



Notice is hereby given that an Ordinary meeting of Southland District Council will be held on:

Date: Wednesday, 11 June 2025
Time: 10am
Meeting room: Tuatapere RSA Hall
Venue: 61 Main Street
Tuatapere

Council Agenda OPEN

MEMBERSHIP

Mayor

Rob Scott

Deputy mayor

Christine Menzies

Councillors

Jaspreet Boparai

Don Byars

Derek Chamberlain

Paul Duffy

Darren Frazer

Sarah Greaney

Julie Keast

Tom O'Brien

Margie Ruddenklau

Jon Spraggon

Matt Wilson

IN ATTENDANCE

Committee advisor

Rachael Poole

Chief executive

Cameron McIntosh

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Online: [Southland District Council YouTube](https://www.youtube.com/watch?v=9840)

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 toilets are located outside of the chamber, directly down the hall on the right.

Earthquake – Drop, cover and hold applies in this situation and, if necessary, once the shaking has stopped we will evacuate down the stairwell without using the lift, meeting again in the carpark on Spey Street.

Evacuation – Should there be an evacuation for any reason please exit down the stairwell to the assembly point, which is the entrance to the carpark on Spey Street. Please do not use the lift.

Phones – Please turn your mobile devices to silent mode.

Recording - These proceedings are being 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.

TABLE OF CONTENTS

ITEM	PAGE
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PROCEDURAL

Karakia Timatanga

Mā te whakarongo	Through listening
Mā te kōrero	Through talking
Mā te ngakau	From the heart
Mā te wairua	From the spirit
Mā te manaaki mai	Through giving
Mā te manaaki atu	And receiving respect
Ka puawai te maramatanga	Understanding will bloom
Tihei mauri ora	This is the essence of life

1	Apologies	5
2	Leave of absence	5
3	Conflict of Interest	5
4	Extraordinary/Urgent Items	5
5	Confirmation of Council Minutes	5
6	Public Participation	5

REPORTS

7.1	Local water done well (LWDW) consultation	21
7.2	Management report June 2025	33
7.3	Mayor's report	49
7.4	Nightcaps hall, installation of new diesel tank - retrospective unbudgeted expenditure request	51
7.5	Unbudgeted expenditure report - Ohai Railway Fund - March 2025 funding round	55

Karakia Whakamutunga

Kia hora te marino	May peace be widespread
Kia whakapapa pounamu te moana	May the sea be like greenstone
Hei huarahi mā tātou i te rangi nei	A pathway for us all this day
Aroha atu, aroha mai	Let us show respect for each other
Tātou i a tātou katoa	For one another
Hui e! Tāiki e!	Bind us all together!

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

Councillors are reminded of the need to be vigilant to stand aside from decision-making when a conflict arises between their role as a councillor 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 Council 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 Council Minutes

5.1 Meeting minutes of Council, 28 May 2025

6 Public Participation

Notification to speak is required by 12noon at least one clear day before the meeting. Further information is available on www.southlanddc.govt.nz or phoning 0800 732 732



Council

OPEN MINUTES

(UNCONFIRMED)

Minutes of a meeting of Council held in the Council Chamber, Level 2, 20 Don Street, Invercargill on Wednesday, 28 May 2025 at 10am. (10am – 2.40pm (PE 1.32pm – 2.40pm)).

PRESENT

Mayor	Rob Scott
Deputy mayor	Christine Menzies
Councillors	Jaspreet Boparai
	Don Byars
	Derek Chamberlain
	Paul Duffy
	Julie Keast
	Tom O'Brien
	Jon Spraggon

APOLOGIES

Councillor Frazer
Councillor Sarah Greaney (Council approved leave of absence)
Councillor Margie Ruddenklau
Councillor Matt Wilson (Council approved leave of absence)

IN ATTENDANCE

Committee advisor	Rachael Poole
Chief executive	Cameron McIntosh

Mayor Scott opened the meeting with a karakia timatanga as follows:

Mā te whakarongo	Through listening
Mā te kōrero	Through talking
Mā te ngakau	From the heart
Mā te wairua	From the spirit
Mā te manaaki mai	Through giving
Mā te manaaki atu	And receiving respect
Ka puawai te maramatanga	Understanding will bloom
Tihei mauri ora	This is the essence of life

1 Apologies

There were apologies for absence from Councillor Ruddenklau and Councillor Frazer. Councillors Greaney and Wilson are on Council approved leave of absence.

Resolution

Moved Deputy Mayor Menzies, seconded Cr Boparai **and resolved:**

That Council accept the apologies.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

Councillor Keast declared a conflict of interest in relation to item 7.3 – District Initiatives Fund applications – March 2025 application 2 Shepherdess/Muster Vibrant Rural Communities. She would not take part in discussion or vote on the item.

4 Extraordinary/Urgent Items

There were no Extraordinary/urgent items.

5 Confirmation of Council Minutes Resolution

Moved Cr Spraggon, seconded Cr Keast **and resolved:**

That the Council confirms the minutes of the meeting held on 14 May 2025 as a true and correct record of that meeting.

6 Public Participation

1. Eleanor Linscott and Jason Herrick spoke on Federated Farmers submission on Changes to fees and charges 2025/2026 and reiterated the questions where they had asked for clarification on some of the new costs included in the schedule.
2. Julia Brown and Emma Rabbidge spoke about the Shepherdess Muster event that is happening in Tokanui in 2026. This is a women's wellness event and is aimed at making connections for those who are semi isolated due to their location. This event builds on the one that was held at Mōtū in 2024.

Reports

7.1 Mayors Taskforce For Jobs - update from Great South

Record No: R/25/5/23287

Community leadership manager – Jared Cappie, Southland Youth Futures team manager – Renata Gill and Mayors Taskforce for Jobs Co-ordinator – Elizabeth Wyatt were in attendance. They connected with 212 young people and have 34 placed into fulltime employment.

Resolution

Moved Mayor Scott, seconded Deputy Mayor Menzies **and resolved:**

That Council:

- a) **thanks Southland Youth Futures team manager – Renata Gill and Mayors Taskforce for Jobs co-ordinator Elizabeth Wyatt for their update to Council.**

7.2 SDC holiday programme update - January 2025

Record No: R/25/4/14798

Community liaison officer – Kathryn Cowie introduced Active Southland Regional Community and Sport Advisor – Jenna Shepherd and Active Southland GM Healthy Communities - Wendy Finlay were in attendance.

Active Southland updated Council on the school holiday programme that was delivered for Southland District Council in January 2025.

Resolution

Moved Mayor Scott, seconded Cr Keast **recommendation a with an addition and resolved:**

That the Council:

- a) **receives the report titled “SDC holiday programme update - January 2025” and thank Active Southland for their work in this space.**

7.5 WasteNet's submission - proposed waste legislation changes

Record No: R/25/5/23876

Invercargill City Council WasteNet Director – Fiona Walker and Manager operations water and waste services – Grant Isaacs were in attendance for this item.

The purpose of the report was for Council to review the draft submission prepared by WasteNet on the proposals to amend the Waste Minimisation Act 2008 prior to being submitted to the Ministry for the Environment. Councillors requested that the volume of the bins is clarified within the document.

Resolution

Moved Cr Keast, seconded Cr Boparai **and resolved:**

That the Council:

- a) receives the report titled "WasteNet's submission - proposed waste legislation changes"
- b) notes the draft submission on the proposed Waste Minimisation Act and Litter Act reforms (A5908674) and
- c) agrees to proceed with the submission, noting any changes required.

The meeting adjourned for morning tea at 10.55am and reconvened at 11.10am.

7.3 District Initiatives Fund applications - March 2025 round

Record No: R/25/4/15020

Community liaison officer – Kathryn Cowie, GM Customer and Community Wellbeing – Sam Marshall and Manager community leadership – Jared Cappie were in attendance for this item.

The purpose of the report was for Council to allocate the District Initiatives Fund grants for the March 2025 funding round.

Seven applications had been received for the current funding round, which closed on 30 March 2025 with \$26,997 available for distribution this round.

Moved Councillor Boparai, seconded Councillor Spraggon the motion being recommendations a to d.

The motion was put and declared CARRIED.

Moved Councillor Duffy, Councillor Keast the motion:

That Council:

- e) Approves the allocation of funds from the District Initiatives Fund as follows:

1	Southland Oral History Project/Heritage South	\$1,000
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The motion was put and declared CARRIED.

Councillor Keast withdrew from the table due to a conflict of interest.

Moved Councillor Menzies, seconded Councillor Duffy the motion:

That Council:

- e) Approves the allocation of funds from the District Initiatives Fund as follows:
- | | | |
|---|--|---------|
| 2 | Shepherdess/Muster Vibrant Communities | \$8,497 |
|---|--|---------|

The motion was put and declared CARRIED. (Councillor Boparai and Councillor O'Brien requested that their dissenting votes be recorded.)

Councillor Keast returned to the table.

Moved Mayor Rob Scott, seconded Councillor Boparai the motion:

That Council:

- e) Approves the allocation of funds from the District Initiatives Fund as follows:
- | | | |
|---|-------------------------------|---------|
| 3 | Winton Men's Friendship Choir | \$1,500 |
|---|-------------------------------|---------|

The motion was put and declared CARRIED.

Moved Councillor O'Brien, seconded Councillor Boparai the motion:

That Council:

- e) Approves the allocation of funds from the District Initiatives Fund as follows:
- | | | |
|---|-----------------------|---------|
| 4 | Ladies Club of Winton | \$1,500 |
|---|-----------------------|---------|

The motion was put and declared CARRIED.

Moved Councillor Boparai, seconded Councillor Chamberlain the motion:

That Council:

- e) Approves the allocation of funds from the District Initiatives Fund as follows:
- | | | |
|---|--------------------------------|---------|
| 5 | South Coast Environment Centre | \$3,000 |
|---|--------------------------------|---------|

The motion was put and declared CARRIED.

Moved Councillor Boparai, seconded Councillor Keast the motion:

That Council:

- e) Approves the allocation of funds from the District Initiatives Fund as follows:
- | | | |
|---|--|---------|
| 6 | Tuatapere District Promotions Inc./Central Western Archive | \$1,500 |
|---|--|---------|

The motion was put and declared CARRIED.

Moved Councillor Chamberlain, seconded Councillor O'Brien the motion:

That Council:

- e) Approves the allocation of funds from the District Initiatives Fund as follows:
- | | | |
|---|------------------------|----------|
| 7 | Fiordland Trails Trust | \$10,000 |
|---|------------------------|----------|

The motion was put and declared CARRIED.

Final resolution

That the Council:

- a) receives the report titled "District Initiatives Fund applications - March 2025 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. Southland Oral History Project/Heritage South
 2. Shepherdess/Muster Vibrant Communities
 3. Winton Men's Friendship Choir
 4. Ladies Club of Winton
 5. South Coast Environment Society
 6. Tuatapere District Promotions Inc./Central Western Archive
 7. Fiordland Trails Trust
- e) approves the allocation of funds from the District Initiatives Fund as follows:

1	Southland Oral History Project/Heritage South	\$1,000
2	Shepherdess/Muster Vibrant Communities	\$8,497
3	Winton Men's Friendship Choir	\$1,500
4	Ladies Club of Winton	\$1,500
5	South Coast Environment Centre	\$3,000
6	Tuatapere District Promotions Inc./Central Western Archive	\$1,500
7	Fiordland Trails Trust	\$10,000

7.4 Sport NZ Rural Travel Fund applications - March 2025 round

Record No: R/25/4/15021

Community liaison officer – Kathryn Cowie, GM Customer and Community Wellbeing – Sam Marshall and Manager community leadership – Jared Cappie were in attendance for this item.

The purpose of the report was for Council to allocate funding for the Sport NZ Rural Travel Fund for the March 2025 funding round. The purpose of the fund is to assist with transport expenses associated with participating in regular local sports competitions for youth aged five to 18. Southland District Council administers funding on behalf of the Sport NZ Rural Travel Fund.

Resolution

Moved Cr Chamberlain, seconded Cr O'Brien **and resolved:**

That the Council:

- a) receives the report titled "Sport NZ Rural Travel Fund applications - March 2025 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.
- a) receives applications from the following:
 - Central Southland College
 - Riverton Rugby Club
 - Mossburn School – Hockey
 - Menzies College Netball Club
 - Mossburn School – Netball
 - Fiordland College
 - Riverton Athletic Club
 - Winton Football Club
 - Takitimu Primary School
 - Fiordland Swimming Club
 - Northern Southland College
 - Tokanui Netball Club
- b) approves the allocation of funds for the Sport NZ Rural Travel Fund as follows:

1	Central Southland College	\$1,050
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2	Riverton Rugby Club	\$1,500
3	Mossburn School – Hockey	\$1,050
4	Menzies College Netball Club	\$1,500
5	Mossburn School – Netball	\$1,050
6	Fiordland College	\$1,050
7	Riverton Athletic Club	\$800
8	Winton Football Club	\$800
9	Takitimu Primary School	\$800
10	Fiordland Swimming Club	\$800
11	Northern Southland College	\$1,250
12	Tokanui Netball Club	\$450

- c) approves the financial report for the Sport NZ Rural Travel Fund as at 31 March 2025.

7.6 Bridge weight restriction postings 2025/2026

Record No: R/25/5/22440

Strategic manager transport – Hartley Hare WSP work group manager buildings – Ian Sutherland were in attendance for this item.

The purpose of the report was for compliance with the Transport Act 1962 and Heavy Motor Vehicle Regulations 1974, the road controlling authority for any territorial area is to confirm, at a minimum annually, any posting weight limit necessary for bridges on the roading network and to revoke any restrictions which no longer apply.

The number of posted bridges inspected within the Southland district has reduced this year due to an ongoing bridge replacement programme with two posted bridges replaced since July 2024.

Resolution

Moved Cr Duffy, seconded Cr Keast **and resolved:**

That Council:

- a) receives the report titled “Bridge weight restriction postings 2025/2026” dated 23 May 2025
- 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 confirm that in accordance with the Transport Act 1962 and Heavy Motor Vehicle Regulations 1974, the maximum weight and speed limits for heavy motor vehicles on bridges as listed on the attached schedule (Attachment A of the officers report) be imposed
- e) agrees to continue to rely on the central on bridge restriction to limit posting restrictions and continues to mitigate this risk through ongoing promotion of posting compliance
- f) agrees to notify the weight limits to the New Zealand Police, New Zealand Transport Agency, Road Transport Forum New Zealand (Inc.) and by public notice in daily newspapers, social media and our website.

7.7 Changes to fees and charges 2025/2026 - deliberations

Record No: R/25/4/17922

Finance development coordinator – Nicole Taylor GM Finance and assurance – Anne Robson were in attendance for this item.

The purpose of the report was to provide an analysis of the submissions received on the proposed changes to the fees and charges and seek decisions from Council to confirm fees to include in the Annual Plan 2025/2026 due to be adopted in June 2025.

At its meeting on 14 May 2025, Council received six submissions on the proposal with the majority of the submitters supporting the proposed changes.

Staff have reviewed the feedback and are proposing changes to two fees and to address issues raised by submitters. The remainder of the fees are as outlined in the statement of proposal.

Resolution

Moved Deputy Mayor Menzies, seconded Cr Boparai **and resolved:**

That the Council:

- a) receives the report titled “Changes to fees and charges 2025/2026 - deliberations”.
- 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) acknowledges the submissions received and thanks all submitters for their feedback.
- e) considers the feedback received on the changes to the fees and charges 2025/2026, together with advice from staff.
- f) confirm the fees and charges for inclusion in the Annual Plan 2025/2026 as shown in Attachment A, noting these are in line with the statement of proposal consulted on with the following changes (highlighted in yellow):
 - i) addition of a new hire fee for the Winton Memorial Hall supper room as follows:

Winton Memorial Hall		
Hall hire	Per hour (minimum booking 4 hours for casual users, no minimum for verified users)	\$50.00
	Per day	\$400.00
Supper room hire	Per hour (minimum booking 2 hours for casual users, no minimum for verified users). Availability of the supper room is dependent on bookings for the main hall hire.	\$30.00
Not for profit/community group		50% discount
Bond - Regular Users (12 month duration for bond, reviewed and renewed every 12 months)	No GST. These are discretionary and to be advised at time of booking	\$200.00
Bond - casual/one-off users	No GST. These are discretionary and to be advised at time of booking	\$500.00

- ii) amending the basis of the pre-application meeting fee from a \$500 per hour fee to a \$500 base fee plus actual costs and disbursements as follows:

Resource Management - Other matters		
Where pre-application meetings are sought for large projects including but not limited to consultation requested under the Fast-track Approvals Act, or where there are multiple meetings for other proposals or matters which extend beyond 30 minutes then Council can charge the officers' time to the potential applicant	Base fee plus actual costs and disbursements Per hour	\$500.00

7.8 Financial Report for the period ended 31 March 2025

Record No: R/25/4/18476

Senior accountant – Joanie Nel, Project accountant – Jo Hooper and GM Finance and assurance – Anne Robson were in attendance for this item.

Resolution

Moved Cr O'Brien, seconded Deputy Mayor Menzies **and resolved:**

That the Council:

- a) **receives the report titled "Financial Report for the period ended 31 March 2025".**
- b) **acknowledges an inconsistent decision, in that Council is not currently meeting its interest rate exposure thresholds for year four to year five due to the maturity dates of some loans. Future debt funding will be aligned with the thresholds required.**
- c) **notes Council has previously agreed to consider this issue and any changes necessary as part of the Investment and Liability Policy review.**

7.9 Seaward Downs recreation reserve - potentially surplus to requirements

Record No: R/25/5/19896

Senior property advisor – Megan Cowley was in attendance for this item.

The purpose of the report was for Council to declare the Seaward Downs recreation reserve located at 710 Edendale Seaward Downs Road, Seaward Downs, as surplus to requirements and to commence the process of disposing of the property.

The land at 710 Edendale Seaward Downs Road, Seaward Downs was a former school site set apart for a domain and classified as a recreation reserve. It was vested "in trust" in the Southland County Council in 1973.

Once considered surplus, the property must be returned to the Crown who may then sell. Council can apply for a share of the net sale proceeds.

Resolution

Moved Deputy Mayor Menzies, seconded Cr Chamberlain **and resolved:**

That the Council:

- a) **receives the report titled "Seaward Downs recreation reserve - potentially surplus to requirements".**
- 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) resolves that the Seaward Downs recreation reserve (Section 180E Edendale Settlement) located at 710 Edendale Seaward Downs Road, Seaward Downs, is surplus to requirements.
- e) agrees that staff are to initiate the disposal process for the property being Section 180E Edendale Settlement and to take the appropriate actions as required by the Crown;
 - (1) for the 'vesting in trust' in the Council be revoked, and
 - (2) for the recreation reserve status to be revoked and,
 - (3) to make application to the Crown for a percentage of the sale proceeds if the land is to be sold.
- f) agrees that any potential net sale proceeds are to be transferred to the Waihopai-Toetoe community board to be used for capital expenditure or projects on reserves, parks and open spaces.
- g) delegates to the chief executive, the authority to determine and execute any documents required to achieve the disposal of the property.

(The meeting adjourned for lunch at 12.24pm and reconvened at 1.15pm.)

When the meeting reconvened, Mayor Scott, Councillors Boparai, Chamberlain, Duffy, Keast, Menzies, O'Brien and Spraggon were present when the meeting reconvened.

7.10 Milford Community Trust

Record No: R/25/5/21045

Strategic projects lead – Simon Moran and GM strategy and partnerships – Vibhuti Chopra were in attendance for this item.

The purpose of the report was seek approval from Council to reappoint the current trustee, appoint a Mararoa Waimea ward councillor as a trustee, and advertise for the remaining vacant trustee positions.

Decisions on the Milford Opportunities Project have not yet been made by government to date. Council's decision to defer appointing trustees was based on the thinking that the decision was imminent, however as that has not been the case it is timely for Council to reconsider advertising for trustees.

Following discussion, Mayor Scott advised while Councillor Sarah Greaney was on an approved leave of absence from Council, she was willing to be the councillor appointed from the Mararoa Ward as the new ward trustee.

Resolution

Moved Cr Duffy, seconded Deputy Mayor Menzies **recommendations a to d and e with changes (as indicated) and resolved:**

That the Council:

- a) receives the report titled "Milford Community Trust".
- 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) reappoints Rosco Gaudin as a trustee of the Milford Community Trust.
- e) appoints Councillor Sarah Greaney from the Mararoa Waimea Ward as a trustee of the Milford Community Trust for the remainder of this local government triennium.
- f) directs staff to advertise the remaining four trustee positions, one of positions being the role of the independent chair.

Councillor O'Brien, Councillor Chamberlain and Councillor Boparai requested that their dissenting votes be recorded.

7.11 Technical staff submission on proposed changes to the emission trading scheme

Record No: R/25/5/22309

Intermediate environmental planner policy – Ashton Mismash, Strategic planning and policy manager – Gavin McCullagh and GM Strategy and Partnerships – Vibhuti Chopra were in attendance for this item.

The purpose of the report was to update Council about a technical submission made by staff on the “Proposed changes to forestry in the New Zealand Emissions Trading Scheme.

(During discussion, Councillor Byars returned to the meeting at 1.22pm)

Resolution

Moved Cr O'Brien, seconded Cr Boparai **and resolved:**

That Council:

- a) receives the report titled “Technical staff submission on proposed changes to the emission trading scheme”.

Public Excluded

Exclusion of the public: Local Government Official Information and Meetings Act 1987

Resolution

Moved Cr Keast, seconded Deputy Mayor Menzies **and resolved:**

That the public be excluded from the following part(s) of the proceedings of this meeting.

C8.1 Balfour hall roof replacement - unbudgeted expenditure approval

C8.2 Incorporation of coastal hazard information in Land Information Memoranda and Property Information Memoranda

C8.3 Independent review

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Balfour hall roof replacement - unbudgeted expenditure approval	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.

Incorporation of coastal hazard information in Land Information Memoranda and Property Information Memoranda	s7(2)(g) - maintain legal professional privilege.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.
Independent review	s7(2)(h) - the withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.

Permit Rex Williams (SDC appointed director to Milford Sound Tourism and incoming chair) to remain at this meeting, after the public has been excluded, because of his knowledge of the item C8.3 – independent review. This knowledge, which will be of assistance in relation to the matter to be discussed.

The public were excluded at 1.33pm.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available unless released here.

The meeting concluded at 2.41pm.

CONFIRMED AS A TRUE AND CORRECT RECORD OF A
MEETING OF THE COUNCIL HELD ON WEDNESDAY
28 MAY 2025.

DATE:.....

CHAIRPERSON:.....

Local water done well (LWDW) consultation

Record no: R/25/5/24314
Author: Fran Mikulicic, Group manager infrastructure and capital delivery
Approved by: Cameron McIntosh, Chief executive

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is to seek Council's decision on the preferred water services delivery model to be adopted as part of Southland District Council's Water Services Delivery Plan (WSDP), as required under the local government (Water Services Preliminary Arrangements) Act 2024.
- 2 This decision will enable Council to:
 - meet its statutory obligation to identify and implement a financially sustainable model for the delivery of drinking water, wastewater, and stormwater services
 - formally confirm the service delivery approach that will be submitted to the Department of Internal Affairs (DIA) by the required deadline of 3 September 2025
 - provide certainty for staff, stakeholders, and the community on how water services will be delivered and governed under the new legislative framework
 - give effect to the outcomes of the public consultation process undertaken in April and May 2025, ensuring the community's voice is reflected in Council's decision-making.
- 3 The WSDP must demonstrate how Council will ensure regulatory compliance, maintain or improve levels of service and achieve financial sustainability for water services by 30 June 2028. Selecting the preferred model now is a critical step in finalising that plan and progressing the implementation pathway.

Executive summary

- 4 This report presents the final stage in Southland District Council's process to determine the preferred model for future water service delivery under the Local Government (Water Services Preliminary Arrangements) Act 2024. It follows an extensive review of delivery options and a comprehensive public consultation process undertaken from April to May 2025.
- 5 After considering operational, financial, governance, and compliance factors — alongside strong community feedback — staff recommend that Council adopt the **Adjusted Status Quo** model (an in-house business unit) as the basis for developing its Water Services Delivery Plan (WSDP). This model retains Council responsibility for water services while meeting new legal and regulatory requirements.
- 6 Of the 193 submissions received, 97% of respondents supported the Adjusted Status Quo model. Submitters highlighted the importance of local control, cost efficiency, simplicity, and confidence in Council's current performance. There was widespread concern about

the costs and complexity associated with establishing a new standalone Council Controlled Organisation (WSCCO), including the projected \$750,000 in setup costs and \$625,000 in annual operating expenses.

- 7 Council's decision to proceed with the Adjusted Status Quo provides a clear mandate to begin preparing the WSDP for submission to the Department of Internal Affairs by the statutory deadline of 3 September 2025. The plan must show how Council will:
 - deliver drinking water, wastewater, and stormwater services in compliance with new national standards by 30 June 2028
 - ensure financial sustainability, including the ability to fund operating, compliance, and capital costs
 - maintain or improve levels of service, governance oversight, and infrastructure resilience
 - implement financial ringfencing and reporting arrangements that meet regulatory expectations.
- 8 The next phase involves drafting the WSDP, incorporating community views, financial modelling, an implementation plan, and engagement with key stakeholders including mana whenua, operational staff, and central government agencies. Council will continue working closely with the Department of Internal Affairs — including through a national case study — to ensure the plan reflects Southland's unique rural context and positions the district for long-term success under the new framework.
- 9 This decision balances compliance obligations with fiscal responsibility and community priorities, while preserving flexibility to revisit delivery arrangements if future legislative or regional opportunities arise.

Recommendation

That Council:

- a) Receives the report titled “Local Water Done Well – Decision on Preferred Water Services Delivery Model”.
- b) Notes that this decision is required to enable finalisation of the Water Services Delivery Plan (WSDP) for submission to the Department of Internal Affairs by 3 September 2025, in accordance with the Local Government (Water Services Preliminary Arrangements) Act 2024.
- c) Determines that this matter is significant under Council’s Significance and Engagement Policy and Section 76 of the Local Government Act 2002, due to the long-term implications for infrastructure, governance, and community wellbeing. Notes that Council is making this decision in accordance with the Local Government (Water Services Preliminary Arrangements) Act 2024 and confirms that it has sufficient information to do so.
- d) Confirms that the consultation and decision-making requirements set out in sections 61–64 of the Local Government (Water Services Preliminary Arrangements) Act 2024 (being the alternative requirements to those in the Local Government Act 2002), and other relevant provisions of the Local Government Act 2002 (except where modified by those alternative requirements), have been complied with to the extent necessary, and that sufficient information is available to make a decision without further analysis of options or impacts.
- e) Notes the extensive public consultation process occurred under the alternative consultation and decision-making process and was undertaken during April–May 2025, including public meetings, digital engagement, and written submissions, and the overwhelming community support for the Adjusted Status Quo option.
- f) Adopts the Adjusted Status Quo (in-house business unit) as Southland District Council’s preferred water services delivery model to be included in the Water Services Delivery Plan.
- g) Notes that this decision does not preclude future consideration of other delivery models, should legislative changes or regional opportunities arise.
- h) Authorises the chief executive to finalise the draft Water Services Delivery Plan for formal adoption by Council no later than 30 August 2025, and to submit the plan to the secretary for local government by 3 September 2025.

Background

- 10 In response to the government’s LWDW reforms, all councils are required to determine and implement a financially sustainable model for the delivery of water services—drinking water, wastewater, and stormwater—by 30 June 2028. This decision must be reflected in a WSDP and submitted to the DIA no later than 3 September 2025.

- 11 The legislation requires councils to:
- undertake formal consultation on at least two delivery model options, including a status quo or adjusted in-house model
 - clearly demonstrate how the preferred model will meet new regulatory, governance, and financial sustainability requirements
 - ring-fence water service revenue, costs, assets, and debt from other council activities.
- 12 In March 2025, Southland District Council resolved to consult the community on two shortlisted options:
- **Adjusted Status Quo (in-house business unit)** – continuing with Council-led water service delivery, with changes to meet legislative requirements
 - **Standalone Water Services Council-Controlled Organisation (WSCCO)** – establishing a separate entity to manage and operate water services, with Council as sole shareholder.
- 13 The public consultation period ran from 3 April to 21 May 2025, including community meetings, online engagement, and opportunities to submit feedback in person or in writing.
- 14 This report presents the outcomes of that consultation process and seeks Council's decision on the preferred delivery model to be adopted in the final Water Services Delivery Plan.
- 15 Status quo for water services is no longer an option with accountability and compliance changes under the new and pending legislation. This is why we refer to an in-house model as an Adjusted status quo. Council must now determine the most appropriate service delivery model that will meet both legislative requirements and the needs of the community.
- Consultation process**
- 16 Public consultation on Southland District Council's future water services delivery model was conducted from 3 April to 21 May 2025, as required under the Local Government (Water Services Preliminary Arrangements) Act 2024. The process sought community feedback on two options: An Adjusted Status Quo (in-house delivery) and the establishment of a Standalone WSCCO.
- 17 A district-wide engagement approach was adopted to ensure residents had multiple opportunities to understand the proposed options and share their views. Council promoted the consultation through its "Make It Stick" campaign website, local media outlets, social media, and printed collateral in libraries and area offices.
- 18 Community members could provide feedback through:
- an online submission form on Council's website
 - email or postal submissions to Council
 - hard copy submission forms available at Council offices and libraries

- attendance and verbal feedback at public drop-in sessions.
- 19 In-person public meetings were held in nine locations across the district, hosted by Mayor Rob Scott and supported by Council staff. These provided an opportunity to present information on the legislative context, delivery models, and financial implications, and to answer questions from the public.
- 20 Public meeting attendance approximate figures:
- **Riversdale:** 3 attendees
 - **Lumsden:** 12 attendees
 - **Otautau:** first meeting - 20 attendees
 - **Otautau:** second meeting - 38 attendees
 - **Tuatapere:** 8 attendees
 - **Riverton:** 29 attendees
 - **Te Anau:** 36 attendees
 - **Wyndham:** 22 attendees
 - **Winton:** 12 attendees
 - **Stewart Island:** 8 attendees
- 21 While attendance varied across locations, the meetings served as a valuable forum for direct community engagement and helped build understanding of the choices facing Council.
- 22 The consultation process was designed to be accessible, transparent, and inclusive, ensuring that the final decision is informed by the voices and priorities of Southland communities.

Key themes from consultation

- 23 A total of 193 submissions were received during the public consultation period, which ran from 3 April to 21 May 2025. Feedback was collected through the online submission platform, email and postal responses, hard copy forms distributed across Council offices and libraries, and comments made during public meetings held throughout the district. Attachment A has the full submissions as received.
- 24 Of the submissions received:
- **188 submitters (97%)** supported the adjusted status quo model — retaining in-house delivery of water services by Southland District Council, with necessary adjustments to meet legislative requirements
 - **5 submitters (3%)** supported the establishment of a standalone council-controlled organisation (WSCCO), transferring water assets and service delivery to a new, Council-owned entity.

- 25 The overwhelming support for the adjusted status quo demonstrates a strong and unified community voice favouring local control, fiscal prudence, and practical improvements within the existing delivery framework.
- 26 **Local control and accountability:** The most frequently cited reason for preferring the Adjusted status quo was the importance of retaining local decision-making and accountability. Submitters expressed a clear desire for water services to remain directly governed by elected representatives who live in and understand the Southland context. There was concern that establishing a CCO would shift influence away from the community and introduce a more remote and bureaucratic decision-making process. Comments regularly included phrases such as “keep it local,” “decisions made close to the people,” and “more responsive to our needs.”
- 27 **Affordability and cost efficiency:** Cost and affordability were significant concerns across many submissions. Many residents expressed unease about the financial impact of establishing a new entity, particularly the estimated \$750,000 establishment cost and the projected \$625,000 in additional annual operating costs associated with a WSCCO. Submitters questioned whether these costs could be justified, especially in the current economic climate. The Adjusted Status Quo was viewed as a more fiscally responsible and lower-risk approach that would avoid unnecessary rate increases and reduce the likelihood of duplicated functions.
- 28 **Reform fatigue and distrust of structural change:** Many submissions reflected a sense of reform fatigue following the now-abandoned Three Waters programme. Submitters indicated a lack of confidence in further structural change, expressing concerns that it would lead to confusion, disruption, and further distance communities from service providers. Some noted that Council and the community had only recently begun to regain clarity and confidence following previous reform uncertainty and felt that maintaining the current model (with improvements) would offer stability and continuity.
- 29 **Confidence in Council’s performance:** Numerous submitters commented positively on the Council’s track record in managing water services. They cited existing staff capability, familiarity with local infrastructure, and past responsiveness as reasons for maintaining in-house delivery. There was a general sentiment that Council had demonstrated it was well-placed to continue delivering safe and reliable water services and that no compelling reason had been presented to shift to a CCO model. Submitters also acknowledged Council’s proactive approach to public engagement on the issue and its willingness to listen to community views.
- 30 **Preference for simplicity, practicality, and stability:** Many submissions favoured a pragmatic, low-disruption path forward. Rather than creating new structures, the community generally supported making targeted improvements to existing systems to meet the new legislative and compliance requirements. The adjusted status quo was seen as the simplest and most effective option for ensuring long-term service quality while avoiding unnecessary structural upheaval. Submitters indicated that simplicity and clarity would support better communication, community confidence, and a smoother path to implementation.

31 Other key observations:

- **equity and access:** A small number of submissions highlighted the need to ensure equitable access to water services across both rural and urban areas. Some raised concerns that regional models could disproportionately favour larger centres
- **regulatory compliance:** A few submitters emphasised the importance of central government support – both financial and technical – to meet new compliance obligations. These submitters noted that while they supported the adjusted status quo, they expected additional assistance to help Council meet future requirements
- **long-term resilience:** A handful of submissions referenced future-looking considerations such as climate resilience, infrastructure investment, and environmental protection. While these were not dominant themes, they reflected growing public awareness of the challenges facing water networks over the coming decades.

Work with Department of Internal Affairs

- 32 Council staff have been actively engaging with the DIA throughout the water reform process and have accepted an invitation to participate in a national case study. The case study focuses on the impact of new compliance and infrastructure standards on rural councils like Southland, which face the dual challenges of low connection numbers and a large number of dispersed waste water treatment plants.
- 33 Once finalised, the findings from this case study will be shared with Council and are expected to provide valuable insights to inform implementation planning and financial sustainability assessments.
- 34 In addition, staff intend to work closely with DIA during the development of the WSDP. DIA has offered ongoing support and guidance, and Council will continue to draw on this assistance to ensure that the WSDP meets all regulatory expectations, reflects local context, and positions SDC to succeed under the new legislative framework.

Factors to consider

Legal and statutory requirements

- 35 The local government (Water Services Preliminary Arrangements) Act 2024 establishes clear statutory obligations for councils to determine a water services delivery model and submit a compliant WSDP to the DIA by 3 September 2025.
- 36 Failure to meet these requirements may trigger intervention from the Minister for Local Government, who has the authority to appoint:
- **Crown facilitators**, to assist or amend draft WSDPs to ensure they are compliant, or
 - **Crown Water Services Specialists**, who may prepare and adopt a WSDP on behalf of a council at the council's cost.
- 37 These provisions reinforce the importance of Council meeting all legislative milestones to ensure that Southland's water service delivery arrangements remain locally determined, fit-for-purpose, and under local governance control.

- 38 Council has complied with the consultation requirements of the Act and must now proceed to finalise and adopt its WSDP by 30 August 2025, ahead of the statutory submission deadline.

Community views

- 39 The community feedback was actively sought between 3 April and 21 May 2025. A total of 193 submissions were received, with 97% in favour of the Adjusted Status Quo model. This overwhelming support indicates a clear community mandate to retain in-house water services delivery, reflecting a preference for local control, affordability, and practical improvements over structural reform.
- 40 Public meetings were held in nine locations across the district, with key themes from submissions including affordability, trust in Council's performance, and a strong desire to avoid the complexity and cost of a new entity.

Costs and funding

- 41 The establishment cost for a Standalone WSCCO was previously estimated at \$750,000, including setup of separate governance, administration, contracts, and office arrangements. Ongoing additional operational costs were estimated at \$625,000 per year, including governance board remuneration, audit costs, and separate billing systems.
- 42 Cost modelling, based on Council's adopted Long Term Plan 2024–2034, assumed a two-year establishment period from 1 July 2025, with the WSCCO becoming operational from 1 July 2027. This aligns with the 2027–2037 LTP cycle and meets the statutory transition period.
- 43 Under the WSCCO model, the cost to consumers was projected to rise from \$46 (incl GST) in 2025/2026 to \$92 (incl GST) in 2033/2034 for those paying the full charge for all three water services.
- 44 For the adjusted status quo model, costs are managed within Council's current structure and financial settings. While new compliance costs will arise under both models, the in-house approach avoids additional governance and transition expenditure and retains flexibility in how services are structured and financed.

Policy implications

- 45 Council will review key policies – including its Revenue and Financing Policy, Infrastructure Strategy, and Financial Strategy – as part of its 2027–2037 Long Term Plan process. Any adjustments to cost recovery or delivery approaches can be reflected in that work, consistent with the selected delivery model.

Options considered

- 46 The following two options were consulted on.

Analysis of options

Option 1 – Adjusted Status Quo (in-house business unit) – continuing with Council-led water service delivery, with changes to meet legislative requirements

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">· retain direct governance over water services· build on existing operational and asset management capability· avoid the significant establishment and ongoing costs associated with a standalone Council Controlled Organisation· focus investment and planning on compliance, resilience, and long-term service quality· maintain flexibility to revisit delivery models in the future, should circumstances or legislation change.· retains Council scale and ability to respond to emergency events· existing workforce in place, reducing disruption to staff· leverages SDC's debt headroom for capital works as per the Long Term Plan (LTP).	<ul style="list-style-type: none">· difficulty competing with private sector or new WSCCOs in pay and career progression· significant debt headroom for three waters may constrain other investments.

Option 2 – Standalone Water Services Council-Controlled Organisation (WSCCO) – establishing a separate entity to manage and operate water services, with Council as sole shareholder

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> · focused decision-making for three waters with a dedicated entity · independent financial structure with borrowing up to 500% of three waters revenue · smooth debt profile and reduces Council constraints · may enhance staff attraction, retention and training opportunities · independent accountability for water charges · meets expectations for financial statements and water strategies. 	<ul style="list-style-type: none"> · high establishment cost (\$750,000) and operational cost increase (\$625,000 annually) · reduced Council influence over entity decision-making · consultation only required with elected members not community · potential costs for debit collection.

Assessment of significance

- 47 The decision to adopt a preferred water services delivery model is considered significant in terms of Council's Significance and Engagement Policy. However, the statutory framework under the LWDW Act supersedes Council's policy in this instance and requires mandatory consultation on the proposed model. That requirement has been met.

Recommended option

In light of strong and consistent community feedback, staff recommend option 1, the Adjusted Status Quo model as the preferred option for future water service delivery and as the basis for the development of SDC's WSDP.

- 48 Of the 193 submissions received through the public consultation process, 188 (97%) expressed a clear preference for retaining in-house delivery of water services. This model aligns with community expectations around local control, affordability, and a pragmatic approach to meeting new compliance obligations.
- 49 Adopting the Adjusted Status Quo at this point provides a stable and fiscally responsible foundation on which to finalise the WSDP for submission to the DIA by 3 September 2025.

Next steps

- 50 Should Council approve the recommendation on the preferred water services delivery model, the next and most critical phase of the LWDW programme is the preparation and adoption of the WSDP.

- 51 The WSDP is the formal statutory document that must be submitted to the DIA by 3 September 2025. It must clearly demonstrate how Council will deliver drinking water, wastewater, and stormwater services in a manner that is financially sustainable, operationally compliant, and aligned with new national regulatory standards by 30 June 2028.
- 52 To ensure Council meets this requirement, a detailed programme of work will now commence, including the following key steps:
- Staff will begin drafting the WSDP in alignment with DIA guidance and the requirements set out in the Local Government (Water Services Preliminary Arrangements) Act 2024. The WSDP will include:
 - § a detailed description of the selected Adjusted Status Quo delivery model
 - § a financial sustainability assessment demonstrating how revenue will meet all operating, compliance, and capital costs
 - § a summary of the recent public consultation process and how community views have informed the decision
 - § confirmation of the inclusion of stormwater services under the model
 - § an implementation plan, outlining how financial ringfencing, reporting, governance adjustments, and compliance alignment will be managed over the next three years.
- 53 A draft of the WSDP will be shared with elected members for feedback as soon as possible, with a view to formal adoption by Council at an August meeting, ahead of the DIA submission deadline.
- 54 Throughout the WSDP development process, Council will work closely with officials from the Department of Internal Affairs. DIA has offered ongoing technical and policy support to councils preparing their plans, and SDC has already engaged with DIA on several fronts, including:
- early review of cost and governance modelling
 - participation in a national case study focused on the impact of the new standards on councils with large infrastructure networks and low connection numbers — such as Southland
 - one-on-one sessions to clarify the regulatory expectations around stormwater integration and financial separation.
- 55 Once finalised, the outputs of the DIA case study will be shared with Council and used to inform the implementation section of the WSDP, particularly in relation to transition planning and resource allocation.
- 56 The development of the WSDP will run in parallel with early planning for implementation, including:
- identification of any system changes required to support financial ringfencing and separate reporting for water services

- planning for internal compliance capability, including ongoing interaction with Taumata Arowai and any new performance monitoring expectations
- co-ordination with Finance, Strategy, and Policy teams to align the WSDP with the upcoming 2027–2037 Long Term Plan and related reviews of the Revenue and Financing Policy, Infrastructure Strategy, and Financial Strategy
- engagement with key contractors, operational staff, and governance partners to ensure all delivery and compliance expectations can be met under the chosen model

- 57 Although the formal consultation period has concluded, Council remains committed to ongoing communication with the community about what the WSDP will mean in practice.
- 58 Continued engagement with mana whenua and other key stakeholders during the implementation phase.
- 59 The upcoming months will focus on consolidating this decision into a robust, future-focused WSDP that ensures Southland is well positioned to meet both national standards and local expectations for safe, sustainable, and locally governed water services.

Attachments

- A Local Water Done Well submissions booklet (separately enclosed)

Management report June 2025

Record no: R/25/3/13459
Author: Maiyan Maher, Executive assistant
Approved by: Cameron McIntosh, Chief executive

☐ Decision

☐ Recommendation

☒ Information

Government legislative agenda

- 1 Recent weeks have seen the announcement of several more legislative reforms that may have implications for regulatory and safety activities performed by SDC.
- 2 A number of changes to the Resource Management Act (RMA) have been announced that will come into effect ahead of the already announced replacement of the RMA.
- 3 Changes to the health and safety legislation will need to be worked through and a submission to the select committee may be appropriate.
- 4 The Department of Internal Affairs (DIA) is proceeding with the local government metrics which will be made public at the end of June. Although it is never simple to compare one council to another, the metrics may contribute to a wide conversation about the costs councils incur implementing central government legislation.
- 5 The Ministers of Conservation and Tourism made public the cabinet decisions regarding Milford Opportunities Project (MOP) last week. The decision announced so far are consistent with the government's desire to increase international tourist visitors to New Zealand.
- 6 National Emergency Management Agency (NEMA) has allocated \$206,000 from the Resilience Fund to the ongoing joint project between Milford Sound Tourism Ltd (MSTL), DOC, Emergency Management Southland (EMS), SDC, ES, GNS related to the geological risks in Milford Sound/ Piopiotahi.

Governance

- 7 Since April, the team has been involved in a number of work streams, including:
 - completing the register of pecuniary and other interests – The register of elected member pecuniary interests has been completed for the year and is now publicly available on Council's website
 - 2025 local government elections – Staff have been busy preparing for the nomination period for the 2025 local government elections. Nominations open on 4 July and close at noon on 1 August 2025. Staff have been preparing information for candidates, preparing nomination forms, and completing training on taking nominations. Election protocols have also been developed and these have been circulated to both staff and elected members. Since April, communications staff have been promoting enrolling to vote. Soon staff will focus on the second phase of the election communication plan which is promoting people to stand in the election

- elected member communication payments – staff are working to arrange the annual communication payment to elected members. This is a non-taxable allowance that recognises elected members are using their own devices/services (eg internet connection) to communicate on Council/board matters
- template reviews – staff have been reviewing templates for formal reports, agendas and minutes. Revised templates are likely to be in place later this year
- LGOIMA – staff have been responding to LGOIMA requests (there has been quite a high volume of these in recent months). Staff are currently progressing a draft LGOIMA policy
- overseeing Council's legal panel – Staff continue to monitor monthly reporting from panel members (showing advice being sought/monthly billing), undertake quarterly relationship meetings and utilise value add services such as learning sessions provided by panel members
- induction planning – staff are in the very early stages of planning the induction programme for after the 2025 local government election
- supporting all formal meetings/meeting processes.

Rakiura Energy Project

- 8 As councillors are aware Council has applied to the Regional Infrastructure Fund to fund an energy solution for Stewart Island Rakiura.
- 9 We are hoping for a positive decision soon and then we can move ahead with stage one - a solar farm and battery which will have a significantly positive outcome for the island. In order to keep the momentum going while awaiting a funding decision, consultants PTM and Infratec are now undertaking more detailed work on the most suitable location(s) for the solar farm.

Communications and engagement

- 10 The communications, engagement, graphics and digital team has been working though the following:
- completed the Local Water Done Well submissions booklet
 - ran a survey on the Te Anau lakefront asking what the community wanted for the area
 - design options for new library van
 - involved in elections planning
 - involved in Henderson House comms
 - working on cemetery remembrance sign updates
 - wrote and designed the pre-election report
 - wrote an update for the Stewart Island Rakiura Energy Solutions project for the website and created a poster for the noticeboard
 - working on designing graphics for health and safety project on stopping abuse on staff

Information services

11 The information services teams have been busy with the following:

Geospatial

- spatial planning: Advancing consultation engagement with Rangitikei District Council and delivering solar generation analysis for Stewart Island Rakiura with the strategic projects team
- community engagement: Successfully updated cemetery records including war memorials for ANZAC Day, generating positive community response
- data quality: Quarry sites updated for gravel road analysis with 124 service tickets closed
- capability development: Team attended ESRI regional conference, identifying emerging opportunities and best practices.

Applications and systems

- project delivery: Dangerous/menacing dogs process completed, dog renewals 2025 in progress
- development pipeline: Property project, MPI food levy, IPS/Downer integration, and CM10 security revision advancing.

Information management

- major LIM processing: completed large industrial LIM requiring 110+ hours of archive research, digitising 419 building permits and 132 plumbing permits
- new revenue stream: Property file charging launching 1 July 2025
- archives lease: Working with Environment Southland to renew the sublease for the archives space.

Technology and platforms

- infrastructure: Server patching, mobile device testing, Teams device deployment, and fibre installations completed
- fleet refresh: 50% complete with second device deployment underway
- asset disposal: Completed an audit of equipment. One vendor quote for asset disposal and possible recovery. Looking into disk disposal with a local company
- chambers upgrade: All hardware installed, handover to governance scheduled for June meetings
- Teams telephony: Awaiting Spark PureCloud integration, full IS staff conversion planned for June, planning underway for rest of the organisation
- connectivity projects: Starlink installations progressing for Stewart Island, book van, and Hunt Street locations
- future planning: Windows 11 deployment project planned for October with dependency mapping underway.

Data and integration

- cemetery register project: Weekly stakeholder meetings commenced with project planning and business process review

- Finance Management Information Services platform enhancement underway
- system integration: Progressing Human Resources Information Systems data analysis across all related platforms
- dashboard migration: Community housing dashboard updates and DataMart migration planning for Pathway software as a service transition.

Strategic planning

- 12 Plan change 2 appeal period ended (6 June 2025) with one appeal received to date.
- 13 Plan change 2 implementation underway – plan “largely operative” and Code of Practice now in use. Some issues have been identified and may require resolution by variation. Advice is being sought on this.
- 14 Plan change 3 – four submissions received (including SDC submission). Summary of decisions posted, and further submissions open until 10 June 2025. Hearing date to be determined.
- 15 Plan change 4 A request has been received for private plan change Edendale Development Area. The issue is an amendment to current planning controls for noise. This is being handled by an external contractor. Fonterra has responded to a request for information and the process is currently awaiting the technical assessment of that response.

Climate change

- the Regional Framework for Action is almost complete and pending acceptance by Environment Southland, it will be submitted to SDC in July
- the detailed methodology for the organisational climate risk assessment is under development for consideration by ELT in 10 June 2025.

Organisational policy

- work continues identifying locations for freedom camping site assessments; delivery timing of freedom camping changes is currently being reassessed following government announcements to further defer the implementation of certified self-contained vehicles
- draft Dog Control Bylaw and Policy consultation in progress
- the Local Government Restructure request - The Local Government Commission has advised that Council's application has passed a preliminary assessment and will now progress to the next assessment stage
- other work reviews – Staff are continuing to support/progress work on the Protected Disclosures Policy, Regional Heritage Committee Review, school variable speed limit changes, initial stages of Gambling and TAB policies and wider Roding Bylaw and policies.
- the spatial planning project commencement has been approved by Council (5 March 2025) and is now underway. The detailed project planning has started. The communities of Oban, Riverton Aparima and Te Anau will be the first component of the plan to be progressed.

Spatial planning

- 16 The spatial planning team is close to locking in the framework and process for this project. Focus is turning to Rakiura where discussions with the community board are underway, data is being assessed to determine if it is robust for spatial planning, and stakeholders are being established.

Recent RM reform has indicated that regional spatial plans will become mandatory, so the team are mindful that this plan needs to be able to embed in a future regional plan.

Attachments

- A A3 activity summary - transport April 2025
- B A3 activity summary - three waters - April 2025
- C A3 activity summary - project delivery team (PDT) - April 2025
- D A3 activity summary - building solutions team - April 2025
- E A3 Activity summary - consenting - April 2025
- F A3 Activity summary - environmental health and compliance - April 2025
- G A3 activity summary - LGOIMA requests February - May 2025
- H A3 activity summary - services and libraries April 2025
- I A3 activity summary - community facilities - April 2025

Activity summary report April 2025 – transport

Key achievements – previous month

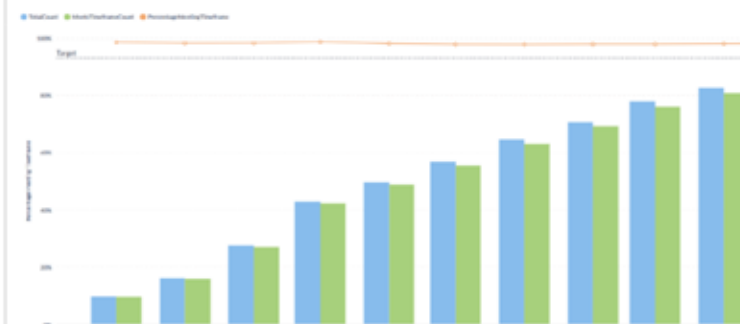
- Stewart Island sign installation has been completed
- funding has been approved by NZTA for Monowai suspension bridge repairs through NZTA target funding
- traffic management cost reporting to Road Efficiency Group (Council cost 2.2% financial year to date)
- NZTA procedural audit has been completed and report received. The results ranged from effective to some improvement needed and no areas of significance improvement needed or unsatisfactory identified.
- speed limit changes have been submitted to NZTA as required.

Priorities – upcoming month

- NZTA procedural report to be presented to next Finance and Assurance Committee meeting
- finalise transport LGA section 17A review of roading services and report back to Council
- Review 2025/2026 pavement rehabilitation programme including completing economic analysis of candidate sites to finalise the pavement rehabilitation programme
- complete any asset update in data base in preparation for annual asset valuation to commence the start of July.

RFS and quality

CUSTOMER SERVICE		
Requests for service	March and April 2025	YTD
General requests for service (RFS)	248	1733
Service requests completed on time	245	1698
Service request completed on time %	98.79	97.98



- the trend of settled weather has largely continued from January and February allowing for more focused work programmes and the ability to get onto business as usual work as opposed to reacting to incidents from adverse weather events
- analysis of the RFS show around 25% were logged against general enquires and around 17% logged against gravel road faults
- the rest related to anything from abandoned vehicles, blocked culverts through to emergency services assistance.

Risks and hotspots

SDC WORKS PROGRAMME KEY RISKS

Likelihood / Impact (Likelihood x Impact = Risk Score)		
Red	(15-25)	Extreme
Orange	(8-12)	High
Yellow	(4-6)	Moderate
Green	(1-3)	Low

RISK FACTORS Post mitigation

Ref No	Works programme Risks	Likelihood	Impact	Risk Score
1	Budgets and cost control	4	4	16
2	Resources	3	2	6
3	Pavement damage due to forestry traffic	2	2	4
4	Health and safety	3	3	9

Likelihood	Consequence				
	Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
5 Almost certain	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
4 Likely	Moderate 4	High 8	High 12	Extreme 16	Extreme 20
3 Possible	Low 3	Moderate 6	High 9	High 12	Extreme 15
2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10
1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5

Mitigation actions	
1	This is still seen as one of the biggest risks to impacts on levels of service with budgets not keeping pace with network needs resulting in an incremental decrease in levels of service. Cost indices risk is currently stable and assessed to the lower side of the risk spectrum.
2	Contractor recruitment and retention of good quality staff remains a challenge, however, overall there has been a slowdown in staff turnover which longer term should result in more stable workforce.
3	This risk was expected to increase now that we are moving into cooler winter months. It is likely that, cooler wetter weather roads will become more at risk of pavement damage. Not only because of forestry but just in general as roads start to hold more moisture.
4	A condition of Council NZTA funding is that we move to the new risk-based approach for TTM. Key staff have attended TTM training around move to risk based approach.

Activity budget and expenditure

Item	Actual (YTD)	Projection (YTD)	Projection (full year)	Variance
Income	35,081,388	36,647,874	51,358,323	-1,566,487
Operating expenditure	39,035,12	39,850,549	41,352,241	-815,427
Capital expenditure	15,670,512	17,496,020	32,753,658	-1,825,509

Operating expenditure is generally behind expectations with some activities such as unsealed road maintenance running below budget however some activities are running ahead such as sealed road maintenance and routine drainage maintenance.

Capital expenditure is behind mainly due to unsealed road metaling and pavement rehabilitation. The Central and Waimea Alliance have requested to carry over drainage work until spring and summer due to disposal site access.

Resurfacing and pavement rehabilitation is behind expected budget, however, all the sites programmed to be completed this construction season are still anticipated to be completed.

There are still some activities that are under pressure and some budgets made, to be shifted **between** alliance contracts to optimise the budget versus work required.

There will be some carry forwards and these include the runway resurfacing (pushed out to Nov / Dec), pavement rehabilitation, remaining bridge replacement funding and bridge structural programme along with crown resilient funding. Currently this is estimated around \$3.5M. Timing of funding approvals has been a large factor in these.

Strategic planning priorities

- gravel – Environment Southland has provided council with a letter about whether gravel can be removed from, and around, existing structures. The letter references back to various section of Southland Water and Land Plan. The team will work through these to see if it is likely to alleviate any of the current challenges being experienced
- Asset Management Data Standard – this is a national project to improve the management of land transport infrastructure asset information. This standard will create a structure that will ensure the consistency of collection of data, allowing for improved asset management. This project is 100% completed.

Health and safety

- no lost time injuries have been recorded since the start of the financial year by the roading alliance teams, however there has been 178 near hit or minor incidents recorded including discomfort/ pain injury since July
- there were 11 near hit/ misses recorded during April, including vehicles pulling out in front of work trucks (not giving way) and sunstrike.
- no environmental issues of note resulting in non-conformances have been reported, however, it has been a very wet few months that has resulted in some road flooding in places around the district.

Contract performance summary

Waimea Alliance

- with Easter and ANZAC public holidays many staff took advantage of some extended leave
- the remaining two thirds of the maintenance metalling has recommenced and will be completed in May (around 11,000m3)
- a local contractor has been locked in to undertake gravel removal around bridge on Tomogalak Road. Work is scheduled to commence in May.

Central Alliance

- the programmed culvert replacement (600mm and above) have been completed for the season
- Over 4,700m2 of stabilisation has been completed for the season with another 1,300m2 already programmed for next season
- the remaining maintenance metalling (approx. 6000m3) will be carried out during May/ June.

Foveaux Alliance

- similar to the other Alliance with Easter and ANZAC public holidays April was a bit of a quieter month
- focus for the Alliance is finishing the Stewart Island work
- budget pressure remains on the Alliance to stay on top of required works programme
- a big focus area is assessing road network needs and expectation with what can realistically be delivered under the budget going forward.

Sealed road resurfacing

- sealed road resurfacing is behind programme and this has impacted on being behind forecast expenditure. Additional crews will be brought in to ensure the programme is completed by the due date of 31 March 2025. Bitumen costs are closely being monitored as a small change in cost can have a big impact on programme delivery.

Pavement marking

- road marking has been completed for the season with the only working remaining being raised reflective pavement markers (cat eyes). Priority for next seasons will be assessed through July and early August.

Bridge renewals

- bridge programme approval from NZTA was not received by the end of April; instead, it was granted at the end of May. As a result, the 2024/2025 year has effectively become a lost construction year. However, now that approval has been granted, we can proceed with the first two years of the bridge programme in earnest.

Pavement rehabs

- all rehabs contracts have been complete for the season, project delivery team will provide updates on these.

Activity summary report April 2025 – three waters

Key achievements – previous month

- significant increase of Downer lead audits recorded for the previous month, they are as follows, x5 Work Site Safe audits, (x1) TTM audit undertaken, x2 site behaviour conversations undertaken, (x5) quality audits undertaken
- completion of Eastern Bush rising main physical works.

Priorities – upcoming month

- completing and closing out the 292 overdue work orders
- delivering the required contractual deliverables (Zero Harm Health and Safety Plan, Contract Specific Quality Plan, Critical Spares), is currently sitting with Downer
- continuation with various capital works projects to ensure completion by end of financial year. These include stormwater works at Walker Street and Morton Street, Riverton.

RFS and quality April 2025

CUSTOMER SERVICE		
Service requests received	April 2025	YTD (based off available data) Oct 2024 – April 2025
Service requests received	81	792
Service requests cancelled	12	109
Service requests attended to on time	37	368
Service requests completed on time %	45.67%	46.46%
Service requests resolved on time	31	262
Service requests resolved on time %	38.27%	33.08%

Activity budget and expenditure to end of April

ITEM	ACTUAL (YTD)	PROJECTION	BUDGET	VARIANCE TO PROJECTION	VARIANCE %
Operating expenditure					
Water services	2,113,998	1,993,481	1,993,328	180,517	9%
Sewerage	10,527,596	10,664,582	10,538,976	-136,986	-1%
Stormwater	2,047,170	2,345,585	2,345,585	-298,415	-13%
Water supply	8,215,015	8,327,808	8,326,895	-184,470	-1%
Waste services	6,413,410	6,854,979	6,491,272	-441,569	-6%
Capital expenditure					
Sewerage	13,237,056	14,809,175	16,800,556	-1,572,119	-11%
Stormwater	705,989	1,500,5096	1,874,499	-794,520	-53%
Water supply	2,768,209	4,373,651	3,247,077	-1,605,445	-37%
Waste services	98,043	125,302	100,000	-27,259	-22%

Operating expenditure for water services is over budget due to timing and phasing of consultant costs. Sewerage and water supply costs are in line with projection. Stormwater has lower maintenance costs to date; this is considered a timing difference as there are several smaller maintenance works programmed to be completed by the end of June. Waste Services is under projection mainly due to the timing of the Otautau closed landfill remediation project costs.

Capital expenditure for sewerage is below projection with delay to start in district wide pipe renewal to start May/ June, the Manapouri WWTP upgrade is currently out to tender and consent renewal projects for Winton, Balfour and Edendale/ Wyndham remain on hold until the new consenting standards are in place. Stormwater capital variance mainly relates to the project in Wyndham which is currently out to tender with costs to be incurred before the end of the year. Water Supply capital costs are below budget mainly to the timing of the AC pipe renewal work, this started in March which is later than projected.

Carry forwards are estimated to be \$6.7 million (sewerage \$3.4 million, water supply \$750,000, stormwater \$1.4 million and waste services \$1.1 million).

Risks and hotspots

SDC WORKS PROGRAMME KEY RISKS

Likelihood / Impact (Likelihood x Impact = Risk Score)		
Red	(15-25)	Extreme
Orange	(8-12)	High
Yellow	(4-6)	Moderate
Green	(1-3)	Low

RISK FACTORS Post mitigation

Ref No	Works programme risks	Likelihood	Impact	Risk Score
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1	23/01 O/M budget	2	3	6	SDC and Downer NZ are continuously seeking to improve our efficiencies and communications to reduce unnecessary expenditure.
2	Budget and cost control (minor capex)	2	3	6	Currently all projects within the works programme are tracking within the approved budgets, projects are reviewed monthly against budgets and project delivery team (PDT) is actively engaged with the activity managers on assisting with scoping and budget preparations with upcoming works.
3	Health and Safety	3	3	9	Late delivery of the required contractual deliverables (Zero Harm Health and Safety Plan, Contract Specific Quality Plan, Critical Spares), is currently sitting with Downer
4	Works programme for 2024/2025 not meeting targets. Risk!	3	3	9	The 2024/2025 minor capex works to Downer has been allocated and five of eight projects are underway and three completed. Four of the 10 major projects are underway with the others being scoped and close to go to tender. Two are completed. Four projects could be considered to have risk on a late delivery 2024/2025 start being Balfour and Edendale/Wyndham WWTP, Riverton WTP and Te Anau stormwater.
5	Resources and material	2	3	6	Trade resources are starting to reach capacity across the entire district but SDC staff are monitoring the key suppliers and using as many local trades and companies as possible along with early engagement with contractors.

		Consequence				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	5 Almost certain	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
	4 Likely	Moderate 4	High 8	High 12	Extreme 16	Extreme 20
	3 Possible	Low 3	Moderate 6	High 9	High 12	Extreme 15
	2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10
	1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5

Strategic planning priorities

Closed landfill risk assessment

- Otautau closed landfill design is complete with consenting and tender development underway and likely to go to the market June 2025 once we receive the consent.

WasteNet update

- the WMMP is underway, as is the initial prework for the waste collection and recycling contract due 2027
- we need to consider the implication of recent government changes to kerbside collection in regard to organic, green waste and glass collection.

Repealed water reforms: LWDW. water service plans

- Consultation has been completed with a Report to Council due on 11 June.

Health and safety

- no near miss events were recorded in April
- no health and safety incidents were recorded in April
- five quality inspections/audits were undertaken in April by Downer
- five health and safety audits were undertaken in April by Downer

Environmental

- water consent compliance sampling – December 2024 recorded 99.27% compliance rate (272 out of 274 samples). Both of the failed tests are for Dichloroacetic acid at Nightcaps and Wairoa reticulation zone. This is a known issue and water and waste are working towards a fix
- wastewater compliance sampling – Feb 2025 recorded 100% compliance.

Contract performance summary

23/01 operations and maintenance contract

- we are now 83% through year two of the contract and 41% through the overall contract term.
- incident report was requested by SDC following a communications outage in Edendale causing pump failure on 14/02 and water calls in Manapouri township on 20/02/2025.

Manapouri water treatment plant

- the full plant changeover has occurred and the new rising main is complete.

Stewart Island Pond desludging

- earthworks are almost complete, but the weather beat us. The desludging will now occur in summer.

Kakapo RWS audit

- Te Anau Earthworks are now well underway and should be completed by June.

Edendale/ Wyndham stormwater

- this contract is currently in procurement.

Lumsden stormwater

- this contract is in the design, options phase and will be procured later in 2025.

District wide AC water main renewals

- the Lumsden and Eastern Bush packages are complete with Te Anau out to tender.

District wide wastewater RETIC

- this contract is in the design phase and will be procured in June 2025 in packages with the Winton Garrard Road package first.

Manapouri wastewater treatment plant

- the pipeline and plant are currently out to tender now.

Riverton water treatment plant

- SDC is currently reviewing the Engineer's peer review on options.

Activity summary report April 2025 – project delivery team (PDT)

Key achievements – previous months

- completion of 2024/2025 pavement rehabilitation programme
- completion of the Lumsden watermain replacement
- completion of reroofing Dipton and Ryal Bush halls
- completion of lighting and heating Colac Bay hall
- completion of heating Limehills hall
- completion of Te Anau, Henry Street playground equipment renewal
- Te Anau Lions Park playground refurbishment commenced
- Bridge Inn Road bridge replacement nearing completion
- Manapouri / Te Anau runway resurfacing tendered and awarded
- Riverton, Richard St walking track tendered and awarded
- Mossburn and Te Anau Lions Park toilet contract commenced.

Priorities – upcoming months

- confirm option for remedial works for Riverton paua shell
- complete physical delivery of Riverton, Richard Street walking track
- completion of Te Anau water scheme audit and inspection contract
- completion of the Waikaia school safety project
- commence speed feedback sign installations
- commence initial stage of the Wallacetown recreation projects
- Mossburn and Balfour playground refurbishments
- Tuatapere, Half Mile Road playground toilet installation
- procurement for Te Anau watermain replacements
- procurement for Manapouri wastewater pipeline
- procurement for Manapouri wastewater treatment plant
- procurement for Wyndham stormwater main
- procurement for Nightcaps McGregor Park pump track construction
- Procurement for Winton CCTV design and install.

Better Off summary

DESCRIPTION	TOTAL	VALUE	CLAIMED	COMMENT
Approved projects	28	\$4,800,000.00		
Completed	12	\$1,725,452.00	Yes	
Current in progress	13	\$2,608,834.00	No	6 in final stages of completion
Future	3	\$465,714.00	No	
Total	28	\$4,800,000.00		

COMPLETED	IN PROGRESS	FUTURE
Athol tennis court	CB resourcing (Year 1)	Engagement and resourcing – Growing townships, Local water done well
Balfour half court	Butterfields Beach walk track	
Balfour festive lights	Doctors Square	Garston BBQ
Lumsden playground	Mossburn tennis court	Public toilets – to utilise residual BOF funding (if any)
McGregor Park	Halls - Dipton and Ryal Bush	
Mokoreta Redan hall	Riversdale tennis courts	
Ohai/Nightcaps trail	Aparima/Oraka Taramea playground and Colac Bay beach access	
Tokanui skate park		
Waihōpai Toetoe footpaths		
Waikāia sculpture trail	Tuatapere railway station	
Waikāia mountainbike tracks	CB resourcing (Year 2)	
Wyndham camp ground	Gwen Baker reserve	
	Lumsden museum	
	Oreti halls – Memorial hall	
	Otautau camp ground	

Risks and hotspots

SDC WORKS PROGRAMME KEY RISKS

Likelihood / Impact
(Likelihood x Impact = Risk Score)

Red	(15-25)	Extreme
Orange	(8-12)	High
Yellow	(4-6)	Moderate
Green	(1-3)	Low

RISK FACTORS Post mitigation

Ref No	Works programme risks	Likelihood	Impact	Risk Score
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1	Works programme not meeting targets	4	4	16
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2	Health and safety	2	3	6
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3	Budgets and cost control	4	3	12
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4	Resources	4	3	12
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5	Contractor availability/ healthy market	2	3	6
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Likelihood	Consequence				
	Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
5 Almost certain	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
4 Likely	Moderate 4	High 8	High 12	Extreme 16	Extreme 20
3 Possible	Low 3	Moderate 6	High 9	High 12	Extreme 15
2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10
1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5

Mitigation actions

Works programme confirmed and resources allocated early.

Careful estimating and forecasting to mitigate unbudgeted expenditure approvals.

Improve scope definitions at planning, key partners understand and agree actual work and expectations before commencing to maintain efficient procurement and delivery.

All projects have risk profiles completed.

All contractors and suppliers have been compliant with the regulations.

Checks are being undertaken and new risk management framework is being developed.

Early rescoping and engagement where contingency values appear insufficient.

Effort required at scoping to ensure key partners and community understand cost implications for unplanned scope changes.

Assessment of programme against resources to ensure capacity and experience to deliver.

Carefully monitor impacts of additional funding sources eg "Better Off" and the impacts this may have on capacity.

Agree realistic delivery expectations.

Early procurement, get to market early to get first crack at contractor availability.

Provide a steady flow of work to keep contractors in our market.

Updates and engagement with contractors on potential forward work and opportunities.

Strategic planning priorities

- early scoping and planning well in advance of delivery timeframes
- ensuring scope understanding, outcomes and expectations are understood and locked in with community boards or affected parties prior to proceeding to procurement, mitigating hold ups and confusion during actual delivery
- early engagement with community boards to sign off on projects in order to determine realistic delivery timeframes
- engaging with key suppliers on critical forward works, establish a healthy market.

Health and safety

- 9 audits / safety observations completed by PDT in March and April 2025
- The observations note 4 instances of contractors not complying with PPE requirements, these were dealt with at time but the trend is a concern and staff have been asked to continue the vigilance in this area.

Environmental

- nil at present.

Capital delivery works programme summary

ACTIVITY	COMMUNITY RESOURCES	TRANSPORT - ROADING	TRANSPORT - OTHER	THREE WATERS	TOTALS
2024/2025 LTP budget	\$7,009,357.00	\$32,439,871.00	\$1,869,201.00	\$28,063,615.00	\$69,382,044.00
2024/2025 carry forward movement	\$7,418,205.00	\$133,786.00	\$-	\$3,449,536.00	\$11,001,527.00
2024/2025 approved unbudgeted expenditure	\$34,640.00	\$33,337.00	\$-	\$167,000.00	\$234,977.00
2024/2025 total Annual Plan budget including carry forwards, prioritisation, and unbudgeted expenditure approved to date	\$14,462,202.00	\$32,606,994.00	\$1,869,201.00	\$31,680,151.00	\$80,618,548.00
2024/2025 March Forecasting	-\$3,515,851.00	-\$8,477,643.00	-\$739,691.00	-\$4,694,316.00	-\$17,427,501.00
2024/2025 approved budget after forecasting	\$10,946,351.00	\$24,129,351.00	\$1,129,510.00	\$26,985,835.00	\$63,191,047.00
Actual costs to April 2025	\$5,136,927.71	\$15,655,330.00	\$302,223.94	\$17,429,501.46	\$38,523,983.11
Likely carry forwards (Estimated)	-\$1,564,267.00	-\$995,431.00	-\$595,327.00	-\$6,693,641.00	-\$9,848,666.00
Estimated cost to complete	\$4,245,156.29	\$7,478,590.00	\$231,959.06	\$2,862,692.54	\$14,818,397.89



Activity summary report April 2025 – building solutions team

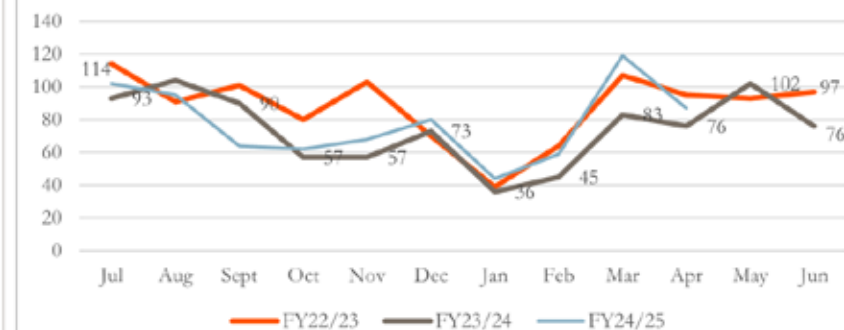
Progress report – building control team

Compliance to timeframes is remaining consistently high in the 95 plus percentile for both building consents and code compliance certificates. With April having Easter/ ANZAC breaks we are expecting to see a small decrease in compliance for May. This will rebound and we are closely monitoring and pushing through what we can.

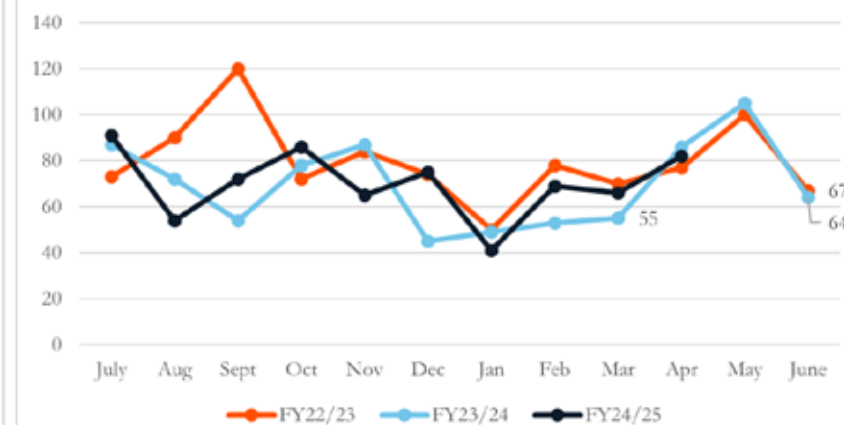
The focus on getting Code Compliance Certificates issued also had an impact on our workloads with a large spike in decisions being made in April. A high number of these decisions were refusals, a combination of 24-month decisions and outstanding requests for information that we could not complete the application with.

March also saw an increase of lodged applications. We have had a peak in high value building work with Fonterra projects coming through the door.

Consents lodged each month



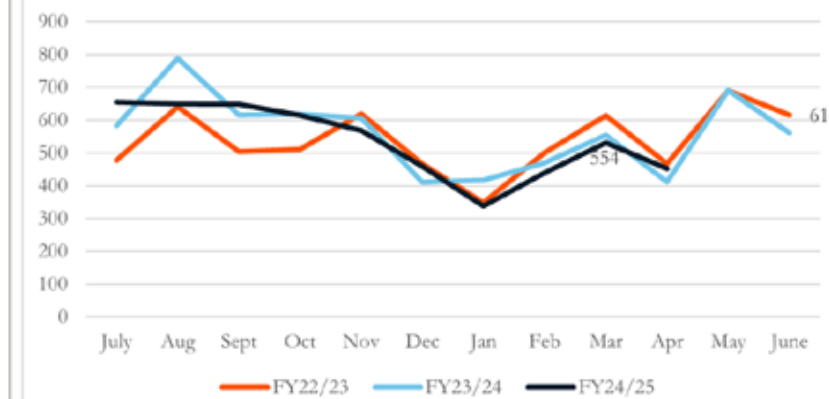
Building consents issued



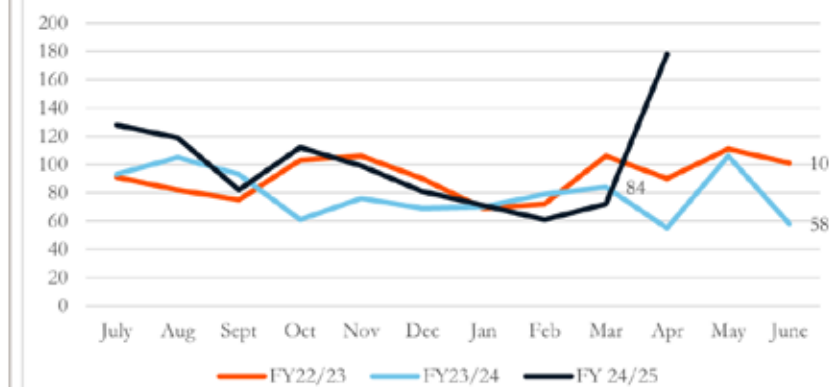
Progress report – building quality assurance team

Our IANZ audit has been signed off and our new Certificate of Accreditation issued. The team continue to complete required audits and raise any continuous improvements for implementation as we come across any gaps within our systems and processes. We are currently re-looking at utilising Pulse as a hold all for training requirements. With the current environment being a little unknown with the building reform announcements, we are not rushing to take this on, but once we have a better direction, we will start looking at how this can be configured for our accreditation training needs.

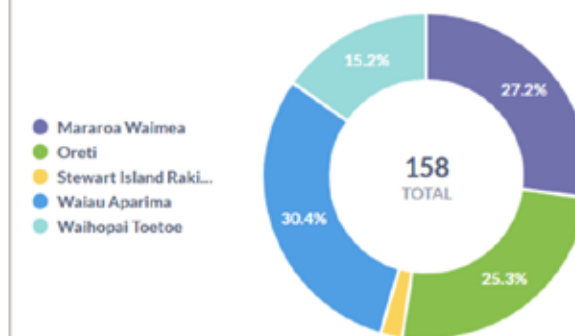
Inspections completed



CCC decisions made by month



Building consents by Ward – January – February 2025



Progress report – building compliance team

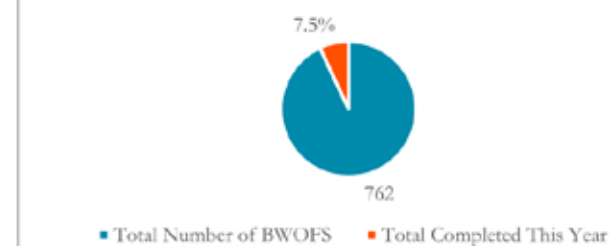
BWOF audits continued during April and the remaining audits to be booked for May and June will meet our KPI of 22% BWOF audits for the year.

We continue to have a number of outstanding RFS that we are slowly working through the investigations required, these are time consuming, we continue to work with the owners to gain compliance before any enforcement action is taken. Where we continue to see non-compliance Notices to Fix are being issued, where the Notice to Fix has not been complied with we are issuing infringements in these cases, if after the infringement has been issued and a further Notice to Fix Issued with no compliance being met, legal advice is being sought on further enforcement action could be taken in relation to a prosecution.

Dangerous, insanitary and affected buildings are included in the RFS that we are receiving, with the relevant notice being issued as required.

We continue to complete inspections on potentially Earthquake Prone Buildings where time allows, while the initial inspection is completed there is also a large amount of time required to make a decision with the property file needing to be reviewed as well as the inspection.

BWOF audits completed FY 2024/2025



NB: the TA compliance team work towards a yearly target of 20% and the percentage of completion will increase early in the year based on their cycle of work.

Pools



176 pools on our register. 165 have been inspected.

Activity summary report April 2025– resource planning

Processing of consents

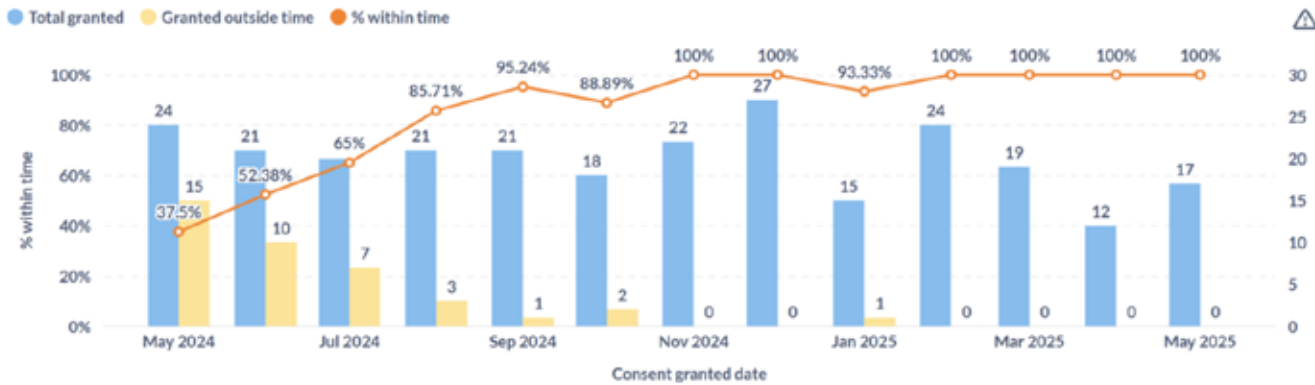
- table shows the number of consents that have been lodged from 1 March to 30 April 2025
- of the ones lodged, it shows how many have already been completed
- the past two years (2023 and 2024) are given to show comparison.

CONSENT APPLICATIONS COMPLETED MARCH/APRIL	2023	2024	2025
Applications lodged	57	39	45
Applications completed	56	35	23
Granted/ issued	49	32	22
Incomplete (s88) returned	4	1	
Cancelled/ withdrawn	3	2	1

DECISIONS MADE BETWEEN 1 MARCH – 30 APRIL 2025 AND YEAR ORIGINAL APPLICATION RECEIVED

APPLICATION YEAR	CANCELLED	GRANTED	INCOMPLETE	ISSUED	SURRENDERED	WITHDRAWN	TOTALS
2022					1		1
2023		1					1
2024		6		1			7
2025		24		4		1	29
Totals		31		5	1	1	38

RMA applications meeting statutory timeframes



Requests for service

tables show

- the number of RFS that have been lodged and completed from 1 March to 30 April 2025
- the past two years (2023 and 2024) are given to show comparison
- how many were completed within timeframe.

1 MARCH TO 30 APRIL	2023	2024	2025
Lodged	232	180	132
Completed	232	180	132

RFS COMPLETION TIME STATUS FROM 1 MARCH TO 30 APRIL 2025

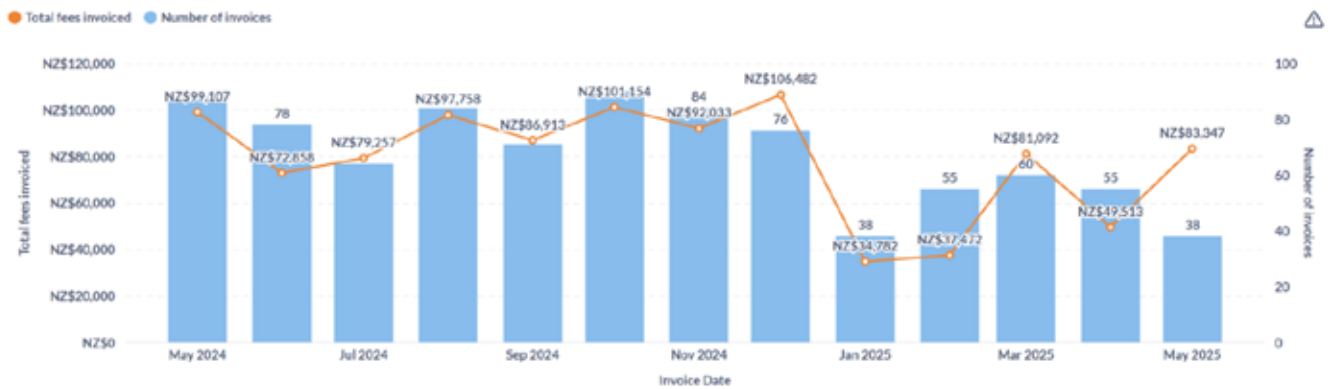
YEAR	OUTSIDE SERVICE LEVEL	WITHIN SERVICE LEVEL	TOTAL
2023	2	225	232
2024	52	128	180
2025	2	130	132

Invoices for resource consents to end April 2025

- table shows the number of invoices issued by month and the invoiced amounts
- planning allows a 30-day buffer for applications processed by external contractors allowing time for the arrival of all information and invoices to be on-charged
- for in-house processing, the buffer is only 10 days unless we have engaged with external specialists.

MONTH ISSUED	NUMBER ISSUED	\$
March	60	81,092
April	55	49,513
Total	115	130,605
Total 2025	208	202,859

RM invoices by month



General points

Comment has been provided for our first application that is seeking referral to lodge a substantives application with the Environmental Protection Authority (EPA). The applicant is still determining if they will seek priority from the EPA if their referral application is successful. The resource consents manager started 12 May and CoLab has officially finished with us. The team is settled and dealing with the workloads effectively, they have achieved 100% of consents being done within timeframes in March and April. Reliance on external contractors has reduced to nearly zero, three consents are currently allocated externally and 33 internally.

Activity summary report April2025 – environmental health and compliance

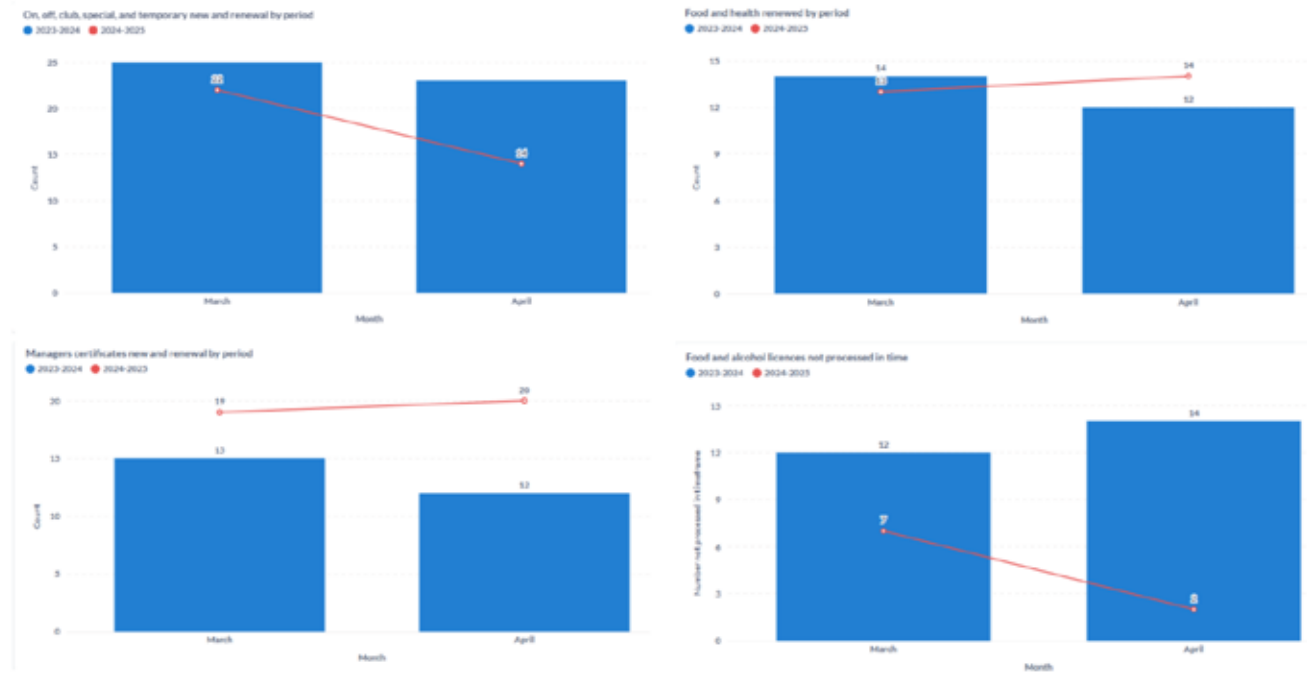
Manager’s report

Alcohol and food licences

- there were 26 food verifications completed in March and April, one had an unacceptable outcome
- alcohol counts for March and April are lower for on, off, club, special temporary authority (TA) for new and renewals. Managers certificate numbers were higher for the same period – 26 new applications have been received
- some alcohol and food licences were not processed within usual timeframes – the total number processed for March and April was 105 with 9 outside the timeframe. This is due to the complexity of the applications and further information being required
- request for service enquiries for environmental health was lower for the months for this period – this could be attributed to the website updates
- final stage of environmental health communications plan for the launch of MPI Food Levy was done via (SDC website, newspapers, social media and bulk email to all our registered customers), The team only received two email enquiries from 226 emails. This could be attributed to our communications plan.

Priorities for next month

- update the alcohol website, and the Local Alcohol Compliance Certificate (LACC) process
- on track to go live for the MPI food levy fee for renewals and new applications
- review of the Local Alcohol Policy (LAP)
- final stages of automated renewals process for food, alcohol and health licences.



Compliance report

Animal control has had a busy couple of months. We are dealing with two new dog attacks, the final outcomes are not yet determined.

A Council hearing was held regarding a menacing classification. Council decided to uphold the classification on the evidence presented.

We are currently contacting all owners of unregistered dogs. Those who have no valid reason for the dog remaining unregistered eg the dog is dead or out of district, have been issued a second \$300 infringement. We now have seven unregistered dogs unaccounted for.

DOG INFRINGEMENTS				
	28/2/24	28/2/25	Annual infringement totals	
			2023/2024	2024/2025
Infringements issued as at date	108	169	\$32,300	\$50,500

TYPE OF INFRINGEMENTS ISSUED IN 2024/25	
Type of infringement	Number
s42 Failure to register dog	124
s52A Failure to keep dog controlled or confined	40
Failure to keep dog under control	1
Failure to comply - barking dog abatement notice	2
Failure to comply with bylaw	2

Freedom camping has been relatively quiet this year.

RMA monitoring and compliance has continued to be busy. All three hundred legacy resource consents requiring monitoring have been processed in the last six months. This has resulted in approximately 80 which require additional effort. This is on top of the normal workload relating to new consents and complaints.

Stock

We are reviewing the safety elements of removing stock from roads, this is a difficult issue as the number of variables encountered. Staff safety is always a priority. The goat issues have been quiet recently.

Bylaws

The team continues to support the governance team with the review of the Dog and Freedom Camping Bylaws.

General points

The team continues to assist with compliance matters relating to the misuse of reserves and obstructing of private roads (this is covered by the Local Government Act 1974). The team endeavours to support the organisation in areas where they have some expertise.

LGOIMA requests 24 February 2025 – 30 May 2025

LGOIMA REQUESTS – 24 FEBRUARY 2025 – 30 MAY 2025				
	Feb	March	April	May
Total completed requests	8	12	20	18
Total open requests	0	0	0	5
Request transferred	0	0	0	0
Request extended	1 (1x extended for consultation with Clutha District Council)	0	0	0
Request charged	0	2 (1 no response after invoice issued, 1 terminated request after costs provided)	1 (1 no response)	0
Average response time	15 days	7 days	12 days	9 days
Average time to provide information	15 days	7 days	12 days	9 days
Information partially withheld	1	3	4	5
Information withheld in full	1 (1x s 17(a) by virtue of ss 7(2)(b)(ii) & 7(2)(j) – good reason)	2 (1x s 17(g) – information not held, 1x s 17(a) by virtue of s 7(2)(c)(i) – good reason)	1 (1x s 17(g) – information not held)	1 (1x s 17(g) – information not held)
Reason(s) for withholding	1x s 17(g) – information not held	2x s 17(g) – information not held, 1x s 7(2)(a) – privacy	1x s 7(2)(a) – privacy, 3x s 17(g) – information not held	2x s 17(g) – information not held, 1x s 7(2)(g) – legal privilege, 2x s 7(2)(a) – privacy
Overdue response	0	0	0	0

Group	Infrastructure and Capital Delivery	Finance and Assurance	Customer and Community Wellbeing	Regulatory Services	Strategy and Partnerships	People and Culture
Group Manager	Fran Mikulicic	Anne Robson	Sam Marshall	Adrian Humphries	Vibhuti Chopra	Joanne Davidson
Total requests	5	14	7	19	20	1

Note – Some requests go across multiple groups

Office of the Ombudsman LGOIMA complaints data – 1 July 2024 to 31 December 2024.

The Ombudsman receives and processes complaints about how government agencies handle requests for official information under the Local Government Official Information and Meetings Act (LGOIMA). Data is published on a six-monthly basis, including information on the types of complaints, the agencies involved and the sources of the complaints. The full report is available here <https://www.ombudsman.parliament.nz/resources/oia-and-lgoima-complaints-received-between-1-july-and-31-december-2023>. A summary of data relevant to Council from the most recent report is below.

There have been four complaints made against Southland District Council (SDC) (all from individuals, none from media or organisations) throughout the reporting period.

These are

- 1 x 'Incomplete or inadequate response'
- 1 x 'Refusal in full'
- 1 x 'Delay in making decision'
- 1 x 'Refusal in part'

Completed complaints made against SDC:

- Two of the complaints made against SDC are considered completed by the Chief Ombudsman
- There was no investigation undertaken for these complaints
- These were the complaints of 'incomplete or inadequate response' and 'delay in making decision'
- Both are categorised as 'withdrawn, including no response of further enquiry'
- **There was no deficiency identified or any remedy recommended in either case**

Pending complaints

There is no information contained in the report on the complaints of 'refusal in full' or 'refusal in part'

Complaints were made against 50 local government organisations / 215 complaints received total = average 4.3.

Top five most complaints made against it

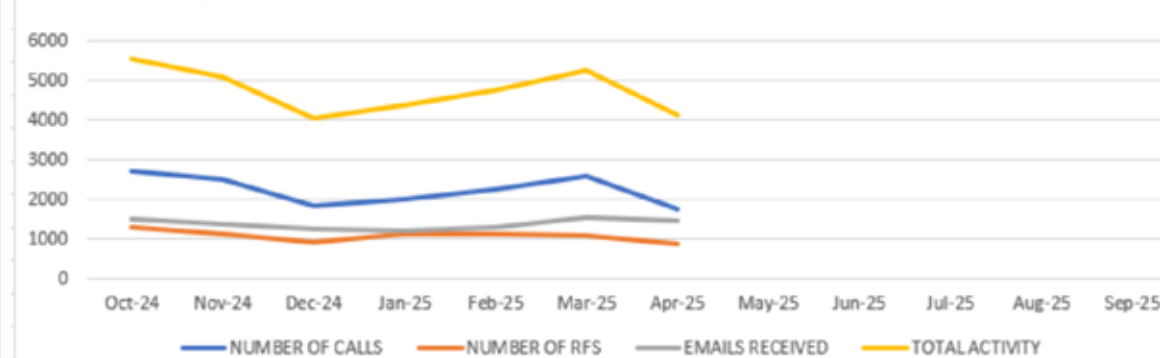
- Auckland Council = 21
- Council Controlled Organisation (CCO) = 19
- Wellington City Council = 19
- Tasman District Council = 13
- Canterbury Regional Council = 11

Activity summary report April 2025 – customer services and libraries team

Contact centre overview

CALL CENTRE ACTIVITY							
MONTH	NUMBER OF CALLS	AVERAGE WAIT TIME (seconds)	AVERAGE CALL LENGTH (minutes)	NUMBER OF RFS	EMAILS RECEIVED	ANTENNO REQUESTS	TOTAL ACTIVITY
Dec-24	1,836	37	2.3	930	1,236	38	4,040
Jan-25	2022	50	2.32	1119	1211	39	4391
Feb-25	2275	46	2.31	1120	1295	54	4744
Mar-25	2610	31	2.25	1077	1534	55	5276
Apr-25	1758	38	2.27	900	1453	41	4152

Call centre activity



TRACKING THREE MONTH TOP FIVE RFS CATEGORIES

March 2025	Building - general enquiries	148
	Resource management general enquiries	91
	Online customer change of name/address	71
	Dog registration change	56
	Rates/Water Enquiries (incl Abandoned Land)	52
April 2025	Building - general enquiries	121
	Online customer change of name/address	85
	Dog registration change	66
	Online User Registration	41
	Resource management general enquiries	41
May 2025	Dog registration change	179
	Building - general enquiries	140
	Online customer change of name/address	105
	Online User Registration	54
	Resource management general enquiries	50

March/April customer service insights

- dog season is now upon us, and the customer support partner (CSP) team has completed most outbound contact lists for owners with multiple dogs, confirming any updates to their details. The dog registration pre renewal letter has been sent to customers, which resulted in an immediate upswing in dog change requests (via the website, phone, email and in office). Last year's outbound calling and etext reminders for registrations proved incredibly successful. We will be doing both these tasks again this year to assist the animal control team. With recent changes to dog classifications and fee distributions, along with this being the second year of the 'one tag for life', training is currently underway for staff and being communicated to customers
- the CSP team continues to rotate teaching and completion of tasks, creating a shared knowledge base that ensures all team members are able to perform all tasks, so they can be rotated or covered if staff are away for any reason
- CSP's have started to prepare for being electoral officials for the upcoming Local Government Elections. This is ongoing with official paperwork currently being signed and witnessed, followed by training provided from the governance team.

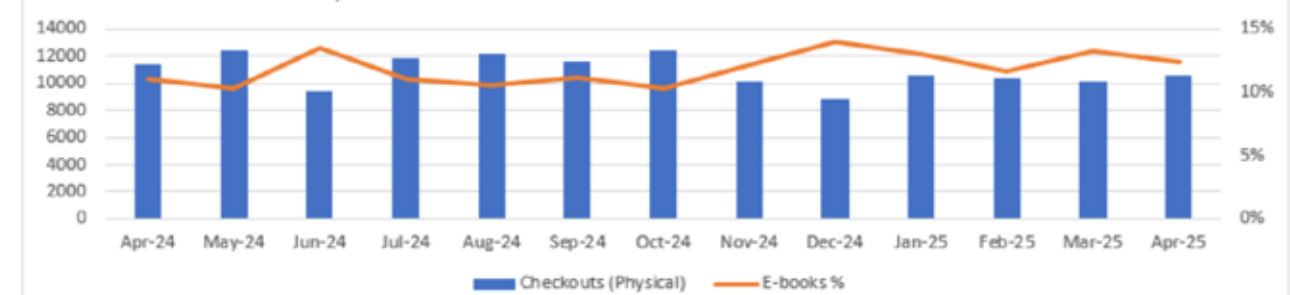
District library overview

KPI 5.1: the library network will increase the digital proportion of lending year on year

KPI 5.2: the library and service network will increase programme participation numbers year on year

DISTRICT LIBRARY STATS						
	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25
PROGRAMME PARTICIPANTS	1066	252	88	515	784	412
CHECKOUTS (PHYSICAL)	10,131	8,877	10,643	10,425	10,156	10,598
BORROWERS (PHYSICAL)	1,506	1,376	1,480	1,449	1,501	1,535
E-BOOK CHECKOUTS	1,520	1,538	1,596	1,372	1,439	1,495
PRESSREADER (NEWSPAPERS)	2,576	2,696	3,170	3,028	3,190	3,136
E-BOOKS PROPORTION (%)	13%	15%	13%	12%	13%	12%

Physical checkouts and e-books as a % of total checkouts



SOUTHLAND DISTRICT COUNCIL PROGRAMME PARTICIPATION MARCH/APRIL 2025

	Lumsden	Otautau	Riverton	Te Anau	Winton	Wyndham	TOTAL
Brick club	31	13	30	128	6	30	238
Story time			123	242	217		582
Community events							0
Other library clubs			11	11	37		59
Wriggle and rhyme				10	161		171
Kids craft				39			39
Holiday programme	11	10	16	10	6	61	114
TOTAL	42	23	180	440	427	91	1203
Mar/Apr 2024 total	23	29	58	294	272	51	727
Mar/Apr 2023 total	25	34	123	222	445	90	939

KPI tracking	July 2022 – April 2023	July 2023 – April 2024	July 2024 – April 2025
KPI 5.1 e-books proportion	n/a	10%	12%
KPI 5.2 programme participation	3247	3960	5469

March/April libraries insights

- participant numbers for March and April were steady despite public holidays and leave absences. The free "Magic Guy" holiday event attracted 61 attendees to the Wyndham hall and was judged a resounding success. Bringing stage events to our smaller communities has been very appreciated and well supported. The school holiday / Easter and Anzac events saw over 200 Anzac biscuits baked, and close to 50 Easter bunny craft baskets created
- storytime sessions at Riverton, Te Anau and Winton primary schools have been fabulous opportunities to promote early literacy and foster strong relationships with educators. Staff visiting schools removes the logistical barriers of transporting children en masse to the library, and allows for a larger audience than can be accommodated in most SDC libraries
- meetings with Tuatapere and Manapouri community libraries in March, gave the Winton collection management team a networking opportunity to understand how they can better support the volunteer libraries, in meeting the needs of their communities. As a result, children's books gifted to Manapouri and Tuatapere, continue to be supported with a regular book exchange that keeps their popular library well stocked with new reading materials.



Monthly activity summary report April 2025 – community facilities

Previous month's achievements

- the vacancies within the team are being filled. There are now only three positions that need to be filled to bring the team up to full capacity
- staff have completed the second round of workshops for the mowing, gardening and cleaning contract levels of service with the community boards
- reports to approve the levels of service and areas have been prepared for the community boards June meetings
- the reserve management plan review contract has been awarded to the successful tenderer.

Priorities for upcoming month

Projects to be started:

- reserve management plan review start-up
- continue to get projects out to the market
- reports to the community boards to seek approval for the mowing, gardening and cleaning levels of service, with the community boards leading into the contract renewal process
- staff recruitment and onboarding
- work with project delivery team to prepare works programme for the 2025/2026 year.

Contract(s) performance

- we are now seeing a slowdown in growth with a change in weather conditions, now that we are in autumn. Grass maintenance is as per the agreed levels of service
- township gardening contractors are focusing on preparing the gardens leading into winter
- the work done through the Alliance contracts is cyclic and any additional requirements are requested by the contract managers
- the toilet and office cleaning contracts are all running as per the required level of service.

RFS summary

CUSTOMER SERVICE		
Requests for service	March/April 2025	YTD
General requests for service (RFS)	189	423
Service requests completed on time	179	418
Service requests completed on time %	97%	98%

- response times for RFS are how we measure our KPIs. We are required to complete 80% of the RFS within the allocated timeframes. We are exceeding this both for the month and for the YTD
- KPI (these are reported to Council quarterly, end of February figures were reported to Finance and Assurance committee on 14 May 2025)
- 2.1 Council owned halls are fit for purpose (Halls are clean, booking is easy, customer would book again)
- 6.1 all SDC playgrounds will meet NZ Standards over the next 3 years
- 6.2 open spaces requests for service are completed within specified timeframes (currently sitting at 92%)
- 6.3 Council collaborates in partnership with a minimum of three community groups in the biodiversity/ecological or environmental space (we are in the process of working with a new group in Te Anau, this is in addition to the MOU's that are currently in place)
- 13.1 water facilities requests for services are completed within specified timeframes (currently sitting at 100%).

Risks and hotspots

SDC WORKS PROGRAMME KEY RISKS

Likelihood / Impact
(Likelihood x Impact = Risk Score)

Red	(15-25)	Extreme
Orange	(8-12)	High
Yellow	(4-6)	Moderate
Green	(1-3)	Low

RISK FACTORS
Post mitigation

Ref No	Works programme risks	Likelihood	Impact	Risk Score
1	Supply and resourcing issues	3	4	12
2	Works programme for 2024/2025 not meeting targets	4	3	12
3	Health and safety	2	3	6
4	Budgets and cost control	4	3	12
5	Resources	3	3	9

Likelihood		Consequence				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
5 Almost certain		Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
4 Likely		Moderate 4	High 8	High 12	Extreme 16	Extreme 20
3 Possible		Low 3	Moderate 6	High 9	High 12	Extreme 15
2 Unlikely		Low 2	Moderate 4	Moderate 6	High 8	High 10
1 Rare		Low 1	Low 2	Low 3	Moderate 4	Moderate 5

Mitigation actions

- Material supplies, delivery timeframes and a shortage of materials are causing delays to project delivery.
- 2024/2025 programme work continues. Increases in project pricing and contractor availability is concerning.
- All projects have updated health and safety plans - all contractors and suppliers have been compliant with the regulations and checks are being undertaken and new risk management framework is being developed.
- Cost increases are putting pressure on project budgets. Rescoping may be required where contingency values are insufficient. Scope creep affecting project values and delivery timeframes. Will be mitigated with community board and Council project alignment strategy.
- The vacancies within the team are being filled. There are now only three positions that need to be filled to bring the team up to full capacity.

Health and Safety



■ Safety Observation ■ Audits ■ Hazards

Health and safety/ environmental / quality

There was one safety observation, eight audits and two hazards completed over this period. There have been no major incidents reported for the month.

Strategic planning priorities

- asset management improvement works (are ongoing but working towards the Strategic Asset Management Plan and Long-Term Plan timelines)
- Reserve Management Plan omnibus review
- investigate options to increase the level of community led projects
- start the preparation work for the renewal of the mowing, gardening and toilet cleaning contracts that will commence in July 2026.

ITEM	ACTUAL (YTD)	PROJECTION (YTD)	VARIANCE
Operating Expenditure			
Community Housing	603,531	623,171	19,640
Halls	459,343	592,040	132,696
Offices & Buildings	4,106,745	4,372,248	265,502
Open Spaces	2,965,914	3,547,292	581,377
Toilets	1,472,752	1,634,212	161,461
Water Facilities	199,924	240,035	40,111

Community facilities budgets (to the end of April 2025)

- community housing operational expenditure under projection by \$19,640 (3%) and is on track for the year. Operational expenditure will fluctuate throughout the year as general maintenance is reactive and sometimes dependant on the availability of access to the units. If the tenants remain static, the operational costs generally remain low
- hall operational expenditure overall is under projection by \$132,696 (22%) and is on track for the year. This is largely due to the painting project at Manapouri hall having not been started yet. The contract for the Manapouri hall painting has been awarded. The operational budget for halls is to cover any minor maintenance that is required throughout the year, fly and spider control, external wash down and spouting cleaning
- offices and buildings operational expenditure is under projection by \$265,502 (6%) and is due to an under recovery in the internal allocations
- open spaces operational expenditure is under projection by \$581,377 (16%). This is due to the phasing of projects at Drummond, Edendale/Wyndham, tree work throughout the district and the remainder relates to an underspend in maintenance areas across all community board areas. The tree work has started and the invoices for this work will start to show in the system over the coming months
- toilet operation expenditure is under projection by \$161,461 (10%) and is mainly due to the phasing of four maintenance projects having started but not yet invoiced for. The costs for this work will flow through over the next months
- operational expenditure for the Riverton harbour is under projection by \$19,513 (34%) under budget and is due to some maintenance that needs to be undertaken on the long wharf. This work is currently under procurement
- operational expenditure for boat ramps is under projection by \$3,182 (5%) and is on track for the year
- operational expenditure for Stewart Island is over projection by \$17,412 (14%) and is on track for the year.

Mayor's report

Record no: R/25/3/10768

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 for Mayor Scott to report on meetings/events that he has attended during mid-April 2025 to the end of May 2025 and for councillors to also provide updates.

Mayor's update

Events or meetings with other organisations/stakeholders

- 2 Mayor Scott has attended the following events/meetings during mid-April 2025 to the end of May 2025
 - 25 April – ANZAC service at Drummond
 - 28 April – Local Waters Done Well – Riversdale, Tuatapere and Otautau
 - 29 April – Southland Federated Farmers AGM
 - 1 May – 2 May – All of Local Government and Regional Sector meetings
 - 3 May - Dunedin Wildlife Hospital Meeting
 - 6 May – Local Waters Done Well – Stewart Island/Rakiura
 - 6 May – Fonterra Edendale first electrode boiler opening
 - 7 May – Local Waters Done Well – Wyndham
 - 8 May - Ulva Island Operators Meeting
 - 9 May – Ohai Railway Fund Subcommittee
 - 12 – 13 May – Airports Association Meeting, Wellington
 - 15 May – Local Waters Done Well – Otautau
 - 20 May – Engaging with Maori in Murihiku
 - 22 May – Citizenship ceremony – Lumsden
 - 23 May - Meeting with NZTA Board Chair and CEO re Rooding
 - 26 May – Mayors Taskforce for Jobs
 - 28 May – Stewart Island/Rakiura Public Meeting
 - 29 May – Aquaculture meeting
 - 4 June – Mid/West Dome Wilding Pines on site meeting

Joint committee/committee/subcommittee meetings

- 3 Mayor Scott has also attended the following formal governance meetings:
 - 7 May – Southland Mayoral Forum – meeting with Minister Watts
 - 9 May – Great South Joint Shareholders Committee meeting
 - 9 May – Regional Heritage Working Group
 - 23 May – Southland Mayoral Forum

- 23 May – Southland Civil Defence Emergency Management
- 27 May – Regional Heritage Working Group
- 4 June – WasteNet workshop

Councillor updates

Joint committee/committee/subcommittee meetings

- 4 Councillors may have attended the following formal governance meetings and may wish to provide an update:
- Connected Murihiku Joint Committee (Councillors Sarah Greaney and Darren Frazer)
 - Southland Regional Heritage Joint Committee (Deputy Mayor Christine Menzies and Councillor Paul Duffy)
 - Southland Regional Land Transport Joint Committee (Deputy Mayor Christine Menzies)

Council organisations

- 5 Councillors may have attended the following meetings with Council organisations and may wish to provide an update:
- Around the Mountains Cycle Trail Trust (Deputy Mayor Christine Menzies)
 - Citizens Advice Bureau (Councillor Julie Keast)
 - Creative Communities (Councillor Margie Ruddenklau)
 - Gore and Districts Community Counselling Centre Inc. (Councillor Julie Keast)
 - Pioneer Women's Memorial Trust (Gore) (Councillor Julie Keast)
 - Southland Indoor Leisure Centre Charitable Trust (Councillor Darren Frazer)
 - Southland Medical Foundation (Mayor Scott)
 - Southland Regional Heritage Building and Preservation Trust (Councillor Paul Duffy and Councillor Margie Ruddenklau as alternate)
 - Te Roopu Taiao (Mayor Scott, and both Deputy Mayor Christine Menzies and Councillor Paul Duffy as alternates)
 - Tuatapere Amenities Trust (Councillor Jaspreet Boparai)
 - Waiau Working Party (Councillor Derek Chamberlain)
 - Whakamana te Waituna Trust (Councillor Julie Keast).

Recommendation

That the Council:

- a) receives the report titled "Mayor's report".

Attachments

There are no attachments for this report.

Nightcaps hall, installation of new diesel tank - retrospective unbudgeted expenditure request

Record no: R/25/5/24716

Author: Mark Day, Community facilities manager

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

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is for Council to determine whether or not it wishes to endorse the recommendation made by the Wallace Takitimu Community Board at its meeting on 5 June 2025, that retrospective unbudgeted expenditure be approved to cover the cost of installing a new diesel tank at the Nightcaps hall.

Executive summary

- 2 In April 2024, staff were advised that the diesel tank at the Nightcaps hall would not pass anymore compliance inspections and needed urgent replacement.
- 3 A second-hand tank was purchased in May 2024 and the installation took place at the beginning of the current financial year.
- 4 There was no budget allowance for this work and, as such, the board resolved to recommend to Council at its meeting held on 5 June 2025, that retrospective unbudgeted expenditure of \$3,316.56 be approved.

Recommendation

That the Council:

- a) receives the report titled "Nightcaps hall, installation of new diesel tank - retrospective 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) notes that these costs are capital expenditure and that the board does not have delegation to approve this expenditure.
- e) approves retrospective unbudgeted expenditure of \$3,316.56 plus GST for the transport and installation of the replacement diesel tank at the Nightcaps hall.
- f) notes that the project be funded as follows
 - any operational underspends in 2024/2025;
 - with the remainder to be funded via the Nightcaps Community Centre Reserve.

Background

- 5 In April 2024, staff were advised that the diesel tank at the Nightcaps hall would not pass anymore compliance inspections and needed urgent replacement.
- 6 A second-hand tank was purchased in May 2024 and the installation took place at the beginning of the current financial year.
- 7 The Wallace Takitimu Community Board was informed of this issue in April 2024 and was supportive of this work being undertaken.
- 8 The total cost of the installation and transport of the replacement tank was \$3,316.56.
- 9 There was no budget allowance for this work and, as such, the board was requested to recommend to Council that retrospective unbudgeted expenditure be approved.

Issues

- 10 The board wishes to recommend to Council that retrospective unbudgeted expenditure in the amount of \$3,316.56 be approved.
- 11 The diesel tank has already been transported to the Nightcaps hall and installed. The Wallace Takitimu Community Board was informed that a report to approve the expenditure would be forthcoming.

Factors to consider

Legal and statutory requirements

- 12 All capital expenditure must be approved by Council.
- 13 The Wallace Takitimu Community Board was requested to recommend to Council at its meeting on 5 June 2025, that retrospective unbudgeted expenditure in the amount of \$3,316.56 be approved.

Community views

- 14 The views of the Wallace Takitimu Community Board are deemed to represent the views of the community.

Costs and funding

- 15 This expenditure has already occurred and there is not enough budget available to cover the costs of transporting and installing the replacement tank. Therefore, a decision about how to fund this expenditure is required.
- 16 Staff have recommended that these costs be funded via any operational underspends for 2024/2025 and the remaining balance from the Nightcaps Community Centre Reserve. This reserve is forecast to have a balance of \$16,072 as at 30 June 2025.

Policy implications

- 17 None identified.

Analysis

Options considered

- 18 Council must determine how it wishes to fund the transportation and installation of the replacement diesel tank for the Nightcaps hall in the amount of \$3,316.56.

Analysis of options

Option 1 – approves retrospective unbudgeted expenditure of \$3,316.56 to cover the cost of transporting and installing a replacement diesel tank for the Nightcaps hall to be funded from operational underspends and the Nightcaps Community Centre Reserve.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">there will be maintenance general funds available for the Nightcaps hall in the 2025/2026 year.	<ul style="list-style-type: none">none identified.

Option 2 – carry out a negative budget carry forward process from the hall maintenance budget in the 2025/2026 financial year to cover the required shortfall in 2024/2025 to fund the cost of transporting and installing a replacement diesel tank for the Nightcaps hall.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">none identified.	<ul style="list-style-type: none">there will be no or lower maintenance general funds available for the Nightcaps hall in 2025/2026 meaning that further unbudgeted expenditure approvals may be required.

Assessment of significance

- 19 Under Council's significance and engagement policy, this is not considered a significant issue.

Recommended option

- 20 Option one – approves retrospective unbudgeted expenditure of \$3,316.56 to cover the cost of transporting and installing a replacement diesel tank at the Nightcaps hall to be funded from operational underspends and the Nightcaps Community Centre Reserve.

21 **Next steps**

- 22 The finance department will be notified of Council's decision.

Attachments

There are no attachments for this report.

Unbudgeted expenditure report - Ohai Railway Fund - March 2025 funding round

Record no: R/25/5/24510

Author: Kathryn Cowie, Community liaison officer

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

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is to seek approval from Council to allow unbudgeted grant expenditure by the Ohai Railway Fund Committee for the March 2025 round of funding allocations.

Executive summary

- 2 In the March 2025 funding round of the Ohai Railway Fund, the committee received seven individual or tertiary applications, and three applications from organisations in the local community.
- 3 For the 2024/2025 financial year \$55,000 has been budgeted to be allocated via grants. \$39,947 was allocated in the September 2024 funding round, leaving \$15,053 remaining, budgeted to allocate in the March round.
- 4 The total amount of requests received were \$55,100 from organisations, plus \$6,700 for individual grants if the committee allocated all, as per the criteria.
- 5 The Ohai Railway Fund Committee decided to allocate the \$6,700 for the seven individual grants, and \$20,100 for the organisations. The total amount allocated is \$26,800, for the March 2025 funding round, and \$66,747 for the 2024/2025 financial year.
- 6 As per the finance report tabled at the Ohai Railway Fund meeting on Friday 9 May 2025, it stated that any grants allocated above the estimated interest income level of \$81,089 will need to be funded from the reserve.
- 7 As the allocation amount of \$66,747 exceeds the budgeted amount left to spend by \$11,747, this is the amount of unbudgeted expenditure required to be approved by Council.

Recommendation

That the Council:

- a) receives the report titled "Unbudgeted expenditure report - Ohai Railway Fund - March 2025 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) approves the unbudgeted expenditure of \$11,747 in Ohai Railway Fund grant allocations from the Ohai Railway Fund interest income.

Background

- 8 The purpose of the Ohai Railway Fund is to provide grants for the benefits of the residents of the former Ohai Railway Board area.
- 9 Qualification and eligibility for grants are as follows:

Individuals

Grants for post secondary school or adult education assistance are to be allocated as follows:

- students who reside in the defined area
- non resident students who qualify under the eligibility criteria
- short courses (12 months or less) and reside in the defined area
- short courses (12 months or less) and the applicant is not a resident but qualifies under the eligibility criteria.

For those undertaking a recognised overseas opportunity the following policy applies:

- those who qualify under eligibility criteria reside in the defined area, and the length of the exchange is a minimum of seven months are entitled up to \$1,500
- those who qualify under eligibility criteria, reside in the defined area, and the length of the exchange is up to six months, are entitled up to \$1000
- those who qualify under eligibility criteria but do not reside in the defined area and:
 - (i) the length of the exchange is for a minimum of seven months are entitled to a maximum figure of \$1,000
 - (ii) the length of the exchange is up to six months, are entitled to a maximum figure of \$500.
- those allocated grant monies for international opportunities are not eligible to be considered for a post secondary school or adult education grant

- all allocations are subject to the discretion of the subcommittee.

Organisations

Eligible purposes:

- to facilitate employment opportunities
- the development of:
 - **community facilities, reserves and resources**
 - **recreational and leadership opportunities**
 - **community programmes, activities, events and charitable purposes**
 - **operating costs can be considered where they are incorporated into a specific project. NOTE: This is not to be interpreted as an offsetting of rates**
- assistance may also be provided to individuals or groups taking part in events which reflect credit or provide benefit to the community
- consideration may be given to projects aimed at providing public utilities
- transport – transport allowance may be considered for specific projects, but does not allow for transport to and from work or study
- assistance for other initiatives outside the above broad categories may be provided at the discretion of the subcommittee.

Fund allocation criteria:

- priority is given to assisting new venture and developments, particularly those which provide on going benefit
- the level of assistance should reflect the level of contribution from the applicant and the potential benefits
- priority may be given to applications where there are limited alternative means of raising funds
- priority may be given to supporting applicants whose opportunities are limited by difficult circumstances
- where projects are of equal merit levels, previous assistance may be considered when establishing priority
- all allocations are subject to the discretion of the subcommittee.

10 In the March 2025 funding round, the Ohai Railway Committee received \$55,100 in organisation requests, and \$6,700 for individual applications.

11 The committee agreed to approve \$26,800 in funding for this round, subject to Council approval of the unbudgeted expenditure amount of \$11,747.

Issues

12 There are no issues to consider.

Factors to consider

Legal and statutory requirements

- 13 None identified.

Community views

- 14 The Ohai Railway Fund Committee, as representatives of their community, make funding decisions as they see fit for the benefits of their community and community members.

Costs and funding

- 15 The Ohai Railway Fund grant budget for the 2024/2025 financial year is \$55,000, to date \$39,947 has been allocated, leaving a balance of \$15,053 remaining.
- 16 The committee may allocate grants over this budgeted amount but require unbudgeted expenditure approval from Council to do this.
- 17 The committee wish to allocate \$26,800 in grants this round, bringing the total grants for the year to \$66,747. This requires unbudgeted expenditure of \$11,747 to be funded from the Ohai Railway Fund interest income.
- 18 The estimated interest income for the 2024/2025 year is \$81,089. This balance is available to fund the budgeted grants of \$55,000 and up to \$26,089 of unbudgeted expenditure.
- 19 Based on the estimated interest income of \$81,089 the unbudgeted expenditure of \$11,747 would be funded by entirely from interest income.

Policy implications

- 20 There are no policy implications.

Options considered

- 21 The options considered are either to approve the unbudgeted expenditure of \$11,747 in Ohai Railway Fund grant allocations from the Ohai Railway Fund interest income, or to not approve the unbudgeted expenditure of \$11,747 in Ohai Railway Fund grant allocations.

Analysis of options

Option 1 – to approve the unbudgeted expenditure of \$11,747 in Ohai Railway Fund grant allocations from the Ohai Railway Fund interest.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">the projects identified in the organisation applications approved by the committee will be able to proceedindividuals who applied for assistance towards tertiary education costs or international opportunities will receive funds towards these costs.	<ul style="list-style-type: none">none identified.

Option 2 – to not approve the unbudgeted expenditure of \$11,747 in Ohai Railway Fund grant allocations from the Ohai Railway Fund interest income.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">· none identified, the unbudgeted expenditure will not significantly reduce the reserve balance.	<ul style="list-style-type: none">· it may be perceived that the purpose of the Ohai Railway Fund is not being fulfilled· the community projects or individual opportunities may not be able to proceed without funding assistance.

Assessment of significance

- 22 Not considered significant.

Recommended option

- 23 Option 1 – to approve the unbudgeted expenditure of \$11,747 in Ohai Railway Fund grant allocations from the Ohai Railway Fund interest income.

Next steps

- 24 Applicants will be advised on the requirements to uplift their grants.

Attachments

There are no attachments for this report.