

# Service Delivery Committee

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Minutes of the meeting of the Service Delivery Committee held in the Council Chambers, 1 Rosebank Terrace, Balclutha on Thursday 4 February 2021, commencing at 2.24pm.

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**Present** Councillor Bruce Graham (Chairman), His Worship the Mayor Bryan Cadogan, Councillors Dane Catherwood, Stewart Cowie, Wayne Felts, Gaynor Finch, Mel Foster, John Herbert, Alison Ludemann, Kenneth Payne, Carol Sutherland, Jo-anne Thomson, Bruce Vollweiler and Selwyn Wilkinson.

**In Attendance** Steve Hill (Chief Executive), Jules Witt (Group Manager Service Delivery), Ben Gold (Infrastructure Strategy Manager), Thyagu Gopalan (Water & Waste Manager) Henri van Zyl (Transport & Facilities Operations Manager), Chris Bopp (Senior Infrastructure Engineer), Sue Wilkins (Communications Coordinator) and Julie Gardner (Service Delivery Administrator).

Sharon Cousins (Project Manager Community Plan Implementation), Ken Murray (Facilities Asset Officer), Niko Trbuhovic (Roading Asset Management Officer), Bernadette van der Lem (Community Facilities Supervisor)

**Apologies** There were no apologies.

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## DECLARATIONS OF INTEREST

There were no additional declarations of interest.

### 1. CATLINS-CLUTHA INFORMATION LAYBY

The Project Manager – Community Plan Implementation submitted a report requesting the Service Delivery Committee to consider a budget from Special Purpose Road funding for the construction of the Catlins-Clutha Information Layby on the Owaka Highway at Invertiel.

Lisa Biginato, Hilary McNab and Dianne Miller representing Catlins Coast Inc. were in attendance to speak to the report and answer Elected Members questions.

The Senior Infrastructure Engineer informed Elected Members that Waka Kotahi NZ Transport Agency were very supportive of the project and if completed in the 2020/21 financial year it would attract 95% funding from them.

Councillors debated the issue with some expressing concerns about the location, in particular the smell from the nearby meat works and the closeness of the sewage pond, while also pointing out that the Kiosk would be in a flood zone.

Locating the Kiosk in the proposed area also provides an opportunity to use the north side of the Kiosk to promote Balclutha and the wider district.

There was further discussion about locating the Kiosk within Balclutha, however this was ruled out.

In agreeing to support the recommendation it was noted that Catlins Coast Inc. had done their due diligence by looking at all other options before deciding on this site. The area will be developed and beautified by CCI and while it would be susceptible to flooding there should be no long-term damage to the area.

***Moved Councillors Finch/Wilkinson and Resolved:***

***“That the Service Delivery Committee receives the ‘Catlins-Clutha Information Layby’ report.***

***Moved Councillors Catherwood/Vollweiler and Resolved:***

***“That the Service Delivery Committee approves the allocation of a budget of \$120,000 from Special Purpose Road funding for the construction of the Catlins-Clutha Information Layby on the Owaka Highway at Invertiel.”***

The motion went to the vote:

For – 9

Against – 4 – Motion Carried.

Councillors Foster and Ludemann requested their votes be recorded.

Before the meeting was adjourned the Group Manager Service Delivery introduced the new Community Facilities Supervisor – Bernadette van der Lem, the new Transportation & Facilities Operations Manager – Henri van Zyl and the Roading Asset Officer – Niko Trbuhovic to the Elected Members.

The meeting was adjourned at 3.19pm.

The meeting reconvened at 3.36pm.

Councillors Finch, Herbert and Ludemann re-joined the meeting at 3.37pm.

## **2. ORGANISATIONAL PERFORMANCE - SERVICE DELIVERY**

The Group Manager Service Delivery presented the Organisational Performance report for information. The report includes customer service reporting statistics and information on customer and contractor response times.

An additional report in graph form was tabled by the Group Manager Service Delivery. This format will be used in future agendas.

***Moved Councillors Payne/Sutherland and Resolved:***

***“That the Service Delivery Committee receives the ‘Organisational Performance - Service Delivery’ report, dated 4 February 2021.”***

## **3. GROUP MANAGER’S UPDATE**

The Group Manager Service Delivery submitted a report which set out his activities since the last meeting of the Committee.

A special thanks was made to the staff involved in putting the RFI together for the \$6.4M of water stimulus funding, noting that CDC were the first council in the southern area to submit the completed RFI.

***Moved Councillors Felts/Ludemann and Resolved:***

***“That the Service Delivery Committee receives the ‘Group Manager’s Update’ report dated 4 February 2021.”***

## **4. OPERATIONS UPDATE - TRANSPORTATION**

The Acting Operations Transportation Manager submitted a report advising on operational matters within the Department.

The Group Manager Service Delivery advised that 47% of the operational budget had been spent to date. An updated report that includes additional funding already approved by council will be provided after 31 March 2021. He also advised that future works are dependent on contractor availability.

***Moved Councillors Catherwood/Finch and Resolved:***

***“That the Service Delivery Committee receives the ‘Operations Update – Transportation’ report dated 4 February 2021.”***

## **5. OPERATIONS UPDATE – ALL OTHER AREAS**

The Water & Waste Operations Manager submitted a report advising on operational matters within the Department.

A query was raised regarding testing for lead in water. CDC do not specifically do this but in light of recent events will look at doing this periodically.

***Moved Councillors Finch/Thomson and Resolved:***

***“That the Service Delivery Committee receives the ‘Operations Update – All Other Areas’ report dated 4 February 2021.”***

## **6. CAPITAL DELIVERY UPDATE**

The Capital Delivery Manager submitted a report advising on matters within the Department.

The Chief Executive gave a briefing on the upcoming Rosebank Office alterations and the impact on staff, customers and governance during this time. The February 18 Council meeting will be the last one held in the Council Chambers until October.

***Moved Councillors Payne/Foster and Resolved:***

***“That the Service Delivery Committee receives the ‘Capital Delivery Update’ report dated 4 February 2021.”***

## **7. INFRASTRUCTURE STRATEGY UPDATE**

The Infrastructure Strategy Manager submitted a report advising on matters within the Department.

There was discussion on the following -

- Electric Charging Station for council fleet – need to find a suitable site.
- Greenfield Bores – test results are back, meeting to be held with Beca next week regarding a full production test bore.
- Community Housing Balclutha/Milton/Waihola – concept designs on each site will be done and brought back to Council.

Councillor Vollweiler left the meeting at 4.20pm and returned at 4.25pm.

***Moved Councillors Cowie/Catherwood and Resolved:***

***“That the Service Delivery Committee receives the ‘Infrastructure Strategy Update’ report dated 4 February 2021.”***

## **8. COMPLIANCE UPDATE REPORT**

The Group Manager Service Delivery submitted a report advising on all compliance-related issues across the Department.

The next round of WWTP visits is commencing next month.

Compliance Engineer recruitment is underway.

***Moved Councillors Herbert/Sutherland and Resolved:***

***“That the Service Delivery Committee receives the ‘Compliance Update’ report dated 4 February 2021.”***

## 9. COMMUNITY PROJECTS UPDATE

The Project Manager – Community Plan Implementation submitted a report updating the Committee on progress with projects identified through the Our Place Community Plan process.

There was discussion on the following –

- Naish & Centennial Parks – naming of these to remain as is due to the historical nature of these areas.
- Dog Park – Naming Rights to be considered?
- Balclutha Bridge Playground – user survey to be initiated by Youth Council and used to inform the wider park design team.
- Walking Track on Flood Bank – with ORC for Flood Protection Bylaw Approval – may need gravel relocated?
- Decommissioned playground equipment in good condition will be reused in other playgrounds where possible.
- Lincoln Terrace playground is to go through a revocation process.

***Moved Councillors Finch/Felts and Resolved:***

***“That the Service Delivery Committee receives the ‘Community Projects Update’ report dated 4 February 2021.”***

The meeting closed at 4.42pm.

Confirmed

Bruce Graham  
**Chairman**