



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

Date: Tuesday, 27 August 2024
Time: 7pm
Meeting room: Memorial Hall Wyndham
Venue: 44 Balaclava Street
Wyndham

Waihopai Toetoe Community Board Agenda OPEN

MEMBERSHIP

Chairperson	Pam Yorke
Deputy chairperson	Denise Fodie
Members	Emily Butters
	Fiona McCabe
	John McIntyre
	George Stevenson
	Andrea Straith
	Councillor Julie Keast

IN ATTENDANCE

Committee advisor	Fiona Dunlop
Community partnership leader	Karen Purdue

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

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

Health and safety

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.

Community board terms of reference

TYPE OF COMMITTEE	Community board (board)
RESPONSIBLE TO	Boards are responsible to Council Each board will also have relationships with Council committees (these committees are outlined in the delegations manual).
SUBCOMMITTEES	Some subcommittees will report to community boards – these are outlined in section 8.5 of the delegations manual.
MEMBERSHIP	Oreti and Waihopai Toetoe boards have seven members elected by the local authority triennial elections plus a member appointed by Council. All other boards have six members plus a member appointed by Council. The chairperson is elected by the board. Councillors who are not appointed to boards can only remain for the public section of the board meeting. They cannot stay for the public excluded section unless the board agrees.
FREQUENCY OF MEETINGS	Every second month, but up to 12 ordinary meetings a year with the approval of the chief executive.
QUORUM	Not less than four members
THE ROLE OF COMMUNITY BOARDS	<p>Governance</p> <p>Elected members are responsible for providing leadership, setting direction and for overseeing performance (at a high level).</p> <p>The chief executive and staff are responsible for management activities including the allocation of resources, overseeing the day to day operations of the community board, providing policy advice and implementing governance decisions.</p> <p>Roles outlined in the Local Government Act 2002</p> <ul style="list-style-type: none"> • appoint a chairperson and deputy chairperson • represent, and act as an advocate for, the interests of its community • consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the board • maintain an overview of services provided by the territorial authority within the community • prepare an annual submission to the territorial authority for expenditure within the community • communicate with community organisations and special interest groups within the community • undertake any other responsibilities that are delegated to it by the territorial authority.

Additional roles of boards

Community wellbeing

- a) promote the social, economic, environmental and cultural well-being of local communities
- b) monitor the overall well-being of local communities.

Community leadership

- a) to provide leadership to local communities on the strategic issues and opportunities that they face
- b) identify key issues and opportunities that will affect the future of the board's community and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities
- c) promote a shared vision for the board's community and develop and promote ways to work with others to achieve positive outcomes
- d) 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
- e) develop and manage community board plans including keeping these up to date and relevant to community needs and aspirations.

Engagement and relationships

- a) to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community.

Advocacy

- a) as part of the long term plan or annual plan process, prepare a submission to Council on the proposed levels of service, income and expenditure within the community of interest
- b) as part of the long term plan or annual plan process, outline the relative priorities for the delivery of District services and levels of service within the board area (Council sets the levels of service for **District Activities**⁽ⁱ⁾ if a board seeks a higher level of service, they need to recommend that to Council, and the higher level of service will need to be funded in an appropriate way (locally).

Local activities

For local activities⁽ⁱⁱ⁾

- a) recommend to Council levels of service⁽ⁱⁱⁱ⁾ and budgets for local activities, having regard to Council budgets in the long term plan or annual plan process
- b) recommend to Council rates, user charges and fees to fund local activities

	<ul style="list-style-type: none"> c) recommend to Council or a relevant committee the approval of project definitions or business cases and procurement plans for capital expenditure over \$300,000 d) recommend to Council or a relevant committee unbudgeted capital expenditure e) monitor the services Council delivers its communities and assess the extent these services meet community needs or the expected level of service f) support the development of local management plans where required by statute or in support of the district plan, or other plans (reserves, harbours, or other community facilities). <p>These plans should then be recommended to Council. There are times when local management plans^(iv) should not be developed:</p> <p>Environmental management and spatial planning</p> <ul style="list-style-type: none"> a) provide comment on resource consent applications referred to the community board for comment b) to make recommendations to Council about bylaws and about enforcing bylaws within the community, having regard to the need to maintain consistency across the District c) 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 d) provide input into regulatory activities not otherwise specified above, where process allows e) recommend to Council initiating an appeal to the environment court on decisions relating to resource consent applications that the board has made submissions on f) provide support to the development of community plans for a civil defence emergency and the recovery afterwards.
<p>DELEGATIONS</p>	<p>In exercising the delegated powers, boards will operate within:</p> <ul style="list-style-type: none"> a) policies, plans, standards or guidelines that have been established and approved by Council b) the needs of the local communities c) the approved budgets for the activity. <p>Boards shall have the following delegated powers and be accountable to Council for the exercising of these powers^(v).</p> <p>Community wellbeing</p> <ul style="list-style-type: none"> a) develop local strategies to improve areas of wellbeing (where a need has been identified) b) to develop local community outcomes that reflect the desired goals for their community or place.

	<p>Community board plans</p> <p>a) Regularly review and update the community board plan to keep the plan relevant.</p> <p>Decisions on locally funded assets and services</p> <p>a) accept donations of a local asset (e.g. a gas barbeque, park bench, etc) with a value of less than \$30,000</p> <p>b) approve project definitions or business cases for approved budgeted capital expenditure up to \$300,000.</p> <p>Unbudgeted expenditure</p> <p>a) approve unbudgeted operating expenditure for local activities of up to \$20,000</p> <p>b) 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 or long term plan</p> <p>c) authority to delegate to the chief executive, when approving a project definition or business case, over-expenditure of up to \$10,000 for capital expenditure against the budget detailed in the annual plan or long term plan.</p> <p>Leases and licenses</p> <p>In relation to all leases and licences of land and buildings for local activities within their own area, and subject to any relevant legislation and/or policy requirement, on behalf of Council;</p> <p>a) accept the highest tenders for rentals more than \$10,000</p> <p>b) approve the preferential allocation^(vi) of leases and licenses where the rental is \$10,000 or more per annum.</p> <p>Community assistance</p> <p>a) establish a system for prioritising allocations, based on criteria provided by Council</p> <p>b) grant funds from the Community Partnership Fund</p> <p>c) allocate bequests or grants generated locally, consistent with the terms of the bequest or grant fund.</p> <p>Northern Southland development fund</p> <p>a) the Northern board can make decisions regarding funding applications to the Northern Southland development fund.</p>
<p>LIMITS TO DELEGATIONS</p>	<p>Boards have no financial or decision-making delegations other than those specifically delegated by Council.</p> <p>Boards 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 or annual plan.</p>

	<p>In accordance with the provisions of section 39(2) of Schedule 7 of the Local Government Act 2022 the board may not incur expenditure in excess of the approved budget.</p> <p>Matters that are not delegated</p> <p>Council has not delegated to boards the power to:</p> <ul style="list-style-type: none"> a) make a rate or bylaw b) acquire, hold or dispose of property c) direct, appoint, suspend or remove staff d) engage or enter into contracts and agreements and financial commitments e) institute an action for recovery of any amount f) issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like; g) institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal to the environment court on decisions in respect to resource consent applications on which the board has made submissions.
CONTACT WITH MEDIA	<p>The 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 or outside agencies on behalf of Council on matters outside of the board's delegations.</p> <p>The 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 Council.</p>
REPORTING	<p>Boards are unincorporated statutory bodies which are elected to represent the communities they serve.</p> <p>Copies of board meeting minutes are retained by Council.</p>

- (i) **District activities include:**
- a) community leadership at a district level (including district community grants)
 - b) wastewater
 - c) waste services
 - d) water supply
 - e) district open spaces (parks and reserves)
 - f) roading
 - g) district community services (library services, cemeteries, community housing and heritage/culture)
 - h) district community facilities (public toilets, library buildings, offices and amenity buildings)

- i) environmental services (building services, resource management, environmental health, animal services, emergency management)
 - j) stormwater
 - k) corporate support services
- (ii) **Local activities include:**
- a) community leadership at a local board level (including local community grants)
 - b) local community facilities (halls and other amenity buildings within Council's overarching policy for community facilities)
 - c) water facilities (boat ramps, wharves, jetties and harbour facilities)
 - d) local open spaces (parks and reserves, playgrounds and streetscapes)
 - e) parking limits, footpaths and streetlights
 - f) Te Anau/Manapouri Airport (Fiordland board)
 - g) Stewart Island Electricity Supply Authority (SIESA) (Stewart Island/Rakiura board)
 - h) for the above two local activities only
 - i) recommend levels of service and annual budget to Council or a relevant committee
 - j) monitor the performance and delivery of the service
 - k) naming reserves, structures and commemorative places
 - l) authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places.
 - m) naming roads
 - n) authority to decide on the naming for public roads, private roads and rights of way
 - o) assisting 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.
- (iii) Levels of service is a term in asset management referring to the quality of a given service. Defining and measuring levels of service is a key activity in developing infrastructure asset management plans. Levels of service may be tied to physical performance of assets or be defined by customer expectation and satisfaction.
- (iv) Local management plans should not be developed where powers:
- a) have been delegated to Council staff
 - b) would have significance beyond the board's area or otherwise involves a matter of national importance (Section 6 Resource Management Act 1991)
 - c) involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise.
- (v) Local Government Act 2002, s.53
- (vi) A preferential allocation is when there is a preference that a lease or license is given to a particular person or group, rather than having an open process. For example, a neighbouring land owner or a community group that use a building may be asked if they want to lease the land/building, rather than giving the wider public the opportunity to tender or apply.
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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 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.”

5 Confirmation of minutes

5.1 Meeting minutes of Waihopai Toetoe Community Board, 25 June 2024

6 Public participation

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.



Waihopai Toetoe Community Board

OPEN MINUTES

Minutes of a meeting of Waihopai Toetoe Community Board held in the Memorial Hall Wyndham, 44 Balaclava Street, Wyndham on Tuesday, 25 June 2024 at 7.03pm. (7.03pm – 9.53pm)

PRESENT

Chairperson	Pam Yorke
Deputy chairperson	Denise Fodie
Members	Emily Butters
	Fiona McCabe
	John McIntyre
	George Stevenson
	Councillor Julie Keast

APOLOGIES

Andrea Straith

IN ATTENDANCE

Councillor Paul Duffy	
Committee advisor	Fiona Dunlop
Community partnership leader	Karen Purdue

1 Apologies

There were apologies for absence from Andrea Straith.

Moved Cr Keast, seconded Emily Butters **and resolved:**

That the Waihopai Toetoe Community Board accept the apology.

2 Leave of absence

Emily Butters requested a leave of absence for the meeting scheduled for Tuesday 27 August 2024.

Moved Chairperson Yorke, seconded Deputy Chairperson Fodie and **resolved:**

That Waihopai Toetoe Community Board agrees the leave of absence request.

3 Conflict of interest

Denise Fodie declared a conflict of interest in relation to item 7.2 - Community partnership funding applications - March 2024 funding round application 4 – Edendale Rugby Club. She advised that she would not take part on discussion or vote on the application.

Councillor Duffy while not a member of the Board declared a conflict of interest in relation to item 7.2 - Community partnership funding applications - March 2024 funding round application 2 – Wyndham and Districts Historical Society and application 5 – Seaward Downs Community Centre Inc.

4 Extraordinary/urgent items

There were no extraordinary/urgent items.

5 Confirmation of minutes

Resolution

Moved Chairperson Yorke, seconded Emily Butters **and resolved:**

That the Waihopai Toetoe Community Board confirms the minutes of the meeting held on 23 April 2024 as a true and correct record of that meeting.

6 Public participation

Fiordland Community Board chair – Dianne Holmes spoke to the Board regarding the Te Anau Airport Manapouri funding question that was included in the draft 2024-2034 Long Term Plan as part of the consultation process

Reports

7.1 Community pools - request for allocation of grant

Record No: R/24/6/37680

Community partnership leader – Karen Purdue was in attendance for this item.

The purpose of the report was for the Board to consider and make a decision on requests from the five community pools in their area for grants from the Waihopai Toetoe community pool reserve.

The Board noted that as part of the local rate \$27,743 (excluding GST) has been set aside for grants to community swimming pools in the Waihopai Toetoe Community Board area in the 2023/24 financial year.

Moved George Stevenson, seconded John McIntyre the motion:

That the Waihopai Toetoe Community Board:

- a) Receives the report titled "Community pools - request for allocation of grant".
- 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 requests from the following:
 1. Wyndham District Community Pool
 2. Edendale Community Pool Society.
 3. Gorge Road & Districts Swimming Pool
 4. Woodlands Swimming Pool
 5. Toe Toes Community Pool ~~Tokanui Pool.~~
- e) Approves/~~declines~~ a grant of ~~\$5,000~~ ~~\$6,239~~ to the Wyndham & District Community Pool to assist with the costs of a submersible pump, plumbing upgrades, matting, and filter maintenance.
- f) Approves/~~declines~~ a grant of ~~\$5,000~~ ~~\$11,421~~ to the Edendale Community Pool Society to assist with the costs of a full repaint of the main pool.

- g) Approves/~~declines~~ a grant of ~~\$5,995~~ \$5,000 to the Gorge Road & Districts Swimming Pool to assist with the costs of upgrading the winding system and pool cover.
- h) Approves/~~declines~~ a grant of ~~\$10,000~~ \$5,000 to the Woodlands Swimming Pool to assist with the costs to reseal and repaint the pool.
- i) Approves/~~declines~~ a grant of ~~\$12,641.93~~ \$5,000 to Toe Toes Community Pool Tokanui ~~Pool~~ to assist with the costs of replacing purlins and a pump.

New j Agree that the letters to each of the pool committees include:

- i) A request for each pool to update their maintenance plans
- ii) Engage with the Southland Pool Collective through Active Southland
- iii) An expectation that this and previous grants are spent before applying to the next financial years allocation.

The motion was put and declared CARRIED.

Final resolution:

That the Waihopai Toetoe Community Board:

- a) Receives the report titled "Community pools - request for allocation of grant".
- 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 requests from the following:
 - 1. Wyndham District Community Pool
 - 2. Edendale Community Pool Society.
 - 3. Gorge Road & Districts Swimming Pool
 - 4. Woodlands Swimming Pool
 - 5. Toe Toes Community Pool.
- e) Approves a grant of \$5,000 to the Wyndham & District Community Pool to assist with the costs of a submersible pump, plumbing upgrades, matting, and filter maintenance.
- f) Approves a grant of \$5,000 to the Edendale Community Pool Society to assist with the costs of a full repaint of the main pool.
- g) Approves a grant of \$5,000 to the Gorge Road & Districts Swimming Pool to assist with the costs of upgrading the winding system and pool cover.
- h) Approves a grant of \$5,000 to the Woodlands Swimming Pool to assist with the costs to reseal and repaint the pool.

- i) Approves a grant of \$5,000 to Toe Toes Community Pool to assist with the costs of replacing purlins and a pump.
- j) Agree that the letters to each of the pool committees include:
 - i) A request for each pool to update their maintenance plans
 - ii) Engage with the Southland Pool Collective through Active Southland
 - iii) An expectation that this and previous grants are spent before applying to the next financial years allocation.

7.2 Community partnership funding applications - March 2024 funding round

Record No: R/24/6/37384

Community partnership leader – Karen Purdue was in attendance for this item.

The purpose of the report was for the Board to allocate funding for the March 2024 round of the Waihopai Toetoe Community Partnership Fund.

The Board noted that six applications had been received for the March 2024 funding round of the Waihopai Toetoe Community Partnership Fund totalling \$78,900 and that there was \$11,127 available to allocate.

The Board requested that the funding letters to the applicants contain a note that the Board would appreciate a report back on the project/activity that funding was received for and the would also welcome a presentation at a board meeting.

(Due to a conflict of interest on application 4 – Edendale Rugby Club, Denise Fodie withdrew from the table and left the room when the application was discussed).

Moved Councillor Keast, seconded John McIntyre the motion:

That the Waihopai Toetoe Community Board:

- a) Receives the report titled “Community partnership funding applications - March 2024 funding round”.
- 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. Woodlands Rugby Football Club Inc
 - 2. Wyndham & Districts Historical Society Inc
 - 3. Roslyn Bush Playcentre
 - 4. Edendale Rugby Club

5. Seaward Downs Community Centre Society Inc
 6. Mokoreta Redan Centennial Hall Society
- e) Approves/~~declines~~ a grant of \$6,327 ~~\$52,000~~ to Woodlands Rugby Club for assistance towards the cost of reroofing the clubrooms payable when other funding is secured.
- f) Approves/~~declines~~ a grant of \$2,000 to Wyndham & Districts Historical Society for assistance towards the cost of a shipping container which will be payable on invoice.
- ~~g) Approves/declines a grant of \$3,500 to Roslyn Bush Playcentre for assistance towards the cost of first aid training courses.~~
- g) Approves a grant capped at \$1,400 to the Roslyn Bush Playcentre for assistance to allow for \$50 per person for 4 renewals of first aid certificates and \$80 per person for 15 new first aid certificates, which will be payable upon receipt from the Playcentre.
- h) Approves/~~declines~~ a grant of \$1,400 to Edendale Rugby Club for assistance towards the cost of a switchboard upgrade which will be payable on invoice.
- ~~i) Approves/declines a grant of \$15,000 to Seaward Downs Community Centre Society for assistance towards the cost of a hall upgrade.~~
- i) Declines a grant to the Seaward Downs Community Centre Society and request that a maintenance plan be presented to the Board, provide accountability for previous grants and advise that it is suggested that they apply to Council to increase the hall rate.
- ~~j) Approves/declines a grant of \$5,000 to Mokoreta Redan Centennial Hall Society for assistance towards the cost of installing an access ramp.~~
- j) Declines a grant to the Mokoreta Redan Centennial Hall Society.

New k Include in the letters to all applicants advising that there was \$11,127 available in the March 2024 funding round.

Recommendations a to g were put and declared CARRIED.

(Due to a conflict of interest Denise Fodie left the table)

Recommendation h was put and declared CARRIED.

(Denise Fodie returned to the table.)

Recommendations i, j and new k were put and declared CARRIED.

Final resolution:

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled "Community partnership funding applications - March 2024 funding round".**

- 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. Woodlands Rugby Football Club Inc**
 - 2. Wyndham & Districts Historical Society Inc**
 - 3. Roslyn Bush Playcentre**
 - 4. Edendale Rugby Club**
 - 5. Seaward Downs Community Centre Society Inc**
 - 6. Mokoreta Redan Centennial Hall Society**
- e) Approves a grant of \$6,327 to Woodlands Rugby Club for assistance towards the cost of reroofing the clubrooms payable when other funding is secured.**
- f) Approves a grant of \$2,000 to Wyndham & Districts Historical Society for assistance towards the cost of a shipping container which will be payable on invoice.**
- g) Approves a grant capped at \$1,400 to the Roslyn Bush Playcentre for assistance to allow for \$50 per person for 4 renewals of first aid certificates and \$80 per person for 15 new first aid certificates, which will be payable upon receipt from the Playcentre.**
- h) Approves a grant of \$1,400 to Edendale Rugby Club for assistance towards the cost of a switchboard upgrade which will be payable on invoice.**
- i) Declines a grant to the Seaward Downs Community Centre Society and request that a maintenance plan be presented to the Board, provide accountability for previous grants and advise that it is suggested that they apply to Council to increase the hall rate.**
- j) Declines a grant to the Mokoreta Redan Centennial Hall Society.**
- k) Include in the letters to all applicants advising that there was \$11,127 available in the March 2024 funding round.**

7.3 Project scope confirmation - 2024/2027 locally funded projects

Record No: R/24/4/26734

Contracts and programme lead – Lance Spencer was in attendance for this item.

The purpose of the report was to seek approval from the Waihopai Toetoe Community Board for the scope of the locally funded projects within their board area that will be delivered in the first three years of the 2024/2034 Long Term Plan.

During discussion on the scoping reports there was a request that staff ensure that any masterplan/concept plans are taken into consideration and referenced in the project scopes.

Resolution

Moved Chairperson Yorke, seconded Emily Butters **recommendations a to d with a new e (as indicated) and resolved:**

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled “Project scope confirmation - 2024/2027 locally funded projects”.**
- 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:**
 - **Edendale - Proposed Dog Park Investigation P-11098 2025-2026 (attachment A of the officer’s report)**
 - **Edendale and Wyndham - Creation of Multi-Use Track P-10864 2024-2025 (Year 1) (attachment B of the officer’s report)**
 - **Edendale and Wyndham - Creation of Multi-Use Track P-10864 2025-2026 (Year 2) (attachment C of the officer’s report)**
 - **Edendale and Wyndham - Creation of Multi-Use Track P-10864 2026-2027 (Year 3) (attachment D of the officer’s report)**
 - **Edendale Recreation Reserve Playground - Equipment Renewal P-10761 2024-2025 (attachment E of the officer’s report)**
 - **Edendale Wyndham Hall - Install LED lighting P-10591 2025-2026 (attachment F of the officer’s report)**
 - **Edendale Wyndham Hall - Interior painting FHALL037 2025-2026 (attachment G of the officer’s report)**
 - **Edendale Wyndham Hall - Upgrade Carparking FHALL036 2025-2026 (attachment H of the officer’s report)**

- Tokanui Hall - Window replacement FHALL073 2025-2026 (attachment I)
- Tokanui Hall - Window replacement FHALL073 2026-2027 (attachment J)
- Tokanui Rata Park Playground - Equipment Renewal P-10820 2025-2026 (attachment K of the officer's report)
- Woodlands - Interpretation Panels P-11117 2024-2025 (year 1) (attachment L of the officer's report)
- Woodlands - Interpretation Panels P-11117 2025-2026 (year 2) (attachment M of the officer's report)
- Woodlands - Reconstruction of the track to Kingswood Bush FPARK010 2025-2026 (Stage 1) (attachment N of the officer's report)
- Woodlands - Reconstruction of the track to Kingswood Bush FPARK010 2026-2027 (Stage 2) (attachment O of the officer's report)
- Wyndham and Tokanui Playground - Redevelopment Concept Design P-11206 2024-2025 (attachment P of the officer's report)
- Wyndham Camping Ground - Upgrade construction P-11222 2024-2025 (Stage 1) (attachment Q of the officer's report)
- Wyndham Camping Ground - Upgrade construction P-11222 2025-2026 (Stage 2) (attachment R of the officer's report)
- Wyndham Playground Redevelopment P-11206 2025-2026 (attachment S of the officer's report)
- Wyndham Recreation Reserve and Wildlife Refuge - Development of the master plan FPARK008 2025-2026 (attachment T of the officer's report)
- Wyndham Recreation Reserve and Wildlife Refuge - Renewal of the reserve management plan FPARK009 2026-2027. (attachment U of the officer's report).

New e) request that staff ensure that any masterplan/concept plans are taken into consideration and referenced in the project scopes.

Fiona McCabe and John McIntyre requested that their dissenting votes be recorded.

7.4 2024-2034 Long Term Plan Consultation

Record No: R/24/6/37754

Community partnership leader – Karen Purdue was in attendance for this item.

The Board were advised that the period for consultation was from 5 June 2024 to 5 July 2024. The four key issues that Council were consulting on were; water services management, levels of service for roading, glass recycling and district funding of the Te Anau Airport Manapouri.

The Board were encouraged to make a submission on the 2024-2034 Long Term Plan.

Following discussion, the addition of a freedom camping ambassador, dog control (Curio Bay), recycling and roading and bridges were topic that the Board would submit on.

Note – The board revisited the their resolution. See further down the minutes for the additions to the resolution.

Resolution

Moved Chairperson Yorke, seconded Emily Butters **recommendation a and b with additions and resolved:**

That the Waihopai Toetoe Community Board:

- a) **receives the report titled "2024-2034 Long Term Plan Consultation".**
- b) **agrees to enter a submission to the 2024 long term plan which includes the addition of a freedom camping ambassador, dog control (Curio Bay), recycling and roading and bridges, Wyndham museum, levels of service and frustration at the awkward process to get approvals for capital v repairs and maintenance expenditure.**

See further down the minutes for the resolution to add Wyndham museum, levels of service and frustration at the awkward process to get approvals for capital v repairs and maintenance expenditure.

7.5 Community board reporting

Record No: R/24/6/37720

Community partnership leader – Karen Purdue was in attendance for this item.

Mrs Purdue took the board through the community leadership, operational and updates in the Board's area and across the district.

Resolution

Moved Emily Butters, seconded John McIntyre **and resolved:**

That the Waihopai Toetoe Community Board:

- a) **receives the report titled "Community board reporting" dated 19 June 2024.**

7.6 Representation Review update

Record No: R/24/5/35354

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

The purpose of the report was to update the Board on the revised timeline for the representation review.

The Board noted that there will be communication from staff to enable the Board to do a submission on the representation proposal.

Resolution

Moved Deputy Chairperson Fodie, seconded George Stevenson **and resolved:**

That the Waihopai Toetoe Community Board:

- a) **receives the report titled “Representation Review update”.**

7.7 Councillor update

Record No: R/24/6/37973

Councillor Keast took the Board through the report which highlighted items that the Finance and Assurance Committee and Council had considered at their meetings in March, April and early May 2024.

Resolution

Moved Cr Keast, seconded Fiona McCabe **and resolved:**

That the Waihopai Toetoe Community Board:

- a) **receives the report titled “Councillor update”.**

7.8 Chairperson's report

Record No: R/24/6/39652

Chair Yorke took the Board through her report and highlighted:

- There had been good interaction with the applicants for the swimming pool allocation grants and the community partnership fund
- That there was plenty of comment about the Long Term Plan particularly around roading, bridges and footpaths plus the frustration she is experiencing to get moss and algae sorted
- The consultation phase of the multifunction track between Edendale and Wyndham
- The Curio Bay masterplan being well underway
- The installation of the Pous at Slope Point and Curio Bay
- The Long Term Plan is open for consultation
- An email to Councillor Duffy from a local resident who was appreciative of the new footpath on Melvin Street between Turner and Brydone Streets.

Resolution

Moved Chairperson Yorke, seconded Fiona McCabe **and resolved:**

That the Waihopai Toetoe Community Board:

- a) **receives the report titled “Chairperson's report”.**

Revisit of item 7.4 - 2024-2034 Long Term Plan Consultation

Chair Yorke advised the meeting that she would like to revisit item 7.4 - 2024-2034 Long Term Plan Consultation as this would enable the Board to add further items to be included in the submission to the 2024-2034 Long Term Plan. To revisit the item a 75% approval from Board members present and voting would be required.

Moved Chairperson Yorke, seconded Deputy Chairperson Denise Fodie, the motion:

That the Waihopai Toetoe Community Board pursuant to standing order 24.5 (revocation or alteration of resolution at same meeting) return to item 7.4 - 2024-2034 Long Term Plan Consultation to enable further topics to be added to the list for inclusion in the submission to the 2024-2034 Long Term Plan.

The motion was put and declared CARRIED.

Moved Chairperson Yorke, seconded Deputy Chairperson Denise Fodie, the motion:

THAT the Waihopai Toetoe Community Board adds the following as topics to their submission to the 2024-2034 Long Term Plan:

- Wyndham museum
- Levels of service
- Frustration at the awkward process to get approvals for capital v repairs and maintenance expenditure.

The motion was put and declared CARRIED.

See further up the minutes for the full resolutions.

7.9 Next meeting

Record No: R/24/6/39639

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

The Board noted that their next meeting was scheduled for 7pm on Tuesday 27 August 2024.

Resolution

Moved Chairperson Yorke, seconded Deputy Chairperson Fodie **and resolved:**

That the Waihopai Toetoe Community Board:

- a) receives the report titled "Next meeting".**
- b) confirms that the next meeting of the Board is at 7pm on Tuesday 27 August 2024 to be held in the Memorial Hall Wyndham, 44 Balaclava Street, Wyndham.**

The meeting concluded at 9.53pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE WAIHOPAI TOETOE COMMUNITY BOARD HELD ON TUESDAY 25 JUNE 2024.

DATE:.....

CHAIRPERSON:.....

Enforcement Policy

Record no: R/24/7/46861
Author: Carolyn Davies, Executive assistant
Approved by: Adrian Humphries, Group manager regulatory services

Decision Recommendation Information

Purpose

The purpose of this report is to provide for your information an update on the Enforcement Policy (attached) that was adopted by Council on 19 June 2024. Adrian Humphries, Group manager regulatory services will attend the meeting.

Recommendation

That the Waihopai Toetoe Community Board:

- a) **receives the report titled “Enforcement Policy”.**

Attachments

A Enforcement Policy



Enforcement Policy

Group responsible Regulatory Services

Date adopted 19 June 2024

File no R/24/06/42147

1. Introduction

Local government in New Zealand is responsible for ensuring compliance with a variety of laws and regulations that are aimed at achieving positive community, public health and safety, and environmental outcomes.

Southland District Council (Council) has a key role in promoting the social, economic, environmental and cultural well-being of Southland's communities, whilst ensuring the legislative obligations set out in various acts, regulations and bylaws are met. These legislative instruments set in place standards, rules, systems and processes that must be complied with in the interests of protecting public health, safety, and the environment.

Complying with these regulations and requirements is everyone's responsibility.

Council's approach to compliance is to work with individuals, industry, and the community to achieve voluntary compliance wherever possible and to take enforcement action when voluntary compliance is not achieved.

2. Purpose

The primary purpose of this policy document is to:

- outline the approach to investigation and enforcement in the Southland district
- inform the general community as to the approach Council takes to resolve non-compliance
- provide guidelines to Council staff when delivering enforcement functions
- ensure a consistent and integrated approach to enforcement in the Southland region.
- provide public understanding on how enforcement gives effect to the purpose and principles of the relevant legislation, bylaws and the objectives of the Southland District Plan.

3. Conflict of interest

Council staff will carry out all enforcement functions in accordance with Council's Conflict of Interest Policy, which provides guidance for staff as to where a conflict of interest may arise and a mechanism for ensuring that any actual or potential conflict of interest is disclosed and managed appropriately.



4. Principles of Compliance

Council will undertake its enforcement responsibilities in a manner that is consistent with the following principles:

Transparent

We will provide clear information and explanation to the community about the standards and requirements for compliance. We will ensure that the community has access to information about our performance as well as actions taken by us to address issues and non-compliance.

Evidence based information

We will use an evidence-based approach to our decision-making. Our decisions will be informed by a range of sources, including sound science, information received from other regulators, members of the community, industry and interest groups.

Fair, reasonable and proportional approach

We will apply regulatory interventions and actions appropriate for the situation. This could range from educating users, promoting, and encouraging compliance, using enforcement tools to obtain necessary action, or providing deterrence through appropriate penalties. We will use our discretion justifiably and ensure our decisions are appropriate to the circumstances and that our interventions and actions will be proportionate to the risks posed to people and the environment, and the seriousness of the non-compliance.

Lawful, ethical and accountable

We will conduct ourselves lawfully and impartially and in accordance with these principles and relevant policies and guidance. We will document and take responsibility for our regulatory decisions and actions. We will measure and report on our regulatory performance.

Consistency of process

Our actions will be consistent with the legislation and within our powers. Compliance and enforcement outcomes will be consistent and predictable for similar circumstances. We will ensure that our staff have the necessary skills and are appropriately trained; and that there are effective systems and policies in place to support them.

Risk based and prioritised

We will focus on the most important issues and problems to achieve the best outcomes. We will target our regulatory intervention at poor performers and illegal activities that pose the greatest risk to the environment and the communities impacted by poor performance.

Collaborative

We will work with all parties where possible, including sharing information with other regulators and stakeholders to ensure the best compliance outcomes for our region. We will engage with the community and consider public interest, those we regulate, and government, to explain and promote requirements of legislation, and achieve better community and environmental outcomes.

Responsive and effective

We will consider all alleged non-compliance to determine the necessary interventions and actions to minimise impacts on the environment and the community and maximise deterrence. We will respond in an effective and timely manner in accordance with legislative and organisational obligations.



5. Encouraging compliance

The requirement to ensure compliance with the law is a mandatory obligation of most of the Acts Council administers. While these Acts provide enforcement tools, Council has discretion on how to undertake enforcement. Fundamental to this approach is to work towards gaining voluntary compliance, with Council working across the full regulatory spectrum to develop understanding and promote positive change of behaviour. The components of this approach are generally known as the 4Es.

Engagement with people, stakeholders and the community on matters that may affect them. This will promote greater understanding of the challenges and constraints; engender support, and identify opportunities to work with others.

Education for those who are unaware of the rules and regulations or need reminding of their obligations. It is also important to provide the community with information about what rules and regulations are in place and what is acceptable behaviour.

Enabling individuals and stakeholders to develop best practice by linking them to resources and advice, and promoting examples of best practice.

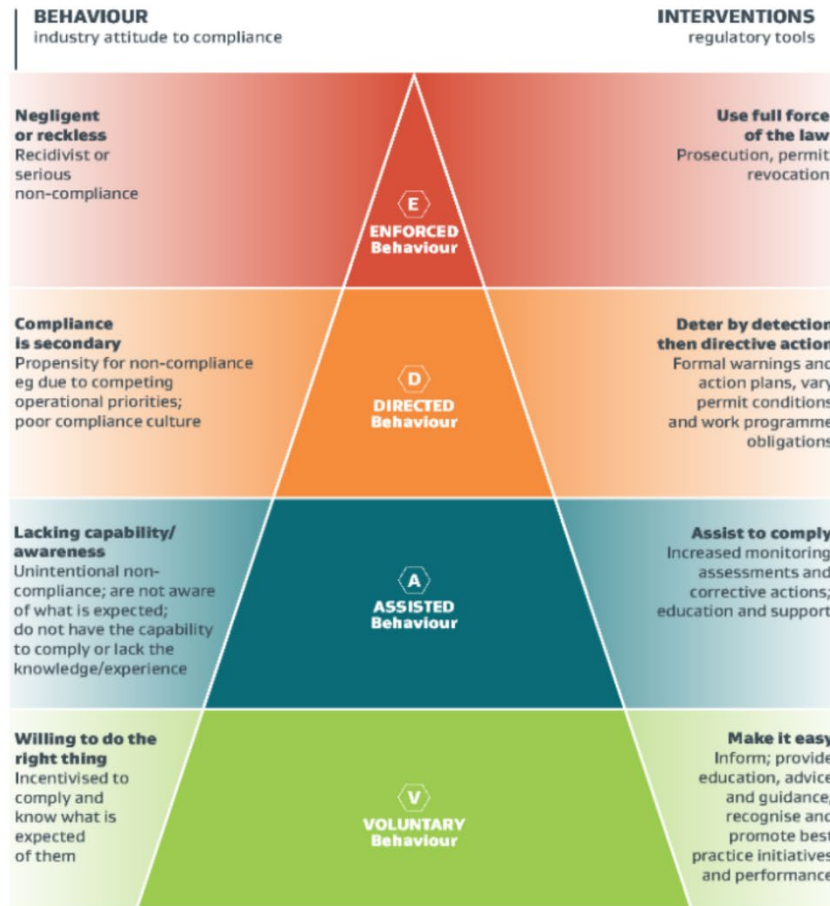
Enforcement when breaches of rules and regulations are identified using the range of enforcement tools Council has available to bring about positive change

6. Compliance intervention model

Guided by the 4 E's principles stated above, Council has a range of interventions and tools that can be used to gain compliance. Council's strategy follows a proportional risk-based approach, which is best depicted by the VADE model¹. (Voluntary, Assisted, Directed, Enforced) which is used widely in New Zealand regulatory agencies. This model underpins Council's decision-making process which is a graduated approach to intervention, influenced by the individual or company's approach to non-compliance and willingness to do right.

¹ VADE model diagram taken from the New Directions for Resource Management in New Zealand - Report of the Resource Management Review Panel – June 2020

THE VADE MODEL





7. Responding to Non-Compliance

The following diagram outlines the typical pathway expected to be undertaken from discovery of a breach through to the decision to take enforcement action





8. Investigation process

If a breach or suspected breach of any act or bylaw that Council has a responsibility for (see Appendix A) is reported, the response will normally be a staged one. of firstly ascertaining and dealing with any ongoing adverse effects - if that is relevant. This would be followed by an investigation to establish the truth of what has occurred and enable informed decisions for an appropriate response if offending found. The following is a step through of that expected process.

8.1 Response to incident

Upon discovery, the initial response will be to assess the nature of the breach and the actual or potential effects (if any) resulting from the contravention. Significant adverse effects will require an immediate response prior to any other action and may include, for example, a full pollution prevention response, an immediate closure of the premises involved, or the seizure or destruction of an offending animal in the case of a dog attack.

8.2 Gathering information (investigation)

If a breach or a potential breach occurs, then information and evidence is gathered to establish the facts of what has occurred and to enable informed decisions to be made. The depth and scope of an investigation will be dependent on the seriousness of the incident.

An investigation may entail:

- visiting private property to gather information and evidence such as, samples, photographs and ecological or geological surveys
- arranging for expert inspection such as engineers, building practitioners, survey consultants etc to attend and assist in gathering information
- speaking to witnesses and liable parties
- recording, either in written form or electronically, detailed witness statements, and the interview of liable parties under a formal caution².

In less serious matters, it may be sufficient to write to the liable party or parties requiring written explanation as to why the breach occurred and the circumstances behind it, and then determine an appropriate response.

In more serious matters, it is expected that the investigation will entail an inspection of the site, gathering evidence, obtaining witness statements, and interviewing liable parties under formal caution.

²A suspect must give their name, address, date and place of birth, and occupation – nothing else. Warranted Council Officers do NOT have the power of arrest; however, it is good practice to warn any suspect of their rights. An example of a caution is here - **You have the right to NOT make a statement, however, if you do it may be submitted as evidence. You have the right to know the nature and cause of the potential charge, in this case it is You have the right to consult a lawyer prior to answering any questions.**



8.3 Entry to private property

A Council warranted enforcement officer has the ability to enter private property for the purpose of assessing compliance in accordance with the relevant sections of legislation Council enforces³.

When entering private property Council officers must ensure that they respect the rights of liable parties and lawful occupiers and that their entry onto private property is lawful. Due to legal implications, advice from an appropriate manager should be sought **prior** to accessing dwelling houses.

There may be instances where a property has to be accessed under authority of a search warrant. In such cases officers will be briefed by an appropriate manager or legal services prior to obtaining and using a search warrant.

8.4 Concluding an investigation.

Undertaking an investigation ensures that we have the right information to make an informed decision about how Council should best respond to non-compliance. At the end of an investigation all of the evidence gathered is assessed and analysed, and a decision is made as to further action required, if any.

9. Enforcement decision making

Enforcement can be complex. Some acts provide potentially large penalties for those who breach legislation, but do not offer guidance to determine what is a serious breach and what is not. The courts have provided guidelines⁴ as to what factors are appropriate to consider when determining the seriousness of a breach. Factors to be considered by Council when contemplating enforcement action are:

- what are the likely or potential adverse effects arising from the breach?
- what is the value or sensitivity of the environment affected by the breach?
- was the breach a result of deliberate, negligent or careless behaviour?
- what degree of due care was taken, and how foreseeable was the incident?
- what efforts were made to remedy or mitigate the adverse effects?
- how effective was that remediation or mitigation?
- was any profit or benefit gained from the breach by the offender(s)?
- was there a failure to act on prior instructions, advice or notice?
- is there a degree of specific deterrence required in relation to the alleged offender?
- is there a need for a wider general deterrence required in respect of this activity or industry?
- was the receiving environment of particular significance to iwi?
- how does the unlawful activity align with the purposes and principles of the legislation? Is the decision to prosecute (or not prosecute) in line with the Solicitor General's guidelines? (Extract from Guidelines attached as Appendix B).

³ For example, under Section 38 of the RMA Southland District Council may issue warrants to their officers which gives them legal authority to assess compliance with environmental regulations. The Chief Executive Officer of Southland District Council has the authority to issue staff with warrants of authority.

⁴ *Machinery Movers Limited –v Auckland [1994] 1 NZLR 492 & Selwyn Mews Ltd –v- Auckland City Council HC Auckland CRI -2003-404-159*



The factors listed above are not exhaustive.

Not every factor will be relevant on every occasion and one single factor may be sufficiently aggravating or mitigating, that it may influence the ultimate decision. Each case is unique, and the individual circumstances need to be considered on each occasion to achieve a fair and reasonable outcome.

Notwithstanding this, Council may proceed directly to enforcement action, including prosecution where the circumstances support this. The discretion to take enforcement action, or not, sits solely with the regulatory agency⁵.

9.1 Who can make a decision?

Taking any kind of enforcement action can have a profound impact on the subject of the action and cannot be taken lightly. Decisions on enforcement action must be based on reliable and correctly obtained information. The Southland District Council Delegation Register identifies warranted powers available to Council enforcement officers and the specific legislation will show available enforcement powers. Additionally, the chief executive is entitled to warrant officers under some legislation ie the Resource Management Act.

For low level breaches, warranted officers can issue formal warnings, infringement notices and abatement notices. The officer will consult with team leaders and/or managers in making that decision. If a matter is complex, has a high public profile, requires specific guidance or there is no precedent, then the warranted officer will seek support from peers, team leaders, or managers, and, if necessary, legal advisors.

If the matter is being considered for prosecution or other remedies involving Court action, then it must ultimately be authorised by the group manager Regulatory Services or chief executive. In such circumstances, the case may be subject to independent legal review.

⁵ New Zealand Law Commission http://www.nzlii.org/nz/other/nzlc/report/R66/R66-5_.html



9.2 Legal review

An independent legal review considers the matter in its entirety. Among other things the review applies at least two tests, being the evidential test and the public interest test.

The evidential test

The first part of the test is the evidential test and requires a legal assessment of whether:

- the evidence relates to an identifiable person or organisation
- the evidence is credible
- Council can produce the evidence before the court, and it is likely it will be admitted by the court
- the evidence can reasonably be expected to satisfy an impartial jury (or Judge) beyond a reasonable doubt that the individual has committed a criminal offence; the individual has given any explanations and, if so, whether the court is likely to find the explanations credible in light of the evidence as a whole.

There is any other evidence the council should seek out which may support or detract from the case.

The public interest test

Once it has been established that there is sufficient evidence to provide a reasonable prospect of conviction, the test for prosecution requires a consideration of whether the public interest requires a criminal prosecution.

The public interest test is important for ensuring that only the most serious cases are considered for further action and that the discretion to prosecute is exercised to ensure that limited resources are not consumed on offences which, although the evidence is sufficient to provide a reasonable prospect of conviction, the offence is not serious and prosecution is not required in the public interest.

This considers many factors such as:

- the seriousness of the offence
- the impact on the environment
- premeditation of the offending party
- financial gain from offending on potential enforcement matters
- deterrent value.

The legal review may be undertaken by a Crown Solicitor, or an independent law firm.

10. Enforcement Options

Enforcement can be categorised into three main types:

Informal actions are focused on providing education and incentive-based responses to allow the person to become better informed and develop their own means to improved compliance.

Directive actions are about looking forward and giving direction and righting the wrong.

Punitive actions are about looking back and holding people accountable for what they have done.

Selecting the appropriate enforcement response will depend on such factors as the seriousness of the offence, the significance of adverse effect on people and/or the environment and the level of ownership shown by the offender.

The following are examples of some of the enforcement options available to staff in response to detected offending:



Action	Description of action	Potential Impacts on the liable party	When might this action be appropriate?
Formal warning	No further action will be taken in respect of that breach. However, the warning forms part of a history of non-compliance and will be considered if there are future incidents of non-compliance.	A formal warning is documented by way of a letter to a culpable party informing them that an offence against the RMA has been committed and that they are liable.	A formal warning may be given when: - an administrative, minor, or technical breach has occurred; and - the environment effect or potential effect is minor or trivial in nature; and - the subject does not have a history of non-compliance, and the matter is one which can be quickly and simply put right; and - a written warning would be appropriate in the circumstances
Abatement notice	An abatement notice is a formal, written directive. It is drafted and served by Southland District Council instructing an individual or company to cease an activity, prohibit them from commencing an activity, or requiring them to do something. The form, content, and scope of an abatement notice are prescribed in statute.	A direction given through an abatement notice is legally enforceable. To breach an abatement notice is to commit an offence against the RMA and make liable parties open to punitive actions.	An abatement notice may be appropriate any time that there is a risk of further breaches of environmental regulation or remediations, or mitigation is required as a result of non-compliance.
Infringement notice	An infringement notice is a written notice which requires the payment of a fine. The amount of the fine is set in law. Depending on the breach, the fine will be between \$300 and \$1000.	No further action will be taken in respect of that breach. However, the infringement notice forms part of the history of non-compliance and will be considered if there are future incidents of non-compliance.	No further action will be taken in respect of that breach. However, the warning forms part of a history of non-compliance and will be considered if there are future incidents of non-compliance.
Enforcement order	Like an abatement notice, and an enforcement order can direct a party to take particular action. However, an application for an enforcement order must be made to the Environment Court but can also be made during the course of an RMA prosecution.	A direction given through an enforcement order is legally enforceable. To breach an enforcement order is to commit an offence against the RMA and make liable parties open to punitive actions.	An application for an enforcement order may be appropriate any time there is a risk of further breaches of environmental regulation, or remediation or mitigation is required as a result of non-compliance.
Prosecution	A prosecution is a process taken through the criminal courts to establish guilt or innocence and, if appropriate, the court will impose sanctions. RMA matters are heard by a District Court Judge with an Environmental Court warrant. All criminal evidential rules and standards must be met in an RMA prosecution.	A successful prosecution will generally result in a conviction, a penalty imposed, and consideration to costs of the investigation. A prosecution forms part of the history of non-compliance and will be considered if there are future incidents of non-compliance.	A prosecution may be considered appropriate when the factors listed above indicate that the matter is sufficiently serious to warrant the intervention of criminal law.



	Action	Description of action	Potential impacts on the liable party	When might this action be appropriate?
Resource Management Act (RMA) Noise	Excessive noise direction warning	An excessive noise direction is a formal written directive instructing an individual or company to cease breaching noise standards.	An excessive noise direction is legally enforceable. A breach of an excessive noise direction is an offence against the RMA.	An excessive noise direction may be appropriate any time there is a breach or noise standards in the Southland Resource Management Plan (TRMP).
	Abatement Notice to Abate Excessive Noise	An abatement notice is a formal, written directive. It is drafted and served by Southland District Council instructing an individual or company to cease an activity, prohibit them from commencing an activity, or requiring them to do something. The form, content, and scope of an abatement notice are prescribed in statute.	A direction given through an abatement notice is legally enforceable. To breach an abatement notice is to commit an offence against the RMA and make liable parties open to punitive actions.	An abatement notice may be appropriate any time that there is a risk of further breaches of environmental regulation or remediation, or mitigation is required as a result of non-compliance.
Building Act	Notice to fix	A notice to fix is a formal written directive issued under the Building Act instructing an individual or company to remove or legalise unconsented building work. The form, content, and scope of a notice to fix is prescribed in statute.	A notice to fix is legally enforceable. A breach of a notice to fix is an offence under the Building Act.	A notice to fix may be appropriate any time there is a breach of the Building Act.
	Insanitary building notice	An insanitary building notice is a formal written directive instructing an individual or company to remedy an insanitary building and/or restrict access to the building.	An insanitary building notice is legally enforceable. A breach of an insanitary building notice is an offence under the Building Act.	An insanitary building notice may be appropriate any time that a building has been deemed insanitary under Section 123 of the Building Act.
	Dangerous building notice	A dangerous building notice is a formal written directive instructing an individual or company to remedy a dangerous building and/or restrict access to the building.	A dangerous building notice is legally enforceable. A breach of a dangerous building notice is an offence under the Building Act.	A dangerous building notice may be appropriate any time that a building has been deemed dangerous under Section 121 of the Building Act.
	Prosecution	A prosecution is a process taken through the criminal courts to establish guilt or innocence and, if appropriate, the court will impose sanctions RMA matters are heard by a District Court Judge with an Environmental Court warrant. All criminal evidential rules and standards must be met in an RMA prosecution.	A successful prosecution will generally result in a conviction, a penalty imposed, and consideration to costs of the investigation. A prosecution forms part of the history of non-compliance and will be considered if there are future incidents of non-compliance.	A prosecution may be considered appropriate when the factors listed above indicate that the matter is sufficiently serious to warrant the intervention of criminal law.



	Action	Description of action	Potential impacts on the liable party	When might this action be appropriate?
Southland District Council Bylaws and other legislation	Infringement notices	An infringement notice (IN) is issued when offending is believed to have occurred at a level which warrants a financial sanction, but not a criminal conviction. It is in effect an invitation to pay the fine and can be challenged by contacting SDC and explaining why they believe the IN is inappropriate or they can ask for a Court Hearing.	An IN will have a fine provision, this varies from \$12 (minor parking overtime offences) to \$1000 for some offences under other Acts. A reminder IN is sent to an alleged offender after 28 days. If the IN is not paid or challenged after an additional 28 days, the IN is sent to Court for collection. Multiple INs can lead to using prosecution instead or, in the case of the Dog Control Act, disqualification as a dog owner.	An infringement notice (IN) is issued when offending is believed to have occurred at a level which warrants a financial sanction, but not a criminal conviction. It also avoids the financial burden of Court action.
	Prosecution	A prosecution is a process taken through the criminal courts to establish guilt or innocence and, if appropriate, the court will impose sanctions. RMA matters are heard by a District Court Judge with an Environmental Court warrant. All criminal evidential rules and standards must be met in an RMA prosecution.	A successful prosecution will generally result in a conviction, a penalty imposed, and consideration to costs of the investigation. A prosecution forms part of the history of non-compliance and will be conserved if there are future incidents of non-compliance.	A prosecution may be considered appropriate when the factors listed above indicate that the matter is sufficiently serious to warrant the intervention of criminal law.

11. Evaluating effectiveness

In order to maintain an effective enforcement process in Council, all enforcement action undertaken by officers will be evaluated for effectiveness in achieving the desired outcome.

In both successful and unsuccessful actions where further enforcement action was then required, it will be examined what was effective or not, and what could have been improved or changed to make the process more effective and robust. This information will be fed back to the relevant decision makers to implement change if necessary.

12. What a complainant can expect

Complaints can be made to Council via a number of methods, including phone and email. Council staff will take as many details as possible and record them in a request for service (RFS). These include the identity and address of the complainant, the address at which the alleged breach has taken place, a description of the unauthorised activity, and the harm that is considered to be caused. Complainants may also be encouraged to send in dated photographs of the alleged breach.

Council will ensure that:

- all valid complaints are properly recorded and investigated
- the personal details of the complainant are held in the strictest confidence
- in cases involving a serious and/or irreversible harm, the complaint is investigated as a matter of priority, usually within 24 hours of receipt
- the complainant is updated on any subsequent action that may result as soon as reasonably practicable
- Council will not take sides in a dispute; but will determine what action is appropriate according to the evidence, particular circumstances, impact on persons, the built or natural environment, relevant policies, and legislation.



13. Cost recovery

Council endeavours to make all reasonable efforts to ensure that the cost of compliance is met by the person or company responsible for the non-compliance and not by Southland ratepayers. Such cost recovery is in line with Council's Schedule of Fees and Charges. These fees and charges are available for view on the Council's website. <https://www.southlanddc.govt.nz/council/fees-and-charges/>



Appendix A - Legislation administered by Southland District Council (SDC)

SDC enforces legislation on behalf of the Government (acts and regulations), this legislation includes:

- The Local Government Act 1974
- The Local Government Act 2002
- The Building Act 2004
- The Resource Management Act 1991
- The Land Transport Act 1998
- The Impounding Act 1955
- The Health Act 1956
- The Litter Act 1979
- The Hazardous Substance and New Organisms Act 1996
- The Dog Control Act 1996
- The Sale of Alcohol Act 2012
- Freedom Camping Act 2011
- The Food Act 2014
- Reserves Act 1977.

This list is not exhaustive.

We also enforce bylaws that have been created locally to ensure our people and places are protected from harm:

- Alcohol Control Bylaw
- Ashton Flats Rooding Bylaw
- Cemetery Bylaw
- Dog Control Bylaw
- Freedom Camping Bylaw
- Keeping of Animals Poultry and Bees Bylaw
- Rooding Bylaw
- Stewart Island Rakiura Visitor Levy Bylaw
- Stormwater Drainage Bylaw
- Subdivision Land Use and Development Bylaw
- Trade Waste Bylaw
- Trading in Public Places Bylaw
- Wastewater Drainage Bylaw
- Water Supply Bylaw

These bylaws are subject to change over time.



Appendix B - Solicitor-General's Prosecution Guidelines (2013)

The Council will adhere to the standards of good criminal prosecution practice expressed in the *Solicitor-General's Prosecution Guidelines* (2013). The Council's criminal prosecutions are conducted by external lawyers, on the Council's behalf, and the *Solicitor-General's Prosecution Guidelines and the Media Protocol for Prosecutors* (Crown Law, 2013) while not binding on local authorities, represent best practice. Also, the Solicitor-General's Guidance (CLO311/379) is helpful in guidance to local government as to who offers the best legal service in prosecution matters.

The list, based on the *Solicitor-General's Prosecution Guidelines*, is illustrative only and not a comprehensive list of the matters to be considered as the matters will vary in each case according to the particular facts.

Under the *Solicitor-General's Prosecution Guidelines* a prosecution is more likely if:

- a conviction is likely to result in a significant sentence
- the offence caused significant harm or created a risk of significant harm
- the offence was committed against a person serving the public for example, a police officer or Council officer
- the individual was in a position of authority or trust
- the evidence shows that the individual was a ringleader or an organiser of the offence
- there is evidence that the offence was premeditated
- there is evidence that the offence was carried out by a group
- the victim of the offence was vulnerable, has been put in considerable fear, or suffered personal attack, damage or disturbance
- the offence was committed in the presence of, or in close proximity to, a child
- there is an element of corruption
- the individual's previous convictions or cautions are relevant to the present offence
- there are grounds for believing that the offence is likely to be continued or repeated, for example, by a history of recurring conduct
- the offence, although not serious in itself, is widespread in the area where it was committed
- a prosecution would have a significant positive impact on maintaining community confidence
- the individual is alleged to have committed the offence while subject to an order of the court
- a confiscation or some other order is required, and a conviction is a pre-requisite.

Tokanui hall heating - unbudgeted expenditure request

Record No: R/24/5/32970

Author: Lance Spencer, Contracts and programme lead

Approved by: Sam Marshall, Group manager customer and community wellbeing

Decision

Recommendation

Information

Purpose

- 1 The purpose of this report is to seek approval for unbudgeted expenditure for the installation of heat pumps at the Tokanui hall to be funded by a combination of reserves and a loan.

Executive summary

- 2 A number of projects to upgrade the Tokanui hall was proposed by the Tokanui hall community group to the Waihopai Toetoe community board at a meeting in October 2023. The installation of new heating was identified as their top priority. A budget of \$15,000 was proposed and this would be funded by a combination of reserves and a loan. The hall group indicated that they would also fundraise to assist with the cost of the project.
- 3 When the work went to the market the quoted price came back over the budgeted price. Staff were requested to get additional quotes before bringing a report back to the Waihopai Toetoe community board to approve the additional funding.
- 4 Staff have received a further two quotes and both came back over budget and will require unbudgeted expenditure to be approved.

Recommendation

That the Waihopai Toetoe Community Board:

- a) **receives the report titled "Tokanui hall heating - unbudgeted expenditure request".**
- 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 unbudgeted expenditure of up to \$10,000 for the installation of heat pumps at the Tokanui hall to be funded by a 15-year loan, to be repaid from the Tokanui-Quarry Hills Hall rate.**

Background

- 5 This project was proposed at a meeting held with board representatives and the hall community group in October 2023. It was not a project that had been identified through the 2021-2031 Long Term Plan.
- 6 The initial budget for this project was set at \$15,000 which would be funded through a combination of reserves and a loan.
- 7 Staff initially wanted to carry out this work as a variation to the community housing project that was undertaken last financial year (2023/2024) and requested a quote from the contractor doing this work. Staff received quotes for two options from the contractor, floor mounted and wall mounted. These came in at \$49,559 + GST and \$28,726 + GST respectively. Both were over the approved budget of \$15,000.
- 8 Staff spoke to the board chair who requested additional quotes. Two more quotes were received, and they came back at \$24,382 and \$25,323. Staff have recommended that the quote for \$24,382 be accepted.

Factors to consider

Legal and statutory requirements

- 9 None.

Community views

- 10 This is a community board project that was recommended by the Tokanui community hall group.

Costs and funding

- 11 The unbudgeted expenditure will be funded by a loan repaid from the Tokanui-Quarry Hills Hall rate. This will impact the hall rate by \$1,158.67 (GST Inclusive) per annum from the 2025/2026 year. This is 5.32% increase from the 2024/2025 rate of \$160.

Policy implications

- 12 The community board has delegated authority to approve any unbudgeted expenditure up to \$20,000.

Analysis of options

Option 1 - Agrees to approve unbudgeted expenditure of up to \$10,000 for the installation of heat pumps at the Tokanui hall to be funded by a 15-year loan, to be repaid from the Tokanui-Quarry Hills Hall rate.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">the hall heating will be upgraded as per the community boards requirementheating costs will be reduced and can be monitored.	<ul style="list-style-type: none">the additional expenditure would need to be loan funded.

Option 2 – Does not agree to approve unbudgeted expenditure of up to \$10,000 for the installation of heat pumps at the Tokanui hall to be funded by a 15-year loan, to be repaid from the Tokanui-Quarry Hills Hall rate.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• none identified.	<ul style="list-style-type: none">• the hall heating will not be upgraded and the cost of heating will not be reduced.

Assessment of significance

- 13 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

- 14 The staff recommendation is Option 1.

Attachments

There are no attachments for this report.

Representation Review - representation proposal

Record no: R/24/7/48376

Author: Michal Gray, Democracy advisor

Approved by: Vibhuti Chopra, Group manager strategy and partnerships

Decision

Recommendation

Information

Purpose

- 1 The purpose of this report is to update the Waihopai Toetoe Community Board (the board) on the Council decision on the representation proposal and to encourage the board to make a submission on the proposal.

Recommendation

That the Waihopai Toetoe Community Board:

- a) receives the report titled “Representation Review - representation proposal”.
- 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 that the Community Partnership Leader makes a submission from the Community Board outlining that it supports/does not support the representation proposal.

Background

- 2 The representation review is a statutory process required under the Local Electoral Act 2001 (LEA) to ensure the fair and effective representation of people and communities in the Southland District.
- 3 Following community engagement and community board input staff presented Council with representation arrangement options on 19 June 2024.

Issues

The representation proposal

- 4 At its meeting on 16 July 2024 Council adopted the representation proposal as contained in attachment A.

- 5 The representation proposal is:
- to retain 12 councillors elected under the current ward system, plus the mayor elected at large
 - the District will continue to be divided into 5 wards, with some changes to the boundaries to reflect communities of interest
 - to retain nine community boards with some changes to the boundaries to reflect communities of interest
 - two of the community boards will continue to have subdivisions
 - there will be corrections to some ward and community board names to include macrons.
- 6 The boundary changes proposed are at Dunearn, Drummond, Taramoa, Otamita Valley and Nokomai Station. The representation proposal (attachment A) and the consultation document (attachment B) contain more information on these changes including detailed maps.
- 7 The corrections are to include macrons in the names of the Ōreti Ward and Community Board, the Waihōpai Toetoe Ward and Community Board and the Ōraka Aparima Community Board. These corrections were requested by Te Ao Marama (who represent local iwi).
- 8 Areas of the proposal that are not compliant with the +/-10% rule of the LEA include the Waihōpai Toetoe Ward. Council resolved that compliance with the LEA would limit the effective representation of communities of interest by either dividing communities of interest or uniting communities of interest with few commonalities.

Consultation on the representation proposal

- 9 Consultation with the community on the representation proposal is open from 26 July to 2 September 2024. A thorough marketing campaign has commenced directing the public to Council's offices, libraries and the 'make it stick Southland' website for more information and to make submissions. Staff are also completing a targeted mailout to residents and ratepayers who are affected by the proposed boundary changes, or whose property or residence is close to a boundary change.
- 10 Council are seeking the board's feedback on the representation proposal as part of the consultation. The board is encouraged to make a submission by 5 pm on Monday, 2 September.
- 11 Council will be hearing any oral submissions on 18 September. If the board decides to make a submission it can choose if it wishes to speak to the submission.

Factors to consider

Legal and statutory requirements

- 12 The process for the representation review including consultation on the representation proposal is legally prescribed in the Local Electoral Act 2001.

Community views

- 13 The making of a submission is an opportunity for the boards to take part in the consultation on the representation proposal and to represent what it understands are the views of the community.

Costs and funding

- 14 There are no costs or funding implications relating to the boards decision to make a submission.
- 15 If the LGC determination is that the representation structure for the District includes the boundary changes proposed, associated rating boundary changes will be considered, and if necessary, incorporated into either the next annual plan or long term plan. If Council decides to align the representation boundaries with community board rating boundaries, then properties shifting between areas will have a change in rates.

Policy implications

- 16 There are no policy implications associated with the board making a submission.
- 17 The representation proposal aligns with the draft Long Term Plan 2024-2034 particularly with the strategic outcome of connected and resilient communities.
- 18 In refining and continuing to embed the current representation arrangements it supports the strategic priorities of building on relationships with our partners, including the community boards communities. The proposal ensures communities have access to elected members by retain the ward and community board arrangement across the District.
- 19 The proposal also allows for the continued development of the relationships board members have with their communities, to keep residents informed and gather their feedback.
- 20 The proposal also supports respecting the diversity of values and ways of living in our communities, as the structure recognises the diverse communities in our District, and ensures different communities are not grouped together.

Analysis

Options

- 21 The board can either make a submission or choose not to make a submission on the representation proposal. The submission can be in support, or not in support of the proposal or parts of the proposal. Staff recommend that the board make a submission.

Option 1 – Make a submission

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• Council will receive the boards views on the representation proposal which will help inform its decision on the final proposal and inform Local Government Commission (LGC) decision making.	<ul style="list-style-type: none">• None identified

Option 2 – Not make a submission

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• None identified	<ul style="list-style-type: none">• The board will not help inform Council and the LGC.

Assessment of significance

- 22 Staff have assessed the level of significance of the board’s decision to make a submission under Council’s Significance and Engagement Policy and staff have determined that the decision of the board is of minor significance.

Next steps

- 23 Council will consider all submissions and then resolve the final proposal on 23 October 2024. Council may only change the proposal at this point as a result of submissions.
- 24 After the final proposal is resolved there will be another opportunity for the community to lodge appeals or objections.
- 25 The final proposal along with any appeals or objections will be considered by the LGC when it makes the final determination on the District’s representation arrangement.

Attachments

- A Public Notice of Representation Proposal
- B Consultation Document Representation Proposal

Public Notice of the Representation Proposal

On 16 July 2024 Southland District Council reviewed its representation arrangements, and resolved to adopt the following representation arrangements for the local authority elections to be held in 2025.

Council representation

Council will comprise 12 councillors and the mayor.

The district will be divided into five wards and the members of Council, other than the mayor (who will be elected at large), will continue to be elected by each ward.

The names of the wards, the number of members elected by each ward and the population that each member will represent is as follows:

Ward	Population*	Members	Population per member
Mararoa Waimea	8,940	3	2,980
Waiau Aparima	7,870	3	2,623
Ōreti	9,200	3	3,067
Waihopai Toetoe	6,600	2	3,300
Stewart Island/Rakiura	430	1	430
Total	33,040	12	

**based on Statistics New Zealand 2023 population estimates*

The boundaries of the five wards are shown in the attached maps and includes minor changes to the boundaries of the Mararoa Waimea, Waiau Aparima and Ōreti Wards.

The five wards reflect the following communities:

Ward	Communities
Mararoa Waimea	Ardlussa, Athol, Balfour, Benmore, Caroline, Cascade Creek, Castlerock, Cattle Flat, Dipton, Dipton West, Five Rivers, Freshford, Garston, Glenaray, Glenure, Hollyford, Jamestown, Josephville, Kingston Crossing, Lintley, Longridge, Longridge North, Lowther, Lumsden, Manapouri, Mandeville, Milford Sound, Mossburn, Nokomai, Otapiri, Otapiri Gorge, Parawa, Potters, Riversdale, Saint Patricks, Sandstone, Te Anau, The Dale, The Key, Waikaia, Waimea, Waiparu, Waipounamu, Wendon, Wendonside
Waiau Aparima	Aparima, Avondale, Bayswater, Birchwood, Blackmount, Clifden, Colac Bay/Ōraka, Crawfords, Cromarty, Eastern Bush, Ermedale, Fairfax, Feldwick, Five Roads, Gladfield, Gropers Bush, Gummies Bush, Happy Valley, Hazletts, Heddon Bush, Isla Bank, Longwood, Merrivale, Monowai, Nightcaps, Ohai, Opio, Orawia, Orepuki, Otahu Flat, Otahuti, Otaitai Bush, Otautau, Pahia, Papatotara, Piko Piko, Port Craig, Pourakino Valley, Pukemaori, Raymonds Gap, Ringway, Riverton/Aparima, Round Hill, Ruahine, Scotts Gap, Spar Bush, Taramoa, Te Oneroa, Te Tua, Te Waewae, Thornbury, Tihaka, Tinkertown, Tuatapere, Waianiwa, Waihoaka, Waikouro, Waimatuku, Waipango, Wairio, Wakapatu, Woodlaw, Wreys Bush, Wrights Bush
Ōreti	Benmore, Branxholme, Browns, Caroline, Centre Bush, Dipton, Dipton West, Dunearn, Drummond, Gap Road, Glencoe, Grove Bush, Hedgehope,

Ward	Communities
	Heenans Corner, Hokonui, Kauana, Lady Barkly, Limehills, Lochiel, Lorneville, Mabel Bush, Makarewa, Makarewa Junction, Northope, Oporo, Ōreti Plains, Otapiri, Otapiri Gorge, Pukemutu, Rakahouka, Roslyn Bush, Ryal Bush, South Hillend, Springhills, Te Tipua, Thomsons Crossing, Tussock Creek, Waitane, Wallacetown, West Plains, Wilsons Crossing, Winton.
Waihōpai Toetoe	Ashers, Brydone, Bush Siding, Chaslands, Curio Bay, Dacre, Edendale, Fortification, Fortrose, Glenham, Gorge Road, , Haldane, Kamahi, Kapuka, Kapuka South, Kennington, Longbush, Matura Island, Menzies Ferry, Mimihau, Mokoreta, Mokotua, Morton Mains, Niagara, Ota Creek, Otara, Oteramika, Oware, Pine Bush, Progress Valley, Pukewao, Quarry Hills, Redan, Rimu, Seaward Downs, Slope Point, Te Peka, , Timpanys, Titiroa, Tokanui, Tuturau, Waiarikiki, Waikawa, Waikawa Valley, Waimahaka, Waimatua, Waituna, Woodlands, Wyndham.
Stewart Island/Rakiura	All of Stewart Island Rakiura, the surrounding Islands and Ruapuke Island

Section 19V(2) of the Local Electoral Act 2001 (LEA) requires the population each member represents be within the range of 2,753 +/- 10% (2,478 – 3,029), unless particular community of interest considerations justify otherwise. The wards largely comply with section 19V(2) of the LEA with the exception of:

- the representation of the Stewart Island/Rakiura Ward, but as provided by section 19V(3)(a) of the LEA, Council considers that it warrants one councillor as it is an island community.
- the representation of the Ōreti and Waihōpai Toetoe Wards, but as provided by section 19V(3)(a) of the LEA, Council considers that compliance would limit the effective representation of communities of interest either by dividing communities of interest or uniting communities of interest with few commonalties.

Community board representation

The current community board arrangement with nine community boards will be retained.

The names of the community boards and the communities that they represent are set out in the table below:

Community board	Communities
Ardlussa Community Board	Ardlussa, Balfour, Cattle Flat, Freshford, Glenaray, Glenure, Kingston Crossing, Longridge, Longridge North, Mandeville, Potters, Riversdale, Saint Patricks, Sandstone, Waikaia, Waimea, Waiparu, Waipounamu, Wendon, Wendonside
Fiordland Community Board	Cascade Creek, Hollyford, Jamestown, Manapouri, Milford Sound Piopiotahi, Te Anau, The Dale, The Key
Northern Community Board	Athol, Castlerock, Five Rivers, Garston, Josephville, Lintley, Lowther, Lumsden, Mossburn, Nokomai, Parawa
Ōreti Community Board	Benmore, Branxholme, Browns, Caroline, Centre Bush, Dipton, Dipton West, Dunearn, Drummond, Gap Road, Glencoe, Grove Bush, Hedgehope, Heenans Corner, Hokonui, Kauana, Lady Barkly, Limehills, Lochiel, Lorneville, Mabel Bush, Makarewa, Makarewa Junction, Northope, Oporo, Ōreti Plains, Otapiri, Otapiri Gorge, Pukemutu, Rakahouka, Roslyn Bush, Ryal Bush, South Hillend, Springhills, Te Tipua, Thomsons Crossing, Tussock Creek, Waitane, Wallacetown, West Plains, Wilsons Crossing, Winton.

Community board	Communities
Wallace Takitimu Community Board	Aparima, Avondale, Bayswater, Crawfords, Five Roads, Gladfield, Heddon Bush, Isla Bank, Nightcaps, Ohai, Opio, Otahuti, Otautau, Ringway, Scotts Gap, Spar Bush, Tinkertown, Waikouro, Wairio, Woodlaw, Wreys Bush
Tuatapere Te Waewae Community Board	Birchwood, Blackmount, Clifden, Cromarty, Eastern Bush, Feldwick, Happy Valley, Merrivale, Monkey Island, Monowai, Orawia, Orepuki, Otahu Flat, Pahia, Papatotara, Piko Piko, Port Craig, Pukemaori, Raymonds Gap, Round Hill, Te Oneroa, Te Tua, Te Waewae, Tuatapere, Waihoaka.
Ōraka Aparima Community Board	Colac Bay Ōraka, Ermedale, Fairfax, Groopers Bush, Gummies Bush, Hazletts, Longwood, Otaitai Bush, Pourakino Valley, Riverton Aparima, Round Hill, Ruahine, Taramoa, Thornbury, Tihaka, Waianiwa, Waihoaka, Waipango, Wakapatu, Wrights Bush.
Waihōpai Toetoe Community Board	Ashers, Brydone, Bush Siding, Chaslands, Curio Bay, Dacre, Edendale, Fortification, Fortrose, Glenham, Gorge Road, , Haldane, Kamahi, Kapuka, Kapuka South, Kennington, Longbush, Mataura Island, Menzies Ferry, Mimihau, Mokoreta, Mokotua, Morton Mains, Niagara, Ota Creek, Otara, Oteramika, Oware, Pine Bush, Progress Valley, Pukewao, Quarry Hills, Redan, Rimu, Seaward Downs, Slope Point, Te Peka, , Timpanys, Titiroa, Tokanui, Tuturau, Waiarikiki, Waikawa, Waikawa Valley, Waimahaka, Waimatua, Waituna, Woodlands, Wyndham.
Stewart Island/Rakiura Community Board	All of Stewart Island Rakiura, the surrounding Islands and Ruapuke Island

The boundaries of each community board area are shown in the attached maps, which include minor changes to the boundaries of the Northern, Ardlussa, Wallace Takitimu, Ōreti and Ōraka Aparima Community Boards.

The Ōreti Community Board will comprise eight members. Seven members will be elected and one member will be appointed by Council representing the Ōreti Ward. The Ōreti Community Board will have three subdivisions for electoral purposes. The population the members of each subdivision will represent is show in the table:

Community Board	Subdivision	Population*	Elected members	Population per member
Ōreti Community Board	Hokonui	1,240	1	1,240
	Midlands	5,630	4	1,408
	Makarewa	2,330	2	1,165
	Total	9,200	7	1,314

**based on Statistics New Zealand 2023 population estimates*

The population represented by each member elected by the Makarewa subdivision of the Ōreti Community Board does not fall within the range of 1,314 +/- 10% (1,183-1,445) in accordance with section 19V(2) of the LEA. Council considers, as provided under section 19V(3)(a), that compliance with section 19V(2) would limit the effective representation of communities of interest either by dividing communities of interests or uniting communities of interest with few commonalities.

The Northern Community Board will comprise seven members. Six members will be elected and one member will be appointed by Council representing the Mararoa Waimea Ward. The Northern Community

Board will have three subdivisions for electoral purposes. The population the members of each subdivision will represent is shown in the table:

Community Board	Subdivision	Population*	Elected members	Population per member
Northern Community Board	Parawa-Fairlight	260	1	260
	West Dome	800	2	400
	Mid Dome	1030	3	343
	Total	2090	6	348

**based on Statistics New Zealand 2023 population estimates*

The population represented by each member elected by electors of the Parawa-Fairlight and West Dome subdivisions of the Northern Community Board does not fall within the range of 348 +/- 10% (312-382) in accordance with section 19V(2) of the LEA. Council considers, as provided under section 19V(3)(a), that compliance with section 19V(2) would limit the effective representation of communities of interest either by dividing communities of interests or uniting communities of interest with few commonalities.

The Waihōpai Toetoe Community Board will comprise eight members. Seven members will be elected and one member will be appointed by Council representing the Waihōpai Toetoe Ward. The Waihōpai Toetoe Community Board will not be subdivided for electoral purposes.

The Fiordland, Ardlussa, Tuatapere Te Waewae, Ōraka Aparima, Wallace Takitimu and Stewart Island/Rakiura Community Boards will each comprise seven members. Six members will be elected and one member will be appointed by Council representing the ward in which the board is situated. These boards will not be subdivided for electoral purposes.

Further details

The ward, community board and subdivision boundaries are detailed in the attached maps and include the following changes to current boundaries:

	Location	Meshblocks	Electoral areas
A	Dunearn	3179300, 3179400	Moves from the Waiau Aparima Ward and the Wallace Takitimu Community Board to the Ōreti Ward and Community Board. 3179400 moves to the Hokonui Subdivision. 3179300 moves to the Midlands Subdivision.
B	Drummond	3183400, 3074500, 3077702, 3077600, 3183100, 3183200, 3183500	Moves from the Waiau Aparima Ward and the Wallace Takitimu Community Board to the Ōreti Ward and Community Board and the Midlands Subdivision.
C	Taramoa	3079300, 3078900	Moves from the Ōreti Ward and Community Board to the Waiau Aparima Ward and the Ōraka Aparima Community Board.
D	Otamita Valley	3051900	Moves from the Mararoa Waimea Ward and the Ardlussa Community Board to the Ōreti Ward and Community Board and the Hokonui Subdivision.

	Location	Meshblocks	Electoral areas
E	Nokomai Station	4017026, 4017081, 3042100	Moves from the Ardlussa Community Board to the Northern Community Board and the Parawa-Fairlight Subdivision.

The spelling of the names of the following electoral areas are corrected to include macrons: Waihōpai Toetoe Ward, Waihōpai Toetoe Community Board, Ōreti Ward, Ōreti Community Board and Ōraka Aparima Community Board.

Further information:

From Friday 26 July 2024 copies of Council's resolution and maps setting out the areas of the proposed wards, community boards and subdivisions may be viewed and obtained from the Southland District Council's head office 15 Forth Street, Invercargill and from any Southland District Council area office.

Relevant information is also available on Council's website www.southlanddistrictcouncil.govt.nz

Any queries regarding Council's decision or the consultation should be directed to Michal Gray, michal.gray@southlanddc.govt.nz

Submissions

From Friday 26 July 2024, persons with an interest in the proposed representation arrangements are invited to make written submissions on Council's representation proposal.

Submissions can be made by:

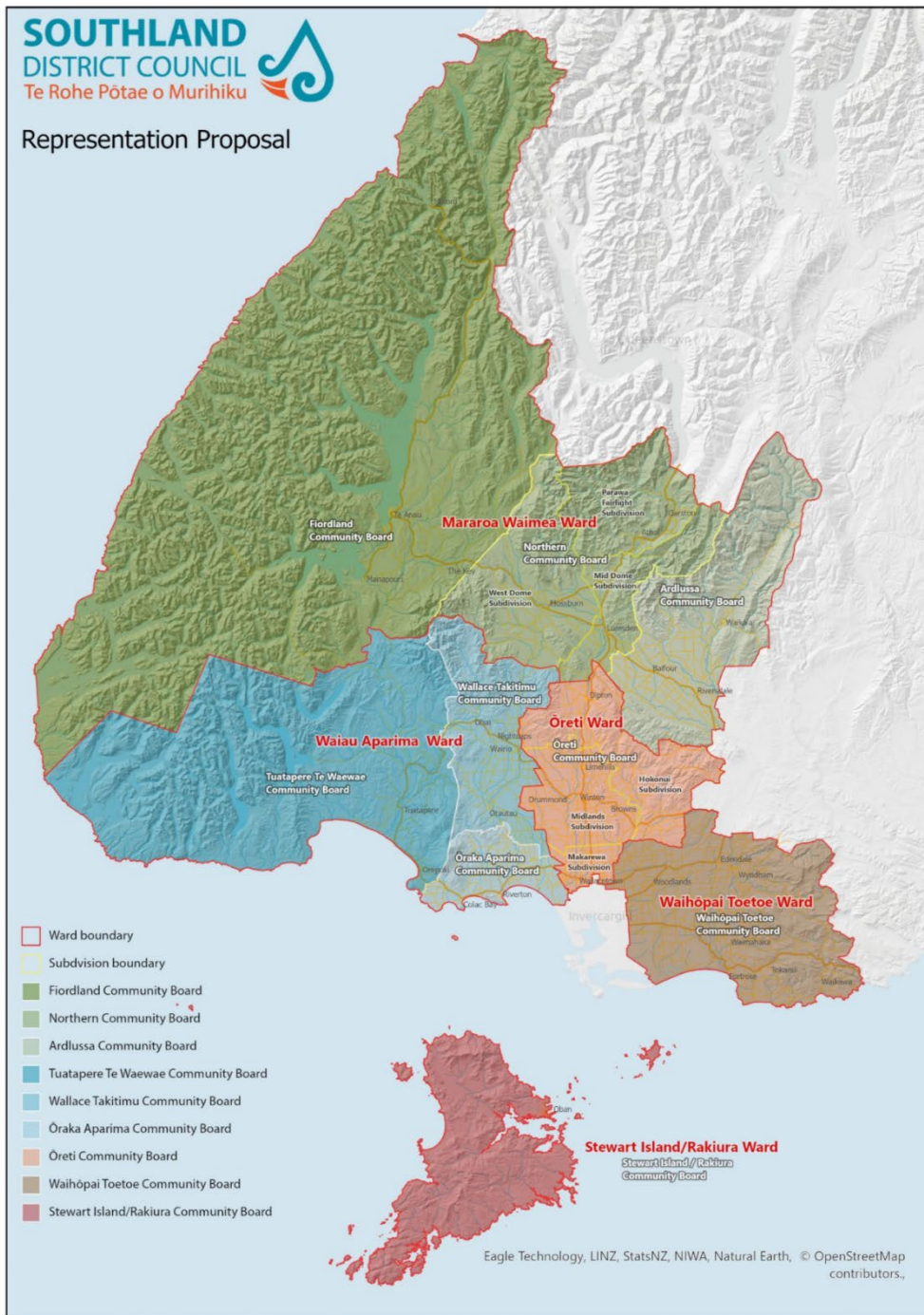
1. completing the online submission survey at www.makeitstick.nz/representation-review/
2. emailing a submission form to submissions@southlanddc.govt.nz
3. posting a submission form to: Southland District Council, PO Box 903, Invercargill 9840 ATTN: Representation Review
4. delivering a submission form to Southland District Council, head office, 15 Forth Street, Invercargill, or at any Southland District Council area office.

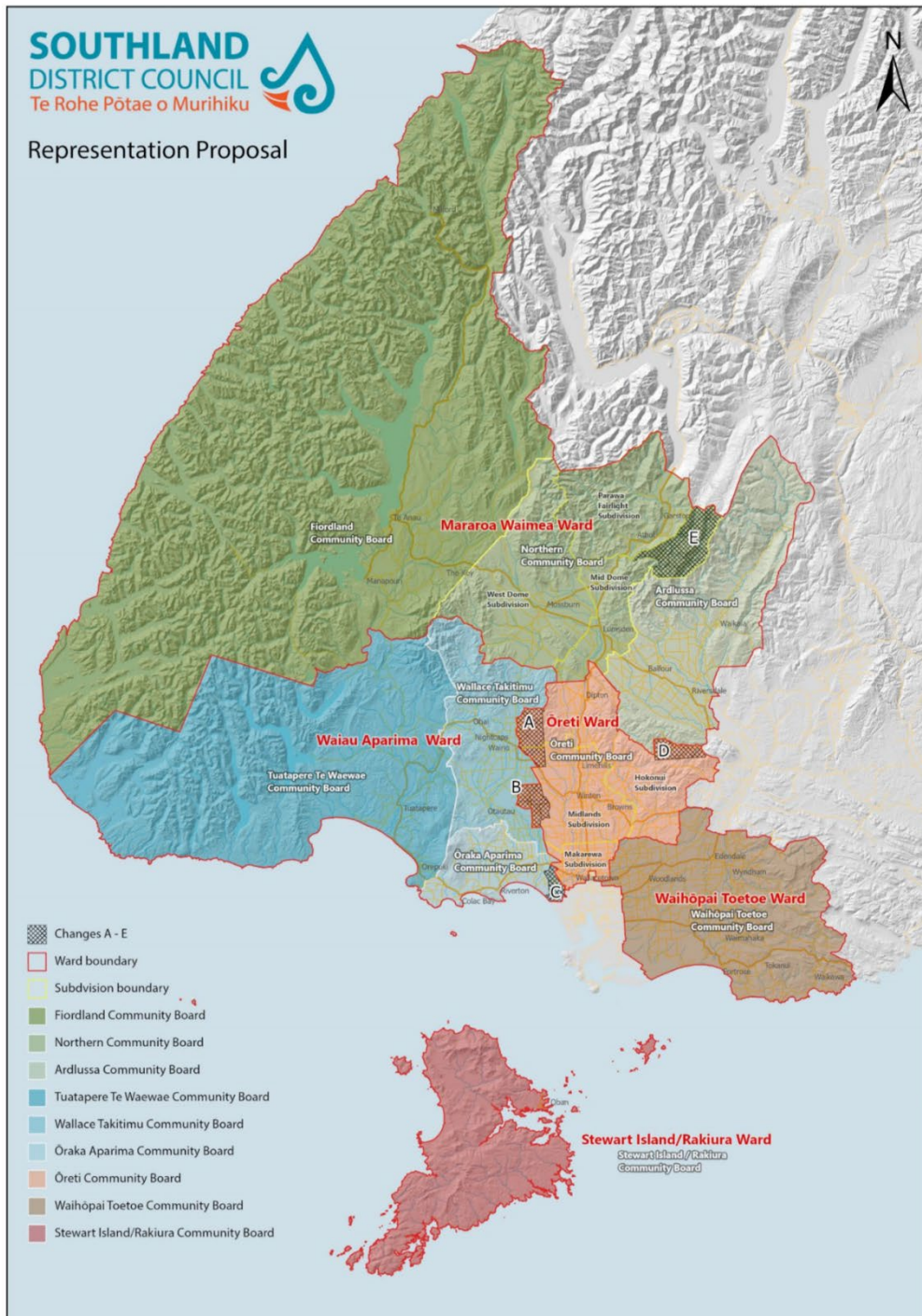
Submission forms will also be available during normal office hours from all Council offices.

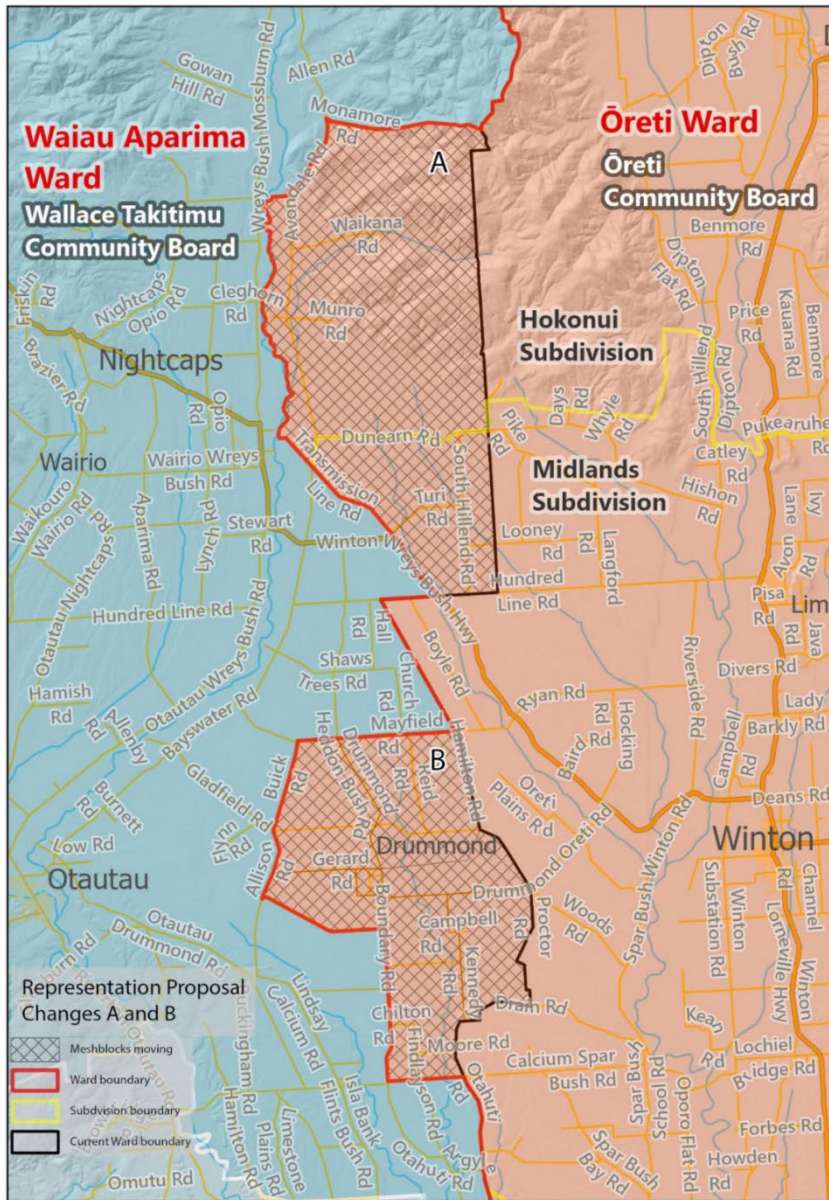
Submissions must be received by Council no later than 5pm on 2 September 2024.

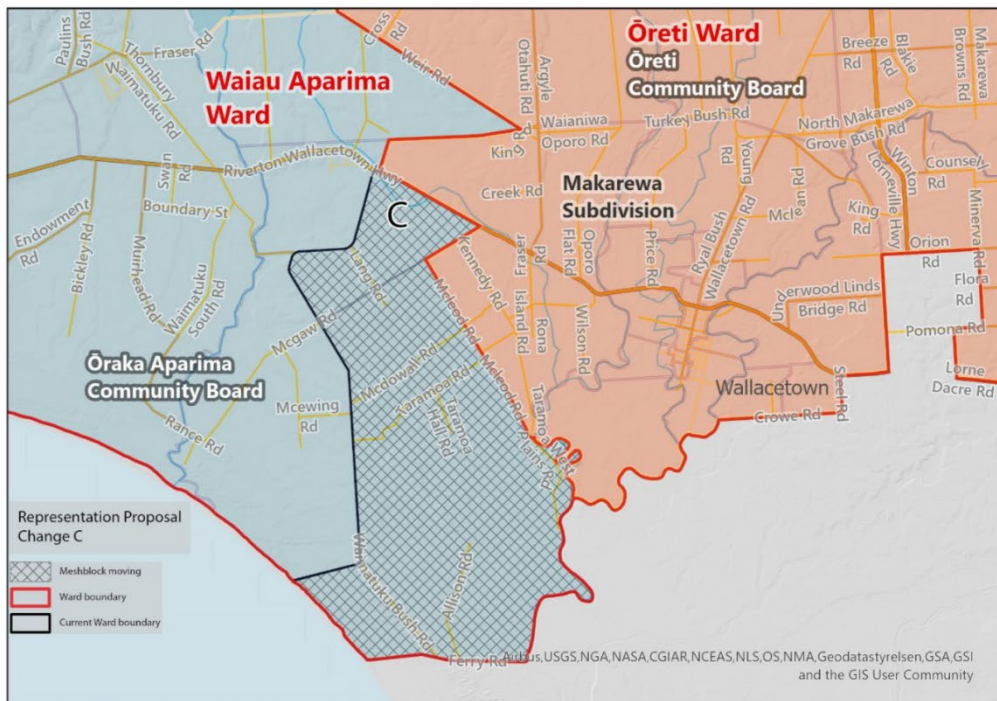
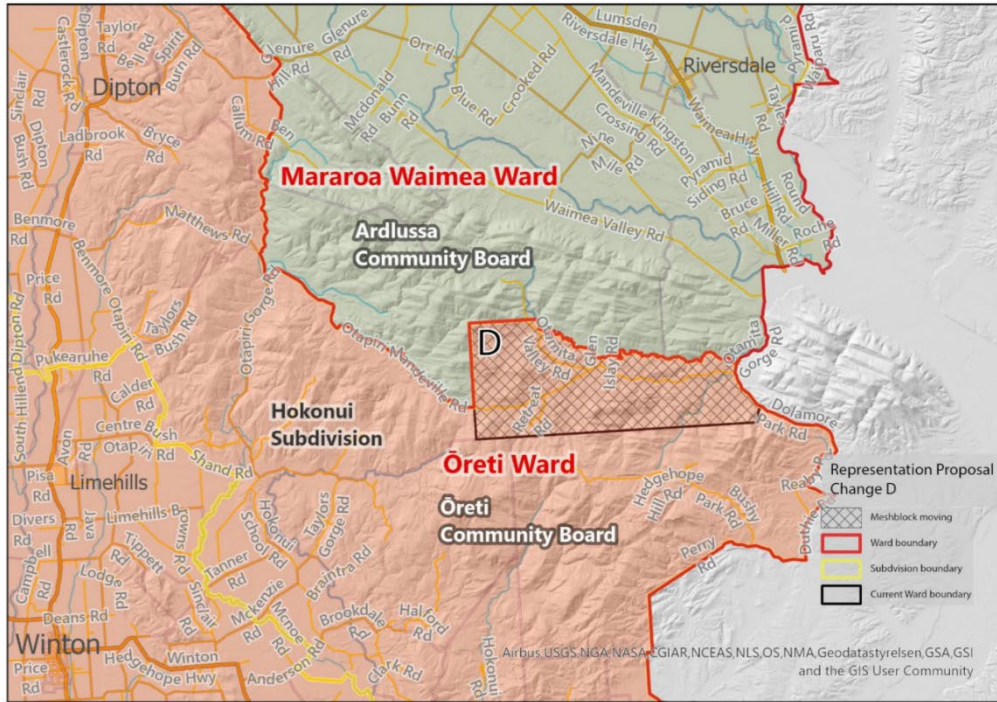
Cameron McIntosh, Chief Executive

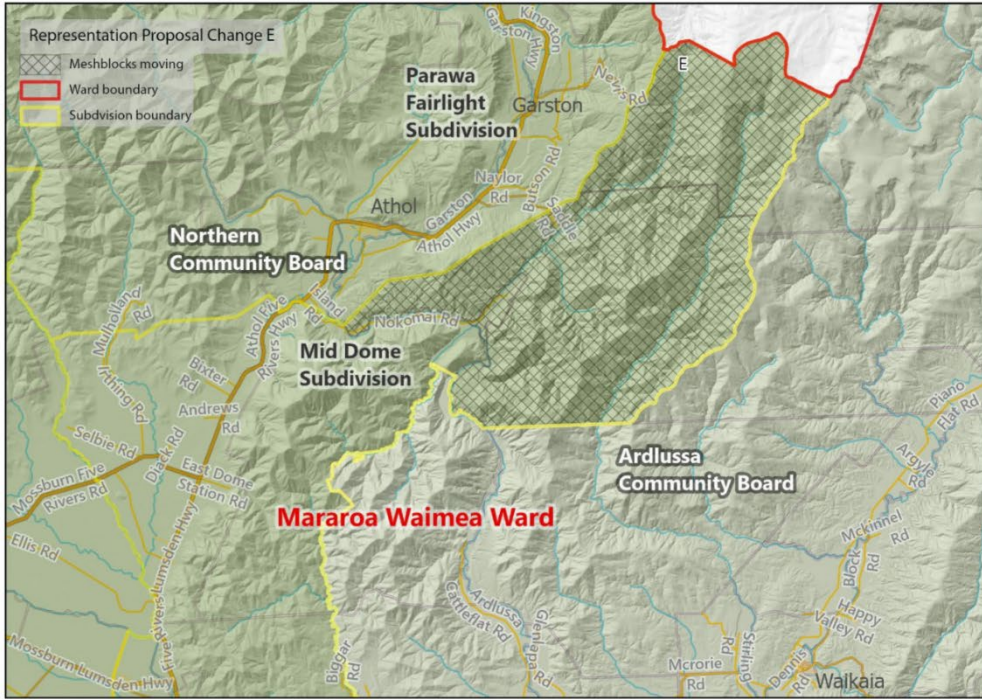
26 July 2024











SOUTHLAND
DISTRICT COUNCIL
Te Rohe Pōtae o Murihiku

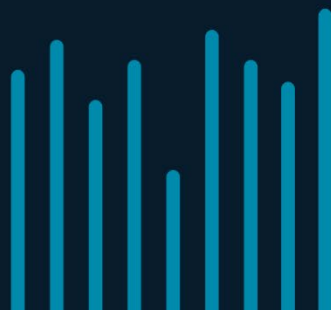


2024

Representation Review

What do you think?

We would like your views on a proposal that may change the way you are represented by Southland District Council.



Representation Review 2024

Southland District Council has had a look at how people and communities are represented by Council and our community boards.

The law requires that we do this at least once every six years to make sure our communities are being represented effectively. On 16 July 2024 Council agreed on the following representation proposal, which would take effect at the elections in October 2025. We would like to know your thoughts on the proposal.

The proposal keeps the current ward and community board arrangements because people told us that they work well.

The proposed number of elected and appointed members to Council and community boards is the same as the current arrangement.

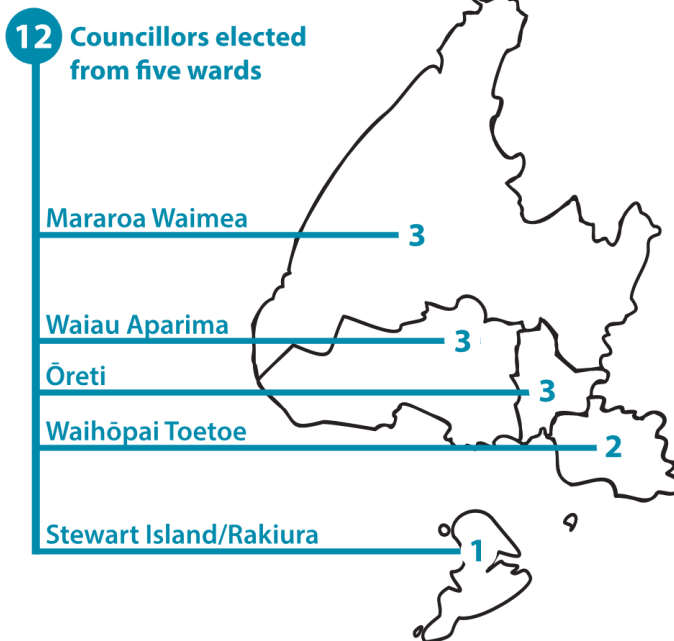
Minor changes to the boundaries of some wards and community boards are proposed, as well as correcting the spelling of the names of some wards and community boards.

The corrections are to include macrons in the following ward and community board names: Waihōpai Toetoe Ward, Waihōpai Toetoe Community Board, Ōreti Ward, Ōreti Community Board and Ōraka Aparima Community Board.

The representation proposal

One mayor elected at large.

Five wards



Nine community boards

The Ōreti and Waihōpai Community Boards will have seven members elected and one member appointed by Council to represent the ward in which the community board is situated.

The other seven community boards will have six members elected and one member appointed by Council to represent the ward in which the community board is situated.

In the Mararoa Waimea Ward:

FIORDLAND

NORTHERN

3 subdivisions:

- Parawa-Fairlight
- West Dome
- Mid Dome

ARDLUSSA

In the Ōreti Ward:

ŌRETI

3 subdivisions:

- Hokonui
- Midlands
- Makarewa

In the Waihopai Toetoe Ward:

WAIHŌPAI TOETOE

In the Waiiau Aparima Ward:

TUATAPERE TE WAEWAE


WALLACE TAKITIMU

ŌRAKA APARIMA

In the Stewart Island/Rakiura Ward:

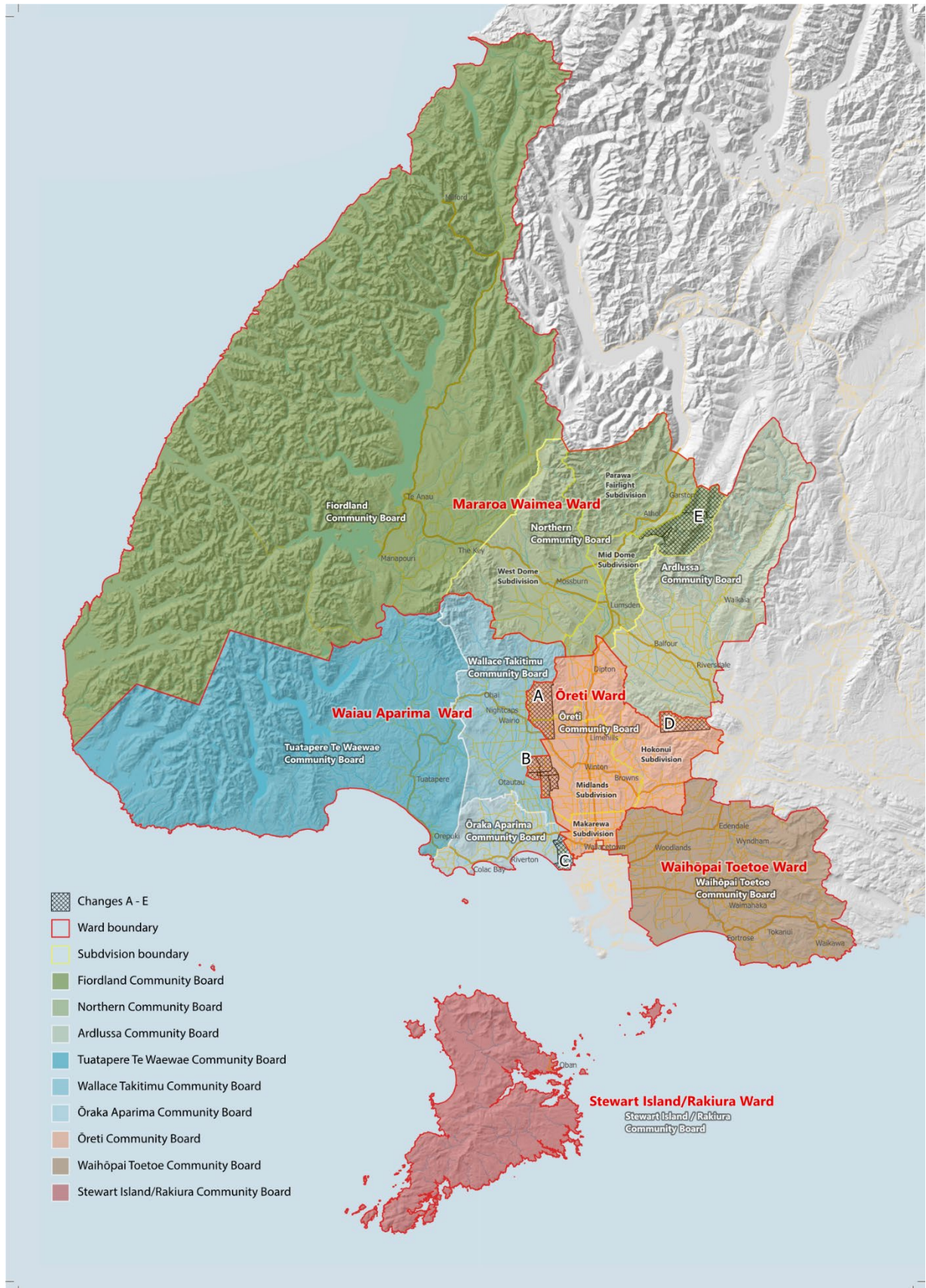
STEWART ISLAND/RAKIURA



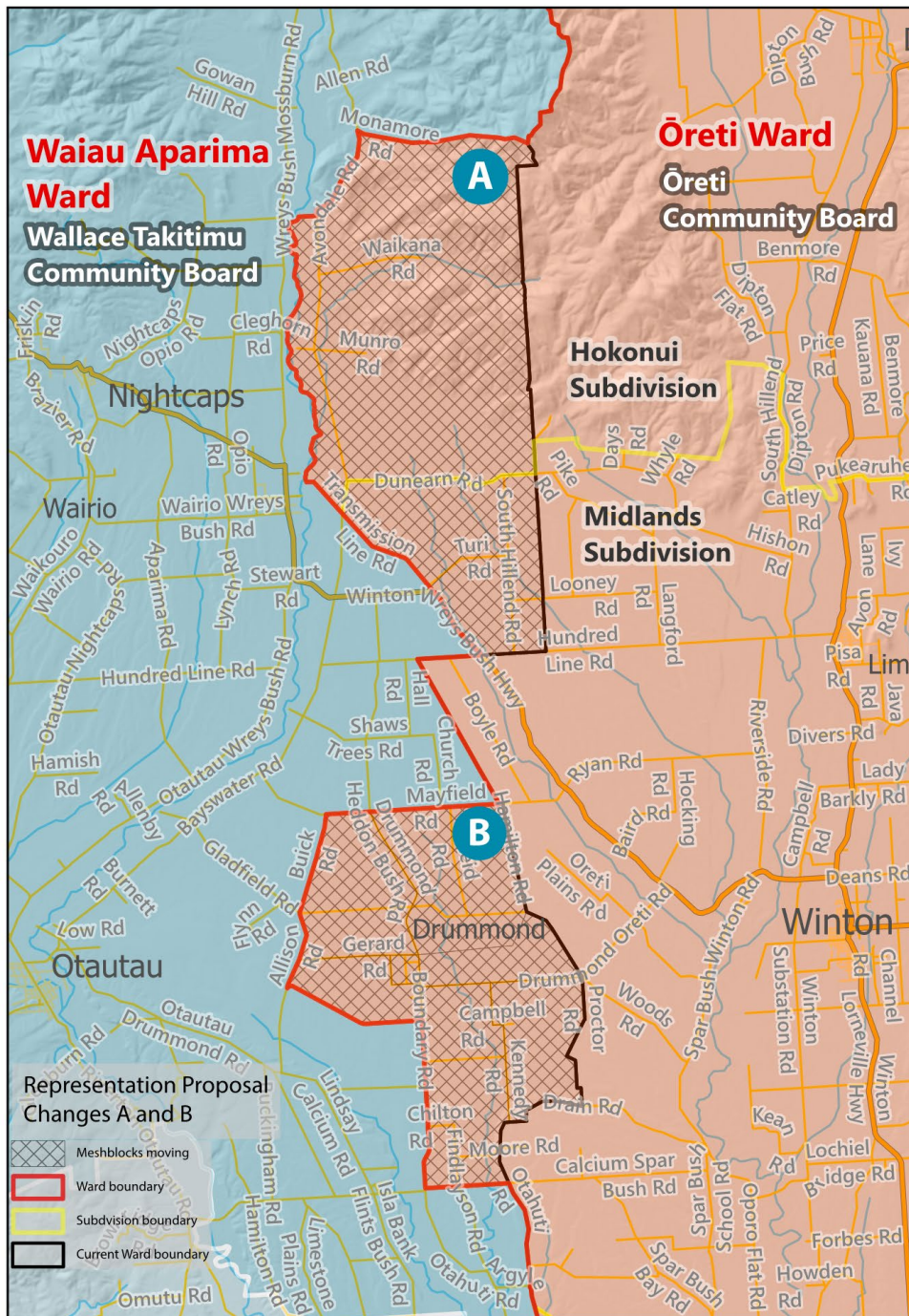


ward, community board and subdivision boundaries are detailed in the maps and include five changes from the current boundaries.

We believe these boundary changes will make it easier for affected communities to have access to the local councillor or community board members. It will also enable councillors and community board members to better represent these communities.



Changes A and B: Dunearn/Drummond





Dunearn

Meshblocks

3179300, 3179400

Electoral areas

Moves from the Waiau Aparima Ward and the Wallace Takitimu Community Board to the Ōreti Ward and Community Board.

3179400 moves to the Hokonui Subdivision. 3179300 moves to the Midlands Subdivision.

This change was suggested by the Wallace Takitimu Community Board as residents on these meshblocks are more likely to identify with the Ōreti community for schooling and sports etc.



Drummond

Meshblocks

3183400, 3074500, 3077702, 3077600, 3183100, 3183200, 3183500

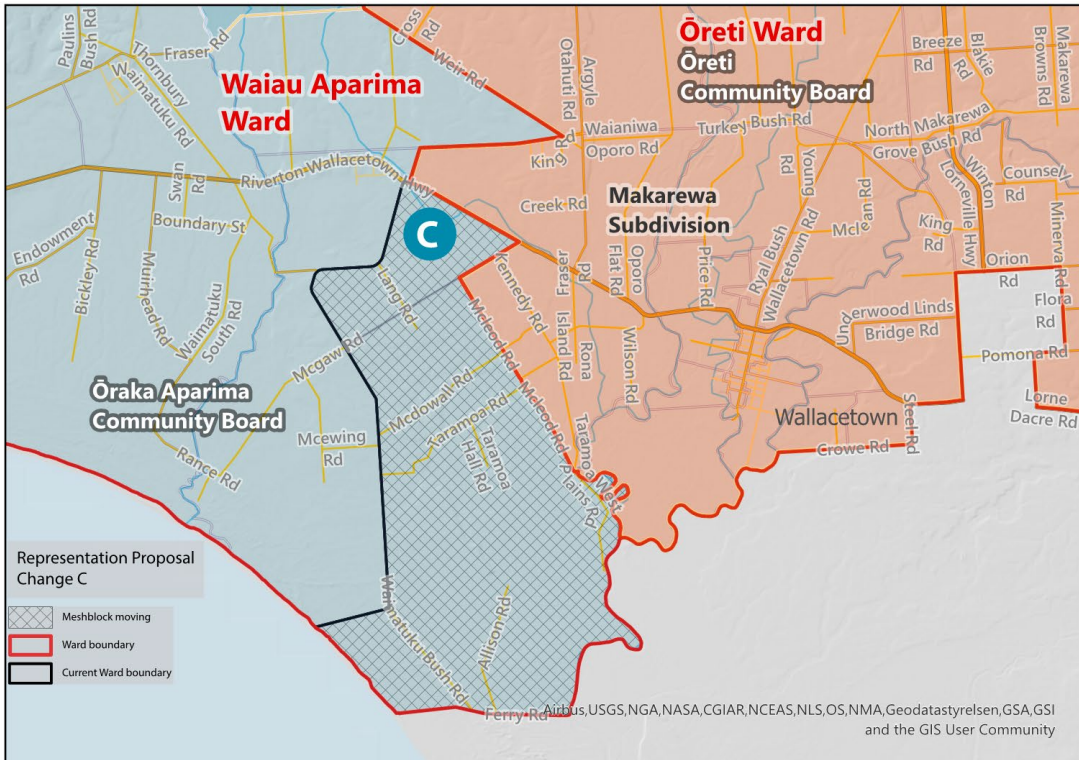
Electoral areas

Moves from the Waiau Aparima Ward and the Wallace Takitimu Community Board to the Ōreti Ward and Community Board and the Midlands Subdivision.

Wallace Takitimu and Ōreti Community Boards, and staff believe that Drummond may identify more with the Ōreti Ward and Midlands Subdivision of the Ōreti Community Board. It was felt people in Drummond have schooling and social links towards Winton, and would have more in common with people in the Ōreti area.

A meshblock is the smallest geographic unit used by Stats NZ and is also used to define electoral areas such as community boards and wards.

Change C: Taramoa



Taramoa

Meshblocks

3079300, 3078900

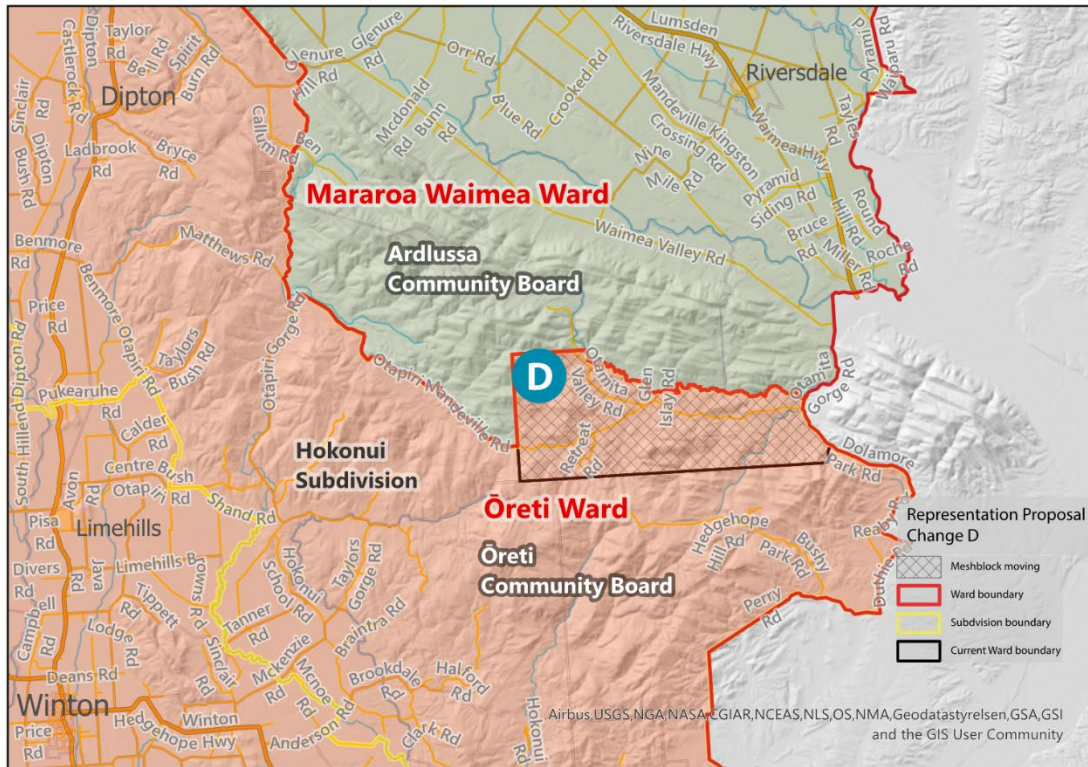
Electoral areas

Moves from the Ōreti Ward and Community Board to the Waiau Aparima Ward and Ōraka Aparima Community Board.

Both the Ōreti and Ōraka Aparima Community Boards felt the Taramoa area should move as it is more similar in natural features to the coastal Ōraka Aparima community and Waiau Aparima Ward, and has more commonalities and links with people and places to the west.



Change D: Otamita Valley



Otamita Valley

Meshblocks

3051900

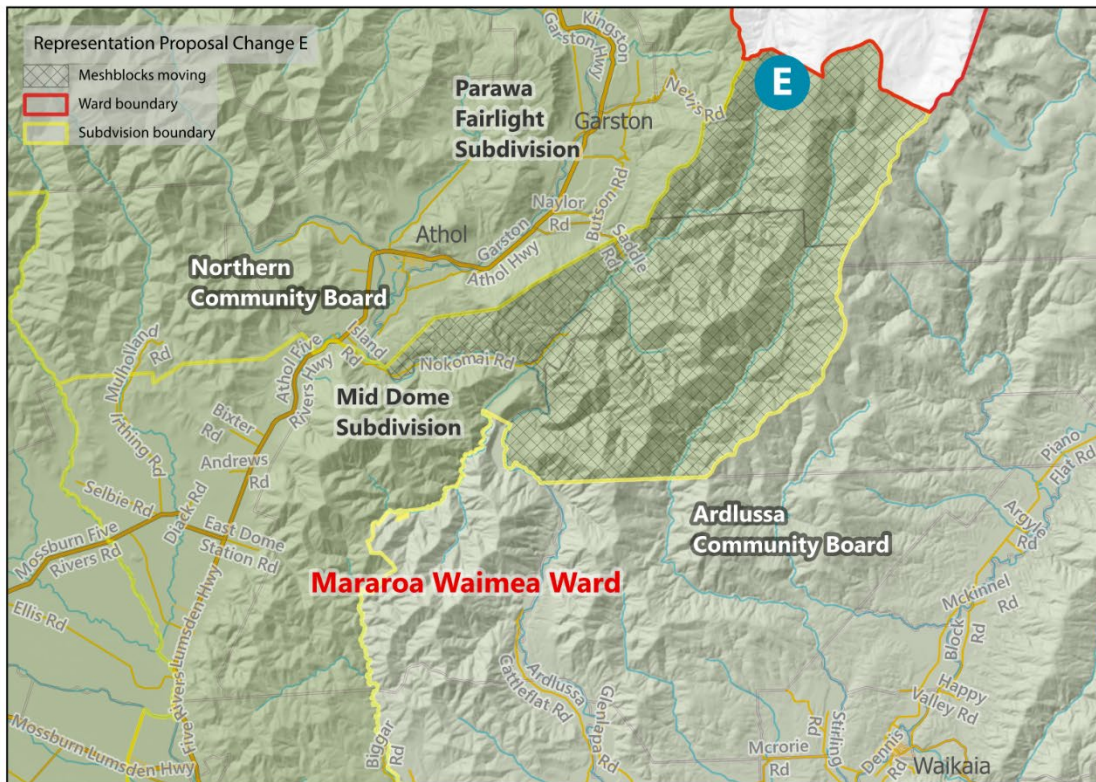
Electoral areas

Moves from the Mararoa Waimea Ward and the Ardlussa Community Board to the Ōreti Ward and Community Board and the Hokonui Subdivision.

The Ardlussa and Ōreti Community Boards believe this area identifies more with the Ōreti community than Ardlussa. It also is separated from the Ardlussa community by natural features including the Hokonui Hills.



Change E: Nokomai Station



Nokomai Station

Meshblocks

4017026, 4017081, 3042100

Electoral areas

Moves from the Ardlussa Community Board to the Northern Community Board and the Parawa-Fairlight Subdivision.

Northern and Ardlussa Community Boards identified the remainder of Nokomai Road should move to the Northern community to be with the rest of the meshblocks on the road. Nokomai Road cannot be accessed by road from within the Ardlussa community, only from the Northern community.



How did we get to this point?

We held workshops in 2023 and 2024, engaged with community boards, the public and other stakeholders.

Feedback indicated that the current representation structure recognises and groups local communities quite accurately, and that people in the district believe the current structure provides effective representation.

Representation arrangement options identified by staff were presented to Council on 19 June 2024. At its meeting on 16 July 2024 Council considered the representation arrangements and adopted the representation proposal.

What happens next?

Let us know your thoughts about the proposal by making a submission.

The consultation period on the representation proposal starts at **9 am on Friday 26 July and ends at 5pm on Monday 2 September 2024.**

Anyone can make a submission on the representation proposal by:

1. completing the online submission form: www.makeitstick.nz/repreview
2. emailing a submission form to submissions@southlanddc.govt.nz
3. posting a submission form to: **Southland District Council, PO Box 903, Invercargill 9840 Attn: Representation Review**
4. delivering a submission form to Southland District Council, head office, 15 Forth Street, Invercargill, or at any Southland District Council area office.

Environment Southland is proposing to make similar boundary changes and is separately asking for your thoughts on these changes. You should make a submission to both Environment Southland and Southland District Council separately.

After considering submissions and holding hearings (if required) Council will determine and publicly notify its final proposal by 23 October. Any objections or appeals to the final proposal will be referred to the Local Government Commission, which will make the final ruling on the district's representation structure before the 2025 local elections.

Submission forms will also be available during normal office hours from Council offices, here: www.southlanddc.govt.nz/community-and-facilities/offices/

15 Forth Street, Invercargill
 18 Diana Street, Lumsden
 176 Main Street, Otautau
 117 Palmerston Street, Riverton
 10 Ayr Street, Oban
 24 Milford Crescent, Te Anau
 1 Wemyss Street, Winton
 41 Balaclava Street, Wyndham



Let us know **your thoughts**

The consultation period on the representation proposal starts at **9 am** on **Friday 26 July** and ends at **5pm** on **Monday 2 September 2024**.



Community board reporting

Record no: R/24/8/49615
Author: Karen Purdue, Community partnership leader
Approved by: Sam Marshall, Group manager customer and community wellbeing

Decision Recommendation Information

Purpose

- 1 The purpose of this report is to inform the board of the community leadership, operational and Council activities in the board area and across the district.

Recommendation

That the Waihopai Toetoe Community Board:

- a) **receives the report titled "Community board reporting".**

Attachments

- A Waihopai Toetoe - community leadership report - 27 August 2024
- B Waihopai Toetoe operational report - August 2024
- C Waihopai Toetoe CB - RFS Report - May and June



What's happening in your area

Community service awards 2024

Nominations for community service awards for 2024 are now open. The purpose of these awards is for community boards to recognise individuals and groups who have provided significant and outstanding contribution to their community board area through leadership, volunteering or community service.

There is one nomination round per year closing on 30 September 2024. Nomination forms are available at all Council office and libraries or can be found on Council's website here:

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

What's happening across the district

Mayors Task Force for Jobs - update from Great South

We are thrilled to announce the success of our newly launched Mayors Taskforce for Jobs Program. Since its inception in February, the program has made significant strides in supporting young job seekers across the region having placed 12 young people into full time employment and three into work experience.

Our dedicated team has been running job hubs in Winton, Otautau, Tuatapere, Wyndham, Riverton, and Te Anau. These hubs have provided crucial job search advice and assistance to young people in more rural and isolated areas, helping them navigate the path to employment.

It has been incredibly rewarding to engage with the community and see the positive impact our support has had. We're committed to continuing our efforts to empower youth and bridge the gap to employment opportunities, no matter where they are located.

We are currently working with over 20 young people throughout the district and welcome any contacts or recommendations of employers looking for entry-level staff in a patient and warm work environment. You can contact the team by emailing futures@greatsouth.nz.

If you know of a young person looking for work that would benefit from some assistance, please call our friendly coordinator Liz. Phone 027 882 0114 or liz@greatsouth.nz.



Matariki wayfinding journey for Southland Murihiku

Matariki was celebrated in Southland Murihiku in a joint project between Southland District Council, Te Ao Mārama and iwi.

A series of pou/artworks created by Steve Solomon, Keri Whaitiri and James York were erected around the district.

Each pou represents one of the prominent stars in the Matariki cluster and Puaka, which heralds the Māori New Year. In Māori pūrākau (storytelling), each star is characterised by an entity who relates to the surroundings or the seasons they watch over.

Te Ao Mārama kaupapa taiao manager Dean Whaanga says the objective is to create a wayfinding experience throughout Southland whereby travellers can journey from one town to the next to see the artworks and read the stories of the area and how the stars relate to the landscape.

“Something really special has been created at each of these sites, with each one quite different from the others, and placed in sites that relate to the star pou there. For example, Waitā, at Curio Bay, relates to kai moana and the bounty of the sea.”

Mr Whaanga says the pou will be on the landscape for a long time and have been created out of metal and other materials to ensure they last.

“I’m really grateful to be able to work with the Council and to tell our stories about our wonderful places throughout Murihiku,” he said.

Pou at four other sites were opened earlier in June - Tupuārangi on Stewart Island/Rakiura, Ururangi at Slope Point, Waitā at Curio Bay and Tupuānuku at Mandeville along with the opening of Matariki (the mother star) at Cosy Nook on 27 June.

Southland Mayor Rob Scott said he had thoroughly enjoyed taking part in the opening of these works of art that reflect a great partnership and nicely link up Matariki with a journey around our great region.

“The pou take your breath away and the stories that surround them are inspirational,” he said.

Another three pou were opened in July - Hiwa-i-te-rangi at Taramea/Howells Point, Waiti at Garston and Waipunarangi at Te Anau.



Urrurangi – Slope Point



Matariki (the mother star) located at Cosy Nook



Waiti - Garston

Better off funding – Manapouri Village Green playground opening

Frosty and foggy conditions didn't deter about 120 people flocking to the revamped play space, which was officially opened by Southland Mayor Rob Scott with deputy mayor Christine Menzies and Fiordland Community Board chair Diane Holmes and deputy Julie Burgess in attendance.

As Rob commented, only in Southland would you see so many turning up despite the freezing cold ... some even sporting shorts and tees! Perhaps it's no wonder the hot snags were snapped up from the BBQ.

An extensive project led by dedicated residents and the Fiordland Community Board, together with Southland District Council and Active Southland, has transformed the playground into a multi-use area for tamariki of all ages.

In 2022, Active Southland regional activator Jenna Shepherd was invited by the board to visit Manapōuri and meet with local representatives and residents to assess the existing playground equipment.

After a fun-filled day engaging with local children to determine what they wanted to see developed, a plan was devised and \$100,000 of funding was secured through Better off Funding – Fiordland Active Improvements.

With the help of Council's community facilities and project delivery teams, modern play equipment was sourced and installed to transform the area.

Two of the climbing frames were removed and replaced with new modules which are more easily accessible for families.

A multi-purpose rugby/football goal has been installed on the green which adds to the existing mown cricket pitch. A lockable storage hub contains Southland District Council branded rugby and soccer balls, along with room for the football net to be stored when not in use.

A riding track features with slaloms, ridges and seesaws for kids to use with their bikes.

The majority of the install was completed during a three-week period in May and finished last week when the final pieces arrived on site.

Park Supplies and Playgrounds manufactured the Spring and Cube 'n Climb modules and the bike track components, Amenity Contracting undertook the installation of the storage hub, playground modules, bike track and the multi-purpose goal, which was made by Engineering Services Te Anau.

Feedback from parents and children has been extremely positive.



Daffodil planting at Te Tipua School

Southland District Council staff were delighted to help pupils from Te Tipua School plant daffodils on their roadside verge.

The school approached SDC to see if they would be allowed to plant daffodils on their road reserve and if Council could give them a hand with getting it started. Staff were happy to help and organised some traffic management through Cress at SouthRoads and Budgie from McDonough Contracting.

Council staff sourced the bulbs and Te Tipua School principal Gareth Scott put in the hard yards and dug the holes for the 100-plus bulbs.

Check out some photos from the fun afternoon. All the hard work the kids put in will be in full display in spring.



Community funding

SmartyGrants online grant system

Southland District Council will be implementing an online system for all community grants in the near future.

It is aimed that all grants will be available to apply for online from the March 2025 funding round, with possibly some funds available before the end of the year.

We will be providing community boards and the community with more information over the coming weeks and months. Staff will be available to assist groups with completing their online applications and we will also look to hold community workshops around the district as well.

Community Partnership Fund

In the 2023-24 financial year the Waihopai Toetoe Community Partnership Fund distributed grants to the following organisations:

• Wyndham Angling Club – soft furnishings	\$730
• South Catlins Promotions – Tokanui Skate Park stage 2	\$10,000
• Wyndham Business Association – street market	\$1,000
• Woodlands Rugby Football Club – reroofing clubrooms	\$6,327
• Wyndham & Districts Historical Society – shipping container	\$2,000
• Roslyn Bush Playcentre – first aid certificate training	\$1,400
• Edendale Rugby Club – switchboard upgrade	\$1,400

The next round of the Community Partnership Fund closes on 30 September 2024. If you would like to talk to community liaison officer Gordon Crombie about applying or if you have questions about your application/need some assistance with your application please phone Gordon on 0800 732 732. You can also contact Gordon on gordon.crombie@southlanddc.govt.nz

Waihopai Toetoe ward pool rate reserve

In the last round of the Waihopai Toetoe Ward Pool Rate Reserve the following organisations were granted funds:

- Gorge Road and Districts Swimming Pool – replace pool cover and upgrade winding system - \$5,000
- Wyndham District Community Pool – submersible pump, plumbing upgrades, matting, filter maintenance - \$5,000
- Edendale Community Pool Society – repaint of main pool - \$5,000
- Woodlands Swimming Pool – reseal and repaint pool - \$5,000
- Tokanui Community Pool – replace purlins, pump - \$5,000

Other funding opportunities

The following SDC funds will close on 30 September 2024

- District Initiatives Fund
- Ohai Railway Fund

- Sport NZ Rural Travel Fund
- Creative Communities Scheme

All application forms are on the SDC website: <https://www.southlanddc.govt.nz/council/funding-and-grants/> or email funding@southlanddc.govt.nz

Council department updates

Governance

Work streams that may be of interest to the board include:

The representation review – please see the separate report included with this agenda. Council has adopted a representation proposal for public consultation.

Pecuniary and other conflicts of interests – the register of elected member interests has been compiled and is now on Council's website.

Communication payment – staff have completed the elected member communication payments for 2023/24. These payments are an allowance to contribute towards expenses incurred as an elected member, such as using a personal computer or having a personal phone plan etc.

Chairs nights – the team are organising a get-together for community board chairs each quarter.

Akona learning platform – learning sessions are available for elected members on this platform. Please get in touch with your committee advisor if you need help accessing these.

Stakeholder updates

Animal welfare in emergencies and adverse events in Southland

Animal welfare is a vital part of our community, and Southland is looking to further support all animals receiving the care they need, especially during emergencies.

Identified as one of the nine key welfare areas in the CDEM National Plan 2015, animal welfare is important. The Ministry for Primary Industries (MPI) is taking the lead in planning and coordinating animal welfare efforts at national, regional, and local levels, supporting local communities with well-documented plans to ensure that animals are cared for during emergencies.

A key part of this initiative is the Regional Animal Welfare Subgroup (RAWSG), which ensures that animal welfare efforts are coordinated smoothly across Southland. Led by a dedicated Regional Animal Welfare Coordinator (RAWC) from MPI, the RAWSG provides essential coordination and operational support for animals in a response.

We are seeking dedicated volunteers to join the Regional Animal Welfare Subgroup. By volunteering, you can make a significant difference in the lives of animals. Volunteers will receive training and assist in emergency situations, making this an excellent opportunity for individuals passionate about animal welfare. Southland's approach emphasises collaboration between governmental agencies, local councils, and the community, fostering a network of trained professionals and volunteers to enhance animal welfare strategies.

Individuals are encouraged to get involved, whether through volunteering, attending educational workshops, or staying informed about animal care and emergency preparedness. For more information or to sign up as a volunteer, please contact Heather Newbury at Heather.Newbury@mpi.govt.nz or call 027 2112421 for further information. Together, we can help to provide compassionate care for all animals, particularly during times of emergency or adverse events.

SouthRoads update

As it is not construction season there is not a lot happening in the way of projects. However, work continues as below:

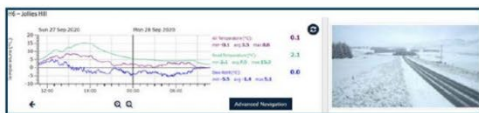
- Northern Southland wandering stock signs will be installed before spring. Locations are in Kingston for southbound traffic and in Athol for northbound traffic
- litter billboards are under development for installation across Southland to address litter on state highways
- winter is a challenging time for potholes forming – these continue to be addressed promptly as we become aware of them
- new road weather camera/station in Ohai is being installed.

Key winter information is included below. We also have mobile messaging boards in Lumsden and Te Anau as well as a permanent message board in Mossburn to inform communities about winter road conditions.

Weather Stations

Weather stations on our highways provide us with real time images and weather conditions to lead decision-making:

- SH6/Sibera (tinyurl.com/WeatherSibera)
- SH6/Jollies Hill (tinyurl.com/WeatherJollies)
- SH94/Gorge Hill (tinyurl.com/WeatherStationGorgeHill)
- SH93/Owaka Valley Turnoff (tinyurl.com/WeatherOwaka)



Road closure decisions

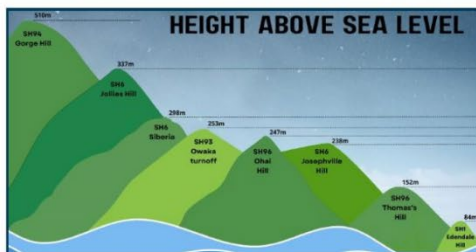
The decision to close a state highway in Southland is not taken lightly, and follows the below winter maintenance road decision matrix:

WSI Restricted = no towing/ carry chains, 2am – 7pm

	No Obstruction	Complaints/Slippery	Reaction Test	1 vehicle lane control	2 vehicle lane control	3 vehicle shoulder
Wet ice - widespread	Caution	Caution	Caution	Restricted	Close	Close
Heavy snow	Open	Caution	Caution	Restricted	Close	Close
Wet ice - isolated	Open	Caution	Caution	Caution	Caution	Caution
Slush and road - frost	Open	Caution	Caution	Caution	Restricted	Restricted
Frost in shaded areas	Open	Open	Caution	Caution		
Lightly falling snow - slush	Open	Open				
Frost but no ice	Open	Open				
Some wet setting	Open	Open				

Winter hot spots in Southland

The image below represents the height of the areas where we experience the majority of winter issues on Southland state highways.



FAQ's

When/how is a highway closed?

Highways in Southland will only be closed as above and in consultation with the Incident Controller and Contract Manager. Once the decision is made, crews will establish the road closure and detour route (if possible), and the client, emergency services, stakeholders and road users will be notified.

What about stranded vehicles?

Roadusers will be escorted to safety, and vehicle will be marked as checked and remain in place until the road has reopened. We do not tow stranded vehicles.

When are de-icing agents used?

CMA and NaAc are both used to break down ice and snow and to stop ice from forming when a spell of both dry and frosty conditions are forecast. In Southland we apply these dry (undiluted) and they can be mistaken for a urea spill by those not familiar with the product.

Environment Southland gravel management update

Gravel plays a central role in the health and functioning of Southland’s rivers. Our learning continues and thinking evolves, with new technologies to assist our understanding of how, why and when gravel moves through an entire river system, mountains to sea.

Its management is one of the methods we use to reduce flood risk as well as being an important resource for infrastructure development and maintenance in our region. Its management also affects biodiversity, cultural or recreational values.

Environment Southland’s proposed gravel management work programme has three aims:

- to review and improve existing river management practices

- to consider integrated catchment river management methods and practices
- to collaborate with iwi partners, territorial authorities, and stakeholders to streamline processes and increase operational certainty.

Long-Term Plan 2024-34

In July, Environment Southland signed off on Council's Long-Term Plan 2024-34 and Infrastructure Strategy. Environment Southland has decided to invest significant funds into flood risk management over the next 3-5 years. A crucial part of this work is ensuring we have correct and current data and information to inform infrastructure and planning decisions, including gravel, for the best short, medium and long-term decisions.



Waihopai Toetoe Community Board

Tracker - ongoing

- Open space project – on hold
- Fortrose concepts – on hold
- Curio Bay masterplan – community engagement planned
- Edendale-Wyndham multiuse track project – community engagement feedback being collated
- Wyndham camping ground review – options being investigated
- Waikawa Hall – Meeting committee on 22 August to finalise outstanding issues
- Signage on walking tracks (Manse, Turner streets and McKinnon Road) – waiting on further information from community board

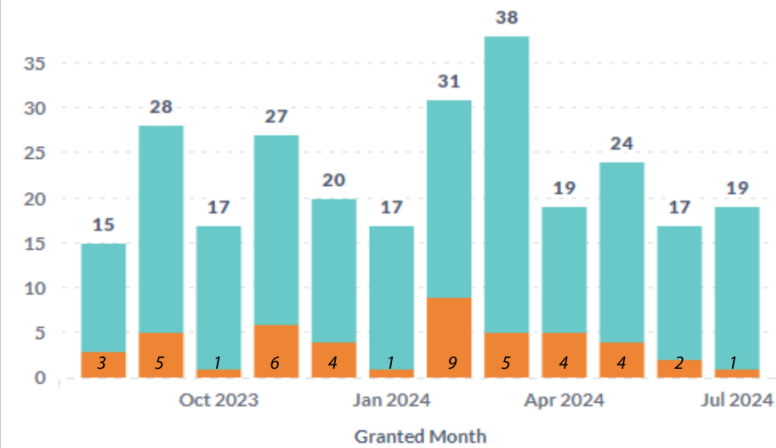
Upcoming priorities

- Curio Bay masterplan – community engagement planned

Resource consents granted

RM applications granted for community board

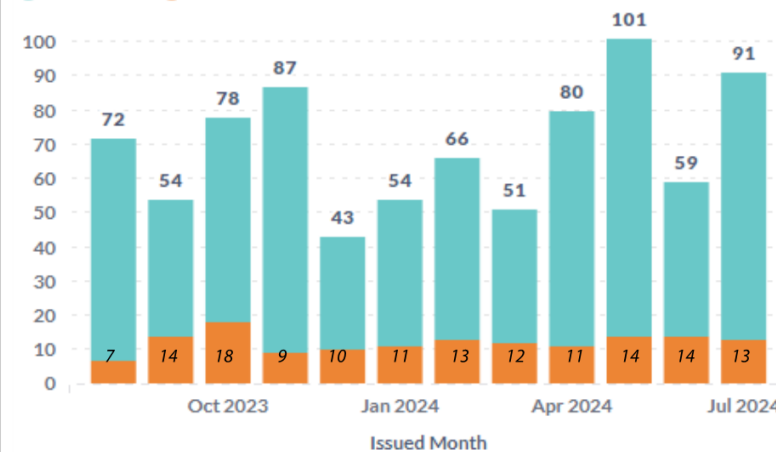
RestOfSDC BoardCount



Building consents granted

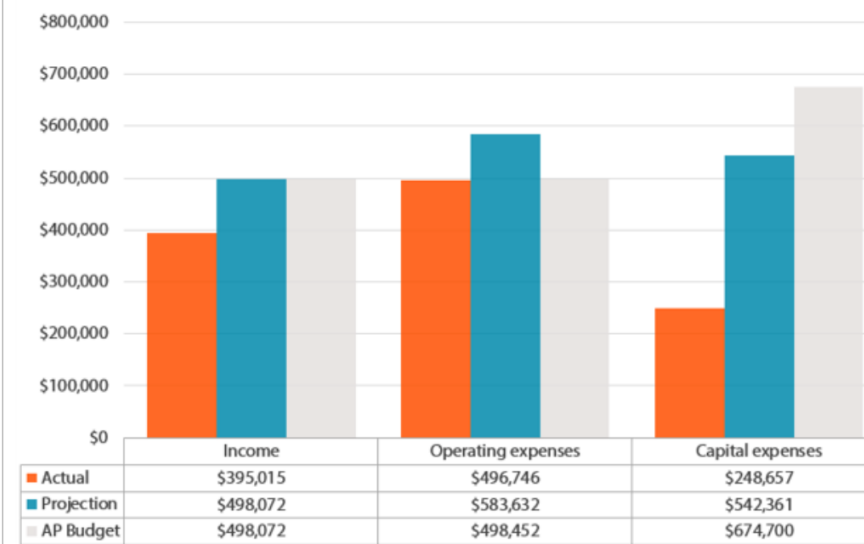
Building Consents issued for community board

RestOfSDC BoardCount



Local Budget Information

Waihopai-Toetoe - Local Business Units for period ended 30 June 2024



Projection includes the approved Annual Plan budget adjusted for budget phasing, carry forwards and approved unbudgeted expenditure reports

Budget Notes

Income is \$103k below projection. This is largely due to a vested asset (11B McEwan Street Tokanui). \$60k was received incorrectly last year and reversed in this year. Interest on reserves of \$12k will be processed as part of year end and Better off Funding income not yet received for the Wyndham camping ground as the project is not completed and the funds will be carried forward.

Operating expenses are \$87k under projection. This largely relates to \$69k of demolition costs for the Wyndham museum and \$33k for the Wyndham camping ground feasibility project that will both be carried forward. General projects are inflated by \$40k due to track feasibility costs that will be transferred to capital as it was incorrectly coded to operating expenses and partially carried forward at year end.

Capital expenses are \$294k under projection. Footpaths of \$282k were completed with \$100k funded by Better off Funding and a subsidy from NZTA applied. The cost to the community came in under projection by \$84k due to the NZTA subsidised work. The reversal of the vested asset mentioned in the income section also results in a \$60k under projection in capex. \$93k under projection relates to the track feasibility project that will be moved to work in progress as part of year end. The remaining \$15k relates to the Tokanui Hall heating system that will be carried forward at year end.

NB: Please note these are based on draft end of June accounts and will change with year-end adjustments including final invoices and adjustments for purchase orders not required.

Projects update

Activity	Name	Current Phase	Current Progress	Budget ACTUAL YTD
COMMUNITY FACILITIES	Tokanui hall – New heating system	Pre-delivery phase	Off track	\$15,000 \$- P-11067
A report for unbudgeted expenditure is included in the agenda for this meeting. If approved the new heat pumps will be installed.				
PARKS AND RESERVES	Curio Bay - Reserve management plan	Delivery phase	Monitor	\$50,000 \$10,343 P-10868
Work on this project is progressing through the engagement process.				
PARKS AND RESERVES	Edendale/Wyndham multi use track part 1	Delivery phase	On track	\$200,000 \$147,188 P-10863
The feasibility study has been completed. The remainder of the budget will be carried forward. Staff will take advice from the community board as to the next steps.				
REFUSE, RECYCLING AND GREEN WASTE	Woodlands recycling transfer	Initiation phase	Monitor	\$45,730 \$20,428 P-11073
We are still looking for suitable site locations in the Woodlands township perimeter area. This project will not be completed in the 2023/2024 period now and will be a carry over. The container has been purchased, so we may look to place the container at another township until we resolve the location issue.				
WASTEWATER	Edendale/Wyndham wastewater - consent renewal	Pre-delivery phase	On track	\$440,000 \$138,479 P-10454
The Edendale/ Wyndham consent application has been lodged by GHD to Environment Southland for a five-year extension to 2028. The consent went limited notified. This process has four written objections, two from Iwi, DOC and Fish and Game. Currently council is working through a solution to please all parties, but still have a discharge to water for a maximum of five years. Then it will be a land discharge under any new consent. It is still anticipated to start the project construction in the 2024/2025 period through to 2026/2027.				

Service contracts

Water and wastewater services operation and maintenance

The 23/01 operations and maintenance contract is running well across the Waihopai Toetoe Community Board region. Water and wastewater services across the area have continued to operate with no significant increase to RFSs or SRs outside of ordinary functions being submitted to Council or Downer.

Over the past month there has been one call in relation to the quality of water being provided at Edendale, which was quickly investigated by Downer and Council staff who concluded that there was no quality issue of concern as all minute by minute monitoring at the treatment plant and reticulation, as well as onsite hand held sampling, confirmed compliance.

The new primary filter screens at the Edendale-Wyndham wastewater treatment plant are continuing to operate effectively. Council's SCADA automation contractor has recently found a longstanding hidden issue with the telemetry (automatic recording of data) of Wyndham's wastewater pump stations, new logic is being written to fix this. The outcome of this will be less alarms and call-outs for Downer operators.

There is no other news of significance to report that is outside of normal day to day operations.

Edendale and Wyndham, Woodlands, Waikawa, Fortrose, Tokanui, Gorge Road reserve and Weirs beach mowing areas

The contractor has been undertaking spraying and low limb removal in any areas that require it. Mowing will commence in August dependent on the ground conditions.

Alliance roading contract

Pre reseal repairs for 2024/2025 sealing season are underway.

Spot metaling completed on a number of roads, getting through winter activities on our rural roads.

A significant increase of reported mud on the roads this year. The number of calls to the cyclic team to cease their routine beat to deal with this hazard also has an unseen impact on our cyclic activities being completed.

This has not been isolated to the unsealed network with some of the worst examples being on our sealed network.

Bridge deck cleaning has been a focus over the winter months with over 250 bridges in Foveaux area, this is a cyclic activity on a bi annual basis.

Waituna Gorge Road had two very large culverts replaced. These were both Armco culverts at their end of life. Replacing these two culverts was a significant expenditure out of the drainage budgets.

The Traffic Management Plan and corridor access has been approved for the Wyndham rally.

A request from the community board to clean up a section of the road reserve on Nightingale Street where rally participants park has been completed.

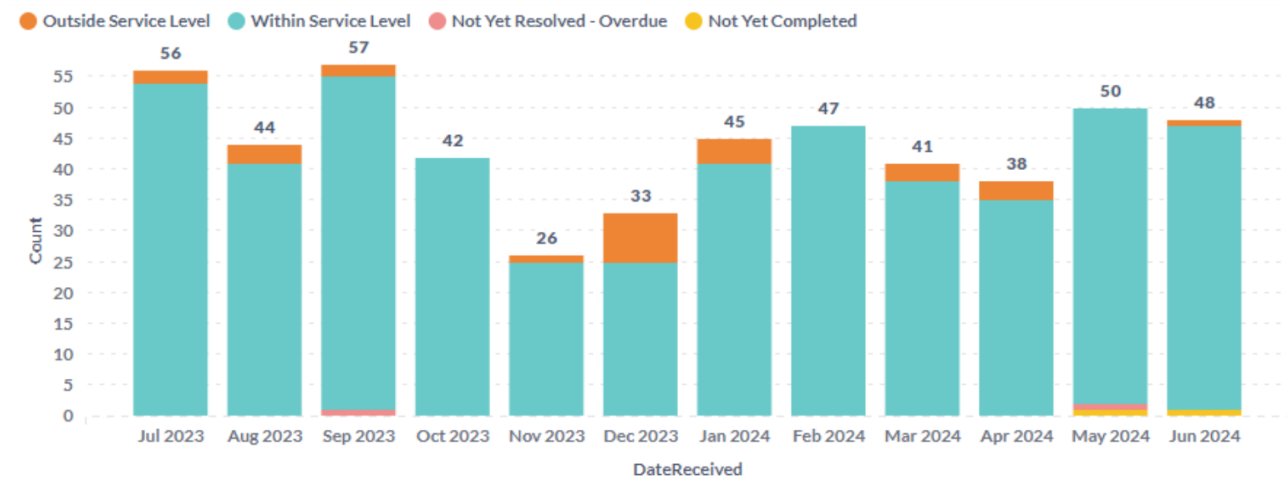
Targeted flax spraying has been completed. The focus has been on road safety especially around road signage, wilding and in the water tables.

Signs maintenance is ongoing routinely, and report of vandalism continue.

Service requests

Across the district there were 1020 RFS lodged during the period May and June, of which 113 were related to three waters. 98 of the total requests belonged to this board area.

A full summary of those requests is attached overpage.



January 2024	February 2024	March 2024	April 2024	May 2024	June 2024	July 2024	August 2024	September 2024	October 2024	November 2024	December 2024
	Board meeting		Board meeting		Board meeting		Board meeting		Board meeting		Board meeting
		Community Partnership Fund applications close 31 March						Community service award nominations close 30 September			
		District Initiative fund, Creative Communities Fund, Sport New Zealand Rural Travel Fund and John Beange Fund applications close 31 March						District Initiative fund, Creative Communities Fund, Sport New Zealand Rural Travel Fund and John Beange Fund applications close 30 September			Scholarships and bursary applications close 20 December

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RFS breakdown by type

Waihopai Toetoe Community Board RFS (May and June 2024) = 98. District Wide = 1020. 3 waters service requests = 113

Request Type	Count
Community facilities - halls - repairs/maintenance	1
Community facilities general	3
Community housing - current tenant enquires	2
Community housing - general enquires	1
Community housing - repairs and maintenance	25
Council property enquiry	2
Culverts blocked - rural	8
Flooding roads	1
Footpaths	3
Gravel road faults	6
Hazards	4
Paper roads	1
Parks and reserves - repairs and maintenance	2
Rapid numbers - repairs and maintenance	1
Sealed road faults	2
Stormwater missing/damaged lid/cover	1
Street lights out	1
Streetscape - vegetation	2
Transport general enquiries	8
Urban stormwater (manholes, grates)	2
Water and waste general	4
Water quality: smell, taste, colour, clarity	1
Water urban toby leaking or unable to be used non urgent	2
Wheelie bin cancel/damaged/stolen	5
Wheelie bin collection complaints	1
Wheelie bin general enquiry	1
Wheelie bin new/additional	8
TOTAL	98

Councillor update

Record no: R/24/8/50109

Author: Rachael Poole, Committee advisor

Approved by: Vibhuti Chopra, Group manager strategy and partnerships

Decision

Recommendation

Information

Purpose of report

- 1 This report is to provide the board an overview of the matters that have been considered at Council and Finance and Assurance Committee meetings from mid-May to July 2024.
- 2 To watch any of the previous Council or Finance and Assurance Committee meetings select this link: [SDC YouTube](#)
- 3 An overview of reports presented is given in the table below.
- 4 This report is also to provide an opportunity for Councillor Keast to highlight particular matters or update the board on any other issues that have arisen around the Council table.

29 May 2024 – Council meeting	
Report	Overview
Updated timeline for Long Term Plan 2024-2034.	Council confirmed the updated timeline for the Long-Term Plan 2024-2034, taking advantage of the legislative extension. Deloitte confirmed that while the ten days between the final deliberations to the final audit will be tight, it is doable. A revised meeting schedule to 11 December 2024 for Council and Finance and Assurance Committee was adopted as part of this report.
Adoption of the supporting documentation for the Long-Term Plan 2024-2034.	<p>Council adopted the following supporting information that sits alongside the Long-Term Plan 2024-2034:</p> <ul style="list-style-type: none"> • draft LTP section three (including financial statements, rates funding impact statements, fees and charges and reserves) • draft LTP section two (activity statements, including key performance indicators and activity funding impact statements) • draft LTP section one (summary, including financial prudence benchmarks) • draft activity management plans • draft infrastructure strategy • draft financial strategy • schedule of projects • schedule of loans • analysis of proposed rates distribution

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	<ul style="list-style-type: none"> • proposed targeted rates changes (roading, SIESA, rural water, specific halls) • detailed rate information • significant forecasting assumptions.
Long Term Plan 2024-2034 adoption of consultation document.	Council adopted the consultation document for the Long-Term Plan 2024-2034 to be released for public consultation on Wednesday 5 June until 12 noon on Friday 5 July 2024.
Long Term Plan 2034 – management report of the consultation document from Deloitte.	Council received the management report from Deloitte which related to the audit of the consultation document and supporting information for the Long-Term Plan 2024-2034.
Draft policy on development and financial contributions – consultation.	Council was asked to endorse for consultation the draft policy on Development and Financial Contributions. Council decided to consult on the policy from 5 June 2024 until 12 noon on 5 July 2024.
Dog registration fees for 2024/2025.	This report was for Council to set the dog registration fees for the 2024/2025 year. Council agreed to the fees as listed in the report and agreed to publicly notify the fees during and between the weeks starting 27 May 2024 and 24 June 2024.
Approve unbudgeted expenditure for the Manapouri signage project.	Council approved unbudgeted expenditure from the Fiordland Community Board general reserve of \$10,000 for the Manapouri signage project. This project involved condensing and correcting three signs into one and including historic information about the turbine where the sign will be situated. Meridian have agreed to pay an additional \$5,000 towards this project.
Approval to locate Riverton's giant paua shell to Koi Koi Park, Riverton.	Council approved to locate Riverton's giant paua shell to Koi Koi Park. Both the Riverton Harbour Subcommittee and the Oraka Aparima Community Board recommended to Council to approve the location of Riverton's giant paua shell to Koi Koi Park. This was after public consultation was completed.
Approve change of spelling of Koi Koi Park to Kohikohi park in Riverton.	Oraka Aparima Community Board had received a request from the kaihautu (general manager) of the Oraka Aparima Runaka to find out who the sign at Koi Koi Park is meant to honour. Investigations could not find definitive proof who the park was named after, but did find past misspellings of Captain Howell's wife (Kohikohi has been misspelt as Koi Koi). Council approved to change the spelling of the park previously known as Koi Koi Park to Kohikohi park.
Bridge weight restriction postings 2024/2025.	To enable Council to comply with the Transport Act 1962 and Heavy Motor Vehicle Regulations 1974, they are required to confirm, at a minimum annually, any posting weight limit necessary for bridges on the roading network

	<p>and to revoke any restrictions which no longer apply. Council agreed to confirm the maximum weight and speed limits for heavy motor vehicles on bridges as was listed in the report, and to notify the weight limits to the NZ police, NZTA, Road Transport Forum NZ and by public notice in daily newspapers, social media and our website.</p>
Better Off funding.	<p>Council received a request form the Department of Internal Affairs to identify whether it sees any opportunities to redirect any unspent Better Off funding towards Local Water Done Well initiatives.</p> <p>Council agreed to retain the community projects in the Better Off programme and agreed to refocus the Murihiku Runanga preparation for Tranche 2 project to ‘waters’ project.</p>
Management report.	<p>Chief executive, Cameron McIntosh updated the Council on items of interest that have been happening within Council. Updates included the government rolling out changes to the local water done well, fast track consenting, Bluecliffs emergency response and the flow on effects of the cost of living.</p> <p>Three yearly property revaluations will be happening this year, Cameron also spoke about the engagement that has been happening with the Long-Term Plan, Representation Review, Winton’s concept plan for Great North Road and ANZAC Oval, the Ohai toilet mural design and Wallacetown play hub.</p> <p>Council had a team of six attend the Australasian Management Challenge in Lower Hutt which is designed to challenge the team to work together to respond to a range of scenarios based on real government issues.</p>
5 June 2024 – Council meeting	
Report	Overview
<p>Combined policies (Revenue and Financing Policy, Rates Remission and Postponement Policy, Significance and Engagement Policy).</p>	<p>Staff presented Council information on the feedback that was received from consultation on the three policies. Council then made some recommendations to staff on the draft Significance and Engagement Policy and the draft Revenue and Financing Policy to be incorporated and presented to Council on the 19 June 2024 to be adopted. Council also asked staff to report back on the concept of a heritage initiatives fund.</p>

5 June 2024 – Finance and Assurance meeting	
Report	Overview
Finance and Assurance Committee workplan to 30 June 2024.	Staff shared the work plan for the remainder of this financial year with the Council and accepted the changes, which were around Long-Term Plan dates changing or yet to be confirmed for the audit management report and some of the annual report timeframes.
Finance and Assurance Committee workplan for the year ended 30 June 2025.	Staff presented the 2025 workplan for the Finance and Assurance Committee. Chair Robertson requested that in September a self-assessment on the committee’s performance is scheduled. Other reports will be added as and when required during the year and represented to Council.
Financial Report for the period ended 30 April 2024.	This report provided an overview of the financial results for the ten months to 30 April 2024, as well as the financial position and statement of cashflows as at 30 April 2024. Hartley Hare (Strategic manager transport) updated the committee on the roading budget and the bridging plan, explaining that works have been completed as planned but with an underspend.
Balanced Funds Investment Review.	Staff spoke to the committee to provide them with information on the Milford Asset Management and Westpac (BT Funds Management) balanced funds and seek approval to invest the remaining three quarterly instalments for the 2023/24 financial year. The committee agreed to a tiered management fee until Council gets a total of \$15 million invested following the decision to invest in instalments.
Legal issue steering group update on Te Anau Downs station findings.	Staff updated the committee on the activity of the legal issue steering group in relation to the environment court decision regarding Te Anau Downs Station.
Te Anau Downs Station – Twelve Point Action Plan.	Staff updated the committee on the progress against the plan of work that emerged as a response to the recommendations in the independent review. While significant progress has been made in the regulatory team, some other areas of the plan have not progressed as far due to the uncertain nature of policies coming from central government. This will improve once direction comes from central government.
Fraud Policy review.	Staff presented feedback on the draft Fraud Policy, with the definitions containing a stronger understanding of how fraud and serious wrongdoing fit together within this policy. The committee have endorsed and recommended to Council that it adopts this policy.
Draft Risk Management Policy.	Staff presented for consideration and adoption the draft Risk Management Policy. This policy seeks to provide direction

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	for effective and consistent risk management, highlights key roles and responsibilities and demonstrates Council's commitment to a culture of risk-based decision-making. The committee have endorsed and recommended to Council that it adopts this policy.
Health and Safety update.	<p>Staff provided and update on health and safety related events and activity over the last quarter.</p> <p>Chairperson Robertson requested a stronger focus around section 44 of the Act, lag and lead indicators as well as health and safety systems that are in place, along with a fuller picture of staff wellbeing including annual leave, accumulated leave, training and keeping this relevant and up to date.</p> <p>Staff advised that ISO 4500, Health and Safety certification, is being updated and this will flow through into future reporting.</p>
Quarterly update to the F & A Committee on progress for the environmental services business improvement plan – 17a.	<p>Staff updated the committee on how the business improvement plan is progressing. Nine actions have been completed, leaving ten to go.</p> <p>The last recommended date for action completion is 30 September 2024.</p>
Risk management – June 2024 quarterly update.	Staff presented the committee with nine proposed priority strategic risk areas, which the committee agreed to recommend to Council to adopt.
Annual report 2023/2024 timetable.	<p>Staff presented the committee with the revised annual report timeline, which due to the later adoption of the Long-Term Plan 2024 – 2034, has had to be amended.</p> <p>The committee endorsed and recommended the new key dates for the Annual Report timeline to Council.</p>
Accounting policies for the year ended 30 June 2024.	The Committee considered and recommended to Council the adoption of the accounting policies to be used to compile Council's Annual Report for the year ended 30 June 2024.
Proposed internal audit programme.	<p>The committee agreed to adding the following to the internal audit programme:</p> <ul style="list-style-type: none"> - an audit of the Stewart Island/Rakiura Visitor Levy - a review of the current document management system - a review of the request for service system.
19 June 2024 – Council meeting	
Report	Overview
Great South update on the Te Anau Airport Manapouri review.	Steve Canny from Great South gave an update on the airport review that they are coordinating for Council. Council

	thanked the project and governance groups for their work to date on the review.
Draft Risk Management Policy.	Council adopted the Risk Management Policy. It was noted that this policy will provide direction for effective and consistent risk management, highlight key roles and responsibilities, and demonstrate Council’s commitment to a culture of risk-based decision-making.
Risk management – annual review.	<p>Council adopted the priority strategic risk areas to become effective on 1 July 2024:</p> <ul style="list-style-type: none"> i. adverse event – the risk that Council is unable to respond to the consequences of a natural or human-induced event impacting the District ii. change – the risk that Council has inadequate adaptability to respond to a continuously changing environment iii. climate adaptation – the risk that Council fails to appropriately adapt to, or mitigate the effects of, a changing climate iv. cyber security – the risk that Council’s systems are vulnerable to cyber-attack and/or error v. decision-making – the risk of suboptimal decision-making by Council vi. finance – the risk that Council fails to manage its financial sustainability impacting its long-term ability to fund essential services and projects vii. health, safety and wellbeing – the risk of health, safety and wellbeing harm to staff, contractors and community viii. social licence – the risk that Council fails to maintain acceptable levels of satisfaction and social licence within the community ix. strategic relationships – the risk that Council fails to appropriately maintain its local, regional and national relationships.
Fraud Policy.	<p>Council adopted the Fraud Policy. Changes to the new policy included Audit NZ recommendations for bribery and corruption definitions, as well as further responsibility around bribery and corruption for the Fraud Control Officers.</p> <p>Additional wording was added around the obligation to report suspected fraud and, if this was not appropriate, to report to the Serious Fraud Office.</p>

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Significance and Engagement Policy adoption.	Council adopted the Significance and Engagement Policy 2024, which will come into effect with the adoption of the Long-Term Plan 2024 -2034.
Adoption of the Southland District Council Fees and Charges and end of year rate penalty.	Council adopted fees and charges to apply from 1 July 2024 and resolved to apply a penalty of 10% to any amount of rates unpaid at 1 July 2024.
Enforcement Policy.	Council approved the adoption of the Enforcement Policy 2024. This policy is intended to guide how enforcement will be carried out and how staff will be most effective in dealing with offending.
Southland Township Futures Scoping report.	Staff shared with the Council advice on a programme of strategic work on Southland township futures, that will aid Council to identify how townships in the district will grow in a resilient and sustainable way. It will also show the infrastructure needed to support growth, including water infrastructure.
Proposed road stopping – 2 Ellis Road, Lowther.	Council recommended staff initiate the road stopping of a portion of legal unformed road (approved as to survey Section 1, SO 483417) that bisects the property of 2 Ellis Road, Lowther, and to exchange the proposed stopped portion of road, for an easement facility obligation for the Around the Mountain Cycle Trail.
Te Anau Downs boat ramp replacement expenditure approval.	Council approved unbudgeted expenditure on the replacement of the Te Anau Downs boat ramp, to be funded from the Te Anau general reserve, prior to the adoption of the 2024-2034 Long Term Plan. This is to take advantage of the low lake levels over winter and to allow construction prior to the summer season.
Proposed updates to the Delegations Manual.	Council approved and adopted changes to the Delegations Manual including: <ul style="list-style-type: none"> i. alterations to delegations made by the chief executive since the manual was adopted on 24 January 2024: iii) amending the delegations to the Stewart Island/Rakiura Visitor Levy Allocation Subcommittee by removing the delegation to set policy in relation to the collection and enforcement of the Stewart Island/Rakiura visitor levy (to ensure the manual has a consistent position that only Council can set policy). iv) amendments to delegations and new delegations under the Resource Management Act 1991.
Representation review update.	Council noted the four representation options generated by staff in response to community feedback and that staff will present the initial proposal to Council on 16 July 2024.

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Mayor's report.	<p>The mayor took the Council through his report. Councillors also spoke about the following:</p> <p>Creative Communities Committee allocated funds for 11 applications.</p> <p>Arts Murihiku are holding their inaugural Southland Creative Arts Awards on 17 August 2024 at Ascot Park Hotel.</p> <p>Whakamana te Waituna Trust recently received a letter of appreciation from Dean Whaanga at Te Ao Marama Inc expressing their gratitude for the upgrade of the Waituna Bridge on Waghorn Road.</p> <p>Southland Regional Heritage Committee have received funding for Project Ark from the Lotteries Commission.</p> <p>Southland Heritage Building Preservation Trust is winding up as demand has dropped away.</p>
3 July 2024- Council meeting	
Report	Overview
Public participation.	<p>Jennifer Stephens from Kiwi Harvest spoke to Council on the food rescue service.</p> <p>Nigel Williams and Nicky Fryer spoke to Council regarding the forestry proposal to be undertaken in the Ohai area.</p> <p>Doug Frazer spoke to Council about the road rate funding model they are using.</p>
Riversdale lighting project – unbudgeted expenditure request.	<p>Council approved unbudgeted expenditure of up to \$25,000 + gst for a lighting improvement project in Riversdale. This project will be funded as below:</p> <ul style="list-style-type: none"> • \$8,321 from the Ardlussa community board general reserve, • any operational underspends in 2023/2024; • with the remainder to be funded by a 15-year loan repaid through the Ardlussa community board rate.
Local Water Done Well.	<p>Council approved an allocation of up to \$25,000 towards investigating collaborative water service delivery options for SDC, subject to funding being confirmed by the Department of Internal Affairs. Council also requested at least quarterly reports from the working group.</p>
Draft NZTA Emergency Works Investment Policy.	<p>Staff completed and lodged their submission with the Ministry of Transport on 19 June 2024. Council ratified this submission, which due to time constraints, did not come before the Council before being lodged.</p>
Financial report for the period ended 31 May 2024.	<p>Council was presented with an overview of the financial results for the eleven months to 31 May 2024. Council requested that a report is taken to the Finance and Assurance Committee on 4 September 2024 with an overview of the</p>

	SDC shareholding of Milford Sound Tourism Ltd, representation and reporting.
16 July 2024- Council meeting	
Report	Overview
Representation review – representation proposal.	Council adopted a representation proposal for public consultation.
Feedback on the 2024-2034 Long Term Consultation document.	Council received 312 submissions on the consultation document, 64 were not completed, resulting in 248 active submissions. Those who submitted and wanted to speak to their submission spoke to Council in a public hearing. Council heard from 32 submitters.
24 July 2024- Council meeting	
Report	Overview
Policy on Development and Financial Contributions Deliberations.	Council endorsed the draft Development and Financial Contributions Policy and requested that this policy is reviewed prior to the next Long-Term Plan. The consultation was on the proposal that development contributions remain in remission on the basis the Council wants to encourage growth, and for financial contributions to continue to be collected through the Southland District Plan.
Long Term Plan 2024-2034 Deliberations Report.	Council was presented with an overview of the key issues raised in the submissions on the consultation document for the Long-Term Plan 2024 – 2034. The next step is for the draft Long-Term Plan to be considered by the Finance and Assurance Committee on 7 August 2024 and for the committee to give approval for the draft plan to be audited. The plan will then be adopted by Council on 26 August 2024.

Recommendation

That the Waihopai Toetoe Community Board:

- a) **receives the report titled “Councillor update”.**

Attachments

There are no attachments for this report.

Chairperson's report

Record no: R/24/8/51086

Author: Fiona Dunlop, Committee advisor

Approved by: Vibhuti Chopra, Group manager strategy and partnerships

Decision

Recommendation

Information

Purpose of report

- 1 The purpose of the report is to provide an update to the Waihopai Toetoe Community Board on activities that the chairperson has been involved with since April 2024.
- 2 The report also provides an opportunity for the board chairperson to present an overview of the issues she has been involved with.
- 3 Chair Yorke is reporting as follows:

Congratulations

Congratulations to Community Board Member Emily Butters and her partner Hayden on the safe arrival of Olive Grace on the 24 July 2024. She is gorgeous. Mum and baby are doing well.

Curio Bay walking track

The second stage of the walking track at Curio Bay was opened on Sunday 18 August 2024. This is the latest project that the South Catlins Charitable Trust have been working on. We were joined by Olive Grace and her mum at the opening.

2024-2034 Long Term Plan

On 16 July 2024, I attended the Council meeting in Wallacetown to present the Boards submission to the draft 2024-2034 Long Term Plan. This was a slightly different arrangement to the last time I submitted. Times were very well controlled with only 5 minutes available to speak, as per standing orders, so one had to be brief. There has been some media interest around the Freedom Camping Ambassador for our area, with an article in the Otago Daily Times and an interview with Radio New Zealand.

Slopedown wind farm

There have been some very hurried meetings via video links for discussions with staff and consultants on the submission process for the proposed Slopedown wind farm. This process also had some tight timeframes.

The Community board submission has been circulated to Board members. Our submission is available at this link [Waihopai Toetoe Community Board](#) on the Environmental Protection Authority website. This link [Southland Wind Farm](#) takes you to the Southland Wind Farm project consent application. You can also read the comments from invited parties.

Levels of service in the Board area

As we approach the spring period, I will be starting to have discussions around level of service delivery in our local towns. This will be around spraying, footpath maintenance and general matters.

I am concerned that the community facilities department being significantly understaffed. This department is one that has direct daily/weekly links to Community Boards.

Footpath maintenance and renewal programme

We have been advised of our indicative funding allocation from NZTA for the footpath maintenance and renewal programme. Regrettably this news is not good and the indicative allocation has us only receiving 20% of the total footpath funding requested.

The implication of this is that we should have sufficient budget for maintenance but insufficient budget for the renewals programme. While this lack of subsidy is extremely disappointing it will require us to reassess the forward works programme and consider how to best prioritise and manage the little renewal funding we are likely to receive. The transport team will be assessing the footpath programme in the near future, this will mean engaging with the Board to establish a course of action for the next three years.

We need to make sure that we have adequate funding available for footpath maintenance, as preventing further deterioration to our footpaths is going to be essential to longevity of our footpaths.

2024-2034 Long Term Plan deliberations – Reallocating properties in the Fortrose hall rating boundary to Waimahaka and Tokanui hall rating areas

Council met on Wednesday 24 July 2024 to consider the oral submissions and written submissions received as part of the consultation for the draft 2024-2034 Long Term plan.

Following the consultation on the reallocating properties in the Fortrose hall rating boundary to Waimahaka and Tokanui hall rating areas, the Council meeting resolved:

- (a) Retain the Fortrose hall rating area with an interim hall rate per SUIP to be set at an amount in line with the Waimahaka Hall rate (currently \$68 per SUIP incl GST as shown in the draft LTP rates) with the distribution of funds between the Waimahaka and Tokanui halls to be determined by the Waihopai Toetoe Community Board.
- (b) Notes that as a result of the reinstatement of the Fortrose hall rate/boundary and the removal of the additional rating units from the Waimahaka and Tokanui halls that the rate per unit for the following halls in 24/25 will:
 - 1) Increase the Waimahaka hall rate from \$67 as shown in the draft 2024-2034 Long Term Plan to \$68 to collect a total revenue of \$6,936
 - 2) Increase the Tokanui hall rate from \$108 as shown in the draft 2024-2034 Long Term Plan to \$160 to collect a total revenue of \$21,760.

We will be receiving more information in due course regarding this process.

Amalgamation proposal

On Wednesday 15 August 2024, Mayor Rob Scott arranged a short notice meeting of Community Board chairs to brief us about the press release from himself around the concept of merging Councils. This was met with agreeance and positivity that this proposal needs to be investigated by all parties. We applauded his foresight on bringing this to the table.

Recommendation

That the Waihopai Toetoe Community Board:

- a) receives the report titled "Chairperson's report".**

Attachments

There are no attachments for this report.

Next meeting

Record no: R/24/8/51087

Author: Fiona Dunlop, Committee advisor

Approved by: Deborah-Ann Smith-Harding, Committee advisor/customer support partner

Decision

Recommendation

Information

Purpose

- 1 For the Board to confirm that their next meeting is at 7pm on Tuesday 22 October 2024 to be held in the Memorial Hall Wyndham, 44 Balaclava Street, Wyndham.

Recommendation

That the Waihopai Toetoe Community Board:

- a) **receives the report titled "Next meeting".**
- b) **confirms that the next meeting of the Board is at 7pm on Tuesday 22 October 2024 to be held in the Memorial Hall Wyndham, 44 Balaclava Street, Wyndham.**

Attachments

There are no attachments for this report.