



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

Date: Tuesday, 21 June 2022  
Time: 6pm  
Meeting room: Te Anau Club  
Venue: Corner Pop Andrew Drive and Jackson Street  
Te Anau

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## Fiordland Community Board Agenda OPEN

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### MEMBERSHIP

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

### IN ATTENDANCE

Committee advisor/customer support partner	Lagi Kuresa
Community partnership leader	Jared Gravatt
Strategic project lead	Simon Moran

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Full agendas **are available on Council's** website  
[www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)



## Health and safety – emergency procedures

Toilets – The location of the toilets will be advised at the meeting.

Evacuation – Should there be an evacuation for any reason please exit via the exits indicated at the venue.

Earthquake – Drop, cover and hold applies in this situation and, if necessary, once the shaking has stopped we will evacuate the building to a safe location.

Phones – Please turn your mobile devices to silent mode.

Recording - These proceedings may be recorded for the purpose of live video, both live streaming and downloading. By remaining in this meeting, you are consenting to being filmed for viewing by the public.

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## 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"> <li>• to promote the social, economic, environmental and cultural well-being of local communities and in so-doing contribute to the realisation of Council’s vision of one District offering endless opportunities</li> <li>• to provide leadership to local communities on the strategic issues and opportunities that they face</li> <li>• to be advocates and representatives for their local community and in so doing ensure that Council and other agencies have a clear understanding of local needs and aspirations</li> <li>• to be decision-makers on issues that are delegated to the board by Southland District Council</li> <li>• to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community</li> </ul>

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

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

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## **Advocacy**

- 11) submissions
  - a) authority to make recommendations to Council on matters to be considered in submissions Council may make to external organisations' regional or national policy documents, select committees
  - b) authority to make submissions to Council or other agency on issues within its community of interest area
  - c) authority to make submissions to Council on bylaws and recommend to Council the level of bylaw service and enforcement to be provided, having regard to the need to maintain consistency across the District for all Council bylaws.
- 12) authority to prepare a submission to Council on the proposed levels of service, income and expenditure within the community of interest area, for consideration as part of the long term plan/annual plan process
- 13) provide comment by way of the formal Annual Plan/Long Term Plan process on relative priorities for the delivery of District services and levels of service within the community board area.

District activities include:

  - a) wastewater
  - b) solid waste
  - c) water supply
  - d) parks and reserves
  - e) roading
  - f) libraries
  - g) cemeteries
  - h) emergency management
  - i) stormwater
  - j) public toilets
  - k) community housing
- 14) Council will set the levels of service for District activities – if a community board seek a higher level of service they will need to recommend that to Council and it will need to be funded in an appropriate way (locally).

## **Community Assistance**

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

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

### **Northern Community Board**

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

### **Unbudgeted Expenditure**

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

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

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

### **Service Delivery**

#### **Local Activities**

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

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

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

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

Local activities include:

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

### **Rentals and Leases**

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

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

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

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

	<p>24) provide advice to Council and its committees on any matter of interest or concern to the community board in relation to the sale of alcohol where statutory ability exists to seek such feedback.</p> <p>25) provide input into regulatory activities not otherwise specified above where the process allows.</p> <p>26) recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the board has made submissions; ability to provide input to support the development of community planning for a civil defence emergency; and after an emergency event, to provide input and information to support community response efforts.</p>
LIMITS TO DELEGATIONS	<p>No financial or decision making delegations other than those specifically delegated by Council.</p> <p>The community board shall only expend funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its Long Term Plan/Annual Plan. In accordance with the provisions of section 39(2) of Schedule 7 the board may not incur expenditure in excess of the approved budget.</p> <p><b>Matters which are not Delegated</b></p> <p>Southland District Council has not delegated to community boards the power to:</p> <ul style="list-style-type: none"> <li>• make a rate or bylaw</li> <li>• acquire, hold or dispose of property</li> <li>• direct, appoint, suspend or remove staff</li> <li>• engage or enter into contracts and agreements and financial commitments</li> <li>• institute an action for recovery of any amount</li> <li>• issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like;</li> <li>• institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the community board has made submissions.</li> </ul>
CONTACT WITH MEDIA	<p>The community board chairperson is the authorised spokesperson for the board in all matters where the board has authority or a particular interest.</p> <p>Board members, including the chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the board's delegations.</p>

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

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1 Apologies

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

2 Leave of absence

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

3 Conflict of interest

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

4 Public forum

Notification to speak is required by 12noon at least one clear day before the meeting. Further information is available at [www.southlanddc.govt.nz](http://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 Fiordland Community Board, 13 April 2022



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## Fiordland Community Board

### OPEN MINUTES

unconfirmed

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Minutes of a meeting of Fiordland Community Board held as a Virtual meeting via Zoom on Wednesday, 13 April 2022 at 2pm. (2pm to 4.05pm).

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#### PRESENT

Chairperson	Sarah Greaney
Members	Mary Chartres
	Benjamin Killeen
	Ryan Murray
	Max Slee

#### APOLOGIES

Councillor Ebel Kremer  
Diane Holmes

#### IN ATTENDANCE

Committee advisor/Customer support partner	Lagi Kuresa
Community partnership leader	Simon Moran

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1 Apologies

Apologies for absence were received from Councillor Kremer and Diane Holmes.

Moved Ryan Murray, seconded Mary Chartres and resolved:

That apologies from Councillor Kremer and Diane Holmes be accepted.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of interest

Max Slee declared a conflict of interest with regard to Item 7.3, Road naming of new cul-de-sac for Kepler Heights Stage 6, Te Anau and advised that he would not take part in discussion or vote on the matter.

4 Public forum

Carolyn Squires and Maurice **O'Conner were in attendance to present to the Board with** regard to the potential site for public toilets on Waiiau Street in Manapouri.

5 Extraordinary/urgent items

There were no extraordinary/urgent items.

6 Confirmation of minutes

See Item 7.1 - Rescinding of motion to approve minutes of Monday 20 December 2021 Fiordland Community Board minutes and confirmation of 23 February 2022 minutes.

## Reports

7.1 Rescinding of motion to approve minutes of Monday 20 December 2021 Fiordland Community Board minutes and confirmation of 23 February 2022 minutes.

Record No: R/22/3/8661

Committee Advisor – Fiona Dunlop was in attendance for this item.

Miss Dunlop advised that the purpose of the report was to correct an error in a set of minutes previously confirmed by the meeting and to also approve a set of minutes.

Moved Benjamin Killeen, seconded Ryan Murray recommendations a and b.

That the Fiordland Community Board:

- a) **receives the report titled "Rescinding of motion to approve minutes of Monday 20 December 2021 Fiordland Community Board minutes and confirmation of 23 February 2022 minutes." dated 5 April 2022.**
- b) rescinds the resolution made at the meeting of the Fiordland Community Board held on 23 February 2022 that confirmed the minutes of the meeting held on 20 December 2021 as a true and correct record of the meeting.

The motion recommendations a and b were put and declared CARRIED.

Moved Ryan Murray, seconded Sarah Greaney recommendation c.

That the Fiordland Community Board:

- c) Agrees that the minutes of the Fiordland Community Board meeting of 20 December 2021, with the following amendments to the mover and seconder for agenda item 7.2 (Te Anau development land - Luxmore subdivision divestment/development), be confirmed as a true and correct record of the meeting:

7.2 Te Anau development land - Luxmore subdivision  
divestment/development

Record No: R/21/11/62601

Moved Ben Killeen, seconded Mary Chartres the following  
recommendations:

~~Moved, Councillor Kremer, seconded Max Slee the following  
recommendations:~~

That the Fiordland Community Board:

- a) **Receives the report titled "Te Anau development land - Luxmore subdivision divestment/development" dated 14 December 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 determine what portion of Lot 31 DP 355319 is to be retained for retirement, social or emergency housing use with the balance to be subdivided and disposed of as undeveloped land.
- New d) Agrees Lot 31 DP 355319 is to be disposed of as undeveloped land subject to proposals for potential retirement, social or emergency housing being included in any sale contract.
- ~~e)~~ — Agrees to request staff to undertake the required subdivision to separate the lands to be sold and retained.
- ~~f)~~ e) Agrees to request the Chief Executive enter into a sole agency agreement with Colliers for the strategy, marketing and sell down of the land to be sold after consulting with the board chair in conjunction with the delegation provided by Council.
- ~~g)~~ f) Requires the outcome of the work to be undertaken by Colliers to be subject to board approval prior to any sale contracts being entered into.
- ~~h)~~ g) Acknowledges that subsequent decisions ~~will~~ may need to be made in relation to the development of the land retained for retirement, social or emergency housing use.

The motion was put and declared CARRIED.

The motion recommendation c was put and declared CARRIED.

Moved Max Slee, seconded Sarah Greaney recommendation d with amendments (as indicated with underline and ~~strikethrough~~).

That the Fiordland Community Board:

- d) agrees that the minutes of the Fiordland Community Board meeting held on 23 February 2022 be confirmed as a true and correct record of that meeting with the following amendment (as indicated):

7.2 Operational Report for Fiordland Community Board

Record No: R/21/12/64047

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

Resolution

Moved Ben Killeen, seconded Diane Holmes and resolved:

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

That the Fiordland Community Board:

- a) **Receives the report titled “Operational Report for Fiordland Community Board” dated 15 February 2022.**

The motion recommendation d with amendments was put and declared CARRIED.

Final resolution

That the Fiordland Community Board:

- a) **receives the report titled “Rescinding of motion to approve minutes of Monday 20 December 2021 Fiordland Community Board minutes and confirmation of 23 February 2022 minutes.” dated 5 April 2022.**
- b) rescinds the resolution made at the meeting of the Fiordland Community Board held on 23 February 2022 that confirmed the minutes of the meeting held on 20 December 2021 as a true and correct record of the meeting.
- c) Agrees that the minutes of the Fiordland Community Board meeting of 20 December 2021, with the following amendments to the mover and seconder for agenda item 7.2 (Te Anau development land - Luxmore subdivision divestment/development), be confirmed as a true and correct record of the meeting:

7.2 Te Anau development land - Luxmore subdivision  
divestment/development

Record No: R/21/11/62601

Moved Ben Killeen, seconded Mary Chartres the following  
recommendations:

~~Moved, Councillor Kremer, seconded Max Slee the following  
recommendations:~~

That the Fiordland Community Board:

- a) **Receives the report titled “Te Anau development land - Luxmore subdivision divestment/development” dated 14 December 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.
- ~~e) Agrees to determine what portion of Lot 31 DP 355319 is to be retained for retirement, social or emergency housing use with the balance to be subdivided and disposed of as undeveloped land.~~

New d) Agrees Lot 31 DP 355319 is to be disposed of as undeveloped land subject to proposals for potential retirement, social or emergency housing being included in any sale contract.

- ~~e)~~ Agrees to request staff to undertake the required subdivision to ~~separate the lands to be sold and retained.~~
- ~~f)~~e) Agrees to request the Chief Executive enter into a sole agency agreement with Colliers for the strategy, marketing and sell down of the land to be sold after consulting with the board chair in conjunction with the delegation provided by Council.
- ~~g)~~f) Requires the outcome of the work to be undertaken by Colliers to be subject to board approval prior to any sale contracts being entered into.
- ~~h)~~g) Acknowledges that subsequent decisions ~~will~~ may need to be made in relation to the development of the land retained for retirement, social or emergency housing use.

The motion was put and declared CARRIED.

- d) agrees that the minutes of the Fiordland Community Board meeting held on 23 February 2022 be confirmed as a true and correct record of that meeting with the following amendment (as indicated):

7.2 Operational Report for Fiordland Community Board

Record No: R/21/12/64047

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

Resolution

Moved Ben Killeen, seconded Diane Holmes and resolved:

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

That the Fiordland Community Board:

- a) **Receives the report titled “Operational Report for Fiordland Community Board” dated 15 February 2022.**

7.2 Wastewater Update

Record No: R/22/3/11379

Senior projects manager – Geoff Grey was in attendance for this item.

Resolution

Moved Max Slee, seconded Ryan Murray and resolved:

That the Fiordland Community Board:

- a) Thanks the officer for their update on wastewater at the meeting.

(Max Slee withdrew from the meeting for item 7.3.)

7.3 Road naming of new cul-de-sac for Kepler Heights Stage 6, Te Anau

Record No: R/22/3/8870

Roading contract manager – Nick Lewis was in attendance for this item.

Mr Lewis advised that the purpose of the report was for the Board to approve the street name for the new cul-de-sac that is part of Stage 6 of the Kepler Heights subdivision.

Resolution

Moved Benjamin Killeen, seconded Mary Chartres and resolved:

That the Fiordland Community Board:

- a) **receives the report titled “Road naming of new cul-de-sac for Kepler Heights Stage 6, Te Anau” dated 5 April 2022.**
- 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 new **street as “Yates Way”.**

(Max Slee returned to the meeting).

7.4 Project scope confirmation - 2022/2023 locally funded projects

Record No: R/22/2/6160

Community facilities manager – Mark Day was in attendance for this item.

Mr Day advised that the purpose of the report was to seek approval from the Board for the scope of the locally funded projects within their board area that will be delivered in the 2022/2023 financial year.

Resolution

Moved Max Slee, seconded Ryan Murray and resolved:

That the Fiordland Community Board:

- a) **Receives the report titled “Project scope confirmation - 2022/2023 locally funded projects” dated 23 March 2022.**
- 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 the attachments to the staff report:
  - Manapouri – Hall roof and spouting replacement code P-10568
  - Manapouri – Village Green playground equipment replacement code P-10768
  - Te Anau – Queens Reach boat ramp refurbishment code P-10667
  - Te Anau – Lions Park playground equipment replacement code P-10813
  - Te Anau – Te Anau Downs boat ramp refurbishment code P-10880
  - Te Anau - Urban development of town centre and foreshore code P-10933
  - Te Anau – Information kiosk upgrade code P-10937.

7.5 Community leadership report

Record No: R/22/3/12475

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

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

Attached to the community leadership report for information was the Waka Kotahi final investment audit report and a snapshot of District statistics.

Resolution

Moved Ryan Murray, seconded Benjamin Killeen and resolved:

That the Fiordland Community Board:

- a) **receives the report titled “Community leadership report” dated 5 April 2022.**

7.6 Operational Report for Fiordland Community Board

Record No: R/22/2/5421

Project delivery manager – Brendan Gray was in attendance for this item.

Resolution

Moved Benjamin Killeen, seconded Max Slee: and resolved:

That the Fiordland Community Board:

- a) **Receives the report titled “Operational Report for Fiordland Community Board” dated 25 March 2022.**

7.7 Council report

Record No: R/22/3/12045

Community partnership leader – Simon Moran took the meeting through the Council report.

Resolution

Moved Ryan Murray, seconded Max Slee: and resolved:

That Fiordland Community Board:

- a) **Receives the report titled “Council report” dated 5 April 2022.**

7.8 Chairperson's Report

Record No: R/22/4/13118

Chairperson Sarah Greaney took the meeting through her report.

Mrs Greaney highlighted the below:

Meetings & Events:

- Future for Local Government
- Waka Kotahi – Homer Tunnel Project
- Election Event – Vote Murihiku 2022

Matters Arising:

- Littering – Steamer’s Beach

- Water Safety concerns – **Steamer’s Beach**
- ANZAC Day wreath

Updates:

- Manapouri
- Rural
- Tourism
- Events Centre
- Fiordland Museum Trust
- Fiordland Retirement Housing Trust
- Milford Sound Trust

Community Futures Plan:

Sale of land at 91 Sandy Brown Road is progressing. Expressions of interest close 5 May 2022.

Resolution

Moved Chairperson Greaney, seconded Ryan Murray: and resolved:

That the Fiordland Community Board:

- a) **receives the report titled “Chairperson's Report ” dated 5 April 2022.**

The meeting concluded at 4.05pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE FIORDLAND COMMUNITY BOARD  
HELD ON WEDNESDAY 13 APRIL 2022.

DATE:.....

CHAIRPERSON:.....



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## Community Partnership Fund applications - May 2022 round

Record no: R/22/6/21380  
Author: Kathryn Cowie, Community liaison officer  
Approved by: Fran Mikulicic, Group manager democracy and community

Decision

Recommendation

Information

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### Purpose

- 1 The purpose of this report is for the Fiordland Community Board to allocate funding for the May 2022 round of the Fiordland Community Partnership Fund.

### Executive summary

- 2 A total of two applications have been received for the May 2022 funding round of the Fiordland Community Partnership Fund. The applications are included as an attachment to this report. Please note that the attachments to the applications (including financials) are not attached to this report as they contain information sensitive to applicants' privacy. These attachments were provided to the community board with the applications for their perusal prior to the meeting.
- 3 The Fiordland Community Board has \$9,042 remaining to allocate through the Fiordland Community Partnership Fund in the 2021/2022 financial year.
- 4 There is a total of \$10,000 in requests for this round of funding.

## Recommendation

That the Fiordland Community Board:

- a) **receives the report titled “Community Partnership Fund applications - May 2022 round” dated 8 June 2022.**
- 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. Muster Te Anau
  2. Te Anau Waitangi Charitable Trust
- e) approves/declines a grant of \$5,000 to Muster Te Anau for costs associated with the 2022 Mens Muster event.
- f) approves/declines a grant of \$5,000 to the Te Anau Waitangi Charitable Trust for costs associated with Waitangi Day events in 2023.

## Background

- 5 Southland District Council’s community assistance activity seeks to contribute to a District of ‘proud, connected communities that have an attractive and affordable lifestyle’ by enabling Southland’s communities to be desirable places to live, grow up, work, run a business, raise a family and enjoy a safe and satisfying life. Through providing financial assistance by way of grant funding, community groups and individuals are supported to undertake their desired activities.
- 6 A review of the community assistance activity was completed in early 2019. The purpose of this review was to ensure that Council is providing assistance in a considered and prudent manner to ensure efficient and effective outcomes for the communities they support.
- 7 It was recommended that there should be a significant change in the way that Council administers the Community Initiatives Fund. Subsequently, in July 2019 Council resolved to disestablish the Community Initiatives Fund and to establish the Community Partnership Fund whereby the nine community boards in the District will allocate funding directly to their communities.
- 8 The Fiordland Community Board set the following criteria for their Community Partnership Fund:
  - the fund is available to not-for-profit community organisations. Community organisations may be a legal entity or an informal group. Regardless of their legal status the group must have their own bank account.
  - applicants may apply for \$500 - \$5000.

- applications to the fund must:
  - a) have alignment with the Fiordland Community Futures Plan and/or the four community well-beings (social, economic, environmental, cultural)
  - b) show some degree of self-contribution or fundraising
- the following will not be considered:
  - a) funding for individuals
  - b) applications for salaries, catering or room hire
  - c) funding for pecuniary gain

Applications received

<b>Applications received</b>	<b>2</b>
<b>Total amount requested</b>	<b>\$10,000</b>
<b>Funds available</b>	<b>\$9,042</b>

**1 Muster Te Anau**

Request assistance towards costs associated with the 2022 Mens Muster event in Te Anau. This is a health and wellbeing event aimed at males aged 30 – 50 years.

Total project cost	<b>\$138,932</b>
Amount requested	<b>\$5,000</b>

**2 Te Anau Waitangi Charitable Trust**

Request assistance towards costs associated with their events programme for Waitangi celebrations in Te Anau in 2023.

Total project cost	<b>\$59,296</b>
Amount requested	<b>\$5,000</b>

Issues

9 There are no issues to consider.

Factors to consider

Legal and statutory requirements

10 There are no legal or statutory requirements to consider.

Community views

11 The board, as representatives of the Fiordland Community Board area will consider each application and how it benefits their communities.

Costs and funding

12 The Fiordland Community Board has \$9,042 remaining to allocate in the 2021/2022 financial year.

13 There is a total of \$10,000 in requests for this round of funding.

Policy implications

- 14 There are no policy implications.

Analysis

Options considered

- 15 The options for consideration are to allocate funding pursuant to the funding criteria set by the community board or decline the applications.

Analysis of options

Option 1 – Approves and allocates funding pursuant to the funding criteria set by the community board

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>support community groups to achieve local initiatives</li> </ul>	<ul style="list-style-type: none"> <li>there are no disadvantages</li> </ul>

Option 2 – declines the applications

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>there are no advantages</li> </ul>	<ul style="list-style-type: none"> <li>no funds awarded could hinder the progress of community-led development due to lack of financial support</li> </ul>

Assessment of significance

- 16 Not considered significant.

Recommended option

- 17 The recommended option is “option 1 - allocates funding pursuant to the funding criteria set by the community board”.

Next steps

- 18 Inform the applicants of the allocation decisions.

Attachments

- A Fiordland CPF application - Muster Te Anau - May 2022 - APPLICATION FORM ONLY [↓](#)  
 B Fiordland CPF application - Te Anau Waitangi Charitable Trust - May 2022 - APPLICATION FORM ONLY [↓](#)

## Community Partnership Fund Application Form

**PLEASE TICK WHICH COMMUNITY PARTNERSHIP FUND YOU ARE APPLYING FOR:**

- Fiordland Community Board
- Oreti Community Board
- Oraka Aparima Community Board
- Northern Community Board
- Ardlussa Community Board
- Waihopai Toetoe Community Board
- Tuatapere Te Waewae Community Board
- Wallace Takitimu Community Board
- Stewart Island/Rakiura Community Board



**YOUR DETAILS**

Name of organisation: **Muster Te Anau** Companies office registration no. **9429049183948**  
 Postal address: **9 Wet Jacket Place, Te Anau**  
 Street address: **Not applicable**

**CONTACT NAMES**

Please give the names of two people who can be contacted if further information is required. The first contact must be the person who filled out the form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

Name	<b>Sam McBride</b>	Phone	(day)	<b>027 478 4699</b>
Email	<b>sam@livemewell.com</b>		(evening)	<b>as above</b>
Name	<b>Jamie Dale</b>	Phone	(day)	<b>0274761440</b>
Email	<b>jamie@yourvirtualsekick.co.nz</b>		(evening)	<b>as above</b>

**BANK ACCOUNT NUMBER TO DIRECT CREDIT GRANT PAYMENT IF APPLICATION SUCCESSFUL:**

To help speed the process up in the event of your grant being approved, can you please provide verification of your bank account details. This can be a screen shot or banking slip and it must be attached to your application.

**PROJECT DETAILS**

How many members belong to your club/organisation? **3**  
 Please describe fully: (Continue on a separate sheet if necessary) **3 trustees + 1 additional committee member**  
 For what purpose does your organisation seek a Community Partnership Fund subsidy?

**We seek a Community Partnership Fund subsidy to help run Men's Muster 2022; a health and wellbeing event, delivering messages and experiences to a really under served population of men, aged approx 30-50. Our aim to attract blokes from all over NZ to learn about their own wellbeing in picturesque Fiordland. There are presentations from a variety of speakers and a team Challenge, showcasing our local attractions and environment. Musterers return home with stories of our region armed with new tools and experiences, plus a new community of blokes. We are still very much reliant on funding and sponsorship whilst we establish the event through its second year. We are applying to the Community Partnership Fund because our event contributes to social and economic wellbeings your fund supports.**



<b>Total cost of the project is</b>	<b>Sub-total</b>	
	<b>Total Income</b>	
How much money are you applying for?	\$ 5,000	
Briefly describe any voluntary effort or donated materials provided for the project.		
Voluntary effort (eg number of hours)	2,000 hours	

Donated materials (eg approximate \$ value)

Corporate sponsorship is being sought as below

Emersons - \$1,500

Downer - \$4,000

Foodstuffs - contents of registration packs \$30pp

How do you envisage paying for the future operational costs of this project?

We depend on grants from community funders, but as the event grows, in excellence, visibility and attendee numbers, we envisage more businesses coming on board to take advantage of our Corporate Sponsorship Packages.

**DECLARATION (PLEASE PROVIDE TWO SIGNATURES)**

We Muster Te Anau Charitable Trust consent to Southland District Council collecting the personal contact details provided on this form. The consent is given in accordance with the requirements of the Privacy Act 1994. We also confirm that the information provided is accurate and complete and that the organisation committee has agreed to this project/funding application.

Name	Sam McBride	Date	31 May 2022
Position in organisation	Trustee		
Signature	<i>[Signature]</i>		
Name	Jamie Dale	Date	31 May 2022
Position in organisation	Secretary		
Signature		Date	31 May 2022

**Please attach**

a current statement of income and expenditure

a current bank statement from your organisation

quotations, where relevant

letters of support (if applicable)

These items will complete your application

**PLEASE ENSURE THAT ALL QUESTIONS ARE ANSWERED IN FULL AND THAT RELEVANT DOCUMENTATION ACCOMPANIES THE APPLICATION FORM.**

**NOW YOU CAN SUBMIT YOUR APPLICATION IN ONE OF THE FOLLOWING WAYS:**



If your application relates to a facility – who uses the facility and how often?

Does the facility have a long term development and maintenance plan?  Yes  No

How will your project benefit the organisation or community?

- Presents Te Ao Maori worldview in a community with few Maori residents and no local marae
- Increases understanding about Te Tiriti o Waitangi
- Increases cultural respect, connectedness and engagement
- Gives mana whenua and Maori who live in Te Anau an opportunity to connect and share their matauranga
- Brings the community together
- Supports kaupapa Maori learning models and tikanga Maori in local schools
- Provides a boost for local hospitality providers by attracting visitors to Te Anau
- Supports local performers, artists, and speakers

Start date of your project 01/02/2023 Finish date of your project 06/02/2023

**FINANCIAL DETAILS**

Are you registered for GST?  No  Yes GST number [redacted]

Applicants that are not GST-registered need to provide budget figures that include GST

Applicants that are GST-registered need to provide budget figures that exclude GST.

Successful applicants who are GST-registered will be required to submit a GST invoice, after being notified the result of the application and prior to the grant being paid out.

PLEASE ROUND ALL FIGURES TO THE NEAREST DOLLAR

EXPENDITURE	\$	INCOME	\$
Project costs	GST inclusive or GST exclusive	Your contribution	
Please see attached budget for 2023		Fees/subs	
		Fundraising	
		Loan/mortgage	
		Cash savings	
		Other	
		Sub-total	
		<b>Other grants and sponsorship applied for</b>	
		Sponsorship	
		Grants (successful and proposed)	<b>Amount requested</b>
			<b>Result date</b>

<b>Total cost of the project is</b>	<b>Sub-total</b>	
	<b>Total Income</b>	
How much money are you applying for?	\$ 5,000	
Briefly describe any voluntary effort or donated materials provided for the project.		
Voluntary effort (eg number of hours)	2,000 hours	



Donated materials (eg approximate \$ value)

Donated meat for the hangi - \$1,500

Use of RealNZ Luminosa at cost for the historical cruise - saving \$7,750

Use of Fiordland Cinema at cost - saving \$500 per screening

Free use of a shop window on the main street for Treaty information display - priceless

How do you envisage paying for the future operational costs of this project?

We depend on grants from community funders, but as the event grows, in excellence, visibility and visitor numbers, we envisage more local businesses coming on board to take advantage of our Sponsorship Packages for Businesses as outlined in our Strategic Business plan.

**DECLARATION (PLEASE PROVIDE TWO SIGNATURES)**

We Te Anau Waitangi Charitable Trust consent to Southland District Council collecting the personal contact details provided on this form. The consent is given in accordance with the requirements of the Privacy Act 1994. We also confirm that the information provided is accurate and complete and that the organisation committee has agreed to this project/funding application.

Name	Joy Crouchley		
Position in organisation	Trustee		
Signature	<i>Joy Crouchley</i>	Date	31 May 2022
Name	Jamie Dale		
Position in organisation	Secretary		
Signature	<i>Jamie Dale</i>	Date	31 May 2022

**Please attach**

- a current statement of income and expenditure
- a current bank statement from your organisation
- quotations, where relevant  N/A
- letters of support (if applicable)

These items will complete your application

**PLEASE ENSURE THAT ALL QUESTIONS ARE ANSWERED IN FULL AND THAT RELEVANT DOCUMENTATION ACCOMPANIES THE APPLICATION FORM.**

**NOW YOU CAN SUBMIT YOUR APPLICATION IN ONE OF THE FOLLOWING WAYS:**

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## Community leadership report

Record no: R/22/5/20712

Author: Jared Gravatt, Community partnership leader

Approved by: Fran Mikulicic, Group manager democracy and community

Decision

Recommendation

Information

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### Purpose

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

### Recommendation

That the Fiordland Community Board:

- a) **receives the report titled “Community leadership report” dated** 9 June 2022.

### Attachments

- A Community leadership report [↓](#)



## What's happening in your area

### Community partnership fund

Two applications have been received for the Fiordland Community Partnership Fund that closed on 31 May 2022. The board will discuss and allocate funds as per the report on this agenda.

### Regional funding outcomes

The following organisations were granted funds at the SDC Community and Strategy meeting on Wednesday, 25 May.

#### Sport New Zealand Rural Travel Fund

- Central Southland College      \$1,500
- Otautau Netball Club            \$1,200
- Menzies College Netball Club   \$1,500
- Fiordland College                \$1,500
- Northern Southland College    \$1,500
- Otautau Pony Club                \$1,200
- Te Anau Rugby Club             \$1,200
- Winton Cricket Club              \$1,500
- Winton Football Club             \$1,000

#### District Initiatives Fund

- Lumsden Heritage Trust          \$5,000
- Fiordland Trails Trust            \$17,175

## What's happening across the District?

### Welcoming Communities

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Rebecca McElrea, from McElrea Consulting will be holding workshops in Edendale, Winton, Te Anau, and for rangatahi, in early July to develop a welcoming plan for the District. A Zoom workshop is also planned for Stewart Island Rakiura. In addition, a survey will be sent to all residents.

Welcoming Communities recognises the fact that communities are healthier, more vibrant, happier and more productive when those new to the area are welcomed into the community.

A strong, vibrant community is one that enables all members of the community to participate in its economic, civic and social life.

### Waikaia Forest Trails

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Work to progress the establishment of a mountain bike network in the Waikaia Forest is ongoing.

This is a community led project that is being managed by the Waikaia Trails Trust with support from Council and the wider community. Further information, including a copy of their masterplan, can be found here; <https://www.waikaiaforesttrails.co.nz/plan>

### TIF funding

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In 2021 Council was successful with its applications to round five of the Tourism Infrastructure Fund. At that time the focus was primarily on supporting tourism areas particularly hard hit by the impacts of Covid-19. Council applied for bundles of projects for Manapouri and Te Anau and, following completion of design and consenting for a number of those, it is about to sign the final funding agreements with the Ministry of Business, Innovation and Employment. The projects in the applications included toilets, boat ramps, car park and walkway upgrades, and Otta Sealing Frasers Beach Road.

Also approved in round five was the Ulva Island Wharf replacement and that project will likely be discussed by the community board and the council in reports to their June meetings.

Council made an application to round six of the TIF this year and at the time of writing it is yet to hear back about whether it has been successful with the Matariki and supporting infrastructure project that was proposed.

## What's coming up?

### Shaping our futures

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We have believed for some time there is a need to have a Southland District set of goals for the future – what Southlanders want for Southland. This is something that can't be created by Council as it needs to come from our people. It's the next step after the community board plans, which lay out what the community wants for itself. This project has loosely been called Together Murihiku 2050 and the overarching idea for it was approved by Council in 2020.

Recently we were approached by a community organisation called Shaping our Futures, which has been involved in creating visionary plans for communities in Central Otago – starting with Queenstown, and moving to Hawea, Glenorchy and more. After a conversation with staff, Shaping our Futures said it could get funding to carry out the Together Murihiku project, so Council could step back, support the project and not be seen to be leading it. Hopefully this will encourage more people to be involved.

Shaping our Futures was successful in getting Lotteries funding and is now about to start work on finding out what Southlanders want for their province. There will be community workshops across the District in July, online surveys and other opportunities to have your say, and then the group will go back to the community with the results, and the community makes the decision about what the key aspirations are.

Council can then use that information as the basis of the community outcomes for our long-term plan and for other planning, and the exciting part is that the information can be used by other agencies in their planning as well – government departments, NGOs etc.

## Governance

### 2022 triennial Council elections

Staff are working with Electionz (Council’s elections service provider) to prepare candidacy information booklets and candidacy information nights, to provide election protocols to staff and current elected members, and to prepare for nomination and voting processes.

### Governance matters relating to community boards

Staff have received feedback from community boards on a number of governance matters. A high-level summary of the feedback received is given in the table below.

Topic	Feedback
<b>Timing and frequency of meetings</b>	Boards relayed they were largely happy with the timing and frequency of their meetings and workshops. One board has changed its meeting time.
<b>Chairs attending Council /committee meetings in non-voting capacity</b>	There was interest in chairs attending Council/committee meeting if a local issue is to be discussed. Some concerns were raised about fitting this in around other commitments etc.
<b>Boards attending Council meetings in the District</b>	Some boards were keen to have Council meetings in the District – particularly if a local issue is to be discussed.
<b>Recording virtual meetings</b>	Boards were quite comfortable with meetings being live streamed and felt it increased transparency.
<b>Style of meeting minutes</b>	Two boards are already having the key discussion points of agenda items recorded in meeting minutes. A majority of the remaining boards supported having brief discussion points included.
<b>Excerpts of other feedback received</b>	The report template could relate to community board plans. It would be good to have more time to read agendas. There is a desire to have more meetings of board chairs. Opportunities for board members and councilors to catch up might be valuable. That the content of meeting agendas should be reviewed.

Staff are currently considering the feedback received and deciding what changes to make and when. A board chairs meeting is being planned for late June – staff will be providing details on this soon.

## Training opportunities

Council cannot promote or help the re-election prospects of a sitting member, whether directly or indirectly (particular care has to be taken in the three-month period before elections). On this basis, information on potential training opportunities for board members will be provided after the elections.

## Conflicts of interest register

Staff are going to review this register and will be contacting elected members for any updates.

## Community service awards

Staff are working with community boards to facilitate the community service awards.

## Strategy and policy

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### The Stewart Island/Rakiura Visitor Levy Bylaw and Policy

Hearings for the draft bylaw and policy were undertaken 27 April 2022, and Council deliberated on these at the Council meeting 11 May 2022. Council has endorsed raising the levy from \$5 to \$10 effective October 2023, and will raise the levy again in 2025 to \$15. Council will adopt the new policy and bylaw 22 June 2022.

### Alcohol Control Bylaw

Feedback has been sought from community boards and Council will seek wider community input on how Council should proceed. The bylaw is scheduled for review late 2022.

### Privacy Policy

A draft policy has been developed and staff are both assessing and looking to implement, any required changes to operational practice. The draft policy is scheduled to go to Council for adoption 22 June 2022.

### TAB and Gambling Venue Policies

These draft policies were presented to Council 11 May 2022 and were approved to go out for public consultation from 13 May to 13 June 2022. Following consultation, hearings are scheduled for Council's meeting 22 June 2022.

### Annual Plan

Work is progressing on the Annual Plan.-The draft Annual Plan is scheduled to be presented to the Finance and Assurance committee meeting on 15 June followed by the adoption of the Annual Plan by Council on 22 June.

## Communications and engagement

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As part of the community board health check, boards had identified that they needed assistance with getting information out to their communities about what they are doing. To help with this, communications staff will be in contact with the board chairs soon to set up a time that is suitable for the board to discuss what communications they want to do, how they want to do them and when they want to do it.

Staff will then create an implementation plan for each board and will assist where needed. This implementation plan will be reviewed on a regular basis and will also feed into an overarching communications and engagement strategy for all community boards.

## Stakeholder updates

### Waka Kotahi

Winter is now just around the corner. We have installed another weather camera in Siberia near Athol, meaning we now have four weather cameras across Southland which we use alongside professional weather modelling to guide decision making for preventative winter processes.

A regular email is sent to stakeholders with expected weather forecasts and in the case of a weather event, regular updates are sent to this list throughout the day to help road users make effective decisions about driving conditions. If anyone would like to be added to this list, please email [SNOAdmin@southroads.co.nz](mailto:SNOAdmin@southroads.co.nz) with 'winter email' in the subject line.

During winter, we also have regular updates via our Facebook page [www.facebook.com/HighwaysSouthNZ](https://www.facebook.com/HighwaysSouthNZ).

Now is a good time for our communities to get winter-ready for driving conditions. This includes ensuring wiper blades, lights and brakes are clean and working properly and tyres have sufficient tread. Road users should expect grit on highways over winter, especially in early mornings, and are reminded that weather conditions can change quickly. 0800 4 HIGHWAYS (0800 44 44 49) is a 24/7 number road users can report any concerns or issues on the road.

We are noticing a lot of road users driving with their lights off in early morning and early evening, and school children not wearing high visibility vests while walking or biking in the morning – both of which make them almost invisible in low light. We'd appreciate your support to get the message out regarding visibility and safety.

We are currently seeking resource consent to replace the culvert at Ram Creek at Josephville which is likely to be quite disruptive to road users. This will be after winter and we'll update you with more details in the next report.

We will be replacing a culvert in Woodlands before the end of June.

Mooooving Day (as we like to call it) is coming up on 1 June. Just a reminder to communities to please ensure road user safety during this time and to clean up any mess left behind so this doesn't become a hazard for other road users.

Wandering stock continues to be of high concern across Southland. We're working on a video with NZ Police, FENZ and Federated Farmers to draw attention to the issue, but encourage those with farms fronting state highways to please ensure fencing is secure and effective.

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## Operational Report for Fiordland Community Board

Record No: R/22/4/15042

Author: Brendan Gray, Project delivery manager

Approved by: Matt Russell, Group manager infrastructure and environmental services

Decision

Recommendation

Information

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### Purpose of report

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

### Recommendation

That the Fiordland Community Board:

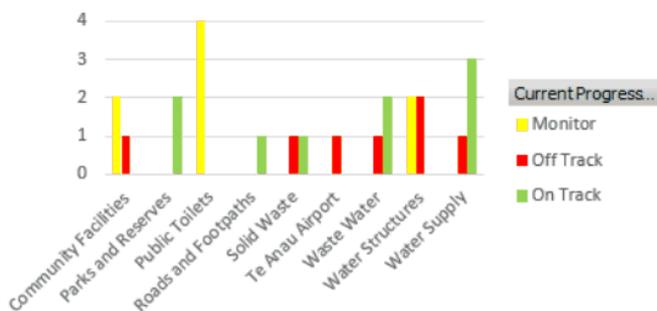
- a) **Receives the report titled “Operational Report for Fiordland Community Board”**  
dated 2 June 2022.

### Attachments

- A Report to Fiordland Community Board - operational report - 21 June 2022 [↓](#)



**1. Projects within current financial year as at 25 May 2022**



**2. Progress since last reporting period**

**CLARIFICATION OF FUNDING SOURCES**

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

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

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

ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	BUDGET
<b>COMMUNITY FACILITIES</b>	P-10783	Te Anau library - refurbishment	Delivery phase	Off track	\$534,278
This work was scheduled to start in February however, the contractors have indicated that they will now potentially be looking at early July due to Covid-19 related holdups. Looking to carry forward.					
<b>COMMUNITY FACILITIES</b>	P-11013	Luxmore subdivision	Delivery phase	Monitor	\$380,000
The contractor is delivering these works.					



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	BUDGET
<b>COMMUNITY FACILITIES</b>	P-11055	Te Anau office – internal refurbishment	Pre-delivery phase	Monitor	\$80,000
Budget set late January 2022 - Scope is new electric desks and wiring, new heat pump/air condition units and fresh air supply, lighting upgrade, new door locks and new carpet tiles. Draft construction time period is being worked through with the project works programme and a start date and duration are to be confirmed once the final desk layout plan is confirmed at the end of May 2022 including confirmed quotes and costings.					
<b>PARKS RESERVES</b>	P-10808	Te Anau boat harbour playground - equipment renewal	Pre-delivery Phase	On track	\$10,000
Re-install is complete. Post install inspection will be completed by Playsafe Consulting Ltd on their next site visit which is being planned, then to be approved based on incident management team protocols.					
<b>PARKS RESERVES</b>	P-10884	Manapouri - View Street car park development	Delivery phase	On track	\$200,000
Received final design, which has been reviewed. It will be tendered as part of the Pearl Harbour upgrade which should be ready to go to the market in the next couple of weeks.					
<b>PUBLIC TOILETS</b>	P-10628	Manapouri Frasers Beach north toilet - refurbishment	Delivery phase	Monitor	\$200,000
Due to unforeseen circumstances, this toilet is now scheduled to be installed in July.					
<b>PUBLIC TOILETS</b>	P-10629	Manapouri flying fox toilet renewal	Delivery phase	Monitor	\$400,000
Council to work with the community board on a suitable toilet location. The toilet has been made and is sitting in Gisborne ready to be delivered. This toilet will not be installed this financial year.					
<b>PUBLIC TOILETS</b>	P-10630	Manapouri Pearl Harbour toilet renewal	Delivery phase	Monitor	\$500,000
The trees were inspected by an arborist, some of these were limbed due to safety issues. The area is now ready for the toilet to be put in place when it arrives on site.					
<b>PUBLIC TOILETS</b>	P-10744	Te Anau boat harbour toilet - renewal	Delivery phase	Monitor	\$600,000
Toilet programmed to be installed early June.					
<b>ROADS FOOTPATHS</b>	P-10924	Te Anau Terrace carparks deepening	Delivery phase	On track	\$65,000
Sealing completed last week and sweeping and road marking are outstanding.					
<b>SOLID WASTE</b>	P-10425	Te Anau transfer station weighbridge installation	Delivery phase	On track	\$154,500
Design and pricing have been approved and the weighbridge purchased. Construction will start at the end of May with a likely hood of completion early July.					
<b>SOLID WASTE</b>	P-10426	Te Anau transfer station greenwaste improvements	Initiation phase	Off track	\$80,000
We are considering two site plans and prices which will need to be confirmed with the community board. We would like to start this project following on from P-10425 the weighbridge installation.					



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	BUDGET
<b>TE ANAU AIRPORT</b>	P-10663	Runway surface rehabilitation 2021/2022-2022/2023	Initiation phase	Off track	\$828,000
The physical pavement investigation and the installation of water level monitoring tubes have been completed. The water level monitoring is now being undertaken monthly or each time after a significant rainfall. The monitoring will continue over winter to ensure adequate data is collected to inform the final runway pavement upgrade required.					
<b>WASTEWATER</b>	P-10266	Renewing sewer consent at Manapouri	Delivery phase	On track	\$221,945
The consultation group meeting was held in March. The most likely option was accepted, and this will be presented to the Services and Assets Committee on 3 June.					
<b>WASTEWATER</b>	P-10478	Te Anau wastewater Caswell Road upgrade	Delivery phase	On track	\$971,049
Progressing well, works 85% complete with approximately six weeks of lateral work to complete. Should be completed by the end of June.					
<b>WASTEWATER</b>	P-10984	Te Anau wastewater remove sludge offsite	Pre-delivery phase	Off track	\$188,744
It is quite clear now that the work involved to remove the sludge is more than originally anticipated. The current level of water in the bags is higher than we would have thought given the time the bags have been in position. We are looking into options to help dewater the bags to reduce the weight that has to be removed in this project. Our current budget is not sufficient. This project once rescope, will roll into 2022/2023.					
<b>WATER STRUCTURES</b>	P-10669	Manapouri gabion basket - renewal	Delivery phase	Monitor	\$400,000
The designs are complete and resource consents are processing, the project should start progressing in a couple of weeks.					
<b>WATER STRUCTURES</b>	P-10878	Te Anau boat ramp - refurbishment Steamers Beach	Pre-delivery phase	Off track	\$160,000
Received sign off from Iwi on Friday 20 May, we should have consent approval this week and have a contract in place with Te Anau Earthworks.					
<b>WATER STRUCTURES</b>	P-10879	Te Anau boat ramp - refurbishment boat harbour	Pre-delivery phase	Off track	\$120,000
Have sign off from Iwi, should have the resource consent this week and have a contract in place with Te Anau Earthworks for an immediate start.					
<b>WATER STRUCTURES</b>	P-10882	Manapouri boat ramp - Pearl Harbour investigation	Pre-delivery phase	Monitor	\$50,000
Waiting on the contract documents to be completed, should be going to tender early June. Trimming of trees has been completed allowing installation of new toilet in Pearl Harbour when resources allow, contractor behind because of Covid-19.					
<b>WATER SUPPLY</b>	P-10263	Turbidity upgrade Water Treatment Plant- Manapouri	Delivery phase	On track	\$1,206,954
Final design work and Council review is advancing well and expected to be complete July. It is more likely the contract will go to tender late August/September 2022.					



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	BUDGET
<b>WATER SUPPLY</b>	P-10271	Install water tank and variable speed drive at Sandy Brown Road, Te Anau	Delivery phase	On track	\$211,716
The jockey pump was installed in February, with the main tank and variable speed drive installation having delays, but will be completed by the end of May.					
<b>WATER SUPPLY</b>	P-10422	Te Anau rural water, drinking water assessor improvements - multi-year project	Delivery phase	Off track	\$150,000
We are currently reviewing all options for projects P-10422, P-10423 and P-10428 related to rural water schemes. The actual decisions and any improvement works will now occur in the 2022/2023 year.					
<b>WATER SUPPLY</b>	P-10496	Te Anau water mains replacement ahead of time – multi-year project	Delivery phase	On track	\$534,133
Progressing well, works 85% complete with approximately six weeks of lateral work to complete. Should be completed by the end of June.					

### 3. Service contracts

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
<b>10/01 – Water and waste water services operation and maintenance</b>	<p>The 10/01 contract continued to operate well over the past reporting period. Some challenges around Covid-19 disrupting “normal” routine but was well dealt with amongst the Downer operators with no major concerns being raised.</p> <p>Recent rainfall has helped relieve some pressure on water supply with intakes replenishing after a long dry summer.</p> <p>Coming into winter it is expected that it will remain as status-quo with an increase in reactive storm water works across the district.</p> <p>The new Te Anau wastewater treatment plant and Kepler disposal block have overall been a success, with no significant issues found at either end.</p>
<b>17/ 03 – Waimea Alliance</b>	<p>Routine maintenance and cyclic works are ongoing.</p> <p>2022/2023 pre-reseal repair works are ongoing with all stabilising completed, along with a small amount of depressions and edge break. Maintenance metaling has been continuing.</p> <p>Crews have been able to get ahead with “all fault” marking and repairs, these are outside of the pre-reseal repairs.</p> <p>Sealed road spraying has been completed and unsealed has begun.</p> <p>The Waimea drainage crew have been working in the Tuatapere area, before heading into Ardlussa for some works, and the Northern area for some non-maintenance works at the Lumsden rail precinct and the around the mountains cycle trail.</p>
<b>20/01 – Fiordland township contract</b>	The maintenance contract is now heading into winter work.



**4. Request for service data – 10 March 2022 – 30 May 2022**



REQUEST TYPE	COUNT
Cemeteries/memorials - repairs and maintenance	3
Community facilities general	3
Parks and reserves - repairs and maintenance	5
Streetscape -vegetation	3
Toilets - cleaning, repairs and maintenance	6
Council property enquiry	2
Flooding roads	1
Footpaths	2
Hazards	1
Gravel road faults	1
Sealed road faults	1
Street lights out	1
Transport - road complaints (e-pathway only)	1
Transport general enquiries	5
Water and waste general	17
Transfer/recycling station matters	1
Wheelie bin – non-compliance	7
Wheelie bin cancel/damaged/stolen	4
Wheelie bin collection complaints	4
Wheelie bin general enquiry	2
Wheelie bin new/additional	11
Miscellaneous problem	2
Rural water - no water supply	22
Rural water asset leak	11
Water asset damaged (main, hydrant, valve or meter)	2
Water asset leak (main, hydrant, valve or meter)	15
Water main leak urgent burst	1
Water meter reading special	2
Water no supply	1
Water pressure low	1
Water toby damaged (not safety issue)	6

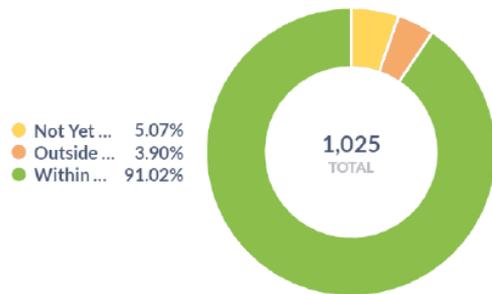


REQUEST TYPE	COUNT
Water toby leak	9
Water toby location	2
<b>TOTAL</b>	<b>155</b>

**RFS count by completion time status - district**

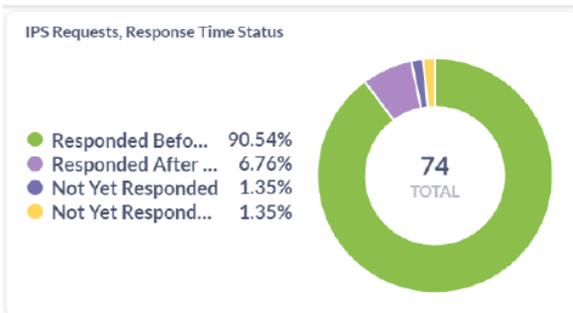
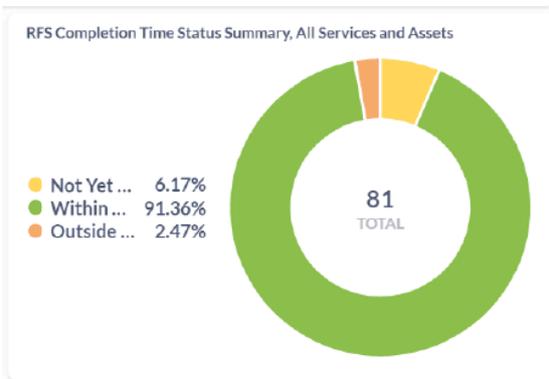


RFS Completion Time Status Summary, All Services and Assets





**RFS count by completion time status – local**



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



**5. Local finance reporting**

<b>Airports - Business Units as at 30 April 2022</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>	<b>Actual YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>	<b>Actual YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>
Manapouri Airport	\$198,392	\$202,803	\$245,497	\$268,333	\$266,850	\$325,241	\$21,638	\$37,000	\$89,500
<b>Total</b>	<b>\$198,392</b>	<b>\$202,803</b>	<b>\$245,497</b>	<b>\$268,333</b>	<b>\$266,850</b>	<b>\$325,241</b>	<b>\$21,638</b>	<b>\$37,000</b>	<b>\$89,500</b>

Airport income is \$198,392, which is \$4,411 under budget. This is primarily due to less hire (\$1,061) and ground handling income (\$9,167) impacted by Covid-19 restrictions. This is offset by additional landing fee income being received (\$5,462).

Expenditure is \$268,333, \$1,483 above budget. Consultant costs relating to the runway investigation contributed to the over spend (\$24,799), offset by lower than expected part 139 certification (\$8,248), Civil Aviation authority compliance (\$2,838), and maintenance costs (\$7,195) for the period to date.

Capital expenditure is \$21,638, \$15,362 less than budget due to the progress of the runway surface rehabilitation project (P-10663).

<b>Fiordland - Business Units as at 30 April 2022</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>	<b>Actual YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>	<b>Actual YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>
Governance Fiordland								\$0	
Community Leadership Fiordland	\$165,033	\$164,672	\$188,484	\$110,664	\$110,664	\$145,706		\$0	\$0
Rec Reserve - Fiordland			\$1,313					\$0	\$0
<b>Total</b>	<b>\$165,033</b>	<b>\$164,672</b>	<b>\$189,797</b>	<b>\$110,664</b>	<b>\$110,664</b>	<b>\$145,706</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Fiordland income is \$165,033, which is slightly over budget (\$361).

Expenditure is as budgeted.



<b>Manapouri - Business Units as at 30 April 2022</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>	<b>Actual YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>	<b>Actual YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>
Street Works - Manapouri	\$959	\$955	\$1,146	\$1,264	\$2,219	\$2,663			
Refuse Collection - Manapouri	\$12,554	\$12,534	\$15,041	\$13,200	\$12,534	\$15,041			
Boat Ramps - Manapouri			\$250,000	\$20,967	\$16,667	\$120,000	\$117,289	\$118,000	\$400,000
Beautification - Manapouri	\$19,266	\$100,740	\$131,846	\$14,889	\$18,710	\$32,446			\$200,000
Frasers Beach	\$29,547	\$29,408	\$136,159	\$20,789	\$30,438	\$36,503		\$100,000	\$200,000
Village Green	\$10,716	\$10,666	\$12,799	\$1,467	\$10,058	\$12,070	\$23,092	\$20,000	\$20,000
Swimming Pool Area - Manapou	\$2,441	\$2,429	\$2,970	\$1,561	\$2,864	\$3,170			
Cathedral Drive	\$4,822	\$4,799	\$5,759	\$100	\$2,428	\$2,914			
Parks & Reserves Manapouri				\$19,093	\$15,799	\$18,959			
Hall - Manapouri	\$11,882	\$12,238	\$15,094	\$9,470	\$13,406	\$15,103			
<b>Total</b>	<b>\$92,188</b>	<b>\$173,770</b>	<b>\$570,814</b>	<b>\$102,801</b>	<b>\$125,124</b>	<b>\$258,869</b>	<b>\$140,381</b>	<b>\$238,000</b>	<b>\$820,000</b>

Manapouri income is \$92,188, under budget by \$81,582. The beautification budget has been increased by \$100,000 for the year. This is to correct the funding streams of the individual projects that make up the programme of works approved for the TIF package. The combined programme of works budget isn't changing. The Manapouri View Street carpark project (P-10884) has not yet started and therefore no income has been received for this project.

Expenditure is \$102,801, \$22,323 less than budget. Beautification and Cathedral Drive business units are underspent (\$3,821 and \$2,328 respectively) due to less gardening and maintenance costs. Frasers beach costs are \$9,649 less than budget primarily due to minimal general maintenance costs as well as no track maintenance costs to date. The Village green is \$8,591 under budget due to less equipment and gardening costs. These are offset by parks and reserves over spend of \$3,294 due to additional maintenance being required at the playground.

Capital expenditure is \$140,381, which is \$97,619 below budget. The boat ramp gabion basket renewal project (P-10669) is on track with expenditure to date of \$117,289 (\$711 under budget). Village green capital expenditure relates to the installation of a flying saucer double swing at the playground. The budget for this project of \$20,000, was approved to be brought forward from the 2022/2023 year by the board at the 20 October 2021 meeting. This project is \$3,092 over budget, and will be funded from savings in operational costs, as these works have replaced the need for some maintenance. No costs have been incurred to date in relation to the Frasers beach toilet project, as due to unforeseen circumstances this toilet is now scheduled to be installed in July (\$100,000).



<b>Te Anau - Business Units as at 30 April 2022</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>	<b>Actual YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>	<b>Actual YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>
Street Works - Te Anau	\$20,953	\$20,854	\$25,025	\$18,022	\$34,991	\$41,989	\$587		\$218,800
Refuse Collection - Te Anau	\$51,000	\$50,918	\$61,102	\$52,170	\$50,918	\$61,102			
Cemetery - Te Anau	\$7,512	\$7,500	\$9,000	\$5,571	\$7,966	\$9,559		\$10,000	\$10,000
Beautification - Te Anau	\$116,782	\$134,143	\$171,542	\$72,668	\$139,050	\$161,687	\$24,122	\$26,922	\$26,922
Sportsground - Te Anau	\$20,099	\$20,481	\$24,579	\$6,230	\$6,268	\$6,906			
Lakefront	\$22,623	\$22,517	\$27,020	\$27,789	\$12,955	\$15,546			
Parks & Reserves Te Anau	\$138,969	\$138,293	\$176,397	\$196,986	\$187,888	\$375,465	\$13,801	\$10,000	\$10,001
Information Kiosk	\$419	\$417	\$500		\$1,143	\$1,372			
Luxmore Subdivision	\$42,524	\$4,350	\$27,321	\$5,400	\$4,783	\$385,003			
Boat Ramps - Te Anau			\$140,000	\$6,303	\$5,833	\$7,000			\$341,800
<b>Total</b>	<b>\$420,880</b>	<b>\$399,473</b>	<b>\$662,486</b>	<b>\$391,138</b>	<b>\$451,795</b>	<b>\$1,065,629</b>	<b>\$38,510</b>	<b>\$46,922</b>	<b>\$607,523</b>

Te Anau income is \$420,880, \$21,407 over budget. This is primarily as a result of the Fiordland retirement housing project grant (\$40,000) from the Luxmore subdivision business unit being repaid as the project is now complete. This is offset by beautification being \$17,361 under budget due to the remaining rental income expected to be invoiced in June.

Expenditure is \$391,138, \$60,657 less than budget. Street works is \$16,969 underspent due to less footpath maintenance costs. Cemetery expenditure is \$2,395 under budget due to less mowing and no tree and hedge maintenance costs to date. Beautification is \$66,382 underspent, primarily due to less maintenance being required to date (\$49,203), limited festival decoration costs (\$19,833). This is offset by parks and reserves being \$9,098 over budget due to additional mowing and maintenance being required. The lakefront business unit is also \$14,834 over budget due to additional maintenance being required. Some of the mowing contractors are invoicing a month in arrears. From May, these costs will be accrued which will remove a significant portion of the variance, and better reflect actual costs incurred.

Capital expenditure is \$38,510, \$8,412 under budget. Street works is \$587 over budget due to the progress of the Te Anau carpark project (P-10924). Parks and reserves are \$3,801 over budget due to progress of the Te Anau boat harbour playground equipment renewal (P-10808), the additional costs will be funded from savings in operational costs, as these works have replaced the need for some maintenance. The cemetery budget is for memorial walls. All of the concrete bases have been finished, the bricks have arrived and the memorial walls are on schedule to be completed by the end of June. No costs have yet been paid.



### Reserve balances

RESERVE	ACTUAL 30 JUNE 2021	BUDGET 30 JUNE 2022	FORECAST 30 JUNE 2022
Manapouri hall	\$21,422	\$21,830	\$21,830
Manapouri Fraser's beach	\$39,134	\$40,003	\$1,714
Manapouri general reserve	\$60,961	\$11,915	\$56,902
Manapouri swimming pool	\$2,439	\$2,494	\$2,494
<b>Total – Manapouri</b>	<b>\$123,956</b>	<b>\$76,242</b>	<b>\$82,940</b>
Te Anau car park reserve	\$25,949	\$26,472	\$26,472
Te Anau general	\$804,635	\$466,324	\$986,205
Te Anau Luxmore subdivision	\$1,091,584	\$885,902	\$733,902
Te Anau stormwater	\$556,190	\$566,917	\$-
<b>Total – Te Anau</b>	<b>\$2,478,358</b>	<b>\$1,945,615</b>	<b>\$1,746,579</b>
Te Anau Manapouri airport	\$254,050	\$66,332	\$177,513
<b>Total – Te Anau Manapouri airport</b>	<b>\$254,050</b>	<b>\$66,332</b>	<b>\$177,513</b>
<b>TOTAL RESERVES</b>	<b>\$2,856,364</b>	<b>\$2,088,189</b>	<b>\$2,007,032</b>

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## Chairperson's report

Record no: R/22/5/20698

Author: Alyson Hamilton, Committee advisor

Approved by: Fran Mikulicic, Group manager democracy and community

Decision

Recommendation

Information

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### Purpose

- 1 The purpose of the report is to provide an update to the Fiordland Community Board regarding the activities of the chairperson from 3 April 2022 through to 10 June 2022.
- 2 Items of interest were as follows:

#### Meetings & Events:

- Anzac Day Commemoration – Wreath Laying
- Sale of Luxmore subdivision and industrial land
- Strong Communities Murihiku – community workshop
- Strong Communities Murihiku – 2.5 day conference
  - Setting foundations to produce a collective identify that we can all be proud of in Southland.
  - Strengthening community led leadership and breaking down barriers to engaging community knowledge
  - Global and local citizenship
  - Assessment and evaluation framework
- Vote Murihiku 2022
- Manapouri Toilets – location

#### Matters Arising:

- Te Hau Toka Southern Wellbeing Group – secured funding for Fiordland
- Next round of Connecting Community funding will be opens on 4<sup>th</sup> July - <https://www.southernhealth.nz/living-well/tehautoka/connecting-communities-fund>

#### Updates:

- Manapouri
- Rural
- Tourism
- Events Centre

- Fiordland Museum Trust
- Fiordland Retirement Housing Trust
- Milford Sound Trust

**Community Futures Plan:**

- Focuses for Community Led Development
- Active Transport & Cycling connectivity

### Recommendation

That the Fiordland Community Board:

- a) **receives the report titled “Chairperson's report” dated** 13 June 2022.

### Attachments

There are no attachments for this report.