



Notice is hereby given that a meeting of the Oraka Aparima Community Board will be held on:

Date: Wednesday, 16 June 2021
Time: 5.30pm
Meeting room: Riverton Senior Citizens Rooms
Venue: Corner Bath Road and Princess Street, Riverton

Oraka Aparima Community Board Agenda OPEN

MEMBERSHIP

Chairperson	Graeme Stuart
Deputy Chairperson	Sharon Ayto
Members	Annette Horrell
	Neil Linscott
	Robin McCall
	Councillor Karyn Owen

IN ATTENDANCE

Group Manager, customer delivery	Trudie Hurst
Committee advisor	Alyson Hamilton
Community liaison officer	Kathryn Cowie

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

Terms of Reference – Community Boards

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

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

¹ Local Government Act 2002, s.53

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

Advocacy

11) submissions

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

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

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

District activities include:

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

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

Community Assistance

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

- 16) authority to grant the allocated funds from the Community Partnership Fund
- 17) authority to allocate bequests or grants generated locally consistent with the terms of the bequest or grant fund

Northern Community Board

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

Unbudgeted Expenditure

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

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

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

Service Delivery

Local Activities

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

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

	<p>national importance (Section 6 Resource Management Act 1991); or</p> <ul style="list-style-type: none"> involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise. <p>Local activities include:</p> <ol style="list-style-type: none"> community leadership local halls and community centres (within Council's overarching policy for community facilities) wharves and harbour facilities local parks and reserves parking limits and footpaths Te Anau/Manapouri Airport (Fiordland Community Board) Stewart Island Electricity Supply Authority (SIESA) (Stewart Island/Rakiura Community Board) <ol style="list-style-type: none"> for the above two local activities only recommend levels of service and annual budget to the Services and Assets Committee monitor the performance and delivery of the service <p>19) naming reserves, structures and commemorative places</p> <ol style="list-style-type: none"> authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places. <p>20) naming roads</p> <ol style="list-style-type: none"> authority to decide on the naming for public roads, private roads and rights of way <p>21) assist the chief executive by providing comment (through the board chairperson) to consider and determine temporary road closures applications where there are objections to the proposed road closure.</p> <p>Rentals and Leases</p> <p>In relation to all leases and licences of land and buildings for local activities within their own area, on behalf of Council;</p> <ol style="list-style-type: none"> accept the highest tenders for rentals more than \$10,000 approve the preferential allocation of leases and licenses where the rental is \$10,000 or more per annum. <p>Environmental management and spatial planning</p> <ol style="list-style-type: none"> provide comment on behalf of the relevant community/communities on resource consent applications referred to the community board for comment. recommend to Council the level of bylaw service and enforcement to be provided within the community, having regard to the need to maintain consistency across the District.
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	<p>24) provide advice to Council and its committees on any matter of interest or concern to the community board in relation to the sale of alcohol where statutory ability exists to seek such feedback.</p> <p>25) provide input into regulatory activities not otherwise specified above where the process allows.</p> <p>26) recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the board has made submissions; ability to provide input to support the development of community planning for a civil defence emergency; and after an emergency event, to provide input and information to support community response efforts.</p>
LIMITS TO DELEGATIONS	<p>No financial or decision making delegations other than those specifically delegated by Council.</p> <p>The community board shall only expend funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its Long Term Plan/Annual Plan. In accordance with the provisions of section 39(2) of Schedule 7 the board may not incur expenditure in excess of the approved budget.</p> <p>Matters which are not Delegated</p> <p>Southland District Council has not delegated to community boards the power to:</p> <ul style="list-style-type: none"> • make a rate or bylaw • acquire, hold or dispose of property • direct, appoint, suspend or remove staff • engage or enter into contracts and agreements and financial commitments • institute an action for recovery of any amount • issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like; • institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the community board has made submissions.
CONTACT WITH MEDIA	<p>The community board chairperson is the authorised spokesperson for the board in all matters where the board has authority or a particular interest.</p> <p>Board members, including the chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the board's delegations.</p> <p>The assigned Executive Leadership Team member will manage the formal communications between the board and its</p>

	<p>constituents and for the board in the exercise of its business. Correspondence with central government, other local government agencies or official agencies will only take place through Council staff and will be undertaken under the name of Southland District Council.</p>
REPORTING	<p>Community boards are unincorporated statutory bodies which are elected to represent the communities they serve.</p> <p>The boards maintain bound minute books of their own meetings.</p>

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1 Apologies

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

2 Leave of absence

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

3 Conflict of interest

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

4 Public forum

Notification to speak is required by 12noon at least one clear day before the meeting. Further information is available at www.southlanddc.govt.nz or by 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 Oraka Aparima Community Board, 21 April 2021



Oraka Aparima Community Board

OPEN MINUTES

Minutes of a meeting of Oraka Aparima Community Board held in the Riverton Senior Citizens Rooms, Corner Bath Road and Princess Street, Riverton, Riverton on Wednesday, 21 April 2021 at 5.30pm.

PRESENT

Chairperson	Graeme Stuart
Deputy Chairperson	Sharon Ayto
Members	Annette Horrell
	Neil Linscott
	Robin McCall
	Councillor Karyn Owen

APOLOGIES

Julie Guise

IN ATTENDANCE

Chief executive	Cameron McIntosh
Group Manager, customer delivery	Trudie Hurst
Committee advisor	Alyson Hamilton
Community partnership leader	Simon Moran
Community liaison officer	Kathryn Cowie

1 Apologies

There was an apology from Julie Guise.

Resolution

Moved Chairperson Stuart, seconded Robin McCall and resolved:

That the Oraka Aparima Community Board accept the apology.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

4 Public Forum

There was no public forum.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Neil Linscott, seconded Cr Owen and resolved:

That the minutes of Oraka Aparima Community Board meeting held on 24 February 2021 be confirmed as a true and correct record of that meeting.

Reports

7.1 Community Update

Record No: R/21/4/16239

Karen Fleck - Riverton community op-shop trust member addressed the meeting explaining her role in the Trust.

Mrs Fleck advised the purpose of the Op-shop is to provide Riverton and its surrounding areas with previously owned, good quality second hand clothing and household merchandise (with the exception of electrical devices) to benefit a much needed service to all members of the community who wish to use it.

Mrs Fleck explained that disbursements of any profits are considered annually to organisations or individuals within the area. This is done by way of applications to the Trust and Mrs Fleck advised of the criteria and the process for the distribution of the fund. Applicants must reside in the Riverton area, which includes Orepuki, Colac Bay and Thornbury, noting that over the last five years approximately \$140,000 has been dispersed to organisation/individuals.

Resolution

Moved Cr Owen, seconded Annette Horrell and resolved:

That the Oraka Aparima Community Board:

- a) Acknowledges the attendance of the representatives from the Riverton Community Op-Shop at the meeting.

7.2 Community Leadership Report

Record No: R/21/3/11721

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

Mr Moran advised the purpose of this report is to update the board on the community leadership activities in the area.

Mr Moran drew a number of issues to the attention of the board including:

- Colac Bay Progress league
- Waka Kotahi update

Resolution

Moved Robin McCall, seconded Deputy Chairperson Ayto and resolved:

That the Oraka Aparima Community Board:

- a) **Receives the report titled “Community Leadership Report” dated 7 April 2021.**

7.3 Operational Report for Oraka Aparima Community Board

Record No: R/21/3/12960

Group Manager - customer delivery - Trudie Hurst was in attendance for this item.

Chief Executive – Cameron McIntosh provided an update on the Colac Bay Foreshore Road advising of ongoing maintenance being undertaken to the existing rock wall and continued monitoring of the whole area by staff via a drone, he added funding for this project is via the roading budget.

Resolution

Moved Deputy Chairperson Ayto, seconded Annette Horrell and resolved:

That the Oraka Aparima Community Board:

- a) **Receives the report titled “Operational Report for Oraka Aparima Community Board” dated 13 April 2021.**

7.4 **Chairperson’s Report**

Record No: R/21/3/11436

Chairperson Graeme Stuart presented this report.

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

- Paua shell update
- Bath road walkway - working on stage 2

The board requested a report on assets under board governance including lease agreements and any relevant tags/income to these leases/assets.

Resolution

Moved Chairperson Stuart, seconded Robin McCall recommendation a and a new b (as indicated) and resolved:

That the Oraka Aparima Community Board:

- a) **Receives the report titled “Chairperson's Report” dated 13 April 2021.**
- b) Request that the Chief Executive report to the Board on assets under Board Governance including any lease agreements and including any relevant tags/income that are associated with the leases/assets.

7.5 Community Service Awards - Procedures and Guidelines

Record No: R/21/3/8754

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

Resolution

Moved Annette Horrell, seconded Neil Linscott and resolved:

That the Oraka Aparima Community Board:

- a) **Receives the report titled “Community Service Awards - Procedures and Guidelines” dated 1 March 2021.**

7.6 Proposed naming of a no exit road near the intersection of Lionel and Alexander Streets, Riverton

Record No: R/21/3/13820

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

Mr Moran advised the purpose of this report is for the Oraka Aparima Community Board to determine the road name of a section of no exit road as part of a property sub division. This has been requested by the property developers, Give it a Go Limited.

Resolution

Moved Annette Horrell, seconded Robin McCall and resolved:

That the Oraka Aparima Community Board:

- a) **Receives the report titled “Proposed naming of a no exit road near the intersection of Lionel and Alexander Streets, Riverton” dated 13 April 2021.**
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Approve the naming of the road Rawiri Lane.

7.7 Community Partnership Funding Applications - February 2021 Funding Round

Record No: R/21/4/15479

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 Neil Linscott, seconded Councillor Karyn Owen recommendations a to d.

The motion was put and declared CARRIED.

Moved Robin McCall, seconded Deputy Chairperson Ayto recommendation e as follows:

- a) ~~Approves/Declines~~ a grant of \$6,000 to the Aparima College towards a trailer and compost for the school garden.

The motion was put and declared CARRIED.

Moved Neil Linscott, seconded Annette Horrell recommendation f as follows:

- b) Approves/Declines a grant of ~~\$2,500~~ \$2,300 to the Colac Bay Progress League **towards a welcome sign at the surfer's statue in Colac Bay.**

The motion was put and declared CARRIED.

Moved Annette Horrell, seconded Deputy Chairperson Ayto recommendation g as follows:

- c) Approves/Declines a grant of ~~\$5,500~~ \$4,000, to the Pourakino Catchment Group for assistance towards the removal of cracked willow and gorse from the banks of the Pourakino River.

The motion was put and declared CARRIED.

Moved Deputy Chairperson Ayto, seconded Robin McCall recommendation h as follows:

- d) Approves/Declines a grant of ~~\$3,186~~ \$2,500 to the Riverton community Garden to install a new water service line and DIA water line to supply the community garden.

The motion was put and declared CARRIED.

Moved Chairperson Stuart, seconded Neil Linscott recommendation i as follows:

- e) Approves/Declines a grant of ~~\$2,526~~ \$2,309 to the Riverton Rocks Bowling Club for improvements to the bowling green.

The motion was put and declared CARRIED.

Final Resolution

That the Oraka Aparima Community Board:

- a) **Receives the report titled "Community Partnership Funding Applications - February 2021 Funding Round" dated 14 April 2021.**
- 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 applications from the following:
1. Aparima College
 2. Colac Bay Progress League
 3. Pourakino Catchment Group
 4. Riverton Community Garden
 5. Riverton Rocks Bowling Club
- e) Declines a grant of \$6,000 to Aparima College towards a trailer and compost for the school garden.
- f) Approves a grant of \$2,300 to the Colac Bay Progress League towards a **welcome sign at the surfer's statue in Colac Bay.**
- g) Approves a grant of \$4,000 to the Pourakino Catchment Group towards costs to remove cracked willow and gorse from the banks of the Pourakino River.
- h) Approves a grant of \$2,500 to the Riverton Community Garden to install a new water service line and DIA water line to supply the community garden.
- i) Approves a grant of \$2,309 to the Riverton Rocks Bowling Club for improvements to the bowling green.

The meeting concluded at 7.03pm

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE ORAKA APARIMA COMMUNITY
BOARD HELD ON WEDNESDAY, 21 APRIL 2021

DATE:.....

CHAIRPERSON:.....

Community leadership report

Record No: R/21/5/24291

Author: Simon Moran, Community Partnership Leader

Approved by: Trudie Hurst, Group Manager Customer Delivery

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 The purpose of this report is to update the board on the community leadership activities in the area.

Recommendation

That the Oraka Aparima Community Board:

- a) **Receives the report titled “Community leadership report” dated 2 June 2021.**

Attachments

- A Community leadership report [↓](#)



What's happening in your area

Community Partnership Fund

All but one community board (Fiordland) have had their final community partnership funding rounds close for the 2020/2021 financial year. Staff will provide a report at each community board's June meeting which will provide community boards the opportunity to decide their funding dates for the 2021/2022 financial year and make any changes to their criteria.

Community service awards

The new community service awards process has now gone live following all community boards receiving the report outlining the new procedures and guidelines. Nominations close on 30 September. Application forms are available on the Southland District Council website here:

<https://www.southlanddc.govt.nz/assets/My-Council/Community-service-awards-application-form.pdf>

Bath Road walkway project

The Bath Road walkway project will head into its second phase in the next financial year. The board and staff met with the original working group last month and there will also be a site meeting on 3 June. A project scope for this second stage is included in this agenda in a later report.

Community board plans

Several of our boards have spent time reviewing and finalising their actions during the year. The documents are being designed by the communications team at present with a view to having the majority completed by 30 June 2021.

Recent funding outcomes

Oraka Aparima Community Partnership Fund

Colac Bay Progress League – welcome sign	\$2,300
Pourakino Catchment Conservation Trust – removal of willow/gorse	\$4,000
Riverton Community Garden – water line installation	\$2,500

Riverton Rocks Bowling Club – green improvements

\$2,309

Local initiatives

Halls

Staff are in the process of holding meetings with all Southland District Council-owned halls across the District. This is to communicate the new FENZ (Fire and Emergency NZ) requirements, get feedback on a proposed centralised online booking system, and discuss any governance issues in relation to management of halls.

What's happening outside your area

National initiatives

The future for local government

On 23 April 2021 the minister of local government established a review into the future for local government. The review is to consider, report and make recommendations on this matter to the minister.

This is an important piece of work that will likely change the face of local government as we know it. It is important that board members are familiar with this review. Further information, including the purpose and scope and reporting timeframes can be found here: <https://www.dia.govt.nz/Future-for-Local-Government-Review>

District/regional Initiatives

Welcoming Communities

The Southland Newcomer Leadership Scholarship has now gone live. The scholarship was developed by staff from Invercargill City Council, Southland District Council, and Gore District Council who identified that there is an opportunity for newcomers to hold leadership positions within Southland's business, community and not-for-profit sectors. The scholarship enables eligible applicants to access funding to participate in the Southland Chamber of Commerce's Leadership Academy. Scholarship graduates will form an alumni network who have committed to make themselves available to councils for when they wish to engage with the newcomer community for particularly purposes (ie consultations etc). Application forms are available on the Southland District Council website.

Public Health South

Staff met with representatives from Public Health South recently to discuss ways in which we can increase partnership and collaboration opportunities between our two organisations.

As a starting point, we will work together to review Council's Smoke Free Open Spaces Policy with a further meeting scheduled soon.

The Public Health team also provided further food for thought with regards to the placement of drinking fountains around the District and how to incorporate them into projects going forward.

Discussions were also had around some smoke free issues identified on Stewart Island/Rakiura with regards to the wharves.

Thriving Southland

Staff presented at a Thriving Southland Catchment Group leaders meeting recently. The purpose was to provide an overview of the roles of the community leadership team, some of the key projects we are currently involved with and to develop a better understanding of how our organisations can work together in the future.

Leadership Academy

The Leadership Academy, facilitated by Commerce South, commenced on Tuesday April 13. The academy has attracted 15 participants and is being held at Fonterra, Edendale. Commerce South are very pleased with the diversity of participants in this intake.

The final session and graduation is scheduled for Tuesday 25 May.

The next Leadership Academy is scheduled to be held in Lumsden, commencing on Tuesday 8 June. More information about the Lumsden academy can be found here:

<https://southlandchamber.co.nz/events/46030/>

What's coming up?

Policy and strategy

Bylaw and policy work

On 14 April Council adopted a Procurement Policy that will come into effect on 1 July 2021. Staff are currently completing a procurement manual that will help ensure staff implement the objectives and policy positions outlined in the policy. The new policy will be available on Council's website on 1 July 2021.

At the 10 May 2021 meeting, Council decided to keep the same Alcohol Licensing Fee-Setting Bylaw in place for the financial year starting 1 July 2021, to ease the effects of Covid-19 on alcohol licensed premises. This means that the fees paid by licensees will be identical to what is in the current bylaw. The 30% discount to application fees will be maintained. Southland is the only council in New Zealand that we are aware of that provides this discount. All other fees will be as stated in the central government regulations. On 30 June 2022, the current bylaw will be revoked. This means that starting 1 July 2022, the 30% discount will be removed, and all fees will be as stated in the central government regulations.

Staff are currently reviewing Council's Asset Management Policy. A draft policy was circulated to activity managers for feedback in late May 2021. It is intended that a new policy will be in place in early July 2021. Review of the Fraud Policy is underway, and it is intended to be adopted by Council August 2021. Staff are also in the very early stages of reviewing both the Signs and Objects on Roads and Footpaths Bylaw, and the Reserves Management Policy. Staff feedback regarding a draft Sensitive Expenditure Policy will be sought in early July 2021.

Council staff have prepared a submission on a discussion document on drones produced by the Ministry of Transport/Te Manatu Waka. The discussion document is about enabling drone integration. The Community and Strategy Committee endorsed the draft submission on 1 June 2021.

Council staff have also been working with Mayor Tong and members of the Mayoral Forum to provide feedback to Great South on their draft Statement of Intent for 2021-2022.

Review of the Stewart Island/Rakiura Visitor Levy Bylaw and Policy is underway, and it is intended that pre-consultation with stakeholders will take place in July and August.

Corporate risks

Risk management reporting is underway for the June 2021 quarter. Staff and ELT have updated the quarterly risk register, and the quarterly reports will be presented to the Finance and Assurance Committee and Council when they meet in June 2021.

At a series of workshops this quarter, staff and ELT have undertaken the annual review of Councils' priority strategic risks. The revised risks will form the draft risk register to be presented to the committee when it meets in June 2021 and to Council for adoption.

Long Term Plan

After receiving all the feedback from public submissions and hearings during April, Council deliberated on the issues and options for the LTP in May. The next stage involved developing the full document for it to be audited. In May, the Finance and Assurance Committee endorsed the release of the draft to Audit NZ. Once the document has been audited then the final document will be presented to Council for adoption on 23 June 2021.

Interim performance report

The final interim performance report period ends at on 30 June. The results will then go into the Annual Report 2020/2021.

Governance and democracy

Delegations manual

Staff plan to review Councils delegation's manual in the second half of 2021. This will ensure that Council's delegations to committees and community boards, chief executive and staff are all defined and scoped appropriately.

Elected Members Remuneration and Reimbursement Policy

Governance and policy staff are reviewing Council's Elected Members Remuneration and Reimbursement Policy, and expect to have this to the Finance and Assurance Committee by mid-June 2021.

Stakeholder updates

Highways South

A meeting with relevant stakeholders, including those from Coastal and Central Otago was recently held where planned processes and any concerns for the winter management of state highways were discussed. Based on the weather in the last week, this was good timing!

There is also a focus on getting information out to Southland communities quickly and accurately regarding any issues or weather events which may affect their journeys over winter. The Highways South Facebook page (www.facebook.com/HighwaysSouthNZ) is updated regularly during events and this will be shared to community board pages also. Highways South also provides daily weather forecasts by email, and in the case of significant weather events provides these more frequently as needed. If you require these alerts, please email SNOCAadmin@southroads.co.nz with 'winter email' in the subject line and you will be added to our database to receive these.

Dangerous trees – our tree specialist has completed a survey of dangerous trees posing risks to the Southland state highway network, and a programme is underway to remove the highest priority trees

before the end of June. This will also help with reducing shading of the pavement in key areas prone to icing.

Harakeke (NZ flax) removal is underway in areas of the Southland state highway network where these plants are encroaching into drainage channels and obscuring signs, edge markers and line marking which can be a safety hazard for road users and for local communities. We have worked closely with runanga to ensure our process reflects their wishes. None of these plants are being sprayed, all are being mechanically removed and relocated to neighbouring landowners or organisations for shelter belt or riparian planting. This programme should be completed by the end of June.

SH96 in Heddon Bush (between Hundred Line Road and Transmission Line Road) is programmed for a full repair (rehab) at the start of the next construction season later this year. Until then this area has been levelled and potholes filled with cold mix to smooth the surface. This is not a permanent repair, it is a temporary fix only to make the pavement safe until the rehab can take place later this year.

We are currently completing a significant drainage programme throughout the state highway network removing grass from the pavement shoulder to the edge of the water channel in order to allow water to run off the highway, resulting in a drier pavement surface

Highlip removal is also currently underway – where we have identified areas of particularly highlip on the edge of seal, this is being removed to stop water pooling on the edge of the pavement

We have had ongoing issues on Southland state highways with insecure baleage and mud on roads. Where we have been able to identify the person involved, we have worked with them to address these issues. We have also been in touch with Federated Farmers and the Rural Contractors Association who have both communicated these concerns to their members.





Operational Report for Oraka Aparima Community Board

Record No: R/21/5/23699
Author: Carolyn Davies, Executive Assistant
Approved by: Trudie Hurst, Group Manager Customer Delivery

☐ Decision

☐ Recommendation

☒ Information

Purpose of Report

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

Recommendation

That the Oraka Aparima Community Board:

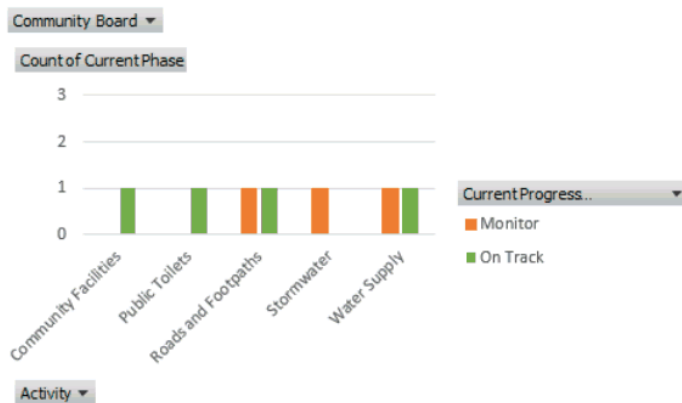
- a) **Receives the report titled “Operational Report for Oraka Aparima Community Board” dated 1 June 2021.**

Attachments

- A Report to Oraka Community Board - 16 June 2021 - Operational report [↓](#)



1. Projects within current financial year



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	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
COMMUNITY FACILITIES	P-10248	Install new dump station at Bath Road, Riverton	Pre delivery phase	On track	The unbudgeted expenditure for the dump station was approved by the community board, therefore this project can now proceed.	\$15,135



PUBLIC TOILETS	P-10313	Replacement toilets at Thornbury playground	Delivery phase	On track	Weather and ground conditions are holding up the drilling and painting side of this project.	\$35,694
ROADS AND FOOTPATHS	P-10320	Thornbury line marking	Delivery phase	Monitor	Currently the design is being completed. After consultation with the community board, final design will be amended to ensure parking outside the Thornbury Vintage Tractor Club remains.	\$48,365
STORMWATER	P-10958	Towack Street stormwater upgrade – Riverton (SF)	Business case phase	Monitor	WSP designing, stimulus panel delivery performance pool 2021/2022 programme.	\$25,000
WATER SUPPLY	P-10268	Addition UV disinfection - Riverton	Pre delivery phase	On track	It is still intended to start the works in late May, depending on the consent being issued and final price including electrical being accepted.	\$500,246
WATER SUPPLY	P-10270	District metered areas - Riverton	Delivery phase	Monitor	Project ready to Start May 2021.	\$73,800



2. Community board contracts

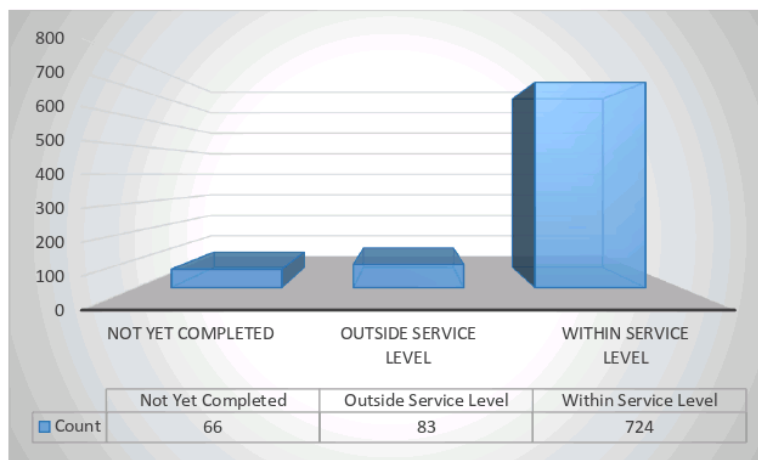
CONTRACT NAME	CONTRACT MANAGER COMMENTARY
10/01 – Water and waste water services operation and maintenance	<p>The water and waste water contract is operating well. Work is underway to meet new drinking water operational rules.</p> <p>Storm water issues identified at Verdun Street, works underway to resolve.</p>
17/02 - Central Alliance Roading Contract	<p>Pre-reseal repairs are marked up for 2021/2022 and underway. Otautau main street had a lot of recent activity with stabilisations and dig outs.</p> <p>OGEM and stabi crews are shared between Central and Waimea. OGEM crew completed 310m² of depressions as well as 1,034m of edge break. Stabi crew completed 1,352m² of stabis including non-pre-reseal repair work.</p> <p>Central digger crew has moved up to Waimea alliance to assist with flood repairs and urgent culvert replacements.</p> <p>Autumn leaves are a challenge at this time of year covering sumps in our urban areas.</p> <p>Ice/grit signs are in the process of being folded down.</p> <p>A section of Otautau Nightcaps (Rackles Hill) is currently posted at 30km/hr. There is some work in the progress of being undertaken to improve the texture of the pavement in this section of road. This section of road is programmed for a rehab 2021/2022 construction season.</p> <p>Development in Riverton continues from the Transport team processing a number of resource and building consents.</p>
20/20 – Riverton area grass maintenance (mowing)	Mowing has now reduced due to Winter months
20/01 – Riverton office and library cleaning	This contract is going well. No issues to report.
16/53 – Riverton gardening contract	The contractor is working his way around the garden plots
17/02 Central Alliance Contract toilets	The toilet contracts are operating with only minor maintenance required, a deep clean is scheduled to clean the gutters and waterblast the outsides.

3. Request for service data 24 March 2021 – 26 May 2021

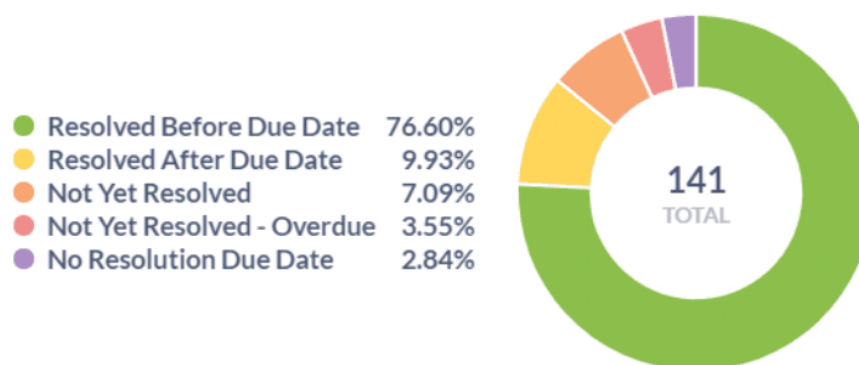


REQUEST TYPE	COUNT
Cemeteries repairs and maintenance	2
Council housing/ flats - repairs (routine)	3
Edge break/low shoulders sealed roads	1
Flooding roads – urban towns (not stormwater) - safety	1
Footpaths hazards - trip/hazard/broken etc - safety	1
Freedom camping complaints	1
Gardening maintenance	1
Gravel, potholes/corrugations and grading	3
Hall cleaning and maintenance	1
Licensed premise queries or complaints	3
Manholes and grates (safety)	1
Miscellaneous problem	2
Noise control (not animal noises)	2
Nuisance complaints (odour, vermin, neighbourhood)	1
Parks and reserves r&m	4
Playground repairs & maintenance	1
Repairs and maintenance council property	1
Sealed road - potholes and blowouts (routine)	1
Single street light out	3
Transport - road matters general	8
Vegetation urban/berm mow/overgrown/visibility issues	2
Vegetation rural (overgrown or visibility issues)	1
Warning and reg. signs existing (speed, curve etc)	2
Water asset leak - (main, hydrant, valve, meter)	9
Water carrier request for water	1
Water toby damaged (not safety issue)	2
Water toby leak	4
TOTAL	62

RFS count by completion time status



IPS Requests, Resolution Time Status



Note: RFS/SR 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.



4. Local finance reporting

Colac Bay - Business Units as at 30 April 2021

	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 - Colac Bay	\$8,129	\$8,062	\$10,610	\$7,740	\$8,478	\$10,174		\$2,543	\$3,052
Stormwater Drainage-Colac Bay	\$754	\$748	\$897	\$274	\$752	\$897			
Beautification - Colac Bay	\$7,046	\$6,866	\$8,239	\$6,307	\$6,866	\$8,239			
Playground - Colac Bay	\$1,373	\$1,373	\$1,648	\$1,742	\$3,012	\$3,614			
Hall - Colac Bay	\$9,381	\$9,448	\$11,344	\$23,032	\$41,212	\$43,405			
Total	\$26,682	\$26,497	\$32,738	\$39,095	\$60,320	\$66,329	\$0	\$2,543	\$3,052

Oraka-Aparima - Business Units as at 30 April 2021

	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
Community Leadership Oraka Ap			\$7,136	\$42,976	\$57,687	\$62,402		\$0	\$0
Total	\$0	\$0	\$7,136	\$42,976	\$57,687	\$62,402	\$0	\$0	\$0


Riverton/Aparima - Business Units as at 30 April 2021

	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 - Riverton	\$38,043	\$38,009	\$64,186	\$17,630	\$18,185	\$21,722			
Operating Costs - Riverton	\$28,048	\$27,536	\$33,043	\$33,313	\$21,304	\$33,043			
Street Works - Riverton	\$69,158	\$69,095	\$82,914	\$18,962	\$44,098	\$52,917	\$270,690	\$221,955	\$266,346
Refuse Collection - Riverton	\$22,943	\$22,923	\$27,507	\$21,097	\$22,923	\$27,507			
Stormwater Drainage - Riverton	\$103,060	\$98,552	\$124,120	\$47,917	\$47,964	\$57,506	\$25,000	\$20,833	\$25,000
Cemetery - Riverton	\$48,533	\$43,817	\$54,487	\$33,895	\$40,135	\$48,162			
Beautification - Riverton	\$53,003	\$52,979	\$63,575	\$42,393	\$58,262	\$65,632			
Recreation Reserve - Riverton	\$12,382	\$11,178	\$13,413	\$18,881	\$14,367	\$16,819	\$46,431	\$38,452	\$46,142
Taramea (Howells Point)	\$7,214	\$7,208	\$9,239	\$7,832	\$5,541	\$6,649			
Taramea Bay	\$15,955	\$15,940	\$20,233	\$18,462	\$20,383	\$24,459			\$25,000
Koikoi Park				\$647	\$567	\$680			
War Memorial Reserve	\$1,379	\$1,378	\$2,014	\$1,565	\$1,378	\$1,653			
Playground - Riverton	\$5,314	\$5,309	\$6,371	\$4,962	\$26,778	\$32,134	\$12,506	\$10,563	\$12,676
Riverton Pool	\$27,492	\$27,467	\$32,960	\$165	\$19,662	\$26,198			
Total	\$432,523	\$421,389	\$534,062	\$267,720	\$341,545	\$415,081	\$354,627	\$291,803	\$375,164

Riverton Harbour - Business Units as at 30 April 2021

	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
Harbour	\$34,095	\$30,341	\$36,893	\$27,189	\$50,242	\$59,891			
Total	\$34,095	\$30,341	\$36,893	\$27,189	\$50,242	\$59,891	\$0	\$0	\$0



Thornbury - Business Units as at 30 April 2021									
	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 - Thornbury	\$6,604	\$6,604	\$7,946	\$3,019	\$5,026	\$6,064	\$6,000	\$40,304	\$48,365
Beautification - Thornbury	\$6,764	\$6,764	\$8,117	\$7,760	\$9,264	\$11,117			
Playground - Thornbury	\$1,373	\$1,373	\$1,648	\$1,928	\$3,429	\$4,115			
Hall - Thornbury	\$7,720	\$7,755	\$9,487	\$7,948	\$7,477	\$8,916			
Total	\$22,462	\$22,497	\$27,198	\$20,655	\$25,196	\$30,212	\$6,000	\$40,304	\$48,365

Colac Bay expenditure is \$21,225 under projection, there is a \$30,000 budget for a maintenance project to replace the hall roof, costs to the end of April for this project are \$19,219.24, there have also been savings in operating costs and electricity charges for the hall.

Oraka-Aparima expenditure is \$14,711 under projection year to date, the main variance relates to miscellaneous grants, to date \$23,000 have been granted compared the full year projection for grants of \$34,109. During the April community board meeting the remainder of the grant budget was allocated and these will be paid to the recipients prior to the end of June.

Riverton Aparima income is \$11,135 over projection. This is due to an additional \$4,578 of interment income at the cemetery, along with \$4,166 which is a timing difference in grant income for the 3 Waters stimulus grant to upgrade Towack Street stormwater.

Riverton Aparima expenditure is \$73,825 under projection, the main variances are:

- (i) Operating costs – Riverton is \$12,010 higher than projection mainly due to a \$10,000 grant paid to the Southland Heritage Building and Preservation Trust.
- (ii) Street works – Riverton is \$25,136 under projection due to maintenance general being under budget by \$22,195 as only minor maintenance has been required.
- (iii) Riverton beautification expenditure is \$15,869 lower than projection, maintenance gardening costs are \$18,236 lower than budget. This is a timing difference with the gardening contract recently being put in place.
- (iv) Playground – Riverton is \$21,816 lower than projection, maintenance general is \$21,000 lower than projection, this is a timing difference due to the engagement work being undertaken regarding the Riverton playgrounds.
- (v) Riverton pool is \$19,497 under budget, this variance relates to the miscellaneous grant yet to be paid this year.

Riverton Aparima capital expenditure is over budget by \$62,824, the main variances are:



- (i) Street works – Riverton is \$48,735 higher than budget, which relates to replacement footpath work being completed. The fully year budget is \$266,346 and this variance is a timing difference as the budget has not been phased.
- (ii) Recreation Reserve – Riverton is \$7,979 higher than projection, this is a timing variance as the budget for project has not been phased, the completed project cost is in line with the total budget for project P-10307.

Riverton Harbour income is \$3,753 higher than projection. The total rental income for the year has been received and is in line with the annual budget.

Riverton Harbour expenditure is \$23,053 lower than projection. This variance relates to the consultancy costs and legal fees for the renewal of the endowment land leases which is currently being undertaken with the costs yet to be incurred.

Thornbury expenditure is \$4,541 lower than projected, due to lower than projected mowing costs (\$1,200) and maintenance general costs (\$900) and playground maintenance general costs (\$1,500).

Thornbury street works capital expenditure is lower than budget, the contractor has now been engaged. As previously communicated with the Community Board due to the change in the scope of the project there is not expected to be any further costs to be met by the local community for this project.

**Reserve Balances**

RESERVE	30 JUNE 2020	BUDGET 30 JUNE 2021	FORECAST 30 JUNE 2021
Colac Bay community centre	\$9,154	\$1,357	\$1,357
Colac Bay general	\$49,684	\$47,268	\$43,716
Total – Colac Bay	\$58,838	\$48,625	\$45,073
Riverton cemetery Maintenance	\$62,324	\$69,231	\$69,231
Riverton Doc Profits Lib Sale	\$67,801	\$70,083	\$70,083
Riverton General	\$372,876	\$371,512	\$125,608
Riverton Parks & Reserves Development	\$28,747	\$29,784	\$29,784
Riverton Property Sales	\$245,769	\$252,834	\$152,834
Riverton War Memorial	\$13,645	\$14,006	\$14,006
Taramea Bay/Rocks Development	\$36,145	\$10,560	\$10,560
Taramea Howells Point	\$29,474	\$12,064	\$32,064
Riverton stormwater	\$160,097	\$215,955	\$190,784
Total Riverton/Aparima	\$1,016,878	\$1,046,029	\$694,954
Riverton Harbour	\$24,616	\$29,300	\$2,800
Total – Riverton Harbour	\$24,616	\$29,300	\$2,800
Thornbury community centre	\$11	\$992	\$992
Thornbury general	\$14,487	\$6,616	\$3,616
Total – Thornbury	\$14,498	\$7,608	\$4,608
TOTAL RESERVES	\$1,114,830	\$1,131,562	\$747,435

Council report

Record No: R/21/5/24316
Author: Simon Moran, Community Partnership Leader
Approved by: Trudie Hurst, Group Manager Customer Delivery

☐ Decision ☐ Recommendation ☒ Information

Chief executive update

1. The development of the Long Term Plan (LTP) 2021 – 2031 has been a significant focus for the organisation. Council heard submissions over two days in April and following a full day of deliberating approved the budget for the LTP which will now proceed to the audit stage.
2. The production of the 10 year LTP is required by legislation and is an important part of the local government processes. An unusual aspect of this one is that it is being set in the face of so much uncertainty. On top of the reform of the 3 waters which is already well advanced, the review of the RMA which has commenced, central government has also announced a review of the future for local government and also changes to Land transport funding. Further change will follow the reform of public health. Further areas of review are expected to be announced.
3. We intend to be active in the reform and ensure the voices of Southland continue to be heard. In the meantime the LTP will focus on delivery of the programme of renewal of essential infrastructure and projects important to our communities.

Environmental Services

Animal control

4. Preparations are underway for 2021/2022 registration time. Various improvements are planned to streamline this process, with staff hoping for an uptake in online applications with no more cheques.
5. The team has initiated a prosecution in regard to a person keeping noisy roosters in Wairio. The case is currently in the Environment Court, the next step likely being mediation.

Environmental health

6. Public objections have been received following an application for a proposed bottle store in Riverton. This will go to a hearing before Council's District Licensing Committee.
7. The team is looking forward to Council's quality assurance lead joining us and doing some work with us. It is expected that she will be able to facilitate the completion of much of our continuous improvement register.

Resource management

8. Minister for the Environment – David Parker has announced that the Resource Management Act will be repealed and replaced with three new acts being the Natural and Built Environments Act,

Strategic Planning Act and Climate Change Adaptation Act. The reforms have an aggressive timetable with minimal opportunities for public input. An exposure draft of the Natural and Built Environments Act is anticipated in June. Council is looking to be part of a joint submission from councils across Otago and Southland.

9. Council staff are in the process of reviewing the landscape chapter of the District Plan in order to ensure our significant and important landscapes and features are identified in our District Plan and have adequate protection from threats. There are three components to this work (landscape expert study, cultural landscape study and community landscape identification). A plan change is anticipated to be notified at the end of this year and is somewhat dependant on any changes that may result from the reform of the Resource Management Act.
10. Resource consent update
January applications received – 17, Decisions issued – 14
February applications received – 21, Decisions issued - 21
March applications received – 30, Decisions issued – 34

Services and Assets

Stewart Island Electrical Supply Authority (SIESA)

11. A decision was made to abandon the Stewart Island wind power project, following failure to secure access agreements with any of the three identified viable sites. The final report has been prepared and is being reviewed by MBIE prior to presentation to the Stewart Island/Rakiura Community Board.
12. Supply and install of a replacement engine and generator unit has been instructed as a variation through the SIESA management contract with PowerNet Ltd. Delivery of the unit is underway.
13. PowerNet Ltd is confirming scope and price for replacement of one “red-tag” pole (poles identified as needing replacement) that is required this financial year. Replacement of other “red-tag” poles are being considered and programmed within annual maintenance and renewal works packages – financial year 2021/2022 works programme is currently under development.

Forestry (IFS)

14. Harvest operations out of Waikaia are now complete and 22,325 tonnes were recovered which is 3,545 tonnes over appraisal. This has resulted in an additional \$295k of net profit is anticipated to be reflected in final payments. The additional harvesting revenue and associated harvesting costs have been forecasted for and will reflect in the April month-end results.

Around the Mountains Cycle Trail

15. Flood repairs and culvert replacement work by The Roding Company is practically complete.
16. Trail counters identified a 25% increase of cyclists enjoying the trail over the 2019/2020 season.
17. Six yearly structural inspections of the bridges on the trail have commenced.
18. Pre-development project work to address the centre hill erosion has commenced.

19. Positive feedback received about the quality of the trail and riders enjoying the cycle trail experience.

Te Anau Manapouri Airport

20. 3,000m of crack sealing has been completed on the runway. The intention is to continue this programme in subsequent years to maintain the sealed surface and pavement structure.
21. Additional spraying and sweeping operations on the runway are being programmed in this season to correct excess growth not addressed in previous seasons.
22. Due to a backlog of work at CAA toward the end of 2020, and therefore a delay in the Safety Management System (SMS) audit, an exemption to the SMS was obtained through to 30 September 2021.

Property

23. With staff on extended sick leave and the upswing in workload, this has meant that many requests for work or input into projects, have had to be prioritised to best achieve Council's overall objectives. The down side to this however is that a significant amount of work is being added to the uncompleted list of actions which is not sustainable given the ongoing requests for staff input on many different fronts.
24. What has been completed is the new leases for the Winton Medical Centre and maternity unit which were both long overdue, and due to be commenced is the renewal of all the Riverton Harbour Endowment farming leases which happen every 21 years. This is a project that will take some time working through with each of the 10 lessees.

Strategic water and waste

Asset management

25. Work continues to be carried out within electronic systems for historic backlog of data cleansing and mapping updates. This activity is likely to take many years to complete with current resourcing and continuing with business as usual. This work will provide better data for valuation considerations and future planning for asset replacements and budget forecasting.

Resource consent renewals

26. Council holds a large number of resource consents for carrying out its operations within the water and wastewater activities.
27. There are currently 10 wastewater consents being reviewed and planned for renewal that are required to be completed within the next eight years. The major communities include Winton, Riversdale, Edendale/Wyndham, Manapouri and Stewart Island.
28. For water consents there are nine being reviewed that require renewal within the next two years, including major communities and schemes of Manapouri, Te Anau and Eastern Bush potable supplies.

Stimulus

29. Work continues with the Stimulus programme, and 2020/2021 LTP capex programme packages with a number of projects completed, another six underway and approximately 10 to start in the May/June months.
30. There are another six projects currently under design.
31. We are confident that the programme will be delivered on time, in line with our forecasted programme as we are using the Stimulus Contracting Panel (made up of six local contracting companies) for our delivery.
32. The day to day operational and maintenance in water and waste is progressing well with good performance and relationship with Downer, the provider.
33. We are collectively putting a greater emphasis on the storm water network, and where a major design and investigation is not required we are fixing many of the minor issues we are made aware of as we go. We will endeavour to be more proactive than reactive in storm water activities in the future.

Project delivery team (PDT)

34. PDT have a number of key projects in full swing with district wide footpaths, the three waters Stimulus project, Te Anau Wastewater, Lakefront Drive, Winton library now all in design or well into construction.
35. The contractors' panel is working incredibly well on the three waters project.
36. Core improvement projects now complete and updated contracts all developed.
37. The final pieces of the SDC office shift are being completed in May with a second small stage in the new LTP.
38. Master delivery plan and programme is well advanced for 2021-2022 with circa \$50m planned to deliver.

Community facilities

39. The Long Term Plan process continues to be at the forefront of the work programme with staff working with the finance and strategy and policy teams to respond to submissions prior to public hearings.
40. The contract renewal process as part of the section 17A review is almost completed with the last of the tenders for the gardening having gone out to the market.
41. The mowing contracts that have been renewed are in place and after some initial issues due to extreme grass growth they are operating well. The contractors will start tapering off now that they are moving into the winter months. The remainder of the contracts will start on 1 July 2021.
42. Capital works projects are progressing however contractor availability and material supply has been hampering progress on some of these projects.
43. Staff have been working through the preparation of the scope for the projects that will be delivered next financial year. The locally funded projects will be worked through and agreed to

with the respective community boards with the intention that we are in a position to procure this work starting on 1 July 2021.

Strategic transport

National Land Transport Plan

44. The transport team have continued to work and provide input into the Regional Land Transport Plan and refine the transport programme including budgets which have been included into the funding application to Waka Kotahi NZ Transport Agency as part of the National Land Transport Plan.
45. This is all part of Council's bid to obtain its share of Waka Kotahi NZ Transport Agency funding for the period 2021-2024. The next three-year funding cycle sees an increase in the funding requested. It remains to be seen if all of Council's funding application is approved. Nationally the Land Transport Fund is under increasing pressure and is significantly over subscribed.

District wide roading programme

46. The 2020/2021 programme is the final year of the three-year Waka Kotahi NZ Transport Agency approved funding programme. Any budgets from Waka Kotahi NZ Transport Agency which are not fully utilised during this financial year cannot be carried forward into the next funding period (2021-2023). This makes 2020/2021 a critical year for achieving works programmes and maximising approved funding. Currently the overall programme is well on track.
47. The annual resealing programme has been completed for the season with around 1 million square metres of road being resurfaced.
48. The bulk of the pavement rehabilitation have also been completed for the construction season with one subsection of the central area package to be sealed.
49. Works on repairing the last section of the Lower Hollyford is back in full swing following the tragic incident with one of the truck drivers on route to the construction site which resulted in works being temporarily halted.
50. 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. A report outlining and affirming the bridge restriction will be presented to Council in due course.
51. Bridge replacement programme has been tracking well with the full programme of works on track to be delivered. With the programme running well and very little unknown construction issues coming to light additional bridges have been commissioned through the design build packages to utilise available contingency funds to maximise the Waka Kotahi NZ Transport Agency funding.

Customer Delivery

Libraries

52. Our libraries team welcomed three new team members; Natasha Edgar, James Godfrey and Belinda Forde. Natasha, our new culture and community co-ordinator, joined us from Auckland and has made a major impact on our programming. Our recently finished school holiday program had over 120 enrolments, a record as far as we know. James, our digital co-ordinator, has been linking in with other community organisations to help focus on digital banking and helping our community find new ways to access their banks with the closure of more rural branches and the removal of cheques. James has also been supporting our LTP process by providing drop in sessions in the District for our community to learn how to make an online submission. Belinda Forde has joined us as our new customer support partner/mobile librarian and has hit the ground running. She is already been able to provide a great level of assistance to our existing team to help relieve some of the pressure as we focus on getting back into the Winton library.
53. The Winton library project is in full swing with tenders closing end of April. We will be hoping to have the tender awarded mid to late May with our completion date of late November still on track. Our other major library project, our RFID Library System (Radio Frequency Identification) has been awarded to FE Technologies and we are currently in the planning stages with an aim to start tagging our collection items late May or early June and a project completion date close to the opening of the Winton library.
54. Five of the area office team attended a regional librarian's day in Roxburgh and discussed initiatives to attract more teens into our libraries. The Te Anau office has now been open to the public for three months, 9am – 12pm each week day. The response from the community has been slow with an average of two customers a day.
55. Recruitment is underway in the Te Anau library to employ a library cadet on Saturdays, and Raewyn Patton has left the library to pursue a position with Clutha District Council. Changes to Pathways have necessitated training to all area office team members, with further full team training required before dog registration season begins in June.
56. Representatives from each office have also been receiving first aid training.
57. Changes to banking procedures have been necessary to align with imminent bank closures. The withdrawal of cheques has also been widely advertised to our communities, and library staff, banks and outside providers have all been educating customers on the change to online banking and methods of payment.
58. Staff leave occurrences have been high as staff have taken accrued leave stemming back to the Covid lockdown. This, combined with the previously mentioned staff trainings, has seen higher than usual staff cover and casuals necessary.
59. The open day at Winton to discuss the library refurbishment was very successful. The community responses to the plan were very positive and a large cross section of the community attended.

Knowledge management

60. LIM numbers remained steady from November through to February with a monthly average in the mid-thirties. March saw a huge increase with the team lodging 59 and issuing 62 LIM's. The number of property files has increased in 2021 by over 100% with up to 70 being processed a week. Property files can at times result in a LIM. Te Anau, Winton and Riverton are the most popular areas for both.

Business solutions

61. We continue to extend our range of online and mobility services, with the implementation of online lodgement for resource consents. The team worked closely with the resource management team and the transition to online went smoothly. We are investigating Pathway mobile inspections and IPS field inspector.
62. The request for service (RFS) review continues with Jane and Sandra working closely with the organisation to simplify and streamline these processes. Customer service RFS's were the first to be changed and has resulted in positive feedback from staff
63. Disaster recovery is still a major focus for the team as we continue to develop a new disaster recovery plan and the associated run books. This is an ongoing initiative and will require regular testing and updating.

Recommendation

That Oraka Aparima Community Board:

- a) **Receives the report titled "Council report" dated 21 May 2021.**

Attachments

There are no attachments for this report.

Chairperson's report

Record No: R/21/6/33136
Author: Alyson Hamilton, 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 Oraka Aparima Community Board on activities that the chairperson has been involved with since the establishment of the board on 20 November 2019. This report covers the period from 10 May 2021 to 1 June 2021.
- 2 Items of interest include the following:
 - attendance at Riverton ANZAC Day parade
 - as a result of a resignation received from Julie Guise an extraordinary vacancy has occurred in the Oraka Aparima community board, a by-election will be held with nominations opening on Wednesday, 9 June 2021
 - update regarding Hammer Hardware development and proposed off-street parking
 - update regarding Jamiee McCabe and painting of fence at 27 Bath road
 - offer from the “Mens Shed” to build two picnic tables to replace the damaged tables along the Bath road walkway also requesting a donation toward the project (refer attachment a)
 - proposal of extending Riverton library opening hours to include Saturday mornings.

Other updates:

- community housing
- works
- Riverton and district baths society
- Riverton harbour subcommittee
- Taramea (Howell’s Point) management committee
- Te Hikoi heritage centre

Recommendation

That the Oraka Aparima Community Board:

- a) **Receives the report titled “Chairperson's Report” dated 9 June 2021.**

Attachments

- A Offer from the "Mens Shed" to build two new picnic tables for the Bath road walkway [↓](#)

Southland District Council

08 JUN 2021

Riverton Office

48 Napier Street
Riverton8th June 2021

To the community board,

I am writing to you about our plans to build two picnic tables to be placed beside the new walking track (in Riverton), at the old railway bridge abutment.

At present there are two picnic tables there, but they are damaged and in my view beyond repair — hence the idea of building two new ones.

We — that is me and other local business's — wondered if the Community Board would like to contribute to the cost of building them.

The local guys in the Mens Shed are happy to build them and I know they would be happy with a donation for doing so.

Here is a list of the costs as close as I can get them at present.

Timber

\$ 544-81

hardware (approx)

\$ 80-00

donation to the 'Mens Shed'

\$ 200-00

Yours sincerely
Andrew Bickley
(local business owner)

P.S. The walking track is being well used and also the picnic tables even though they are in disrepair.

I look forward to your reply.

email: earthware@slingshot.co.nz

ph : 0273845575

Oraka Aparima financial reserve information

Record No: R/21/5/23893
Author: Lesley Smith, Management Accountant
Approved by: Anne Robson, Chief Financial Officer

☐ Decision ☐ Recommendation ☒ Information

Purpose of Report

- 1 The purpose of the report is to outline the financial reserves, held by the Community Board, their purpose and any restrictions for their use.

Recommendation

That the Oraka Aparima Community Board:

- a) **Receives the report titled “Oraka Aparima Financial Reserve Information” dated 8 June 2021.**

Attachments

- A Oraka Aparima Reserves and Purposes May 2021 [↓](#)

Oraka Aparima Reserves

The general rule is that the reserves generated by rates are required to be used for the purpose for which they were collected and other reserves may be subject to any special conditions:

Area	Reserve	Purpose
COLAC BAY	Community Centres	Colac Bay Hall To be used for any operating costs or projects for the Colac Bay Hall
COLAC BAY	General	Colac Bay general purpose To be used for any operating costs or projects in Colac Bay except the Hall
RIVERTON/APARIMA	Cemetery maintenance	Riverton cemeteries To be used for operating costs or projects for the Riverton Cemetery
RIVERTON/APARIMA	Doc profits lib sale	Riverton project* special conditions as outlined below To be used for the purchasing or leasing of land for a reserve and acquiring an easement or public right attached to a reserve, to preserve, enhance and provide access for the public to and along waterways. If it is not thought the money can be spent in this way then consent from the Minister needs to be sought to spend on any other reserve purpose
RIVERTON/APARIMA	General	Riverton general purpose To be used for any operating costs or projects within Riverton except the Cemetery and Riverton Harbour
RIVERTON/APARIMA	Riverton Harbour general	Riverton Harbour To be used for any operating costs or projects relating to the Riverton Harbour
RIVERTON/APARIMA	Parks and reserves development	Riverton Parks and Reserves capital projects To be used for capital projects within Riverton parks and reserves
RIVERTON/APARIMA	Property sales	Riverton general purpose To be used for projects within Riverton
RIVERTON/APARIMA	War Memorial	Riverton war memorial To be used for any costs relating to the Riverton war memorial
RIVERTON/APARIMA	Stormwater	Riverton stormwater To be used for Riverton stormwater operating costs and capital projects
RIVERTON/APARIMA	Taramea Bay/Rocks development	Taramea Bay foreshore To be used for costs or projects relating to the Taramea Bay foreshore

Area	Reserve	Purpose
RIVERTON/APARIMA	Taramea Howells Point	Taramea Howells Point To be used for costs or projects relating to Taramea Howells Point
THORNBURY	Community centre	Thornbury community centre To be used for any operating costs or projects for the Thornbury Hall
THORNBURY	General	Thornbury general purpose To be used for any operating costs or projects in Thornbury, except the Hall

Doc profits lib sale special conditions:**Extract from the Former Riverton Library agreement between the Minister of Conservation (Department of Conservation) and Southland District Council – 10 November 2004**

4. The Territorial Authority must spend the sum of \$33377.76 referred to in clauses 2 and 3 on any one or more of the following but for no other purpose:
 - (a) Purchasing or leasing land for reserve purposes;
 - (b) Acquisition of an easement or public right of way appurtenant to a reserve;
 - (c) Acquisition of a conservation covenant under section 77 of the Reserves Act 1977.
5. In purchasing leasing or acquiring any land or interest in land including any easements or covenants under clause 4, the Territorial Authority must give effect to purposes of the Act as set out in section 3 of the Act and in particular must purchase, lease or acquire any land or interested land:
 - (a) To preserve any land or areas of significant indigenous vegetation or flora and habitats of indigenous animals or fauna which have been identified in the district plan prepared by the Territorial Authority under the Resource Management Act 1991.
 - (b) To preserve, enhance and provide access for the public to and along the seacoast, its bays and inlets, lakeshores and riverbanks and to foster and promote the preservation of the natural character of the coastal environment and of the margins of lakes and rivers and to protect them from unnecessary subdivision and development.

6. If the Territorial Authority considers that it cannot spend the sum of \$33377.76 referred to in clauses 2 and 3 for the reserve purposes set out in clause 5 it must

WGNHO-108793

obtain the consent of the Minister to spend the sum of \$33377.76 on any other reserve purpose.

7. Before granting any consent under clause 6, the Minister must be satisfied that there is no land or interest in land within the Territorial Authority's district which is suitable [or available] for purchase, lease or acquisition for the purposes set out in clause 5.
8. Upon receiving a request for consent under clause 6 the Minister may:
- Either:
- (a) Grant consent unconditionally or subject to conditions;
- or
- (b) Refuse consent and require the Territorial Authority to reimburse to the Crown Bank Account the sum of \$33377.76 paid to it under clauses 2 and 3.
- 9 The Territorial Authority must account for and advise the Minister of the manner in which it has expended the sum of \$33377.76 paid to it under clauses 2 and 3.

The reserve balances are detailed below, updated tables are provided regularly as part of the Community Board Operational report.

RESERVE	30 JUNE 2020	BUDGET 30 JUNE 2021	FORECAST 30 JUNE 2021	LTP FORECAST 30 JUNE 2031
COLAC BAY COMMUNITY CENTRE	\$9,154	\$1,357	\$1,357	\$49
COLAC BAY GENERAL	\$49,684	\$47,268	\$43,716	-\$1,810
TOTAL – COLAC BAY	\$58,838	\$48,625	\$45,073	-\$1,761
RIVERTON CEMETERY MAINTENANCE	\$62,324	\$69,231	\$69,231	\$3,979
RIVERTON DOC PROFITS LIB SALE	\$67,801	\$70,083	\$70,083	\$85,430
RIVERTON GENERAL	\$372,876	\$371,512	\$125,608	-22,058
RIVERTON PARKS & RESERVES DEVELOPMENT	\$28,747	\$29,784	\$29,784	\$0
RIVERTON PROPERTY SALES	\$245,769	\$252,834	\$152,834	\$186,304
RIVERTON WAR MEMORIAL	\$13,645	\$14,006	\$14,006	\$2,213
TARAMEA BAY/ROCKS DEVELOPMENT	\$36,145	\$10,560	\$10,560	\$124
TARAMEA HOWELLS POINT	\$29,474	\$12,064	\$32,064	\$34,705
RIVERTON STORMWATER	\$160,097	\$215,955	\$190,784	\$177,459
TOTAL RIVERTON/APARIMA	\$1,016,878	\$1,046,029	\$694,954	\$468,157
RIVERTON HARBOUR	\$24,616	\$29,300	\$2,800	-\$47,359
TOTAL – RIVERTON HARBOUR	\$24,616	\$29,300	\$2,800	-\$47,359
THORNBURY COMMUNITY CENTRE	\$11	\$992	\$992	\$1,209
THORNBURY GENERAL	\$14,487	\$6,616	\$3,616	-2,611
TOTAL – THORNBURY	\$14,498	\$7,608	\$4,608	-\$1,402
TOTAL RESERVES	\$1,114,830	\$1,131,562	\$747,435	\$417,365

Proposed naming of a private, no exit right of way off Margery Street, Riverton

Record No: R/21/5/21803

Author: Rob Hayes, Roading Engineer

Approved by: Trudie Hurst, Group Manager Customer Delivery

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is for the Oraka Aparima Community Board to determine the road naming of a section of a private, no exit right of way to access a property sub division. This has been requested by the property developers, Give it a Go Limited.

Executive summary

- 2 The consultant on behalf of the developer, Give it a Go Limited, has approached Council to name a private right of way off Margery Street in Riverton. The development consists of eight lots zoned urban, of which three will be accessed via this right of way.
- 3 The requested name of Harris Lane has been proposed by the developer, Give it a Go Limited
- 4 Council's guidelines for road names include the following:
 - name duplications are to be avoided
 - long names are to be avoided
 - similar sounding or spellings are to be avoided to reduce confusion
 - LINZ and Geographic Board guidelines.
- 5 The consultant on behalf of the property developer has requested Council name this section of road in order to allow lot addresses and rapid numbers.
- 6 The recommendation is to approve the road name of Harris Lane as the preferred option.

Recommendation

That the Oraka Aparima Community Board:

- a) **Receives the report titled “Proposed naming of a private, no exit right of way off Margery Street, Riverton” dated 1 June 2021.**
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Approve the naming of the private right of way Harris Lane.

Background

- 7 The consultant on behalf of the developer, Give it a Go Limited, has approached Council to name the private right of way, located immediately south of 10 Margery Street in Riverton. The private right of way will access three lots as part of the eight lot subdivision. The remaining five lots will access via the newly named Rawiri Lane.
- 8 The requested name of Harris Lane has been proposed by the developer, Give it a Go Limited.



Location map

Issues

- 9 There are no issues identified with the name proposal provided.

Factors to consider

Legal and statutory requirements

- 10 Council has a requirement to comply with the LINZ/Geographic Board guidelines for naming.

Community views

- 11 The developer has proposed the nominated road name. The developer has approached Council to name this section of road. This is in line with Council's road naming policy.
- 12 No additional community views have been requested or required at this point in time.

Costs and funding

- 13 The right of way will be constructed at the developers cost and remain as a private right of way, not maintained by Council.

Policy implications

- 14 The suggested name has to be approved by the Oraka Aparima Community Board before it can be legalised. Council's guidelines for road names are as follows:
- name duplications are to be avoided
 - similar sounding or spellings are to be avoided to reduce confusion
 - names are to be easily spelt and readily pronounced
 - long (no more than 25 characters maximum) names are to be avoided.
- 15 There are no issues with the proposed name.

Analysis

Options considered

- 16 The two main options that have been considered are below. These are to support the proposed name, or to not support the proposed name.

Analysis of options

Option 1 – Support the proposed name

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • the road can be assigned individual name and house numbers allocated • makes it easier for the likes of emergency services to locate the correct dwelling. 	<ul style="list-style-type: none"> • no significant disadvantages.

Option 2 – Not to support

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • none. 	<ul style="list-style-type: none"> • cannot supply individual house numbers • makes it more difficult for emergency services to locate required dwellings.

Assessment of significance

- 17 Not considered significant.

Recommended option

- 18 Approve the naming of the road Harris Lane.

Next steps

- 19 Notify the affect land owners, LINZ and NZ Post of the approved name

Attachments

There are no attachments for this report.

Community Partnership Fund - Funding rounds and criteria from 1 July 2021

Record No: R/21/5/24752

Author: Kathryn Cowie, Community Liaison Officer

Approved by: Matt Russell, Group Manager Services and Assets

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is for the Oraka Aparima Community Board to discuss and confirm the number of funding rounds and the funding criteria for the Oraka Aparima Community Partnership Fund effective from 1 July 2021.

Executive summary

- 2 The Oraka Aparima Community Partnership Fund has completed its first year with two funding rounds (August 2020 and February 2021).
- 3 \$32,609 was distributed to various applicants in the Oraka Aparima Community Board area.
- 4 For the 2021/2022 financial year, the amount to distribute has reduced to \$12,136.
- 5 It is therefore timely that the Oraka Aparima Community Board take this opportunity to review the funding rounds and criteria for the Community Partnership Fund for the next financial year.

Recommendation

That the Oraka Aparima Community Board:

- a) **Receives the report titled “Community Partnership Fund - Funding rounds and criteria from 1 July 2021” dated 1 June 2021.**
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Agrees to continue with the funding criteria set by the Oraka Aparima Community Board at its meeting on 17 June 2020 as follows:
 - consideration will be given to all funding requests on a case by case basis
 - the board will give preference to applications that directly benefit the community board area and link to the community board plan outcomes
 - there is no cap on the amount applicants can request
 - co-funding is preferable, but not essential
 - two quotes are preferable for capital works. If it is not possible to get more than one quote an explanation why will be sufficient
 - if appropriate applicants are to come to a board meeting and speak to their application
 - groups do not have to be a legal entity to apply
- e) Agrees that the current funding round of two rounds per year is reduced to one funding round with a closing date to be determined and this change be effective from 1 July 2021.
- f) Agrees to communicate this change to the community board area through the community board Facebook page and local community newsletters.

Background

- 6 In July 2019 Southland District Council resolved to establish the Community Partnership Fund. This decision sought to bring funding decisions to a grass-roots level and enable community leadership.
- 7 The Oraka Aparima Community Partnership Fund had two funding rounds (August and February) over the 2020/2021 financial year.
- 8 There was \$32,609 available to distribute for the 2020/2021 financial year.
- 9 The funding criteria set by the Oraka Aparima Community Board is as follows:
 - consideration will be given to all funding requests on a case by case basis

- the board will give preference to applications that directly benefit the community board area and link to the community board plan outcomes
- there is no cap on the amount applicants can request
- co-funding is preferable, but not essential
- two quotes are preferable for capital works. If it is not possible to get more than one quote an explanation why will be sufficient
- if appropriate applicants are to come to a board meeting and speak to their application
- groups do not have to be a legal entity to apply.

Issues

- 10 The Oraka Aparima Community Board needs to decide whether to keep the funding rounds and criteria the same as the 2021/2022 financial year given that the amount available for distribution has reduced to \$12,136.

Factors to consider

Legal and statutory requirements

- 11 There are no legal or statutory requirements.

Community views

- 12 The board, as representatives of the Oraka Aparima Community Board area will take local community views into consideration.

Costs and funding

- 13 The amount available for distribution for the 2021/2022 financial year is \$12,136.

Policy implications

- 14 There are no policy implications.

Analysis

Options considered

- 15 To review funding rounds and/or criteria for the Oraka Aparima Community Partnership Fund and make any changes as deemed necessary, or to review funding rounds and/or criteria for the Oraka Aparima Community Partnership Fund and not make any changes.

Analysis of options

Option 1 – To review funding rounds and/or criteria for the Oraka Aparima Community Partnership Fund and make any changes as deemed necessary

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• reviewing the funding rounds and/or criteria gives the community board the opportunity to make appropriate changes, having now had the experience of one year of funding,	<ul style="list-style-type: none">• no disadvantages.

and given that the amount of funds to distribute has altered from the first year of operation.	
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Option 2 – to review funding rounds and/or criteria for the Oraka Aparima Community Partnership Fund and not make any changes

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> the board may not deem any changes necessary. 	<ul style="list-style-type: none"> keeping the status quo may not be appropriate.

Assessment of significance

- 16 Not considered significant.

Recommended option

- 17 Option 1 – to review funding rounds and/or criteria for the Oraka Aparima Community Partnership Fund and make any changes as deemed necessary.

Next steps

- 18 Funding applications and advertising will be adjusted as necessary.

Attachments

There are no attachments for this report.

Project Scope Confirmation - 2021/2022 locally funded projects

Record No: R/21/6/25950

Author: Mark Day, Community facilities manager

Approved by: Nick Hamlin, Group manager programme delivery

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is to seek approval from the Oraka Aparima community board for the scope of the locally funded projects within their board area that will be delivered in the 2021/2022 financial year.

Executive summary

- 2 The Oraka Aparima community have a number of community funded projects that have been approved in the Long Term Plan to be delivered in the 2021/2022 financial year.
- 3 The community board has the delegation to approve the scope of locally funded projects. Refer to the Policy Implications below.
- 4 With an increase in the number of both locally and district funded projects identified in the 2021-2031 Long Term Plan, staff are working to improve the efficiency of delivery.
- 5 One of the ways staff are seeking to achieve increased efficiency is to ensure projects are scoped and approved ahead of the year identified for delivery. In doing so, staff consider the primary advantage is the early identification of required internal and external resources and supplies enabling timely programming and procurement. Staff consider this approach will provide the best opportunity to deliver the committed works programme.
- 6 The scoping documents relevant to the Oraka Aparima community board delegation are attached to this report.

Recommendation

That the Oraka Aparima Community Board:

- a) **Receives the report titled “Project Scope Confirmation - 2021/2022 Locally Funded Projects” dated 9 June 2021.**
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Agrees to approve the scope of the projects identified (as indicated below) with the details defined in attachments to the staff report:
 - i. Beautification at railway esplanade Riverton - Bath Road, Parks and Reserves – Playgrounds code P-10876
 - ii. Investigation project - Riverton Taramea Bay Parks and Reserves code P-10874
 - iii. Water structures Colac Bay Water Structures code P-10877
 - iv. Taramea Bay Riverton project – Parks and Reserves/Playgrounds code P-10796 and code P-10797
 - v. Footpath renewal and level of service (Oraka Aparima Community Board - Riverton) – Transport code P-10900 and code P-10910
 - vi. Streetlight level of service - Oraka Aparima Community Board – Transport code P-10920.

Background

- 7 The Oraka Aparima community have a number of community funded projects that have been approved in the Long Term Plan to be delivered in the 2021/2022 financial year.
- 8 The community board has the delegation to approve the scope of locally funded projects. Refer to the Policy Implications below.
- 9 With an increase in the number of both locally and district funded projects identified in the 2021-2031 Long Term Plan, staff are working to improve the efficiency of delivery.
- 10 One of the ways staff are seeking to achieve increased efficiency is to ensure projects are scoped and approved ahead of the year identified for delivery. In doing so, staff consider the primary advantage is the early identification of required internal and external resources and supplies enabling timely programming and procurement. Staff consider this approach will provide the best opportunity to deliver the committed works programme.
- 11 The scoping documents relevant to the Oraka Aparima community board delegation are attached to this report.

- 12 Staff worked with the community board to discuss and identify projects at their workshops as part of the planning for the inclusion in the 2021/2031 Long Term Plan.
- 13 The community board chairperson was sent the list of the projects that the community facilities team are responsible for in the 2021/2022 financial year for their information on 19 April 2021. This included both local and district funded projects.
- 14 Project scope definitions have been sent out in May 2021 prior to the board meeting.
- 15 The foot path projects have been discussed with the community board at their meeting held on 24 March 2021.
- 16 The projects were consulted on through the 2021/2031 Long Term Plan review process.

Factors to consider

Legal and statutory requirements

- 17 None.

Community views

- 18 The projects that are covered in the attached scoping documents have been included within the 2021-2031 Long Term Plan and subsequently consulted on. Each of these projects were developed and submitted as part of the LTP in conjunction with the Community Board. As such, community views are considered to have been well canvassed.
- 19 Staff note that there was a submission regarding the playground projects across the district and a specific one relating to the Taramea Bay development and the investigation project received through the LTP consultation process.

Costs and funding

- 20 These projects have all been identified in the approved 2021/2031 Long Term Plan and will be funded by way of reserves, loans or a combination of both.

Policy implications

- 21 For projects within the Long Term Plan the delegation manual, states under Service Delivery, Local Activities
- section d) approve project definitions/business cases for approved budgeted expenditure up to \$300,000
 - section e) recommend to the Services & Assets Committee the approval of project definitions/business case and procurement plan for capital expenditure over \$300,000 and /or any unbudgeted capital expenditure.
- 22 For district funded projects refer to the delegation manual under Advocacy
- section 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)
- 23 The community board can make a recommendation to Council on District Funded Projects.

Analysis of options

Option 1 - Agrees to approve the scope of the projects identified in the attachments to this report

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">All projects have an approved scope and can be procured and delivered appropriately.	<ul style="list-style-type: none">None identified.

Option 2 – Does not agree to approve the scope of the projects identified in the attachments to this report

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">None identified.	<ul style="list-style-type: none">The projects may not be able to be delivered within the designated financial year.

Assessment of significance

- 24 The assessment of significance needs to be carried out in accordance with Council's Significance and Engagement Policy. The Significance and Engagement Policy requires consideration of the impact on social, economic or cultural wellbeing of the region and consequences for people who are likely to be particularly affected or interested. Community views have been considered throughout this process thus the proposed decision is not considered significant.

Recommended option

- 25 The staff recommendation is Option 1.

Attachments

- A Project definition scope P-10876 Bath Road [↓](#)
- B Project definition scope P-10874 Riverton Tarama Bay Investigation [↓](#)
- C Project definition scope P-10877 Colac Bay Beach Access Steps [↓](#)
- D Project definition scope P-10796 and P-10797 - Tarama Bay [↓](#)
- E Project Scope P-10900 P-10910 Footpath Programme 2021-2022 (Oraka - Aparima) [↓](#)
- F Project Scope P-10920 Streetlight LOS Programme 2021-2022 (Oraka Aparima) [↓](#)

Beautification at railway esplanade Riverton – Bath Road


BUDGET

\$30,000

ACTIVITY

Parks and Reserves - Playgrounds
Code P-10876

COMMUNITY BOARD

Oraka-Aparima

PROGRAMME

2021 - 2022

DESCRIPTION

Location – Bath Road, Riverton

To beautify the area known as 'Bath Road' in succession with the pathway and tree project delivered in year 20/21. Beautification ideas and wishes delivered will be in line with the ideas discussed locally and led by the community steering group.

Please note, due to the timeframes required for reports we have included as much information as possible however a further meeting with the local steering group would have occurred between this report being written and the community board meeting.

SCOPE

The scope for this funding is to firstly and or the highest priority, finish tidying up the site to match the increased amenity value and use the path has created. The site needs to be graded, some pot-holes filled and areas levelled off. There is some slash and rubbish removal required from the site.

Simultaneously we will include low growing plantings in plotted areas (these areas to be confirmed with the steering group).

Picnic tables will be added as per the original plans. The first priority for this is to mill the macrocarpa from on site. This will be cost, labour and time dependent but initial signs are positive in the community. A rubbish bin was also indicated to be included.

The railway siding area is a potential site for an old Bush lochy truck or carriage if one can be obtained. This also needs confirmed through the steering group but if this area is utilized, we will need to consider the safety of the drop of on the edge and the history that can be told through interpretation panels.

The next priority within this scope is to finalize the future of the boat on site and the condition that is equally safe and appropriate for the area. Where this lay, the history needs to be told through interpretation panels.

Its now been identified that the Paua Shell may be incorporated into this project as a focal point behind Te Hikoi near Napier street. The CB are hoping to access community funding for this but it needs mentioned that this is hoped to include seating, planting and lighting.

RISK

This work is considered low risk.

Staff wish to stress the ongoing need to continue to communicate with the steering group throughout the process. Some parts of this project will include volunteers and local people willing to use their skills. This is extremely valuable but we must ensure this also follows council requirements in regards to either volunteer agreements, site safety plans and/or approved contractors.

Staff need to ensure planting on site is appropriate to the area, weather and soil conditions and to ensure ongoing maintenance time and cost are reasonable.

At this stage lighting the path has not formally been requested through the steering group however it has been mentioned to multiple staff. As no power source is currently in this area, a risk to this outcome is that the budget could be quickly used up.

If funding via other avenues for the paua shell is not found, it risks taking up a large amount of this budget or not occurring in this FY.

Higher levels of service for example, extra bins and plantings mean higher ongoing maintenance costs.

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?

Increase use of this area and pride within the community.

Consultation through the 2021/2031 LTP process has occurred however as this was at a high level.

During delivery, possible impacts will include isolation of different areas for short periods if required. This will be kept to a minimum.

DATE OF RESOLUTION BY BOARD TO PROCEED WITH PROJECT			
SIGNED		DATE	
Board Chair			

Investigation Project – Riverton Taramea Bay

	BUDGET	Up to \$40,000
	ACTIVITY	Parks and Reserves Code: P-10874
	COMMUNITY BOARD	Oraka Aparima Community Board
	PROGRAMME	July 2021 – December 2021

DESCRIPTION

Location: Riverton Taramea Bay

Development plan for Taramea Bay including the investigation into storm water issues that have been identified by the community board.

SCOPE

Riverton/Aparima is a popular destination for local and international visitors. The board is looking at how they can build on the town's popularity to encourage growth in the town. In particular the area known as Taramea Bay is a favorite area and offers a multitude of recreational opportunities. Preliminary community engagement has been undertaken and now this work needs to be formalized. The board have now requested a development plan for this area.

The community board have identified that there are issues with the storm water system from Towack street and along Taramea Bay road. This area includes a number of open drains that discharge onto the foreshore. With the proposed development of the Taramea bay area the board are wanting an assessment of the current storm water system so that when the area is developed any improvements required to the storm water can be completed at the same time. Ultimately this will be included in a development plan for the Taramea Bay area.

RISK

This is seen as a low risk activity.

The community board has not identified any priority areas should the budget not be sufficient to complete the scope of works.

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?
Consultation with community groups will be required as part of this project. Depending on the opportunities identified there may be an increase in the level of service.
Consultation through the 2024/2034 LTP process

DATE OF RESOLUTION BY BOARD TO PROCEED WITH PROJECT			
SIGNED		DATE	
Board Chair			

Water Structures Colac Bay

	BUDGET	\$10,000.00
	ACTIVITY	Water Structures Code: P- 10877
	COMMUNITY BOARD	Oraka Aparima Community Board
	PROGRAMME	July 2021 – June 2022

DESCRIPTION

Location Colac Foreshore Road. The current access area to beach is natural rock which due to tides the surface has become slippery, this project is part of the resource application for a new beach access.

SCOPE

Engage an engineer to design a beach access, the construction will be included in the annual plan process.

RISK

This is seen as a medium risk activity, \$10,000.00 isn't sufficient to construct steps and the recommendation is to engage an engineer to design appropriate steps.




**COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?**

By engaging an engineer to design the beach access, the community will have a structure that will stand up to coastal conditions.

Consultation through the 2021/2031 LTP process

DATE OF RESOLUTION BY BOARD TO PROCEED WITH PROJECT			
SIGNED		DATE	
Board Chair			

Taramea Bay, Riverton Project

	BUDGET* \$214,076.00 Combination of projects in Taramea Bay tagged for delivery this year. As discussed previously we have taken an overall view of this space.
	ACTIVITY Parks and Reserves/Playgrounds Code P-10796 Code P-10797
	COMMUNITY BOARD Oraka-Aparima
	PROGRAMME 2021 - 2022

DESCRIPTION

Location – Taramea Bay, Riverton.

To beautify, develop and connect the area known as Pilot reserve and mound area, adventure playground, Taramea Bay and Taramea Bay playground as well as consider the amenity, view, recreation and play elements in this area. As previously discussed, these projects started as a single focused project after playground removals. After initial community engagement, we then used a wider lens to understand the value of the area and how the community want to utilize this, hence why we are reporting on this as one vision.

It is important for staff to report that we are of the strong opinion that we need to ask mana whenua to lead and walk beside us on this journey. To this point we have had engagement with the local runaka but this has only touched the surface. It needs to be noted the runaka do also have many projects and developments on their radar so we need to ensure we manage time wisely.

Please note, due to the timeframes required for reports we have included as much information as possible however following the last workshop with the Oraka-Aparima community board, there will be ongoing information gathering and scoping that will lead to deliverables in these projects and the connecting projects across upcoming delivery years. This may include transferring some current year budget to the next through carry over if required in regards to staging.

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SCOPE

Funding is to firstly connect the main pathway from the mound area down to the lower Taramea Bay. We will also deliver this at a higher service level than the current path offering. We will upgrade and add to this to ensure it is consistent from the start to end, meets multiuse standards and is accessible. Along this pathway we will offer multiple stop sections with various assets in this area this such as seating, shade, signage etc.

Staff will also investigate the potential of connecting the Taramea bay recreation reserve into walkways leading to Howells point/Taramea. These won't have the same level of service but connectivity is important.

At the mound area there will be some formal parking at a yet to be determined location (under further review so no work to start immediately). This was discussed at the community board workshop and staff were asked to investigate further through the transport team.

It will also ensure we retain and enhance the natural spaces this area brings for passive play and recreation in amongst plantings, landscaping and open space. There will be interconnecting paths to flow between spaces and places.

It is acknowledging the whale on site is of local and historical significance. Due to its current location and use its acknowledged this is an element of play and we need to treat it as such. At the same time, this will be considered as a must remain object and staff will also try and develop ways to ensure its longevity.

Off the mound the play element of a slide/s will be delivered once we understand the flow of the zone. This will meet all compliant safety standards, run off and angle installation and consider elements such as shade especially if a steel option is chosen. It is noted there was some local feedback in regards to slide positioning but the wish of the community board to have it face the water is the intended outcome so long as run off space can be met. Some mound shaping may be required.

A key point in the mound area will also be the large frame to encourage interaction with the view and moana. Staff are hoping to engage local artisans/carvers for this. This will be a main feature which meets the community feedback that this area is highly regarded for its views. In itself it is also allows imaginative play.

Other natural play elements will be offered here to encourage connection to the whenua, to traditional play outcomes but without additional need for equipment. Sensory and natural play outcomes are seen more appropriate than other play outcomes/objects that can be met at the lower play area.

At the lower play area, we had tagged to replace the play elements that the rocking horse and also the seesaws. However, since this initial priority score we have gathered more information about fall zone issues. We have discussed with the community board previously the need to think about design when doing these replacements or upgrades so it may not be in a like for like position within the current edging. In terms of piece selection for any new piece/s staff will choose two play outcomes that meet budget requirements and space requirements and then engage locally for the decision on the final piece.

While replacing these play elements we need to rectify the current issues with soft fall depth. Preceding this we need to rectify the fall space discrepancy's as per the play safe report. Again, as above its important we consider redesign at this stage.

Landscaping appropriately and consistently with thought to the current views. Consider hardy scrubs in line with the coastal landscape and considering an environmentally approved to zero spray approach. This is highly sought after within the community.

RISK

As this work has various components, risks will vary however considering the scope, location and undertakings this work is considered a medium risk.

Staff wish to stress the ongoing need to continue to communicate with the community throughout the process. Some parts of this project will include volunteers and local people willing to use their skills. This is extremely valuable but we must ensure this also follows council requirements in regards to either volunteer agreements, site safety plans and/or approved contractors.

Staff need to ensure planting on site is appropriate to the area, weather and soil conditions and to ensure ongoing maintenance time and cost are reasonable. Low and mid to low plantings are essential as the view and vista of this area has been identified as important to the community. The risk of not achieving this is extra costs for resolving future issues.

Through the two consultation periods with the public, the feedback was varied with some central key consistencies which have been the focus for the first stage of delivery. However, it is important to note some people did not want to see any work or money spent here. Ultimately through the LTP consultation, submissions and follow up conversation with the local community board, we have committed to this level of spend and development but over a staged multi-year approach. This has risks such as loss of faith with certain parts of the community in regards to spending. Communication and transparency will be key.

This project has been identified as in a historical site and could include wetlands areas. In themselves we have lots of legislative requirements to follow which will add additional costs outside of our control.

Other risks in this project relate to the archeological process. We need to plan in such a way where we can move components of the works if historical artefacts are found. Being prepared to move elements rather than proceed and face costly protocols as well as damaging significant finds is not an option.

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?
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Increase use of this area and pride within the community.

Consultation through the 2021/2031 LTP process has occurred however as this was at a high level.
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During delivery, possible impacts will include isolation of different areas for short periods if required. This will be kept to a minimum.
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DATE OF RESOLUTION BY BOARD TO PROCEED WITH PROJECT			
SIGNED		DATE	
Board Chair			

Footpath Renewal and LOS (Oraka Aparima Community Board – Riverton)

	BUDGET	Renewals; \$11,400 (Including 52% NZTA subsidy)
	ACTIVITY	Transport Code: P-10900 & P-10910
	COMMUNITY BOARD	Oraka Aparima Community Board
	PROGRAMME	July 2021 – June 2021

DESCRIPTION

Renewals: the replacement of existing concrete footpath (like for like)

SCOPE

As part of the 2021/2022 District Wide Footpath Programme, the following areas have been identified through the footpath condition surveys due to the deterioration of the asset or as part of the district wide level of service review. These will include the renewal of the existing footpaths as like for like or the installation of a brand new 1.4m wide concrete footpath. The scope of this project does not include kerb and channel or stormwater infrastructure unless it is required for the footpath replacement.

Riverton Renewals: Walker St



Note: As discussed during a workshop with the Board, the 20/21 footpath renewal at Havelock St has minimal contingency funds. The budget will be transferred to finish this section if required. Completing this will be priority.

RISK

Securing NZTA funding: this scope assumes that SDC will secure NZTA funding of 52% for footpath renewals.

Tender Prices: Recent tender prices received have varied. This is partly reflective of how busy this sector is. As a contingency, it is proposed that the lengths will be adjusted to fit within the available budget if required. Any scope not completed will be reassessed and prioritised as part of the next round of footpath renewals.

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?

The project has been identified and included as part of routine footpath renewals program or footpaths LOS works budgeted under the LTP. Adjacent properties will be notified prior to construction commencing.









DATE OF RESOLUTION BY BOARD TO PROCEED WITH PROJECT**SIGNED****DATE**

Board Chair

Street Light LOS – Oraka Aparima Community Board

BUDGET	\$19,500 (Riverton)
ACTIVITY	Transport P-10920
COMMUNITY BOARD	Northern Community Board
PROGRAMME	July 2021 – June 2021

DESCRIPTION
The installation of LED streetlights on an existing power pole

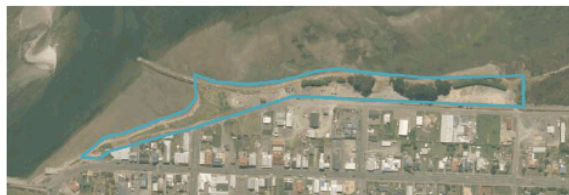
SCOPE
<p>Option 1</p> <p>As part of the 2021/2022 District Wide Streetlight Program, the following areas has been identified as requiring a streetlight. This scope includes the installation of a standard streetlight luminaire and an outreach onto an existing PowerNet power pole.</p> <p>Riverton:</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <p>Trotter St & Morton St</p>  </div> <div style="width: 33%;"> <p>James St</p>  </div> <div style="width: 33%;"> <p>Pitt St,</p>  </div> <div style="width: 33%;"> <p>Princess St</p>  </div> <div style="width: 33%;"> <p>Towack St,</p>  </div> <div style="width: 33%;"> <p>Thames St</p>  </div> <div style="width: 33%;"> <p>Hebert St</p>  </div> <div style="width: 33%;"> <p>Milton St.</p>  </div> </div>

Option 2

Previously members of the Community Board have requested that this funding will be reallocated to the reserve adjacent to Bath Street for lighting up the walkway and the new proposed location for the paua shell.

As this is a park and not road reserve, this does not come under streetlighting. (Note: the existing streetlighting on bath street is currently above the minimum LOS.)

Option 2 is to carry over the budget to year 2 of the LTP (2022/2023) and reallocate this to go towards lighting within the Bath Street Reserve. This will allow time for the Bath Street Reserve Development Group and Community Facilities team to scope an appropriate solution.



RISKS

Option 1

Unsuitable power supply: The following scope assumes that the existing power pole will have suitable power supply. The alternative pole will be used if the preferred is not suitable.

Approval from PowerNet: Council will require approval from PowerNet to install the luminaire on an existing power pole (low risk).

Supply of luminaires: Due to international shipment delays new stock has a 12 to 15-week delivery time. This may cause project slip.

Option 2

Delays in meeting the streetlight LOS: Reallocating this budget will delay Riverton from achieving the minimum Level of Service for streetlighting and prolong disparity in lighting levels

High cost to install power supply: Due to the reserve being an archaeological area the cost of supplying power may not be achieved within budget. Alternative solutions will be assessed during scoping, such as solar.

Budget: Due to this project not been scoped it may not be able to be achieved within budget.

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?

The project has been included as part of routine works under the LTP.

DATE OF RESOLUTION BY BOARD TO PROCEED WITH PROJECT

OPTION SELECTED

SIGNED

Board Chair

DATE