



Notice is hereby given that an Ordinary Meeting of Southland District Wallace Takitimu Community Board will be held on:

Date: Thursday, 3 December 2020  
Time: 5pm  
Meeting Room: Southland District Council Otautau Office  
Venue: 176 Main Street  
Otautau

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## Wallace Takitimu Community Board Agenda OPEN

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### MEMBERSHIP

Chairperson	André Bekhuis
Deputy Chair	Maureen Johnston
Members	David Cowie
	Kelly Day
	Bev Evans
	Peter Gutsell
	Councillor Don Byars

### IN ATTENDANCE

People and Capability Manager	Janet Ellis
Committee Advisor	Fiona Dunlop
Community Liaison Officer	Kathryn Cowie
Community Partnership Leader	Kelly Tagg

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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.</p> <p>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"> <li>• 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</li> <li>• to provide leadership to local communities on the strategic issues and opportunities that they face</li> <li>• 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</li> <li>• to be decision-makers on issues that are delegated to the board by Southland District Council</li> <li>• to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community</li> </ul>

	<ul style="list-style-type: none"> <li>• to maintain an overview of the services Council delivers to its communities and assess the extent to which these services meet community needs</li> <li>• to recommend the setting of levels of service and budgets for local activities.</li> </ul>
DELEGATIONS	<p>The community board shall have the following delegated powers and be accountable to Council for the exercising of these powers.<sup>1</sup></p> <p>In exercising the delegated powers, the community board will operate within:</p> <ol style="list-style-type: none"> <li>1) policies, plans, standards or guidelines that have been established and approved by Council</li> <li>2) the needs of the local communities; and</li> <li>3) the approved budgets for the activity.</li> </ol> <p><b>Power to Act</b></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><b>Community Well-Being</b></p> <ol style="list-style-type: none"> <li>4) to develop local community outcomes that reflect the desired goals for their community/place</li> <li>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</li> <li>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.</li> </ol> <p><b>Community Leadership</b></p> <ol style="list-style-type: none"> <li>7) communicate and develop a relationship with community organisations, local groups, and special interest groups within the local community of interest</li> <li>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</li> <li>9) promote a shared vision for the community of interest area and develop and promote ways to work with others to achieve positive outcomes</li> <li>10) provide a local community perspective on Council's long term plan key performance indicators and levels of service as detailed in the long term plan, and on local expenditure, rating impacts and priorities.</li> </ol>

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<sup>1</sup> Local Government Act 2002, s.53

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### **Advocacy**

#### 11) submissions

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

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

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

District activities include:

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

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

### **Community Assistance**

- 15) authority to establish prioritisation for allocation based on an overarching set of criteria from council to guide the scope of the activity
- 16) authority to grant the allocated funds from the Community Partnership Fund

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

### **Northern Community Board**

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

### **Unbudgeted Expenditure**

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

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

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

### **Service Delivery**

#### **Local Activities**

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

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

national importance (Section 6 Resource Management Act 1991); or

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

Local activities include:

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

### **Rentals and Leases**

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

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

### **Environmental management and spatial planning**

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

	<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><b>Matters which are not Delegated</b></p> <p>Southland District Council has not delegated to community boards the power to:</p> <ul style="list-style-type: none"> <li>• make a rate or bylaw</li> <li>• acquire, hold or dispose of property</li> <li>• direct, appoint, suspend or remove staff</li> <li>• engage or enter into contracts and agreements and financial commitments</li> <li>• institute an action for recovery of any amount</li> <li>• issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like;</li> <li>• 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.</li> </ul>
CONTACT WITH MEDIA	<p>The community board chairperson is the authorised spokesperson for the board in all matters where the board has authority or a particular interest.</p> <p>Board members, including the chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the board's delegations.</p>

	<p>The assigned Executive Leadership Team member will manage the formal communications between the board and its constituents and for the board in the exercise of its business. Correspondence with central government, other local 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 12noon at least one clear day before the meeting. Further information is available on [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz) or phoning 0800 732 732.

5 Extraordinary/Urgent Items

To consider, and if thought fit, to pass a resolution to permit the 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 Wallace Takitimu Community Board, 05 November 2020



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# Wallace Takitimu Community Board

## OPEN MINUTES

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Minutes of a meeting of Wallace Takitimu Community Board held in the Southland District Council Otautau Office, 176 Main Street, Otautau on Thursday, 5 November 2020 at 5pm.

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### PRESENT

Chairperson	André Bekhuis
Deputy Chair	Maureen Johnston
Members	David Cowie
	Bev Evans
	Peter Gutsell
	Councillor Don Byars

### NOT IN ATTENDANCE

Kelly Day

### IN ATTENDANCE

Governance and Democracy Manager	Melissa Brook
Community Partnership Leader	Kelly Tagg
Community Liaison Officer	Kathryn Cowie

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1 Apologies

There were no apologies.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

Chair Bekhuis advised that he had a conflict of interest in relation to report 7.6 - Community Partnership Fund Allocations - 31 August 2020 Round application c – Otautau Golf Club and would not take part in discussion or voting.

Maureen Johnston advised that she had a conflict of interest in relation to report 7.6 - Community Partnership Fund Allocations - 31 August 2020 Round application e – Otautau School and would not take part in discussion or voting.

4 Public Forum

There was no public forum.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Peter Gutsell, seconded Deputy Chair Johnston and resolved:

That the Wallace Takitimu Community Board confirms the minutes of the Board meetings held on 1 October 2020 and 21 October 2020 as a true and correct record of those meetings.

Reports

7.5 Unbudgeted Expenditure Request - Otautau Community Pool

Record No: R/20/10/62859

Community Liaison Officer – Kathryn Cowie was in attendance for this item.

Mrs Cowie advised that the purpose of the report was for the Board to approve a recommendation to Council to approve the unbudgeted expenditure for the Otautau Community Pool Incorporated

The Board noted that the funds to be uplifted are available in the Otautau baths reserve.

Resolution

Moved Deputy Chair Johnston, seconded Bev Evans and resolved:

That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Unbudgeted Expenditure Request - Otautau Community Pool ” dated 29 October 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) Recommends to Council to approve the unbudgeted expenditure for the Otautau Community Pool Inc. to uplift the \$23,015 in the Otautau baths reserve.

#### 7.6 Community Partnership Fund Allocations - 31 August 2020 Round

Record No: R/20/10/60389

Community Liaison Officer – Kathryn Cowie was in attendance for this item.

Mrs Cowie advised that the purpose of the report was to allocate grants to various applicants who applied for funding to the Community Partnership Fund.

Moved Maureen Johnston, seconded David Cowie recommendations a to d. The motion was put and declared CARRIED.

Moved Bev Evans, seconded Councillor Byars recommendation e as follows:

- e) ~~Approves/Declines~~ Approves a grant of \$756 to the Otautau Bowling Club towards new matting on the outdoor green ditch surround.

The motion was put and declared CARRIED.

Moved Maureen Johnston, seconded Peter Gutsell recommendation f as follows:

- f) ~~Approves/Declines~~ Approves a grant of \$5,000 to Otautau Community Charitable Trust towards funding to employ a community development co-ordinator, assisting local families with access to community services they may need.

The motion was put and declared CARRIED.

Chair Bekhuis withdrew from the table due to a conflict of interest.

Deputy Chair Maureen Johnston assumed the chair.

Moved Maureen Johnston, seconded Peter Gutsell recommendation g as follows:

- g) Approves/~~Declines~~ a grant of \$1,490 to the Otautau Golf Club towards costs for weed spray for the annual spraying programme for the course greens.

The motion was put and declared CARRIED.

Chair Bekhuis returned to the Chair.

Moved Maureen Johnston, seconded Bev Evans recommendation h as follows:

- h) Approves/~~Declines~~ a grant of \$1,500 ~~\$2,300~~ to the Otautau Museum towards costs to replace rotten window frames at the museum.

The motion was put and declared CARRIED.

Deputy Chair Maureen Johnston withdrew from the table due to a conflict of interest.

Moved Peter Gutsell, seconded David Cowie, recommendation I as follows:

- i) Approves/~~Declines~~ a grant of \$5,400 to Otautau School for funding towards an in-ground netball/basketball hoop at their new all-weather turf development.

The motion was put and declared CARRIED.

Deputy Chair Maureen Johnston returned to the table.

Moved Maureen Johnston, seconded Bev Evans recommendation j as follows:

- j) Approves/~~Declines~~ a grant of \$3,624 to the St Andrews Scouts for funding towards a gas hot water system at the scout den.

The motion was put and declared CARRIED.

Moved Bev Evans, seconded David Cowie recommendation k as follows:

- k) Approves/~~Declines~~ a grant of \$2,500 ~~\$6,620~~ to the Takitimu School PTA towards costs associated with installing a school garden with the funding approval letter to include stipulations that the Takitimu School PTA discuss the project with the local gardener and the project not use any tanalised timber.

The motion was put and declared CARRIED.

Moved Maureen Johnston, seconded Peter Gutsell, recommendation I as follows:

- l) Approves/~~Declines~~ a grant of \$1,746 to the Takitimu Swimming Club towards costs associated with providing swimming lessons to club members over a weekend in February 2021.

The motion was put and declared CARRIED.

Final Resolution

That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Community Partnership Fund Allocations - 31 August 2020 Round” dated 29 October 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) Receives the applications from the following:
1. Otautau Bowling Club
  2. Otautau Community Charitable Trust
  3. Otautau Golf Club
  4. Otautau Museum
  5. Otautau School
  6. St Andrews Scouts
  7. Takitimu School
  8. Takitimu Swimming Club
- e) Approves a grant of \$756 to the Otautau Bowling Club towards new matting on the outdoor green ditch surround.
- f) Approves a grant of \$5,000 to Otautau Community Charitable Trust towards funding to employ a community development co-ordinator, assisting local families with access to community services they may need.
- g) Approves a grant of \$1,490 to the Otautau Golf Club towards costs for weed spray for the annual spraying programme for the course greens.
- h) Approves a grant of \$1,500 to the Otautau Museum towards costs to replace rotten window frames at the museum.
- i) Approves a grant of \$5,400 to Otautau School for funding towards an in-ground netball/basketball hoop at their new all-weather turf development.

- j) Approves a grant of \$3,624 to the St Andrews Scouts for funding towards a gas hot water system at the scout den.
- k) Approves a grant of \$2,500 to the Takitimu School PTA towards costs associated with installing a school garden with the funding approval letter to include stipulations that the Takitimu School PTA discuss the project with the local gardener and the project not use any tanalised timber.
- l) Approves a grant of \$1,746 to the Takitimu Swimming Club towards costs associated with providing swimming lessons to club members over a weekend in February 2021.

7.1 Landscapes Project - Review of the Natural Features and Landscapes Chapter of the District Plan

Record No: R/20/10/61137

Policy Planner - Resource Management – Margaret Ferguson was in attendance for this item.

Miss Ferguson advised that the purpose of the report was to inform the Board about the work the resource management department is undertaking to identify outstanding natural landscapes and features within the Southland District.

The Board noted that the key reasons for doing this work are:

- to look after our special landscapes for now and for future generations
- legal requirements under the Resource Management Act 1991 to identify and protect our special areas
- Council has asked for a review on what is currently in the District Plan relating to landscapes.

Resolution

Moved Peter Gutsell, seconded Bev Evans and resolved:

That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Landscapes Project - Review of the Natural Features and Landscapes Chapter of the District Plan” dated 29 October 2020.**

7.2 Financial Report for the year ended 30 June 2020

Record No: R/20/10/61314

Senior Management Accountant – Susan McNamara was in attendance for this item.



Resolution

Moved Deputy Chair Johnston, seconded Peter Gutsell and resolved:

That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Financial Report for the year ended 30 June 2020”**  
dated 29 October 2020.

7.3 Council Policies Under Review - Consultation

Record No: R/20/10/62018

Strategy and Policy Manager – Michelle Stevenson was in attendance for this item.

Miss Stevenson advised that the purpose of the report was to update the Board on the Significance and Engagement Policy, Policy on Development and Financial Contributions, Procurement Policy and Revenue and Finance Policy which are currently open for consultation.

The Board noted that the consultation period for the four policies opened on 4 November and closes on 4 December 2020.

Resolution

Moved Bev Evans, seconded David Cowie and resolved:

That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Council Policies Under Review - Consultation”**  
dated 29 October 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) Determines that it will make a formal submission on the following draft policies:
- Significance and Engagement Policy
  - Policy on Development or Financial Contributions
  - Procurement Policy
  - Revenue and Financing Policy.
- e) Notes that the consultation period is from 8am, 4 November to 5pm, 4 December 2020.

#### 7.4 Long Term Plan 2031 - Direction Setting Report

Record No: R/20/10/62651

Strategy and Policy Manager – Michelle Stevenson was in attendance for this item.

Miss Stevenson advised that the purpose of the report was for the Community Board to allocate local budgets for 2021-2031 and to recommend to Council local rates for the year commencing 1 July 2021.

Moved David Cowie, seconded Peter Gutsell, recommendations a to c. The motion was put and declared CARRIED.

Moved Maureen Johnston, seconded Bev Evans that an additional \$10,000 be added to the Community Partnership Fund to be funded through the Wallace Takitimu Community Board rate.

The motion was put and declared CARRIED. Peter Gutsell and Councillor Don Byars requested that their dissenting votes be recorded.

Moved Maureen Johnston, seconded David Cowie recommendation d with changes.

- d) Recommends to Council that the following rates and charges (including GST) for the year commencing 1 July 2021 be included in the Long Term Plan 2031 with the following change (as indicated with ~~strike through~~ and underline).

<u>Rate</u>	<u>Rate GST inclusive</u>
Wallace Takitimu Community Board rate	<del>\$283,068</del> <u>\$294,568*</u>
Nightcaps Hall rate	\$17,230
Ohai Hall rate	\$17,466
Otautau Pool rate	\$13,519
Takitimu Pool rate	\$14,205

\* the addition of the \$10,000 for the additional \$10,000 for the Community Partnership fund to be funded through the Wallace Takitimu Community Board rate.

The motion was put and declared CARRIED.

Moved Maureen Johnston, seconded Bev Evans, recommendations e. The motion was put and declared CARRIED.

Note: Recommendation f of the officers report was not put by the meeting.

Final resolution

That the Wallace Takitimu Community Board:

- a) **Receives the report titled "Long Term Plan 2031 - Direction Setting Report"** dated 29 October 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) Recommends to Council that the following rates and charges (including GST) for the year commencing 1 July 2021 be included in the Long Term Plan 2031.

<u>Rate</u>	<u>Rate GST inclusive</u>
Wallace Takitimu Community Board rate	<del>\$283,068</del> <u>\$294,568*</u>
Nightcaps Hall rate	\$17,230
Ohai Hall rate	\$17,466
Otautau Pool rate	\$13,519
Takitimu Pool rate	\$14,205

\* the addition of the \$10,000 for the additional \$10,000 for the Community Partnership fund to be funded through the Wallace Takitimu Community Board rate.

- e) Recommends to Council the setting of the following Wallace Takitimu Community Board hall fees and charges (including GST) for the year commencing 1 July 2021 for inclusion in the Long Term Plan 2031 (subject to any amendments made at this meeting).

<u>Nightcaps Hall fees and charges description</u>	<u>Charge (incl)</u>
Funerals	\$100.00
Cabaret, Socials, Wedding	\$125.00
Rifle Club (Full Season)	\$200.00
Netball and Ruby Club (per Hour)	\$15.00
Meetings (per Hour)	\$15.00
Hire of kitchen, supper room and meeting room for function	\$80.00
Funerals for RSA Members and spouses	No charge
Bond (no GST)	\$125.00

<u>Ohai Hall fees and charges description</u>	<u>Fee/Charge (GST Inc)</u>
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Wedding Dance/Cabarets	\$115.00
Wedding Reception only/Banquets	\$100.00
Hall Group Hire (per hour)	15.00
Non-Profit Organisation Hire (per hour)	10.00
Bond	\$250.00

The meeting concluded at 7.06pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE WALLACE TAKITIMU COMMUNITY  
BOARD HELD ON THURSDAY 5 NOVEMBER 2020.

DATE:.....

CHAIRPERSON:.....

## Draft Revenue and Financing Policy and Rating - confirmation of submission

Record No: R/20/11/67722

Author: Kelly Tagg, Community Partnership Leader

Approved by: Rex Capil, Group Manager Community and Futures

☒ Decision

☐ Recommendation

☐ Information

### Background

- 1 The Wallace Takitimu Community Board resolved at its meeting on 5 November 2020 “...that it will make a formal submission on the following drafting policies”;
  - Significance and Engagement Policy
  - Policy on Development or Financial Contributions
  - Procurement Policy
  - Revenue and Financing Policy
- 2 The feedback period for all of the policies ends at 5pm on 4 December 2020.
- 3 Members Bekhuis, Cowie, Day, Gutsell and Johnston and Councillor Byars met and prepared a submission on the Draft Revenue and Financing Policy which is before the board for approval.
- 4 A copy of the board’s submission is attached.
- 5 The board is required to confirm the contents of its submission on this policy.

### Recommendation

That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Draft Revenue and Financing Policy and Rating - confirmation of submission” dated 25 November 2020.**
- b) Confirms the contents of its submission to the Draft Revenue and Financing Policy and Rating

### Attachments

- A Wallace Takitimu Community Board - Revenue and Financing Policy Feedback Form - 20 November 2020 [↓](#)

## Draft Revenue and Financing Policy and Rating

### Feedback Form

(feedback period closes at 5pm on 4 December 2020)

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Council is now inviting feedback on the draft Revenue and Financing Policy and Rating

Southland District Council is proposing some changes to its Revenue and Financing Policy and how it rates for a number of activities. Wherever you live in the District, if this policy is adopted, this will affect your rates. Some could pay more, others less, depending on where you live. The total overall rates collected by Council would remain the same, it would just change how we share out the costs for some activities.

The changes are designed to better match who pays for activities based on who benefits or has access to these services and amenities. The proposed changes are designed to:

- Apply a more consistent rating approach across certain services/amenities throughout the District
- Reflect Council's new community board areas
- Simplify the approach to rating and funding

The topics we are seeking specific feedback on include:

- Local activities to be funded by new community board rates
- Funding local representation (community boards), cemeteries and litter bins district-wide
- Funding stormwater district-wide
- Local and District rate funding for Stewart Island Rakiura wharves and jetties
- Local rate funding for Stewart Island Electricity Supply Authority
- Funding part of Te Anau Airport Manapouri from district-wide rate
- Wastewater
- Funding waste management through the district-wide general rate

Information can be found and submissions made online at [makeitstick.nz](https://makeitstick.nz), but if you prefer to complete a form manually please do so on the form below.

Supporting information can be accessed online at [makeitstick.nz](https://makeitstick.nz) or from any Southland District Council area office or library. This information provides a more detailed explanation of the changes, particularly 1. About the funding and rating review.

We are seeking feedback on the approach in general however, if you would like specific detail on how your rates may change, please email [nicole.taylor@southlanddc.govt.nz](mailto:nicole.taylor@southlanddc.govt.nz) or phone 0800 732 732.

You may have comments or feedback on all of the topics, or just one – the key thing is that we want to hear from you and understand whether you believe the approaches proposed are the right ones for the District.

Supporting information includes (please view online at [makeitstick.nz](http://makeitstick.nz) or see your local area office/library).

1. About the funding and rating review
2. Proposed new Revenue and Financing Policy (Draft)
3. Existing Revenue and Financing Policy
4. Proposed Rating Boundaries – community board rate and stormwater rate
5. Community board workshop notes – activity benefits

## Draft Revenue and Financing Policy Feedback Form

1. NAME AND CONTACT INFORMATION	
<b>First name:</b> Andre	<b>Last name:</b> Bekhuis
<b>Company (if applicable):</b> Wallace Takitimu Community Board	
<b>Postal address:</b> C/- Southland District Council  176 Main Street	
<b>City/Town:</b> Otautau	<b>Postal Code:</b> 9610
<b>Email address:</b>	
<b>Daytime phone:</b>	<b>Mobile phone:</b>

### A. Local activities to be funded by new community board rates

Nine new targeted community board rates would be introduced to fund local activities including footpaths, local parks, playgrounds, streetscapes and water facilities. These would replace the rates based on the previous community board, community development area (CDA) and ward areas and would align with new community board boundaries established in 2019.

New rates would ensure properties were rated consistently; based on the services, amenities and infrastructure within different areas in the district.

A differential would be used where urban properties would pay a full charge, semi-urban properties a half charge and rural would pay a quarter charge. This would ensure all properties contribute. Properties with easier access would pay more to reflect the different level of benefit.

The actual rate would vary for each community board area, depending on the facilities, infrastructure and levels of service. To see how this affects rates in each area, please look at pages 6 and 12 of the supporting information [1. About the funding and rating review](#) and [4. Proposed rating boundaries](#) for maps of the different areas.

LOCAL ACTIVITIES TO BE FUNDED BY NEW COMMUNITY BOARD RATES	YES	NO
<b>2. Do you agree with the proposal where all properties contribute towards the cost of these services (footpaths, local parks/playgrounds, streetscapes, water facilities)?</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Please provide any comments you have on the proposal in the space provided below.		



[illegible]

B. Funding local representation (community boards), cemeteries and litter bins district-wide

Local representation (including Council's community boards), cemeteries and litter bins would be funded from a district-wide general rate (which every property pays) rather than individual community rates. This is because these activities have a relatively equal benefit to the whole community and there are consistent levels of service across the District.

Depending on location, ratepayers currently pay between \$11 and \$53 for local representation, between \$0 and \$121 for litter bins and between \$0 and \$96 for cemeteries per property, per year.

Under the proposed changes all ratepayers would pay \$17 for local representation, \$17 for litter bins and \$5 for cemeteries, per property, per year. This would be a more consistent approach and reflect the perceived benefit to all of these services/amenities.

FUNDING LOCAL REPRESENTATION, CEMETERIES AND LITTER BINS DISTRICT-WIDE	YES	NO
<b>4. Do you agree with this approach?</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Please provide any comments you have on the proposal in the space provided below.		

### C. Funding stormwater district-wide

A separate, targeted district-wide rate would be introduced for stormwater, instead of being funded differently by each community. This is because stormwater systems provide a level of benefit to the public generally by preventing flooding and helping maintain access to urban areas during periods of wet weather.

Currently ratepayers pay between \$0 and \$108 per property, per year for stormwater services. The proposal would change this to see all properties contribute. Properties in serviced areas would pay a full charge (\$47 per property), to reflect the higher level of benefit, and properties in unserved areas would pay a quarter charge (\$12 per property, per year).

Please look at the supporting information [4. Proposed Rating Boundaries for maps](#) of the different areas.

FUNDING STORMWATER DISTRICT-WIDE	YES	NO
<b>5. Do you agree with this approach?</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Please provide any comments you have on the proposal in the space provided below.		
<b>The Board would like to still have the opportunity to provide feedback on local projects in the Wallace Takitimu Area.</b>		

### D. Local and district-wide rate funding for Stewart Island Rakiura wharves and jetties

Wharves and jetties on Stewart Island Rakiura are currently fully funded by fees and charges paid by commercial users and, in the past year, a contribution from the Stewart Island Community Board rate.

Council is proposing to use a mix of funding, including local and general rates, because the activity benefits the wider community by providing critical transport links and access for recreation.

The proposal also aims to make the service more sustainable, given the island's small population, limited ratepayer base and relative isolation.

Based on current estimates, it is proposed that the funding be:

- 60-70% from fees and charges (currently estimated up to \$58,000)
- 0-10% from the local Stewart Island/Rakiura community board rate (currently estimated at up to \$10,000 or \$20 per property)
- 0-30% from a district-wide general rate (currently estimated at up to \$30,000 or \$1.80 per property)
- 0-20% from other sources potentially including the Stewart Island visitor levy.

Council acknowledges this change is inconsistent with the funding of other water facilities, but it addresses the need to ease the unaffordable rating burden this would otherwise have on the local community. More information about this change is included on page 8 of the supporting information [1. About the funding and rating review](#).

LOCAL AND DISTRICT RATES FUNDING FOR STEWART ISLAND WHARVES AND JETTIES	YES	NO
<b>6. Do you agree with this approach?</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Please provide any comments you have on the proposal in the space provided below.		
<b>Will they pay for our infrastructure when it needs replaced?</b>		

#### E. Local rate funding for Stewart Island Electricity Supply Authority

A new targeted rate, with a differential, would be introduced for the Stewart Island Electricity Supply, for properties within the distribution area. This is currently funded solely by consumers connected to the supply.

Properties connected to the service would pay a full charge (\$200 per year), and properties that are able to be connected but are not, including vacant land within the distribution area, would pay a half charge (\$100 per year) for the ability to access the service.

This approach reflects the fact that there is a wider public benefit and cost to providing electricity infrastructure on the island and having electricity lines running past houses that properties can connect to, even if they are not connected. More information about the reason for this change is included on page 9 of the supporting information [1. About the funding and rating review](#).

LOCAL RATE FUNDING FOR SIESA	YES	NO
<b>7. Do you agree with this approach?</b>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide any comments you have on the proposal in the space provided below.		
<b>Not applicable</b>		

## F. Funding part of Te Anau Airport Manapouri from district-wide rate

The Fiordland Community Board has asked Council to consider a level of district-wide funding for the Te Anau Airport Manapouri. The existing policy identifies that although the airport delivers most benefit to the Fiordland community, there is a benefit to the whole community as an alternative transport option with flow-on economic benefit for Southland.

The benefit to the whole community has been quantified as being between 0-15%. If Council considered a level of district-wide general rate funding appropriate, that range may be used as a basis for this.

The community board has suggested any general rate funding would exclude the current loan for the airport development, which would continue to be paid by those in the Fiordland area. Excluding existing loan repayments, the current cost of the airport is approximately \$130,000 per annum, which would be funded by a mix of fees and charges, a targeted rate paid for by Fiordland ratepayers and a district-wide general rate.

More information about the reason for this change is included on page 10 of the supporting information

[1. About the funding and rating review.](#)

LOCAL RATE FUNDING FOR SIESA	YES	NO
<b>8. Do you think part of the costs of the airport should be funded by the district-wide general rate that every property pays?</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Please provide any comments you have on the proposal in the space provided below.		
<b>The Wallace Takitimu Community Board supports a user pays approach</b>		
<b>9. If yes, what proportion of costs should be funded this way?</b>	PLEASE TICK	
▪ Up to 15% (estimated at \$20,000 or \$1.25 per property)	<input type="checkbox"/>	
▪ Up to 30% (estimated at \$40,000 or \$2.50 per property)	<input type="checkbox"/>	
▪ Something else (please specify a percentage amount below)	<input type="checkbox"/>	
Please provide any comments you have on the proposal in the space provided below.		

## G. Other Topics: Wastewater

## No change to funding wastewater

During the review of the policy, Council considered changing its approach to funding the wastewater service by reducing the pan charges for properties with multiple toilets/urinals. After looking at the options and benefits, Council decided against any changes. More information about the options that Council considered is included on pages 11 and 28 of the supporting information [1. About the funding and rating review](#).

## WASTEWATER FUNDING

**10. Comments on the policy's approach to funding wastewater services are welcome**

Nil

## Funding waste management through the district-wide general rate

There is no change to the waste management rate, which applies to the operation of transfer stations, greenwaste sites, recycling drop-off centres, dealing with litter, illegal dumping and waste minimisation activities; however it is proposed that this separate rate be removed and instead included in the district wide general rate. This is because Council does not believe that there is a need for separate funding, particularly given the public good element of the activity and the similar way that the rate is set in line with the general rate. The change will also help to reduce ratepayer confusion with the rubbish and recycling wheelie bin rates.

## WASTE MANAGEMENT RATE

**11. Comments on the funding of waste management are welcome**

Nil

G. Any other comments

OTHER COMMENTS
<b>12. If you have any other comments on the policy, please let us know here:</b>
Nil

Thank you for your feedback.

**Submissions close at 5 pm on 4 December 2020**

If you have any supporting documents you would like to add, please feel free to attach them to this form and send your completed form to us via:

- email ([sdcsouthlanddc.govt.nz](mailto:sdcsouthlanddc.govt.nz)), or
- post (Southland District Council, PO Box 903, Invercargill 9840) or
- drop into a Council office.

Alternatively you can complete this form online at [www.southlanddc.govt.nz/haveyoursay](http://www.southlanddc.govt.nz/haveyoursay) or directly at [makeitstick.nz](http://makeitstick.nz).

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## Community Leadership Report

Record No: R/20/11/64504  
Author: Kelly Tagg, Community Partnership Leader  
Approved by: Janet Ellis, People and Capability Manager

☐ Decision ☐ Recommendation ☒ Information

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### Purpose

- 1 To inform the board of the community leadership activities in the area.

### Recommendation

That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Community Leadership Report” dated** 25 November 2020.

### Attachments

- A Wallace Takitimu Community Leadership Report [↓](#)



## What's happening in your area

### Communications and engagement

Each of the nine community boards have now been allocated a dedicated person from Council's communications team. Their role will be to support the community board in all aspects of communications and engagement, including the content for the Facebook page and SDC's First Edition magazine.

Publications specialist Chris Chilton has been assigned to Wallace Takitimu and is happy to chat about any ideas or communication needs – everything from informing the public about local initiatives, projects or events to profiling characters from the area.

Chris can be contacted on 0800 732 732, mobile 027 406 4099 or via email [chris.chilton@southlanddc.govt.nz](mailto:chris.chilton@southlanddc.govt.nz).

### Community Partnership Fund

The first funding rounds have now closed and distributions of the fund are in the process of being made.

The Wallace Takitimu Community Board received eight applications to the first round of the fund. The successful applicants were as follows;

- Otautau Bowling Club - \$756
- Otautau & Community Charitable Trust - \$5,000
- Otautau Golf Club - \$1,490
- Otautau Museum - \$1,500
- Otautau School, - \$5,400
- St Andrews Scouts - \$3,624
- Takitimu School PTA - \$2,500
- Takitimu Swimming Club - \$1,746

The next funding round closes on 28 February 2021.



Several of our boards also opted to have a second funding round and these have the following closing dates;

**31 January 2021**

- Fiordland Community Board

**28 February 2021**

- Tuatapere Te Waewae Community Board
- Northern Community Board
- Wallace Takitimu Community Board
- Oraka Aparima Community Board

**31 March 2021**

- Oreti Community Board
- Waihopai Toetoe Community

In addition, six of Council's nine community boards have agreed to contribute additional funds to their Community Partnership Fund going forward, either through rates or the use of reserves.

## Funding

### Lottery Covid-19 Community Wellbeing Fund

The Lottery Covid-19 Community Wellbeing Fund will provide one-off grants for community or social initiatives that increase the strength and resilience of communities that are responding to the impacts of Covid-19.

This fund will support hapū, iwi and community organisations that have lost funding or have an increased demand on their services due to the Covid-19 pandemic, and community or social initiatives that strengthen community resilience and respond to the impacts of Covid-19.

There is no closing date for this fund and will keep going until all of the \$40 million has been spent.

### Upcoming funding deadlines

The follow funds are now open for applications which close on 31 March 2021:

- Sport NZ Rural travel fund
- District Heritage fund
- District Initiatives fund
- Ohai Railway Fund
- Northern Southland Development Fund
- Stewart Island Visitor Levy

Application forms are available on Council's website at <https://www.southlanddc.govt.nz/my-council/funding-and-grants-/application-form/>

## Local initiatives

### Otautau swimming pool

Council approved the board's recommendation to approve unbudgeted expenditure in the amount of \$23,015 so that the Otautau swimming pool committee was able to uplift funds held in reserves. These funds will be used to assist with the ongoing upgrade costs. The pool committee have previously re-clad the pool and installed a new heating system. They are currently in the final part of this upgrade which includes building works associated with obtaining a Certificate of Public Use (CPU). This work is estimated to cost approximately \$45,000.

### Mark Wishart memorial seat unveiling ceremony

This took place on Saturday, 14 November and was well attended by members of the Ohai community, emergency services personnel and the wider community. The Ohai CDA instigated this project in memory of their former chairperson and local police officer.



## What's happening outside your area

### District/regional Initiatives

#### Rakiura Museum Te Puka O Te Waka

The Rakiura Museum, Te Puka O Te Waka, was officially opened on Tuesday, 1 December. This is a major milestone for the Stewart Island/Rakiura community who have been working on this project for 20 years. Funding for the museum has been from major grants, public donations and fundraising efforts. Many in-kind donations and volunteer hours have also contributed to ensure the completion of museum.

#### Thriving Southland

Thriving Southland is a community-led project which seeks to create a healthy environment from the mountains to the sea by supporting catchment groups to deliver positive environmental outcomes. The team from Thriving Southland have started to get out and about in Southland connecting with catchment groups and communities to begin the conversation. The community leadership team have been working

alongside the Thriving Southland team to make connections in the community, get the word out, and share community board visions and outcomes.

### Stewart Island/Rakiura Future Opportunities project

The final report for the Stewart Island Future Opportunities Project has been delivered to MBIE. A report will be presented to the Community and Strategy Committee at their December 9 meeting.

### Leadership academy

Following on from the success of the Stewart Island/Rakiura Leadership Academy, the Southland Chamber of Commerce are planning to deliver three Leadership programs across the District in 2021. The locations for the workshops are Edendale, Lumsden and Otautau. The first intake is likely to be in March 2021.

## National initiatives

### Regional events fund

The government has recognised the role that events have in domestic travel and have allocated \$50 million to the Regional Events Fund. This money is to support the tourism and events sector, and replace some of the spend lost from international tourists as a result of Covid-19.

The funds are given to International Marketing Alliances (IMAs) and are allocated based on their share of international visitor spending prior to Covid-19. The “Pure Southern Land” IMA (Dunedin, Southland, Waitaki, Clutha) is receiving \$1.5 million and the “Southern Lakes” IMA (Wanaka, Queenstown, Central Otago, Fiordland) is receiving \$8.5 million. The Regional Tourism Organisations (RTOs) within each IMA are responsible for the distribution and spending of this funding.

## Make it stick Southland!

Southland District Council’s online engagement hub [www.makeitstick.nz](http://www.makeitstick.nz) is the place to go to share your feedback.

Capturing the views of our community is crucial as we all contribute to evolving Southland to its full potential and as a place we all want to live in.

Make it stick is a digital platform designed to make it easy for the public to find all the engagement and consultation activities available to have a have a say on - a proverbial one-stop-shop if you like.

To ‘make it stick’ is to cause something to be agreed to, embed it in the mind or make a change permanent. So, we reckon the name fits the brief perfectly when it comes to giving the community a chance to be involved and heard.

Utilising Make it stick, we will continue to encourage participation in decision-making processes.

So, spread the word amongst your communities.

## Traffic management qualification changes

Here’s a reminder of the upcoming changes in traffic management regulations.

From 1 January 2021, traffic management plans must be created by a practising temporary traffic management planner (TTMP) with new qualifications from Waka Kotahi NZ Transport Agency.

The standards for these qualifications are rising as of 1 January 2021.

They are designed to ensure that workers have the right training and necessary level of competency to safety and effectively work in their temporary traffic management role.

To keep up to date, go to: <https://www.nzta.govt.nz/.../training-and-competency-model/>

## What's coming up?

### Strategy and policy

#### Vision 2050 project

The Community and Strategy Committee at the 11 November 2020 meeting endorsed Council staff to undertake the facilitation and development of a Vision 2050 project for the district. The Vision 2050 project is a process that will assist in leading an intergenerational, community wide, collaborative approach to long term planning for the district as a whole. Council recognises the value in the development of the Vision 2050 project in assisting to support the alignment of future council and community aspirations; and increase partnership opportunities with communities and collaboration between agencies. This approach can assist Council to determine its own strategic direction that aligns with and supports outcomes to achieve the district vision.

#### Strategy and development plan

Staff have commenced strategy development work. In November 2020 the Community and Strategy Committee endorsed staff progressing the development of Council's internal strategy development programme late in 2021, once the Vision 2050 project has commenced. This would ensure enough information has been captured through a district vision process to finalise internal strategy development plans, amend the strategic framework, and develop strategy implementation plans.

#### Jetty usage – Stewart Island Rakiura

Council at the meeting 18 November 2020 endorsed the charging method of a base fee amount (for each vessel) with an additional charge based on usage to be applied from 1 July 2023 for the setting of Stewart Island Wharf user fees, and following consultation with the Stewart Island/Rakiura Community Board and operators.

#### Procurement Policy

Staff have been revising the Procurement Policy and developing a draft procurement manual. The formal consultation period for the policy is from 4 November to 4 December 2020. Submissions will be presented to Council in early 2021. The executive leadership team will adopt a procurement manual that implements Council's policy approach, following adoption of the policy.

#### Other policy work

A review of the suite of policies that will inform the Long Term Plan is underway. This includes the Revenue and Financing Policy, the Policy on Development and Financial Contributions, and the Significance and Engagement Policy. The formal consultation period for these policies is from 4 November to 4 December 2020. Submissions will be presented to Council in early 2021. Staff are also working on the asset management, contract management, and risk management policies.

#### Stewart Island/Rakiura visitor levy

Strategy and policy are leading the review of the Stewart Island/Rakiura visitor levy. The Community and Strategy Committee endorsed a timeframe for completion of this work at its November 2020 meeting, that included the proposed timeframe for formal consultation regarding any changes to the levy amount to take place in line with the 2022-2023 Annual Plan process.

## Corporate risks

Work began in September 2020 to undertake the in-depth analysis of Council's top corporate risks. Finance and assurance committee members will continue to discuss in detail selected risks from the top 10 corporate risks each quarter. Staff will also begin work on reviewing Council's risk management framework and operational risk register in the up-coming months.

## Annual Report 2019/2020

The Annual Report was adopted by Council on 18 November 2020. The report and Summary Document are available online, and hard copies will be available in December at Council offices and libraries.

## Long Term Plan

The community board direction setting meetings have been completed and the process of developing the overall budgets is now underway. The focus now is to complete the necessary work required to get the draft budgets, consultation document, activity management plans, infrastructure and financial strategies complete for December. The Revenue and Financing Policy, Significance and Engagement Policy, Procurement Policy and Development and Financial Contributions Policy are currently out for public consultation, and close at 5pm on 4 December 2020. Community boards and members of the public are encouraged to submit on the policies out for feedback.

## Governance and democracy

It has been a busy period for Council, committees and community boards with a number of workshops and additional meetings scheduled to set direction for the 2021 Long Term Plan. The additional workshops and meeting dates have highlighted some areas for improvement and staff are working to document our processes to ensure consistency across the organisation.

## Stakeholder updates

### Sport Southland - **Sport NZ Tū** Manawa Active Aotearoa Fund

This is a fund aimed at providing quality play, active recreation and sport opportunities and experiences for tamariki (children aged 5-11) and rangatahi (young people aged 12-18), in particular those groups that are less active and/or missing out on opportunities.

\$326,028 of the fund will be available in Southland over the next 12 months, to be managed and distributed on Sport NZ's behalf by Sport Southland. The fund covers programme or project delivery (eg venue or equipment hire, transport to event), equipment (as part of a programme or project), officials (where these are an essential component for delivery and delivery staff wages (eg activity leader, co-ordinator). Programmes or projects may be new or already operating, and funding will be provided for up to 12 months.

For further information contact Sport Southland - [tumanawa@sportsouthland.co.nz](mailto:tumanawa@sportsouthland.co.nz) or 03 211 2150. Check the Sport Southland website to check eligibility, funding guidelines, project planning resources and application form.

### Highways South - Waka Kotahi NZ Transport Agency

Road pavement rehabilitation for Southland locations are programmed at key sites in the new year. Drivers and communities can expect to see temporary traffic lights with single lane traffic for a few weeks at these locations:

- two sites are between Mossburn and Centre Hill on SH94. Mossburn bridge about 4km west of Mossburn, and O'Boyle which is 8km out of Mossburn
- SH6, south of Winton (entrance to Sinclair Transport north of Gap Road) starting in January.

Chip sealing is happening on state highways throughout Southland from this week and will continue throughout January - the chip sealing crews will be back at work from the 11<sup>th</sup> January 2021.

Wandering stock on the highways continues to be of concern. If stock is spotted on state highways we encourage calling 0800 4 HIGHWAYS (0800 44 44 49) so that this can be actioned immediately.

**Ohai – Crawford Rail Tunnel update:** Due to continued movement at this location, we have reduced the highway to one lane with temporary traffic lights and a speed restriction in place. Our contractors are drilling and undertaking investigations to confirm failure mode and final design for repair. The site is under constant monitoring.

**Rubbish on state highways:** Rubbish on state highways is an issue we are constantly managing. We are aware that there are groups in the community who organise rubbish pick-ups and appreciate their commitment.

In order to keep these groups safe, we would be grateful if they could contact us prior to arranging rubbish collection on state highways and we can look to support them with traffic management if necessary.

Due to the ongoing issue of rubbish on highways, Highways South have approached and partnered with Waste Net Southland to provide reusable in-car rubbish bags where road users can collect their rubbish in a tidy and manageable way in their car until this can be disposed of in a bin.

A trial of these bags will be available in December for all community boards to use/distribute and we look forward to your feedback on these.

There will be a moratorium on work happening on state highways over the Christmas break, with all work (other than emergency work) closing down by noon on December 23 and commencing again after 9am on January 5. Road users and communities are encouraged to call 0800 4 HIGHWAYS (0800 44 44 49) if they see anything of concern on state highways over this break.

We wish all our Southland communities a safe and happy summer break and look forward to working with you again in the new year.



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## Operational Report for Wallace Takitimu Community Board

Record No: R/20/11/67847  
Author: Carolyn Davies, Executive Assistant  
Approved by: Janet Ellis, People and Capability Manager

☐ Decision ☐ Recommendation ☒ Information

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### Purpose of Report

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

### Recommendation

That the Wallace Takitimu Community Board:

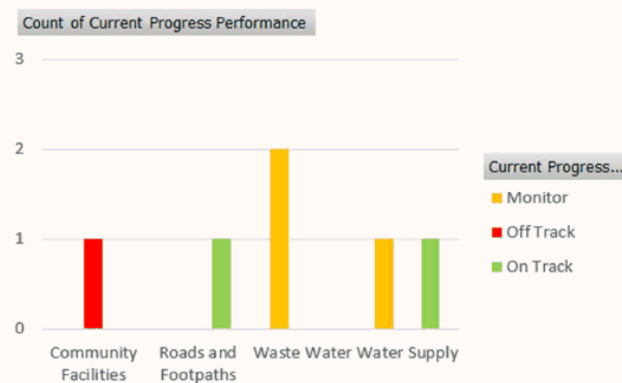
- a) **Receives the report titled “Operational Report for Wallace Takitimu Community Board” dated 25 November 2020.**

### Attachments

- A Wallace Community Board Operational Report - 3 December 2020 [↓](#)



## 1. Projects within current 2019/2020 financial year



## 2. Progress since last reporting period

### CLARIFICATION OF FUNDING SOURCES

Local funded: Stormwater, cemeteries, footpaths, SIESA, water structures and community halls.

District funded: Water, wastewater, public toilets and roading.

Local or District funded (dependent on service): Community facilities, parks and reserves.

ACTIVITY	CODE	NAME	CURRENT PHASE	PROGRESS	PROJECT CURRENT COMMENT	BUDGET VALUE
WASTE WATER	P-10003	Upgrading UV/ treatment at Ohai (Sewer)	Delivery phase	Monitor	Sizing for new UV unit has been delayed while flow volume decisions are made - to be priced under	\$50,930

Report to Wallace Takitimu  
3/12/2020

Southland District Council  
Te Rohe Pōtae o Murihiku

PO Box 903  
15 Forth Street  
Invercargill 9840

0800 732 732  
@ sdc@southlanddc.govt.nz  
📍 southlanddc.govt.nz





ACTIVITY	CODE	NAME	CURRENT PHASE	PROGRESS	PROJECT CURRENT COMMENT	BUDGET VALUE
					Downer maintenance contract in January. Scope still to be developed for fencing portion of contract.	
<b>WATER SUPPLY</b>	P-10256	Otautau-water main replacement north of bridge	Delivery phase	On track	All works practical complete with practical completion achieved on 22/10/2020 and in two year defects period.	\$207,676
<b>WASTE WATER</b>	P-10267	Sewer trickling filter - Ohai	Pre delivery phase	Monitor	Works has not yet been completed due to delays in contractor programming and hazardous material handling requirements. Likely to be completed early 2021.	\$61,500
<b>WATER SUPPLY</b>	P-10279	Consent renewal water - Ohai	Pre delivery phase	Monitor	Project is to renew consent of the backwash discharge for the water treatment plant at Ohai. This will be completed through a local consultant to obtain the consent. Expected to be with the consultant by October and completed by March 2021.	\$20,972
<b>COMMUNITY FACILITIES</b>	P-10314	Resurface netball courts at Otautau	Business Case Phase	Off track	Still in scoping period. Kelly Tagg has discussed with the tennis club who will get back to her with further information.	\$28,119



ACTIVITY	CODE	NAME	CURRENT PHASE	PROGRESS	PROJECT CURRENT COMMENT	BUDGET VALUE
					Meeting to be scheduled in the early New Year.	
<b>ROADS AND FOOTPATHS</b>	P-10384	Repair Otautau Tuatapere Road slip	Delivery Phase	On track	All work was completed in October 2020.	

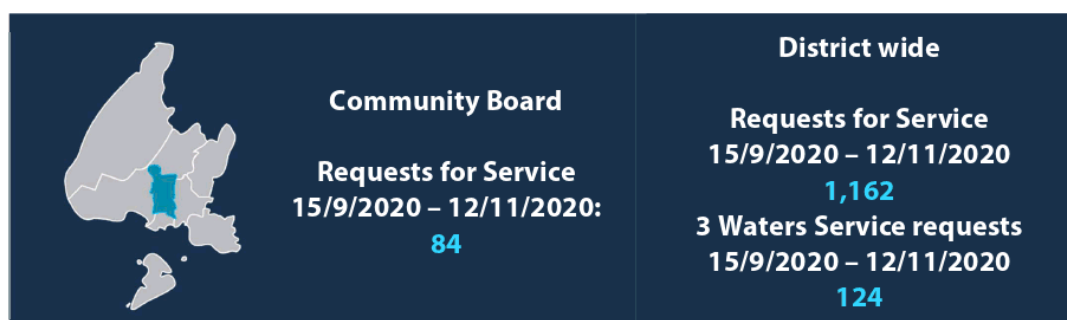
### 3. Service Contracts

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
10/01 – Water and Waste Water Services Operations and Maintenance	The water and waste water contract is operating well. Downers have also been assisting with localised flooding events arising from high rainfall.
14/39 – Grass area maintenance Otautau	Due to a late start the contractor will take a few weeks to catch up.
19/9 – Central area gardening (Nightcaps, with Winton)	Contract going well.
20/01 – Office and library cleaning Otautau office. (as part of new district wide contract).	The contract is operating well in this area.
16/37 – Ohai township minor maintenance	Contract operating under SouthRoads.
16/61 – Nightcaps – toilets cleaning	Contract working well under SouthRoads.
TD Dahlenburg gardening (Otautau)	Contract is working well with well-maintained gardens.
17/02 - Central Alliance roading contract	<p>To report, pre-reseal repairs remain a priority that require dig outs, levelling and stabilising, weather dependant. Programme is reported to start in Riverton Urban area.</p> <p>New footpath in Otautau's main street has been replaced due to kerb and channel replacement when issues were found with the water main reinstatement.</p> <p>Logging continues on Hall Road and is targeted to finish middle of December. The Alliance continues to work closely with the logging contract manager in relation to managing the failures now appearing.</p> <p>Central sealed roads spraying is complete and unsealed network spraying has commenced.</p> <p>First round of mowing is complete and regrowth is already evident.</p>



CONTRACT NAME	CONTRACT MANAGER COMMENTARY
	<p>Winton Spar Bush Road concrete box culvert had a void that required excavation. This is complete. Drainage and especially culvert maintenance and failures remain to the forefront of reactive maintenance.</p> <p>The roading team is currently undertaking an annual audit of the unsealed network using road roid.</p> <p>Another number of road signs have recently been vandalised including Stop and Give Way signs which is frustrating from a road safety perspective.</p>

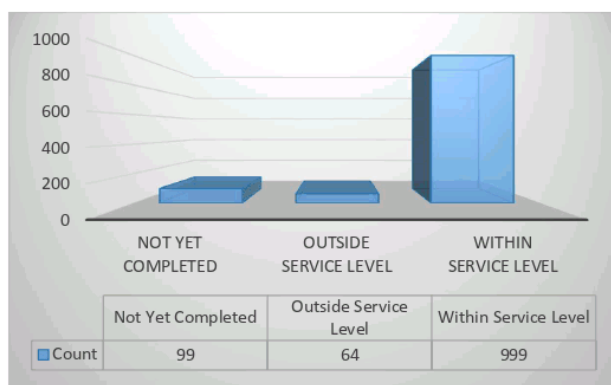
#### 4. Request for Service data 15 September 2020 – 12 November 2020



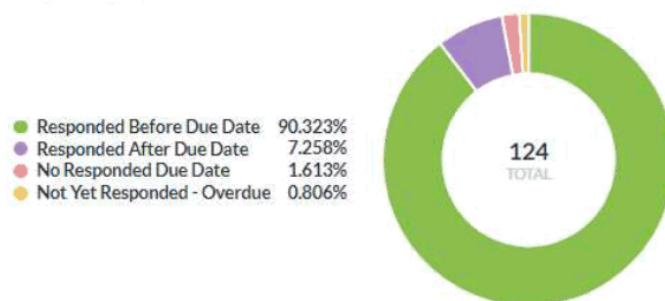
REQUEST TYPE	COUNT
Cemeteries repairs and maintenance	1
Council housing/ flats - repairs (routine)	1
Licensed Premise Queries or Complaints	1
Liquor licensing	1
Noise control (not animal noises)	6
Nuisance complaints (odour, vermin, neighbourhood)	1
Parks and reserves R&M	2
Repairs and maintenance council property	2
Roadside spraying - noxious weeds	1
Toilet cleaning	1
Toilet repairs and maintenance	3
Vegetation urban/berm mow/overgrown/visibility issues	2
Culverts blocked - rural	4
Flooding roads – urban towns (not stormwater) - safety	3
Flooding roads - rural (safety)	2
Footpaths Hazards - trip/hazard/broken etc (safety)	2
Gravel Road Slumps/dips and heaves/raised	1
Gravel, potholes/corrugations and grading	3
Manholes and grates (safety)	2
Other road hazards (safety)	1
Rural water - no water supply	3



REQUEST TYPE	COUNT
Rural water low water pressure	2
Sealed road - potholes and blowouts (routine)	1
Sealed road - potholes and blowouts (safety)	1
Sewer lateral blockage	2
Transport - road matters general	2
Urban stormwater (the drain)	2
Wheelie bin damaged	4
Wheelie bin new	1
Wheelie bin stolen	1
Water asset damaged (main, hydrant, valve, meter)	1
Water asset leak (main, hydrant, valve, meter)	7
Water main leak urgent burst	2
Water pressure low	1
Water toby damaged (not safety issue)	2
Water toby leak	1
Water toby location	1
Water asset damaged (main, hydrant, valve, meter)	1
Water asset leak (main, hydrant, valve, meter)	7
Water main leak urgent burst	2
<b>Total</b>	<b>84</b>



IPS Requests, Response Time Status



### RFS count by completion time status

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

## 5. Local finance reporting

### Drummond Village - Business Units as at 31 October 2020

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Street Works - Drummond	\$183	\$183	\$879		\$183	\$550			\$0
Drummond Rec Reserve Committee	\$750	\$472	\$1,905	\$1,710	\$183	\$550			\$0
Beautification-Drummond	\$1,310	\$1,310	\$3,931	\$476	\$1,310	\$3,931			
<b>Total</b>	<b>\$2,244</b>	<b>\$1,965</b>	<b>\$6,715</b>	<b>\$2,186</b>	<b>\$1,677</b>	<b>\$5,031</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Wallace Takitimu - Business Units as at 31 October 2020

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Operating Costs - Wairio			\$176	\$164				\$0	\$0
Recreation Reserve - Wairio			\$212		\$100	\$301		\$0	\$0
Recreation Reserve - Glenburn	\$3,956	\$3,955	\$12,303	\$2,997	\$4,241	\$11,866		\$0	\$0
Takitimu Pool	\$4,158	\$4,125	\$13,239	\$3,993	\$4,125	\$12,375		\$0	\$0
Community Leadership Wallace T			\$8,020	\$9,602	\$26,773	\$63,572	\$0	\$0	\$0
<b>Total</b>	<b>\$8,114</b>	<b>\$8,080</b>	<b>\$33,950</b>	<b>\$16,756</b>	<b>\$35,239</b>	<b>\$88,114</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



### Nightcaps - Business Units as at 31 October 2020

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Administration - Nightcaps	\$584	\$582	\$2,334	\$582	\$582	\$1,747			
Operating Costs - Nightcaps	\$1,393	\$1,390	\$4,170	\$3,273	\$2,963	\$4,170			
Street Works - Nightcaps	\$3,928	\$3,920	\$11,759	\$2,163	\$8,115	\$19,259			
Refuse Collec - Nightcaps			\$23,035			\$21,046			
Stormwater Drainage-Nightcaps	\$7,602	\$7,586	\$4,149	\$2,085	\$7,118	\$8,293			
Beautification - Nightcaps	\$1,383	\$1,383	\$20,057	\$1,962	\$2,764	\$11,408			
McGregor Park	\$9,285	\$5,324		\$2,454	\$4,730	\$2,845			
Dr Woods Memorial Park			\$18,309	\$282	\$948	\$18,323			
<b>Total</b>	<b>\$24,174</b>	<b>\$20,185</b>	<b>\$83,813</b>	<b>\$12,800</b>	<b>\$27,221</b>	<b>\$87,091</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Ohai - Business Units as at 31 October 2020

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Administration - Ohai	\$584	\$582	\$5,280	\$582	\$582	\$1,747			
Operating Costs - Ohai	\$2,184	\$2,179	\$6,536	\$2,138	\$3,556	\$6,536			
Street Works - Ohai	\$4,037	\$4,028	\$12,083	\$749	\$12,211	\$36,083			
Refuse Collection - Ohai			\$23,951			\$18,684			
Stormwater Drainage - Ohai	\$6,243	\$6,228	\$16,149	\$832	\$6,316	\$16,149			
Beautification - Ohai	\$5,254	\$5,383		\$3,074	\$5,383				
Recreation Reserve - Ohai	\$162		\$4,039			\$4,146			
Playground - Ohai	\$1,348	\$1,346	\$15,267	\$324	\$1,382	\$15,764			
<b>Total</b>	<b>\$19,811</b>	<b>\$19,746</b>	<b>\$83,305</b>	<b>\$7,699</b>	<b>\$29,430</b>	<b>\$99,109</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



### Otautau - Business Units as at 31 October 2020

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Administration - Otautau	\$9,194	\$9,163	\$28,005		\$172	\$517			
Operating Costs - Otautau	\$2,713	\$2,323	\$6,970	\$3,313	\$3,241	\$8,247			
Street Works - Otautau	\$8,215	\$8,188	\$24,563	\$15,227	\$20,623	\$60,998			
Refuse Collection - Otautau	\$3,179	\$3,169	\$9,506	\$4,017	\$3,422	\$10,266			
Stormwater Drainage - Otautau	\$8,811	\$8,782	\$34,856	\$2,574	\$8,888	\$26,345			
Cemetery - Otautau	\$8,202	\$10,724	\$32,171	\$4,418	\$10,941	\$32,822			
Settlers Cemetery - Otautau	\$1,089	\$1,087	\$3,261	\$200	\$1,484	\$3,261			
Beautification - Otautau	\$11,544	\$11,525	\$34,575	\$9,467	\$11,832	\$35,495			
Holt Park	\$7,177	\$7,047	\$21,142	\$5,039	\$8,351	\$21,670			
Holt Park Extension	\$4,336	\$3,580	\$10,739	\$5,370	\$6,472	\$14,097			\$28,119
Centennial Park	\$1,310	\$1,306	\$3,918	\$907	\$1,198	\$7,595			
Baths - Otautau	\$4,305	\$4,290	\$15,339	\$4,847	\$4,830	\$10,670			
Holt Park Camping Ground	\$4,214	\$4,200	\$12,600	\$1,927	\$6,503	\$18,382			
Hall - Otautau			\$892						
Plunket Rooms - Otautau	\$665	\$663	\$1,988	\$1,614	\$1,417	\$1,988			
Bowling Club		\$33	\$130						
Forestry - Holt Park			\$147	\$1,174	\$1,888	\$3,932			
<b>Total</b>	<b>\$74,955</b>	<b>\$76,079</b>	<b>\$240,803</b>	<b>\$60,095</b>	<b>\$91,260</b>	<b>\$256,285</b>	<b>\$0</b>	<b>\$0</b>	<b>\$28,119</b>

Wallace Takitimu expenditure is under forecasted budget due to the miscellaneous grant line in community leadership. This grant was phased to occur in October, however the grants were only brought to the community board for approval on 5 November and are expected to be paid out over November and December.

Nightcaps expenses are under budget by \$14,421. Streetworks is under budget \$5,952 with no maintenance required so far this year. Stormwater is under budget by \$5,033 with no monitoring or maintenance required so far this year.

Ohai expenses are under budget by \$21,731. Streetworks is under budget \$11,462 with no maintenance required so far this year. Stormwater is under budget by \$5,484 with no monitoring or maintenance required so far this year.





Otautau expenses are under budget by \$31,165. Stormwater is under budget by \$6,314 with limited monitoring and maintenance required so far this year. Cemetery is \$6,523 under budget due to lower internments and no general maintenance or maintenance on trees and hedges being required so far this year. Holt Park Camping Ground is \$4,576 under budget with depreciation being the only expense incurred this year, following the demolition of the building last financial year.

**Reserve Balances**

<b>RESERVE</b>	<b>30 JUNE 2020</b>	<b>BUDGET 30 JUNE 2021</b>	<b>FORECAST 30 JUNE 2021</b>
Drummond general	\$10,895	\$11,224	\$11,224
Drummond recreation reserve	\$15,517	\$16,872	\$16,872
<b>Total – Drummond</b>	<b>\$26,412</b>	<b>\$28,096</b>	<b>\$28,096</b>
Takitimu pool	\$13,948	\$14,812	\$14,812
Wairio recreation reserve	\$7,355	\$7,266	\$7,266
<b>Total – Takitimu</b>	<b>\$21,303</b>	<b>\$22,078</b>	<b>\$22,078</b>
Nightcaps community centre	\$12,498	\$12,672	\$12,672
Night caps McGregor park	\$80,175	\$82,680	\$67,272
Nightcaps general	\$23,381	\$16,468	\$9,275
Nightcaps stormwater	\$10,194	\$10,472	\$10,472
<b>Total - Nightcaps</b>	<b>\$126,247</b>	<b>\$122,292</b>	<b>\$99,691</b>
Ohai community centre	\$100	\$253	\$253
Ohai general	\$114,813	\$94,346	\$87,779
Ohai stormwater	\$156,135	\$161,402	\$161,402
<b>Total - Ohai</b>	<b>\$271,048</b>	<b>\$256,001</b>	<b>\$249,434</b>
Otautau town hall	\$28,320	\$29,212	\$29,212
Otautau baths	\$23,015	\$27,684	\$4,669
Otautau Brightwood development	\$16,679	\$16,679	\$16,679
Otautau community board conference	\$6,570	\$6,570	-
Otautau forestry	\$166,165	\$166,312	\$166,312
Otautau general	\$75,748	\$36,529	\$34,901
Wallace bowling club	\$113	\$143	\$143
Otautau stormwater	\$242,699	\$251,210	\$251,210
<b>Total – Otautau</b>	<b>\$559,309</b>	<b>\$534,339</b>	<b>\$503,126</b>
<b>TOTAL RESERVES</b>	<b>\$1,004,319</b>	<b>\$962,806</b>	<b>\$902,425</b>

## Council Report

Record No: R/20/11/67068  
Author: Kelly Tagg, Community Partnership Leader  
Approved by: Janet Ellis, People and Capability Manager

☐ Decision

☐ Recommendation

☒ Information

## Environmental Services

### Group Managers Update

1. Predator Free Rakiura have been successful in receiving funding from central government to assist this project achieve success. We are now in a transition phase preparing to establish a governance and design delivery team. We have lost our project manager and are still supporting the project with significant time from the group manager of environmental services and one of our planners.
2. Emergency Management Southland's Annual Plan 2019/2020 is now out. It was a busy year with the floods in February and Covid responses. Due to the events the budgets went into deficit by \$409,844. Thankfully there was a reserve which had built up over a number of years so that this could be drawn on. Total equity at the end of the financial year 2019/2020 is \$112,291. At the Co-ordinating Executive Group Emergency Management Southland meeting this month it was recommended that the councils look to re-establish this reserve over the next five years. The emergency management team are hopeful to have more Council team members going through the on-line two hour foundation training which will allow them to assist under supervision in the emergency management centre during an event.
3. The Rakiura museum is still on track for opening in December although there is still a good push to ensure all the final touches are put on the displays.

### Building Solutions

4. Council continue to receive a higher volume of consents post Covid-19 lockdown than were received prior with 87 consents received during October 2020 (13% more than were received in October 2019).
5. The team have improved processing timeframes for building consents issued achieving 80.25% compliance for October 2020.
6. Half of the team have attended a two day training course delivered by IANZ to equip and prepare Council staff across all roles in building for the upcoming audit in February 2021.
7. Industry training on the Simpli Portal and GoBuild Inspection Booking App was held in Te Anau and Winton during the month with fantastic feedback from the community.
8. Recruitment for the team leader roles has been very successful with three high calibre applicants now appointed.
9. Recruitment activities for compliance and technical functions will continue in the coming months until all approved roles have been filled.

## October building consents received

Primary Property Hk Ey → Property Ward	Count	Sum of Application Val...
Mararoa Waimea	35	NZ\$3,713,520.00
Stewart Island Rakiura	2	NZ\$8,000.00
Waiau Aparima	22	NZ\$2,871,725.00
Waihopai Toetoes	11	NZ\$1,357,040.00
Winton Wallacetown	20	NZ\$2,365,000.00

## Dog Control

10. As at 30 October 2020 there are only about 100 dogs that remain to be re-registered. Historically, staff have needed to follow up with dog owners well into the New Year. The main reason was a change in process, the use of e-texts to remind dog owners, followed by the usual escalation process of notice to register, then infringement.
11. The team has met twice recently with other internal stakeholders, reviewing the dog registration process. The aim of this review includes resolving the various problems that arose this year, improving our customer's experience and encouraging more online registration.

## Environmental Health

12. Very good progress is being made with the freedom camping ambassador service:
  - The Department of Conservation (DoC) in Te Anau has appointed a 0.5 FTE ambassador focussing more on conservation land
  - Council has re-appointed Lindsay Stronach as an ambassador focussing on Southland District land in Te Anau and Northern Southland
  - Council has appointed Beth Beale for the Catlins area, who had the same role last year, though employed by DoC at that time
  - Jill Munro will have a support role.
13. The team is working in closely with Catlins Coast Inc with regard to signage following being awarded \$29,000 for signage in the Catlins area through Tourism Infrastructure Fund funding.

## Resource consent

14. Resource consent data for previous few months:
  - August – 18 applications received, 29 decisions issued
  - September – 32 applications received, 27 decisions issued
  - October - 30 applications received, 26 decisions issued.

## Services and Assets

### Stewart Island Electrical Supply Authority (SIESA)

15. The Services and Assets Committee approved a new SIESA management agreement with PowerNet, with commencement date 1 October 2020. This contract now has PowerNet Board approval and execution is pending final legal review.
16. Progress on securing either of the two preferred sites for the wind power project has faced setbacks. The viability of alternative turbine site location options is currently being evaluated in order to establish a path forward for land access.

### Forestry (IFS)

17. The financial year 2020/2021 harvesting programme continues out of Waikaia block 4. The crop age is 30 years and estimated tonnes are 19,000 with a forecast return of \$933,000.
18. Pruning and thinning operations in Gowan Hills are pending.
19. The Ardlussa Community Board have proposed establishing mountain bike trails within the Waikaia forest. An MoU between Council and the trust proposed to develop and operate the trail will be established.

### Around the Mountains Cycle Trail

20. The contract for repairs to the trail, associated with the February flood event, was awarded to The Roding Company and work has progressed well but with some weather delays. The original scope is nearing completion.
21. Additional MBIE funding has been gained to repair a flood damaged culvert that was not originally identified and this will be added as a variation to The Roding Company construction contract. The design has been completed.
22. A separate flood event has significantly damaged a section of trail near Centre Hill and a long term solution is being developed to restore the trail and reduce/eliminate the river threat. Given commencement of a new cycle season, a temporary route diversion has been constructed to avoid the washed out section.
23. A community/stakeholder meeting has been held to explore a new governance structure, specific to the trail activity and embark on a 90 day plan to uplift the user experience over the new season.

### Te Anau Manapouri Airport

24. A consultant has prepared a 10 year maintenance works programme which indicates \$1.3 million of pavement rehabilitation capital spending is needed over financial years 2021/2022 and 2022/2023.
25. Maintenance spending need of \$192,000 is indicated for the 2020/2021 year and includes items such as patch repairs and crack sealing.

26. A workshop was held with the Fiordland Community Board to discuss options for management of this asset over the next LTP. The board has requested Council consider rating at a District level to address this increase in capital expenditure need.

## Property

27. With the significant number of Council properties/tenancies to be managed, together with the number of Council and community projects which involve these properties, queries, advice and actions have increased the workloads significantly which means a lot of the work is now required to be prioritised resulting in some work not getting actioned as timely as preferred. This is unfortunate however it's the environment that this and many other departments are working in at the moment.
28. The property disposal of the Ohai bowling club building is almost complete with the acceptance of a tender for removal. Finalising the updated landowner consent for the coastal route boundary adjustments and payment of compensations is also almost complete. Once this is done the legalisation Gazette Notice can be issued. Recently the last two of three electric vehicle (EV) charging stations located on Council land at Tuatapere and Curio Bay became operative to complement the one on Mokonui Street in Te Anau. The other two proposed sites to complete the Southern Scenic Route at Fortrose and Manapouri are to be located on private property.
29. The documents with Landcorp relating to the Kepler disposal field for the pipeline and disposal filed are in the process of being finalised. This includes pipeline and access easements, grazing licences, pasture management agreement and offset area agreement.

## Strategic Water and Waste

### Te Anau Wastewater Discharge Project

30. Following Council resolutions from the 23 October 2018 meeting, when it was resolved to proceed with a sub-surface drip irrigation as disposal route, staff have been progressing work on a number of fronts including development of resource consents for the sub-surface drip irrigation field, as well as advancing towards a detailed design.
31. Work on the pipeline element has now been completed with practical completion issued in July.
32. Work is also continuing on a detailed design of MF plant and SDFI field following Council approval to award contracts to Downer and Fulton Hogan respectively. These designs underwent further HAZOP and value engineering in September with physical works programmed to get underway early October.
33. The resource consent application for the discharge to the Upukerora has also been lodged with Environment Southland (ES) and with affected party approval provided by a number of stakeholders. A request for additional information is being prepared and will be forwarded to ES by early November.

### Land and Water Plan Implementation

34. Environment Southland released their proposed Land and Water Plan in 2017.
35. In total 25 appeals were received by Environment Southland of which Council has identified 10, which it will join as a Section 274 party. Council has also lodged an appeal to the decision. The basis of Council's appeal, is largely around the 'non-complying' activity status on wastewater discharges to water. The latest direction issued from the Environment Court outlines a proposed

path, where appeals to objectives will be heard ahead of mediation, by grouped topic on policies and rules. Evidence in support of the appeals have been filed with the Environment Court.

36. Interim decisions were released by the Environment Court in late December with a recommendation that further expert conferencing be undertaken in early 2019.
37. A further hearing was held in mid-June 2020 where evidence was presented on additional information that the courts required Environment Southland to provide based on their interpretation of a number of key principles underpinning the plan. Agreement has now been reached on all outstanding appeals related to the objectives and policies with a further hearing planned to cover all outstanding appeals. At this stage the timing of this is not known.

#### Review of Solid Waste Contract Arrangements

38. Following a series of WasteNet meetings and Council mediation the RFP process was formally ended on 18 December 2019 without any award. At this stage each of the WasteNet councils are considering potential short and longer term options to process recycling post 30 June 2020 when current contract arrangements expire.
39. Further recent developments are more closely related to the changing nature of the global recycling markets that have resulted in other councils reviewing how they manage recycling operations. Currently there is no market for low grade plastics and limited markets for fibre (paper/cardboard) with a number of councils across the country now opting to discontinue their collection.
40. Agreement was reached with Invercargill City Council in June to handle Council's recyclables through their contract arrangement with their incumbent contractor. This is for an 18 month period, after which alternatives will be considered separate to the ongoing LTP process.

#### Review of Waste Disposal Levy

41. On 27 November, Associate Minister for the Environment, Eugenie Sage, announced a wide reaching review of the Waste Disposal Levy. The levy introduced through the Waste Minimisation Act 2008 places a charge of \$10 per tonne for all waste disposed at municipal landfill sites. Of the money collected half is returned to TLAs to help fund waste minimisation activities with the remainder going to a contestable fund where any organisation can apply to gain funding to help set up waste minimisation initiatives.
42. The review proposed to both increase the levy (phased over three years) from the current \$10 per tonne to a proposed \$50-\$60 per tonne which brings it more into line with similar levy schemes in Australia and overseas. It is also proposed that the scheme will also be extended to include all landfill types (currently it only applies to those receiving household waste).
43. Revenue raised from the landfill levy is currently around \$36 million per annum. It is estimated that the proposals would result in an increase of levy revenue of around \$220 million by 2023.
44. The consultation document outlined four potential options for transitioning from current arrangements to future arrangements by 2023. The submission prepared by WasteNet was presented to Council on 30 January and formally submitted to MfE on 31 January.
45. In August it was announced that the levy would incrementally increase to \$60 per tonne by July 2024. This has been budgeted for through the LTP process.

### 3 Water Reforms

46. There is currently a significant amount of work ongoing across the 3 waters reform in New Zealand. Council is currently awaiting DIA sign off on our delivery plan for undertaking the additional stimulus funding and close to finalising a procurement plan to enable delivery.
47. In addition work is ongoing to progress investigation into alternative collaborative work models across Southland and Otago with a view to meeting government expectations that the sector will voluntarily aggregate to a significant scale (most likely cross regional) to deliver long term service delivery benefits.
48. In late October Council also received a significant Request for Information (RfI) from the Department of Internal Affairs in support of the reforms. This will most likely require a significant amount of additional workload across not only water and waste but also others across the organisation within a relatively short timeframe. Deadline for returns is 1 February 2021.

### Project Delivery Team (PDT)

49. PDT have a number of key projects in full swing with footpaths on Stewart Island, new water mains in Te Anau and Monkey Island now being completed.
50. Currently working through a standardised reporting structure for services and assets.
51. Core improvement project will be looking at contracts, QA and payment terms.
52. A major shift is now underway with 20 Don Street and Forth Street upgrade planned for December to February 2021.

### Community Facilities

53. The Long Term Plan process continues to be at the forefront of the work programme with staff and the finance team adding the final changes to the projects and budgets after the third round of meetings.
54. Rounding out the final direct negotiations with incumbent mowing contractors has been a priority with the growing season well and truly under way. The remaining areas will be going out to tender in November and be in place for 1 July 2021. This provides staff with ample time to meet the governance time frames for community board, committee and Council meetings.
55. The gardening contracts are the next on the list to be renewed. These will also be a mix of direct negotiation with the incumbent contractors and tendering.
56. Good progress is being made towards getting Council's asset management system (IPS) set up to receive the asset data. Data cleansing is progressing so that it can be imported directly into the application.
57. Community facilities staff are completing projects that were carried forward from last year and starting the projects that are in this year's capital works programme. Adverse weather, contractor availability and material supply has been hampering progress on some of these projects.
58. Contractors have started on completing the development of the Monkey Island camping area. A good size group of interested locals were on site to watch the start of the works.



## Strategic Transport

### National Land Transport Plan

- 59. The transport team have continued to work and provide input into the Regional Land Transport Plan and refine the transport programme including budget for inclusion in the National Land Transport Plan.
- 60. This is all part of Council's bid to obtain its share of Waka Kotahi New Zealand Transport Agency funding for the period 2021-2024.

### District Wide Roothing Programme

- 61. After a testing start to the construction season due to inclement weather, several works programmes are now underway. These include the annual road resurfacing programme and seal widening works. Contracts have been awarded for all pavement rehabilitation sites with the last contract covering the central area has been awarded to The Roothing Company.
- 62. Further meetings have been held between Council, Waka Kotahi, Ngai Tahu and DOC on the future of the last section of the Lower Hollyford Road. Following further discussions around future risk including a geotechnical engineering presentation, NZTA have agreed to provided additional funding to reinstate the road as best as possible back to the original road end.
- 63. It was also agreed that ongoing discussions around the long term future of the road needs to continue.
- 64. The annual District wide Roadroid survey is due to commence mid-November. This survey provides a snapshot of the gravel road roughness condition.
- 65. WSP as Council's new structures service provider has also commenced the next round of bridge inspections. This information will be used to help refine work programmes priorities as well as the annual bridge posting restrictions.

## Customer Delivery

### Customer Support

- 66. A little quieter this month with 3,514 calls – although 5 October was incredibly busy after the flooding. Only 97 dog registrations remain outstanding.

### Libraries

- 67. Staff are supporting elderly customers to apply for rates rebates, and a steady stream of Environment Southland rates invoices have been received in our offices.
- 68. The introduction of a web based roster system and a monthly reporting tool for staff have simplified and streamlined those processes. It also provides a channel for area office staff to set goals for personal development and celebrate community connections for the month. Planning is now being undertaken to ensure that staff cover is adequate over the Christmas holiday period, and this includes working with stakeholders to provide on call staff for interments over this time.

69. Our Te Anau staff have been busy planning a week of events to celebrate the Te Anau library's 30<sup>th</sup> birthday, we have a number of speakers, workshops and readings planned over the course of the first week of November.

### Knowledge Management

70. LIM numbers continue the upwards trend from previous months with 47 LIMs lodged in October and 40 issued. At the end of October there were six LIMs still in processing. One hundred and fifty property files were requested in October with several properties requested multiple times.
71. Applications (building consents) integration between Pathway and Records Manger is currently being implemented in the production environment. NAR integration in the test environment is ready for further testing in preparation for moving to production.

### Recommendation

That the Wallace Takitimu Community Board:

- a) **Receives the report titled "Council Report" dated** 25 November 2020.

### Attachments

There are no attachments for this report.

## Chairperson's Report

Record No: R/20/11/68032  
Author: Fiona Dunlop, Committee Advisor  
Approved by: Janet Ellis, People and Capability Manager

☐ Decision ☐ Recommendation ☒ Information

### Purpose of report

- 1 The purpose of the report is to provide an update to the Wallace Takitimu Community Board on activities that the chairperson has been involved since the establishment of the board on 20 November 2019. This report covers August and September 2020.
- 2 The report also provides an opportunity for the board chair person to present an overview of the issues he has been involved with.
- 3 Items of interest that the chair is reporting on are as follows:
  - attended the unveiling of the Mark Wishart memorial seat in Ohai (also gave the seat a coat of varnish)
  - washed the street down in preparation for the Christmas show
  - attended the Armistice Day ceremony on 11 November 2020
  - attended a pot luck dinner at the St Johns' Ambulance base
- 4 Board members have contributed the following to the Chairs report:

### **Review for Nightcaps area from Bev Evans**

- 2020 was not a good year at all for the world so here's to 2021 and all things good
- the Nightcaps notice board is up and working at the entrance to town. Exciting news that another feature board is coming to town
- mowing is back on board again but a lot of catch-up still to come. Please be patient
- spraying McGregor Park and Dr Woods Park has been done. Thanks to Nightcaps Contracting who do this at McGregor Park for the community at no cost
- the Takitimu School breakup is at the memorial hall on Monday 14 December 2020
- the Christmas Party for St Patricks' and Takitimu schools is at 12.30pm on Wednesday 2 December 2020. Special thanks to Bathurst Mines for their sponsorship of this newsletter and their yearly donation for the Christmas party
- the Guy Fawkes night was a great success once again. The locals showed their interest and generosity
- special thanks to Ohai/Nightcaps Lions Club for their help to make this event possible
- the Nightcaps Fire Brigade for their continued support and the display they put on. Both these organisations made this night possible. Thanks also to Brendan for your awesome display. You are the best!!
- thanks to Nightcaps Four Square for their food donation once again and finally thanks to all who helped in anyway

- I hope to plant and clean-up corner where dray is displayed and would ask anyone who can help to contact Bev Evans on 021 1675378 or 03 2257861.

**Comment from Maureen Johnston and Peter Gutsell**

- have met with a resident from Drummond regarding the war memorial and garden and what needs to be done regarding funding.

Recommendation

That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Chairperson's Report” dated 26 November 2020.**

Attachments

There are no attachments for this report.