

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

**Date:** Tuesday, 2 August 2016  
**Time:** 7.30pm  
**Meeting Room:** Wyndham Memorial Hall,  
**Venue:** Balaclava Street,  
Wyndham

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## Edendale-Wyndham Community Board Agenda

### OPEN

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#### MEMBERSHIP

<b>Chairperson</b>	Pam Yorke
<b>Deputy Chairperson</b>	Denise Fodie
<b>Members</b>	Lindsay Donald
	Dean Rabbidge
	Andrew Roy
	Nathan Stewart
	Councillor Paul Duffy

#### IN ATTENDANCE

<b>Committee Advisor</b>	Fiona Dunlop
<b>Community Engineer</b>	Kushla Tapper

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Website: [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)

**Full agendas are available on Council's Website**  
**[www.southlanddc.govt.nz](http://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.
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## COMMITTEE REPORTS

- 8.1 Southland District Council Bylaw and Policy Consultations
- 8.2 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

### **8.3 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.

### **9.2 Next Meeting**

For the Board to note when the next meeting of the Edendale/Wyndham Community Board is scheduled to be held. The next meeting of the Board will be at 7.30pm on Tuesday 27 September 2016.



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**1 Apologies**

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

**2 Leave of absence**

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

**3 Conflict of Interest**

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

**4 Public Forum**

Notification to speak is required by 5pm at least two days before the meeting. Further information is available on [www.southlanddc.govt.nz](http://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, 24 May 2016

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# Edendale-Wyndham Community Board

## OPEN MINUTES

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Minutes of a meeting of Edendale-Wyndham Community Board held in The Bistro, Pioneer Tavern, Ferry Road, Edendale on Tuesday, 24 May 2016 at 7.30pm.

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### PRESENT

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

### IN ATTENDANCE

<b>Committee Advisor</b>	Fiona Dunlop
<b>Community Engineer</b>	Kushla Tapper

## 1 Apologies

An apology for absence was received from Andrew Roy.

### Resolution

Moved Member Rabbidge, seconded Cr Duffy **and resolved:**

**That the Edendale/Wyndham Community Board accept the apology.**

## 2 Leave of absence

There were no requests for leave of absence.

## 3 Conflict of Interest

There were no conflicts of interest declared.

## 4 Public Forum

There was no public forum.

## 5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

## 6 Confirmation of Minutes

### Resolution

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

**That the Edendale/Wyndham Community Board minutes of meeting held on Tuesday 22 March 2016 are confirmed as a true and correct record of that meeting with the following amendment:**

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

**Record No: R/16/3/3199**

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.

## Reports

### 7.1 Bylaw Review Process

**Record No: R/16/4/5190**

The Board noted that the purpose of the report was to inform of the review of various Bylaws. Following the circulation of the agenda, officers have removed the Keeping of Animals, Poultry and Bees Bylaw 2010 from the schedule of Bylaws to be reviewed. The Cemetery Bylaw 2006 and the Control of Advertising Signs Bylaw 2008 will still be reviewed with a new timetable for the review.

The following are drivers for each review:

- The Cemetery Bylaw 2006 requires review in 2016 to remain current.
- A review of the Control of Advertising Signs Bylaw 2008 is recommended to enable alignment 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.
- 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.

The Board were advised of a new timetable for review process of the Cemetery Bylaw 2006 and the Control of Advertising Signs Bylaw 2008.

The Board also noted that Community views would be considered during the formal consultation and pre-consultation engagement.

Also noted was that 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.

### **Resolution**

Moved Deputy Chairperson Fodie, seconded Member Rabbidge **recommendation a with a new b and c (as indicated):**

**That the Edendale-Wyndham Community Board:**

- Receives the report titled “Bylaw Review Process” dated 12 April 2016.**
- Notes the new timetable (as follows) for the Bylaw Review process for the Cemetery Bylaw 2006 and the Control of Advertising Signs Bylaw 2008:**

<b>Date</b>	<b>Task</b>
<b>7 April 2016</b>	Develop memo to Community Boards (CBs) and Community Development Area Subcommittees (CDAs) with timeline
<b>23 May - 13 June 2016</b>	Pre-consultation engagement through ‘Community Conversation’ sessions.
<b>29 June 2016</b>	Council meeting to endorse draft bylaws for public consultation.
<b>30 June 2016</b>	Notification given to Area Offices, Knowledge Management and customer services.  Committee Advisors to liaise with CB and CDAs
<b>30 June 2016</b>	Draft bylaws advertised
<b>30 June – 21 July 2016</b>	Submission period

17 August 2016	Council meeting (Submission Hearings)
7 September 2016	Council meeting (Deliberations)
28 September 2016	Council meeting (Adoption of bylaws)
October 2016	Communication of adopted bylaws.
November – December 2016	Present report to CBs and CDAs on new bylaws

- c) Notes that Council is to commence a review of the Keeping of Animals, Poultry and Bees Bylaw 2010 and will provide updates when consultation timetable has been confirmed.**

## 7.2 Draft Unmanned Aerial Vehicles Policy

**Record No: R/16/4/5645**

The Board noted that this report presents the draft Use of Unmanned Aerial Vehicles Policy and 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.

Also noted was that under new rules introduced by the Civil Aviation Authority, that Council can grant or decline consent for the use of Unmanned Aerial Vehicles on property that it owns or controls. The draft Policy sets a framework to allow Council to do this.

The Board further noted that the draft Policy contains broad conditions which would apply throughout the Southland 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.

The Board considered the areas in the Edendale and Wyndham boundaries and confirmed that there are no local areas that should be considered as restricted or prohibited areas for the use of unmanned aerial vehicles.

### Resolution

Moved Chairperson Yorke, seconded Deputy Chairperson Fodie **recommendations a to c and d with changes (as indicated) and a new e (as indicated) and resolved:**

**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) Confirms that it has no Recommend any local areas that should be considered as restricted or prohibited areas for the use of unmanned aerial vehicles.
- e) Requests that the Property Department notify affected lessees in the Edendale and Wyndham Community Board areas of the new policy when approved.

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

Record No: R/16/5/6449

Community Engineer Kushla Tapper was in attendance for this item.

Mrs Tapper advised that:

- The Edendale Cemetery hedges are tidy for another year and the potholes at the entrance 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 plants.
- 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.
- Trimming of the trees and hedges at the Edendale Recreation Ground and in Wyndham by Rugby Club/Netball Courts have been completed. The 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. The Board requested that Officers confirm the suitability of a preferred person prior to the felling of the trees.
- Camping Ground: Preliminary documentation for a 'request for tender' was attached to the Officer's report. The Board considered the proposal and asked that the decision for awarding the lease be brought to the September 2016 Board meeting.
- The first annual footpath condition rating exercise has been completed for the entire district, with data collected over April 2016. The raw data has not yet been processed. However the Board requested that Officers prepare a summarised report of footpath condition ratings and subsequent renewal programme for Edendale and Wyndham.
- During discussion on various matters, the issue of painting the traffic islands in Wyndham was mentioned. Officers were asked to investigate the cost of this.

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

<b>Business Unit</b>	<b>Tracking</b>	<b>Comments</b>
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 but ok	\$3,500 general projects budget not fully assigned. May be required to offset stormwater expenditure. Approximately \$1,000 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.
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 ~ \$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	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

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 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

### **Resolution**

Moved Member Donald, seconded Member Rabbidge **recommendation a, new recommendations b, c, d, and e (as indicated), 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 30 April 2016" dated 17 May 2016.**
- b) Requests that officers obtain a quote for the painting of the traffic islands in Wyndham**
- c) Requests that officers prepare a summarised report of footpath condition ratings on Edendale and Wyndham and the subsequent renewal programme.**
- d) Instruct Officers to proceed with the Wyndham Camping Ground request for proposal and that the decision for awarding the lease be at the September 2016 meeting of the Board.**
- e) Request that Officers confirm that Glen Morton meets forestry regulations under the Health and Safety Legislation and then proceed with felling the macrocarpas at Memorial Drive, Wyndham.**



#### **7.4 Remuneration for Chairs and Members of Community Boards**

**Record No: R/16/5/6276**

The Board noted that the report advised the rates of remuneration that apply for Community Board chairs and members from 1 July 2016 until 30 June 2017.

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.

##### **Resolution**

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

**That the Edendale-Wyndham Community Board:**

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

#### **7.5 Insurance Valuation for Wyndham Community Centre**

**Record No: R/16/5/7404**

The Board noted for information the recent insurance valuation for the Wyndham Community Centre.

##### **Resolution**

Moved Member Rabbidge, seconded Chairperson Yorke **and resolved:**

**That the Edendale-Wyndham Community Board:**

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

#### **7.6 Action Sheet - Edendale-Wyndham Community Board**

**Record No: R/16/5/7385**

The Board discussed the action sheet and noted:

- That the item on the process for the disposal of the Edendale Hall is a work in progress and that Officers are working on access issues with one of the neighbours
- That quotes for the removal of the hedge at the Wyndham Rugby Club, camping ground, netballs courts and Bowling Club had been obtained and the action "closed off"
- That the Community Engineer will contact the Property Manager regarding the breach of the lease conditions relating to the safety of the Macrocarpa hedge line at the Wyndham Racecourse
- Venture Southland (Tina Harvey) is working with the Finance Department and there will be a report for the next meeting of the Board regarding money set aside for a community centre in Edendale.

### **Resolution**

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

**That the Edendale-Wyndham Community Board:**

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

### **Committee Reports**

#### **8.1 Southland Cycling Strategy**

**Record No: R/16/4/5780**

Nothing to report.

#### **8.2 Edendale Wyndham Cycleway Investigation**

**Record No: R/16/4/5781**

The Chair advised the Board that Tourism Resource Consultants have been commissioned to investigate the potential route and prepare a report.

#### **8.3 Portfolios**

**Record No: R/16/4/5784**

Updates were given for the following items from Community Board Members.

- **Edendale Hall/Memorial Hall Wyndham/Community Centre**  
The Chair advised that she had met on site with the Strategic Property Manager regarding the back wall of the Wyndham Hall. The back wall contains asbestos and needs to be remedied. While on site a discussion was had on replacing the fluorescent lights with LEDs and the installation of a disabled toilet and that Officers will report to the Board with a proposal and costs to deal with back wall and lights.
- **Resource Management**  
The Board noted that a new cellphone tower is to be installed near the Edendale Cemetery and that some members had recently attended a meeting with Fonterra representatives regarding the resource consents required for the discharge of waste water.
- **Factory Liaison**  
The Board noted that a meeting is expected soon.
- **Emergency Management**  
Nothing to report
- **Reporting to Ensign/Edendale Informer/Wyndham Messenger**  
Denise Fodie advised that she would be submitting on various issues. Items to be included would be highlighting the request for proposal for the Wyndham Camping ground, a reminder to cut hedges and greenery so that it doesn't cover footpaths and also that footpaths will be sprayed for moss and lichen.

- Edendale Pool  
Nothing to report
- Edendale Wyndham Community Health Trust  
Nothing to report
- RSA Scholarship  
Nothing to report

#### **8.4 Chairperson's Update**

**Record No: R/16/4/5785**

Pam Yorke as Chair updated the Board on various issues.

The Board noted that there had been correspondence on the issue of the land at 26 Baltic Street, Wyndham. The information on the matter is appended to the minutes as appendix 1. The Chair advised that Mr Lee has been asked to respond to her for the July 2016 meeting on what he wants to do in relation to 26 Baltic Street. Correspondence between the Chair and Mr Lee is appended to the minutes as appendix 2.

She also advised that she and Councillor Duffy had attended three meetings regarding the provision of Southland District Council services in Wyndham.

The Board also noted that there had been a meeting of the John Beange Trust and that there had been grant allocations made to applicants.

During the update from the Chair a discussion was had on the provision of refreshments following the ANZAC Day parades. Councillor Duffy and Denise Fodie are to have discussions with interested parties on the matter.

The Chair further advised that she and Councillor Duffy had been to a meeting regarding the decision on the building that the Wyndham Museum was housed in. The Board noted that the Museum has to vacate the building by 2018 because of earthquake issues and there are to be further meetings on the issue.

#### **Councillor's Report**

##### **9.1 Councillor's Report**

**Record No: R/16/4/5783**

Councillor Duffy updated the Board on activities that he has been involved with.

He highlighted that:

- Southland District Council is running Community Conversations around the District in May 2016 and that one is planned for Edendale on Monday 30 May 2016
- The campaign to build the Haast to Hollyford Road is gearing up
- The planning for the 2018/2028 starting soon and
- The Around the Mountain Cycle Trail Environment Court appeal is still in progress.

### **Next Meeting**

The Board noted that the next meeting of the Board would be at 7.30pm on Tuesday 26 July 2016 in the Wyndham Memorial Hall.

The meeting concluded at 9.58pm.

CONFIRMED AS A TRUE AND CORRECT  
RECORD AT A MEETING OF THE EDENDALE-  
WYNDHAM COMMUNITY BOARD HELD ON  
TUESDAY 24 MAY 2016.

**DATE:**.....

**CHAIRPERSON:**.....

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**Kevin McNaught**

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**From:** Kevin McNaught  
**Sent:** Monday, 16 May 2016 2:33 p.m.  
**To:** 'Vicki McDonald'; 'yorke@callsouth.net.nz'  
**Cc:** 'paul\_alison@farmside.co.nz'  
**Subject:** RE: from Gordon Lee

Thanks for the email Vicky.

A couple of points for clarification:

- (1) The original letter was sent to the parties on 11 February this year simply asking if they were interested or not. This is some 3 months ago.
- (2) On 2 March Council agreed to the landowners obtaining their own valuation.
- (3) On 2 May Mr Roberson advised me during a phone conversation that they were not interested in purchasing the land.
- (4) I did not ask for urgency as is set out. Below is what was sent to Mr Lee on 4 May:

Thanks for the update Gordon.

I wouldn't say Council is sidestepping their responsibilities, as what is being disposed of is the "whole title" as it exists today. There is no legal or moral obligation to do otherwise so I can't accept that this is not a normal land sale requirement. If anything is not normal it is the opportunity for you to be given preferential right to purchase as opposed to going straight to the market.

I do accept your need to do due diligence however we would like to keep the process moving along, so I would appreciate if you could chase your advisers up so that you can give me your formal response sooner rather than later.

I consider Council has been generous in its offer to the landowner and again would request that a formal response be received sooner rather than later.

Kevin McNaught.

**Kevin McNaught**

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**From:** Kevin McNaught  
**Sent:** Wednesday, 4 May 2016 3:10 p.m.  
**To:** 'lee'; Cr Paul Duffy  
**Cc:** Virginia Dillon  
**Subject:** RE: Baltic St Wyndham Blocks 7,12,19&20

Thanks for the update Gordon.

I wouldn't say Council is sidestepping their responsibilities, as what is being disposed of is the "whole title" as it exists today. There is no legal or moral obligation to do otherwise so I can't accept that this is not a normal land sale requirement. If anything is not normal it is the opportunity for you to be given preferential right to purchase as opposed to going straight to the market.

I do accept your need to do due diligence however we would like to keep the process moving along, so I would appreciate if you could chase your advisers up so that you can give me your formal response sooner rather than later.

Kevin McNaught | Strategic Manager Property Southland District Council

-----Original Message-----

**From:** lee [mailto:gordon.lee@xtra.co.nz]  
**Sent:** Wednesday, 4 May 2016 2:54 p.m.  
**To:** Kevin McNaught; Cr Paul Duffy  
**Subject:** Baltic St Wyndham Blocks 7,12,19&20

Hi Kevin,

Sorry about the delay in replying to your letter 5th April '16, re land sale.

We (Robertson's & Lee's) are still waiting for a Registered Valuation to be finalised, followed by a legal report.

We are now aware why SDC have not involved themselves in the very complex issues surrounding this block of land. Quite frankly the SDC have conveniently side stepped the responsibility of not involving itself with what could be regarded as normal and expected land sale requirements.

Of course SDC is not legally required to do so, therefore we felt obliged to take it upon ourselves to try and address these issues to help dispel the possibility of any future legal proceedings and assure an issue free sale & purchase, if we were to proceed along those lines.

This has resulted in a time consuming and costly exercise.

We are at the mercy of others and I'm sure you will appreciate our position.

We can assure you when we have all the relevant information we will contact you. For the Lee's, the future of this property is the future viability of their Business. It is extremely important, because an unfavourable result will be life ending for their 50yo business.

Of course if SDC wish to contribute with say, some financial help for legal costs that would be greatfully accepted.? But I don't think it will speed up proceedings.

Cheers Gordon Lee



To Members  
Edendale/Wyndham Community Board  
c/o Chair Pam Yorke

12/5/2016

Gordon Lee 0274334028

Dear Pam,

As you are aware we are lessees of a Block of land on Baltic St & Cardigan Rd that is subject to a sale and purchase proposition and we are patiently waiting on a separate Valuation to be completed, followed by a legal appraisal.

We have received a letter from Kevin McNaught expressing urgency on what our position is with a decision.  
But with respect, we are just ordinary ratepayer citizens and do not possess the above the law power of demand as does the SDC.  
Although we indicated urgency on the matter, we are reluctant to make unrealistic demands of the Registered Valuers.

However in the meantime, we respectfully request the Local Board Members to avail themselves to meet us and visit the property so they clearly understand the hidden issues that this property presents.

Councillor Paul Duffy declined an earlier invitation declaring "he is very familiar with the property". This I strongly dispute. However Nathan Stewart has visited the property and left with a completely different understanding.

We are prepared to meet at your convenience either as a group, or individually, preferably before your next Board meeting.

"People First" ?

Look forward to your reply.

Bruce & Caroline Robertson, Gordon & Colin Lee

(Contact Person: Gordon Lee)





Wyndham Town Council  
21<sup>st</sup> 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 discussion at anytime.

On behalf of the Lessees

Bruce & Caroline Robertson  
Gordon & Colin Lee

Yours Sincerely  
Gordon Lee





When replying please quote: s1417/0026, s1429/0070 Mrs V Dillon

11 February 2016

Mr G and Mr C Lee  
20A Ferry Street  
Wyndham 9831

Dear Messrs Lee

**Lands that you currently occupy at 26 Baltic Street, Wyndham**

The Edendale-Wyndham Community Board and Council have agreed that the land you occupy is surplus to Council requirements and should be disposed of. Unfortunately it is held in the same title as other lands and Council has decided that rather than try to subdivide the land, the whole title is to be sold as one. A plan showing all the lands is attached.

Council and the Board have also decided that prior to the lands being placed on the open market, that both lessees be given the option to purchase at valuation first. I also enclose the valuation for your information.

What I would like from you is written confirmation if whether you are interested in purchasing at the valuation amount of \$85,000 plus GST? You should note that if both parties express an interest in purchasing at valuation, then it is likely that we would offer the land for sale at a limited tender to the two parties first.

Would you please advise in writing by 4.00 pm, Thursday, 3 March 2016, whether you are interested in purchasing at valuation or not.

Yours faithfully



Virginia Dillon  
**PROPERTY OFFICER**

Email: [virginia.dillon@southlanddc.govt.nz](mailto:virginia.dillon@southlanddc.govt.nz)



PO Box 903  
15 Forth Street  
Invercargill 9840  
New Zealand

Tel  
Fax  
Email  
Internet

0800 732 732  
0800 732 329  
[sdcc@southlanddc.govt.nz](mailto:sdcc@southlanddc.govt.nz)  
[www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)

r/16/2/2066

1417/26  
~~1429/70~~

Southland District Council  
15 Forth Street  
Invercargill

25<sup>th</sup> February 2016

Attention : Virginia Dillon  
Re : s1417/0026, s14290070

cc Paul Duffy

Dear Virginia,

In reply to your letter dated 11/2/16 we wish to request a reasonable extension to the 4.00pm 3/3/16 deadline with regard to the leasehold property we occupy in Wyndham.

Both lessees (Robertson's & Lee's) are currently taking professional advice and we have jointly approached Paul Duffy suggesting we arrange a meeting for discussion on some of our concerns.

Due to the unusual Deed Title and current dual lease agreement, you will appreciate it is far from a simple exercise. With two completely separate areas of land, plus multi-purpose use of the total property, and all on the one Title.

After 40 years of leasehold(Lee's), the sale of this property will have a huge impact on the future viability of our business. So yes, we are obligated to a purchase interest. But firstly we need to carefully evaluate many critical aspects, not usually associated with comparable or typical property sales and purchase transactions.

Also on advice we intend to get another Registered Valuation.

Thanking You

Yours faithfully

Gordon & Colin Lee



Bruce & Carolynn Robertson





When replying please quote: s1417/0026, s1429/0070 Mrs V Dillon

2 March 2016

Mr G and Mr C Lee and  
Mr B and Mrs C Robertson  
20A Ferry Street  
Wyndham 9831

Dear Messrs Lee and Mr and Mrs Robertson

**Council Lands that you Currently Occupy at Wyndham**

Your letter dated 25 February 2016 refers.

Council is prepared to grant you an acceptable deadline to sort out the matters associated with the purchase of the Council land at 26 Baltic Street and 70 Cardigan Road West, Wyndham.

Please ensure that any freehold market valuations you obtain are assessed by a Registered Valuer.

Please contact me if you have any questions.

Yours faithfully

Virginia Dillon  
**PROPERTY OFFICER**

Email: [virginia.dillon@southlanddc.govt.nz](mailto: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](mailto:sdcc@southlanddc.govt.nz)  
internet [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)

r/16/03/3228



**Letter from Bruce and Caroline Robertson and Gordon and Colin Lee Dated 21 March 2016**

1 At the Boards last meeting a letter from the Robertson's and the Lee's was received on the day of the meeting, and the Board Chair wishes to deal with at this meeting. She has requested that I provide her with comments on the letter.  
Comments on the points raised in the letter

**2 "...disappointed the local Council didn't follow a better consultation process..."**

3 To date the following has occurred.

- a) A letter was sent to Mr & Mrs Robertson & Mr & Mrs Lee on the 10 February 2016 advising them of the Board and Council's decision to dispose of the lands. The letter outlined the decision to sell and offering them the first right of purchase, as well as asking them to advise whether they were interested in purchasing or not.
- b) Subsequent to this letter, they requested additional time to obtain their own valuation, was granted and a letter confirming this was sent on 2 March 2016.

**4 "You should be aware these two Blocks of land have peculiar issues..."**

5 As background to this, the report to the Board on 26 May 2015 outlined that part of the land leased to the Robertson's is in the Maitava River. Also attached to that report were plans clearly showing this and that portion of the Lee's leased land that is over the stopbank.

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

7 The boundary points would have been pegged in the past and it is acknowledged that they may not be in existence today, however whether the boundary points need be marked, as opposed to being pegged which is not required, would be subject to final negotiations with any purchaser.

8 On the issue of boundary fences, water and power, this was noted in the valuation report and are taken into account as part of the valuation.

9 Officers cannot find any record of this site being used as a human excrement dump and would appreciate any written evidence to support this as this issue has never been identified in the past at any stage, whether as part of the leasing arrangement or generally. The current file records on the Lee property go back until 1991 and the Robertson property until 1982. The identified nightsoil property for the town is immediately south of the Wyndham Edendale Road bridge and was created in 1904. Council still retains this property and it is leased out for grazing.

**10 "I am a Registered Horse Valuer and I would find it very unethical to simply look at the horse registration papers and value it without looking at its 4 legs"**

11 The valuation undertaken at Council's request was dated 19 January 2016 involved an inspection of the property and as a result of this the valuation makes the following points:

- Date of Inspection 19 January 2016.
- Approximately 1.25 ha of the Block at 70 Cardigan Bay Road west designated Maitava River under the proposed District Plan.
- Own water and sewerage would be required. Power may be available to road frontages.
- Currently used as a horse training facility with a small area of some 0.45 ha outside the floodbank unused.
- Post and wire, netting providing some boundary and internal fencing, unfenced to the south and west of 70 Cardigan Bay Road West.

- Flat land protected by floodbank 2.9 ha
- Flat land outside floodbank 2.5 ha
- Floodbank itself 0.5 ha
- Maitara River Bed 1.2326 ha

**12 “...The land will be sold as is.. it’s not a car...”**

13 In this particular case “as is” means Council will not do any further development like fencing or undertake any subdivision, flood protection works etc and that this is the basis on which the valuation has been undertaken.

**14 “We (Lees) tried to purchase the land in the late 1970’s and early 80’s...”**

15 Although officers have only undertaken a limited file search, no information could be found on any offer made in the 1970’s or 80’s and any response however officers did find an enquiry in 1999, that the Lees lawyer at that time made. This was an enquiry to purchase and the lawyer was advised that this was possible, but the law required that any sale price would need to be undertaken at valuation. The lawyer responded by advising that the Lee’s decline to purchase at valuation, and that they wished to continue leasing the property.

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

17 It would be unfortunate if this was to occur however as with any rental arrangement the owner has the option to sell. Forty years is a considerable time both in terms of an owner and a lessee. We hope that the current lessee’s are in a position to be able to purchase the property. If this is not the case and depending on the new owner an opportunity may still exist to rent. Although we could not predetermine the use by any owner we would be happy to pass on the current lessees name and contact details and advise their desire to continue to rent if they so wished. If this was appropriate they could include it in their response to our letter as to whether they wish to purchase.

Subsequent communications since the 21 March letter:

- a) On 2 May Mr Roberston phoned me and advised verbally that they had no interest in acquiring the land.
- b) On 4 May Mr Lee emailed me on behalf of the Lees and the Robertson’s advising a delay in obtaining their valuation and legal advice. This was responded acknowledging the due diligence process, but requesting the information be provided sooner rather than later
- c) On 16 May letter received dated 12 May from Gordon Lee on behalf of the Lees and the Robertsons which was responded to by an email on 16 May.

All correspondence is attached

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**Fiona Dunlop**

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**From:** YORKE <yorke@kinect.co.nz>  
**Sent:** Monday, 6 June 2016 6:51 p.m.  
**To:** Fiona Dunlop  
**Subject:** FW: Sale of Property - Baltic Street

Letter One

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**From:** YORKE [<mailto:yorke@kinect.co.nz>]  
**Sent:** Monday, May 23, 2016 7:24 PM  
**To:** 'lee'  
**Cc:** 'Cr Paul Duffy'; 'Kevin McNaught'  
**Subject:** RE: Sale of Property - Baltic Street

Dear Gordon

I see that the Community Board has received correspondence from yourself, regarding the sale of this property.

The first letter I received was at the last community board meeting, this was received as a late item only. As we are required to have agenda items notified two weeks prior to a meeting. I also note receiving a similar letter on the 12th May. These will be both discussed at this weeks community board meeting.

But I would like to make the following comments:

This property along with many other properties in our area are leased. The decision to retain or dispose of the property is that for the Board and Council to determine the future of. There are no clauses in the lease for right of renewal, but in saying that, we did give you first right of purchase, and to date in these letters I don't see any statement giving us an indication of this. I feel that the time period from Feb/March until end May is ample time to give us some indication.

This land has been valued with your concerns having been taken into consideration. Land/property can and is quite often sold on an 'as is where is basis'.

As per your letter dated the 21st March, you made comment that you had enlisted a Valuer to assess the property, now on 12th May you are still waiting.

I feel that time is moving along, and yes council will expect things to move along as well.

I would also expect to have had that answer come back to us sooner rather than later. As our Community Board meets two monthly, I will be expecting to have some conclusion to this matter, by our meeting in July.

SDC have also been advised by the Robertson's that they are not interested in purchasing.

I also agree with Councillors Duffy's statement re being familiar with the area. Councillor Duffy along with myself and, various SDC Engineer's have been over this area frequently in the last five years. We are very familiar with it.

I also wish to make note that when the decision was made to put this leased land up for purchase. It was discussed at some length at our community board meeting and all community board members agreed unanimously on the decision.

I will follow up with a formal letter from myself or Kevin McNaught after our meeting.



Regards  
Pam Yorke  
Chairperson  
Edendale Wyndham Community Board

---

**Fiona Dunlop**

---

**From:** YORKE <yorke@kinect.co.nz>  
**Sent:** Monday, 6 June 2016 6:52 p.m.  
**To:** Fiona Dunlop  
**Subject:** FW: Sale of Property - Baltic Street

Reply Number Two

---

**From:** YORKE [<mailto:yorke@kinect.co.nz>]  
**Sent:** Tuesday, May 24, 2016 4:50 PM  
**To:** 'lee'  
**Subject:** RE: Sale of Property - Baltic Street

Hi Gordon

Good as gold. Thank You.

Regards  
Pam

---

**From:** lee [<mailto:gordon.lee@xtra.co.nz>]  
**Sent:** Tuesday, May 24, 2016 2:35 PM  
**To:** YORKE; [paul.duffy@southlanddc.govt.nz](mailto:paul.duffy@southlanddc.govt.nz); Kevin McNaught  
**Subject:** Re: Sale of Property - Baltic Street

Hi Pam,

I today sent an email to the Valuers requesting a time frame for Valuation completion. Until I receive that I am unable to complete due diligence. I'm sure you will appreciate this is absolutely necessary before a decision is made to purchase any type of property..

I will follow up a reply to your email in next few days.

Cheers Gordon Lee

On 23/05/2016 7:24 p.m., YORKE wrote:

Dear Gordon

I see that the Community Board has received correspondence from yourself, regarding the sale of this property.

The first letter I received was at the last community board meeting, this was received as a late item only. As we are required to have agenda items notified two weeks prior to a meeting. I also note receiving a similar letter on the 12th May. These will be both discussed at this weeks community board meeting.

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Chairperson  
Edendale Wyndham Community Board

**Fiona Dunlop**

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**Sent:** Monday, 6 June 2016 6:53 p.m.  
**To:** Fiona Dunlop  
**Subject:** FW: Sale of Property - Baltic Street

[Response Number three](#)

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**From:** lee [<mailto:gordon.lee@xtra.co.nz>]  
**Sent:** Thursday, May 26, 2016 1:57 PM  
**To:** YORKE; Kevin McNaught; [paul.duffy@southlanddc.govt.nz](mailto:paul.duffy@southlanddc.govt.nz)  
**Subject:** Re: Sale of Property - Baltic Street

Hi Pam,

I received a reply from the Valuers promising completion of Baltic St valuation by end of next week.

I expect to discuss the details with our Lawyer immediately this arrives and he will respond in due course.

For the record, the valuers viewed the property at the end of March, but have experienced difficulty with an assessment due to its peculiarities. We have accepted their reason for the extended time taken.

Cheers Gordon Lee

On 24/05/2016 4:49 p.m., YORKE wrote:

[Hi Gordon](#)

[Good as gold. Thank You.](#)

[Regards](#)  
[Pam](#)

---

**From:** lee [<mailto:gordon.lee@xtra.co.nz>]  
**Sent:** Tuesday, May 24, 2016 2:35 PM  
**To:** YORKE; [paul.duffy@southlanddc.govt.nz](mailto:paul.duffy@southlanddc.govt.nz); Kevin McNaught  
**Subject:** Re: Sale of Property - Baltic Street

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I will follow up with a formal letter from myself or Kevin McNaught after our meeting.

Regards  
Pam Yorke  
Chairperson  
Edendale Wyndham Community Board



## Venture Southland Report - Wyndham District Community Pool Business Plan

Record No: R/16/7/10984

Author: Tina Harvey, Community Development Planner

Approved by: Rex Capil, Group Manager Community and Futures

☐ Decision

☒ Recommendation

☐ Information

### Purpose

- 1 The purpose of this report is to present the Wyndham District Community Pool Business Plan. This is in response to a request by the Edendale-Wyndham Community Board from their meeting held in July 2015 and subsequent letter to the Wyndham District Community Pool Incorporated dated 19 August 2015.

### Executive Summary

- 2 At an Edendale-Wyndham Community Board meeting on 28 July 2015, Venture Southland provided a report titled Venture Southland Report – Community Pool Rating Request Update (R/15/7/11719) which was a summary of information supplied by both the Wyndham District Community Pool Incorporated and the Edendale Community Pool Society.
- 3 At this meeting a resolution was passed requesting that the Wyndham District Community Pool Incorporated submit an updated Business Plan in July 2016 following the end of their financial year. This was required to enable the Board to view two years of pool operation and associated financial information.
- 4 The Wyndham District Community Pool Business Plan is attached to this report.

## **Recommendation**

That the Edendale-Wyndham Community Board:

- a) **Receives the report titled “Venture Southland Report - Wyndham District Community Pool Business Plan” dated 26 July 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) **Considers a one off grant to the Wyndham District Community Pool Incorporated.**
- e) **Requests Venture Southland to work alongside Southland District Council staff to investigate possible options for financial support for the Wyndham Community Pool.**

## **Content**

### **Background**

- 5 In October 2013, the Wyndham District Community Pool Incorporated (Wyndham Pool) was established to rejuvenate and operate the Wyndham Pool in conjunction with Menzies College.
- 6 In January 2015, the Wyndham District Community Pool Incorporated attended the Edendale-Wyndham Community Board meeting and requested that a rate be established for their pool.
- 7 Currently the Edendale-Wyndham Community Board rate is \$4582 (excl GST) in the 2015/16 financial year for the Edendale Pool.
- 8 At an Edendale-Wyndham Community Board meeting on 28 July 2015, Venture Southland provided a report with a summary of information supplied by both the Wyndham District Community Pool Incorporated and the Edendale Community Pool Society.
- 9 At this meeting a resolution was passed requesting that the Wyndham District Community Pool Incorporated submit an updated Business Plan in July 2016 following the end of their financial year. This was required to allow the Board to view two years of pool operation and associated financial information and will allow them to be better placed to assess an application.
- 10 In early July 2016 the Wyndham District Community Pool Incorporated presented their Business Plan to Venture Southland as requested by the Edendale-Wyndham Community Board. This plan is attached to this report.



### **Issues**

- 11 The Wyndham-Edendale Community Board need to now consider whether to financially support the Wyndham District Community Pool Incorporated and the mechanism to do this i.e. a one off grant allocation versus the establishment of a pool rate.
- 12 There needs to be consideration of the existing arrangement regarding rating support for the Edendale Pool.
- 13 Consideration of the level of support to be provided considering the financial operating viability of the facility is also required.
- 14 Understanding community perspective and usage of swimming pools is important.
- 15 Consideration of what this money will be tagged to and how this money will be released / accessed i.e. for maintenance only and only on receipt of paid invoices? NB Edendale Pool have conditions attached for uplifting funds.

### **Factors to Consider**

#### **Legal and Statutory Requirements**

- 16 There are no legal and statutory requirements associated with this project at this stage.

#### **Community Views**

- 17 Understanding usage and accessibility is important. Wyndham District Community Pool Incorporated undertake a survey on open day each season to get feedback from users about the facility.
- 18 The community has not been approached specifically for feedback on financial support for the Wyndham Pool.

#### **Costs and Funding**

- 19 There needs to be consideration of the mechanism for how to financially support the pool considering the existing arrangement with the Edendale Pool.
- 20 Swimming pools are one of the most expensive community facilities to operate and maintain, and there are limited options for operational funding assistance.
- 21 Consider the real impact of a financial contribution in the bigger picture of truly operating the pool.

#### **Policy Implications**

- 22 There are no policy implications associated with this project at this stage.

### **Analysis**

#### **Options Considered**

- 23 Considering the issues mentioned above and the request from the Wyndham District Community Pool Incorporated, the following options are suggested for consideration by the Edendale-Wyndham Community Board.

## Analysis of Options

### Option 1 – One off grant and further investigation into options and processes for financial support for the pool.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>Wyndham Pool will get immediate financial support to help run the pool this season.</li> <li>Investigations into possible rating will give the pool confidence in a possible regular income stream to assist with maintenance and plan long term.</li> </ul>	<ul style="list-style-type: none"> <li>Possible increase in rate take from the community for the Edendale-Wyndham Community Board.</li> <li>Is this the best use of resource? (supporting two pools from a small rating base)</li> <li>Does this ensure both pools are able to be sustainably operated?</li> </ul>

### Option 2 – Status Quo – Wyndham Pool is not financially supported

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>Could prevent an increase in rates for the ratepayer.</li> </ul>	<ul style="list-style-type: none"> <li>Not financially supporting the Wyndham Community Pool</li> </ul>

### Option 3 – One off grant to the Wyndham Pool

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>Wyndham Pool will get immediate financial support to help run the pool this season.</li> </ul>	<ul style="list-style-type: none"> <li>Depending on the amount of the grant, it may not be the solution to ensure the operation of the pool can be sustainably funded.</li> <li>No long term certainty for the Pool Committee (possibly have to re-apply each year?)</li> </ul>

## Assessment of Significance

- 24 This is not considered significant.

## Recommended Option

- 25 The recommended option is Option 1 to approve a one off grant and further investigation into options and processes for financial support for the pool.

## Next Steps

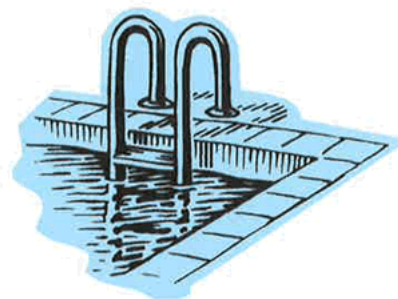
- 26 If the Edendale-Wyndham Community Board agrees to Option 1, Venture Southland staff will work alongside Southland District Council staff to investigate options for financial support. These will be presented back to the Board for consideration at the next Edendale-Wyndham Community Board.

## Attachments

- A      Wyndham District Community Pool Business Plan and Financial Information - Final  
         [View](#)

**WYNDHAM DISTRICT COMMUNITY POOL INC.**

c/o C Stewart  
1282 Wyndham Mokoreta Rd  
R.D.2  
WYNDHAM 9892  
wyndhampool@gmail.com



01 July 2016

Wyndham Edendale Community Board  
c/o Southland District Council  
PO Box 903  
INVERCARGILL 9840

Dear Pam and Community Board Members

**Re Wyndham Pool Rating Process**

It is with pleasure we attach the updated Business Plan for the Wyndham Community Pool as requested in your letter dated 19 August 2015 (240/20/8/1). Included with this is a summary of the 2015/16 season and comparisons with the previous season along with our three years of financial statements.

The committee, on behalf of the wider Wyndham Community, thank you for your consideration in this matter and look forward to your decision. If you require any further information or clarification please contact the writer.

Regards

A handwritten signature in blue ink, appearing to read 'Carlyn Stewart'.

Carlyn Stewart  
Secretary

## **WYNDHAM DISTRICT COMMUNITY POOL INC. 2015 /2016 SEASON OVERVIEW**

### **POOL MANAGEMENT STRUCTURE**

The Wyndham District Community Pool Inc. committee lease the pool from Menzies College for public use outside of school hours and are responsible for the complete operation, maintenance and associated costs of the pool. Menzies College heat the pool throughout the open period (October to April) at their expense. This is documented through our lease and memorandum of understanding. The lease is for five years (from September 2014) with a 5 year right of renewal.

### **POOL OPERATION**

The 2015 /16 season started on 11<sup>th</sup> October 2015 with a well supported Open Day which included a survey of those present. This season we installed steps to allow everyone access into the pool and a rinse shower. We appreciate the support of Wyndham Lions and John Beange Fund for these projects. We also replaced the vents which were damaged by high winds in October. This was covered by insurance.

The operation of the pool ran smoothly over the season with water quality maintained within the required parameters. There were no serious incidents and just one rule breach documented.

### **POOL USAGE**

Wyndham Primary used the pool daily for the first two weeks of term four and last two weeks of term one as well as occasional days. This involved 100+ students per day. Kayak Club also continued to hire the pool fortnightly (approx. 20 members). Menzies College used the pool for PE classes, outdoor education and kayaking averaging 11 hours per week, at around 25 students per hour. The hours are down slightly from 2014/15.

A snapshot of public key access shows an average 54 keys per week accessing the pool in January, giving an estimated usage of 150 to 200 public swimmers per week.

### **FINANCIAL STATEMENTS**

The financial statements for the last 3 years are attached.

**SEASON COMPARISON**

Below is a brief summary and comparison of key parameters over the two operating seasons.

**SUMMARY AND COMPARISON OF KEY PARAMETERS**

	2015/16 Season	2014/15 Season
<b>Net Income</b>		
<b>Total</b>	<b>24 097</b>	<b>31 957</b>
Key Sales	4 440	4 135
Fundraising	8 491	2 775
Swimming Lessons	955	0
Grants	9 000	18 000
Sponsorship	1 800	0
Donations	0	4 927
Schools	2 000	2 161
<b>Expenditure</b>		
<b>Total</b>	<b>16 556</b>	<b>37 168</b>
Operational	8 764	7 100
Capital / Maintenance	7 792	30 068
<b>Number of Key Sales</b>		
<b>Total</b>	<b>59</b>	<b>59</b>
Committee / Volunteer	13	10
Season	41	26
Part Season Options	5	23
Registered Swimmers	230	200
<b>Volunteers</b>		
<b>Total</b>	<b>45</b>	<b>34</b>
Committee	12	11
Openers / Closers	13	10
Trained Operators	3	2
Swimming Lessons	8	n/a
Working Bees	18	30
Fundraising	40	18

**Key Sales**

Although the number of keys sold were the same the number of season keys sold increased resulting in an increase in total income. We actually had 24 new key sales for the season, with a similar number not renewing from 2014/15.

**Fundraising**

In 2015, an open day and mid winter swim were held as fundraisers and we hosted the Wyndham Fireworks Extravaganza. As a committee we also provided labour and dumping for a hedge clean up. The lamb tailing is a guaranteed fundraiser and we will be looking to

find another day if the Wyndham rates are not available to the Wyndham Pool. We are again organising the Fireworks Extravaganza in 2016. This is allocated on an annual basis, so we are looking to once again make the most of this opportunity.

Funds from the lamb tailing go toward operational costs. Additional fundraising will be undertaken as and when required to meet specific maintenance costs in the future (refer maintenance plan and 10 year budget). This will include lamb and calf drives and any other opportunities which may arise.

### **Sponsorship**

Sponsorship is organised on an annual basis and is put towards the annual operating costs.

### **Swimming Lessons**

Weekly after school swimming lessons were introduced this season for primary school aged children. These ran for 5 weeks in term four and 7 weeks in term one. They were operated with a head coach, Fiona Dooley, and volunteers, including Menzies students, taking individual groups. Twenty nine and 26 children were involved in term four and term one respectively, with a total of 39 children overall. A survey of parents at the end of term four indicated that they were very satisfied with the lessons and their children enjoyed and benefitted from them. The numbers in groups was reduced slightly in term one based on the survey results.

Swimming lessons will be continued next season.

### **Grants**

Grants received in 2015 were as follows:

John Beange Fund	\$1 500	Pool Steps
Lions of Wyndham	\$4 000	Shower and Steps
MLT	\$3 500	Fireworks Extravaganza

### **Expenditure**

Operational expenditure increased this season. The main components of this were the increase in power as a result of the shower installation and an increase in chemical costs. This was expected as last season we had chemical donated.

Capital and maintenance expenditure included the new shower and steps.

Maintenance plans and budgets for the next 10 years are attached. There is no significant capital maintenance expenditure planned in the 2016/17 season.



**Volunteers**

Ideally, Wyndham District Community Pool Inc. would like to operate with a committee of 10. We presently have a committee slightly larger than this due to the number of members that want to be involved. Total volunteer numbers indicate that the support for the pool is much wider than this committee. People willing to open and close the pool are not limited to the committee members, and those turning up to working bees and assisting with fundraising are not all Society members.

**RISK MONITORING**

We have undertaken the following as part of our ongoing monitoring of risk to ensure the pool meets the ongoing needs of the community through sustainable operation.

- Conducted three surveys – open day; swimming lessons; end of season key holder
- Attended courses – swimming instructor; water quality; health & safety; first aid
- Operate a Facebook page and welcome community feedback
- Reviewed our pool rules and will review health and safety in 2016/17
- Installed steps and rinse shower
- Introduced low cost, local swimming lessons for primary school children

**LOOKING FORWARD**

No major projects will be undertaken during the 2016/17 season. The focus will be on continuing to provide an enjoyable, quality, safe experience for everyone in our community. As part of this we will be purchasing swimming equipment for use during the swimming lessons. This will cost about \$770 with applications for grants pending of \$510.

**ATTACHMENTS**

- Business Plan including:
  - Maintenance Record
  - Maintenance Plan
  - 10 year Budget
  - Risk Assessment
- Financial Statements
  - 2013/14
  - 2014/15
  - 2015/16

**WYNDHAM DISTRICT COMMUNITY POOL INC.  
BUSINESS PLAN  
2016 - 2025**



**WYNDHAM DISTRICT COMMUNITY POOL INC.**

Wyndham District Community Pool Inc. was formed in October 2013 to rejuvenate and operate the Wyndham Community Pool, in conjunction with Menzies College, for the benefit of the whole community.

***Our Vision***

The Wyndham Community Pool as a vibrant, well maintained, well used and well respected facility that caters for all in our community.

Our children having the skills to be able to safely swim in any water resource.

Opportunities and training for our children to safely be involved in other water sports.

The committee consists of residents of Wyndham and surrounding districts who have a passion to see the pool operate for the benefit of our children and the community. This includes representatives from Menzies College and Wyndham School. The current committee is:

Chair:	Cathy Chapman
Secretary:	Carlyn Stewart
Treasurer:	Mel Geary
Menzies:	Alice Cade
Wyndham:	Laura Carruthers
Student:	Rose Rhind
Members:	Troy Cruickshank, Sara Lee Gutsell, Mark Isaacs, Nathan Sutton, Gavin McDermott, Mel Pirie

As a committee we lease the pool from Menzies College for public use outside of school hours and are responsible for the complete operation, maintenance and associated costs of the pool. Menzies College heat the pool throughout the open period at their expense. This is documented through our lease and memorandum of understanding.

**WYNDHAM COMMUNITY POOL**

The Wyndham Community Pool is located on Florence St, between Menzies College and Wyndham School. It was built in 1975 and is a 25m x 6.4m pool with a depth of 0.9 to 1.8m. With the support of the community, changing rooms were later added and the pool enclosed. The pool is heated through a heat exchanger by the Menzies College boiler system, which is a pellet burner. There is a two filter sand filtration system, with one sand filter replaced in 2013. The water is treated with chlorine granules, using automatic siphoning from a manually dosed holding tank.

In 2014, after a period of non use, the pool had a \$33,000 upgrade. This involved replacement of the pool seals and pool cover, repainting the pool and surrounds, installation of a pool door and electronic key system, and general maintenance including handrail and plumbing repairs. This was funded through community support providing over \$15, 000 in funds and voluntary labour, with the \$18, 000 balance covered by grants.

In 2015 a rinse shower and improved steps were added to allow access to the pool for everyone in the community and improve the swimming experience for all. This was funded through grants from John Beange Fund and The Lions of Wyndham as well as by fundraising.

### **POOL OPERATION**

The pool is operated from the beginning of term four to the end of term one. The pool is open between 6.30 am and 8 pm during week days and 8 am to 8 pm on weekends.

The day to day operation is controlled by the qualified operators and managed by volunteers. We work in conjunction with the Menzies College caretaker, utilising his significant knowledge of the pool to assist and train our volunteers. Qualified operators have passed a NZQA course on managing public pool water quality in a basic aquatic facility. We are committed to increasing the number of qualified operators by budgeting for training of one person each year. Volunteers open, close and test the pool on a roster basis. The pool is tested at least three times per day, dependent on usage.

The committee has the following procedures in place to ensure the safe and efficient operation of the pool:

Operation Policy	Opening and Closing Procedures
	Backwashing Procedure
	Vacuuming Procedure
	Chemical Person Duties
	Faecal Contamination Procedure
	Winter Shutdown
Health & Safety Policy	Pool Startup
	Emergency Procedures
	Hazard Register
	Accident Register
Concerns Policy	
Pool Rules	

The committee has developed a 10 year maintenance plan and budget to ensure the efficient and sustainable operation of the pool. Our annual operating budget includes a saving plan to ensure the funds are available when future programmed maintenance is required. Income is derived from pool key sales, other school and outside hire of the pool, sponsorship and fundraising. We undertake significant annual fundraising where required to ensure a balanced budget.

In 2014, fundraising for operational costs included lamb drive funds surplus to the upgrade, Menzies and Wyndham mufti days, an open day and lamb tailing.

In 2015, along with our annual tailing, an open day and a mid winter swim were held as fundraisers and we hosted the Wyndham Fireworks Extravaganza. As a committee we also provided labour and dumping for a tree clean up. Support was also received from the local community through sponsorship.

**POOL USAGE**

In 2014/15 the public purchased 59 keys, with over 200 registered swimmers. A holiday snapshot indicated an average of 10 keys swiped per day. Wyndham Primary School used the pool every day for 100+ students for 4 weeks of lessons, at about 10 hours per week. They also had a couple of fun sessions. Menzies College used the pool on average 15 hours per week throughout term four and term one. Kayak Club used the pool 1.5 hours per week in term four and 1.5 hours per fortnight in term one.

In 2015/16 the public again purchased 59 keys, with over 240 registered swimmers. More season keys were purchased than in 2014/15. School usage remained similar to 2014/15. Over January, on average 54 keys per week accessed the pool, giving an estimated usage of 150 to 200 swimmers per week.

We also ran weekly swimming lessons for primary school aged children one night per week, 5 weeks in term four and 7 weeks in term one. These were operated with a head coach, Fiona Dooley, and volunteers and Menzies students taking individual groups. A total of 39 children were involved over the season. This provided an opportunity for children to learn to swim locally as well as Menzies students extending their learning and experience through teaching sessions.

**LOOKING FORWARD**

The committee and community are passionate about the continued operation of the pool into the future. It provides a local, affordable, quality facility for use by our children and all in the community.

We will be consolidating during the 2016/17 season with no major projects being undertaken. The focus will be on continuing to provide an enjoyable, quality, safe experience for everyone in our community.

The committee has assessed and will continue to monitor the risks associated with the operation of the Wyndham Community Pool to ensure the pool meets the needs of the community and the operation is sustainable in the short and long term.

**ATTACHMENTS**

Please find attached further information relating to our facility including;

**FINANCIAL INFORMATION**

- 10 year Budget
- Maintenance Plan

**GENERAL**

- Risk Assessment
- Maintenance Record

## WYNDHAM DISTRICT COMMUNITY POOL INC.

## BUDGET 2016 to 2026

I	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
<b>INCOME</b>										
Pool Key Membership 50 @ \$80	4 000	4 000	4 000	4 000	4 000	4 000	4 000	4 000	4 000	4 000
Wyndham School	2 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000
Menzies Kayak Club 10 wks @ \$20	200	200	200	200	200	200	200	200	200	200
*Sponsorship (10 @ \$200/\$100)	2 000	1 000	1 000	1 000	1 000	1 000	1 000	1 000	1 000	1 000
Lamb Tailing 2100 @ \$1	2 100	2 100	2 100	2 100	2 100	2 100	2 100	2 100	2 100	2 100
Swimming Lessons 25 @ \$15 x2 terms	750	750	750	750	750	750	750	750	750	750
Fundraising	4 000	1 000	1 000	1 000	1 000	1 000	1 000	3 000	3 000	1 000
Stock Drive	1 500		2 000	2 000		2 000		4 000	4 000	
Potential Grants										
*Wyndham Rates		2 500	2 500	2 500	2 500	2 500	2 500	2 500	2 500	2 500
<b>TOTAL INCOME</b>	<b>16 550</b>	<b>13 550</b>	<b>13 550</b>	<b>15 550</b>	<b>13 550</b>	<b>15 550</b>	<b>13 550</b>	<b>13 550</b>	<b>19 550</b>	<b>13 550</b>
<b>EXPENDITURE</b>										
Maintenance	1 500	1 500	1 500	1 500	2 000	2 000	2 000	2 000	2 000	2 500
Chemical	2 000	2 250	2 250	2 250	2 250	2 250	2 500	2 500	2 500	2 500
Electricity	4 500	4 500	4 500	4 500	4 750	4 750	4 750	4 750	4 750	5 000
Insurance	2 500	2 600	2 600	2 700	2 700	2 800	2 800	2 900	2 900	3 000
Administration	500	500	500	500	500	500	500	500	500	500
Heating (paid by Menzies College)	0	0	0	0	0	0	0	0	0	0
Swimming Equipment	256									
Equipment Service										
Pool Painting		3 000								
Pool Cover				8 655		8 835	3 225		9 305	
Pool Seals									4 635	
Painting Changing Rooms and Surrounds									1 000	
<b>TOTAL EXPENDITURE</b>	<b>11 256</b>	<b>14 350</b>	<b>11 350</b>	<b>20 105</b>	<b>12 200</b>	<b>21 135</b>	<b>15 775</b>	<b>12 650</b>	<b>27 590</b>	<b>13 500</b>
<b>SURPLUS/ DEFICIT</b>	<b>5 294</b>	<b>-800</b>	<b>2 200</b>	<b>-4 555</b>	<b>1 350</b>	<b>-5 585</b>	<b>-2 225</b>	<b>900</b>	<b>-8 040</b>	<b>50</b>
<b>BANK BALANCE / SAVINGS</b>	<b>17 500</b>	<b>16 604</b>	<b>18 804</b>	<b>14 249</b>	<b>15 599</b>	<b>10 014</b>	<b>7 789</b>	<b>8 689</b>	<b>649</b>	<b>699</b>

\* If we do not receive the Wyndham rates sponsorship will remain at \$200/sponsor and we will cover the shortfall with fundraising.



## WYNDHAM DISTRICT COMMUNITY POOL INC. MAINTENANCE PLAN

### Item 7.1 Attachment A

Year	Action	Estimated Cost	Savings	Fundraising	Voluntary Labour	Potential Grants
2014*	Pool Seals	\$ 5 488		\$ 1 288	\$ 1 200	\$ 3 000
	Pool Painting	\$ 8 050		\$ 3 050		\$ 5 000
	Pool Cover	\$ 7 995		\$ 2 995		\$ 5 000
	Painting Changing Rooms and Surrounds	\$ 1 649		\$ 349	\$ 1 300	
	General Repairs	\$ 4 215		\$ 535	\$ 680	\$ 3 000
	Pool Door	\$ 1 408		\$ 408		\$ 1 000
	Electronic Key	\$ 4 443	\$ 2 000	\$ 1 443		\$ 1 000
2015*	Pool Step Installation	\$ 3 482	\$ 852	\$ 630		\$ 2 000
	Rinse Shower Installation	\$ 3 802		\$ 302		\$ 3 500
	Replace Vents (insurance)	\$ 500	\$ 500			
2016	Swimming Equipment	\$770	\$ 256			\$ 514
2017	Pool Equipment Service	\$ 3 000	\$ 3 000			
2018						
2019	Pool Painting	\$ 8 655	\$ 6 655	\$ 2 000		
2020						
2021	Pool Cover	\$ 8 835	\$ 6 835	\$ 2 000		
2022	Pool Equipment Service	\$ 3 225	\$ 3 225			
2023						
2024	Pool Painting	\$ 9 305	\$ 4 305	\$ 5 000		
	Pool Seals	\$ 6 315	\$ 3 635	\$ 1 000	\$ 1 680	
	Painting Changing Rooms and Surrounds	\$ 1 900	\$ 1 000		\$ 900	
2025						

\*Actual Figures

#### Increase in Costs Calculation

Assume inflation of 1.5% per year

Pool Painting	7.5% over 5 years
Equipment Service	7.5% over 5 years
Pool Cover	10.5% over 7 years
Pool Seals	15% over 10 years
Painting Surrounds	15% over 10 years



## WYNDHAM DISTRICT COMMUNITY POOL INC. RISK ASSESSMENT

Potential Risk	Possible Causes	Mitigation
Lack of Community Support - Low Key Sales	Not meeting community needs - too costly  - not accessible to all  - negative physical environment	Annual community survey Committee members bringing public feedback to meetings Feedback possible on Menzies website Use of social media for promotion and feedback Installation of steps Regular review of open hours based on feedback Maintenance carried out Operation policy followed Water temperature and quality maintained within parameters Active recruitment of members Regular review of operations from committee/volunteer feedback
- Lack of Volunteers - Lack of Committee Members		School reps on committee Maintenance carried out Operation policy followed Water temperature and quality maintained within parameters
Lack of School Support - Schools not using	Not meeting school needs Costs, accessibility, environment	Ensure successful operation during current lease
Lease not renewed		Regular servicing Separate Contingency fund created
Unexpected Costs	Pumping or heating equipment fail	Policies and Procedures in place, adhered to, and regularly reviewed Operation regularly reviewed Pool rules enforced Public Liability Insurance held Members encouraged to become qualified operators
Not Meeting Legal Obligations	Water quality breaches Health & safety breaches Serious accident or harm	

**WYNDHAM DISTRICT COMMUNITY POOL INC**  
**MAINTENANCE RECORD**

Item 7.1 Attachment A

**2014/2015**

Pool Seals	4 288	Electronic Key	4 443
General Repairs	1 927	Pool Door	1 408
Plumbing	1 808	Pool Cover	7 995
Painting Surrounds	149	Pool Painting	8 050

**2015/2016**

New Steps	3 482	Pool Shower	3 802
Replace Vents (Insurance)	500 excess	Lint Filter O Ring	8
Filter Basket			

**Wyndham District Community Pool Inc.**

I have reviewed the financial statements of the Wyndham District Community Pool Inc. for the year ended 30 June 2015 and 30 June 2016 and have obtained all information required.

I have not performed an audit and accordingly I do not express an audit opinion.

In common with other organisations of a similar nature, control over the receipt of cash income before being recorded is limited and there is no practical procedures to determine the effect of this limited control.

Based on my review, nothing has come to my attention that causes me to believe that the accompanying financial statements do not give a fair and true view.



Sam Beer  
16 July 2016

**WYNDHAM DISTRICT COMMUNITY POOL INC**  
**STATEMENT OF FINANCIAL PERFORMANCE**  
**FOR THE YEAR ENDING 30 JUNE**  
**2015**

---

**INCOME**

Interest	43.80
Donations <sup>1</sup>	4,927.42
Fundraising <sup>2</sup>	2,775.14
Grants <sup>3</sup>	18,000.00
Key Sales	4,049.50
Rent - Menzies College	161.00
Rent - Wyndham Primary School	2,000.00
	<hr/>
	31,956.86

**EXPENSE**

Advertising	95.75
Incorporation Fees	102.22
Insurance	2,377.71
Pool Chemicals	971.26
Pool Cover	8,157.09
Pool Door	1,407.72
Pool Equipment	303.56
Pool Key System	4,673.09
Pool Repairs	
Paint	2,875.00
Painting Pool	5,175.00
Sealant	4,288.35
Power	3,071.52
Repairs & Maintenance	3,606.00
Training	63.25
	<hr/>
	37,167.52

**Total Profit/(Loss)**

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**(5,210.66)**

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**WYNDHAM DISTRICT COMMUNITY POOL INC**  
**STATEMENT OF FINANCIAL PERFORMANCE**  
**FOR THE YEAR ENDING 30 JUNE**  
**2015**

---

<b>1</b>	<i>Donations</i>	
	Cash	
	G B & K J Dodds	300.00
	Menzies College	376.80
	Mimihau Tennis Club	2,000.00
	Morley Family	500.00
	Mototapu Lawfield Trust	100.00
	R & G Wilkinson	95.00
	S A McRae & Co	500.00
	Wyndham Freight Services	200.00
	Wyndham Primary School	169.30
	Lamb Sales	686.32
		<hr/>
		4,927.42
<b>2</b>	<i>Fundraising</i>	
	Open Day	241.50
	Tailing - Redan Valley Engineering	2,533.64
		<hr/>
		2,775.14
<b>3</b>	<i>Grants</i>	
	Mataura Licensing Trust	5,000.00
	Rural Community Trust	2,000.00
	Southland District Council	4,000.00
	The Community Trust	5,000.00
	Wyndham Charitable Trust	2,000.00
		<hr/>
		18,000.00

**Item 7.1 Attachment A**

**WYNDHAM DISTRICT COMMUNITY POOL INC**  
**BALANCE SHEET**  
**FOR THE YEAR ENDING 30**  
**JUNE 2015**

---

<b>SBS Bank Account</b>	
Opening Balance	8,684.45
<b>Plus</b>	
Profit/(Loss)	(5,210.66)
Closing Balance - As Per Statement 17	<u>3,473.79</u>

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**WYNDHAM DISTRICT COMMUNITY POOL INC**  
**STATEMENT OF FINANCIAL PERFORMANCE**  
**FOR THE YEAR ENDING 30 JUNE**  
**2016**

<b>INCOME</b>	
Fundraising <sup>1</sup>	9,445.77
Grants <sup>2</sup>	9,259.00
Interest	38.65
Key Sales	3,895.00
Rent - Wyndham Primary School	2,000.00
Sponsorship <sup>3</sup>	1,800.00
	<hr/> 26,438.42
<b>EXPENSE</b>	
Advertising	83.50
General Expenses	176.39
Insurance	1,822.50
Pool Chemicals	2,279.99
Pool Key System	460.00
Pool Repairs	
Shower	3,802.30
Steps	3,482.06
Power	4,407.86
Repairs & Maintenance	265.41
Training	135.70
Water Testing	55.20
	<hr/> 16,970.91
<b>Total Profit/(Loss)</b>	<hr/> <b>9,467.51</b> <hr/>

**Item 7.1 Attachment A**



**WYNDHAM DISTRICT COMMUNITY POOL INC**  
**STATEMENT OF FINANCIAL PERFORMANCE**  
**FOR THE YEAR ENDING 30 JUNE**  
**2016**

---

<b>1</b>	<i>Fundraising</i>	
	Cattle	1,822.27
	Firewood	50.00
	Fireworks	1,786.92
	Hedge Clean Up - Edendale	500.00
	Lamb Drive	1,436.63
	Open Day	33.60
	Splash'n'Dash	291.10
	Swimming Lessons	955.00
	Tailing	2,570.25
		<hr/>
		9,445.77
<b>2</b>	<i>Grants</i>	
	Lion's Club	4,000.00
	Mataura Licensing Trust	3,500.00
	Southland District Council	1,759.00
		<hr/>
		9,259.00
<b>3</b>	<i>Sponsorship</i>	
	Marshall Excavating	200.00
	Redan Valley Engineering	200.00
	Rodgers Garage	200.00
	Three Rivers Bistro	500.00
	Titiroa Transport	200.00
	Udys Grain & Feed	200.00
	Vetco	200.00
	Wyndham Freight	100.00
		<hr/>
		1,800.00

**WYNDHAM DISTRICT COMMUNITY POOL INC  
BALANCE SHEET  
FOR THE YEAR ENDING 30  
JUNE 2016**

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<b>SBS Bank Account</b>	
Opening Balance	3,473.79
 <b>Plus</b>	
Profit/(Loss)	9,467.51
 <b>Less</b>	
Unpresented Deposit	2,000.00
Closing Balance - As Per Statement 28	10,941.30

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**Item 7.1 Attachment A**

**WYNDHAM DISTRICT COMMUNITY POOL INC**  
**STATEMENT OF FINANCIAL PERFORMANCE**  
**FOR THE YEAR ENDING 30 JUNE 2016**

	2015	2016
<b>INCOME</b>		
Donations <sup>1</sup>	4,927.42	-
Fundraising <sup>2</sup>	2,775.14	9,445.77
Grants <sup>3</sup>	18,000.00	9,259.00
Interest	43.80	38.65
Key Sales	4,049.50	3,895.00
Rent - Menzies College	161.00	-
Rent - Wyndham Primary School	2,000.00	2,000.00
Sponsorship <sup>4</sup>	-	1,800.00
	<u>31,956.86</u>	<u>26,438.42</u>
<b>EXPENSE</b>		
Advertising	95.75	83.50
General Expenses	-	176.39
Incorporation Fees	102.22	-
Insurance	2,377.71	1,822.50
Pool Chemicals	971.26	2,279.99
Pool Cover	8,157.09	-
Pool Door	1,407.72	-
Pool Equipment	303.56	-
Pool Key System	4,673.09	460.00
Pool Repairs		
Paint	2,875.00	-
Painting Pool	5,175.00	-
Sealant	4,288.35	-
Shower	-	3,802.30
Steps	-	3,482.06
Power	3,071.52	4,407.86
Repairs & Maintenance	3,606.00	265.41
Water Testing	-	55.20
Training	63.25	135.70
	<u>37,167.52</u>	<u>16,970.91</u>
<b>Total Profit/(Loss)</b>	<u><b>(5,210.66)</b></u>	<u><b>9,467.51</b></u>

# **WYNDHAM DISTRICT COMMUNITY POOL INC** **STATEMENT OF FINANCIAL PERFORMANCE** **FOR THE YEAR ENDING 30 JUNE 2016**

2015		2016	
<b>1 Donations</b>		<b>2 Fundraising</b>	
Cash		Cattle	1,822.27
G B & K J Dodds	300.00	Firewood	50.00
Menzies College	376.80	Fireworks	1,786.92
Mimihau Tennis Club	2,000.00	Hedge Clean Up - Edendale	500.00
Morley Family	500.00	Lamb Drive	1,436.63
Mototapu Lawfield Trust	100.00	Open Day	33.60
R & G Wilkinson	95.00	Splash'n'Dash Swimming Lessons	291.10
S A McRae & Co	500.00		955.00
Wyndham Freight Services	200.00	Tailing	2,570.25
Wyndham Primary School Lamb Sales	169.30		9,445.77
	686.32		
	4,927.42	<b>3 Grants</b>	
		Lion's Club	4,000.00
<b>2 Fundraising</b>		Mataura Licensing Trust	3,500.00
Open Day	241.50	Southland District Council	1,759.00
Tailing - Redan Valley Engineering	2,533.64		9,259.00
	2,775.14		
<b>3 Grants</b>		<b>4 Sponsorship</b>	
Mataura Licensing Trust	5,000.00	Marshall Excavating	200.00
Rural Community Trust	2,000.00	Redan Valley Engineering	200.00
Southland District Council	4,000.00	Rodgers Garage	200.00
The Community Trust	5,000.00	Three Rivers Bistro	500.00
Wyndham Charitable Trust	2,000.00	Titiroa Transport	200.00
	18,000.00	Udys Grain & Feed	200.00
		Vetco	200.00
		Wyndham Freight	100.00
			1,800.00

**WYNDHAM DISTRICT COMMUNITY POOL INC**

**BALANCE  
SHEET  
FOR THE YEAR ENDING 30 JUNE 2016**

	2015	2016
<b>SBS Bank Account</b>		
Opening Balance	8,684.45	3,473.79
<b>Plus</b>		
Profit/(Loss)	(5,210.66)	9,467.51
<b>Less</b>		
Unpresented Deposits	-	2,000.00
Closing Balance	<u>3,473.79</u>	<u>10,941.30</u>

## Financial Implications of the Edendale Community Centre Project not proceeding

Record No: R/16/6/9646  
Author: Susan McNamara, Management Accountant  
Approved by: Anne Robson, Chief Financial Officer

☒ Decision ☐ Recommendation ☐ Information

### Purpose

- 1 To provide the Edendale-Wyndham Community Board with information on the funds held in the Edendale Community Centre Operating Reserve and Edendale Hall Grant upgrade Reserve. This includes the processes to advise the Southland District Council Allocations Committee (Financial and Reserve Contribution Fund) that grant funds received are no longer required and how interest and Edendale Hall rates received can be used for other purposes.

### Executive Summary

- 2 Following many years of investigation the decision was made at the Edendale-Wyndham Community Board meeting on 22 March 2016 that the Board no longer wished to explore the provision of a community centre to be located in Edendale.
- 3 At 30 June 2015 there was \$272,323 held in reserves relating to the Edendale Hall. These reserves are a combination of grants received towards the capital project (\$127,600), along with rates received over the years and interest paid on the reserves (totalling \$144,723).
- 4 In addition to the reserves the Southland District Council Allocations Committee (Financial and Reserve Contribution Fund) has \$200,000 tagged for the completion of the community centre project.
- 5 With the decision to no longer pursue the option of a community centre in Edendale any grants received for the specific completion of this project will need to be returned to the funder.
- 6 Rates collected must be used for the purpose they were collected. A resolution of Council is required to use rates for other than what they were collected for.

## Recommendation

That the Edendale-Wyndham Community Board:

- a) **Receives the report titled “Financial Implications of the Edendale Community Centre Project not proceeding” dated 26 July 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) **Agrees to advise the Southland District Council Allocations Committee by way of memorandum that the Edendale-Wyndham Community Board is no longer pursuing the community facility and that the funds held for this purpose are no longer required.**
- e) **Delegates the Chairperson of the Edendale-Wyndham Community the authority to sign the memorandum to Southland District Council Allocations Committee.**

## Content

### Background

- 7 Following many years of investigation the decision was made at the Edendale-Wyndham Community Board meeting on 22 March 2016 that the Board no longer wished to explore the provision of a community centre to be located in Edendale.
- 8 During the years of investigation for a community centre in Edendale, funds were sourced to complete the project. These funds have come from two sources; the Southland District Council Allocations Committee (Financial and Reserve Contribution Fund) and the Trusts Charitable Foundation (Transpower).
- 9 The Trusts Charitable Foundation provided \$22,600 in the 2009/10 financial year for equipment within the hall. Earlier this year the Trust requested the return of the funds as they have not been used, with the option of applying for the funds again once there was certainty with the project. These funds were returned to Transpower on 18 March 2016.
- 10 The Southland District Council Allocations Committee has approved three grants for the completion of the community centre in Edendale. Two grants totalling \$105,000 were received by the board and are currently held in the Edendale Grant Hall Upgrade Reserve. The third grant of \$200,000 is still held by the Committee but has been tagged for the project.
- 11 During the time the project has been investigated rates have also been continued to be collected from the community for the operational costs of the previous community hall. In addition interest has been applied to the reserve balances in line with the relevant Council policy.



- 12 At 30 June 2015 there was a total of \$272,323 in two reserves where the intended purpose relates to the Edendale Hall. The funds included in these reserves from the Trusts Charitable Foundation and the Allocations Committee for capital grants total \$127,600, leaving \$144,723 of rates and interest income.

### **Issues**

- 13 The funds from the Allocations Committee were provided with the intention that they would be used for the Edendale Community Centre. As this is no longer occurring the funds will need to be returned to the committee.
- 14 Formal notification needs to be provided to the Allocations Committee advising that the project is no longer being pursued and the funds paid, along with the funds tagged are no longer required. A draft memorandum for this process has been provided in Attachment 1 for your consideration. Once signed this memorandum will form the basis of the funds being paid from the reserve back to the Allocations Committee.
- 15 Once the funds are received by the Allocations Committee they will reform part of the Financial & Reserve Contribution Fund. At that stage the committee will consider any applications it receives that meet the criteria of the fund, including any that the board may wish to submit.
- 16 Rates collected must be used for the purpose they were collected. A resolution of Council is required to use rates for other than what they were collected for.
- 17 The remainder of the reserve as at 30 June 2015 is \$144,723, made up of rates received for the hall and interest on the reserve. The accumulated interest of \$116,849 can be used for any other purpose by way of a resolution passed by the Community Board. The remaining funds accumulated from rates collected (\$27,874) for the Edendale Hall will require Council to pass a resolution to use these funds elsewhere. Once the Edendale-Wyndham Community Board has determined the appropriate use of the funds, the Board will need to make a recommendation to Council to that effect. In the meantime the rates will remain in the Edendale Community Centre operating reserve. Council will then consider the recommendation and advise the board in due course of its decision.

### **Factors to Consider**

#### **Legal and Statutory Requirements**

- 18 The Community Board must abide by the conditions imposed by the funders when the grants were provided. As such the funds received from the Southland District Council Allocations Committee need to be returned to them in due course as they were received for the completion of the Edendale community centre.
- 19 Rates collected must be used for the purpose they were collected. A resolution of Council is required to use rates for other than what they were collected for.

#### **Community Views**

- 20 No community views are required for the return of funds received for the completion of the Edendale Community Centre.
- 21 The communities view should be considered when deciding how the remaining reserve of \$144,723 is to be used.

**Item 7.2**

**Costs and Funding**

- 22 Funds have been returned to the Trusts Charitable Foundation (Transpower) of \$22,600. Funds of \$105,000 will be returned to the Southland District Council Allocation Committee. Once this payment has been made the Edendale Grant Hall upgrade reserve account will be closed, having no balance remaining.
- 23 The \$200,000 held by the Southland District Council Allocations Committee (Financial and Reserve Contribution Fund) will be returned to their pool of funds available to be allocated on receipt of the memorandum.
- 24 The Edendale Community Centre Operating Reserve will have \$144,723 plus any surplus for the year ended 30 June 2016. As noted previously, only a board resolution is required to move any interest from this reserve. To use or move rates funding received, the board is required to resolve a recommendation to Council on the use of the rates. The Council will consider this recommendation and advise the board in due course of its decision. Until that time, the rates funding will remain in this reserve.

**Policy Implications**

- 25 There are no policy implications.

**Analysis**

**Options Considered**

- 26 There are no options in regards to the grant funding received from the Southland District Council Allocations Committee. The grant funding must be returned to the Allocation Committee as they were allocated for the construction of the Edendale Community Centre.
- 27 Any decision on the use or return of rates funding received for the hall can be undertaken at a later stage when discussion over possible options has been undertaken.

**Assessment of Significance**

- 28 The content of this report is not deemed significant under the criteria within Council's Significance and Engagement Policy.

**Next Steps**

- 29 For the memorandum to be signed by the Edendale-Wyndham Community Board Chair to advise the Southland District Council Contribution Committee that the project is not being pursued and grant funds received will be returned.
- 30 The grant funds will be returned to the Allocations Committee.
- 31 In due course the Community Board will consider and recommend to Council the most appropriate use of the rates funding. Additionally the board will consider and resolve the appropriate use of interest received by the reserves.

**Attachments**

- A Return of Funds for the Completion of the Edendale Community Centre [View](#)

**MEMORANDUM**

**To:** SOUTHLAND DISTRICT COUNCIL ALLOCATIONS COMMITTEE  
FINANCIAL AND RESERVE CONTRIBUTION FUND

**From:** EDENDALE-WYNDHAM COMMUNITY BOARD

**Subject:** RETURN OF FUNDS FOR THE COMPLETION OF EDENDALE  
COMMUNITY CENTRE

**File No.:** 240/20/8/3

**MEMORANDUM**

Following many years of investigation the decision was made at the Edendale-Wyndham Community Board meeting on 22 March 2016 that the Board no longer wished to explore the provision of a community centre to be located in Edendale.

Previously the Allocations Committee approved three grants for this project:

- One for \$35,000, that has been paid to the Community Board
- One for \$70,000, that has been paid to Community Board
- One for \$200,000, that has been committed by the Committee but not paid

As we are no longer providing a community centre in Edendale we will wish to advise you that the funds held as committed for this project are no longer required and we will be returning the \$105,000 that has been received.

The Edendale-Wyndham Community Board wishes to thank you for the support that you have shown in providing funding to the Edendale community centre project.

We are currently investigating other projects in our area and would appreciate your support in relation to these. Once we are further through the planning process and consultation with our community we expect to be in a position to apply for these funds for use with a project assisting the Edendale-Wyndham area.

Again thank you for your significant support for the Edendale-Wyndham area and we look forward to working with you again in the near future.

Pam Yorke  
**CHAIRPERSON**  
**EDENDALE-WYNDHAM COMMUNITY BOARD**



## Disposal Edendale Town Hall Property

Record No: R/16/6/8726  
Author: Kevin McNaught, Strategic Manager Property  
Approved by: Ian Marshall, Group Manager Services and Assets

☐ Decision ☒ Recommendation ☐ Information

### Purpose

- 1 For the Edendale-Wyndham Community Board to consider whether the Edendale Public Hall property is surplus to requirements and make the relevant recommendation to the Southland District Council.

### Executive Summary

- 2 The Board at its meeting in August 2014 resolved to close the Edendale Hall for public use.
- 3 Since that Board's decision, ongoing discussions have been held within the Community regarding the location and type of facility needed for the future.
- 4 At its meeting in March 2016 the Board determined that it did not wish to pursue the Rugby Club option and also resolved that it did not want to explore other sites or options for the provision of a community centre facility located in Edendale.
- 5 A decision must now be made as a result of this, as to the future of the existing Edendale Hall property including the existing building.

### Recommendation

That the Edendale-Wyndham Community Board:

- a) Receives the report titled "Disposal Edendale Town Hall Property" dated 26 July 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) Recommends to the Southland District Council that the existing Edendale Public Hall property which includes the existing hall building and described as Allotment 53, DP 106 and Lot 2, DP 5626 and contained in CFR's SL80/37 and SL216/59 are surplus to requirements and should be disposed of.

## **Content**

### **Background**

- 6 The Edendale Public Hall was constructed in 1909 and has been used as such until it was closed for public use by the Edendale-Wyndham Community Board in August 2014.
- 7 Given the ongoing investigations within the community regarding a new facility and location, no action was commenced in regard to this property until these investigations were completed. The Board at its meeting in March 2016 did not want to further explore the Rugby Club or other options within the Community.
- 8 A decision must now be made on the future of the existing property including the hall building.
- 9 The hall was built in 1909 however the land the hall was situated on was not transferred to the Edendale Town Board until 1937. The title prior to that was in the name of local individuals which is not an uncommon situation as they held the title as Trustees for the hall. The land at the rear of the hall was acquired by the Edendale Town Board in 1945 and was subdivided into two lots in 1959.
- 10 DP 5626 was the subdivision plan of the site with Lot 1 being the old fire station which has subsequently transferred to private ownership and Lot 2 was retained as the hall site.
- 11 The land to the west of the hall building which is primarily the gravel carpark was transferred to the Edendale Town Board in 1950.
- 12 All the lands that make up the hall property due to reorganisations have quite rightly had the titles now issued in the name of the Southland District Council.

### **Issues**

- 13 There are numerous issues with this property and building.
- 14 Firstly, the property is held in two titles which is not unusual. However investigations reveal that the toilets that were added to the west side of the hall, sometime after 1966 (the date consent was obtained to do internal alterations which did not include or show the toilets) are built across the title boundaries. See the attached aerial photograph.
- 15 DP 5626 undertaken in 1959 shows the outline of the building right on the title boundary to the west. Any additional building to the west would naturally go over the boundary, therefore as this has happened the two titles will need to be amalgamated prior to disposal. Unfortunately no record can be found of any building consent for the toilets, this is not to say one does not exist, it just cannot be located.
- 16 Secondly, in 2005 Council had an initial seismic investigation undertaken for the building that showed that with the front parapet remaining insitu its rating was 21.83% and with the parapet issues dealt with, 29.11%. As this is less than 33% rating then it is considered an earthquake-prone building. This issue will need to be disclosed as part of any disposal.
- 17 Thirdly, adjoining neighbours have constructed gates in the boundary fence and use the hall property for access to the rear of their properties. There is no record of these arrangements and no easements have been created. The neighbours have been advised in writing of this and that the property may be sold in the future.

- 18 The letters also advised them that as no legal rights of access exist they will need to negotiate continued access with any subsequent owners. These letters were sent on 11 April 2016 and no response or queries have been received.
- 19 Fourthly, the two small sheds at the rear of the property are occupied by locals, which is not causing an issue, however they were also advised in writing of Council plans and that any continued use by them would be with in agreement with any subsequent owners.

### **Factors to Consider**

#### **Legal and Statutory Requirements**

- 20 Nothing significant, but as set out above the titles will need to be amalgamated prior to disposal and declaration of the seismic ratings and communication with neighbours as part of the disposal process.
- 21 These investigations, this report and recommendations are part of the process required to dispose of the property, as Council does not delegate the decision to sell Council property.

#### **Community Views**

- 22 The Board's position will be taken to represent the Community.

#### **Costs and Funding**

- 23 All costs of disposal will be that of the Board, however these will be deducted from any sale proceeds. The net sale proceeds will be transferred to the funds of the Board as this is a locally funded activity.

#### **Policy Implications**

- 24 None identified at this stage.

### **Analysis**

#### **Options Considered**

- 25 The two options are disposal or retention

#### **Analysis of Options**

##### **Option 1 - Disposal**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• Removes the risk and liabilities to the Board and Council associated with a building and property closed for public use.</li><li>• Allows net sales proceeds to be used for other community activities.</li></ul>	<ul style="list-style-type: none"><li>• None identified.</li></ul>

### Option 2 - Retention

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• None identified as no potential future use is anticipated or identified.</li></ul>	<ul style="list-style-type: none"><li>• Ongoing costs and liabilities for a property that is not used currently and is unlikely to be in the future.</li></ul>

### Assessment of Significance

- 26 Not considered significant.

### Recommended Option

- 27 Option 1 Disposal.

### Next Steps

- 28 Report to Council of the Board's recommendation.

### Attachments

- A Aerial Photo - Edendale Town Hall Property [View](#)







## Submissions from the Annual Plan 2016-2017

Record No: R/16/7/10883

Author: Shannon Oliver, Planning and Reporting Analyst

Approved by: Rex Capil, Group Manager Community and Futures

☐ Decision

☐ Recommendation

☒ Information

- 1 As part of the Annual Plan 2016/2017 consultation process, submissions were received that related to various project suggestions and opportunities throughout the District. At the deliberation meetings, Council made a recommendation to forward the submitters project suggestions to the relevant Community Board or Community Development Area subcommittees for their follow up and investigation if considered viable and appropriate.
- 2 As per their recommendation, we are now forwarding the Submitter's suggestion to you.

### Submitter's comments

- 3 In relation to the Wyndham area:

	Topic	Council Officers' Comment
8	One submitter suggested using the old BNZ building in Wyndham.	The BNZ building is on hold pending the outcome of the facilities review that is being undertaken for Wyndham by Venture Southland.

### Recommendation

That the Edendale-Wyndham Community Board:

- a) Receives the report titled "Submissions from the Annual Plan 2016-2017" dated 26 July 2016.

### Attachments

- A Submission - Rodney Leitch





## SUBMISSION FORM: DRAFT ANNUAL PLAN 2016/2017

Full Name:	Rachey Joshua Leitch		
Organisation:			
Email:			
Address:	16 Inkerman St Wyndham		Postcode: 91831
Home phone:	206 4834	Mobile:	
<b>Submission Hearing</b>			
A meeting to hear submissions will be held on Thursday 7 April 2016. Do you want to attend and speak in support of your submission? (please tick)			
<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No	
<b>Issue One: Seal the Catlins road. Your preferred option is:</b>			
<input checked="" type="checkbox"/> <b>Option 1</b> Fund the sealing of the the Catlins Road, from Haldane to Curio Bay, including the Slope Point Road to the first carpark and the road leading to the Waipapa Point Lighthouse	<input type="checkbox"/> <b>Option 2</b> Fund the sealing of the the Catlins Road, from Haldane to Curio Bay, including the Slope Point Road to the first carpark but NOT the road leading to the Waipapa Point Lighthouse	<input type="checkbox"/> <b>Option 3</b> Not sealing any of the roads. NB: The Catlins Road was supported in the 10 Year Plan	<input type="checkbox"/> <b>Option 4</b> No opinion
Comments: Traffic flow will only increase - may as well do it now!			
<b>Issue Two: Regional Heritage Rate. Your preferred option is:</b>			
<input checked="" type="checkbox"/> <b>Option 1</b> A rate increase of \$5 including GST	<input type="checkbox"/> <b>Option 2</b> A rate increase as per the 10 Year Plan (inflation)	<input type="checkbox"/> <b>Option 3</b> No opinion	
Comments:			
<b>Other issues: Please state the main topic:</b> Council owned buildings & heritage			
Comments: There are more than enough holes in the main st of Wyndham. I know the chairwoman of the local community board has an interest in a bigger contracting firm, but I hope that money - heritage money perhaps? - can be set aside for the old pub (ex Sax Library) & museum. The council would be derelict in its duty if it were to use the excess of earthquake legislation to let these buildings go.			
<b>Help us improve this plan! How easy was the consultation document to read? (please tick)</b>			
<input checked="" type="checkbox"/> Very easy	<input type="checkbox"/> Easy	<input type="checkbox"/> Difficult	<input type="checkbox"/> Very Difficult
Please comment on how we can improve the consultation document:			
Submissions close Monday 29 February 2016 at 5pm.			
Please note submission and your name will be available to the public.			

## Letter from Chair to GM Services and Assets - Contractor Issues

**Record No:** R/16/6/8751  
**Author:** Fiona Dunlop, Committee Advisor  
**Approved by:** Fiona Dunlop, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Purpose of Report

- 1 A letter from the Chair of the Community Board to the GM Services and Assets regarding the contractor issues in Wyndham is attached for the Edendale-Wyndham Community Board to note.

### Recommendation

That the Edendale-Wyndham Community Board:

- a) **Receives the report titled “Letter from Chair to GM Services and Assets - Contractor Issues” dated 17 June 2016.**

### Attachments

- A Letter from Community Board Chair to GM Services and Assets [View](#)

Pam Yorke  
Chairperson  
Edendale Wyndham Community Board  
167 Wyndham - Mokoreta Road  
R D 2  
WYNDHAM 9892

04<sup>th</sup> June 2016

Mr Ian Marshall  
GM – Services & Assets  
SDC  
P O Box 903  
INVERCARGILL

Dear Ian

I am writing to you to bring to your attention the ridiculous period of time that it is taking to get some services in our local area performed by Fulton Hogan.

At the beginning of this year ie Jan 2016, or could have even been earlier Dec 2015, I reminded our local area Engineer that the main big ditch in Wyndham that runs down beside Cardigan Road, needs its annual spray. I have repeatedly reminded staff of this right through the summer and autumn, especially when it was bone dry. Still no spraying been done. This is an extremely important ditch to keep clean.

I find the repeated excuses from the contractor very lame. Six months is way to long to get this issue dealt with, especially with the great weather conditions we have had. Time I think to be looking for alternate contractors. They can't continue to have the monopoly. I get really frustrated when community people ask me why it's not getting looked after. What am I supposed to say ?????.

The lack of concept to the importance of this issue was brought home over this last ten days, when we had one of our annual floods. Keeping this ditch weed free is a priority. So when the sides of the bank were sprayed the other day, great but as the ditch was running with a reasonable amount of water in it, I would seriously question what was achieved. The weed base at the bottom is still intact.

I await your reply.

Regards

Pam Yorke

## Elected Members' Expense Reimbursements and Allowances

Record No: R/16/7/10207  
Author: Sheree Marrah, Finance Manager  
Approved by: Anne Robson, Chief Financial Officer

☐ Decision ☐ Recommendation ☒ Information

### Purpose

- 1 The purpose of this report is to inform Community Boards and Community Development Area Subcommittees of the recent changes to Council's Elected Members' Remuneration and Reimbursements Policy and the associated impact on them. The revised policy amendments were adopted by Council on 8 June 2016 and are effective from 1 July 2016.

### Executive Summary

- 2 The Remuneration Authority (RA) sets the framework for the remuneration and reimbursement of local government elected members, namely the Mayor, Councillors and Community Board members. Council recently reviewed its Elected Members' Remuneration and Reimbursements Policy as a result of some minor changes required by the RA to mileage and travel time allowances.
- 3 In undertaking the review, Council staff recommended a number of additional amendments to the policy to allow reimbursement of expenses and the payment of allowances to Community Board members and Council Subcommittee members.
- 4 The revised policy includes the provision of mileage and travel time allowances as well as expenditure reimbursements for Community Board and Subcommittee members, in line with Councillors.

### Background

- 5 The RA sets the framework for the remuneration and reimbursement of local government elected members, namely the Mayor, Councillors and Community Board members. The RA sets the maximum level of expenses and allowances available to elected members. Council's policy is required to be in alignment with the maximum levels set by the RA.
- 6 The previous Council policy mistakenly excluded Community Board members from receiving allowances. As Council had no other formal policy on reimbursement and allowances for Council Subcommittee members, it was recommended that Subcommittees also be included in this policy.
- 7 The specific provisions relevant to Community Boards and Council Subcommittees incorporated into the revised policy are as follows:
  - **Mileage allowance**, can be claimed in line with Councillors, where travel exceeds 30 kilometres within a day. The **mileage allowance** will be paid to elected members at a rate of 74 cents per kilometre (consistent with the IRD rates) for the first 5,000 kilometres. The rate for travel in excess of 5,000 kilometres will remain at 37 cents per kilometre. The 30 kilometre round trip threshold (ie, 15 kilometres each way) applies to visits to Council offices (or other regular meeting venues deemed to be a

Council office for the purpose of this policy). For other Council requested travel by elected members, no threshold will apply.

- **Travel time allowance**, can be claimed in line with Councillors, at a rate of \$37.50 per hour, where travel time exceeds 1 hour within a day.
- The policy states that where Community Board or Subcommittee meetings are held at a regular venue other than a Council office, this location will be deemed to be a Council office for the purposes of mileage and travel time allowances.
- **Reimbursement for costs** can be claimed for courses, seminars and training associated with the role of an elected member. Associated travel and accommodation costs may also be reimbursed if in accordance with the policy.
- Community Board and Council Subcommittee members will not be eligible to claim the communication allowance stated in the policy.

- 8 In order to claim an allowance a claim form will need to be completed by the elected member (see sample claim forms attached). For reimbursements a claim form will need to be completed and supporting invoices/receipts attached. Completed forms will be submitted to the relevant Committee Advisor to arrange for approval and payment.

### Funding

- 9 Although the revised change in mileage and travel time allowances for Community Board and Council Subcommittee members has not specifically been budgeted for in 2016/2017, it is anticipated that this will not be a significant cost to the communities as the majority of elected members live within 15 kilometres of their nearest Council office and travel less than one hour to attend meetings.
- 10 Payment of allowances and reimbursements will be funded from local operating budgets of the relevant Community Board or sub-committee.

### Policy

- 11 A copy of the revised policy, effective from 1 July 2016, is included as attachment A to this report.

## Recommendation

That the Edendale-Wyndham Community Board:

- a) **Receives the report titled “Elected Members’ Expense Reimbursements and Allowances” dated 26 July 2016.**

## Attachments

- A FINAL Elected Members’ Remuneration and Reimbursements Policy (effective 1 July 2016) [View](#)
- B Elected Member Allowance Claim Form [View](#)
- C Elected Member Expense Reimbursement Claim Form [View](#)



**POLICY: ELECTED MEMBERS' REMUNERATION AND REIMBURSEMENTS POLICY**

**GROUP RESPONSIBLE:** Financial Services

**DATE APPROVED:** 25/6/08, 26/5/10, 26/1/11, 6/4/11, 29/6/11, 9/10/13, 16/4/14, 8/6/16

**EFFECTIVE DATE:** 1 July 2016

**FILE NO:** 10/4/3/1, 18/1/6/4, 240/10/7/8, 240/10/1/5, 240/10/1/6  
140/20/1/4, 240/10/7/8, R/16/5/7922

**POLICY DETAIL:**

**1.0 SCOPE**

1.1 This policy provides the framework for:

- (a) Remuneration of the Mayor and Councillors;
- (b) Expenditure reimbursement and allowances for the Mayor and Councillors;
- (c) The salary of Community Board members; and
- (d) Expenditure reimbursement and mileage and travel time allowances for Community Board members;
- (e) Expenditure reimbursement and mileage and travel time allowances for the elected members of Council subcommittees.

**2.0 BACKGROUND**

- 2.1 Remuneration for the Mayor, Councillors and Community Board members, and also the rules relating to allowances and expenses are determined by the Remuneration Authority and reviewed on an annual basis. Southland District Council is required to respond to the authority regarding remuneration and its policy for allowances and expenses.
- 2.2 The attached schedule (**Appendix A**) outlines the dollar amounts which will be paid. This schedule may be updated from time to time to reflect the most recent determination and advice of the Remuneration Authority including inflation adjustments.
- 2.3 The Elected Members' Remuneration and Reimbursements Policy is intended to reflect the relevant period's Local Government Elected Members Determination. If inconsistencies arise between this policy and the determination in regards to remuneration and allowance rates, Council will make payments to elected members in accordance with the relevant Local Government Elected Members' Determination.

### 3.0 DEFINITIONS

**Actual** means as evidenced by the original receipt attached to the claim form.

**Council** shall mean the 13 elected members that form the governing body (Council) of the Southland District Council.

**Chair** shall mean the individual appointed the role of chairperson by formal resolution in the case of Council committees or elected to this role in the case of community boards.

**Chief Executive** shall mean the Chief Executive of Southland District Council.

**Community Board Member** shall mean any elected member of the eight community boards throughout the Southland District. These are: Edendale-Wyndham, Otautau, Riverton/Aparima, Stewart Island/Rakiura, Te Anau, Tuatapere, Wallacetown and Winton.

**Subcommittee Member** shall mean any elected member of a Council appointed subcommittee, including but not limited to the 9 Community Development Area (CDA) subcommittees throughout the Southland District. The CDAs are: Athol, Balfour, Browns, Centre Bush/Limehills, Colac Bay, Dipton, Garston, Gorge Road, Lumsden, Manapouri, Mossburn, Nightcaps, Ohai, Orepuki, Riversdale, Thornbury, Tokanui, Waikaia, Woodlands.

**Council Business** includes formal Council and community board meetings, committee meetings, workshops, seminars, statutory hearings, training courses, site visits and where required or invited by Council, meetings with staff, meetings with community groups or meetings with members of the public. It does not include events where the primary focus is on social activity.

**Councillor** shall mean any of the 12 elected members of Council, including the Deputy Mayor, but excluding the Mayor.

**Council office** shall mean any of the seven Council offices throughout the Southland District. These are: Invercargill, Wyndham, Riverton, Stewart Island, Te Anau, Otautau and Winton. Where Community Board or subcommittee meetings are held at a regular venue other than a Council office, this location will be deemed to be a Council office for the purposes of this policy.

**Elected member** shall mean any of the Councillors, Community Board members, Community Development Area subcommittee members or other Council appointed subcommittee members.

**Expenses** means actual and reasonable expenses including but not limited to; accommodation, rental car, air travel, taxis, meals and refreshments, entertainment (hospitality), parking, sundry vehicle costs, alternative travel options and other such costs directly related to the business of Southland District Council.

**Mayor** shall mean the Mayor of Southland District Council.

**Reasonable** means that it is within the amount specified by this policy or as deemed reasonable by the Mayor and/or Chief Executive.

**Remuneration Authority** is an independent body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2002 to determine remuneration and expense/allowance rules for local authority members.

**Southland District Council** means the organisation established to administer Council affairs, conduct operations and bring effect to Council policy and strategies.

**Travel** includes journeys made by air and sea, travel by taxi and travel by hire vehicle or private vehicle.

**Travel arrangements** include accommodation, travel and seminar registration.

## 4.0 REMUNERATION

### 4.1 Mayor and Councillors

4.1.1 The Mayor shall receive the full salary allowable by the determination of the Remuneration Authority, outlined in **Appendix A**.

4.1.2 In addition to the base salary, Councillors can receive extra remuneration for:

- (a) Positions of additional responsibility (including Deputy Mayor and Chair of various committees) and/or
- (b) Taking on significantly extra duties during the District Plan process.

Additional remuneration will be made at the rates outlined below, which have been approved by the Remuneration Authority.

Role	Additional amount
Deputy Mayor	+ 40% of a base councillor salary
Policy Review Committee chair	+ 20% of a base councillor salary
Venture Southland director	+ 15% of a base councillor salary
Activities Performance Audit Committee chair	+ 25% of a base councillor salary

4.1.3 In addition, 50% of a base councillor salary will be retained for allocation to members of the Resource Management Committee for District Plan review. This will be payable to all members of the Resource Management Committee at the rate of \$100 per day for District Plan review meetings.

### 4.2 Community Board Members

4.2.1 Remuneration for Community Board members and chairs will be made at the full allowable rate determined by the Remuneration Authority, outlined in **Appendix A**.

### 4.3 Subcommittee Members

4.3.1 No remuneration is payable to those appointed to subcommittees of Council.

## 5.0 EXPENDITURE REIMBURSEMENTS

5.1 Elected members will perform their roles in a manner that is most cost-effective for households and businesses. Costs for expenses must have a justifiable business purpose, be moderate and conservative having regard to the circumstances, and be appropriate in all respects.

- 5.2 Where possible, reimbursements will be based on actual incurred costs. Where an allowance is made, this will be based on a fair and reasonable estimate consistent with the guidelines of the Remuneration Authority.
- 5.3 If applicable, where reimbursements are claimed it must be specified whether amounts are GST exclusive or GST inclusive.
- 5.4 All actual reimbursements will be submitted on the appropriate form and supported by relevant invoices and/or documentation.
- 5.5 Expense claims will be approved as follows

Claim by the:	Approved by
Mayor	The Chair of the Activities Performance Audit Committee
Deputy Mayor	The Mayor
Councillors	The Mayor or Deputy Mayor

- 5.6 Expense claims for Community Board and Subcommittee members will be approved by the Mayor, Deputy Mayor or Chair of the Activities Performance Audit Committee.
- 5.7 No costs will be reimbursed where they are chargeable to others, including private companies.
- 5.8 Expenses for electioneering will not be reimbursed.

## 6.0 MILEAGE ALLOWANCE

- 6.1 The Mayor will be provided with a vehicle that will also be available for his/her private use. A deduction will be made from his/her salary as determined by the Remuneration Authority. The Mayor will not be able to claim for vehicle mileage.
- 6.2 A mileage claim can be made where an elected member has been required or invited by Council to a meeting on Council business and is travelling in his/her own vehicle and is taking the most direct route reasonable in the circumstances.
- 6.3 Where possible every effort should be made to share transport and reduce costs.
- 6.4 Mileage claims are based on travel from the elected member's normal residence to the meeting place.
- 6.5 In accordance with the Remuneration Authority's determination mileage allowance will be paid as follows:
- (a) For travel to any Council office, mileage allowance will be paid for kilometres travelled beyond 15 km each way (ie, a 30 km round trip). This distance is calculated from the elected member's place of residence to the Council office.
  - (b) For all other Council related travel, mileage allowance will be paid for the total kilometres travelled from the elected member's place of residence.
- 6.6 For travel to any Council office where distance does not exceed 15 km each way (ie, a 30 km round trip), no mileage allowance will be paid.
- 6.7 The mileage rate will be paid at the full rate determined by the Remuneration Authority, outlined in **Appendix A**.

## 7.0 TRAVEL TIME ALLOWANCE

- 7.1 Travel time will be paid to all elected members at the full allowable rate in accordance with the conditions outlined in the determination of the Remuneration Authority, outlined in **Appendix A**.
- 7.2 In accordance with the Remuneration Authority's determination this allowance will only be paid where travel time exceeds 1 hour within a day.
- 7.3 In accordance with the Remuneration Authority's determination, payment of travel time allowance will not be paid for positions which are considered to be full time. Therefore, travel time allowance will not be paid to the Mayor.

## 8.0 COMMUNICATIONS ALLOWANCE

- 8.1 An allowance will be paid to Councillors where they supply their own hardware for use in Council business. No allowance is payable in respect of items provided by Southland District Council.
- 8.2 The allowance for communications and technology will be paid at the full allowable rate determined by the Remuneration Authority, outlined in **Appendix A**. The Mayor shall be provided with a mobile phone, laptop or tablet and accessories, and a broadband connection in lieu of the allowance.
- 8.3 No communications allowance is payable to Community Board members and members of Council subcommittees.

## 9.0 CONFERENCES, SEMINARS AND TRAINING

- 9.1 Conferences, courses, seminars or training events must contribute to the elected members' ability to carry out council business.
- 9.2 All elected members are entitled to payment of actual and reasonable registration, travel, accommodation, meal and related incidental expenses (including travel insurance) incurred in attendance at conferences, courses, seminars or training events, held both within New Zealand and overseas, subject to:
  - (a) Related expenditure being accommodated within existing budgets, and
  - (b) The appropriate approvals as outlined in this policy.
- 9.3 In respect of the Mayor, prior approval of the Deputy Mayor or Chair of Activities Performance Audit Committee is required for travel within New Zealand for Council business; attendance at conferences, courses, training events, seminars or other purposes associated with the position of Mayor.
- 9.4 In respect of Councillors; attendance at these events when held in New Zealand must be approved by the Mayor and either the Deputy Mayor or Chair of Activities Performance Audit Committee.
- 9.5 In respect of Community Board and Community Development Area Subcommittee members; attendance at these events when held in New Zealand, prior approval must be obtained from the Mayor, Deputy Mayor or Chair of Activities Performance Audit Committee.

- 9.6 Attendance at conferences, courses, seminars or training events held overseas must be approved by the Council.

#### **10.0 TRAVEL AND ACCOMMODATION**

- 10.1 Where possible all travel arrangements will be made through the Executive Assistant to the Mayor.
- 10.2 Where possible costs will be charged to Council; otherwise all fair and reasonable costs will be reimbursed.
- 10.3 Travel will be arranged in a manner that represents public value in consideration of location, timing and cost. As appropriate, Council may choose to arrange air travel, travel by hire vehicle, travel by sea, travel by taxi or travel by bus.
- 10.4 Taxi chits issued for travel to approved meetings or conferences will be used only for business purposes of Council. Where a taxi chit has been obtained for purposes other than travel to approved meetings and conferences, any claim must be accompanied by appropriate documentation and reasons for the claim.
- 10.5 Unless otherwise approved, all international air travel will be economy class. Stopovers during international air travel will be approved on a case-by-case basis.
- 10.6 Frequent flyer points earned by elected members on Council business may be used for private travel.
- 10.7 Due to the significant amount of air travel undertaken by the Mayor, Council will pay for membership of an Airline Club (such as the Koru Club).
- 10.8 Private accommodation may be used on occasions where it is considered appropriate and is approved by the Mayor, Deputy Mayor or Chair of Activities Performance Audit Committee. If private accommodation is used, reimbursement will be fair and reasonable and will not exceed the cost of obtaining accommodation or meals from another source such as a motel or hotel.
- 10.9 Where Council approves the attendance of the spouse/partner of the Mayor or any Councillor at conferences or meetings, fair and reasonable actual costs will be reimbursed.

**APPENDIX A****SCHEDULE OF REMUNERATION AND REIMBURSEMENT AMOUNTS****Remuneration of the Mayor and Councillors**

Mayor	\$104,301 <sup>1</sup>
Deputy Mayor	\$36,019
Policy Review Committee Chair	\$30,874
Venture Southland Director	\$29,587
Activities Performance Audit Committee Chair	\$32,160
Councillor	\$25,728

Available to Resource Management Committee during the District Plan, 50% of a Councillor salary, paid \$100 per day.

**Expenditure Reimbursement for the Mayor and Councillors**

Mileage Rate (first 5,000 km per annum)	0.74 per km
Mileage Rate (above 5,000 km per annum)	0.37 per km

Personal Computer	\$150 per annum
Electronic Tablet	\$150 per annum
Printer	\$40 per annum
Telephone	\$60 per annum
Internet Connection (maximum)	\$250 per annum
Telephone/Mobile Phone Calls (maximum)	\$400 per annum

**Salary of Community Boards**

	<i>Chairperson</i>	<i>Member</i>
Edendale/Wyndham Community Board	\$4,510	\$2,255
Otautau Community Board	\$7,175	\$3,588
Riverton/Aparima Community Board	\$6,355	\$3,178
Stewart Island/Rakiura Community Board	\$2,665	\$1,333
Te Anau Community Board	\$10,250	\$5,125
Tuatapere Community Board	\$4,305	\$2,153
Wallacetown Community Board	\$2,665	\$1,333
Winton Community Board	\$8,815	\$4,408

Travel time allowance is paid at a rate of \$37.50 per hour for travel that exceeds one hour per day. Travel time is payable to elected members who are not considered to be full time and is only payable for travel relating to Southland District Council business. Travel time allowance is payable in respect of the quickest form of transport reasonable in the circumstances.

<sup>1</sup> Before adjustment for private use of motor vehicle of \$4,247.

SOUTHLAND DISTRICT COUNCIL  
ELECTED MEMBER MILEAGE/TRAVEL TIME ALLOWANCE CLAIM SHEET



Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CB/CDA \_\_\_\_\_

Signature \_\_\_\_\_

I hereby claim travelling allowances for the use of my car for:

- a) Attending Council meetings.
- b) Attending Committee meetings of the Council.
- c) Carrying out other Council business (only at the request of Council).

I certify that the following information is correct in respect of the amount claimed and that I have not received, nor am I entitled to receive, reimbursement from any other source.

Date \_\_\_\_\_

Date	Travel From - To	Meeting Details/Purpose	Total km travelled	Less threshold <sup>1</sup> (30km for a return trip)	Total km payable	Total Travel Time (hours)	Less threshold (1 hour per day)	Travel Time <sup>2</sup> Payable	Overnight stay (Y/N)

<sup>1</sup> A 30 km round trip threshold applies to visits to Council offices (or other regular meeting venues deemed to be a Council office for the purpose of the Elected Members Remuneration and Reimbursements Policy TRIM ref R/16/5/7922). For other Council related travel, no threshold applies.

<sup>2</sup> Travel time allowance is only paid where travelling time for Council business exceeds one hour within a day.



## Item 7.6 Attachment B

<b><u>OFFICE USE ONLY</u></b>			
Mileage (under 5,000kms pa)	kms @ 74 <sup>3</sup> cents	\$	Authorised as appropriate
Mileage (over 5,000kms pa)	kms @ 37 cents	\$	
Travel Time	hrs @ \$37.50	\$	Authorised for payment
<b>TOTAL</b>		<b>\$</b>	
Business Unit	Account		
Purchase Order number	(for payments via Accounts Payable only)	Copy provided to	Payroll / Accounts Payable (delete one)

<sup>3</sup> In accordance with the Local Government Elected Members Determination 2016 (effective from 1 July 2016 to 30 June 2017).



# SOUTHLAND DISTRICT COUNCIL ELECTED MEMBER EXPENSE REIMBURSEMENT CLAIM SHEET

Address

I confirm all invoices/receipts are attached for expense reimbursements requested in this claim.

**Signature**

Date \_\_\_\_\_

<i>Date</i>	<i>Supplier</i>	<i>Expense Type (Training/Travel etc)</i>	<i>Details/Purpose</i>	<i>Total claim (GST incl)</i>
TOTAL				\$

<b><u>OFFICE USE ONLY</u></b>			
	<b>Business Unit</b>	<b>Account</b>	<b>TOTAL</b>
Training		23512	\$
Travel		23515	\$
Accommodation & Meals		23511	\$
Other			\$
<b>TOTAL</b>			\$
Purchase Order number			
		Authorised as appropriate	
		Authorised for payment	
		Copy provided to	Accounts Payable



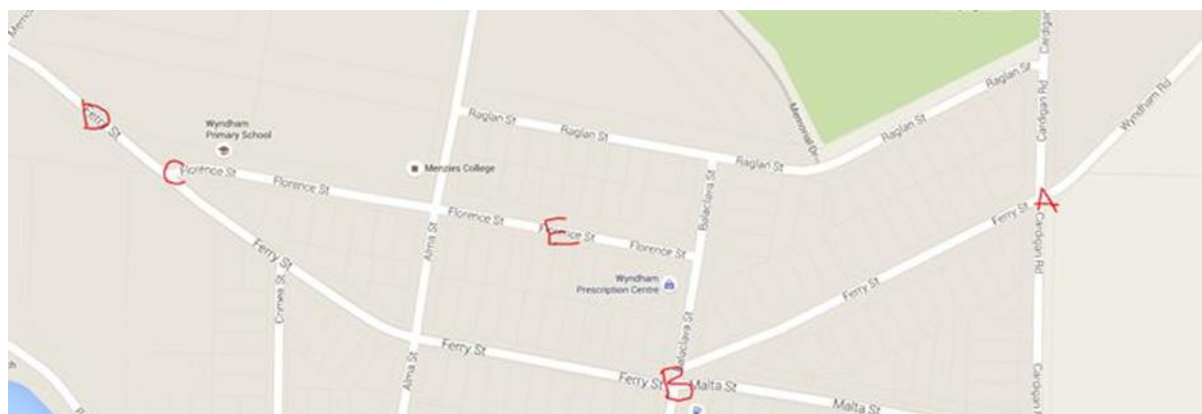
## Works and Finance Report to Edendale/Wyndham Community Board for the period ended 30 June 2016

Record No: R/16/5/7858  
Author: Kushla Tapper, Community Engineer  
Approved by: Ian Marshall, Group Manager Services and Assets

☐ Decision ☒ Recommendation ☐ Information

### Community Engineer's Report

- 1 **Tree felling** of the old Macrocarpas commenced on Memorial Drive, outside the Golf Club, Monday 18 July. The work was done by Town and Country Wood Supplies, as decided by the Board at the previous meeting. A short section of hedge along Raglan Street, opposite the police station was also removed as part of this job. The hedge was unable to be topped this season due to wet ground, and was causing ongoing icing and shading issues.
- 2 **Stormwater** is an ongoing issue for the two townships. The "Three Waters" team at Council is working with the Community Engineer to devise a long term strategy to improve the outfall issues at Wyndham. In the short term, this involves further CCTV, water blasting more lines and some root cutting of infiltrated lines near the intersection of Cardigan Road and Balaclava Street. Hopefully this will resolve the repeated flooding issues occurring on Nightingale Street, particularly near 31. Stormwater Reserves will be used to fund this necessary work.
- 3 There has not been a repeat flooding event at "Little Ones" on Ferry Road, Edendale since the soak hole was installed at the back of their property. The soak hole was dug by Caldwell Contracting, to handle the overflow coming from their gravel yard, into to other low lying properties. Council has obtained prices to install a concrete lined soak hole at the road edge of the day care centre, if necessary. The cost for this work in full is approximately \$5,000. It is believed that a new soak hole would clog up with silt within 3 years, requiring extensive cleaning / re-drilling. Alternative ideas are being evaluated, such as a planted soakage field into the reserve across the road. There are obvious concerns regarding water quality when working close to an old rubbish dump, which are being carefully considered.
- 4 **Traffic Island / Kerb Painting**, Wyndham: as per action sheet item, prices have been obtained from three different contractors, to paint the traffic islands in Wyndham township. Each contractor was asked to provide two price options, with different extent of works. Option 1 = sites A-D. Option 2 = sites A – E (E being three large traffic islands along Florence Street)



- 5 All three contractors allowed for appropriate traffic management and brushing the kerb prior to paint application. The areas have all been sprayed with "Wet and Forget" in June, so that any lichen / moss currently growing on the kerb will have time to die before painting in mid-late spring. Works Scheme had also specifically allowed for trimming of vegetation where plants were overgrown.

- 6 Prices received are as follows:

Contractor	Option 1	Option 2
Fulton Hogan	\$1,220	\$1,808
Work Scheme	\$3,035	\$4,385
McDonough's	\$5,643	\$12,865

- 7 The Board is requested to decide if they wish to proceed with this work, and who should be awarded it. It is recommend proceeding with Option 2, to Fulton Hogan, after arranging for vegetation to be cut back by another contractor (eg Work Scheme or Raewyn Leitch).

- 8 **Footpaths.** At the previous meeting, a verbal report was presented regarding the condition rating of the footpaths in the entire Southland District Council network. All hard surface (ie not gravel) footpaths were rated from 1 (near new condition) to 5 (poor, unsafe condition). The rating applied to a street length of path, on each side. Other comments such as overgrown trees, potholes etc were noted, where these resulted in a significant disruption to the use of the path.

- 9 As a summary, the following applies for Edendale and Wyndham combined:

Total m <sup>2</sup> of path rated	44,441	
m <sup>2</sup> Grade 4	1,111	3%
m <sup>2</sup> Grade 3	12,437	28%
m <sup>2</sup> Grade 2	27,346	63%
m <sup>2</sup> Grade 1	3,156	7%

- 10 There were no paths rated as a Grade 5. The following sites were noted as Grade 4:

Township	no	Start	End	Side	Length	Total Area	Material	Age	Comment
EDENDALE	HUNTER ST	11	193	Left	182	491.4	Asphalt	31	
WYNDHAM	ALMA ST	1021	1149	Left	128	179.2	Concrete	41	trip,slab,OG,crack
WYNDHAM	FLORENCE ST STH	296	364	Left	68	122	Concrete	36	trip,crack,slab
WYNDHAM	MALTA ST	16	111	Left	95	161	Concrete	32	OH,crack
WYNDHAM	REDAN ST	232	337	Right	105	157.5	Concrete	26	slab,trip,crack

- 11 Legend / Comment description:

Trip	Trip hazard > 20 mm
Slab	Slabbing of concrete footpath section
OG	Overgrown vegetation on path
OH	Overhead vegetation blocking use of path
Crack	Cracking / severe cracking

- 12 From this report, there is approximately 600 m<sup>2</sup> of significantly cracked concrete path, over four sites. When a 98 m<sup>2</sup> section of Scutari Street footpath was replaced with 100 mm thick reinforced concrete two years ago, the approximate rate equated to \$140/m<sup>2</sup>. If a 600 m<sup>2</sup> package was issued, a rough expectation of cost would be around \$120/m<sup>2</sup> for concrete replacement (75 mm). This would equate to approximately \$72,000. With current budgets of \$20K/year for issue in biannual packages, this would have to be split into two contracts over 4 years.
- 13 It is worth considering that we replace existing concrete paths with a chip seal footpath in most residential streets, as we are not getting the full life expectancy of concrete due to street trees causing tripping hazards, and the original base and concrete layers were not thick enough. This would significantly reduce the replacement cost per m<sup>2</sup>.
- 14 Ideally, this report should be used for establishing a maintenance programme initially dealing with the worst hazards such as trip hazards and slabbing. By dealing with these hazards, the condition rating may well improve at the next assessment round. Then a long term renewal plan can be developed.
- 15 It is my recommendation that we focus on significant repairs first, before wholesale renewal, still utilising the renewal funding that has been rated for.

### **Community Engineer's Financial Report**

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

<b>Business Unit</b>	<b>Tracking</b>	<b>Comments</b>
Administration	Income under Expense over	Interest on reserve is added at the end of the financial year, not shown in these figures. Salaries were higher than the budgeted value. This will reoccur for 2016/2017 also.
Operating Costs	Expense under	Approximately \$3K underspend available to offset overspend in Beautification.
Street Works	Expense under but ok.	Slight underspend on general maintenance and rubbish collection. Remaining budget can be added to capital reserve for footpath renewals and maintenance.
Beautification	Expense is over	Overspent by \$2.6K on spraying and hedge work. Offset by underspend in Operating Costs.
Recreation Reserves	Income over	\$4K of "general recoveries" received, not budgeted for.
Playgrounds	Expense under	Underspend will help rebuild reserve that was used to fund last year's work.
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. Overall deficit = \$4,750, which will be 50% ward funded.
Wyndham Cemetery	Income and Expenses under	There have been fewer burials at this cemetery than the predicted number for the year. Overall deficit of \$980.
Edendale Hall -	Income is under Expense is over	\$78,346 was budgeted for Grant income, however the project was cancelled. \$3.3K was spent on 'professional services', before project was officially cancelled..
Wyndham Camp Ground	Income and Expenses under	Lower turnover than budgeted. Overall surplus of \$1.1K.

Business Unit	Tracking	Comments
Stormwater Drainage	Income is under and Expense is over	~60% of income is "interest on reserves", which is received at the end of financial year. The interest had been budgeted to roll into general reserve. Due to culvert collapse in Wyndham, September 2015, this allocation has been used.

## Project List

- 17 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

- 18 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

- 19 Please find the reserves report attached.

## Recommendation

**That the Edendale-Wyndham Community Board:**

- Receives the report titled "Works and Finance Report to Edendale/Wyndham Community Board for the period ended 30 June 2016" dated 26 July 2016.**
- Resolves to proceed with Kerb Painting in Wyndham, Option 2, to Fulton Hogan, after vegetation is trimmed back by another contractor.**
- Resolves to proceed with high priority footpath repairs (eg significant tripping hazards), utilising the renewals budget.**



## Attachments

- A Edendale/Wyndham Financial reports, 30 June 2016 [View](#)

## Edendale-Wyndham Community Financial Report

100.00% Of Year

For the Period Ended June 2016

Income	Annual Budget	Actual Income to Date	Income to Date %	Full Year Projection
23200 Administration - EdenWyn	16,964	12,539	74%	12,539
23202 Operating Costs - EdenWyn	6,700	6,506	97%	6,506
23207 Street Works - EdenWyn	41,096	37,381	91%	37,381
23228 Beautification - EdenWyn	35,450	35,461	100%	35,461
23232 Recreation Reserve - EdenWyn	23,394	28,344	121%	28,344
23246 Playground - EdenWyn	3,200	3,201	100%	3,201
23325 Cemetery - Edendale	14,977	21,346	143%	21,346
23348 Pool - Edendale	4,582	4,556	99%	4,556
23350 Hall - Edendale	89,096	8,329	9%	8,329
29901 Library - Wyndham	35,919	35,928	100%	35,928
29925 Cemetery - Wyndham	22,282	16,634	75%	16,634
29949 Camping Ground - Wyndham	21,230	17,670	83%	17,670
29950 Hall - Wyndham	11,730	12,546	107%	12,546
29982 Museum - Wyndham	1,164	1,163	100%	1,163
Subtotal Local Business Units	327,784	241,603	74%	241,603
29913 Stormwater Drainage - Wyndham	26,870	12,534	47%	12,534
29965 Sewerage Scheme - Eden/Wyn	0	15,861	0%	15,861
Subtotal Water & Waste Business Units	26,870	28,395	106%	28,395
Total	354,654	269,998	76%	269,998

## Edendale-Wyndham Community Financial Report

100.00% Of Year

For the Period Ended June 2016

Expenditure	Annual Budget	Actual Spent to Date	Spent to Date %	Full Year Projection
23200 Administration - EdenWyn	12,534	16,021	128%	16,021
23202 Operating Costs - EdenWyn	6,700	3,374	50%	3,374
23207 Street Works - EdenWyn	20,200	15,127	75%	15,127
23228 Beautification - EdenWyn	35,450	38,100	107%	38,100
23232 Recreation Reserve - EdenWyn	23,394	23,842	102%	23,842
23246 Playground - EdenWyn	3,200	1,504	47%	1,504
23325 Cemetery - Edendale	14,071	26,091	185%	26,091
23348 Pool - Edendale	4,582	5,132	112%	5,132
23350 Hall - Edendale	4,713	30,301	643%	30,301
29901 Library - Wyndham	32,027	32,018	100%	32,018
29925 Cemetery - Wyndham	22,282	17,613	79%	17,613
29949 Camping Ground - Wyndham	21,230	16,098	76%	16,098
29950 Hall - Wyndham	11,669	12,464	107%	12,464
29982 Museum - Wyndham	1,164	1,115	96%	1,115
Subtotal Local Business Units	213,216	238,798	112%	238,798
29913 Stormwater Drainage - Wyndham	12,529	13,295	106%	13,295
Subtotal Water & Waste Business Units	12,529	13,295	106%	13,295
Total	225,745	252,094	112%	252,094

## Edendale-Wyndham Community Financial Report

100.00% Of Year

For the Period Ended June 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%	0
29901 Library - Wyndham	3,892	2,456	63%	2,456
Subtotal Local Business Units	503,892	2,456	0%	2,456
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	18,317	4%	18,317
<b>Funding Adjustments</b> (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%	0
23207 Street Works - EdenWyn	(20,896)	0	0%	0
23325 Cemetery - Edendale	(906)	0	0%	0
23350 Hall - Edendale	415,617	0	0%	0
29901 Library - Wyndham	0	56	0%	56
29950 Hall - Wyndham	(61)	0	0%	0
Subtotal Local Business Units	389,324	56	0%	56
29913 Stormwater Drainage - Wyndham	(14,341)	0	0%	0
Subtotal Water & Waste Business Units	(14,341)	0	0%	0
Total	374,983	56	0%	56

## 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
<b>Community Centre</b>													
<i>Operating</i>													
Edendale Community Centre - OP	100,270	49,947	106,307	108,997	114,951	121,155	127,618	134,352	141,368	148,678	156,295	164,231	164,231
Edendale Grant Hall Upgrade	172,054	6,760	172,054	172,054	172,654	173,279	173,930	174,608	175,315	176,051	176,818	177,617	177,617
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
<b>Total Community Centre Operating</b>	<b>274,572</b>	<b>59,016</b>	<b>280,670</b>	<b>283,423</b>	<b>290,043</b>	<b>295,461</b>	<b>302,585</b>	<b>310,007</b>	<b>317,740</b>	<b>325,797</b>	<b>334,192</b>	<b>342,939</b>	<b>342,939</b>
<b>Total Community Centre Balance</b>	<b>274,572</b>	<b>59,016</b>	<b>280,670</b>	<b>283,423</b>	<b>290,043</b>	<b>295,461</b>	<b>302,585</b>	<b>310,007</b>	<b>317,740</b>	<b>325,797</b>	<b>334,192</b>	<b>342,939</b>	<b>342,939</b>
<b>Local</b>													
<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
<b>Total Local Reserve</b>	<b>457,194</b>	<b>497,767</b>	<b>492,767</b>	<b>494,203</b>	<b>531,178</b>	<b>528,708</b>	<b>567,953</b>	<b>572,538</b>	<b>618,154</b>	<b>624,842</b>	<b>661,023</b>	<b>602,842</b>	<b>602,842</b>
<b>Total Local Balance</b>	<b>457,194</b>	<b>497,767</b>	<b>492,767</b>	<b>494,203</b>	<b>531,178</b>	<b>528,708</b>	<b>567,953</b>	<b>572,538</b>	<b>618,154</b>	<b>624,842</b>	<b>661,023</b>	<b>602,842</b>	<b>602,842</b>
<b>Total Edendale Wyndham Reserve Balance</b>	<b>731,767</b>	<b>556,783</b>	<b>773,437</b>	<b>777,626</b>	<b>821,221</b>	<b>824,169</b>	<b>870,538</b>	<b>882,545</b>	<b>935,894</b>	<b>950,639</b>	<b>995,215</b>	<b>945,781</b>	<b>945,781</b>



## Update on Request for Proposal to Lease Wyndham Camping Ground, 135 Cardigan Road

Record No: R/16/7/10821  
Author: Kushla Tapper, Community Engineer  
Approved by: Ian Marshall, Group Manager Services and Assets

☒ Decision ☐ Recommendation ☐ Information

### Purpose

- 1 To inform the Board of the process that has been undertaken regarding the potential to lease the Wyndham Camping Ground to a private entity.
- 2 To seek the Board's direction or approval for the next step in the process.

### Executive Summary

- 3 The Wyndham Camping Ground has been operated by the Wyndham Community Board (and now the Edendale-Wyndham Community Board) for many years. The grounds have been managed in a very simple manner, with a paid custodian to arrange bookings, accept payments and clean the facilities. Advertising and promotion as a business has been minimal, as this is not a core activity for a Community Board.
- 4 Historically, the Camping Ground required significant subsidy from the Wyndham township rate. For the past three years, the Camping Ground has essentially broken even, following some significant improvement work to the ablutions block, and a reduced cost for the mowing maintenance contract.
- 5 The Board requested that the Camping Ground be offered publicly for lease as a business, to gauge interest and reduce the rate burden for local ratepayers. A Request for Proposal (RFP) was prepared and advertised in June 2016. Six people requested copies of the RFP. Five individuals are based in Wyndham, one is based in Australia. Only one proposal was submitted by an interested party.
- 6 Copies of the RFP (version 2) and the proposal from James Garthwaite are attached.

## Recommendation

That the Edendale-Wyndham Community Board:

- a) **Receives the report titled “Update on Request for Proposal to Lease Wyndham Camping Ground, 135 Cardigan Road” dated 26 July 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) **Initiate negotiations with James Garthwaite, for the lease of the Wyndham Camping Ground (via the Community Engineer and the Property Team).**
- e) **Request that officers report back to the Board for final approval of the lease agreement, once negotiated.**

## Content

### Background

- 7 The Council wished 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 acknowledged that its core business was elsewhere and would like to lease the Grounds to an appropriate party or person as identified through a Request for Proposal (RFP) process.
- 8 The Request for Proposal (RFP) was for leasing of the Wyndham Camping Ground, at 135 Cardigan Road, Wyndham. It included powered and non-powered sites, an ablution and amenities block, a small toilet block and a pre-fab unit with three cabins.
- 9 Advertising of the RFP (as follows) was done via Southland District Council's website, Facebook page, Wyndham Messenger and Edendale Informer in May and June with a closing date of Monday, 11 July 2016.

*“Southland District Council is calling for a Request for Proposal (RFP) to lease 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.*

#### ***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.

*For a copy of the RFP and further information please contact:*

*Kushla Tapper  
Southland District Council  
15 Forth Street  
P O Box 903  
Invercargill 9840  
Tel: 0800 732 732  
Fax: 0800 732 329*

*Email: [kushla.tapper@southlanddc.govt.nz](mailto:kushla.tapper@southlanddc.govt.nz)*

- 10 One submission was received by James Garthwaite on behalf of Southern Style Adventures (attached).

**Issues**

- 11 The Property Team will be fully consulted with and involved with the process of establishing a formal lease agreement for Council Property.
- 12 The proposal received from James Garthwaite suggests a monthly lease value of \$500, which would equate to \$6K per annum. Approximate values for Council's anticipated annual costs are \$5.5K. Council will continue to be responsible for payment of rates, insurance, hedges and significant (eg, building) maintenance items.

**Factors to Consider**

**Legal and Statutory Requirements**

- 13 There are no known legal or statutory requirements that affect this decision.

**Community Views**

- 14 The views of the Edendale-Wyndham Community Board are considered representative of the area currently affected by the existing rate to support the Camping Ground. During the advertising period, there was no negative feedback received from anyone objecting to the RFP, or the Board's wishes to reduce the rating burden to local ratepayers.

**Costs and Funding**

- 15 Currently, a small value is being rated for, to support the upkeep of the Wyndham Camping Ground. If a lease agreement is reached for a private party to lease the Grounds, it is anticipated that the existing rate burden will lessen.
- 16 The proposal from James Garthwaite also suggests that he will be attracting additional complimentary business to the area, which could benefit local businesses in the short and long term.

**Policy Implications**

- 17 There are no known policy implications.

## Analysis

### Options Considered

- 18 Option 1 - Status quo. Do not lease the Wyndham Camping Ground. Continue to pay for a custodian and general upkeep, requiring local rates.
- 19 Option 2 - Negotiate a lease arrangement with James Garthwaite.
- 20 Option 3 - Re-advertise the RFP, with a larger catchment audience and longer submission period available, to see if other parties may be interested in leasing the grounds.

### Analysis of Options

#### Option 1 - Status Quo

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>Budgets set for 16/17 year account for current set up, with paid custodian</li> </ul>	<ul style="list-style-type: none"> <li>No improvement in marketing and promotion, combined with the cessation of Burt Munro event in Wyndham could result in fewer bookings and therefore increased rate burden to local ratepayers.</li> <li>Current custodian lacks interest.</li> <li>Staff time required to establish new agreement for Custodian, as current agreement is out of date.</li> <li>Potential cost for advertising for new custodian arrangement.</li> </ul>

#### Option 2 - Negotiate a lease arrangement with James Garthwaite

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>James has passion for the area and activity, and could significantly improve turnover for the Camping Ground, attracting more visitors and business to Wyndham and surrounds.</li> <li>Edendale-Wyndham Community Board can focus on core activities and know that this business opportunity is being utilised.</li> <li>Lower rate burden on local ratepayers.</li> </ul>	<ul style="list-style-type: none"> <li>Staff time required to establish appropriate lease agreement.</li> </ul>

### Option 3 - Re advertise the RFP

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• Potential that another party may be interested and willing to offer a greater value to the Board in exchange for lease of the Camping Ground.</li></ul>	<ul style="list-style-type: none"><li>• Time delay for readvertising and submission preparation - opportunity cost.</li><li>• May discourage James from leasing the Grounds and could end up with no one interested.</li><li>• Staff time required to establish appropriate lease agreement.</li></ul>

### Assessment of Significance

- 21 The decision required is not deemed significant.

### Recommended Option

- 22 Option 2 - Negotiate a lease agreement with James Garthwaite.

### Next Steps

- 23 Community Engineer to liaise with Property Team to ensure that any agreements are appropriate to protect Council's interests in the long term.

### Attachments

- A Request for Proposal - Submission by James Garthwaite on behalf of Southern Style Adventures [View](#)
- B RFP for Lease Wyndham Camping Ground, V2 with additional information [View](#)

Wyndham Camping Ground RFP

Submission by James Garthwaite on behalf of "Southern Style Adventures"

11/07/2016

**A bit about me:**

I am a 34 year old male locally born/bred and did most of my schooling at Wyndham, before attending University in Dunedin. I got my Bachelor of Commerce in Marketing and Accounting. I have worked in a number of big businesses including Fonterra, Downers and Cadbury's as well as building up a number of rental houses and completing renovations over the years. I decided to take a break from this to work on my own business in something I am passionate about - Otago/Southland. This change started 3 years ago when made the decision to leave Fonterra in Taranaki and I moved back to Dunedin. Currently I have a place of residence in Dunedin where I rent out accomodation/have my own space and also storage to support the Southern Style Adventures Business. My current second "Depot" for Southern Style Adventures is a local farmlet near Edendale. I have completed my gold Duke of Edinburgh, possibly the start of my love for the outdoors which include tramping, hunting, fishing and exploring.

**Southern Style Adventures:**

Southern Style Adventures is a recent start up business focusing on the development and growth of Tourism in Otago/Southland.

Currently the company has four self contained campers set up to be rented out to domestic and international tourists, with the aim of building these numbers to 12-15 in the next 24 months.

Further growth/marketing will also go into the growing potential of the bike trails.

A camping ground located on the edge of the Catlins with trunklines further around the coast and up through the central of the island is a key thing I have been looking for. Prior to this RFP coming up I had been looking into setting up something small on a local farm.

Differentiation from other tourism businesses will be through offering localised knowledge and support. This will include (but not be limited to) recommended routes around Catlins, Bluff, Tuatapere, Te Anau, Queenstown, etc. with recommended things to do and places to see ensuring the traveller gets to see lots whilst exploring this beautiful area.

**Marketing**

From current research conducted the Wyndham Camping ground has very little online presence. The main one being on the NZCMA website for members, the description of Wyndham/Surrounding Areas and things to do was basically non-existent which I believe is a big opportunity to correct and market the area for the positives it has:

**Fishing**

Local Amenities – Tennis Courts, Golf Course, Race Course, local to some great rivers

Only campground for many of kms in any direction, however even a lot of Southland locals are not aware it exists, operates, has all the required amenities and has huts.

Quite Peaceful Lifestyle/Atmosphere

Handy to large grass areas, kids playgrounds etc.

A facebook page has been built and is in finishing off stages before launch. I envisage a separate page for the camping ground and an overall Southern Style Adventures webpage which would include the camping ground is currently being scoped.

I would be looking at getting close with other local business/tourism operators to ensure we work closely and help each other. I have also been in contact with Venture Southland to discuss opportunities/ideas and to get into some of the training they have on offer.

Phone Apps such as officialcampingnz, campingnz, campermate will all have good details of the camping ground including a good description of facilities, local things to do and exact location to make it easy to find and stay.

**People behind Southern Style Adventures:**

James Garthwaite (Me) – Managing Director

Christine & Randall Garthwaite – Directors

Matt Bowie – Mentor/Owner of Pavlova Palace (Dunedin Backpackers)

Andrew Lloyd – ANZ Business Banking Manager

I will be ultimately running, marketing and keeping a good overview of the business with some

help and support from my parents Christine and Randall whom both have strong links to the Wyndham area through the local School (Menzies College), Golf Club and Horse Racing,

**Opportunities:**

Improve signage (both at the front of the camping ground and for instructional purpose),

lighting and to make the payment system clearer and easier for tourists to understand, process differs from Doc Sites so needs to be somewhat aligned.

Build a group bbq area for tourists/holiday makers to gather, cook and dine during the finer months.

Opportunity to have further small cabins, further RV Parking, further plantings/gardens to help with privacy and shelter.

It should be noted that there is no debt related to Southern Style Adventures nor on its current assets, further investment will actually be coming into the business from current shareholders over the next 3-6 months.

My passion to get out and create my own business in something I love doing, started many of years ago when I was on one of the two Outward Bound excursions I have completed. I love the outdoors, what it has to offer and the greatness of "Being out of the Rat Race". I want to grow the Wyndham Camping ground as part of my main Southern Style Adventure Business, thus being the building blocks in helping the business to grow exponentially which not only helps the Wyndham area but ultimately the wider Otago/Southland Region.

#### **Proposition:**

3 x 3 year lease with option to extend.

Major R&M to be paid by council – in addition to what was in the RFP this needs to include water proofing the buildings, any plumbing/drainage/lines below ground level. ( I would expect that before takeover the current gutter issues on two of the buildings will be corrected).

Leaser will pay for all other R&M as stated in the RFP document.

Leaser will organise lawnmowing/gardening at own cost (providing current council contract can be easily cancelled), lawns and gardens would be kept at the same condition they have if not to a better level. This is not a cost saving measure, more of a way to ensure myself/Dad will be at the camp frequently.

Unless otherwise required, Leaser will pay a monthly cost of \$500, payable on the 20<sup>th</sup> of the following month, this will be setup as an automatic payment.



## **Southland District Council Request for Proposal**

**to**

## **Lease Wyndham Camping Ground 135 Cardigan Road**

***Version 2 – with additional information***

**Closing date: Monday, 11 July 2016**

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## 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 Wednesday, 1 June 2016.

The close date for this RFP is 2:00 pm, Monday, 11 July 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 an appropriate party or person as identified through this RFP process.

## 1.6. Legalities

### 1.6.1. Confidentiality and Limitations upon Use

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.

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.

### 1.6.2. Legal Effect of Request for Proposal

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

### 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.

### 1.6.4. Instructions to Respondents

<b>Respondents Information</b>	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.
<b>References</b>	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.
<b>OSH Certification</b>	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.
<b>Contract Conditions</b>	Standard contract terms and conditions will be negotiated at the time of the contract award.
<b>Clarification of RFP</b>	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.
<b>Information Integrity</b>	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.
<b>Preparation Costs</b>	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.

<b>Checks and Privacy Act</b>	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).
<b>Indemnity</b>	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.
<b>Insurance</b>	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.
<b>Validity Period</b>	Respondents are required to agree a validity period of 120 days for their proposal, which should commence from the tender closing date.
<b>Acceptance</b>	Council reserves the right not to accept any response.
<b>Contract Negotiation</b>	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.
<b>New Zealand Law</b>	Any agreement that arises from the RFP will be made under, and shall be interpreted by, the laws of New Zealand.
<b>Successful Respondent</b>	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.
<b>Unsuccessful Respondent</b>	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.
<b>Obligation</b>	Preparation of the response is to be made without any obligation on Council to purchase any products or services included in the proposal.
<b>Discontinuance</b>	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
1 June 2016	Issue of request for proposals
11 July 2016	Proposals due
28 July 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

Alternatively, you may email your proposal to: [kushla.tapper@southlanddc.govt.nz](mailto:kushla.tapper@southlanddc.govt.nz)

Proposals must be received by 2.00 pm on 11 July 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](mailto: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 6 July 2016.

Any requests that detail information that should be shared by all parties, will be passed on by the Council contact person, by 2pm on 7 July 2016. This should allow all parties to adjust their proposal if required.

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 skills that describes the competence and qualifications of all personnel that would be involved, including names, position and relevant experience.
- (c) A business plan, outlining how the Camping Ground will be run and what value Council will be paid for the lease.
- (d) Preferred duration and terms of extent of lease arrangement, including initial takeover date and any capital investments that you would like to make in the first twelve months of holding the lease.

### 3.8. Evaluation Criteria

The proposals will be evaluated on the criteria below:

- Experience in similar activities
- Vision for how the camping ground will be run, to enhance Wyndham and surrounds.
- Value of the proposed lease arrangement.
- Timeframe for initial takeover.

### 3.9. Financial and Visitor information

The following information is provided with the best intention. Figures were supplied by the custodian, so accuracy cannot be guaranteed. Note that \$ figures below are exclusive of any payments made directly into the SDC bank account.

MONTH	# of guests		Accom. sites used			Money collected			
	Short term	Long term	Cabin	Tent	Caravan	Showers	Washer /Dryer	Cash payment	Total BANKED
2012 July	1	5	0	0	6	92	118	390	\$600
2012 August	1	5	0	0	0	80	26	590	\$696
2012 September	0	6	2	0	2	154	92	1148	\$1,394
2012 October	4	8	3		2	78	78	783	\$939
2012 November		7	4			81	62	734	\$877
2012 December	6	7	1	2	3	138	102	1312	\$1,552
2013 January	0	5	1	4	1	80	50	407	\$537
2013 February	5	6	2		3	107	74	862	\$1,043
2013 March									
2013 April	0	4	0	0	0	109	86	480	\$675
2013 May	0	4	0	0	0	73	28	570	\$670
2013 June	0	3	0	0	3	58	56	190	\$304
2013 July		4	1	0	0	98	52	370	\$520
2013 August	0	8	1	0	7	90	70	1045.2	\$1,228
2013 September									
2013 October	4	8	1	0	3	108	74	1072	\$1,254
2013 November	4	7	3	0	2	148	72	217.8	\$438
2013 December			information missing						
2014 January									
2014 February									
2014 March	9	5	2		6	\$296	\$138	\$2,058	\$2,492
2014 April	2	4	2	1	3	\$238	\$98	\$1,085	\$1,421
2014 May	3	3	3			\$122	\$88	\$515	\$1,645
2014 June									
2014 July	0	1	0	0	1	48	28	125	\$201
2014 August	0	2	2	0	2	76	48	518.8	\$643
2014 September	1	4	1	1		162	90	298	\$550
2014 October	1	4	1	1		68	28	317	\$413

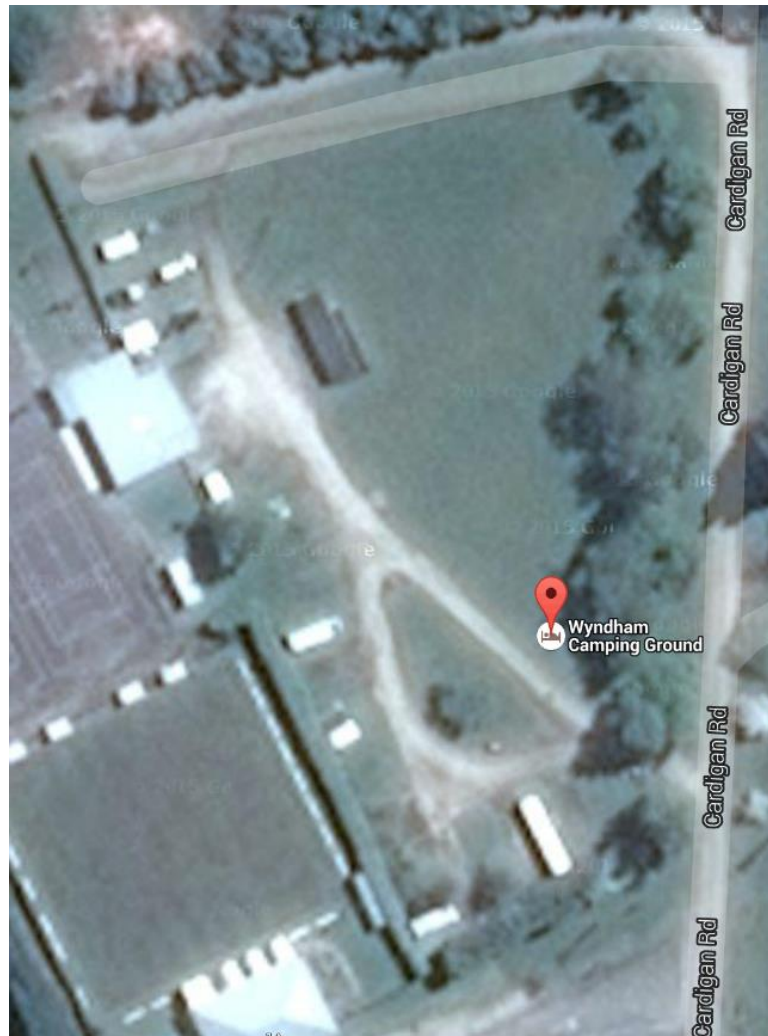
## Item 7.8 Attachment B

2014	November	6	4	0	0	10	86	84	977	\$1,147
2014	December	10	4	2	2	4	196	86	548	\$830
2015	January	?	4	3	1	16	180	78	1314	\$1,572
2015	February	8	6	2	2	6	164	78	1855	\$2,097
2015	March	10	5	3	1	3	324	188	1862	\$2,374
2015	April	5	5	-	1	6	238	70	570	\$878
2015	May	0	4	0	0	4	172	66	410	\$648
2015	June	0	0	0	0	0	0	0	0	\$0
2015	July	0	3	0	0	3	104	68	652	\$824
2015	August			Information missing						
2015	September									
2015	October	6	4	1	1	2	132	50	570.50	\$752.50
2015	November									
2015	December									
2016	January	4	4	1		8	122	76	540.00	\$738.00
2016	February		5	1	2	6	238	128	825.00	\$1,191.00
2016	March	7	5	1	2	5	218	130	720.00	\$1,068.00
2016	April	6	5	1	0	10	278	160	870.00	\$1,278.00

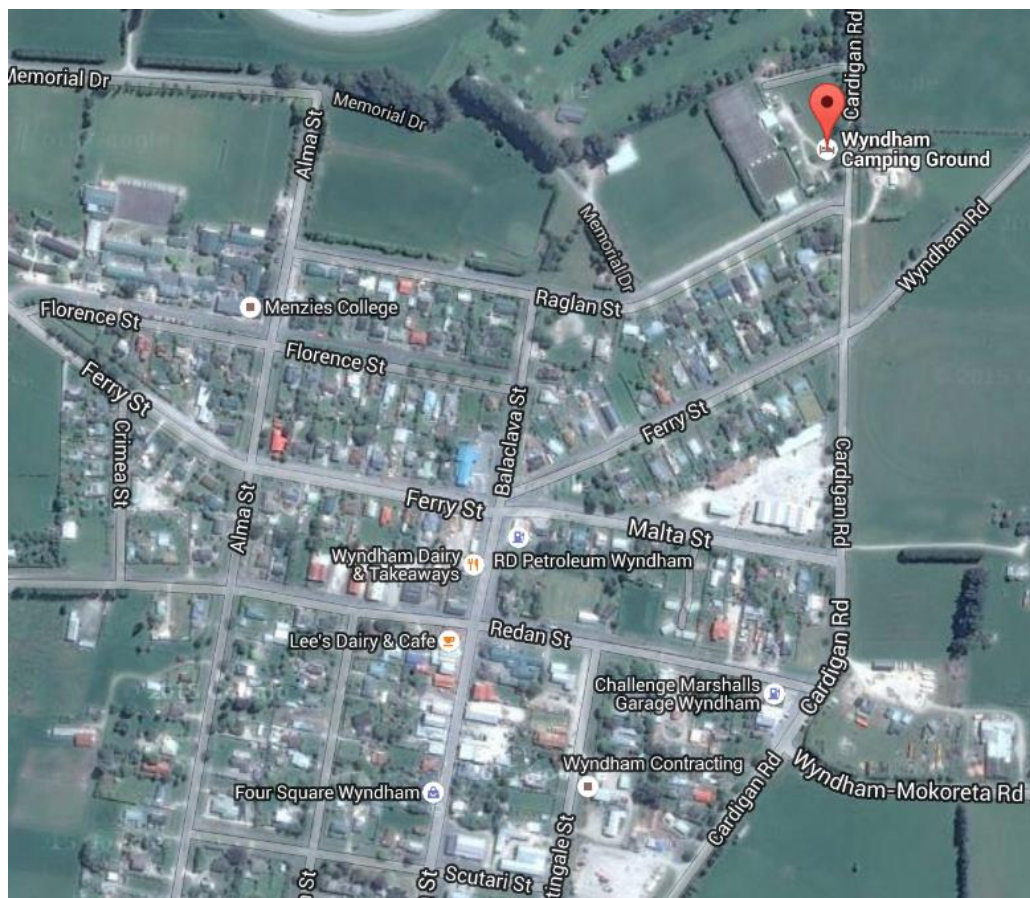


### 3.10. Location Maps

#### 3.10.1. Close up of Wyndam Camping Ground



## 3.10.2. Location of camping ground in relation to Wyndham



**3.11. Additional Information, for Version 2****3.11.1. Income received in camp fees / rentals at the Wyndham Camping Ground:**

Financial year	Value (excl GST)
13/14	\$17,727.84
14/15	\$15,379.26
15/16	\$12,433.25 YTD

**3.11.2. Example costs incurred for the 2014/2015 financial year**

This table shows which costs are likely to be incurred by Council vs the Lease holder:

29949 Camping Ground - Wyndham			
Income		Actuals 2014/2015	Comments
11312	Camp Fees	(15,379)	
Expenditure			
21311	Material Damage Insurance	1,147	Council cost
21513	Advertising - Other	185	Yellow pages ad
31211	Electricity	6,943	
31514	Caretaker / Attendants	3,023	Would no longer be relevant
31517	Cleaning	449	cost of toilet requisites / cleaning products
31527	Mowing	2,600	Council cost
31528	Rates	155	wheelie bins rubbish collection
35211	Maint - Electrical	1,449	purchased a new oven
35214	Maint - General	1,029	2 picnic tables, spider control etc
43366	Internal Rates expense	1,643	Council cost
43367	Internal Registered Premises	254	Council cost
Estimated leasee costs		8,761.54	
approx. Council costs		10,115.80	

**3.11.3. Current fees for the Wyndham Camping Ground.**

These were last reviewed in February 2011, effective 1 July 2011.

Site Type	Charge from 1 July 2011
<b>Power / Caravan Site</b>	\$12 per adult
	\$6 child under 13
<b>Tent Site (non-power)</b>	\$8 per adult
	\$6 child under 13
<b>Cabins</b>	\$40 two people
	\$12 extra adult
	\$6 child under 13
<b>Long term power sites</b>	\$65 single per week
	\$85 double per week
	\$110 family rate (maximum four people)
<b>Non occupied site charge</b>	\$5 per week

If you were to become the lease holder, you would have control over the fees set / received.



## Action Sheet - Edendale-Wyndham Community Board

Record No: R/16/7/11718  
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 26 July 2016.

### Attachments

- A Action Sheet 2 August 2016 [View](#)

# Edendale-Wyndham Community Board Action Sheet

## Open Action Items

### Item 7.9 Attachment A

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. <ul style="list-style-type: none"> <li>Due to issues with hall building over internal title boundary and neighbour access points onto hall property</li> <li>This has been delayed until resolved. Discussed onsite with Community Board Chair</li> </ul>
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. <ul style="list-style-type: none"> <li>The Board needs to be more specific of what is in breach of the lease conditions to be enforced. Please advise details.</li> </ul>
Tamara Dytor	07/06/2016	Draft Unmanned Aerial Vehicles Policy	Note that the Community Board approved the recommendations in the report and confirms that there are no local areas that should be considered as restricted or prohibited areas for the use of unmanned aerial vehicles.
Kushla Tapper	07/06/2016	Works and Finance Report to Edendale/Wyndham Community Board for the period ended 30 April 2016	Please action recommendations b, c, d and e. <ul style="list-style-type: none"> <li>Action point b) Requested prices from three contractors. Prices range from \$1200 to \$2000. This item will be included in the Works and Finance Report.</li> <li>Action point c) Summarised report attached in separate document.</li> <li>Action point d) Wyndham Camping Ground RFP was advertised in late May for closing 11 July in time for next meeting. This item will be included in the Works and Finance Report.</li> <li>Action Point e) Contractor approved by Council's Health and Safety process. Felling project well underway. Likely to be completed by the time of the next meeting.</li> <li>Footpath summary is included in the Works and Finance Report.</li> </ul>

Author	Due Date	Subject	Notes
			<ul style="list-style-type: none"> <li>Wyndham Camping Ground RFP (action item d) is included in a separate report for the 2 August meeting.</li> </ul>
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.

### Recently Closed Action Items

Author	Completion Date	Subject	Notes
Kevin McNaught	15/06/2016	Draft Unmanned Aerial Vehicles Policy	<p>Note that the Community Board considered the Draft Unmanned Aerial Vehicles Policy. Notify the affected lessees in the Edendale and Wyndham Community Board areas Once the policy has been approved.</p> <ul style="list-style-type: none"> <li>Action completed by: Kevin McNaught Noted</li> <li>This policy and others like the reserves and open spaces policy will be sent to all relevant parties when approved</li> </ul>
Tina Harvey	31/05/2016	Venture Southland - Update Report on the Proposed Edendale Community Centre Project	<p>Note that the Board approved recommendations in the report with changes. Action recommendations g to j as outlined above.</p> <ul style="list-style-type: none"> <li>Working alongside the Finance department to investigate options moving forward with funds currently allocated.</li> <li>Finance team preparing report for next Edendale Wyndham Community Board meeting.</li> <li>Action completed by: Tina Harvey Finance team preparing report for next meeting</li> </ul>



## Action Items Being Monitored

### Item 7.9 Attachment A

Author	Completion Date	Subject	Notes
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"> <li>Action completed by: Anne Robson 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.</li> </ul>