

Customer Delivery

Group Manager's Update

44. The past month has demonstrated the customer delivery group is committed to supporting our customers and colleagues to succeed no matter the circumstances. From the implementation of new systems, continued access to our 0800 service, direct community engagement via our District customer support staff and access to records and information, I have nothing but praise for my team and their resilience. Their efforts, and those of all our colleagues throughout the organisation, mean we have continued to work as efficiently as we can with minimal disruption for our customers.

Libraries

45. During the lockdown, staff who normally work in our district libraries have been busy finding new ways to reach out to our customers. Part of the team have spent many hours on the phone calling our regular and elderly borrowers to check in on them and inform them about our online services. This creates an opportunity for members of our community to get help from our staff if they have been experiencing issues accessing one of our electronic resources or experiencing other technical issues.
46. We have been busy increasing our eBook and eAudio collections to give our borrowers enough variety to access from the safety of their homes. Due to this we have experienced a large increase in new registered users for our electronic resources.
47. Preparations have been worked on during the lockdown to ready our library team for offering new types of services to the public once it is safe to do so. Our team has been busy laying the ground work for home delivery and click and collect services.
48. District based customer support staff have also been updating customer contact details and reconciling borrower records. Courtesy calls to our borrowers has instigated conversations with those wishing to move to direct debit payments for rates, and identified vulnerable patrons who require home delivery assistance.
49. Our interments team has received a steady number of interments throughout our District that required stringent compliance with Covid-19 regulations and liaison with funeral homes and contractors.

Community and Futures Group

Governance and Democracy

50. Council and committees of Council have successfully met via Zoom throughout alert levels 4 and 3. All meetings have been recorded and streamed live to ensure that Council meets its legislative requirements under the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.

Community Leadership

51. Over the last month the team has continued to carry out a mixture of business as usual tasks and tasks related specifically to the Covid-19 outbreak.
52. Continuing to build on and develop relationships with our communities and key stakeholders has remained a key focus which the majority of community boards having “met” via Zoom during this period. The team have also maintained regular contact with EMS, Great South, MBIE, DIA, Public Health South, Immigration New Zealand and community funders to name but a few.
53. The community leadership team has also been undertaking research on the concept of “community-led recovery” in response to Covid-19 and its impacts on Southland District. This research has included (but it not limited to) reading widely, taking part in webinars, media watch and reviewing recovery scenarios from other large disruptors such as the Canterbury earthquakes.
54. It should be noted that community-led recovery focuses on building capacity in communities and supporting them to make the best decisions in relation to recovery. This contrasts with traditional disaster recovery models which are often a top-down government driven “cookie-cutter” approach to recovery in its communities.
55. Community-led recovery is a concept that directly follows on from the community-led development approach that Council has previously endorsed and the community leadership team has been diligently working to implement it across the District.
56. During the period of alert levels 4 and 3 the team have been engaging regularly with community boards, councillors, internal and external stakeholders in order to understand the current situation with regards to the impacts of Covid-19 locally, at a Southland District level, regionally, nationally and internationally.
57. Another key aspect of this work will be around the development of a community recovery taskforce which will aim to link a District overarching approach with the local community led approaches that we are seeing develop.

Stewart Island Rakiura Future Opportunities Project

58. Due to Covid -19, this project has been unable to meet the original objectives and timelines agreed with MBIE. MBIE have agreed that the final report will be submitted by the end of June instead of May.
59. As the community meeting planned for March was cancelled, formation of work groups has not gone ahead. MBIE are comfortable with the approach we are taking and accept that the final outcomes may change from what was originally intended.
60. Our consultant, Sandra James has continued to work remotely with Future Rakiura and has developed a road map which will assist the group going forward after Sandra finishes working with them at the end of May. The road map is essentially a suggested action plan for the next three months. It includes a “Restart Rakiura” objective, post Covid-19 to manage growth and a sustainable future for Stewart Island Rakiura incorporating economic, cultural, social and environmental aspirations.

Strategy and Policy

61. Staff have prepared draft research reports around Covid-19 specific priority work. This will be presented to the executive leadership team in May and then to Council as soon as practicable following. The research includes analysis and assessment including a District wellbeing scan,

district assessment of the regional destination strategy, analysis of the significant forecasting assumptions, and the principles that may determine if and/or why reprioritisation of work streams could be considered.

62. Staff have taken a broader whole of District perspective, as well as specifically seeking input from Council's community leadership team to ensure that specific community and localised issues are taken into consideration. This research will help inform some of the short to medium term issues that may face the District following Covid-19, alongside ensuring the focus on Councils long term vision and broader strategic direction is maintained.
63. The Annual Plan draft is near completion and will be presented to Council at 23 June 2020 for adoption. As Council is not consulting on the 2020/2021 Annual Plan, an information booklet has been distributed and made available throughout the District via electronic means. Members of the public are encouraged to provide feedback either in person, or through social media platforms to Council.

Covid -19 Incident Management Team

64. The Incident Management Team (IMT) continues to provide oversight and an adaptive leadership role for the organisation as a response to the Covid-19 pandemic.
65. As New Zealand moved from alert level 4 to alert level 3 the IMT developed a set of SDC principles which aligned to the NZ Government range of measures for alert level 3. These SDC principles were then applied by the activity managers and service delivery managers to support the approach for the implementation of the services delivered by Council. This approach and process will be replicated when it is confirmed New Zealand moves out of alert level 3.
66. It is recognised that Council's day to day work continues to be the responsibility of the activity managers and relevant group manager. The group manager highlights any issues and potential risks to Council as a result of Covid-19 to the IMT through a twice weekly SitRep.
67. The IMT currently meets twice weekly. The frequency of meetings has reduced from meeting daily as the organisation has adapted to the situation and new way of working.
68. The IMT continues to also focus its efforts on ensuring the lines of communication – internally and externally – are as clear as possible. Again as the situation has evolved the chief executive's internal staff emails and elected members emails are now distributed weekly. These continue to be well received and support the positive messaging and creation of a positive environment for staff and our communities.

Services and Assets

Group Manager's Update

69. The Services and Assets group continues to operate well through the Covid-19 alert levels. The Group is working to determine how the transition between each of the levels is best undertaken with appropriate protocols and practices in a bid to ensure redundancy and resilience in the provision of these services.

70. Daily communication and coordination with Council's incident management team is ongoing. Further, lifeline coordination with EMS has also been activated to ensure Regional oversight and support is assured.
71. The wider group activities continue with slight amendments to business as usual activities. The teams are using this time as an opportunity to get ahead with Activity Management Planning and Infrastructure Strategy development in the lead up to the LTP 2031. Further, there is also a focus on understanding the contractual impact for each project associated with the capital works programme.

Stewart Island Electrical Supply Authority (SIESA)

72. SIESA is considered an essential service. PowerNet implemented their business continuity planning protocols over this time which involve the separation of critical island-based staff to ensure continuity of service provision is assured. This continues into Alert level 3. Further, mainland-based PowerNet resources have been identified if determined necessary to assist.
73. SIESA's diesel supplier Allied Petroleum was reached for comment and confirmed that their contractor Rakiura Shipping has contingency plans and backup options in place if required. To date, fuel supply has continued uninterrupted. The replacement of the failed alternator on generator 5 is in progress.

Forestry (IFS)

74. Forestry services are not considered an essential service. As such, the maintenance of the Council forestry portfolio was put on hold through the Covid-19 lockdown period. Under Alert level 3, onsite operations have resumed. The bulk of remaining work for the 19/20 financial year is completing pruning and thinning operations in Gowan Hills before planting starts in early June.

Around the Mountains Cycle Trail

75. Notifications, including online, have been updated consistent with Alert level 3 requirements. This allows for exercise within local area. Two applications have been lodged which cover funding of repairs relating to the February flood event and funding of the cycle trail manager position.

Property

76. Operating with team at home to an acceptable level of success. The use of regular zoom meetings is working well in the continued ability to discuss and resolve issues as well as allowing out of bubble conversations to help offset some of the negative aspects of the lockdown. Document scanning and executions are being worked around to achieve outcomes when required.
77. With the limited ability to travel, property inspections, onsite meetings and issues associated with changing tenancies are being impacted however these will be resolved over time once these rules move to a more relaxed position.
78. Some requests for rent relief, to recognise the impacts of Covid-19, have been received and processed with the individual arrangements to be reviewed at the end of August.

Strategic Water and Waste

- 79. Remote working largely going well despite constraints around printing, scanning etc.
- 80. Daily Zoom meetings with WasteNet team to ensure solid waste collections continue as critical service. Transfer stations are now open under level 3 albeit on a limited basis to begin with. This will be reviewed and amended accordingly if demand exceeds capacity.
- 81. The team are also supporting the team on Stewart Island and ensuring they have sufficient and appropriate resources and PPE to continue their services.
- 82. Water and wastewater team along with Downer developed a continuity plan with Downer and have identified a range of critical tasks that have been prioritised over the business as usual type tasks. With the move to alert level 3 the team is also reviewing the capital works programme with a view to restarting certain projects.
- 83. SCADA availability and continuity identified as most essential resource to allow staff and Downer to manage and operate our networks and treatment plants.

Project Delivery Team

- 84. Despite the lockdown the PDT team has been very busy, firstly shutting down sites and making them safe but now with the restart and getting contractors and suppliers up to speed with level 3 and 2 requirements, along with dealing with the then contractual matters associated with Covid - 19 and looking at what projects can start or advance has been a big piece of work.
- 85. As of level 3 all major projects have recommenced including the bridge replacements, Otatau watermain, Te Anau pipeline and the tower block reroof.
- 86. The team's focus will also be to start looking at the 20-21 works programme.

Community Facilities

- 87. The community facilities team has all, bar one, been working from home through the lock-down period. The availability of toilets, community housing and cemetery services are all deemed essential services. These services have been supervised by the contract managers with the assistance of Graeme Hall. Graeme has been our eyes and ears out in the District, staying in touch with our community housing tenants, checking Council's facilities and making sure that those who are working have the appropriate PPE.
- 88. The community taskforce team has not been able to work in the field under level 4 but were available as back up to our toilet cleaners if our contractors were no longer able to provide this service. The team is now able to undertake work under level 3.
- 89. The team went into lock-down with a plan to work on projects that had been put on the back burner while they were deep in the operational side of their roles. The reality is that with the rapidly evolving environment of the covid-19 issue they have spent more time responding to issues that have come through from IMT. The change in working environment has also impacted on their ability to function with an increase in email correspondence and technology issues definitely having an impact on their ability to work efficiently.

90. There has been a big piece of work done in conjunction with the commercial infrastructure team to get the tender documents for the cleaning contracts ready to go out to the market. This is the culmination of a big piece of work under the guise of the Section 17A review for community facilities.
91. The transport team are still predominantly working from home and are reasonably well setup for this. The roading contract managers have been Council's main eyes and ears on the network. Overall the roading network has held up well during level 4 lockdown despite continued heavy vehicle activity such as milk collection.
92. With the move to level 3 all the roading alliance maintenance contractors have largely resumed normal operation with the appropriate safe work practise in place.
93. The move to level 3 has also allowed for some other operation to commence such as the posted bridge inspection and engineering survey and design of the 2020/21 pavement rehabilitation programme.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled "Council Report" dated 29 May 2020.**

Attachments

There are no attachments for this report.

Council Report

Record No: R/20/3/5766

Author: Karen Purdue, Community Partnership Leader

Approved by: Fran Mikulicic, Group Manager Environmental Services

☐ Decision

☐ Recommendation

☒ Information

Chief Executive

Adverse Weather Event

1. In early February the Southland region was affected by a significant rainfall event that led to the declaration of a regional civil defence emergency. The event began with a period of high rainfall in Milford Sound on 3 February coinciding with high tides that caused some backflow flooding and inundation in the Milford Village lower car parks and closure of SH94 Milford to Te Anau.
2. The event subsequently intensified significantly causing widespread damage to SH94, the Hollyford Valley and a number of Department of Conservation tracks. The heavy rainfall also spread into the Southland region upper catchments, particularly affecting the Mataura river. This led to a need to evacuate parts of Gore, Mataura and Wyndham.
3. The regional civil defence emergency was lifted on Tuesday 18 February, some two weeks after it was originally put in place. At that stage the focus will move into the recovery phase.
4. The effects of a significant civil defence emergency, such as the one that the region has just experienced, on the people that are directly affected and communities themselves cannot be under-estimated. The flow-on effects for some individuals can be expected to continue for quite some time. It will be important for Council, and the other relevant agencies to work with the affected communities to provide the support that they need to get through the event itself and then as we move into the recovery phase.
5. A regional recovery manager has been appointed to lead this stage of the process. We have also appointed a recovery manager to lead the recovery effort across the Southland District. There will be a number of flow-on issues affecting the Fiordland community in particular that Council will need to manage.
6. The full cost of the damage caused to Council's infrastructure is still being assessed and will be covered in separate reports to Council at an appropriate time.

Infrastructure Commission

7. The NZ Infrastructure Commission has recently released a new report, titled 'Lifting Our Gaze' which discusses the challenges relating to addressing the challenges associated with the increased infrastructure demand and development. The report looks at the infrastructure outcomes that are being delivered, the barriers and challenges that New Zealand faces looking forward and how these might be addressed. A copy of the report is available on the Commission's website (<https://infracom.govt.nz/assets/Uploads/Lifting-our-gaze-EY-Infracom.pdf>).

8. The report also discusses the ‘opportunity cost’ that can be associated with the current narrow focus on delivery of projects, without consideration of broader outcomes, such as social, economic and environmental.
9. The desirability of adopting a broader outcomes focus has been included in updated government procurement rules and changes to the better business case framework. While staff will give consideration to these developments in reviewing Council’s procurement policies we can also expect to see the broader approach reflected in the procurement policies used by the NZ Transport Agency, which local authorities also need to meet to obtain funding for local works.

3 Waters

10. Reform in the three waters sector has been progressing for some time. However, since the Havelock North incident in 2016 it has become an area of high priority for central government.
11. Following the Havelock North incident, the government commenced a formal inquiry, which recommended a Three Waters Review be undertaken. The review considered options for improving regulatory and service delivery arrangements for drinking water, wastewater and stormwater services (Three Waters) to better support New Zealand’s prosperity, health, safety and environment. Most three waters assets and services, but not all, are owned and delivered by local authorities.
12. Taumata Arowai - the Water Services Regulator Bill was introduced to Parliament on 11 December 2019, and had its first reading on 17 December. It is now sitting with the health select committee and public submissions are being sought. The bill is relatively simple in that its focus is on establishing the new water regulator as a crown entity, under the Crown Entities Act 2004. The bill also outlines the agencies objectives, functions, operating principles and governance arrangements and is expected to be enacted by mid-2020.
13. A separate bill will give effect to the decision to implement system-wide reforms to drinking water regulation, alongside targeted reforms to improve the regulation and performance of wastewater and stormwater networks.
14. The Minister for Local Government took a paper to cabinet in late January, canvassing options for greater collaboration in water services delivery. The paper is yet to be released, but is understood to reiterate the Minister’s desire for greater council collaboration in Three Waters service delivery. Accordingly, DIA is preparing further advice for councils on the stages of regional investigations the crown wants to see. It can be expected that the provision of any crown funding to support reform in this area will require local authorities to be taking actions which are consistent with that desired by the crown.
15. In an endeavour to proactively address the range of service delivery options that might exist the Otago Mayoral Forum has initiated a working group process, with external consultant assistance, to explore the range of delivery options that might exist in relation to the delivery of water services across the Otago region. They have also invited the Southland councils to participate in this work. Staff have indicated that this Council is keen to participate.
16. The range of options that will need to be considered as part of this process range from effectively an enhanced status quo model through to the formation of a standalone council controlled organisation. Support for development of a business case exploring these options is being sought

from the Department of Internal Affairs, who have recently called for expressions of interest in this area.

Funding of Fire and Emergency NZ

17. Fire and Emergency New Zealand (FENZ) have been undertaking consultation to seek initial views on options for how fire and emergency services should be funded in the future. The consultation document can be downloaded from (<https://www.dia.govt.nz/firefundingreview#Supporting>).
18. The review is split over two phases and is not expected to be completed until 2024 with the implementation of a new funding model. Following consideration of the views expressed via the initial phase, consideration will be given to the development of a new preferred funding model which will be subject to a subsequent consultation process.
19. The creation of FENZ has highlighted the shortcomings associated with the current insurance-based funding model. In particular its lack of universality and the fact that some sectors, which benefit directly from the service, such as motorists, do not contribute in proportion to the cost. The government's challenge is to find a funding model that allocates cost in accordance with the beneficiary principle and in a way that the opportunity for 'free-riding' is minimised.
20. The main users of FENZ services currently, are:
 - a. Medical emergencies;
 - b. Structure (building) fires;
 - c. Vegetation fires;
 - d. Hazardous substances and emergencies; and
 - e. Motor vehicle incidents.
21. To give effect to a beneficiary principle it would seem important for each of the above sectors to be significant contributors to the cost of running fire and emergency services. In some cases, such as motorists and property owners, it is practical and efficient to apply a direct levy. In other cases, such as medical emergencies and hazardous substance emergencies, the contribution should come from taxpayers through the appropriate vote, such as Health and Environment.
22. As part of the work being undertaken there has been a suggestion that local government could be responsible for collecting the property based component through its rating systems. This approach would, however, undermine an accountability principle that would come with FENZ being responsible for collecting its own funding directly from property owners.

Resource Management Reform

23. The government has appointed an independent review panel, led by the Hon Tony Randerson QC, to undertake a comprehensive review of the resource management system.
24. In November 2019 the panel released an issues and options paper (<https://www.mfe.govt.nz/sites/default/files/media/RMA/comprehensive-review-of-the-resource-management-system-opportunities-for-change-issues-and-options-paper.pdf>) outlining what they see as the key issues that need to be considered in the review process.

25. The review has a dual focus on improving outcomes for the natural environment and improving urban and other development outcomes. The underlying causes of poor outcomes are seen as being wide ranging, including the legislation, the ways it has been implemented and how the institutions are arranged. In seeking to improve these outcomes, the review will need to ensure provisions for central and local government decision-making, Iwi/Māori and broader public involvement are all fit for purpose. It will also consider the linkages between the RMA and other key pieces of legislation such as the Local Government Act 2002, Land Transport Management Act 2003 and Climate Change Response Act 2002.

Disability Employment Action Plan

26. In November 2019 the Ministry of Social Development (MSD) released for public consultation a Disability Employment Action Plan. A copy of the document is available on the Ministry for Social Development website (<https://www.msd.govt.nz/what-we-can-do/disability-services/disability-employment-action-plan/index.html>).
27. The draft action plan proposes a set of actions to tackle the employment gap based around two overarching goals:
- disabled people and people with health conditions have an equal opportunity to access good work
 - employers are good at attracting and retaining disabled people and people with health conditions.

Community and Futures

Strategy and Policy

Policy and Bylaw Updates

28. There are a number of Council bylaws and policies currently being reviewed and updated, and a number of bylaws due for review in the next 12 months. Deliberation and adoption of the draft Speed Limits Bylaw is scheduled for March 2020.
29. Staff have been involved in the review of the combined Local Alcohol Policy (LAP), in collaboration with Invercargill City Council. Following consultation, hearings and deliberation, a joint committee of the two councils endorsed a provisional LAP for public notification. No appeals were lodged and the LAP was automatically adopted on 6 December 2019. Council will be asked at its meeting 4 March 2020 to bring the LAP into force with an operational date of 31 March 2020.
30. Staff have been working to produce a draft procurement policy and manual, which would introduce changes to the way Council purchases goods and services. Feedback on the draft will be sought from the executive leadership team, prior to the draft policy being discussed with the finance and assurance committee.
31. Preliminary work has begun reviewing the combined Local Approved Products Policy. This policy is about restricting the sale of psychoactive substances. Council currently has a combined policy with Invercargill City Council and Gore District Council. The next steps are to ascertain whether Council is keen to continue having this joint policy.

32. In relation to Council strategies, staff have undertaken a stocktake on the strategies that have been adopted by Council, and also the strategies in place for the Southern region. Team members are currently investigating whether further Council strategies are required, and the structure and type of strategies that might be appropriate.

Community Futures Research and Analysis Work Programme – Strategy Development

33. Council supports the continuation of research and analysis work to inform and support its decision making and to 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. Identifying priorities for investing in community future planning has included socio-demographics, climate change, levels of service, rating affordability, land and water plan implications, community assistance and funding, and technological change. This on-going work identifies the need for Council to understand the potential impacts that mega trends and technological change may have on communities, industries, work patterns, land use and lifestyle choices. This is integral to supporting the approach of the research and analysis work programme, particularly in relation to prioritisation and future service provision requirements, social cohesion and engagement.
34. The decision to invest in research and analytics is critical if Council wishes to plan for the future. Undertaking big picture research and analysis work will position Council to better understand the decisions it needs to make for the future of the District.

Risk Management Framework

35. Council continues to identify the need to invest in and develop its risk management processes and approach. The objective of the risk management framework is to create a framework to effectively understand, plan for, and mitigate risk across all levels and activities within the organisation that can provide assurance to Council, the Southland District community and stakeholders that critical risks are identified and managed effectively.
36. Updates to the finance and assurance committee and Council have utilised the risk management framework for the September and December 2019 quarterly reports and both committee and Council have indicated their approval of the process. The review process is underway for the current quarter and will be presented to the finance and assurance committee at its 23 March 2020 meeting.
37. As part of the review process, the executive leadership team met on 10 February 2020 to undertake review of the priority weightings given to each of Council's priority strategic and corporate risks. A report outlining the reviewed register will be presented to the finance and assurance committee for endorsement at its meeting 22 June 2020.

Annual Plan 2020/2021

38. The Local Government Act 2002 requires Council to prepare and adopt an Annual Plan in the second and third years between development of the Long Term Plan. The purpose of the Annual Plan is to consider and approve any variations to the Long Term Plan for that financial year. Once finalised, the direction given for 2020/2021 will be used to set rates for the year beginning 1 July 2020 and deliver any additional projects or initiatives identified. A report was presented to Council on 30 January to approve the project plan for the 2020/2021 Annual Plan. Following

the recent state of emergency declared in Southland, rationalisation and prioritisation of project delivery will be assessed in the immediate to short term future.

Annual Report 2018/2019

39. The Annual Report project team are awaiting confirmation of the proposed audit dates before finalising the timetable for the 2019/2020 Annual Report. A report on the Annual Report 2018/2019 audit recommendations is expected to be presented at the finance and assurance Committee meeting in March 2020.

Environmental Services

Group Managers Update

40. Predator Free Rakiura leadership and management teams met in January at Te Rau Aroha Marae, Bluff to establish the next phase of the project. Of particular interest was the requirement to develop an indicative business case to support the funding application to DoC.
41. The policy team have been working on a submission for the Draft National Policy Statement for Indigenous Biodiversity (NPSIB) which will be with Council in March.
42. Normally, January is a quieter time for consent applications, however, this year there has been a steady stream of applications for both planning and building. MBIE have indicated a desire to visit Council to review our Earthquake Prone Building processes and progress towards identification of those buildings at risk during an earthquake.
43. MBIE also brought to the building manager's and GM's attention a report carried out in early 2019 regarding the Territory Authority (TA) responsibilities and recommendations that Council needs to ensure are followed up on.
44. We are establishing a small team to assist with this additional backlog of TA work which mainly includes swimming pool barrier inspections, compliance schedules, and Building Warrant of Fitness audits (BWof's).

Environmental Health

45. The Ministry for Primary Industries (MPI) was required to complete a review of Council food verification functions, the review being required by s.138 of the Food Act 2014. Councils have had exclusivity in the provision of food verification services in their respective boundaries, for certain types of business; that is, that only Councils can provide this service for those food businesses (including most retail food businesses).
46. MPI has completed this review, and MPI has decided that Councils will retain this exclusivity. Not only does this give some certainty to future planning of the service, but also there is reduced pressure to obtain accreditation of our verification services. Options going forward for the environmental Health team include going ahead with accreditation, or implementing a quality system minus the IANZ audits.

Animal Control

47. The team has convened an early planning meeting with relevant staff for this year's dog registration cycle. Significant changes to the way that we manage the process will be implemented this year, in line with Council's direction towards online services. The proposed changes are:

- i. introducing an online service for the registration of new dogs. This year dog owners will be able to register their new dogs using “PayIt” on Council’s website. Dog owners can already renew dog registrations using PayIt, so this means that all dog registrations will be able to be done using PayIt.
- ii. emailing of dog registration forms. Until now dog registration renewal forms have been posted to dog owners (around 6,000 forms). This year we propose to email the forms, other than to those dog owners that have already advised that they prefer receiving by post – this will always be an option going forwards.

Resource Management

48. **Dark Skies Plan Change for Rakiura** – the hearing for the Council initiated plan change was held on 12 February 2020 and a decision is anticipated within the next month. The change to the District Plan was sought to create rules around future artificial lighting on the island in order to maintain the existing high quality of the night sky. A total of seven submissions were received on the plan change.
49. Ongoing work is occurring on the regional work streams for Climate Change, Biodiversity, Landscapes and Natural Character. The Climate Change report was presented to Council on 22 May 2019 and wider communication of climate change was endorsed. Joint work on the next phases of climate change is currently being scoped. Internal climate change work has commenced to inform the initial phase of the next LTP process. Work on the biodiversity, landscapes and natural character projects is ongoing and they are likely to be released in 2020.
50. Council was part of the territorial authority reference group providing feedback to the Ministry of the Environment on the proposed National Policy Statement on Indigenous Biodiversity and the proposed New Zealand Biodiversity Strategy.
51. Consultation on the NPS for Indigenous Biodiversity opened in November 2019, initial indications are that achieving the requirements of the strategy will require a significant body of work identifying potentially Significant Natural Areas, mapping them and revising rules within the District Plan to protect and enhance them. Submissions on the strategy close in March 2020.
52. Giving effect to the NPS and identifying Significant Natural Areas is going to be an expensive process. There is estimated to be 1.7 million hectares of potentially significant biodiversity which equates to 57% of our District. Approximately 94,000ha of this area is indicated to be on private land. Council has provided input into the LGNZ submission and Southland District Council is one of the case study councils forming part of that submission. It is clear, however, that the introduction of the new Biodiversity NPS will come at a significant cost, which will not be funded by central government.
53. It is anticipated that the National Policy Statement will be gazetted prior to the general election in September.

Building Solutions

54. Post the early February Southland flood event, on Friday, 7 February the building solutions team provided three inspectors as requested to assist the Gore District Council. A total of 105

residential dwellings were visited and assessed by the three inspectors, with nine of those having sustained flooding above floor level.

55. Reconnaissance in the District was carried out on 7, 8, and 10 February, taking in Wyndham, Mātaura Island, Fortrose, Pyramid, Riversdale, Ardlussa, Freshford, Waikaia, and Piano Flat areas, by the building solutions team. A large area was covered, in which 36 dwellings were visited, with two found to have sustained flooding above floor level.
56. A total of nine building solutions team members were involved, assisted by one environmental health team member. Staff from both departments also provided additional support.

Services and Assets

Commercial infrastructure

57. Ashby Brown has joined the team as commercial infrastructure manager.
58. Working with project delivery and community facilities teams to progress potential changes to new community services contracts as a result of 17A review. Initial workshops with incumbent contractors are scheduled to gauge market information and optimise procurement approach. With more complete market information, communities can then be consulted regarding various commercial options and the most appropriate approach moving forward.

Stewart Island Electrical Supply Authority (SIESA)

59. Funding agreement with MBIE for wind turbine development was executed and preliminary discussions with proposed consultant, Roaring 40s, are progressing. Approval will be sought to proceed with engagement of Roaring 40s via direct negotiation.
60. Morrison Low is being engaged to assist with navigating a direct negotiation with the incumbent SIESA contractor, PowerNet, to continue maintenance and operation of the SIESA assets. Implications of the potential wind turbine project will be incorporated in this exercise.

Forestry (IFS)

61. Various factors including flow-on effects from the coronavirus in China have created recent market challenges in the New Zealand forest industry. However, Council forest interests have benefited from a 12-month fixed price and volume contract direct with China. This contract is almost halfway through and has reduced exposure to the current market volatility.

Around the Mountains Cycle Trail

62. The recent flood event has caused some trail damage which is currently being assessed. Based on preliminary inspections there is likely to be significant repair work required. However, early discussions with MBIE indicate that potential exists for additional funding to be provided to assist with reinstatement following this adverse event.

Strategic Water and Waste

Land and Water Plan Implementation

63. Environment Southland released their proposed Land and Water Plan last year.
64. 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. The latest direction issued from the Environment Court outlines a proposed path, where appeals to object will be heard ahead of mediation, by grouped topic on policies and rules. Evidence in support of the appeals have been filed with the Environment Court.

65. The first stage of the hearing around Objectives and Farming Policies commenced on 4 June with Council staff and experts presenting evidence on 11 June.
66. The first stage has now been completed and it is anticipated that the court will release interim decisions on the evidence presented prior to undertaking the second stage of the appeal process.
67. Further strengthening of environmental and water supply regulation is anticipated following release of cabinet papers on Three Waters Reforms and Ministry for the Environment (MfE) release of its approach to taking Action for Healthy Waterways, including a revised NES on source protection for water supplies and a proposed new NES on Wastewater Discharges. At this stage it is not fully understood if these amendments will have any implications for the plan process.
68. Interim decisions were released by the Environment Court in late December with a recommendation that further expert conferencing be undertaken in early 2020.

Property Services

69. Property management is ongoing with numerous daily queries and transactions being processed. This is a result of considerable economic activity both internal and external.
70. External activity is generating a considerable amount of queries about Council properties including potential disposal, unformed roads and potentially affected party approvals for resource consents where Council is a landowner in close proximity.
71. Internal activities included providing advice to other operational departments either for their day to day activities, or projects being undertaken. There has been a temporary spike in vacant community housing units which has taken considerable time to allocate and process new tenants. The recent abandoned land tender also required a significant amount of staff time given the number of properties, queries and actual tenders to be processed.

Community Facilities

72. The capital works programme is progressing with a number of projects having been completed, a number in progress and some just starting after Council approval for additional funding being gained.
73. The high winds experienced prior to the emergency event has resulted in some remedial work being undertaken on the Invercargill office with the potential for additional work being required.
74. The community facilities' assets came off lightly in the flood event, with only the Fortrose toilet being inundated with water causing minor damage only.

Project Delivery Team

75. The project delivery team have been incredibly busy over the last few weeks assisting all teams with wind and then flood damage which has slowed progress on some capital works projects. This shouldn't significantly affect the final end delivery as a lot of the smaller projects have now

been completed and the focus is on reviewing year end forecasts to see what projects can progress. Major projects such as the bridge replacement and new water mains in Otautau and Te Anau are progressing well.

76. Discussions have now started with asset team managers on next year's workload and key projects.

Strategic Transport

Road Safety

77. The team and our contractors have been working hard over the past few weeks with the flooding and emergency event. Staff have been out with contractors inspecting the network and prioritising repair work with the main focus being the reopening of key roads and ensuring people have access to their houses.
78. While all the key roads are open there is still a reasonable amount of tidy up work to be completed across the District in the coming weeks and even months before things return to a degree of normality.

National Land Transport Programme 2021

79. A Council representative attended an information session on the National Land Transport Programme presented by NZ Transport Agency.
80. As Council starts to focus on developing its Long Term Plan so too is the Ministry of Transport currently developing the 2021 Government Policy Statement on Land Transport, for consultation in 2020.
81. In preparation for the NLTP the NZ Transport Agency are reviewing and will be seeking feedback on a number of documents such as:
- The National Road Safety Strategy (Road to Zero)
 - Arataki (NZTA 10 year view)
 - Investment Decision Making Framework.
82. In conjunction with these, the Regional Land Transport Plans (RLTP) is also under development which will require input from Council. This document describes the region's long-term vision and identifies its short to medium-term investment priorities to move towards this vision. It also includes a regional programme of transport activities proposed for funding over the next three to six years.
83. RLTPs are the primary mechanism for discussing and agreeing a clear set of regional outcomes, priorities and improvement projects in land transport. They describe the gap between where we are and where we need to get to, along with the programme of activities needed to bridge that gap. Therefore, RLTPs tell a powerful story about a region and its aspirations.
84. Council will have an opportunity for input into the RLTP through a range of mechanisms such as Activity Management Plans and its elected representative on Regional Land Transport Committee.

District Wide Renewals Programme

85. Despite recent weather events, good progress is still being made on the delivery of the rehabilitation programme.

86. Downer is also progressing the seal resurfacing programme. As part of this work they will be bringing in crews from the rest of the South Island as required to ensure the programme is delivered.
87. The two bridge design build contracts have been awarded for the replacement of up to 19 bridges. Construction of the units is underway with the first of the bridges expected to be installed in mid-March.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Council Report” dated 29 May 2020.**

Attachments

There are no attachments for this report.

Chairperson's Report

Record No: R/20/4/8750

Author: Kirsten Hicks, Committee Advisor/Customer Support Partner

Approved by: Fran Mikulicic, Group Manager Environmental Services

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 The purpose of the report is to provide an update to the community board on activities the chairperson has been involved with since the last community board meeting in February 2020.
- 2 The report also provides the opportunity for the chairperson to present an overview of issues he has been involved with.
- 3 Items of interest include the following:
 - Continued meetings and discussions with the Rakiura Heritage Centre Trust, and District Council staff dealing with the design and format of the replacement carpark outside the museum.
 - Meeting with Brendan Gray to discuss replacement footpaths from the museum to the DOC entrance, and an upgrade of the footpath to the Hotel (beside the re-grassed area on Argyle Street). Also discussed with Brendan a request for costings to extend/replace the existing concrete/gravel path from DOC to the intersection of Dundee Street and Main Road. When Roothing advised they were too busy to complete this work in the time period available, I requested a local builder to prepare a quote for the Visitor Levy meeting. Roothing wish to attend a workshop with the board to formalise projects for the Long Term Plan.
 - Continued liaison/meetings with the Rakiura Maori Land Trust regarding their proposed developments at The Neck.
 - Regular discussions with the local policeman highlighting any problems he or the board may have.
 - Support for the group hoping to development the area at Butterfield Beach into a user friendly facility for locals and visitors alike. A consent request has been submitted to Southland District Council, and I will continue to follow this through with them.
 - Attended a meeting in Invercargill with the Hunter family regarding the future of the Ulva Island wharf. Board members have been circulated details of this meeting. We await a report and future options to be presented for our consideration.
 - Attended a meeting in Invercargill to discuss the future of the SIESA contract .PowerNet were part of this meeting in the afternoon, during which some changes to the present contract were discussed. PowerNet appeared reluctant to accept any changes, but have shown a willingness to roll over present contract for 2 or 3 months while negotiations continue.

- Following many complaints from community members I asked that the building inspector check the added structure at the Recycling Centre. Contrary to what was thought, it seems that this is a compliant structure.
- Sanfords 10c/Fish Fund Allocations Panel meetings by phone and computer links as we work through the process of distributing this fund to the Stewart Island and Bluff communities. I was appointed to this group by Sanfords.
- Attended the Chairs' Meeting hosted by the Chief Executive and Executive Team in Invercargill. There we were updated on new and future planned developments within the Council. One area raised (and one that we have previously discussed) was the need for better and wider engagement with our communities (local and district). There is a need to use a wider range of media/resources to achieve this and the community boards are asked to consider Facebook. While I don't personally use Facebook it is a prime communication method for many of the younger generation, and therefore something that we need to consider. Unfortunately things moved a little too quickly and as a result a basic information page relaying information available elsewhere was set up before some decisions on how the page was to be operated were made. Although I see nothing wrong with the basic material being made available as widely as possible, even if just repeated in multiple media, I asked for the page to be temporarily taken down following negative comments from some of the board.
- Emails from Kevin McNaught regarding the request for a permanent hangi pit at Traill Park. Following requests for members' input, I contacted Kevin endorsing his concerns and requesting further information if a formal request is made.
- Discussions and meetings with Karen Purdue and Jacqui Ligthart concerning a variety of items including:
 - Spraying – this has finally been done but many areas seem to have been missed (around town on the waterfront, lamp posts on the foreshore).
 - Road markings
 - Culvert (previously discussed with Brendan Gray), golfcourse/Ringaranga. Redistribution of some duties e.g. foreshore mowing, toilet cleaning and Braggs Bay clean up.

Now with the current Covid 19 lockdown in place, and only essential services operating, it may be some time before we see completion of many of our projects. Members are encouraged to take this time to consider the Stewart Island/Rakiura Community and its future needs.

Further update 21 May 2020

- **Sanford 10c per fish fund-** Funding has now been allocated and successful groups are being notified.
- **Community Initiatives Fund** – The board has been in communication via emails, and made decisions on how the new Community Partnership Fund will function
- **Facebook page** – The board has agreed to continue with this, as they consider it to be a useful tool for reaching some sectors of the community.

- **Replacement Generator** – There are concerns that a replacement generator has not yet been ordered. The current generators being used are not particularly fuel efficient. We need to ensure we have sufficient generation capacity at peak times, especially in the case of another generator breaking down.
- **Walking Tracks** – Having walked several of our tracks during the lockdown, the lack of maintenance of these facilities has become obvious. A perfect example is the bridge to cemetery track off Horseshoe Bay Road. The first 2 or 3 meters on the road reserve is overgrown, obscuring the track from those who don't know of this shorter route to the cemetery.
- **Butterfield Beach proposed development** – This needs further consideration by the board.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled "Chairperson's Report" dated 26 May 2020.**

Attachments

There are no attachments for this report.

SIESA Monthly Report from PowerNet - February 2020

Record No: R/20/3/6332

Author: Ashby Brown, Commercial Infrastructure Manager

Approved by: Matt Russell, Group Manager Services and Assets

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 The purpose of this report is to provide for your information, PowerNet's monthly report for SIESA for the month of February 2020.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled "SIESA Monthly Report from PowerNet - February 2020" dated 29 May 2020.**

Attachments

- A SIESA Monthly Report - February 2020 [↓](#)

Summary Report – February 2020



PERFORMANCE

EFFECTIVENESS	Outages	Generator Forced Outages	report cycle	1
		Feeder Forced Outages	report cycle	1
		Consumer Outages	report cycle	0
		Planned Outages	report cycle	0
		Station Outages	report cycle	0
	Connections	New Connections	report cycle	2
		Reconnections	report cycle	1
		Disconnections	report cycle	0
	Complaints	Quality of Supply	report cycle	0
		Performance Related	report cycle	0

PEOPLE / CULTURE	Team Safety	Medical Treatment Intervention	report cycle	0
		Lost Time Injury	report cycle	0
		Near Miss	report cycle	0
	Team Health	Days Off (sick day)	report cycle	3 days
		Annual Leave	report cycle	11 days
	Training	Safety training	report cycle	0
		Health Checks	report cycle	0



The electrical distribution and retail service for SIESA was generally good during February. The statistical data is still skewed due to the December meter reading period. Load has still be unpredictably high and for longer in the evenings and with this as a concern we are still running Unit three as back up to Unit Four on a timed relay system with the engine starting when the load reached 320kW and the running for twenty minutes. In this configuration Unit 3 has been starting 4 or more times a day.

On the 31st of January a worker at the fish processing company at the main wharf reported getting electric shocks touching the building. We found the neutral to be broken in the cable section along Elgin Terrace. The cabling in this area is not Neutral screen cable but individual phases and neutral being 70mm² aluminium conductor. It was found that a joint in the neutral had failed. The cable was repaired.

On the 8th of February there was a structure fire in a shed at Wholer's Road and electricity was disconnected to the dwelling until the shed fire was extinguished.

On the 1st of March at 00:37 there was a line fault on Feeder 2 supplying Halfmoon Bay, Ringaringa and Ackers Point. After isolating circuits and undertaking line patrols nothing was found but service had been restored. The next morning on another line patrol it was found that a High Voltage fuse had operated but not dropped therefore there was no visual indication. A dead rat was found at the base of the pole, indications are that this was the cause of the outage.

On the 8th of February during a change of generator unit 5 genset failed and the circuit breaker opened, indications were that possibly an engine fault involving the intercooler had occurred.

The intercooler pipework was removed and the intercooler pressure tested, all the valve train was inspected and the engine turned over manually looking for any parts failure. The engine was turned over on the starter motor again with no noticeable issues, the engine was started and immediately the generator failed.

The Generator tested onsite and all failed all insulation tests, the generator was removed and sent to the rewinding company for further testing. The test report is that all windings are damaged and it is not viable to repair the generator and pricing is being obtained for a replacement.

The oil leak at the rear main seal on Unit 4 is becoming worse and will need repair soon, with Unit 5 out of service this will leave the station vulnerable.

With Unit 5 also having a small oil leak at the rear main it may be advisable to replace this while the Generator is disconnected

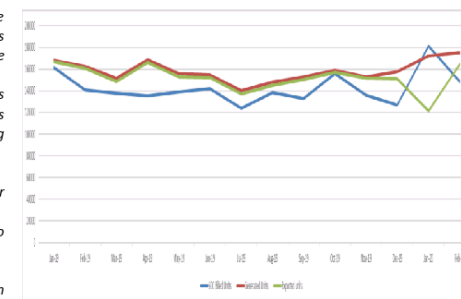
Cabling work has been completed for new connections in Wholer's Road and Elgin Terrace. The new connection in Morris street is completed. Cabling for the road realignment at Ringaringa Beach in underway

PROJECTS

Item	% Complete	Comments
P/O 123647 Meter Replacement	12%	2 meters were replaced during November
P/O 146865 Management Fee Operations	17%	Monthly charge
P/O 146864 Distribution Maintenance	Ongoing	Replacements of strain insulators will be continued
P/O 146265 Generation Maintenance	Ongoing	Unit five Generator failure Unit 4 rear oil leak

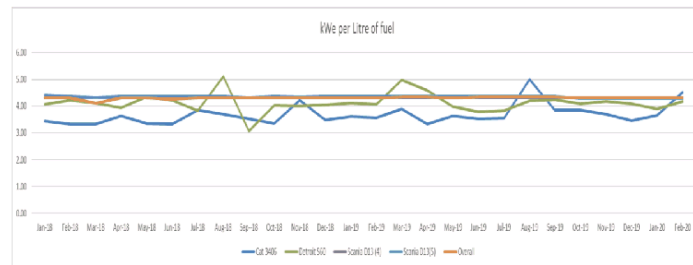
Outstanding New Connections

- 1/ J Hayden-Clarke, Wholer's Road, line work to do
- 2/ K Hicks, Elgin Terrace, Transformer to fit
- 3/ Scofield, Ringaringa, Consumer is installing cable
- 4/ Dawson / Lewis Hicks road not planned as yet.
- 5/ Pulen, Miro Cresnet, at planning stage.



ENGINE MAINTENANCE REPORT

	Make / Model	Hours	Hours this Month	Fuel this Month	Kilowatt hours	Last services	Oil Test results
Unit 1	CAT 3406	17792	1	62	280	15/3/19	No Sample
Unit 2	CAT 3408	45668	1	34	130	13/01/17	No Sample
Unit 3	Detroit 60	20964	94	2954	12334	23/12/19	"A"
Unit 4	Scania D13	10757	730	35471	159407	15/2/20 26/02/20	"A"
Unit 5	Scania D13	10251	15	730	3180	14/11/19	"A"

**RISK AND STRATEGY UPDATES**

		Update
Identified Risks	Structures / Poles	The Hicks Rd pole at the Davis property is still under investigation. Two other red tag poles remain to be changed
	Transformers	Station Transformers were tested on the 25 th of August with one having a poor result.
	Pillar boxes / Link Boxes / Cabling	New cabling is being installed at Ringaringa
	Lines / Insulators	Strain insulator replacements continuing
Generation Equipment	Generation Plant	Unit 4 was serviced on the 10 th of Sept and currently has a rear main seal leak. Unit five generator has failed due to moisture.
	Control Systems	SCADA and controls are fully operational
	Fuel systems / Plant	A work plan for tank replacement has been supplied by SIESA
	Buildings	The building is in good condition with some internal painting planned.



Failed Neutral Cable Elgin Terrace



The winding failure on Unit 5 generator

SIESA Monthly Report from PowerNet - March 2020

Record No: R/20/4/8852

Author: Ashby Brown, Commercial Infrastructure Manager

Approved by: Matt Russell, Group Manager Services and Assets

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 The purpose of this report is to provide for your information, PowerNet's monthly report for SIESA for the month of March 2020.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled "SIESA Monthly Report from PowerNet - March 2020" dated 29 May 2020.**

Attachments

- A SIESA Monthly Report - March 2020 [↓](#)

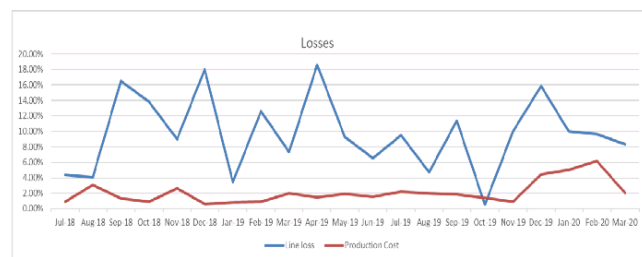
Summary Report – March 2020



PERFORMANCE

EFFECTIVENESS	Outages	Generator Forced Outages	report cycle	0
		Feeder Forced Outages	report cycle	2
		Consumer Outages	report cycle	0
		Planned Outages	report cycle	0
		Station Outages	report cycle	0
	Connections	New Connections	report cycle	0
		Reconnections	report cycle	0
		Disconnections	report cycle	0
	Complaints	Quality of Supply	report cycle	0
		Performance Related	report cycle	0

PEOPLE / CULTURE	Team Safety	Medical Treatment Intervention	report cycle	0
		Lost Time Injury	report cycle	0
		Near Miss	report cycle	0
	Team Health	Days Off (sick day)	report cycle	0
		Annual Leave	report cycle	8 days
		Covid19 Isolation days		12 days
	Training	Safety training	report cycle	0
		Health Checks	report cycle	0



The electrical distribution and retail service for SIESA was generally good during March. Load has still been high and for longer in the evenings until the lock down of New Zealand on the 25th of March. At that point with the hotel, fish processing closed, Holiday homes and the shop on reduced operation the load has reduced substantially during the day but has remained similar in the evenings.

Pricing has been received for the replacement generator for unit 5 along with some freight cost has been forwarded to SIESA. The rear seal oil leak on Unit four has been priced for repair and hopefully that can be undertaken as soon as travel is permitted.

At 12:30 am on the 1st of March there was a feeder outage affecting the township through to Ackers point and Ringaringa. A line patrol was undertaken but nothing found the feeder circuit breaker was closed and held. The feeder was returned to service at 3:30 am.

The following morning another line patrol was undertaken and a blown high voltage fuse was found on Horseshoe Bay Road and a dead rodent at the base of the pole. Indications are that the rat had climbed onto the transformer and contacted live hardware and tripping the circuit breaker the night before.

On the 3rd of March there was a fault on a service cable at Ringaringa which seems unrelated to the cabling project in the same area. A faulty joint was remade in the cable.

On the 3rd of March at 17:30 there was a feeder fault at Horseshoe bay which tripped the feeder circuit breaker a line patrol was undertaken and nothing found, the Circuit Breaker was closed and held. Possibly caused by vegetation near the line at Horseshoe Bay.

On the 5th of March a distribution pillar was damaged by a car at Bailey Place this was repaired and service restored to the consumer.

On Saturday the 21st of March a distribution pillar was damaged by a car at Hicks Road this was repaired and service restored to the consumer.

On the 12th of March the water heat exchanger (Radiator) Unit 4 developed a leak, the core was removed and sent for repair. The core was returned on the 17th and refitted with the generator brought back into service on the 18th.

With the Covid19 outbreak and lockdown in force the station has been manned by only the on call operator. Fuel tanks are being kept full and with the load being very low Unit 1 has been the lead engine.

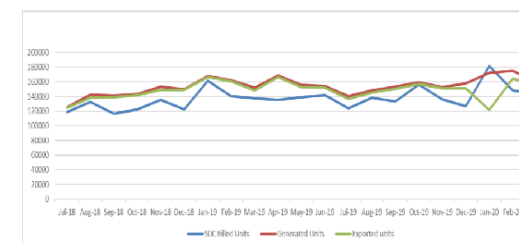
Unit 1 is slightly less efficient on fuel but with Unit 5 out of service it is wise to conserve the hours on units 3 & 4 especially with being unsure when the oil leak on unit 4 may be fixed.

PROJECTS

Item	% Complete	Comments
P/O 123647 Meter Replacement	12%	2 meters were replaced during March
P/O 146865 Management Fee Operations	17%	Monthly charge
P/O 146864 Distribution Maintenance	Ongoing	Replacements of strain insulators will be continued
P/O 146265 Generation Maintenance	Ongoing	Unit five Generator failure Unit 4 rear oil leak

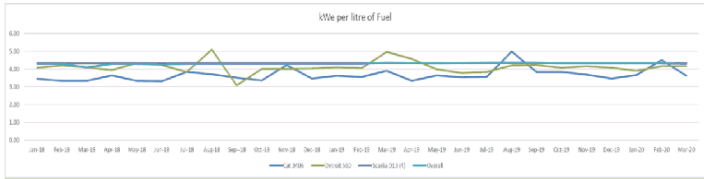
Outstanding New Connections

- 1/ J Hayden-Clarke, Wholer's Road, line work to do
- 2/ K Hicks, Elgin Terrace, Transformer to fit
- 3/ Scofield, Ringaringa, Consumer is installing cable
- 4/ Dawson / Lewis Hicks road not planned as yet.
- 5/ Pullen, Miro Crescent, at planning stage.



ENGINE MAINTENANCE REPORT

	Make / Model	Hours	Hours this Month	Fuel this Month	Kilowatt hours	Last services	Oil Test results
Unit 1	CAT 3406	17811	19	653	2360	15/3/19	No Sample
Unit 2	CAT 3408	45683	15	303	1090	13/01/17	No Sample
Unit 3	Detroit 60	21162	198	8801	36572	13/3/20	"A"
Unit 4	Scania D13	11325	568	27474	119740	15/2/20	"A"
Unit 5	Scania D13	10236	0	0	0	14/11/19	"A"



		Update
Identified Risks	Structures / Poles	The Hicks Rd pole at the Davis property is still under investigation.
	Transformers	Two other red tag poles remain to be changed
	Pillar boxes / Link Boxes / Cabling	Station Transformers are were tested on the 25 th of August with one having a poor result.
	Lines / Insulators	New cabling has been installed at Ringaringa
Generation Equipment	Generation Plant	Strain insulator replacements continuing
	Control Systems	Unit 4 was serviced on the 10 th of Sept and currently has a rear main seal leak.
	Fuel systems / Plant	Unit five generator has failed due to moisture.
	Buildings	SCADA and controls are fully operational
		A work plan for tank replacement has been supplied by SIESA
		The building is in good condition with some internal painting planned.

RISK AND STRATEGY UPDATES



Trees approaching line at Horseshoe Bay



Cabling project a Ringaringa

SIESA - Financial Report to 30 April 2020

Record No: R/20/5/11890
Author: Joanie Nel, Management Accountant
Approved by: Anne Robson, Chief Financial Officer

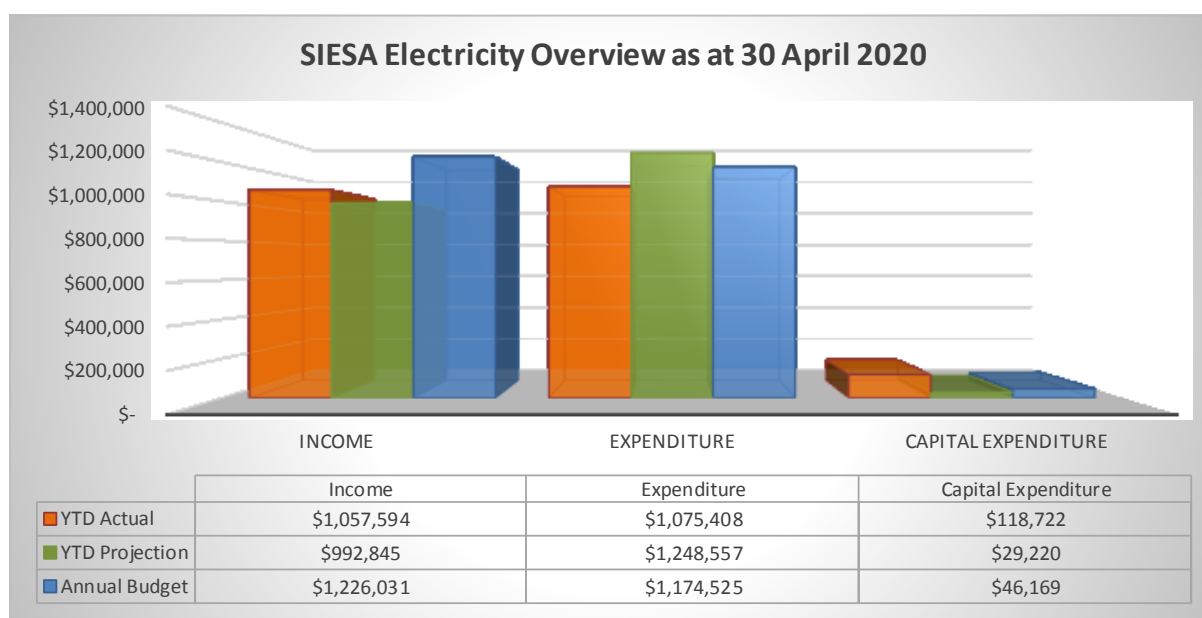
☐ Decision

☐ Recommendation

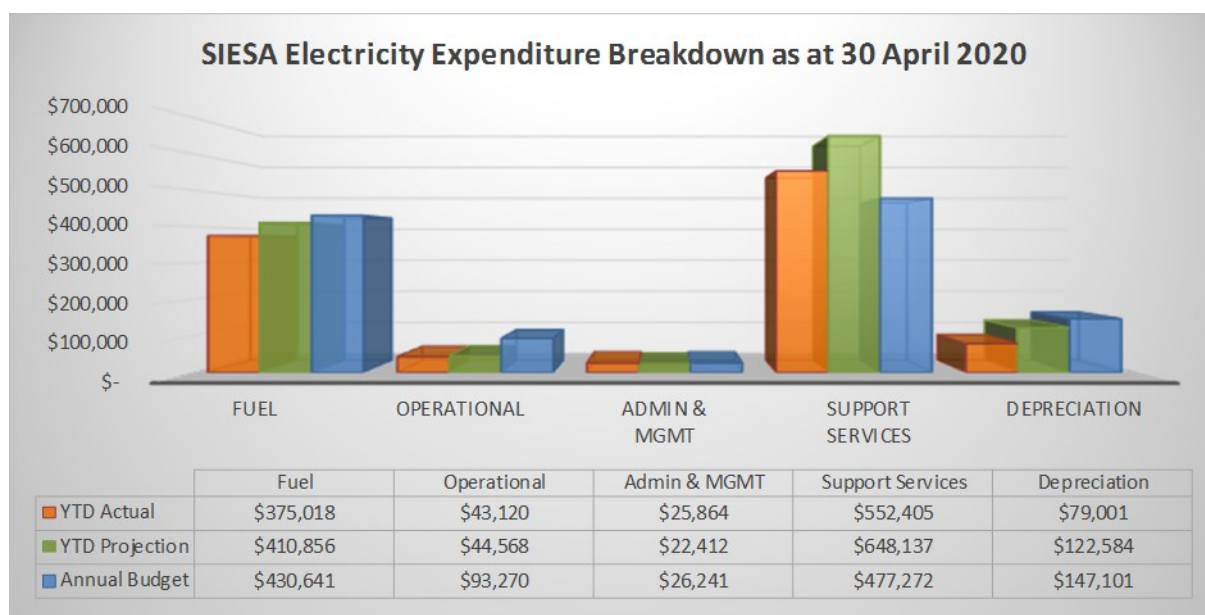
☒ Information

SIESA Electricity Operations

- 1 SIESA electricity generation net loss for the year to date is \$17,814 compared with a projected year to date loss of \$255,712. Key reasons for this variance are noted below.



- 2 Total income for the year to date is \$1,057,594, \$64,749 over projection. The key increase is higher electricity charges income against projection (\$73,277). Consumption year to date is 5% higher for the period July to April compared to the same period in 2019. (68,717 units)



- 3 Total operating expenditure for the year is \$1,075,408, \$173,149 under projection due to the following:
- fuel costs are \$35,837 under projection YTD. Overall fuel prices have decreased. In April 2019 diesel price was 103c per litre versus 72c per litre in April 2020.
 - management fees are \$72,808 under projection YTD. We have identified that the monthly invoice from Pownet is arriving later than our financial cut-off date. As such one month of management fees is missing. A monthly accrual will occur in the future to ensure this is not an ongoing issue.
 - operational costs for the period to date are \$35,838 under projection due to less maintenance costs being incurred to date. It is expected that maintenance costs will be over projection at year end due principally to the emergency replacement of the Unit 5 Alternator, (see paragraph 8). Additionally, Pownet have advised that there is currently an issue with the unit 4 rear main oil seal, the repairs would cost around \$4,500.
 - depreciation costs are lower than YTD projection (\$43,583) as a result of less capital work being completed than planned in the current and previous financial years.
- 4 Capital Expenditure is currently \$89,502 over projection at \$118,722 for the year to date. The costs incurred during the year relate to fuel tanks replacement project. The phasing of the budget will be revisited during the next month-end.

Project list updates

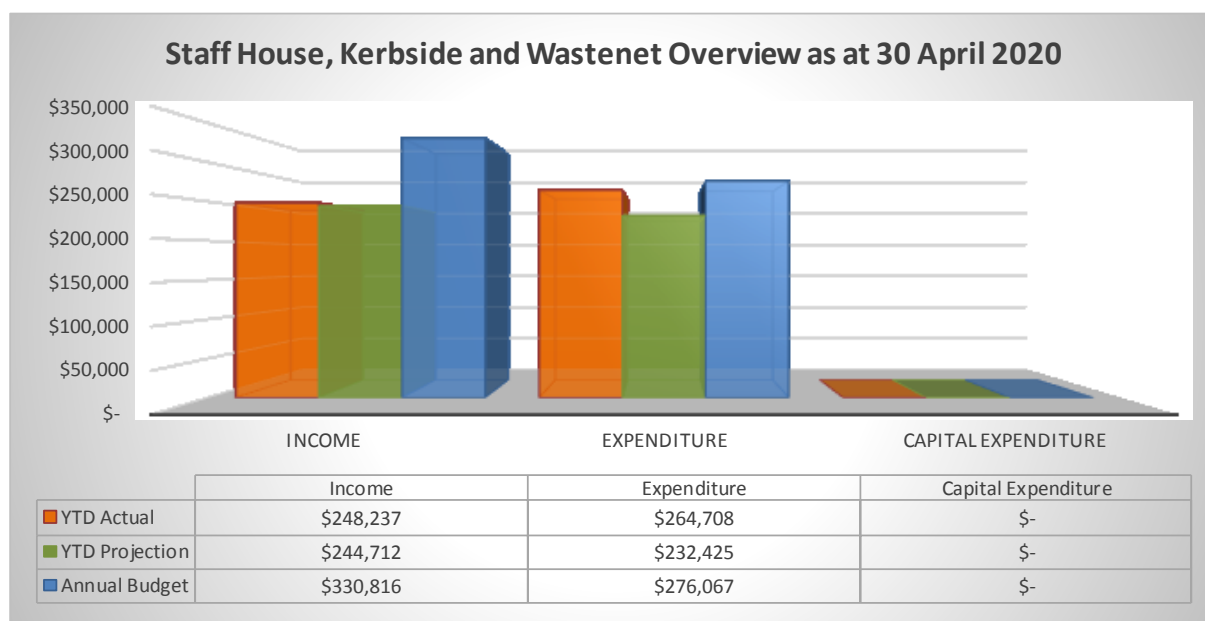
Stewart Island/Rakiura Community Board

8 June 2020

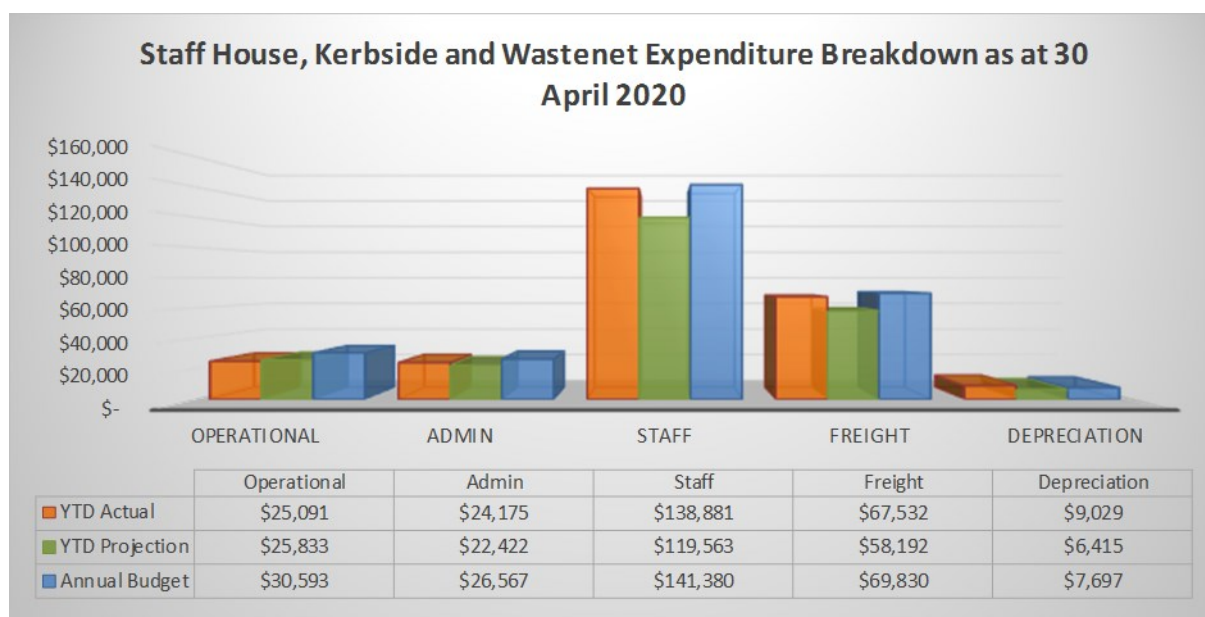
Project Name	Published 2019/20 AP Budgets	Carry Forwards	Unbudgeted - Council reports	Approved Feb forecasted change	Total 19/20 Budget	Actual costs to date incl accruals
Replacement Generator/Turbine	110,000			- 110,000.00	-	
Network Upgrade (Renewal etc.)	20,440			- 20,440.00	-	15,985
Fuel tanks (2x20,000L) replacement	-	31,169		831.00	32,000	83,337
Exhaust System renewal/service	20,000			- 20,000.00	-	
Service SCADA Control System	25,000			- 25,000.00	-	
Upgrade SCADA Control System	10,000			- 10,000.00	-	
Ringfeed Project: Stage 4 (incl. Ringunit)	56,000			- 56,000.00	-	
Ringfeed Project - Stage 3	46,000			- 31,000.00	15,000	
Gates/Fence/Signs/Cameras/Security Upgrade for Power Station	30,000			- 30,000.00	-	
Replacement of one transformer/switch yard	35,000			- 35,000.00	-	
Replace circuit breakers on 400V Main switchboard	80,000			- 80,000.00	-	
Relocation of Power cable at Ringaringa Road				20,000.00	20,000	
Unit 5 Alternator failed			30,000.00		30,000	
Ringfeed project stage 5			32,193.00	- 32,193.00	-	
Low Conductors Lee Bay Road						4,430
	432,440	31,169	62,193	- 428,802	97,000	103,752

- 5 There are a number of projects for SIESA (\$400 thousand) that have been deleted from the work program as part of Council's forecasting process. These are projects that were developed a number of years ago and are being revisited as part of developing the 2021 Long Term Plan. It is recognised that for the year ended 30 June 2021 unbudgeted expenditure will most likely be required to be approved for any projects identified before the Long Term Plan is in place.
- 6 The replacement of the fuel tanks (\$31,169) due to be completed this year is likely to run into the 20/21 financial year with the COVID-19 pandemic and subsequent lock-down having created a six week delay. The tanks have been purchased, but we are awaiting a response from Powernet on when the installation of the tanks will occur. The civil works associated with this project will be put out for tender once we know when the tanks will be installed. The total cost of this project to date is \$83,337.
- 7 The relocation of the power cable at Ringaringa road, \$20,000 has occurred and is awaiting the final electrical works. Work in regards to the underground property feeds, termination of current overhead lines, connection and electrification of the new underground lines, removal of redundant lines and power poles is expected to be completed prior to 30 June 2020.
- 8 The emergency replacement of Unit 5 Alternator which failed during the Covid 19 lock down (\$28,000) was presented to the Services and Assets committee at their meeting held on the 6th of May 2020, and due for presentation at the next Council meeting on the 22nd of July. A new alternator has been ordered from the supplier but we are awaiting an estimated time of arrival of the unit.

Staff House, Kerbside and Wastenet Operations



- 9 SIESA staff house, kerbside and wastenet operations net deficit for the year to date is \$43,296, compared to a projected year to date net profit of \$16,620.
- 10 Overall income for the period to date is \$31,078 under projection.



- 11 Overall expenditure for the year to date is \$261,263, (\$28,838 over projection). This is due to higher freight costs for waste disposal (\$20,389), electricity charges for the staff house not budgeted for (\$3,037) and costs for materials being \$1,735 being over projection (levelling work at Oban green-waste site) and temporary contractor charges not budgeted for (\$6,765).

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “SIESA - Financial Report to 30 April 2020” dated 2 June 2020.**

Attachments

There are no attachments for this report.

Stewart Island/Rakiura Jetties Advisory Group - Terms of Reference

Record No: R/20/3/6339

Author: Megan Seator, Community Liaison Officer

Approved by: Rex Capil, Group Manager Community and Futures

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is for the Stewart Island/Rakiura Community Board to approve the Terms of Reference for the Stewart Island/Rakiura Jetties Advisory Group.

Executive Summary

- 2 The Stewart Island/Rakiura Jetties Advisory Group is assigned to provide advice and expertise about the jetties owned by Southland District Council on Stewart Island Rakiura.
- 3 They are responsible for making recommendations about their management, development, and maintenance to the Stewart Island/Rakiura Community Board.
- 4 The Stewart Island/Rakiura Jetties Advisory Group replaces the former Stewart Island Jetties Subcommittee which was previously a subcommittee of Southland District Council.
- 5 The membership of the Stewart Island/Rakiura Jetties Advisory Group remains unchanged with the exception of an additional representative member titled “community representative” at the request of Stewart Island/Rakiura Community Board Chairman Spraggon.
- 6 Similarly the Terms of Reference, in essence, remains unchanged with the exception of the group no longer being a sub-committee of council and now having an advisory role to the Stewart Island/Rakiura Community Board.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) Receives the report titled “Stewart Island/Rakiura Jetties Advisory Group - Terms of Reference” dated 7 May 2020.**
- 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) Confirms the Terms of Reference for the Stewart Island/Rakiura Jetties Advisory Group and the Stewart Island/Rakiura Community Board appoints an individual to represent the Community Board on the Advisory Group.**

Background

- 7 The Stewart Island/Rakiura Jetties Advisory Group is assigned to provide advice and expertise about the jetties owned by Southland District Council on Stewart Island Rakiura.
- 8 They are responsible for making recommendations about their management, development, and maintenance to the Stewart Island/Rakiura Community Board.
- 9 The Stewart Island/Rakiura Jetties Advisory Group replaces the former Stewart Island Jetties Subcommittee which was previously a subcommittee of Southland District Council.

Issues

- 10 There are no issues to consider.

Factors to Consider

Legal and Statutory Requirements

- 11 There are no legal or statutory requirements to consider.

Community Views

- 12 There are no community views to consider.

Costs and Funding

- 13 There are no costs or funding to consider.

Policy Implications

- 14 There are no policy implications to consider.

Analysis

Options Considered

- 15 The Stewart Island/Rakiura Community Board has two options. Option 1 is to approve the Terms of Reference for the Stewart Island/Rakiura Jetties Advisory Group. Option 2 is to not approve the Terms of Reference for the Stewart Island/Rakiura Jetties Advisory Group.

Analysis of Options

Option 1 – To approve the Terms of Reference for the Stewart Island/Rakiura Jetties Advisory Group.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">The Advisory Group can proceed in their functions.	<ul style="list-style-type: none">There are no disadvantages.

Option 2 – To not approve the Terms of Reference for the Stewart Island/Rakiura Jetties Advisory Group.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• There are no advantages.	<ul style="list-style-type: none">• Delays will occur in the Advisory Group proceeding to function.

Assessment of Significance

- 16 This is not considered significant.

Recommended Option

- 17 The recommended option is “option 1 – to approve the Terms of Reference for the Stewart Island/Rakiura Jetties Advisory Group” (as attached) and for the Stewart Island/Rakiura Community Board to appoint an individual to represent the Community Board on the Advisory Group.

Next Steps

- 18 Upon approving this report, the Stewart Island/Rakiura Jetties Advisory Group will be formally implemented and operational. The representative from the Stewart Island/Rakiura Community Board will be responsible for calling the first meeting of the Advisory Group and for ensuring the groups outlined in section 3 (membership) of the Terms of Reference are represented.

Attachments

- A Stewart Island Jetties Advisory Group Terms of Reference (Draft) [↓](#)

Stewart Island Rakiura Jetties Advisory Group

Terms of Reference

March 2020

Document Revision

Date	Amendment	Amended by	Approved by	Approval date

1. Scope of activities

The Stewart Island Rakiura Jetties Advisory Group is assigned to provide advice and expertise about the jetties owned by Southland District Council on Stewart Island Rakiura and make recommendations about their management, development, and maintenance to the Stewart Island Rakiura Community Board.

- 1.1. The location of the jetties overseen by the Advisory Group are at Fred's Camp, Millars Beach, Ulva Island, Port William, and Little Glory Cove.
- 1.2. Under their administration, the Advisory Group is permitted to engage in the following activities:
 - a) Communication with organisations and those who have a special interest with the jetties;
 - b) Consideration of and reporting on all matters related to the jetties to the Stewart Island Rakiura Community Board;
 - c) Supporting the preparation of any asset management plans and long terms budgets relating to the management of the jetties;
 - d) Preparing an annual report for users, payers, and others with an interest in the jetties;
 - e) Any other activities as delegated by the Stewart Island Rakiura Community Board.

2. Power to recommend

- 2.1. Under their administration, the Advisory Group has the power to recommend the following to the Stewart Island Rakiura Community Board:
 - a) Priorities for maintenance and development for the jetties;
 - b) The level of fees to be collected for use of the wharves;
 - c) The expenditure of funds outside the approved annual budget;
 - d) Long-term asset management plans and reports.

3. Membership

- 3.1. The membership of the Stewart Island Jetties Advisory Group is eight members and will comprise as follows:
 - The Stewart Island Rakiura councillor

Stewart Island/Rakiura Community Board

Plus one representative appointed by each of the following:

- Stewart Island Rakiura Community Board
- Stewart Island Tourism Industry
- Stewart Island Fishing Industry
- Environment Southland
- Department of Conservation
- Local Iwi
- Community representative

4. Meeting schedule

The Stewart Island Jetties Advisory Group will meet three times a year.

5. Quorum

The quorum of the Stewart Island Jetties Advisory Group will be four members.

Stewart Island/Rakiura Community Board Criteria for the Community Partnership Fund

Record No: R/20/4/9789

Author: Megan Seator, Community Liaison Officer

Approved by: Rex Capil, Group Manager Community and Futures

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is to confirm the Stewart Island/Rakiura Community Board's funding criteria for the allocation of the Community Partnership Fund.

Executive Summary

- 2 A review of Southland District Council's community assistance activity was completed in early 2019. It was recommend that there should be a significant change in the way that Council administers the Community Initiatives Fund. Subsequently, in July 2019 Council resolved to disestablish the Community Initiatives Fund and to establish the Community Partnership Fund.
- 3 The Community Partnership Fund will be distributed by each of the nine community boards as of 1 July 2020.
- 4 Guiding principles for the distribution and administration of this fund have been created and endorsed by council.
- 5 The Community Leadership Team have been working alongside each of the community boards to develop the criteria for distributing this fund.
- 6 This report confirms the funding criteria for the Stewart Island/Rakiura Community Board.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) Receives the report titled “Stewart Island/Rakiura Community Board Criteria for the Community Partnership Fund” dated 28 April 2020.**
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) Confirms the funding criteria for the distribution of the Community Partnership Fund for the Stewart Island/Rakiura Community Board.**

Background

- 7 Southland District Council's community assistance activity seeks to contribute to a District of 'proud, connected communities that have an attractive and affordable lifestyle' by enabling Southland's communities to be desirable places to live, grow up, work, run a business, raise a family and enjoy a safe and satisfying life. Through providing financial assistance by way of grant funding, community groups and individuals are supported to undertake their desired activities.
- 8 A review of the community assistance activity was completed in early 2019. The purpose of this review was to ensure that Council is providing assistance in a considered and prudent manner to ensure efficient and effective outcomes for the communities they support.
- 9 It was recommended that there should be a significant change in the way that Council administers the Community Initiatives Fund. In July 2019, Council resolved to disestablish the Community Initiatives Fund and to establish the Community Partnership Fund.
- 10 It was recommended that there should be a significant change in the way that Council administers the Community Initiatives Fund and to establish the Community Partnership Fund.
- 11 The most significant change is that the Community Partnership Fund will be distributed by community boards who have the authority to grant funds for local applications.
- 12 Guiding Principles document for the Community Partnership Fund has been developed and endorsed by Council. This document was distributed to Board members prior to the workshop held on Monday 11 March 2020. The Guiding Principles document is also attached to this report.

Funding Criteria

- 13 One funding round in the financial year (closing 31 October).
- 14 Funding is available for not-for-profit community groups. They may be a legal entity or an informal group. Regardless of legal status, the group must have their own bank account.
- 15 Funding is not available for individuals.
- 16 Applicants may apply for up to 50% of total project costs.
- 17 Applications should be aligned with the Stewart Island/Rakiura Community Board's outcomes, and may include social, economic, cultural and environmental outcomes.
- 18 Funding for operational costs will not be considered.
- 19 Applications involving capital works will be required to provide two quotes. If this is not possible then an acceptable explanation will be required.
- 20 Applicants are encouraged to speak to their application but this is not mandatory.

Issues

- 21 There are no issues to consider.

Factors to Consider

Legal and Statutory Requirements

- 22 There are no legal or statutory requirements.

Community Views

- 23 Community views have not been considered.

Costs and Funding

- 24 Funds available to the Stewart Island/Rakiura Community Board for funding allocation the 2020-2021 financial year is \$29,860.

Policy Implications

- 25 There are no policy implications.

Analysis

Options Considered

- 26 There are two options to consider. Option 1 is to confirm and accept the criteria for the distribution of the Community Partnership Fund for the Stewart Island/Rakiura Community Board.
- 27 Option 2 is to reject the criteria for the distribution of the Community Partnership Fund for the Stewart Island/Rakiura Community Board.

Analysis of Options

Option 1 – Confirm and accept the criteria for the distribution of the Community Partnership Fund for the Stewart Island/Rakiura Community Board

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">The Stewart Island/Rakiura Community Board can proceed with the allocation of the Community Partnership Fund.	<ul style="list-style-type: none">There are no disadvantages.

Option 2 – Reject the criteria for the distribution of the Community Partnership Fund for the Stewart Island/Rakiura Community Board

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">There are no advantages.	<ul style="list-style-type: none">Delays in the process of allocating the Community Partnership Fund.

Assessment of Significance

- 28 This is not considered significant.

Recommended Option

- 29 The recommended option is “option 1” to confirm and accept the criteria for the distribution of the Community Partnership Fund for the Stewart Island/Rakiura Community board.

Next Steps

- 30 Following the Stewart Island/Rakiura confirming and accepting the criteria for the distribution of the Community Partnership Fund, this criteria along with the criteria of the other community boards will go to council for final approval.

Attachments

- A Community Partnership Fund - guiding principles [↓](#)



Community Partnership Fund

Guiding Principles

Southland District Council
Te Rohe Pōtae o Murihiku

PO Box 903
15 Forth Street
Invercargill 9840

☎ 0800 732 732
@ sdc@southlanddc.govt.nz
🏠 southlanddc.govt.nz

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i. Background

Southland District Council's community assistance activity seeks to contribute to a district of 'proud, connected communities that have an attractive and affordable lifestyle' by enabling Southland's communities to be desirable places to live, grow up, work, run a business, raise a family and enjoy a safe and satisfying life. Through providing financial assistance by way of grant funding, community groups and individuals are supported to undertake their desired activities.

A review of the community assistance activity was completed in early 2019. The purpose of this review was to ensure that Council is providing assistance in a considered and prudent manner to ensure efficient and effective outcomes for the communities they support.

It was recommended that there should be a significant change in the way that Council administers the Community Initiatives Fund. Subsequently, in July 2019 Council resolved to disestablish the Community Initiatives Fund and to establish the Community Partnership Fund.

As a part of this resolution, it was decided that the Community Partnership Fund would be allocated in two parts. The first part being district applications which will be heard through the Community and Strategy Committee. While the second part being distributed by community boards who have the authority to grant funds for local applications. In order to do this, community boards have been delegated the authority to establish prioritisation criteria based on the guiding principles set by council.

Additionally, community boards will also have the discretion to recommend a local grants rate that allows them to increase the amount available to allocate to local community groups, agencies, projects or events as the community boards deem appropriate.

This new method of funding allocation supports Council's community-led development approach by providing community boards with greater autonomy to fulfil the needs specific to their local communities.

ii. Purpose

The purpose of the Community Partnership Fund is to enable local decision-making by providing community boards with the opportunity to distribute funding to enable communities to provide for their own local needs, aspirations, and goals in line with the principles of community-led development.

Community-led development is a citizen-centric approach that is underpinned by a philosophy of empowerment. It is integral to the wellbeing of communities and good local government practice. Council has placed an intentional focus on community-led development and is supporting communities to be leaders in this space.

Community-led development is based on five core principles:

1. Shared local visions drive action and change
2. Using existing strengths and assets
3. Many people, groups and sectors working together
4. Building diverse and collaborative local leadership
5. Working adaptively, learning informs planning and action

iii. Key outcomes

The Community Partnership Fund seeks to achieve the following key outcomes:

1. Increased communication and relationship-building between community boards and their communities.
2. Community boards have a heightened knowledge and awareness of community needs, aspirations, and goals.
3. Increased alignment between community board strategic plans and community visions.
4. Funding decisions are devolved and made at a grass-roots level.
5. Community boards are role models for collaborative decision making through consensus building when making funding decisions.
6. Community boards take ownership and are accountable to their local communities for all funding decisions.
7. Community boards have increased means to carry out their “community well-being” and “community leadership” delegations.

iv. Guiding principles for funding allocation

Equity – All community organisations will have an equitable opportunity to be considered for funding. Community boards will ensure applicants are treated fairly and are provided with any support they may reasonably require in order to apply for funding. The legal status of a community organisation will not be a barrier to funding so long as the organisation can demonstrate that it is established and operating as a not-for-profit and can provide final accountability.

Avoidance of conflicts of interest – It's not uncommon for community board members to be a part of various community organisations and projects. Community board members are required to declare a conflict of interest if a community group they belong to is applying for funding. Any community board member with a conflict of interest must abstain from voting on the funding request.

Transparency – The Community Partnership Fund will be operated transparently in all stages of the process while protecting applicant confidentiality where required. Clear information on funding opportunities, dates, and criteria will be provided to communities in a timely manner. The community board will provide feedback to unsuccessful applicants.

Strategic alignment – Priority shall be given to funding applications that align with the outcomes of the community board plan for that area.

The four well-beings – Decisions on funding should consider how the funding request promotes the social, economic, environmental, and cultural well-being of the community in the present or in the future (Local Government (Community Well-being) Amendment Act 2019).

The four well-beings are reflected in council's proposed community outcomes for the 2021-2031 long term plan. These are as follows:

- Environment – kaitiakitanga for future generations
- Culture – inclusive, connected communities
- Economic – a diverse economy creating healthy and affordable lifestyles
- Social – empowered communities with the right tools to deliver the best outcomes

Consensus building – Community boards will seek to achieve consensus on all funding decisions in order to achieve and role-model collaboration.

Accountability – Community boards will be accountable to their communities for all funding decisions made. It is important for community boards to deliver good value for residents by supporting initiatives that are effective and which can produce clear benefits. All funding recipients will be required to account for how they have spent funds and report on what they have achieved.

v. Common approach to administration and accountability

- All community boards will be required to develop criteria for the distribution of funds. This criteria must align with the guiding principles for the fund and also with the outcomes of the community board plan for the area. Criteria must be available to potential applicants.
- This criteria should be reviewed upon the swearing in of a new community board and may be reviewed more frequently.
- There will be a standardised funding application and accountability form across all community boards to enable administrative consistency.
- Application information will be included in the community boards meeting agenda.
- Each applicant will be given an opportunity to speak to their application if they choose to.
- When making decisions, community boards will use their criteria to assess applications.
- Unspent money from the Community Partnership Fund cannot be carried over to the next year.
- Each community board has the delegated authority to consider a rate to increase the amount available for distribution – this needs to be recommended to Council.
- When consensus cannot be reached and all attempts to reach consensus have been exhausted, a decision may be made by a simple majority.
- Total funding amounts for the 2020/21 financial year for each Community Board can be found in Appendix A.

vi. Timeline

11 February 2020 – A draft of the Community Partnership Fund Guiding Principles is presented to the Community and Strategy Committee for endorsement.

March/April 2020 – Workshops are held with community boards to develop their funding criteria for the Community Partnership Fund.

6 May 2020 – Funding criteria for each community board is presented to the Community and Strategy Committee for endorsement.

1 July 2020 – Community Partnership Fund comes into effect.

Appendix A

The following table illustrates the 2020/2021 allocation of the Community Partnership Fund for each of the Community Boards.

Council agreed at its July 2019 meeting to change the way they allocate funding to community groups.

As of 1 July 2020, each community board has a one-off allocation of \$25,473 to be spent in the 2020/2021 year from the Community Initiatives Fund reserve (refer to column B in the table below). Additionally, each community board will receive an annual amount calculated on an equal share of 50% of the funds, and the remaining 50% allocated on population base (refer to column A in the table below).

The money is rated from the District, any amount not utilised at the end of the financial year will be retained in a district reserve for allocation by Council to district-wide projects and initiatives.

The community board may wish to consider adding additional local rates funding to further support their local initiatives and increase the amount available to allocate by way of the Community Partnership Fund. This will require the community board to determine an extra amount it wishes to allocate and locally rate accordingly.

Community Board	50% pa population and 50% pa equal distribution (A)	One-off contribution to boards from community initiatives reserve (B)	Total funding available for 2020/2021 (C)
Ardlussa	\$6,338	\$25,473	\$31,811
Fiordland	\$7,988	\$25,473	\$33,461
Northern	\$6,069	\$25,473	\$31,542
Oraka Aparima	\$7,136	\$25,473	\$32,609
Oreti	\$13,672	\$25,473	\$39,145
Stewart Island/Rakiura	\$4,387	\$25,473	\$29,860
Tuatapere Te Waewae	\$5,898	\$25,473	\$31,371
Wallace Takitimu	\$8,020	\$25,473	\$33,493
Waihopai Toetoe	\$11,213	\$25,473	\$36,686

Appointment of Community and Iwi Representatives to the Stewart Island/ Rakiura Visitor Levy Allocation Subcommittee

Record No: R/20/5/12534

Author: Louise Pagan, Communications Manager

Approved by: Rex Capil, Group Manager Community and Futures

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 This report is to appoint a community representative and an iwi representative to the Stewart Island/Rakiura Visitor Levy Allocations Subcommittee.

Executive Summary

- 2 Two new positions on the allocations subcommittee were established when the Stewart Island/Rakiura Visitor Levy Policy was reviewed and updated in 2019.
- 3 An advertisement was placed in the Stewart Island News for the community representative, with three people indicating an interest. Two eventually withdrew because of other commitments, with Helen Cave the final candidate.
- 4 Iwi were engaged with to find a candidate to represent iwi and Lania Edwards was proposed.
- 5 Staff are recommending both Mrs Cave and Ms Edwards are appointed to the allocations subcommittee.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) Receives the report titled “Appointment of Community and Iwi Representatives to the Stewart Island/ Rakiura Visitor Levy Allocation Subcommittee” dated 29 May 2020.**
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) Approves the appointment of Helen Cave as the community representative on the Stewart Island/Rakiura Visitor Levy Allocation Subcommittee.**
- e) Approves the appointment of Lania Edwards as the iwi representative on the Stewart Island/Rakiura Visitor Levy Allocation Subcommittee.**

Background

- 6 The Southland District Council Stewart Island/Rakiura Visitor Levy Empowering Act 2012 was passed into law on 26 March 2012. The act allows Council to set and collect levies from visitors to Stewart Island/Rakiura. Under the act, funds are to be used to better provide services, facilities, amenities for island visitors or to mitigate environmental effects from visitors.
- 7 Council adopted the Stewart Island/Rakiura Visitor Levy Policy in 2012. It set out who was exempt from the levy, how the levy would be collected and how it would be granted.
- 8 In 2018 the policy was reviewed and consulted on and following that feedback, a revised policy was adopted on 7 February 2019. That policy came into effect on 1 July 2019.
- 9 One of the changes in the policy was to increase the membership of the allocations subcommittee to include a member of the public from Stewart Island/Rakiura and an iwi representative.
- 10 Applications to the levy are decided on once a year in March. However, this year the application period was extended out because of Covid-19.

Issues

- 11 Council held its triennial elections in October last year and adopted terms of reference and delegations for all its committees in November.
- 12 Council advertised for a public representative at the beginning of February and started engaging with iwi on a possible representative.
- 13 Council received three indications of interest for the public position, and after gaining further information, two people withdrew.
- 14 Then staff became busy with the Covid-19 pandemic and this was put on hold for two months. The one remaining candidate, Helen Cave, was contacted earlier this month and she confirmed she was still keen to be part of the subcommittee.
- 15 In her email, Mrs Cave said she has lived on the island for 50 years and has been involved in a wide range of community activities. She has children and grandchildren living on the island and takes an active interest in the school, preschool, sporting and social activities on the island.
- 16 She operates tourism, fishing and aquaculture businesses and has a long-term commitment to the welfare of the island and islanders.
- 17 She is aware of and concerned about the impact of tourism on the infrastructure of the island and the need to alleviate the burden on the ratepayers without squandering the funds. She feels strongly that distribution of public funds carries a burden of responsibility and would expect to follow up on distributions.
- 18 Engagement was carried out with local iwi representatives and Lania Edwards was put forward as their representative. She tells us a bit about herself below:
- 19 I te taha o taku pāpā he urī ahau nō Ngāti Māmoe ki Rakiura, Waitaha, Ngāi Tahu ki tēnā pito, ki tēnā pito o Te Waipounamu.

- 20 I te taha o taku māmā he urī ahau nō Kōtimana me Ingārangi. (Greetings to you all, who am I? On my father's side I am a descendant from Ngāti māmoe in Rakiura, Waitaha and Ngāi Tahu around the South Island. On my mother's side I am a descendant from Scotland and England).
- 21 I have been living on Rakiura since I was a baby and have loved growing up in such an amazing place surrounded by my extended Whānau - our community. I have worked in many different positions over the years on Rakiura, although they all had one thing in common, working with tourists.
- 22 With Tourism playing such a big part in the community's income these days it's important to have understanding for our customers/tourists needs and most importantly what our community want and need.
- 23 I've served on several different boards in our community over the years, the health committee, Rugrats committee, currently still on The Heritage Trust Board and am a member of the Rakiura Titi Administration body - helping manage the crown islands. I also completed a leadership academy course earlier this year and fully enjoyed all the takeaway lessons from our guest speakers each week.
- 24 I currently work for Rakiura Charters and Water Taxis and have been with them now for three years. I love sharing my knowledge of Rakiura and seeing others enjoying our stunning back yard.
- 25 I'm all about looking after our whenua and abiding tikanga in all that we do, especially in a place like Rakiura. I am currently enrolled in a te reo māori course learning the language, tikanga, waiata, karakia and much more, our Roopu is called : Ko nga kete e toru o Rakiura, And we will share and teach what we learn to those in our community whom wish to know more about all things māori.
- 26 I feel I am an approachable person to korero with over any issues or suggestions regarding how the visitor levy funds may be spent , and am excited to think I may represent our community as the iwi rep for the visitor levy fund committee.

Factors to Consider

Legal and Statutory Requirements

- 27 The appointment of the two representatives meets requirements under the Southland District Council Stewart Island/Rakiura Visitor Levy Empowering Act 2012 and other legislation pertaining to local government.

Community Views

- 28 The purpose of this report is to ensure community and iwi representation on the visitor levy allocation subcommittee. This is necessary to ensure community and iwi views are taken into consideration when the allocation subcommittee makes decisions.

Costs and Funding

- 29 There is no cost to approving these two representatives.

Policy Implications

- 30 Appointing iwi and community representatives to the allocation subcommittee follows the process set out in the levy policy, adopted by Council on 7 February 2019.

Analysis

Options Considered

- 31 There are two options – either to appoint the two representatives or not to appoint.

Analysis of Options

Option 1 – To appoint Helen Cave as public representative and Lania Edwards as iwi representative to the Stewart Island/Rakiura Visitor Levy Allocation Committee.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• both representatives are keen and have knowledge of Stewart Island/Rakiura and its community• the subcommittee can meet and allocate the levy for this year• there is a broad spectrum of members on the subcommittee• the process has been open to the public and those who are interested and keen have made themselves available	<ul style="list-style-type: none">• there are no disadvantages

Option 2 – To not appoint Helen Cave as public representative and Lania Edwards as iwi representative to the Stewart Island/Rakiura Visitor Levy Allocation Committee and to readvertise the positions.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• there are no advantages	<ul style="list-style-type: none">• the subcommittee cannot meet and allocate the levy• Council will need to readvertise and work through the process again, which will take more time

Assessment of Significance

- 32 This matter is of low significance under Council's Significance and Engagement Policy.

Recommended Option

- 33 To appoint the iwi and the community representatives.

Next Steps

- 34 The appointed representatives will be informed and the first levy allocation committee meeting set up to hear applications.

Attachments

There are no attachments for this report.

Stewart Island/Rakiura Community Board Forward Programme

Record No: R/20/5/12574

Author: Kirsten Hicks, Committee Advisor/Customer Support Partner

Approved by: Fran Mikulicic, Group Manager Environmental Services

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 To provide the community board members a draft work programme for information, which can be updated as required

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Stewart Island/Rakiura Community Board Forward Programme” dated 29 May 2020.**

Attachments

- A Stewart Island Rakiura Community Board Forward Programme [↓](#)

Stewart Island Rakiura Community Board Forward Programme 2020

A summary of the governance and democracy, strategy and policy and other board subject matter reports to be presented to the board in 2020

Reports: Activities/Milestones	23 Jan Workshop	10 Feb meeting	9 March workshop	6 April Meeting	11 May Workshop	8 June Meeting	13 July Workshop	10 Aug Meeting	14 Sept Workshop	12 Oct Meeting	9 Nov Workshop	14 Dec Meeting
GOVERNANCE:												
Meeting schedule		X										
Calendar schedule		X										
LTP:		X	X - Informal	X - Informal	X - Informal	X				X	X	
ANNUAL PLAN:		X					X					
ANNUAL REPORT:										X		
POLICY:												
Community Grants & Assistance		X										
Visitor levy						X						
Jetty user charge						X						
BYLAW:												
Keeping of Animals, Poultry and Bees			X									
Roading										X		

Reports: Activities/Milestones	23 Jan Workshop	10 Feb meeting	9 March workshop	6 April Meeting	11 May Workshop	8 June Meeting	13 July Workshop	10 Aug Meeting	14 Sept Workshop	12 Oct Meeting	9 Nov Workshop	14 Dec Meeting
Alcohol Licensing and Fee Setting						X						
Public Spaces (incl Trading in Public Spaces, Alcohol Control, Signs and Objects on the Footpath, E-Scooters and Alfresco Dining)						X						
Solid waste			X									
COMMUNITY BOARD PLAN: Draft Final Report against												
COMMUNITY GROUP ATTENDANCE:		RHCT Frisbee Golf		Future Rakiura Ulva Island Trust								
OTHER BOARD RELATED MATTERS: Sustainability review	X	X										

Reports:	23 Jan	10 Feb	9 March	6 April	11 May	8 June	13 July	10 Aug	14 Sept	12 Oct	9 Nov	14 Dec
Activities/Milestones	Workshop	meeting	workshop	Meeting	Workshop	Meeting	Workshop	Meeting	Workshop	Meeting	Workshop	Meeting
SIESA												