



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

Date: **Wednesday, 1 July 2020**
Time: **1.30pm**
Meeting Room: **Community Room, Fiordland Health Centre**
Venue: **25 Luxmore Drive, Te Anau**

Fiordland Community Board Agenda OPEN

MEMBERSHIP

Chairperson	Sarah Greaney
Deputy Chairperson	Diane Holmes
Members	Mary Chartres
	Benjamin Killeen
	Ryan Murray
	Max Slee
	Councillor Ebel Kremer

IN ATTENDANCE

Committee Advisor	Alyson Hamilton
Community Partnership Leader	Simon Moran
Community Liaison Officer	Megan Seator

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

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

Terms of Reference – Community Boards

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

	<ul style="list-style-type: none"> • to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community • 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

¹ Local Government Act 2002, s.53

as detailed in the long term plan, and on local expenditure, rating impacts and priorities.

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

	<p>national importance (Section 6 Resource Management Act 1991); or</p> <ul style="list-style-type: none"> involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise. <p>Local activities include:</p> <ol style="list-style-type: none"> community leadership local halls and community centres (within Council's overarching policy for community facilities) wharves and harbour facilities local parks and reserves parking limits and footpaths Te Anau/Manapouri Airport (Fiordland Community Board) Stewart Island Electricity Supply Authority (SIESA) (Stewart Island/Rakiura Community Board) <ol style="list-style-type: none"> for the above two local activities only recommend levels of service and annual budget to the Services and Assets Committee monitor the performance and delivery of the service <p>19) naming reserves, structures and commemorative places</p> <ol style="list-style-type: none"> authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places. <p>20) naming roads</p> <ol style="list-style-type: none"> authority to decide on the naming for public roads, private roads and rights of way <p>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.</p> <p>Rentals and Leases</p> <p>In relation to all leases and licences of land and buildings for local activities within their own area, on behalf of Council;</p> <ol style="list-style-type: none"> accept the highest tenders for rentals more than \$10,000 approve the preferential allocation of leases and licenses where the rental is \$10,000 or more per annum. <p>Environmental management and spatial planning</p> <ol style="list-style-type: none"> provide comment on behalf of the relevant community/communities on resource consent applications referred to the community board for comment. 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.
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	<p>24) provide advice to Council and its committees on any matter of interest or concern to the community board in 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</p>

	<p>constituents and for the board in the exercise of its business. Correspondence with central government, other local government agencies or official agencies will only take place through Council staff and will be undertaken under the name of Southland District Council.</p>
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 Fiordland Community Board, 19 May 2020



Fiordland Community Board

OPEN MINUTES

Minutes of a meeting of Fiordland Community Board held via Zoom (digital technology) on Tuesday, 19 May 2020 at 3pm.

PRESENT

Chairperson
Members

Sarah Greaney
Mary Chartres
Benjamin Killeen
Ryan Murray
Councillor Ebel Kremer

APOLOGIES

Deputy Chairperson

Diane Holmes
Max Slee

IN ATTENDANCE

Committee Advisor
Community Partnership Leader
Community Liaison Officer

Mayor Gary Tong
Alyson Hamilton
Simon Moran
Megan Seator

1 Apologies

There were apologies from deputy Chairperson Diane Holmes and Max Slee.

Moved Mary Chartres, seconded Ryan Murray and resolved:

That the Fiordland Community accept the apologies.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

There was no public forum.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Mary Chartres, seconded Benjamin Killeen **and resolved:**

That the minutes of the Fiordland Community Board meeting held on 26 February 2020 be confirmed as a true and correct record of that meeting.

Reports

7.1 Community Leadership Report for Fiordland Community Board

Record No: R/20/3/7131

Community Partnership Leader - Simon Moran was in attendance for this item.

Mr Moran advised that the purpose of the report was to update the board on the community leadership activities in the Fiordland board area.

Resolution

Moved Ryan Murray, seconded Mary Chartres **and resolved:**

That the Fiordland Community Board:

- a) **Receives the report titled “Community Leadership Report for Fiordland Community Board” dated 7 May 2020.**

7.2 Operational Report for Fiordland Community Board

Record No: R/20/3/7089

Community Partnership leader - Simon Moran was in attendance for this item.

Mr Moran advised the purpose of the report was to update the board on the operational activities in the Fiordland board area.

Resolution

Moved Mary Chartres, seconded Ryan Murray **and resolved:**

That the Fiordland Community Board:

- a) **Receives the report titled “Operational Report for Fiordland Community Board” dated 11 May 2020.**

7.3 Council Report

Record No: R/20/3/6014

Councillor Ebel Kremer presented the report.

Councillor Kremer drew a number of issues to the attention of the board including:

- adverse weather event and effects to Fiordland area
- possibility of placing a pedestrian crossing on Sandy Brown Road

The board noted the deliberation and adoption of the draft Speed Limits Bylaw to be considered at the upcoming Council meeting and agreed that the speed limit change suggested for Sandy Brown Road be reduced from the proposed 60kmh to 50kmh.

Councillor Kremer to present this information to the Council meeting.

Resolution

Moved Mary Chartres, seconded Ryan Murray **and resolved:**

That the Fiordland Community Board:

- a) **Receives the report titled “Council Report” dated 7 May 2020.**

7.4 Chairperson's Report

Record No: R/20/4/8844

Chairperson Sarah Greaney presented this report.

Chairperson Greaney drew a number of issues to the attention of the board including:

- Regional Civil Defence Emergency and subsequent widespread damage
- Covid-19 Community Leadership and Communication update
- Fiordland Community Futures Plan

Resolution

Moved Chairperson Greaney, seconded Cr Kremer **and resolved:**

That the Fiordland Community Board:

- a) Receives the report titled "Chairperson's Report" dated 12 May 2020.**

7.5 Te Anau Airport and the Impact of COVID-19 on the 2020/21 Annual Plan

Record No: R/20/4/9855

Management Accountant - Joanie Nell was in attendance for this item.

Ms Nell advised the purpose of this report is to discuss and seek agreement by the Fiordland Community Board on a proposed deferral of the Te Anau Airport loan repayments for the 2020/21 financial year in response to the potential financial impact of COVID-19 on the affordability of rates in the Fiordland rating area. The impact being a reduction in the airport rate for the 2020/2021 financial year.

Resolution

Moved Cr Kremer, seconded Mary Chartres **and resolved:**

That Fiordland Community Board:

- a) Receives the report titled "Te Anau Airport and the Impact of COVID-19 on the 2020/21 Annual Plan" dated 12 May 2020.**
- b) Determines that this matter or decision be recognised as not a 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 the reduction of the Te Anau Airport rate from \$128 (incl GST) to \$67.69 (incl GST) for the 2020/21 Annual Plan as endorsed by Council at the meeting held on the 22nd of April. Noting this reduction is being done by**

extending the airport loan by one year by deferring the 2020/21 airport loan repayment and by funding the interest charge for the 2020/21 financial year by adding it to the airport loan balance to be repaid over the life of the loan.

- e) **Recognises that resolution 'd' above, will be inconsistent with Council's Revenue and Financing policy because it is funding an operational cost from a loan and that it would be appropriate for Council to consider recording this as an inconsistent decision made in accordance with section 80 of the Local Government Act 2002 should it confirm this decision in setting the rates for the 2020-21 financial year.**
- f) **Notes that this alternative funding is proposed in response to the potential financial impact of Covid-19 on affordability of rates particularly in the Fiordland rating area and that a review of the Revenue and Financing policy will be undertaken as part of its 2021-31 Long Term Plan but at this stage there are no plans to alter the policy to generally allow the funding of operational costs from loans.**

7.6 Unbudgeted Expenditure for Contribution toward the Manapouri Swimming Pool Heating Upgrade

Record No: R/20/5/10671

Community Liaison Officer - Megan Seator was in attendance for this item.

Ms Seator advised the purpose of the report is to consider a request from the Manapouri Swimming Pool Committee seeking access to pool funds held by Council through the Community Board towards the upgrade of the heating at the Manapouri Swimming Pool. The reserve currently has a balance of \$20,795.

The Board noted the request is for a contribution of \$7,435.85 (incl GST) and the recommendation is to fund \$15,000 from the pool reserve to assist the group with some operating funds.

Resolution

Moved Mary Chartres, seconded Ryan Murray **and resolved:**

That the Fiordland Community Board:

- a) **Receives the report titled "Unbudgeted Expenditure for Contribution toward the Manapouri Swimming Pool Heating Upgrade" dated 12 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) **Agrees to contribute \$15,000 as unbudgeted expenditure from the Manapouri Swimming Pool Area Reserve towards the heating upgrade at the Manapouri Swimming Pool.**
- e) **That the purchase and installation of the new heating system be undertaken in conjunction with Councils Community Facilities staff.**

7.7 Naming of Streets Kepler Heights Subdivision Stage 5

Record No: R/20/2/4250

Strategic Manager Transport - Hartley Hare was in attendance for this item.

Mr Hare advised the purpose of the report is for the Fiordland Community Board to consider the naming of one cul-de-sac in the Kepler Heights subdivision as part of the stage five development.

The board noted the proposal is to name the cul-de-sac Carran Court after Chris and Helen Carran.

Resolution

Moved Cr Kremer, seconded Benjamin Killeen **and resolved:**

That the Fiordland Community Board:

- a) **Receives the report titled "Naming of Streets Kepler Heights Subdivision Stage 5" dated 12 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) **Approve the naming of the cul-de-sac in the Kepler Heights subdivision stage 5 as Carran Court.**

7.8 Fiordland Community Board Criteria for Community Partnership Fund

Record No: R/20/3/7130

Community Liaison Officer- Megan Seator was in attendance for this item.

Ms Seator advised the purpose of this report is to confirm the Fiordland Community Board's funding criteria for the allocation of the Community Partnership Fund.

Resolution

Moved Ryan Murray, seconded Mary Chartres **and resolved:**

That the Fiordland Community Board:

- a) **Receives the report titled "Fiordland Community Board Criteria for Community Partnership Fund" dated 12 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) **Confirms the funding criteria for the distribution of the Community Partnership Fund for the Fiordland Community Board.**

The meeting concluded at 4.35pm

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE FIORDLAND COMMUNITY BOARD
HELD ON TUESDAY, 19 MAY 2020.

DATE:.....

CHAIRPERSON:.....

Community Leadership Report for Fiordland Community Board

Record No: R/20/3/7131

Author: Simon Moran, Community Partnership Leader

Approved by: Rex Capil, Group Manager Community and Futures

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 To update the board on the community leadership activities in the area. Attached to this report are both the July and May 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 Fiordland Community Board:

- a) **Receives the report titled "Community Leadership Report for Fiordland Community Board" dated 25 June 2020.**

Attachments

- A Fiordland Community Leadership Report - July [↓](#)
- B Covid-19 Response and Recovery [↓](#)



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 in each community board area.

Community board plans

Work on the development of the plans is ongoing with several sitting with the communications team so they can commence work on the design layout. Several boards have also indicated they wish to do more engagement across their areas prior to the actions being finalised.

The vision and outcomes for all boards have been agreed upon and were shared with councillors at the recent community and strategy meeting. The vision and outcomes will also be used in the development of the 2021-2031 Long Term Plan.

Local initiatives

Fiordland Community Garden Trust

Staff have been working with the Fiordland Community Garden Trust on their proposed community garden concept. In addition to the community consultation, a number of discussions have taken place around the location and scope of this garden for which we are now seeking a decision from the community board.

In addition to the community garden, there have been further discussions around the establishment of an orchard which would be developed in conjunction with the South Coast Environment Centre. Staff are looking into suitable locations which would be appropriate for this activity.

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.

SDC holiday programme

Council staff and Sport Southland delivered a report summarising the SDC holiday programme that was delivered by Sport Southland in January this year, which was very successful given the short time frame they had to pull it all together. Staff are now working with them on options for the next programme, which will be outlined to the Community and Strategy Committee at their July meeting.

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 the 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.

What's happening outside your area

Strategy and policy

Bylaw and policy updates

Council invites community boards to make a submission on the draft Keeping of Animals, Poultry and Bees bylaw between 8am on 17 June to 5 pm on 8 July 2020. This bylaw includes rules about where different animals (excluding dogs) can be kept, and about animal noise. Council has already consulted once on the draft bylaw, but that consultation period fell during New Zealand's recent response to COVID-19. Council has decided to consult again. Community boards can find further information and make a submission on the draft bylaw at <https://www.southlanddc.govt.nz/have-your-say>.

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 May2 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.

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 Fiordland Community Board

Record No: R/20/6/23082

Author: Alyson Hamilton, Committee Advisor

Approved by: Rex Capil, Group Manager Community and Futures

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 The purpose of the report is to update the board on the operational activities in the Fiordland Community Board area.

Recommendation

That the Fiordland Community Board:

- a) **Receives the report titled “Operational Report for Fiordland Community Board” dated 23 June 2020.**

Attachments

- A Fiordland Community Board 1 July 2020 - Operational report [↓](#)



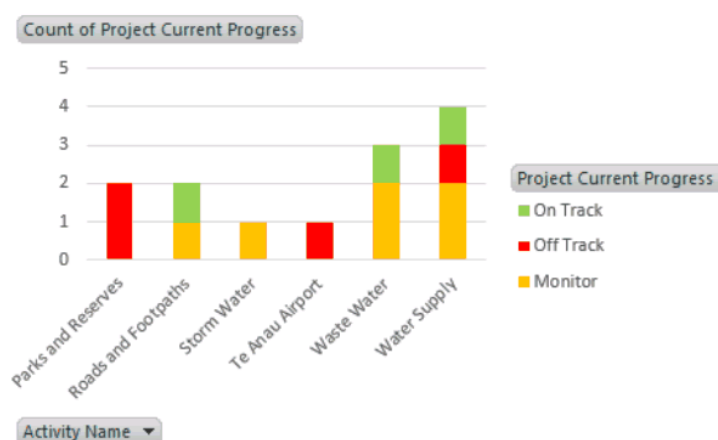
Staff are working to understand the implications of the Covid-19 pandemic on both operational and capital works programme activity. It is likely that the majority, if not all of Council's works programme will experience some degree of impact and delays. The extent of which is yet to be determined.

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 2019/20 financial year





ACTIVITY NAME	CODE	NAME	CURRENT PHASE	PROJECT CURRENT PROGRESS	PROJECT CURRENT COMMENT	TOTAL EXPENDITURE
WASTE WATER	P-10097	Install compactor for screen at Te Anau	Delivery Phase	On Track	Civil site works completed, next steps to liaise with brickhouse ltd to arrange commissioning date.	\$65,000.00
PARKS AND RESERVES	P-10109	Upgrade town entrance signs in Te Anau	Delivery Phase	Off Track	Draft concept signs with stock photos were given to the community board for their approval. A decision on what photos to be included in the signs is needed by the community board.	\$18,122.00
TE ANAU AIRPORT	P-10120	Install helipads at Te Anau Manapouri airport	Pre Delivery Phase	Off Track	Project on indefinite hold since Covid-19 lockdown as it's considered a non-critical project.	\$14,000.00
WATER SUPPLY	P-10121	Preparing Consent Renewal for Ramparts Scheme	Pre Delivery Phase	Monitor	Ramparts water supply is still with ES for processing. It was delayed due to ES assessment that ecological survey of the wetland and was undertaken 10 June	\$20,000.11
ROADS AND FOOTPATHS	P-10150	Replace Mararoa Bridge	Delivery Phase	Monitor	Work is completed and waiting on PS4 and as built drawings from WSP.	\$1,000,000.00
WASTE WATER	P-10155	Te Anau Waste Water Treatment Plant	Delivery Phase	Monitor	Pipeline works almost complete. Membrane filtration plant contract to be awarded with design work progressing.	\$22,342,252.00
STORM WATER	P-10180	Condition assessment of Storm water at Te Anau	Pre Delivery Phase	Monitor	Condition assessment will be completed once priority sites are identified and passed on to Downer.	\$12,834.00
WASTE WATER	P-10195	Provide Power to	Delivery Phase	Monitor		\$5,000.00



ACTIVITY NAME	CODE	NAME	CURRENT PHASE	PROJECT CURRENT PROGRESS	PROJECT CURRENT COMMENT	TOTAL EXPENDITURE
		Takitimu Reservoir				
WATER SUPPLY	P-10257	Te Anau-Water Mains Quintin Mokoroa Renewal	Delivery Phase	On Track	Construction will not begin until until early July.	\$1,509,000.00
WATER SUPPLY	P-10262	Replace lateral to 50mm at Possum Lodge Manapouri	Delivery Phase	Off Track	Project was delayed due to Covid-19 and has not yet commenced. Will be completed in 2020/21	\$75,000.00
WATER SUPPLY	P-10263	Turbidity upgrade WTP-Manapouri	Pre Delivery Phase	Monitor	Turbidity data still being monitored. RFP for professional services being drafted to design treatment upgrades to plant.	\$1,214,283.00
PARKS AND RESERVES	P-10302	Extend Carpark at Ivon Wilson Park, Te Anau	Business Case Phase	Off Track	Will now be included as variation to an existing contract. Due to be sent out by end of June.	\$35,770.00
ROADS AND FOOTPATHS	P-10318	Construct new footpath walkways in Te Anau	Pre Delivery Phase	On Track	Tender to be awarded to Te Anau Earthworks - site visit completed. Will be carried forward to 2020/2021	\$77,100.00

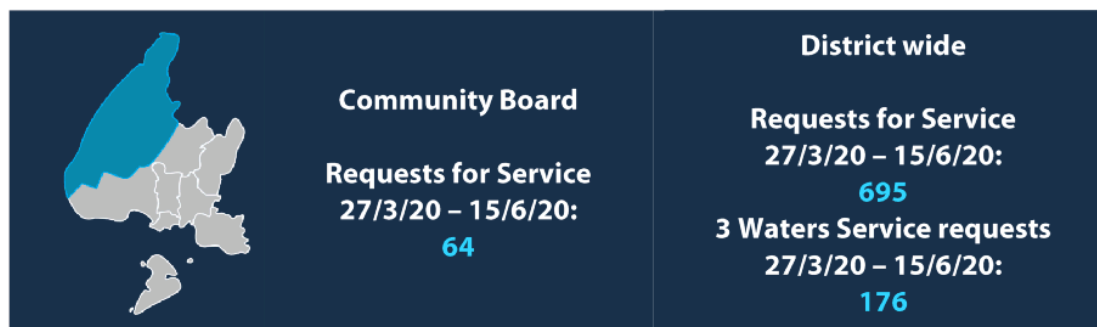
2. Service Contracts

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.
17/ 03 – Waimea Alliance	Routine maintenance has resumed following the Covid-19 lockdown period throughout the Waimea Alliance network. Township cyclic work is ongoing, and includes minor projects and RFS works.



CONTRACT NAME	CONTRACT MANAGER COMMENTARY
	<p>Extra resources were brought into the Waimea Alliance, around grading and drainage works to make up for loss of time during the lockdown and the onset of the winter months.</p> <p>Whitestone Road Otta Sealing to the cemetery was completed and remains under extended speed limit control while the treatment works into the material, this loose material will traffic off over the coming months.</p>
15/11 – Cleaning Te Anau library	Back to normal operation since Covid-19. No major issues. Tender currently underway for new contract.
15/12 – Cleaning Te Anau office	As above.
16/15 – Manapouri township maintenance	No major issues and we are happy we have caught up on outstanding work post Covid-19. Signage in the playgrounds will remain while under Covid-19 levels.
16/16 – Te Anau township maintenance	General contract work is going well, winter tree maintenance is a large focus at the moment. Shaping and trimming. Memorial Park work and town gardens are other focus areas for now. More vandalism has occurred in the toilets in the town centre and a police report issued.
16/17 – Operation of Lions Park toilet	Quiet times as expected however weekends have been busy so contract well under control. Awaiting current tender to be complete for next year.

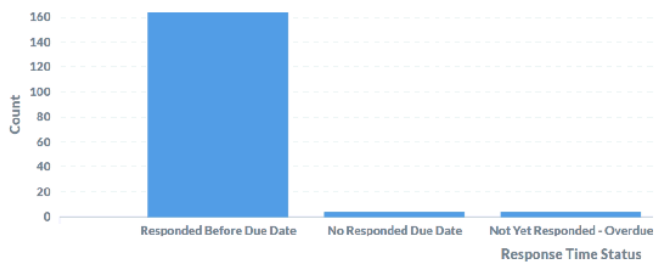
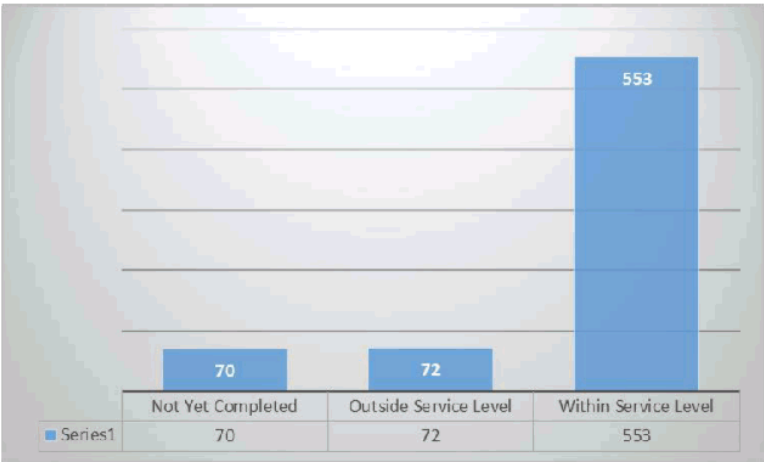
3. Request for service data 27 March 2020 – 15 June 2020



REQUEST TYPE	COUNT
Debris on Sealed Roads (Safety)	1
Footpaths Hazards - Trip/Hazard/Broken etc (Safety)	1
Gravel, Potholes/Corrugations and Grading	2
Multiple Street Lights Out - not in a Row	1
New Rapid Number	1
Noise Control (Not Animal Noises)	5
Nuisance Complaints (Odour, Vermin, Neighbourhood)	2
Parks & Reserves R&M	2
Road Markings-New Requests (nil previous markings)	1
Rural Water - No Water Supply	3
Rural Water Asset Leak	3
Sewer Main Blockage	1
Single Street Light Out	1
Toilet Cleaning	2
Transport - Road Matters General	4
Urban Stormwater (The Drain)	3
Water Asset Leak - (Main, Hydrant ,Valve, Meter)	7
Water No Supply	1
Water Toby Damaged (Not Safety Issue)	2
Water Toby Leak	3
Wheelie Bin Cancelled	1
Wheelie Bin Collection Complaints	2
Wheelie Bin Damaged	3
Wheelie Bin New	11
Wheelie Bin Swap	1
TOTAL	64



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

Manapouri - Business Units as at 30 April 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 - Manapouri	\$2,499	\$2,499	\$4,918	\$2,516	\$2,499	\$2,999			
Operating Costs - Manapouri	\$10,900	\$10,900	\$10,900	\$588		\$5,374			
Street Works - Manapouri	\$6,114	\$6,114	\$7,337	\$3,688	\$3,155	\$3,786	\$19,759	\$20,000	\$20,000
Refuse Collection - Manapouri	\$12,264	\$12,264	\$14,717	\$10,800	\$12,264	\$14,717			
Stormwater Drainage - Manapouri	\$21,217	\$21,036	\$25,243	\$6,971	\$21,223	\$25,243			
Beautification - Manapouri	\$10,014	\$10,014	\$12,017	\$12,383	\$12,782	\$14,517	\$7,353	\$21,000	\$21,000
Frasers Beach	\$14,137	\$14,137	\$16,964	\$5,934	\$11,760	\$19,332			
Village Green	\$4,638	\$4,638	\$5,565	\$3,345	\$4,369	\$5,565			
Swimming Pool Area - Manapouri	\$4,276	\$4,276	\$5,832	\$2,425	\$2,943	\$2,986			
Cathedral Drive	\$4,764	\$4,764	\$5,717	\$3,604	\$5,717	\$5,717			
Hall - Manapouri	\$8,978	\$9,800	\$11,841	\$8,319	\$9,275	\$10,434			
Total	\$99,801	\$100,441	\$121,050	\$60,572	\$85,987	\$110,670	\$27,112	\$41,000	\$41,000



Te Anau - Business Units as at 30 April 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 - Te Anau	\$78,342	\$78,306	\$109,472	\$30,678	\$47,711	\$54,453			
Operating Costs - Te Anau	\$78,903	\$93,451	\$112,965	\$50,903	\$69,027	\$85,104			\$6,400
Street Works - Te Anau	\$47,726	\$47,704	\$82,795	\$41,667	\$42,623	\$51,147	\$179,076	\$234,255	\$281,106
Refuse Collection - Te Anau	\$49,845	\$49,823	\$59,787	\$42,188	\$49,823	\$59,787			
Stormwater Drainage - Te Anau	\$57,633	\$56,523	\$83,339	\$29,891	\$47,202	\$54,993		\$10,695	\$12,834
Cemetery - Te Anau	\$14,643	\$12,906	\$15,515	\$11,172	\$18,016	\$20,250	\$3,589		
Beautification - Te Anau	\$28,390	\$28,377	\$34,052	\$23,713	\$37,999	\$46,425	\$26,919		\$7,931
Sportsground/Boating - Te Anau	\$19,284	\$19,205	\$23,046	\$16,390	\$17,312	\$23,139			
Lakefront	\$22,043	\$22,033	\$26,439	\$18,400	\$18,068	\$29,758			
Parks & Reserves General	\$129,210	\$129,126	\$154,951	\$125,562	\$146,057	\$188,063			
Information Kiosk	\$63	\$63	\$76		\$63	\$76			
Luxmore Subdivision	\$2,524	\$4,258	\$42,668	\$41,337	\$30,322	\$35,847			
Total	\$528,607	\$541,773	\$745,105	\$431,900	\$524,222	\$649,042	\$209,585	\$244,950	\$308,271

Airports - Business Units as at 30 April 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
Manapouri Airport	\$337,133	\$324,877	\$395,361	\$323,910	\$391,576	\$466,073			\$14,000
Total	\$337,133	\$324,877	\$395,361	\$323,910	\$391,576	\$466,073	\$0	\$0	\$14,000

Fiordland - Business Units as at 30 April 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
Community Leadership Fiordland	\$0	\$0	\$0	\$16,199	\$12,285	\$14,742	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$16,199	\$12,285	\$14,742	\$0	\$0	\$0

Manapouri's expenditure in total is under budget by \$25,415. The stormwater business unit is under budget by \$14,252 due to limited maintenance undertaken to date. Frasers Beach is down \$5,826 as no noxious plant spraying and only limited maintenance has been undertaken.

Te Anau's income is down this relates to a rental income in operating costs as a significant portion of the income is received in June with the budget currently being spread evenly throughout the year.

Te Anau's expenditure is down \$92,322. Administration by \$17,033 relates to community board salaries not spent. The salaries budget is being used to cover the costs in Fiordland community leadership. Operating business unit is down \$18,124 due to grants and festive decorations not utilised. The stormwater business unit is under budget by \$17,311 due to limited maintenance undertaken to date. As noted in the direction-setting for Annual Plan 2020/2021 report these budgets are based off estimates and it is unlikely these will right themselves before year end. Beautification and Parks & Reserves General are under due to lower than budgeted mowing costs. The cemetery business unit is under budget due to no expenses so far for the budgeted new beams.

Luxmore business unit is overspent due to current costs and expected costs for concept plans and further development costs.

Fiordland costs relate to the new board members' salaries, a budget is in Te Anau administration business unit to cover this cost

Capital costs mainly relate to projects included in the project table above. Beautification Te Anau has an additional \$26,965 that relate to improving the soft fall area of the playground in Lions Park.

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
Manapouri Hall	\$18,103	\$19,510	\$19,510
Manapouri Fraser's beach	\$32,077	\$32,077	\$32,077
Manapouri General Reserve	\$67,846	\$55,291	\$39,291
Manapouri Swimming Pool	\$20,796	\$23,897	\$23,897
Total – Manapouri	\$138,821	\$130,775	\$114,775
Sandy Brown Loan	(\$7,481)	\$165	\$165
Te Anau Car Park Reserve	\$24,699	\$25,523	\$25,523
Te Anau Cemetery Improvements	-	(\$1,578)	(\$1,578)
Te Anau General	\$799,027	\$615,987	\$591,824
Te Anau Luxmore Subdivision	\$1,074,679	\$1,114,200	\$1,081,500
Te Anau Stormwater	\$495,120	\$510,632	\$523,466
Total – Te Anau	\$2,386,044	\$2,264,929	\$2,220,900
Te Anau Manapouri Airport	\$153,454	\$234,147	\$33,147
Total – Te Anau Manapouri Airport	\$153,454	\$234,147	\$33,147
TOTAL RESERVES	\$2,678,320	\$2,629,851	\$2,368,822

Council Report

Record No: R/20/6/13530

Author: Simon Moran, Community Partnership Leader

Approved by: Rex Capil, Group Manager Community and Futures

☐ 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 needed 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. 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

26. 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.
27. 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.
28. 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.
29. 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.

30. 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.
31. 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

32. 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.
33. 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.
34. 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.
35. 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.
36. 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

37. 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.
38. 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

39. 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.

Customer Delivery

Group Manager's Update

40. 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

41. 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.
42. 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.

43. 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.
44. 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.
45. 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

46. 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

47. 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.
48. 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.
49. 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 not limited to) reading widely, taking part in webinars, media watch and reviewing recovery scenarios from other large disruptors such as the Canterbury earthquakes.
50. 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.
51. 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.
52. 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.

53. 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.

Rates Relief

54. The team is also 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.
55. 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.

Strategy and Policy

56. 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.
57. 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.
58. 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

59. 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.
60. 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.
61. 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.
62. 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.

63. 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

64. 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.
65. 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.
66. 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.

Forestry (IFS)

67. 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

68. 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

69. 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.
70. 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.

71. 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

72. Remote working largely going well despite constraints around printing, scanning etc.
73. 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.
74. The team are also supporting the team on Stewart Island and ensuring they have sufficient and appropriate resources and PPE to continue their services.
75. 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.

Project Delivery Team

76. 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.
77. As of level 3 all major projects have recommenced including the bridge replacements, Otautau watermain, Te Anau pipeline and the tower block reroof.
78. The team's focus will also be to start looking at the 20-21 works programme.

Community Facilities

79. 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.
80. 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.
81. 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.
82. 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.

83. Staff are now working with our contractors and making sure that they are working within the guidelines of level 3 and looking at how the team will operate once we move into level 2.
84. 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.
85. 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.
86. 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 Fiordland Community Board:

- a) **Receives the report titled "Council Report" dated 19 June 2020.**

Attachments

There are no attachments for this report.

Chairperson's Report

Record No: R/20/6/23101

Author: Alyson Hamilton, Committee Advisor

Approved by: Rex Capil, Group Manager Community and Futures

☐ Decision

☐ Recommendation

☒ Information

Purpose of Report

1 The purpose of the report is to provide an update to the Fiordland Community Board on activities of the chairperson from 12 May 2020 through to 23 June 2020.

2 Items of interest and activities are as follows:

- Covid-19 Community Communications Group
 - ongoing welfare issues
 - economic recovery, wage subsidy extension
 - agricultural expo
- migrant workers
 - migrant worker meeting and subsequent activity
 - repatriation flights
- Hamish Walker meeting
- destination management plan, Fiordland masterplan and Milford opportunities
- innovative streets project
- Community Initiatives Fund distribution
- vandalism to toilets and CCTV project
- Milford Crescent work
- flag project
- geese issue - update
- criteria for memorial seats/planting

Any other updates:

- Manapouri residents
- rural
- tourism
 - new Fiordland branding from Destination Fiordland – Fiordland Beyond Belief

- Intercity return
- events centre – climbing wall progress
- Fiordland Museum Trust
- Fiordland Retirement Housing Trust
- Milford Sound Trust

Recommendation

That the Fiordland Community Board:

- a) **Receives the report titled “Chairperson's Report” dated 23 June 2020.**

Attachments

There are no attachments for this report.

Te Anau Community Garden Proposal

Record No: R/20/6/13513

Author: Kevin McNaught, Manager Property Services

Approved by: Matt Russell, Group Manager Services and Assets

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is to consider the attached application by the Fiordland Community Garden Charitable Trust to occupy part of Memorial Park for the purposes of operating a community garden.

Executive Summary

- 2 Members of Fiordland Community Garden Charitable Trust have been in discussion with Council staff about the development of a proposed community garden in Te Anau.
- 3 The Trust's original application (attached) proposed four sites that they deemed suitable. This selection was narrowed down to two sites (Memorial Park and Henry St Reserve) after discussions and consideration of the merits of each site.
- 4 A community consultation was undertaken by staff and Memorial Park was deemed to be the preferred location of the two sites.
- 5 Further communication has been had with the Trust to the stage whereby they have agreed with the attached draft licence to occupy.
- 6 To proceed any further, the formal position of the Fiordland Community Board is required.

Recommendation

That the Fiordland Community Board:

- a) Receives the report titled “Te Anau Community Garden Proposal” dated 25 June 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 application by the Fiordland Community Garden Charitable Trust to occupy part of Memorial Park for the purpose of operating a community garden.**
- e) Pending no objections being received as a result of the public notification period, supports council staff acting under delegated authority to authorise the issue of a licence to occupy on the terms and conditions as set out in the attached draft document.**

Background

- 7 Members of Fiordland Community Garden Charitable Trust have been in discussion with Council staff about the development of a proposed community garden in Te Anau.
- 8 The Trust's original application (attached) proposed four sites that they deemed suitable. This selection was narrowed down to two sites (Memorial Park and Henry St Reserve) after discussions and consideration of the merits of each site.
- 9 A community consultation was undertaken by staff and Memorial Park was deemed to be the preferred location of the two sites.
- 10 Further communication has been had with the Trust to the stage whereby they have agreed with the attached draft licence to occupy.

Issues

- 11 There are no issues identified at this stage however as the draft licence to occupy is required to be publicly notified there may be some issues arising.

Factors to Consider

Legal and Statutory Requirements

- 12 The statutory of requirements of consultation are being following regarding the occupation of reserve land under the Reserves Act 1977.
- 13 While this type of proposed use was not specifically anticipated in the Reserve Management Plan, preliminary feedback from the first consultation has indicated that there has been no significant community resistance.

Community Views

- 14 There was community consultation regarding the use of the proposed sites which resulted in 63 responses. Of these, 36 were for site 1 (Memorial Garden) and 27 for site 2 (Henry Street Reserve).
- 15 The project was highly supported by the community regardless of location. However there were some concerns around possible vandalism at site 1.
- 16 Additionally, there was concern around maintenance and some community members believed there needs to be some assurance that if the initial enthusiasm wears off the site doesn't become derelict. This issue is being addressed in the licence to occupy in two ways by a) requiring the site to be kept neat and tidy at all times, and (b) requiring council approval to erect buildings and fences on the land which allows council to manage any residual risk if the Trust folds.
- 17 Southland District Council received an email from the Te Anau Tennis Club requesting to be further consulted with, if Memorial Park was the preferred site. The Tennis Club told council staff they had earmarked the location for the development of more tennis courts if the Club were to grow in the future. Any proposed expansion by the Club would need to go through the same process of seeking council approval as any use of the park is discretionary and not a right.

Costs and Funding

- 18 At this stage there are no identified costs to Council, however if in time the group folds there is a potential risk of tidying up the site which would fall on the Fiordland Community Board. As stated above, this risk is minimised by controlling what is allowed to be constructed on the site.

Policy Implications

- 19 None identified at this stage.

Analysis

Options Considered

- 20 There are three options to consider: Memorial Park, Henry St Reserve, or not on Council land.

Analysis of Options

Option 1 – Memorial Park

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • Preferred site from initial community consultation. • Existing toilets in the vicinity. • Carparking available nearby. • Easily accessible location. • Security of tenure (community-owned land). 	<ul style="list-style-type: none"> • Occupying public open space. • Potential liability should the Trust fold.

Option 2 – Henry St Reserve

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • Security of tenure (community-owned land). 	<ul style="list-style-type: none"> • Occupying public open space. • Potential liability should the Trust fold.

Option 3 – Not on council land

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • No risk or association with Council. 	<ul style="list-style-type: none"> • Likely to be in a less accessible location. • Occupation is at the risk of the landowner at any point in time.

Assessment of Significance

- 21 This is not considered significant.

Recommended Option

- 22 The recommended option is “option 1 – Memorial Park”.

Next Steps

- 23 Public notification of the draft licence to occupy.

Attachments

- A Fiordland Community Garden Application to SDC - Final [↓](#)
- B Draft Licence to Occupy - Fiordland Community garden [↓](#)
- C Site Plan - Te Anau Community Garden [↓](#)



Application to Construct a Building or Structure on Property owned by the Southland District Council

NAME OF APPLICANT	Fiordland Community Garden
POSTAL ADDRESS	8 Dalhousie Place, Te Anau, 9600 (Andrea Staben)
TELEPHONE	0210 600 720 (Andrea Staben)
EMAIL	teanaucommunitygarden@outlook.com
(A)	Describe property and the location on the property upon which it is proposed to place a building or structure. (Map or diagram required). Luxmore Subdivision, Te Anau – Requesting a quarter acre (approx. 1011m ²) section of land with access and location off the Sandy Brown Road or Caswell Road behind the industrial area/businesses in order to limit disturbance to residential properties. Alternatively, Memorial park as there are existing toilet facilities we can utilise, carparking available and an easily accessible location Alternatively, Donald Ross Park amongst previously planted fruit trees.
(B)	Describe what is to be constructed. (Plans or photographs required). A community garden – garden beds (raised and in ground), garden shed, water tank for garden shed run-off, waterpipes for irrigation off the town's main water supply, tunnel houses and a fence with a gate protecting the property. A short-term porta-loo may be required with a plan to construct a long-term, disabled access, toilet facility utilising the town's wastewater (sewage) mains.
(C)	Detail why the building or structure is to be placed on Council property. Council property to be utilised by the local community for the benefit of education in sustainability and food production.
(D)	What is the value of the structure? Budget to be completed based on size of land available. Estimate \$50,000.00



(E)	Who is to be the owner of the structure after construction - ie who will be responsible for ongoing maintenance?
	Fiordland Community Garden (Charitable Trust application to be submitted)
(F)	If the structure is not to be owned by Council, please advise whom any site lease is to be entered into with.
	Fiordland Community Garden (Charitable Trust application to be submitted)
(G)	Who will be applying for, and complying with the conditions of any consents required to be given? (ie, building or resource consents).
	Fiordland Community Garden (Charitable Trust application to be submitted)
(H)	Who will be responsible for insuring the structure?
	Fiordland Community Garden (Charitable Trust application to be submitted)
(I)	Identify any known liability associated with any existing structure being added to or modified.
	Underground services – Solution; location for garden beds to be planned to suit services to avoid damage. Access to water off the town's mains supply. Access to wastewater (sewage) mains for the long-term toilet facility.
	Site drainage – Solution; source expert landscape design for garden plan
	Odours – Solution; Good garden management and source expert advise for compost system design.

Please Note:

1. That the Southland District Council or the relevant Community Board or Community Development Area Subcommittee as the case may be, has the right to decline any application (stating the reason) or place any conditions that it deems appropriate.
2. If and when the Southland District Council agrees to become the owner of the structure, all decisions in respect to the ongoing maintenance and retention of the structure shall be at the sole discretion of the Council, Community Board or Community Development Area Subcommittee.

Andrea Staben

SIGNED

27.09.2019

DATE

Application To Construct A Building Or Structure On Property Owned By The Southland District Council
14/01/2019

Page | 2



Date: Sep 20, 2019
Scale: 1:4,337
Role: SDC\leanauncounter

Luxmore Subdivision

This plan is suitable for information only and is not suitable for boundary information.
Southland District Council accepts no liability for any error whatsoever. (c) 2013 Southland District Council

LEGEND	
	Parcels
	Parcels
	Aerials
	Towns
	Athol
	Balfour
	Browns
	Colac Bay
	Dipton East
	Dipton West
	Drummond
	Edendale East
	Fairfax
	Fortrose
	Garston
	Limehills
	Lochiel
	Lynwood
	Mandeville
	Milford Sound
	Monowai
	Mossburn
	Orawia
	Orepuki
	Pukemaori
	Riversdale
	Ryal Bush
	Thornbury
	Tokanui
	Tuatapere
	Underwood
	Waikaia

0 43.37 86.74 m
1cm = 43.37 m





Date: Sep 20, 2019
Scale: 1: 2,639
Role: SDC\teanaucounter

Memorial Park - Showing Services

This plan is suitable for information only and is not suitable for boundary information.
Southland District Council accepts no liability for any error whatsoever. (c) 2013 Southland District Council



Date: Sep 20, 2019
Scale: 1:2,639
Role: SDC\teanaucounter

Donald Ross Park

This plan is suitable for information only and is not suitable for boundary information.
Southland District Council accepts no liability for any error whatsoever. (c) 2013 Southland District Council





Licence to Occupy

Te Anau Memorial Gardens Recreation Reserve

Agreement made the _____ day of _____ 2020

Between Southland District Council ('the Licensor')

And _____ ('the Licensee')

Whereby

- A. The Licensor is the owner of the land described in the Schedule to this Agreement ('the Land')
- B. The Licensor agrees to licence the Land and the Licensee agrees to take the Land on licence for the use and term set out in the Schedule SUBJECT TO THE FOLLOWING TERMS AND AGREEMENTS.

General Conditions

1. **Nothing** contained or implied in these presents shall be deemed to confer on the Licensee the right to acquire the fee simple of the said land.
2. **The Licensee** shall not at any time during the said term assign, sublet, mortgage or otherwise dispose of their interest or any part thereof in the licence without the consent in writing of the Licensor.
3. **The Licensee** will not erect any buildings or fences on the said land without the prior consent in writing of the Licensor.
4. **The Licensee** will at all times during the term keep all buildings, fences, gates, enclosures and other structures and improvements now erected or made or which may hereinafter be erected or made on the land or on the boundaries thereof in good repair order and condition and yield up the same at the expiration or sooner determination of the said term.
5. **The Licensee** will throughout the term of its licence to the satisfaction of the Licensor keep the licensed area clean and clear after the commencement of the term of this licence. Provided that if there is any breach of this covenant the Licensor may do any work necessary to remedy the breach and charge the Licensee the reasonable cost of the work.
6. **The Licensee** will use and manage the said land in a good and husband like manner and not impoverish or waste the soil thereof.
7. **The Licensee** will to the satisfaction of the Licensor keep the said land free from gorse, broom, and all other noxious plants.
8. **The Licensee** will not cut down any trees or brush, without the prior consent in writing of the Licensor.
9. **The Licensee** shall permit any person or persons appointed by the Licensor to inspect the land and all buildings erections and installations and the Licensee will immediately comply with all directions from the Licensor in regard to any matter whatsoever.
10. **The Licensee** will not do or permit or suffer anything to be done in or upon the land and any buildings thereon or any part or parts thereof which may be or become a nuisance or annoyance or



cause damage or inconvenience to the Licensor or to the owners or occupiers of any neighbouring land or premises.

11. All or any of the powers and functions exercisable by the Licensor under these presents may from time to time be exercised by the Chief Executive of the Licensor or by any persons authorised in that behalf by the Chief Executive.
12. In the event of the Licensee wishing to surrender this licence during the currency of the term they shall give the Licensor three month's notice in writing and such surrender may be accepted by the Licensor on such condition as the Licensor may deem appropriate.
13. In the event of a breach of any of the conditions of this licence, this licence may be determined at any time by the Licensor in respect of the whole or any portion of the land upon the Licensor giving to the Licensee one calendar month's notice in writing of their intention so to determine this licence.
14. Should the Licensee go into recess or be wound up for any reason other than for its re-construction this Licence shall be deemed to be determined.
15. On termination of this Licence for any reason including the effusion of time, the Land together with any improvements thereon unless the Council directs that all or any improvements be removed by the Licensee reverts to the Council without compensation.
16. If the rental is in arrears for more than 30 days or if the Licensee has breached or not performed any condition of this Licence and has failed to make payment, remedy the breach or perform the condition within the time specified by the Council in writing (being not less than 1 month) it shall be lawful for the Council to enter upon the Land and determine this Licence. In those circumstances the Licence shall be deemed to be at an end and the Land shall revert to the Council. However the Licensee shall not by reason of that reversion be discharged from liability for rent due or the payment of compensation or damages for any breach or non-performance of any condition of the Licence. If the Land reverts to the Council by reason of this clause the Licensee shall not be entitled to compensation for any improvements the Licensee may have affected.
17. If any difference or dispute arises about this Licence, its construction or the respective powers and obligations of the parties under it the following procedure shall apply:
 - (a) Within 10 working days of either party notifying the other of such difference or dispute, authorised representatives of the parties shall meet with the purpose of resolving that difference or dispute. Each party shall act in good faith to endeavour to resolve the difference or dispute at this level.
 - (b) If the parties are unable to resolve the difference or dispute either party may give the other notice in writing of the requirement to refer the matter to the arbitration of an independent arbitrator if one can be agreed upon. Failing agreement within 15 working days the arbitrator shall be nominated by the President for the time being of the Arbitrators and Mediators Institute or nominee. Any reference to arbitration shall be deemed to be a submission to arbitration under the Arbitration Act 1996 and shall, subject to the provisions of this Licence, be conducted and take effect accordingly.

Special Conditions



The Licensee shall ensure that:

18. The grounds are kept in a neat and tidy condition with regular grass mowing as required.
19. Property and equipment located on the Reserve and belonging to the Licensee shall be insured and there shall be no claim against the Lessor for any destruction of or damage to any such property and equipment.
20. Adequate public liability insurance is in place.

DRAFT



IN WITNESS WHEREOF this agreement has been executed by the parties hereto the day and year hereinbefore first written.

THE COMMON SEAL OF THE }
SOUTHLAND DISTRICT COUNCIL }
was hereunto affixed }
in the presence of }

_____ MAYOR

_____ CHIEF EXECUTIVE

SIGNED by the abovenamed } LICENSEE _____
_____ }
as Licensees } LICENSEE _____

In the presence of:

_____ WITNESS NAME

_____ WITNESS SIGNATURE

_____ OCCUPATION

_____ ADDRESS



First Schedule

Land: Hectares approx. being part of the Te Anau Memorial Gardens as shown on the attached plan

Legal Description:

Term: 5 years commencing 2020

Rent: \$ GST inclusive per annum payable six monthly in advance

Use: The Licensee shall only be permitted to:

- use the area subject to this licence for community garden purposes only

Review: Nil

Renewal: Nil



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