

Notice is hereby given that a Meeting of the Edendale-Wyndham Community Board will be held on:

Date: Tuesday, 24 May 2016
Time: 7.30pm
Meeting Room: The Bistro,
Venue: Pioneer Tavern,
Ferry Road,
Edendale

Edendale-Wyndham Community Board Agenda

OPEN

MEMBERSHIP

Chairperson	Pam Yorke
Deputy Chairperson	Denise Fodie
Members	Lindsay Donald
	Dean Rabbidge
	Andrew Roy
	Nathan Stewart
	Cr Paul Duffy

IN ATTENDANCE

Committee Advisor	Fiona Dunlop
Community Engineer	Kushla Tapper

Contact Telephone: 0800 732 732
Postal Address: PO Box 903, Invercargill 9840
Email: emailsdc@southlanddc.govt.nz
Website: www.southlanddc.govt.nz

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

Terms of Reference for Community Boards

This Community Board is a statutory body with delegated responsibility from Southland District Council. The board members are elected to represent their community and advocate on behalf of their community.

It can make decisions on:

- Tenders for leases of land and buildings within its area up to \$10,000. For tenders above that value, the board can make a recommendation to either the Group Manager Services and Assets or Council's Activities Performance Audit Committee.
- Managing local halls and cemeteries
- Managing reserves, plantings, drainage, footpaths, street lighting, camping grounds, wharves, jetties, lakeshores and slipways, litter control
- Stewart Island – governance of the Stewart Island Electrical Supply Authority
- Te Anau – management of the Te Anau Airport Manapouri

It can make recommendations to Council on:

- Estimates, traffic management, roading, recreation, elderly persons' housing, noxious plants control, pest destruction control, temporary road closures, local civil defence, local welfare, waste management, economic development, resource consent applications which are referred to the board for feedback, toilets and local assets.

TABLE OF CONTENTS

ITEM	PAGE
------	------

PROCEDURAL

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

REPORTS

7.1	Bylaw Review Process	19
7.2	Draft Unmanned Aerial Vehicles Policy	21
7.3	Works and Finance Report to Edendale/Wyndham Community Board for the period ended 30 April 2016	31
7.4	Remuneration for Chairs and Members of Community Boards	47
7.5	Insurance Valuation for Wyndham Community Centre	49
7.6	Action Sheet - Edendale-Wyndham Community Board	53

UPDATES

8.1 Southland Cycling Strategy

A verbal update from Venture Southland on the Southland Cycling Strategy.

8.2 Edendale Wyndham Cycleway Investigation

A verbal update from Venture Southland on the Edendale Wyndham Cycleway Investigation.

8.3 Portfolios

A verbal update will be given for the following items from Community Board Members:

- Edendale Hall/Memorial Hall Wyndham/Community Centre
- Resource Management
- Factory Liaison
- Emergency Management
- Reporting to Ensign/Edendale Informer/Wyndham Messenger
- Edendale Pool
- Edendale Wyndham Community Health Trust
- RSA Scholarship

8.4 Chairperson's Update

The Chairperson will give a verbal update.

COUNCILLOR'S REPORT

9.1 Councillor's Report

Councillor Paul Duffy will give an update on matters that have been addressed at Council; attendance at various meetings and upcoming events.

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

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

4 Public Forum

Notification to speak is required by 5pm at least two days before the meeting. Further information is available on www.southlanddc.govt.nz or phoning 0800 732 732.

5 Extraordinary/Urgent Items

To consider, and if thought fit, to pass a resolution to permit the committee to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:

- (i) the reason why the item was not on the Agenda, and
- (ii) the reason why the discussion of this item cannot be delayed until a subsequent meeting.

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“Where an item is not on the agenda for a meeting, -

- (a) that item may be discussed at that meeting if-
 - (i) that item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”

6 Confirmation of Minutes

6.1 Meeting minutes of Edendale-Wyndham Community Board, 22 March 2016

Edendale-Wyndham Community Board

OPEN MINUTES

Minutes of a meeting of Edendale-Wyndham Community Board held in the Wyndham Memorial Hall, Balaclava Street, Wyndham on Tuesday, 22 March 2016 at 7.30pm.

PRESENT

Chairperson	Pam Yorke
Deputy Chairperson	Denise Fodie
Members	Lindsay Donald
	Andrew Roy
	Nathan Stewart
	Councillor Paul Duffy

IN ATTENDANCE

Committee Advisor	Fiona Dunlop
Area Engineer	Kushla Tapper

1 Apologies

An apology for absence was received from Dean Rabbidge and an apology for lateness was received from Andrew Roy.

Moved Deputy Chairperson Fodie, seconded Cr Duffy **and resolved:**

That the Edendale/Wyndham Community Board accept the apologies.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

Denise Fodie declared a conflict of interest in relation to Item 7.1 - Venture Southland - Update Report on the Proposed Edendale Community Centre Project.

4 Public Forum

Robyn Guyton representing the Open Orchard Group addressed the Board on the proposal to establish heritage orchard parks.

(Andrew Roy joined the meeting at 7.38pm.)

Mrs Guyton advised that her group is in the position of asking Southland District Council and the Community Boards to work together to find permanent long term "safe" homes for the fruit tree varieties that have been collected from early settler orchards around the Southland District. The area of land needed for this project would be a half acre or slightly less to accommodate 50 – 60 trees.

A copy of the letter from Mrs Guyton is attached to the minutes as Appendix 1.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Member Roy, seconded Member Donald **and resolved:**

That the Edendale/Wyndham Community Board minutes of meeting held on Tuesday 26 January 2016 are confirmed as a true and correct record of that meeting with the following amendment (as indicated with ~~strike through~~):

Councillor's Report

Councillor Duffy advised that he had been involved in various Council activities. One of the highlights was that ~~he and other~~ Councillors had been on a site visit to the next planned stage of the Around the Mountains Cycle Trail.

Reports for Recommendation

7.1 Venture Southland - Update Report on the Proposed Edendale Community Centre Project

Record No: R/16/3/3494

Bobbi Brown, Venture Southland, GM Tourism and Community and Tina Harvey, Community Development Team Leader, were in attendance for this item.

Mrs Brown advised that the purpose of the report was to provide an update on the process undertaken; the outcomes to date and to seek the direction from the Board on the future of the project.

The Board noted that the Edendale/Wyndham Community Board (and the previous Edendale Community Board), Southland District Council and Venture Southland staff had spent a considerable amount of time and resource exploring the option of a new community centre facility at Edendale.

Also noted was the most recently pursued option which was to redevelop the Edendale Rugby Clubrooms into a community meeting facility. This had progressed to having plans developed by an architect with a cost to build of approximately \$850,000. The Edendale Rugby Club informed the Board in February that they no longer wished to have their clubrooms considered as an option for a potential community centre.

Mrs Brown further advised that the report recommends that the Board consider options going forward which include no longer pursuing providing a community centre in Edendale at this time. This may allow the Board to investigate existing options, new projects and possibly reallocating the tagged funding.

Depending on what is decided, recommendations f) to i) will ensure the project is tidied up appropriately considering existing financial commitments.

The Board considered the recommendations in the report. Following discussion on the matter, it was felt that there needed to be further consultation with the community on other options that may benefit the Edendale Community.

The Board queried the amount of funds held in the Financial and Reserves Contribution Fund and asked for options on the utilisation of the money.

Resolution

Moved Member Roy, seconded Member Donald **recommendations a to d, e with changes (as indicted), f, g with changes (as indicated), h and i and a new j (as indicated) and resolved:**

That the Edendale-Wyndham Community Board:

- a) Receives the report titled “Venture Southland - Update Report on the Proposed Edendale Community Centre Project” dated 16 March 2016.**
- 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 the letter of the Edendale Rugby Club dated 29 February 2016 (attachment A of the report) advising that it withdraws their commitment to the project for the Rugby Club to be incorporated into a community facility.
- e) Determines that it does not wish to pursue the Rugby Club Option given the current situation outlined in d above.
- f) Determines that it does not wish to explore other sites or options for the provision of a community centre facility to be located in Edendale.
- g) Agrees to inform Council that the \$200,000 contribution set aside for this project from the Southland District Council Financial and Reserve Contribution Fund is no longer required for the purposes of a community facility and request that Officers advise on future options for the utilisation of the \$200,000 reserve contribution fund.
- h) Agrees to return the grant of \$22,600 to Transpower which has already been paid to Council.
- i) Agrees to work alongside Council to gain an understanding of where the current reserves of \$272,054 are derived from in order to examine the reallocation of these reserves to other appropriate projects in the future.
- j) Agree to consult with the community on other options that may benefit the Edendale Community rating area.

Reports

8.1 Sports clubs paying rent for use of Edendale recreation reserve

Record No: R/16/2/2709

The Board considered a report from officers regarding the details on rents and charges paid by users of the Edendale Recreation reserve located at 23 Salford Street, Edendale.

The Board noted that none of the Clubs have formal leases. This is to be rectified in the future following discussions with all the Clubs concerned.

The following table advised of the situation of the leases held by the different groups.

	Edendale Rugby	Edendale Bowls	Edendale Tennis
Annual rental GST inclusive	\$115.00	\$40.25	\$51.75
Water charge	One	One	None
Sewerage charge	One	One	None
Water loan charge	10 years	25 years	None
Sewerage loan charge	10 years	25 years	None

Loan repayment date	2019	2034	
---------------------	------	------	--

Also noted was that the annual rental for the Clubs has not been reviewed for several years.

During discussion on the matter, the Board decided that Edendale rentals needed to come into alignment with Wyndham leases and to also include the Edendale Vintage Machinery Club in the process.

Resolution

Moved Cr Duffy, seconded Chairperson Yorke **recommendation a and a new b (as indicated) and resolved:**

That the Edendale-Wyndham Community Board:

- a) Receives the report titled “Sports clubs paying rent for use of Edendale recreation reserve” dated 15 March 2016.**
- b) Request that Officers revise annual rentals for Edendale to bring them into alignment with Wyndham reserves and to also include the Edendale Vintage Machinery club.**

8.2 Works and Finance Report to Edendale/Wyndham Community Board for the period ended 29 February 2016

Record No: R/16/3/3199

Kushla Tapper Community Engineer was in attendance for this item.

Mrs Tapper advised that the Edendale Cemetery hedge had been cut and the clippings tidied away. Work also conducted was that grave tops are being sprayed regularly and the old growth which had fully died and is being hand pulled out by the Works Scheme. Sunken graves have been topped up with additional soil. There were other maintenance issues with the beams that would be rectified in due course. The Board advised that feedback was that with the work that has been completed that the Cemetery is looking very good.

The Board noted that alternative prices are being obtained for hedge trimming in Wyndham, including the large hedge between the rugby club, camping ground, netball courts and bowling club. The investigation into removal of some sections of the hedge has begun. The hedge will still need to be trimmed at least once more before any removal would occur, in future years.

Mrs Tapper also advised that power supply diagrams have been obtained for the recreation reserves in Edendale and Wyndham. These are required to determine supply points, ICP's for splitting power bills etc. Some internal lines will need to be manually 'located'. This will be mapped and saved on the property files for future reference.

The Board also noted that the Wyndham Rugby Club successfully felled some large trees near the club rooms. The Rugby Club is arranging for an Arborist report regarding the health of the Wellingtonia tree, as they are still concerned that the tree may not be safe.

Mrs Tapper further advised that documentation for a 'request for tender' is being prepared, to offer the camp ground as a lease. This will be ready for review at the next meeting.

The Board further noted that the Animal Control Bylaw is being reviewed this year. One of the proposed options will be that individual Community Boards can choose to allow the likes of horses within their town boundary.

Mrs Tapper advised that NZTA have issued a 'design for consultation' for the Edendale Bypass Project.

The Board noted that the Edendale toilets located on Seaward Road have been fully painted inside during February 2016. It is hoped that vandalism is reduced following the repaint.

The Board also noted that the Salford Street hedge is to be cut during March 2016. The inside of the hedge will be hand trimmed by the Works Scheme and the top and outside will be completed using a large machine. Clean-up is to be completed by the Works Scheme.

The following table summarises the key reasons for significant budget variances, as per the financial tables contained in the officer's report:

Business Unit	Tracking	Comments
Edendale Hall - Same as last report	Income is under Expense is over	\$78,346 is budgeted for Grant income if the project proceeds. Rates income provided the 4% result. \$3,300 was spent on 'professional services', which was unbudgeted, thus an over expenditure.
Operating Costs	Expense under	\$3,500 general projects budget not assigned. May be required to offset stormwater expenditure.
Edendale Cemetery	Income and Expenses over	There have been a lot of burials at this cemetery recently, more than the predicted number for the full year.
Street Works	Expense under	\$5,000K budgeted for Works Scheme - can be used to clean up hedge clippings or other labour intensive jobs.
Playgrounds	Expense under	Recreation Reserve, Edendale - very little bark left for 'soft fall' area. Investigating affordable options. Ideally, underspend to help rebuild reserve that was used to fund last year's work.
Stormwater	Over by ~ \$7,000	'Blow out' in Wyndham, culvert collapse, September 2015.

As noted in the table below which shows all of the projects that were planned for Edendale and Wyndham in 2015/2016.

Activity	Project Name	Type	Year	Budget	Status	Officer's Comment
Community Centres	Edendale Community Centre upgrade	LOS	15/16	\$500,000	Not started	Awaiting decision of the community board to proceed or defer.

Community Housing	Exterior and roof repaint	MAINT PLAN	15/16	\$15,000	Tender	Quotes collected and awaiting authority to proceed
Community Housing	Exterior and roof repaint of house	MAINT PLAN	15/16	\$13,000	Tender	Quotes collected and awaiting authority to proceed
Public Conveniences	Edendale Seaward Road Toilets	MAINT PLAN	15/16	\$8,000	Complete	Completed March

The Board noted the table below which outlines the balance of Development and Financial Contributions for your community to 30 June 2015 plus any amounts invoiced for the financial year to date. Spending of these funds is considered by Council staff when projects are in the planning stage. Once identified as a potential funding source for a project, confirmation from the Group Manager - Services and Assets is sought before undertaking the project to ensure that the relevant policy and legislative requirements are met.

Edendale Reserves Contributions	\$12,369
Wyndham Reserves Contributions	\$2,982

Mrs Tapper asked if there were Board members that would like to work with her to develop a design plan to beautify the flood banks on the approach to Wyndham from Edendale. The Chair advised that she was willing to assist.

The Board discussed the issue of the ANZAC flags and advised that they would like them erected for the 2016 ANZAC Day.

Resolution

Moved Member Roy, seconded Deputy Chairperson Fodie **and resolved:**

That the Edendale-Wyndham Community Board:

- a) **Receives the report titled "Works and Finance Report to Edendale/Wyndham Community Board for the period ended 29 February 2016" dated 16 March 2016.**

8.3 Action Sheet - Edendale-Wyndham Community Board

Record No: R/16/3/4074

The Board discussed the action sheet. It was noted that the report expected by the Board on the process for the disposal of the Edendale Hall was not available for this meeting. The Chair had met with Officers and was updated on the complexities of the land for the sale and the Board would be updated at the next meeting.

Bobbi Brown, Venture Southland, GM Tourism and Community updated the Board on the proposal for a walk/cycle trail between Edendale and Wyndham. She advised that Ian Marshall, GM Services and Assets, is keen to have the Tourism Resource Consultants to conduct some work on the project.

Resolution

Moved Cr Duffy, seconded Deputy Chairperson Fodie **and resolved:**

That the Edendale-Wyndham Community Board:

- a) **Receives the report titled “Action Sheet - Edendale-Wyndham Community Board” dated 15 March 2016.**
- b) **Request that Officers keep the Board updated on the proposal for a walk/cycle trail between Edendale and Wyndham.**

Area of Responsibility Updates

9.1 Edendale Hall/Memorial Hall Wyndham/Community Centres

There was nothing to report.

9.2 Resource Management

The Chair advised that she had received a copy of the Fonterra presentation regarding the renewals of the wastewater resource consent for numerous properties around the Edendale area. She advised that the National Consents Manager is willing to attend a meeting with the Board to discuss the application.

9.3 Factory Liaison

The Chair advised that there had been a meeting which focussed on the renewal of the Resource Consents.

9.4 Emergency Management

Lindsay Donald advised that he had recently attended a site visit to Emergency Management Southland. He advised that it was interesting to see and how it operated.

9.5 Reporting to the Ensign, Edendale Informer and Wyndham Messenger

Denise Fodie advised that she would be including a message in the publications on the Board's behalf. Subjects to be included would be discussions on the Wildlife Centre, tidying up of the Edendale Cemetery and the proposal for a Heritage Orchard Park.

9.6 Edendale Pool

Denise Fodie advised that the operation of the Edendale Pool was progressing well.

9.7 Wyndham Edendale Community Health Centre

Pam Yorke advised that the Health Centre is operating well.

Councillor's Report

Cr Duffy advised of activities that he has been involved with and highlighted the following:

- Receipt of over 200 submissions to the 2016/2017 Draft Annual Plan

- Building Consents totals are down on previous years
- District Plan tidying up process is underway for rural settlement areas
- Attended the Regional Heritage Forum.

Chair's Report

Pam Yorke advised that she had attended a LGNZ Community Board Chairs Workshop recently which was held in Gore. She had learnt of some good initiatives to assist with Community business.

She also advised that there will soon be a meeting of the Trustees of the John Beange Fund to distribute monies.

The Board noted that a letter had been received from the leases of land at 7 and 7 and 19 and 20 Baltic Street and Cardigan Road, Wyndham (attached to the minutes appendix 2) and that a report would be coming to the May 2016 meeting in response to the letter.

Next meeting

The Board noted that the next meeting will be held on Tuesday 24 May 2016, 7.30pm in Edendale.

The meeting concluded 10.30pm

CONFIRMED AS A TRUE AND CORRECT
RECORD AT A MEETING OF THE EDENDALE-
WYNDHAM COMMUNITY BOARD HELD ON
TUESDAY 22 MARCH 2016.

DATE:.....

CHAIRPERSON:.....



South Coast Environment Society

154 Palmerston Street
Riverton 9822
SOUTHLAND

Phone/Fax: 03 234 8717
Email: office@sces.org.nz
Web: www.sces.org.nz

Heritage Orchard Parks

We are proposing a new and exciting initiative, the first of its type in New Zealand, a network heritage orchard parks throughout Southland we think this is significant and one our province will benefit from and be proud of for years to come.

Through many years of work and research our Society have visited over 100 of the oldest orchard remnants of Southland 19th Century and early 20th century orchards in Southland and now have 600 trees grafted and growing in a nursery situation ready for transplanting back into the communities from which they came.

We are in a position now to asking the Southland District Council and their Community Boards if you can work with us find a permanent long term 'safe' homes for the fruit tree varieties we have gathered from these early settler orchards, an half acre sheltered fenced section in each ward on average. These will be planted in that areas original family 'orchard sets' in rows and total approximately 60 mainly apples but also pear and plum trees. We envisage planting out on average 30 trees of these trees a year over the next two winters. These trees will live for 80-120 years so it will be a lasting and fruitful gift to pass on to future generations.

They will be permanently labelled with brass or etched wood numbers/names and we will publish an informative booklets in each ward, with photos and stories of the orchards, the settlers and trees they planted, (These two aspects we will fundraise for at a later date).

We already have the 4-6 year-old trees that have been grown specifically for this purpose and these can be gifted by our Society to the parks. Our Society will take long term stewardship of this project sharing it with the communities and will teach the skills needed for its management (planting, feeding, pruning etc.). The local communities and settler descendants of the settlers will be invited to be involved in the planting and seasonal care. Scion wood will be gathered and grafting workshops will be held on site to spread the heritage fruit trees back around the country side. Autumn harvest picnics event will be held, a spring blossom picnics and a community pruning days in winter where locals can come along and learn to care for the trees.

After a few years the trees can just be left as an old-style paddock orchard so the only long term maintenance would be to have sheep to keep the grass low, therefore it would be sensible if the land was owned and maintained by the council as the orchard will have 100 year life and more if the trees were renewed later this Century.

We know the local communities and descendants will make donations and help toward the parks being established and be interested in its long term viability as the parks will be a great place to visit during family reunions.

The old orchards they came from are now gone or on their last legs. It is a very valuable and long lasting initiative that will 'bear fruit' for decades and help Southland be more resilient when extra local food would be needed to cope through any upcoming crisis.

Scion wood can be taken and more trees can be made from the wonderful collection we have and spread around NZ. Some of these varieties are extinct in Europe so this is an internationally significant collection. I am now working with experts in the Northern Hemisphere to identify more trees. Some date back to the 16th Century and are the oldest European artefacts we have in our care.

Kind regards

Robyn Guyton
Orchard Project Co-ordinator



Wyndham Town Council
21st March 2016

To Whom it May Concern,

We write to acknowledge we have been informed by Southland District Council of your intention to dispose of land being Blocks 7&12 and 19&20 on Baltic St and Cardigan Rd.

Both lessees are slightly disappointed the local Council didn't follow a better consultation process especially when the lease period was for 40yrs(Lee's) and 15yrs(Robertson's). Notwithstanding we are all long term local residents.

But these are local Government decisions and we are forced to accept the result.

You should be aware these two Blocks of land have peculiar issues not normally associated with a simple sale & purchase procedure.

One block (7&12) is in a flood way with 50% of it in the River and progressively getting worse. The other block(19&20) is 20% in part a Native Walk and Sanctuary.

There are no survey pegs, no boundary fences, no water, no power and it was previously used as a human excrement dump.

I'm not sure how land can be valued fairly and truly until these issues have been addressed. However we have enlisted a Registered Valuer to assess the property.

I'm a Registered Horse Valuer and I would find it very unethical to simply look at the horses registration papers and value it without looking at its 4 legs.

I'm also intrigued by Kevin McNaughts comment that "the land will be sold as is" It's not a car – and my adviser tells me that it is unrealistic to purchase property without all the issues and conditions clearly stated. It can lead to extreme problems in the future.

The last people to sell land under those conditions were the Maori and our Country still haven't resolved those issues after 150yrs.

We (Lee's) tried to purchase the land in the late 1970's and early 80's, but we were informed due to the land being under "Reserve Law", it could "not ever be sold". Therefore we did not pursue it any further. So, after \$70,000 of lease payments we are now informed it can be sold. Hmmm?.

We have had 40yrs of an amicable and workable agreement which has been a huge contribution to the success of our business and that now looks vulnerable.

I must give credit to Nathan Stewart, as he is the only Council member that has physically viewed the property in its current existence. May I suggest the other Councillors take the time to meet with us and do the same. I'm sure it will look a lot different than merely looking at a piece of paper.

We look forward to furthering our good relationship with SDC and I am confident with good open communitive dialogue we will receive a good result.

All the lessees are open for discusion at anytime.

On behalf of the Lessees

Bruce & Caroline Robertson
Gordon & Colin Lee

Yours Sincerely
Gordon Lee

A handwritten signature in black ink, appearing to read 'Gordon Lee', with a long, sweeping horizontal stroke extending to the right.

Bylaw Review Process

Record No: R/16/4/5190
Author: Tamara Dytor, Policy Analyst
Approved by: Rex Capil, Group Manager Community and Futures

☐ Decision ☐ Recommendation ☒ Information

Executive Summary

- 1 In 2016, the Cemetery Bylaw 2006, the Keeping of Animals, Poultry and Bees Bylaw 2010 and the Control of Advertising Signs Bylaw 2008 will be reviewed. This report outlines the approach that will be taken to consultation and review.

Background

- 2 Council will be reviewing three bylaws in 2016. The drivers for each review are outlined below:
 - The Cemetery Bylaw 2006 requires review in 2016 to remain current.
 - A review of the Keeping of Animals, Poultry and Bees Bylaw 2010 is recommended to address local issues. This bylaw was reviewed in 2010 however, since this time additional issues have arisen. The keeping of animals in urban areas has become an area of contention in some communities.
 - A review of the Control of Advertising Signs Bylaw 2008 is recommended to align with the District Plan. This will provide clarity for the public and address issues across the District relating to signage. The proposed bylaw review would address the placement of signs in the road reserve, for example sandwich boards on footpaths. Changes to the bylaw are intended to increase the ease of doing business with Council and provide clarity and consistency.

Timeline

- 3 The timeline below outlines key milestones in the process of review and details the approach to public engagement.

Date	Task
Mid-May 2016	Pre-consultation engagement sessions. Sessions are also for other Long Term Plan issues.
8 June 2016	Council meeting (Endorse draft bylaws for public consultation)
8 June 2016	Notification given to Area Offices, and customer services. Committee Advisors to liaise with CB and CDA chairs to remind them of the submission period.
9 June 2016	Draft bylaws advertised.
9 Jun – 30 Jun 2016	Submission period.
20 July 2016	Council meeting (Submission Hearings)

2 Aug 2016	Amendments made to draft bylaws.
17 Aug 2016	Council meeting (Deliberations)
7 Sep 2016	Council meeting (Adoption of bylaws)
8 Sep 2016	Advertising of adopted bylaws.
Sep – Oct 2016	Present report to CDAs on new bylaws.
Nov – Dec 2016	Present report to CBs on new bylaws.

Consultation and engagement

- 4 Community views will be considered during formal consultation and during pre-consultation engagement. The timeline above details when this will occur.
- 5 Community Boards and Community Development Area Subcommittees are asked to make submissions during the consultation period and individual members can engage during pre-consultation sessions in May.

Recommendation

That the Edendale-Wyndham Community Board:

- a) **Receives the report titled “Bylaw Review Process” dated 12 April 2016.**

Attachments

There are no attachments for this report.

Draft Unmanned Aerial Vehicles Policy

Record No: R/16/4/5645
Author: Tamara Dytor, Policy Analyst
Approved by: Rex Capil, Group Manager Community and Futures

☒ Decision ☐ Recommendation ☐ Information

Purpose

- 1 This report presents the draft Use of Unmanned Aerial Vehicles Policy. A recommendation is sought from Community Boards and Community Development Area Subcommittees regarding local areas that should be considered for restriction or prohibition of unmanned aerial vehicle use.

Executive Summary

- 2 Under new rules introduced by the Civil Aviation Authority (CAA), Council can grant or decline consent for the use of Unmanned Aerial Vehicles (UAVs) on property that it owns or controls. The draft Unmanned Aerial Vehicle Policy sets a framework to allow Council to do this.
- 3 The draft Use of Unmanned Aerial Vehicle Policy contains broad conditions which would apply throughout the District. Feedback is requested from Community Boards and Community Development Area Subcommittees to determine whether Council should consider prohibition or restriction in specific local areas.

Recommendation

That the Edendale-Wyndham Community Board:

- a) **Receives the report titled “Draft Unmanned Aerial Vehicles Policy” dated 19 April 2016.**
- 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) **Recommend any local areas that should be considered as restricted or prohibited areas for the use of unmanned aerial vehicles.**

Content

Background

- 4 Rules introduced by the Civil Aviation Authority (CAA) came into effect on 1 August 2015. The rules require people to obtain Council approval to operate UAVs on public land.
- 5 The draft Use of Unmanned Aerial Vehicles Policy broadly allows for the use of unmanned aerial vehicles in the District, provided that users comply with conditions within the policy. These conditions exist in addition to those already imposed across New Zealand by the CAA.
- 6 The majority of UAV use is likely to occur in Council's parks, reserves and open spaces.

What is an UAV?

The term UAV covers all electric powered remote controlled model aircraft of the type commonly referred to as "drones" that are capable of vertical take-off and landing and small hand-launched gliders less than a 1.5 metre wing span. It does not cover the following:

- Fixed wing electric-powered model aircraft greater than 1 metre wing span.
- All fixed - winged model aircraft that are internal combustion engine (petrol) powered.
- Gliders greater than a 1.5 metre wing span and bungee-launched gliders.
- Single rotor helicopters that are electric powered or internal combustion engine (petrol) powered.
- Jet powered models.

CAA Regulations

CAA rules apply to all UAV operators throughout New Zealand. CAA rules Part 101 require 12 key things from UAV operators. Operators must:

1. Not operate an UAV 25 kg or larger and always ensure that the UAV is safe to operate;
2. Take all practicable steps to minimise hazards to persons, property and other aircraft;
3. Fly only in daylight;
4. Give way to all crewed aircraft;
5. Be able to see the UAV with their own eyes;
6. Not fly higher than 120 metres (400 feet) (unless certain conditions are met);
7. Have knowledge of airspace restrictions;
8. Not fly closer than four kilometres from any aerodrome (unless certain conditions are met);
9. Obtain an air traffic control clearance issued by Airways (when flying in controlled airspace);
10. Not fly in special use airspace without the permission of the controlling authority of the area (eg, military operating areas, low flying zones, danger areas or restricted areas);
11. Have consent from anyone you want to fly above;
12. Have the consent of the property owner or person in charge of the area you want to fly above.

- 7 Rules are enforceable by the CAA and a breach could result in a fine, a written warning, or prosecution.

Issues

Approach taken in the draft Use of Unmanned Aerial Vehicles Policy

- 8 The draft policy nominates some circumstances in which UAV use is not permitted without specific approval from Council. These restrictions apply:
- Over a sports field if in use by others, or within 50 metres of any organised activity taking place in a reserve or Council controlled open space;
 - Over or above Council owned or controlled cemeteries or formed roads;
 - Over or within 50 metres of other users of open spaces;
 - Over or within 50 metres of any building on Council land or any playground equipment, furniture, swimming pool, or track on a reserve;
 - Within 50 metres of livestock, wildlife or sensitive wildlife habitats; and
 - Within 50 metres of a reserve boundary where residential housing or stock farming adjoins.
- 9 In addition to these conditions, Community Boards and Community Area Subcommittees are being asked whether there are any local areas that should be considered for restriction or prohibition.
- 10 Council is keen to ensure that UAV use is appropriate to community needs. There is no benefit in allowing use where it is inappropriate or unsafe. Conversely, there is also no benefit in being unnecessarily restrictive in regards to this recreational activity.
- 11 Since the definition of an UAV includes model airplanes, it is important to consider the impact of this policy on existing clubs and associations.

Current use and incidents

- 12 The extent of UAV use in the Southland District is currently unknown. No complaints to Council regarding the use of UAVs were identified during the development of this report. However, across New Zealand the number of incidents reported to the CAA has grown significantly in recent years. The tables below detail the number of incidents across New Zealand by year and by incident type.

Total incidents annually

Year	Total incidents
2008	1
2009	0
2010	1
2011	4
2012	11
2013	10
2014	33
2015	120
Total	184

Number of incidents by incident type

Incident type*	Total incidents
Aviation-related concern	116
Airspace incident	61
Incident	5
Accident	2
Grand Total	184

***Incident definitions**

Aviation-related concern: these are 'concerns' relating to aviation safety or securing, and include complaints and allegations about suspected rule breaches, etc.

Airspace incident: incidents that involve deviations from airspace rules and procedures (minimum distances for aircraft separation, for example).

Incident: a general incident category that covers situations where there is a risk of harm occurring but this does not eventuate.

- 13 There have been four incidents involving UAVs in the Southland region, one of which was in the Southland District. Three of these were aviation-related concerns, one was an airspace incident. The details of each are in the table below:

Date	Description	Location
30-Oct-13	Concern UAV flying on farms and potentially causing a hazard to other aircraft in the area.	Otama Hill Road, Gore
13-Jun-14	Concern about UAV flying near an airliner and a low flying area. Referred to the Regulatory Investigations Unit.	Invercargill
14-Apr-15	Concern that a UAV was flown in close proximity to the airport.	Invercargill
11-Nov-15	Unauthorised UAV operations 100 metres from the airport. The operators were two foreign nationals.	Milford Sound

- 14 To date, 10 enforcement actions have been undertaken by the CAA's Regulatory Investigations Unit in relation to UAV operations. Five of these have been written warnings, and five have been infringement notices with fines ranging from \$500 to \$3,500.
- 15 At this stage staff have not identified any complaints to Council regarding the use of UAVs in the Southland District. To balance the fact that there is not a current significant issue with UAVs and the likelihood of risks in the future, a moderate and proportionate response to manage this issue would be appropriate. Council also needs to be mindful of existing UAV users such as the Fiordland Cloudbusters Model Aircraft Club, who have operated UAVs to date without any issues.

Enforcement

- 16 The CAA has the power to regulate UAV use through mechanisms ranging from warnings to prosecution, depending on the nature of incidents.
- 17 CAA officers have indicated that if reported issues are of a serious nature involving the endangerment of people or property or reckless use of UAVs, an investigation with a view towards prosecution would be likely to occur. For less serious breaches, warnings or infringements are more likely to be considered.
- 18 In the event of a breach of the policy, Council staff would report any incident to the CAA. The incident would be recorded so that the CAA can gather a realistic picture of issues relating to drones and of any operators who breach the rules on multiple occasions. In the opinion of staff in the CAA investigations team, a Council bylaw would be an unnecessary duplication of existing powers under the CAA Regulatory Enforcement Policy.

Factors to Consider

Legal and Statutory Requirements

- 19 Council is empowered to adopt a position by CAA rules. The CAA has power to enforce its rules (including permission and conditions of land owners) using mechanisms ranging from warnings and infringements to prosecutions.
- 20 Since there is currently insufficient evidence of a serious issue relating to UAV use in the Southland District a bylaw is not a proportionate response. Also, enforcement powers of a bylaw largely duplicate enforcement that could be undertaken through CAA legislation. While Council could state its position through guidelines, staff recommend a policy approach to ensure clarity.

Community Views

- 21 This report is part of the process of gathering community views and forming a policy that meets local needs.

Costs and Funding

- 22 There are no costs associated with implementing an Use of Unmanned Aerial Vehicles Policy, other than those associated with advertising and consultation. This is because any enforcement action would be referred to the CAA.

Policy Implications

- 23 If an Use of Unmanned Aerial Vehicles Policy is adopted, it will be referred to in Council's Reserves Management Policy.

Analysis

Options Considered

- 24 Community Boards and Community Development Area Subcommittees could:
- Option 1: Nominate local areas that should be considered for inclusion in the policy as restricted or prohibited areas; or
 - Option 2: Not nominate local areas that should be considered for inclusion in the policy as restricted or prohibited areas.

Analysis of Options

Option 1 – Nominate local areas that should be considered for inclusion in the policy as restricted or prohibited areas.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• Responds to any circumstances or requirements specific to local communities.	<ul style="list-style-type: none">• It is important for recommendations not to be unnecessarily restrictive because Council's general proposed approach is broadly permissive.

Option 2 – Not nominate local areas that should be considered for inclusion in the policy as restricted or prohibited areas.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• Provides a clear, fair and consistent approach across the District.	<ul style="list-style-type: none">• The broad approach may or may not meet local needs and match local circumstances.

Assessment of Significance

- 25 This issue has not been assessed as significant because at this stage it is not affecting a large number of people or stakeholders or a specific community. Council's ability to make decisions in relation to UAV use are established by CAA rules and the proposed approach is generally permissive.

Recommended Option

- 26 It is recommended that Community Boards and Community Development Area Subcommittees only propose restricted or prohibited areas for inclusion in the policy if this reflects community needs and local circumstances and if these areas are not already adequately managed through the existing broad conditions within the draft policy.

Next Steps

- 27 Following input from Community Boards and Community Development Area Subcommittees, this policy will be subject to public consultation.

Attachments

- A Draft Use of Unmanned Aerial Vehicles Policy [View](#)

SOUTHLAND DISTRICT COUNCIL

USE OF UNMANNED AERIAL VEHICLES POLICY

This policy applies to:

DOCUMENT CONTROL

Administered by: Strategic Manager (Property)	TRIM reference number: r/15/12/22465	Effective date: «type date»
Approved by: Council	Date approved: «type date»	Next review date: «type date»

CONTENTS

1.	PURPOSE.....	1
2.	DEFINITIONS AND ABBREVIATIONS.....	1
3	BACKGROUND	2
4.	POLICY DETAILS.....	2
4.1	General Criteria	2
4.2	Restrictions	2
4.3	Prohibited Areas	2
4.4	Enforcement	3
5.	ASSOCIATED DOCUMENTS	3
6.	REVISION RECORD.....	3

USE OF UNMANNED AERIAL VEHICLES POLICY

1. PURPOSE

This policy sets out the conditions for use of Unmanned Aerial Vehicles (UAVs) on Council owned or controlled land.

2. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Unmanned Aerial Vehicle (UAV)	<p>The term UAV covers all electric powered remote controlled model aircraft, including the type commonly referred to as “drones” that are capable of vertical take-off and landing and small hand-launched gliders less than 1.5 metre wing span.</p> <p>UAVs are also known as drones, Remotely Piloted Aircraft Systems and Unmanned Aerial Systems.</p> <p>The term UAV does not include the following:</p> <ul style="list-style-type: none"> • Fixed wing electric-powered model aircraft greater than 1 metre wing span. • All fixed - winged model aircraft that are internal combustion engine (petrol) powered. • Gliders greater than 1.5 metre wing span and bungee-launched gliders. • Single rotor helicopters that are electric powered or internal combustion engine (petrol) powered. • Jet powered models.
Civil Aviation Authority Rules / CAA rules	<p>Civil Aviation Rules are set by the Minister of Transport. The rules are divided into parts. The two parts relevant to UAVs are:</p> <ul style="list-style-type: none"> • Part 101: <i>Gyrogliders and Parasails, Unmanned Aircraft (including Balloons), Kites, and Rockets - Operating Rules</i>, and • Part 102: <i>Unmanned Aircraft Operator Certification</i>.

3 BACKGROUND

Under rules introduced by the Civil Aviation Authority (CAA) on 1 August 2015, Council can grant or decline consent for the use of UAVs on property that it owns or controls. This policy establishes criteria for UAV use over Council owned and controlled land in the Southland District.

4. POLICY DETAILS

4.1 General Criteria

In addition to CAA rules, the following criteria apply to the use of UAVs over land or property owned or controlled by Southland District Council. They do not apply to the use of UAVs by Southland District Council.

Operators of UAVs must:

- Comply with the Office of the Privacy Commissioner guidance on preserving peoples' personal privacy by not flying over other people or adjoining private property without their consent.
- Be courteous of other park users, who often are there for the quiet enjoyment of Council's parks, reserves and open spaces.

4.2 Restrictions

Operators must not use UAVs under the following conditions unless specific written approval has been granted by Council:

- If requested to cease by Council officers. Users must land their UAV immediately if requested by Council officers.
- Over a sports field if in use by others, or within 50 metres of any organised activity taking place in a reserve or Council controlled open space.
- Over or above Council owned or controlled cemeteries or formed roads.
- Over or within 50 metres of other users of open spaces. If another open space user moves within this range, the UAV user must immediately land their UAV.
- Over or within 50 metres of any building on Council land or any playground equipment, furniture, swimming pool, or track on a reserve.
- Within 50 metres of livestock, wildlife or sensitive wildlife habitats. If livestock or wildlife move within this range, the UAV user must immediately land their UAV.
- Within 50 metres of a reserve boundary where residential housing or stock farming adjoins.

Written Council approval must also be obtained for any organised event involving the use of UAVs.

Operators of UAVs must comply with any additional conditions of lease holders.

4.3 Prohibited Areas

There are some areas where the use of UAVs is prohibited unless written approval has been granted by Council. These areas are:

- Local areas will be determined by Council following feedback from Community Boards and Community Development Area Subcommittees.

4.4 Reporting incidents and near misses

UAV users must report all incidents and near misses to Southland District Council. This obligation also extends to other reserve users involved in any incident or near miss relating to UAV use.

4.5 Enforcement

Any breach of the above conditions could result in termination of your permission to fly unmanned aircraft over Council land.

Council will report breaches to the Civil Aviation Authority, which may result in infringements or prosecution.

5. ASSOCIATED DOCUMENTS

- Civil Aviation Authority Rules and Guidelines: <http://www.caa.govt.nz/rpas/>
- Southland District Council District Reserves Management Policy

6. REVISION RECORD

Date	Version	Revision Description
«Type Date»	«Version»	«Revision»
«Type Date»	«Version»	«Revision»
«Type Date»	«Version»	«Revision»

Works and Finance Report to Edendale/Wyndham Community Board for the period ended 30 April 2016

Record No: R/16/5/6449
Author: Kushla Tapper, Community Engineer
Approved by: Anne Robson, Chief Financial Officer

☐ Decision ☐ Recommendation ☒ Information

Community Engineer's Report

- 1 Cemeteries: Hedges are tidy for another year. Potholes at the entrance to Edendale have been filled. Progress is being made with the information panels and kiosk for Edendale. The Pine and Redwood plantation has been cleared for noxious etc, by the forestry company. The over expenditure for this business unit will be shared in part by the ward. Cr's Keast and Duffy have agreed for the ward to fund the cost of the fence that was required after the hedge was burnt. Costs related to the forestry plantation will be met by the Edendale Cemetery reserve, created by profit from the pines that were felled a few years ago.
- 2 Trees and Hedges: Edendale Rec is complete. Wyndham by Rugby Club / Netball Courts is complete. Dangerous limbs from a willow in Nightingale Street have been removed. Raglan Street (Alma Street end) trees will be lowered by 1-2 m, to let more light into the houses on the south side of the street. Price options are being compared for the felling and removal of the macrocarpas on Memorial Drive.
- 3 Camp Ground: Preliminary documentation for a 'request for tender' is attached.
- 4 The first annual footpath condition rating exercise has been completed for the entire district, with data collection over April. The raw data has not yet been processed.

Community Engineer's Financial Report

- 5 The following table summarises the key reasons for significant budget variances, as per the financial tables on the following pages:

Business Unit	Tracking	Comments
Edendale Hall - Same as last report	Income is under Expense is over	\$78,346 is budgeted for Grant income if the project proceeds. Rates income provided the 4% result. \$3.3K was spent on 'professional services', which was unbudgeted, thus an over expenditure.
Operating Costs	Expense under but ok	\$3.5K general projects budget not fully assigned. May be required to offset stormwater expenditure. Approximately \$1k required for ANZAC banners, invoice to come in May.
Edendale Cemetery	Income and Expenses over	There have been a lot of burials at this cemetery recently, more than the predicted number for the full year. Additional expenses also incurred with hedge / fence replacement and noxious control within the forest plantation.
Wyndham Cemetery	Income and Expenses under	There have been fewer burials at this cemetery than the predicted number for the year. The costs and income are balancing out ok.
Street Works	Expense under but ok.	Footpath maintenance including spraying with "wet & forget" for moss and lichen control is planned for May.

Business Unit	Tracking	Comments
Playgrounds	Expense under	Ideally, underspend to help rebuild reserve that was used to fund last year's work.
Pool	Under, ok	Invoice received from Pool Society, 10 May. Budget will be fully spent.
Wyndham Camp Ground	Income and Expenses under	Lower turnover than budgeted, however the expense % is lower than the income %, so ok.
Stormwater Drainage	Income is under	Approximately 60% of budgeted income for the year is "interest on reserves", which is received at the end of financial year.
Stormwater Drainage	Expense is over by ~ \$7K	'Blow out' in Wyndham, culvert collapse, September 2015.

Project List

- 6 The table below shows all of the projects that were planned for Edendale and Wyndham in 2015/2016. Items in ***Bold and Italics*** are carried over from previous financial years.

Activity	Project Name	Type	Year	Budget	Status	Officer's Comment
Community Centres	Edendale Community Centre upgrade	LOS	1516	\$500,000	Deleted	Community Board deleted this project.
Community Housing	Exterior and roof repaint of house	MAINT PLAN	1516	\$13,000	Complete	Completed March 2016.
Community Housing	Exterior and roof repaint	MAINT PLAN	1516	\$15,000	Tender	Quotes collected and awaiting authority to proceed.
Public Conveniences	Edendale Seaward Road Toilets	MAINT PLAN	1516	\$8,000	Complete	Completed March

Financial Considerations

Development and Financial Contributions

- 7 The table below outlines the balance of Development and Financial Contributions for your community to 30 June 2015 plus any amounts invoiced for this financial year to date. Spending of these funds is considered by Council staff when projects are in the planning stage. Once identified as a potential funding source for a project, confirmation from the Group Manager - Services and Assets is sought before undertaking the project to ensure that the relevant policy and legislative requirements are met.

Edendale Reserves Contributions	\$12,369
Wyndham Reserves Contributions	\$2,982

Reserves

- 8 Please find the reserves report attached.

Recommendation

That the Edendale-Wyndham Community Board:

- a) Receives the report titled “Works and Finance Report to Edendale/Wyndham Community Board for the period ended 30 April 2016” dated 17 May 2016.

Attachments

- A Edendale/Wyndham Financial reports, 30 April 2016 [View](#)
- B DRAFT - Request for Proposal to Lease Wyndham Camp Ground, 135 Cardigan Road, Wyndham [View](#)

Edendale-Wyndham Community Financial Report

83.33% Of Year

For the Period Ended April 2016

Income	Annual Budget	Actual Income to Date	Income to Date %	Full Year Projection
23200 Administration - EdenWyn	16,964	10,446	62%	16,965
23202 Operating Costs - EdenWyn	6,700	4,805	72%	5,921
23207 Street Works - EdenWyn	41,096	31,206	76%	38,802
23228 Beautification - EdenWyn	35,450	29,544	83%	35,452
23232 Recreation Reserve - EdenWyn	23,394	20,860	89%	24,759
23246 Playground - EdenWyn	3,200	2,667	83%	3,200
23325 Cemetery - Edendale	14,977	14,851	99%	18,102
23348 Pool - Edendale	4,582	3,797	83%	4,560
23350 Hall - Edendale	89,096	6,947	8%	23,827
29901 Library - Wyndham	35,919	29,935	83%	35,921
29925 Cemetery - Wyndham	22,282	14,796	66%	18,510
29949 Camping Ground - Wyndham	21,230	14,793	70%	18,332
29950 Hall - Wyndham	11,730	10,252	87%	12,257
29982 Museum - Wyndham	1,164	970	83%	1,164
Subtotal Local Business Units	327,784	195,867	60%	257,773
29913 Stormwater Drainage - Wyndham	26,870	10,442	39%	26,871
29965 Sewerage Scheme - EdenWyn	0	15,861	0%	15,861
Subtotal Water & Waste Business Units	26,870	26,303	98%	42,732
Total	354,654	222,170	63%	300,505

Edendale-Wyndham Community Financial Report

83.33% Of Year

For the Period Ended April 2016

Expenditure	Annual Budget	Actual Spent to Date	Spent to Date %	Full Year Projection
23200 Administration - EdenWyn	12,534	12,075	96%	14,164
23202 Operating Costs - EdenWyn	6,700	2,067	31%	3,184
23207 Street Works - EdenWyn	20,200	11,215	56%	14,582
23228 Beautification - EdenWyn	35,450	26,058	74%	31,967
23232 Recreation Reserve - EdenWyn	23,394	18,010	77%	20,857
23246 Playground - EdenWyn	3,200	1,081	34%	1,614
23325 Cemetery - Edendale	14,071	21,447	152%	23,792
23348 Pool - Edendale	4,582	0	0%	764
23350 Hall - Edendale	4,713	30,301	643%	30,642
29901 Library - Wyndham	32,027	26,071	81%	31,707
29925 Cemetery - Wyndham	22,282	13,517	61%	17,231
29949 Camping Ground - Wyndham	21,230	12,458	59%	15,523
29950 Hall - Wyndham	11,669	11,509	99%	12,419
29982 Museum - Wyndham	1,164	1,115	96%	1,115
Subtotal Local Business Units	213,216	186,926	88%	219,560
29913 Stormwater Drainage - Wyndham	12,529	12,288	98%	14,320
Subtotal Water & Waste Business Units	12,529	12,288	98%	14,320
Total	225,745	199,213	88%	233,880

Edendale-Wyndham Community Financial Report

83.33% Of Year

For the Period Ended April 2016

Capital Expenditure	<u>Annual Budget</u>	<u>Actual Spent to Date</u>	<u>Spent to Date %</u>	<u>Full Year Projection</u>
23350 Hall - Edendale	500,000	0	0%	83,333
29901 Library - Wyndham	3,892	2,069	53%	2,718
Subtotal Local Business Units	503,892	2,069	0%	86,051
29965 Sewerage Scheme - Eden/Wyn	0	15,861	0%	15,861
Subtotal Water & Waste Business Units	0	15,861	0%	15,861
Total	503,892	17,930	4%	101,912
Funding Adjustments (Contributions, Loans, Provisions, Reserves, Forestry Dividend)	<u>Annual Budget</u>	<u>Actual Adjustments to Date</u>	<u>Adjustments to Date %</u>	<u>Full Year Projection</u>
23200 Administration - EdenWyn	(4,430)	0	0%	(738)
23207 Street Works - EdenWyn	(20,896)	0	0%	(3,483)
23325 Cemetery - Edendale	(906)	0	0%	(151)
23350 Hall - Edendale	415,617	0	0%	69,269
29901 Library - Wyndham	0	56	0%	56
29950 Hall - Wyndham	(61)	0	0%	(10)
Subtotal Local Business Units	389,324	56	0%	64,943
29913 Stormwater Drainage - Wyndham	(14,341)	0	0%	(2,390)
Subtotal Water & Waste Business Units	(14,341)	0	0%	(2,390)
Total	374,983	56	0%	62,553

Reserve Balances - Annual Plan

Edendale Wyndham

	Opening Balance	Current Budget	Forecast Budget	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
Community Centre													
<i>Operating</i>													
Edendale Community Centre - OP	100,270	49,947	106,307	8,997	14,951	21,155	27,618	34,352	41,368	48,678	56,295	64,231	64,231
Edendale Grant Hall Upgrade	172,054	6,760	172,054	-	600	1,225	1,876	2,554	3,261	3,997	4,764	5,563	5,563
Wyndham Community Centre - OFF	2,248	2,309	2,309	2,372	2,438	1,027	1,037	1,047	1,057	1,068	1,079	1,091	1,091
Total Community Centre Operating	274,572	59,016	280,670	11,369	17,989	23,407	30,531	37,953	45,686	53,743	62,138	70,885	70,885
Total Community Centre Balance	274,572	59,016	280,670	11,369	17,989	23,407	30,531	37,953	45,686	53,743	62,138	70,885	70,885
Local													
<i>Reserve</i>													
Edendale Cemetery - OPR	16,185	17,091	12,091	13,035	14,018	15,042	11,575	12,497	13,458	14,459	10,261	11,128	11,128
Edendale Pool	509	509	509	509	509	509	509	509	509	509	509	509	509
Edendale Wyndham Footpath	17,270	38,166	38,166	19,100	40,073	21,086	42,142	23,242	44,388	25,582	46,826	28,123	28,123
Edendale Wyndham General Res	74,104	78,534	78,534	83,150	82,601	81,874	86,630	91,585	96,748	102,127	101,347	106,919	106,919
Edendale Wyndham Stormwater	349,126	363,467	363,467	378,409	393,977	410,197	427,097	444,705	463,051	482,165	502,080	456,163	456,163
Total Local Reserve	457,194	497,767	492,767	494,203	531,178	528,708	567,953	572,538	618,154	624,842	661,023	602,842	602,842
Total Local Balance	457,194	497,767	492,767	494,203	531,178	528,708	567,953	572,538	618,154	624,842	661,023	602,842	602,842
Total Edendale Wyndham Reserve Balance	731,767	556,783	773,437	505,572	549,167	552,115	598,484	610,491	663,840	678,585	723,161	673,727	673,727



Southland District Council Request for Proposal

to

Lease Wyndham Camp Ground 135 Cardigan Road

Closing date: Tuesday, 7 June 2016

1.	INTRODUCTION.....	1
1.1.	Definitions	1
1.2.	Dates.....	1
1.3.	Ownership	1
1.4.	Introduction to the RFP.....	1
1.5.	Aims and Objectives.....	1
1.6.	Legalities	2
1.6.1.	Confidentiality and Limitations upon Use	2
1.6.2.	Legal Effect of Request for Proposal	2
1.6.3.	Liability for Information	2
1.6.4.	Instructions to Respondents	2
2.	RFP PROCESS.....	4
2.1.	Purpose.....	4
2.2.	Objectives	4
2.3.	Proposal Inclusions	4
3.	RFP TIMETABLE.....	5
3.1.	Submission of proposals	5
3.2.	Communication between Council and participants	5
3.3.	Additional information and clarification.....	5
3.4.	Proposal tags	6
3.5.	GST.....	6
3.6.	Canvassing	6
3.7.	Information Required.....	6
3.8.	Evaluation Criteria	6

1. INTRODUCTION

1.1. Definitions

This document is divided into three sections:

Section 1 - Introduction

This is an introduction to the proposal process, providing instructions on the Request for Proposal (RFP) and response process, and an overview of Southland District Council ("Council").

Section 2 - Proposal Process

This section provides an explanation of the process and rules for submitting a proposal for this request.

Section 3 - Business Requirements and Functional Specification

This section outlines the Business Requirements and represents the requirements of Council. This section includes the response table.

1.2. Dates

The release date for this RFP is **Tuesday, 3 May** 2016.

The close date for this RFP is 2:00 pm, Tuesday, 7 June 2016.

A full timeline is contained on page 5.

1.3. Ownership

Council shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. This document and all supplementary information provided prior to and subsequent to this RFP is commercial in confidence and all copies (produced with or without approval) will remain the property of Council and must be returned to Council upon request.

This document, or any part thereof, may only be reproduced, photocopied or transmitted with the prior approval of Council.

1.4. Introduction to the RFP

This Request for Proposal (RFP) is for the leasing of the Wyndham Camping Ground, at 135 Cardigan Road, Wyndham. It includes powered and non-powered sites, an ablution and amenities block, a small toilet block and a pre-fab unit with three cabins.

1.5. Aims and Objectives

The Council wishes to see the Wyndham Camping Ground utilised to its full potential, for the betterment of the surrounding area. Currently, the Camping Ground is managed by way of a paid custodian, through the local Community Board. The Community Board acknowledges that their core business is elsewhere and would like to lease the Grounds to a business savvy person(s).

1.6. Legalities

1.6.1. Confidentiality and Limitations upon Use

1. The information contained within this RFP is in the public domain by virtue of the RFP process. This information is provided solely for the purposes of enabling prospective service providers to prepare a proposal and is not to be used for any other purpose without the express permission of Southland District Council.
- 2.
3. All information provided by Council in response to questions arising from this RFP, or in further discussions deriving from this RFP shall be considered confidential and should not be disclosed to outside parties, except to the extent that it is already publicly available.
- 4.

1.6.2. Legal Effect of Request for Proposal

5. Neither the issue of this RFP or your response to it will oblige either party to enter into any agreement.
- 6.

1.6.3. Liability for Information

All information provided within this document is provided only as a guide. We assume no responsibility for the accuracy of the details.

7.

1.6.4. Instructions to Respondents

Respondents Information	Southland District Council understands that responses to the RFP may contain commercially sensitive information. All information included in responses will be treated in confidence and will not be discussed with or made available to any third party.
References	Reference to Council or this RFP in any literature, promotional material, brochure or sales presentation is prohibited without the prior written consent of Council. Acceptance in whole or in part of a Respondent's proposal does not void this requirement.
OSH Certification	Council has a standard Vendor Certification process. This entails completion of a certification form by the Respondent that includes compliance to standard OSH regulations. This will form part of the final Contract negotiations.
Contract Conditions	Standard contract terms and conditions will be negotiated at the time of the contract award.
Clarification of RFP	Any questions relating to this RFP must be submitted to the forum attached to this notice. Under no circumstances must Respondents contact or communicate directly with personnel other than those named in the Section 3.2. Failure, to comply with this process may disqualify the Respondent submission.
Information Integrity	All information supplied is believed to be accurate but Council accepts no liability for incorrect or incomplete information or misinterpretation by the Respondent or any alleged misrepresentation.
Preparation Costs	Council will not be liable for costs incurred by Respondents in the preparation of their proposal. Furthermore, any costs in relation to the answering of additional questions, or demonstration of services are entirely at the Respondent's own expense.

Item 7.3 Attachment B

Checks and Privacy Act	The Respondent confirms on its own behalf and on behalf of any key personnel referred to in its tender, that Council is authorised to verify any information included in the response or disclosed to in connection with the responder (whether that information relates to such personnel or not).
Indemnity	The Respondent shall at all times indemnify Council in respect of any direct loss, damage, cost (including costs incurred on a solicitor/client basis) or expense, as a direct result of services provided.
Insurance	The Respondent shall maintain at its own cost, at all times during any agreement with Council, insurances relevant to any contract agreement which are within reasonable scope of the services and/or products provided.
Validity Period	Respondents are required to agree a validity period of 120 days for their proposal, which should commence from the tender closing date.
Acceptance	Council reserves the right not to accept any response.
Contract Negotiation	If a response is accepted, all statements made in the response (and/or the entire body of the response) will be expected to form part of the final contract/s between Council and the successful Respondent/s. Council expects to negotiate a contract for which the price will be fixed for all services being provided.
New Zealand Law	Any agreement that arises from the RFP will be made under, and shall be interpreted by, the laws of New Zealand.
Successful Respondent	The successful Respondent will be notified in writing of the acceptance of their response in full or in part. This will take the form of a formal Letter of Acceptance.
Unsuccessful Respondent	Unsuccessful Respondents will be notified in writing that their response has not been accepted. Council makes no commitment to debrief unsuccessful responders on the evaluation and selection process.
Obligation	Preparation of the response is to be made without any obligation on Council to purchase any products or services included in the proposal.
Discontinuance	Council reserves the right to discontinue the evaluation and selection process implied by the release of this RFP, at any time and at its sole discretion.

2. RFP PROCESS

2.1. Purpose

The purpose of this RFP is to seek proposals from suitably qualified and experienced persons to lease the Wyndham Camping Ground. The Council is looking for competent people to take charge of the assets, use them and take pride in them. The Council will retain ownership of all the assets.

2.2. Objectives

The Council wishes the Camping Ground to be operated in a commercially beneficial manner.

The Grounds have been operating for many years and have a few 'permanent residents' who provide regular income. Financial records for the previous three years can be provided upon request.

Council would prefer to lease the Grounds for a minimum term of three years. The Contract can be terminated by mutual agreement, with three months notice. Council also reserves the right to terminate the contract if facilities are not being maintained appropriately and not brought up to standard within one month's written notice.

2.3. Proposal Inclusions

Interested parties are invited to submit a proposal to lease the Grounds, in the form of a business plan outlining how the Camping Ground will be run and what value Council will be paid for the lease.

As a basis, the following assumptions can be made:

The Southland District Council will arrange and pay for the following items:

- Annual SDC and ES Rates
- Mowing - until further notice - unless otherwise requested within the RFP.
- Annual Camping Ground Registration
- Insurance for buildings
- Wheelie bins (rated) x 3
- Renewal of assets as required
- Hedge cutting.

The Lessee will be responsible for:

- Power charges
- Cleaning and consumables
- Minor maintenance - potholes, tap-ware, stove, electrical, spot painting etc.
- Spraying - insect control, weeds
- Advertising
- Toilet requisites.

The Lessee's income will include:

- Rentals / site hire
- Money from coin operated showers, washing machines etc.
- Waste station donations.

3. RFP TIMETABLE

The anticipated timetable for this RFP is:

Date	Activity
3 May 2016	Issue of request for proposals
7 June 2016	Proposals due
30 June 2016	Participants notified of decision

Please note this timetable is indicative only and may be subject to change at the sole discretion of Council. Participants will be notified of changes by the Council contact person.

3.1. Submission of proposals

Proposals must be enclosed in a sealed envelope and placed in the tender box, addressed to:

Kushla Tapper
Southland District Council
15 Forth Street
PO Box 903
Invercargill 9840

Proposals must be received by 2.00 pm on 7 June 2016.

You should ensure that your proposal is delivered before the closing date and time. Council's policy is not to consider late proposals. However, Council does retain the right to consider late proposals where there is no material prejudice to other participants.

3.2. Communication between Council and participants

All communications with Council concerning this RFP or requests for clarification or further information should be directed to Kushla Tapper (Council contact person), who is authorised to represent Council in all matters regarding this RFP. The Council contact person's contact details are:

Kushla Tapper
Southland District Council
15 Forth Street
PO Box 903
Invercargill 9840

Tel: 0800 732 732
Fax: 0800 732 329
Email: kushla.tapper@southlanddc.govt.nz.

Council will not be bound by any statement, written or verbal, made by any person other than the Council contact person. The Council contact person (or any other person specifically authorised by the Council contact person) is the only person authorised to make representations or explanations as to this RFP.

3.3. Additional information and clarification

Requests for clarification or additional information should be submitted to the Council contact person in writing or by email. Any requests must be made prior to 2.00 pm on 27 May 2016.

The Council will issue any clarification or change to the RFP by way of written amendment notice. A copy of each amendment notice will be mailed, faxed, emailed or delivered to each person receiving this RFP. All amendment notices issued will become part of this RFP.

Requests for information or clarification that relate solely to a proposer's proposal will be provided to the proposer requesting the information or clarification only.

The Council will not be bound by any statement, written or verbal, made by any person other than the Council contact person. The Council contact person and any other person authorised by the Council contact person are the only persons authorised to make representations or explanations to proposers as to this RFP.

3.4. Proposal tags

Any tags or qualifications to the RFP documentation must be outlined in a covering letter or memorandum and included in your proposal submission. Any tags or qualifications not included in a covering letter or memorandum will not be considered to be a part of the proposal submission and will not bind the Council.

3.5. GST

Prices quoted should be exclusive of goods and services tax and in New Zealand dollars.

3.6. Canvassing

Participants should not indirectly or directly lobby or canvass any elected member, officer, employee or advisor of the Council other than the Council contact person concerning any aspect of this RFP process. Non-compliance with this requirement may lead to disqualification of the participant's proposal.

3.7. Information Required

Please provide the following information:

- (a) Full contact details of the key person who will be available to respond to questions.
- (b) A statement of your relevant experience in undertaking similar operations.
- (c) A statement of your relevant skills that describes the competence and qualifications of all personnel that would be involved, including names, position and relevant experience
- (d) A business plan, outlining how the Camping Ground will be run and what value Council will be paid for the lease

3.8. Evaluation Criteria

The proposals will be evaluated on the criteria below:

- (a) Experience in similar activities
- (b) Price will not form part of the evaluation. It is not intended that the proposal include a lease price offer. The items will be leased for a peppercorn rental.

Remuneration for Chairs and Members of Community Boards

Record No: R/16/5/6276
Author: Sheree Marrah, Finance Manager
Approved by: Anne Robson, Chief Financial Officer

☐ Decision ☐ Recommendation ☒ Information

Purpose

- 1 This memorandum sets out rates of remuneration that apply for Community Board chairs and members from 1 July 2016 until 30 June 2017.
- 2 The amount payable to Council's Community Board members and chairs is determined by the Remuneration Authority (the Authority). This year, the Authority has applied the same approach that was developed in 2013, basing remuneration rates on job size.
- 3 Rates specified in by the Remuneration Authority are the maximum amount that can be paid. The Authority's approach, consistent with previous years, is that Community Board chairs will be paid at twice the amount of Community Board members. At the Council meeting on 27 April 2016, Council has approved the Authorities proposed remuneration rates for all elected members, including Community Board chairs and members.
- 4 As a result, remuneration levels are proposed to increase by 2.5% for all Southland District Council elected members from 1 July 2016. A schedule of the current and proposed remuneration levels for Community Board chairs and members is listed below for your information.

Community Board	2015/2016 Remuneration (Chairperson)	2016/2017 Proposed Remuneration (Chairperson)	2015/2016 Remuneration (Member)	2016/2017 Proposed Remuneration (Member)
Stewart Island/Rakiura	\$2,600	\$2,665	\$1,300	\$1,333
Wallacetown	\$2,600	\$2,665	\$1,300	\$1,333
Otautau	\$7,000	\$7,175	\$3,500	\$3,588
Riverton/Aparima	\$6,200	\$6,355	\$3,100	\$3,178
Tuatapere	\$4,200	\$4,305	\$2,100	\$2,153
Edendale-Wyndham	\$4,400	\$4,510	\$2,200	\$2,255
Winton	\$8,600	\$8,815	\$4,300	\$4,408
Te Anau	\$10,000	\$10,250	\$5,000	\$5,125

- 5 Staff have communicated Council's approval of the proposed remuneration levels to the Authority so they can prepare the formal Elected Members Remuneration Determination for all local authorities.
- 6 The Authority will publish its determination prior to 1 July 2016.

Recommendation

That the Edendale-Wyndham Community Board:

- a) Receives the report titled “Remuneration for Chairs and Members of Community Boards” dated 3 May 2016.

Attachments

There are no attachments for this report.

Insurance Valuation for Wyndham Community Centre

Record No: R/16/5/7404
Author: Fiona Dunlop, Committee Advisor
Approved by: Fiona Dunlop, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

Purpose of Report

- 1 A letter from the Southland District Council regarding the insurance valuation is attached for the Edendale-Wyndham Community Board to note.

Recommendation

That the Edendale-Wyndham Community Board:

- a) **Receives the report titled “Insurance Valuation for Wyndham Community Centre” dated 17 May 2016.**

Attachments

- A Letter to Edendale-Wyndham Community Board regarding Insurance Valuation for Wyndham Community Centre [View](#)



When replying please quote: 120/15/16/1 S1424/0044 Mrs V Dillon

27 April 2016

Edendale-Wyndham Community Board
C/- Southland District Council
PO Box 903
Invercargill 9840

Dear Sir/Madam

Insurance Valuation for Wyndham Community Centre

Council has recently had the Wyndham Community Centre assessed for insurance purposes.

For your information, Council has the insurance values of amenities assessed periodically to ensure that the building or structure has adequate insurance cover. The assessments are undertaken one, three or five yearly depending on the reinstatement value of the facility. The table below shows the values and assessment criteria:

Reinstatement value	Assessment undertaken - April
Greater than \$1,500,000	Yearly
Between \$750,000 and \$1,500,000	Three yearly
Less than \$750,000	Five yearly

The cost of undertaking the assessments is to be borne by the group or organisation responsible for the facility. Accordingly, an amount of 175.00 GST exclusive is to be deducted from your funds held by Council.

A copy of this recent assessment together with the assessment that was carried out previously is enclosed (if one was undertaken previously). The values assessed will be reflected in the premium that is set. It should be noted that the property will be assessed again in one years time in line with the table above.

In the years that this property is not formally revalued, Council will inflate the replacement value on an annual basis to reflect a realistic reinstatement value. This practice will also eliminate potentially large increases in premiums from the time that your facility is assessed again.

In due course funds will be deducted for your premium for the 2016/2017 year. Please note that as yet, Council is unable to indicate how much the premiums will be as they are yet to be calculated.

Please contact Arlyn Reyes of this office if you have any queries.

Yours faithfully

Virginia Dillon (Mrs)
PROPERTY OFFICER

Email: virginia.dillon@southlanddc.govt.nz



PO Box 903
15 Forth Street
Invercargill 9840
New Zealand

Tel 0800 732 732
Fax 0800 732 329
Email sdcc@southlanddc.govt.nz
internet www.southlanddc.govt.nz

r/16/4/6206

Insurance Valuation Worksheet - Southland District Council Properties.

Property Name:	Wyndham Community Centre	Date :	2016
Property Address:	Balacava St Wyndham	Effective Year Built	1965
		Economic Life :	90
		Modal Rate :	\$1,750
Date Inspected:	1-Apr-16	Reinstatement Inflation :	4.00%
Review Date:	1-Apr-16	Indemnity Inflation	4.00%
Asset Description:	Hall Concrete foundations, brick & conc walls, RSJ portal frame, wooden floor.	Effective Age:	51
		Use/Occupation:	Commercial
Major Defects:	Nil	Land Contour:	Flat

REINSTATEMENT ESTIMATE:

Premises	Replacement Cost Area (M2)	Multiple	Rate (PSM)	
Hall	738 @	1.36	\$2,380	\$1,756,440
O/I (Lump sum)				\$16,000
	<u>738</u>			<u>\$1,772,440</u>
Add Fees @	10%			\$177,244
				REPLACEMENT COST
				\$1,950,000

INDEMNITY VALUE:

Effective Age				51
Deprn Rate	100	/	90	= 1.11%
Depreciation				#####
DEPRECIATED REPLACEMENT COST (INDEMNITY VALUE):				\$845,000

DEMOLITION ESTIMATE:

Building:	738 @	\$1,750 @	7%	\$90,405
Contents:				\$0
				\$90,000

INFLATIONARY PROVISION:

Reinstatement	(a)	Insur period	12	Mths @	1.00	=	12	
		Plans/Approvals	6	Mths @	1.00	=	6	
		Construction	12	Mths @	0.50	=	6	
							<u>24</u>	
			24	Mths @	0.33%	=	8.00%	\$156,000
Indemnity	(b)	\$845,000	@	4.00%				\$33,800

VALUER'S NAME: AJ Ronald **SIGNATURE:** 

QUALIFICATIONS: Registered Valuer **DATE:** 6/6/16

Insurance Valuation Worksheet - Southland District Council Properties.

Property Name:	Wyndham Community Centre	Date :	2015
Property Address:	Balaclava St Wyndham	Effective Year Built	1965
Date Inspected:	21-Apr-15	Economic Life :	90
Review Date:	1-Jun-15	Modal Rate :	\$1,700
Asset Description:	Hall Concrete foundations, brick & conc walls, RSJ portal frame, wooden floor.	Reinstatement Inflation :	4.50%
		Indemnity Inflation :	4.50%
		Effective Age:	50
Major Defects:	Nil	Use/Occupation:	Commercial
		Land Contour:	Flat

REINSTATEMENT ESTIMATE:

Premises	Replacement Cost Area (M2)	Multiple	Rate (PSM)	
Hall	738	@ 1.35	\$2,295	\$1,693,710
O/I (Lump sum)				\$15,000
	<u>738</u>			<u>\$1,708,710</u>
Add Fees @	10%			\$170,871
				REPLACEMENT COST
				\$1,880,000

INDEMNITY VALUE:

Effective Age				50
Deprn Rate	100	/	90	=
Depreciation				1.11%
				<u>\$1,044,444</u>

DEPRECIATED REPLACEMENT COST (INDEMNITY VALUE):**\$836,000****DEMOLITION ESTIMATE:**

Building:	738	@	\$1,700	@	8%	#####
Contents:						\$0 \$100,000

INFLATIONARY PROVISION:

Reinstatement	(a)	Insur period	12	Mths @	1.00	=	12
		Plans/Approvals	6	Mths @	1.00	=	6
		Construction	12	Mths @	0.50	=	6
							<u>24</u>
			24	Mths @	0.38%	=	9.00%
							\$169,200
Indemnity	(b)	\$836,000	@	4.50%			\$37,600

VALUER'S NAME: AJ Ronald**SIGNATURE:** **QUALIFICATIONS:** Registered Valuer**DATE:** 22/4/15

Action Sheet - Edendale-Wyndham Community Board

Record No: R/16/5/7385
Author: Fiona Dunlop, Committee Advisor
Approved by: Fiona Dunlop, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

Action Sheet

- 1 Action Item list for the Community Board's information.

Recommendation

That the Edendale-Wyndham Community Board:

- a) Receives the report titled "Action Sheet - Edendale-Wyndham Community Board" dated 17 May 2016.

Attachments

- A Action Sheet - Edendale/Wyndham Community Board May 2016 [View](#)

Edendale-Wyndham Community Board Action Sheet - Excluding Public Excluded

Open Action Items

Author	Due Date	Subject	Notes
Kevin McNaught	09/02/2016	Action Sheet - Edendale-Wyndham Community Board	Report to the 22 March 2016 meeting on the process for the disposal of the Edendale Hall and Edendale Reserve Holder leases. •Due to issues with hall building over internal title boundary and neighbour access points onto hall property. •This has been delayed until resolved. Discussed onsite with CB Chair
Kushla Tapper	09/02/2016	Works and Finance Report to Edendale/Wyndham Community Board for the period ended 31 December 2015	Obtain quotes for the removal of sections of the hedge in the locations outlined in in recommendation b.
Kevin McNaught	09/02/2016	Works and Finance Report to Edendale/Wyndham Community Board for the period ended 31 December 2015	Note the direction from the Community Board in recommendation c. •The Board needs to be more specific of what is in breach of the lease conditions to be enforced. Please advise details.
Virginia Dillon	05/04/2016	Sports clubs paying rent for use of Edendale recreation reserve	Note that the Community Board received the report and added a new recommendation b Please action recommendation b.
Tina Harvey	05/04/2016	Venture Southland - Update Report on the Proposed Edendale Community Centre Project	Note that the Board approved recommendations in the report with changes Action recommendations g to j as outlined above. •Working alongside the Finance department to investigate options moving forward with funds currently allocated.

Recently Closed Action Items

Author	Completion Date	Subject	Notes
Bobbi Brown	17/05/2016	Venture Southland - Update Report on the Proposed Edendale Community Centre Project	Note that the Board approved recommendations in the report with changes. Action recommendations g to j as outlined above. •Action completed by: Bobbi Brown Underway

Fiona Dunlop	04/04/2016	Venture Southland Report - Proposed Edendale Community Centre Update	<p>Note that the Community Board approved the recommendations in the report with an amendment to recommendation d.</p> <ul style="list-style-type: none"> •Officer noted the approved recommendations from Community Board prior to leaving Venture Southland. •Action reassigned to Fiona Dunlop by: Fiona Dunlop •Action completed by: Fiona Dunlop <p>Officer noted recommendation of the Board prior to leaving Venture Southland.</p>
Bobbi Brown	17/05/2016	Action Sheet - Edendale-Wyndham Community Board	<p>Note the request from the Board to keep the Board updated on the proposal for a walk/cycle trail between Edendale and Wyndham.</p> <ul style="list-style-type: none"> •TRC Tourism consultants visited the site in early May to undertake an assessment of a potential trail linking Edendale and Wyndham. These are the consultants currently developing the regional Southland Cycling Strategy. They are currently collating a report which will provide information around a potential route •Indicative price to build and other points of note. It is hoped to be able to provide an informal update to the Board at the meeting of 24 May 2016. •Action completed by: Bobbi Brown
Anne Robson	12/01/2016	Annual Plan 2016/2017 - Draft Estimates Report	<p>Note that the Community Board requested that Council investigate the District funding of library services.</p> <ul style="list-style-type: none"> •Action completed by: Anne Robson <p>Library and finance staff have noted the community board request to review the funding of libraries. A discussion paper incorporating community views will be prepared in due course for Council to discuss the issue. Any decision would be incorporated into the draft 2018-2028 long term plan.</p>

Item 7.6 Attachment A