

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

Date: Tuesday, 25 February 2020

Time: 7pm

Meeting Room: Tokanui Toi Tois Lions Hall Venue: 42 Tokanui Haldane Road

Tokanui

Waihopai Toetoe Community Board Agenda OPEN

MEMBERSHIP

Interim Chairperson Members Pam Yorke Denise Fodie

Pani Grey-Thomas

Gay Munro

Melanie Shepherd

Member Elect George Stevenson Member Elect Andrea Straith

Councillor Paul Duffy

IN ATTENDANCE

Committee AdvisorFiona DunlopCommunity Partnership LeaderKaren PurdueCommunity Liaison OfficerTina Harvey

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

TYPE OF COMMITTEE	Community board	
RESPONSIBLE TO	Council	
	Each community board will have a relationship with the committees in section 8.4.2 to 8.4.5 of the delegations manual based on the scope of the activities/functions delegated to each committee.	
SUBCOMMITTEES	As noted in section 8.5 of the delegations manual various subcommittees will report to specific community boards.	
LEGISLATIVE BASIS	Resolution made by Council through the representation arrangements as per the Local Electoral Act 2001.	
	Role, status and membership as per subpart 2 of Part 4 of the Local Government Act 2002 (LGA).	
	Treaty of Waitangi as per section 4, Part 1 of the LGA.	
	Opportunities for Maori to contribute to decision-making processes as per section 14 of Part 2 of the LGA. Community boards delegated powers by Council as per schedule 7, clause 32, LGA.	
	Appointment of councillors to community boards as per section 50, LGA.	
MEMBERSHIP	Oreti and Waihopai Toetoe Community Boards have seven members elected by the local authority triennial elections plus a member appointed by Council. All other community boards have six members plus a member appointed by Council.	
	The chairperson is elected by the community board. Councillors who are not appointed to community boards can only remain for the public section of the community board meeting. They cannot stay for the public excluded section unless the community board agrees.	
FREQUENCY OF MEETINGS	Every second month but up to ten ordinary meetings a year	
QUORUM	Not less than four members	
KEY FUNCTIONS	to promote the social, economic, environmental and cultural well-being of local communities and in so-doing contribute to the realisation of Council's vision of one District offering endless opportunities	
	• to provide leadership to local communities on the strategic issues and opportunities that they face	
	 to be advocates and representatives for their local community and in so doing ensure that Council and other agencies have a clear understanding of local needs and aspirations 	
	to be decision-makers on issues that are delegated to the board by Southland District Council	
	to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community	

- to maintain an overview of the services Council delivers to its communities and assess the extent to which these services meet community needs
- to recommend the setting of levels of service and budgets for local activities.

DELEGATIONS

The community board shall have the following delegated powers and be accountable to Council for the exercising of these powers.¹

In exercising the delegated powers, the community board will operate within:

- 1) policies, plans, standards or guidelines that have been established and approved by Council
- 2) the needs of the local communities; and
- 3) the approved budgets for the activity.

Power to Act

The community board will prepare and implement programmes of work, which will be reflected in its community board plan, which are relevant to the purposes of the community board that are consistent with the long term plan and annual plan processes of Council. Such programmes are to include budgetary provision for all costs associated with the work.

Community Well-Being

- 4) to develop local community outcomes that reflect the desired goals for their community/place
- 5) to monitor the overall well-being of local communities and use the information gathered to inform development of local strategies to address areas of need
- 6) work with Council and the community to develop a community board plan for the community of interest area working in with any community plans that may exist.

Community Leadership

- 7) communicate and develop a relationship with community organisations, local groups, and special interest groups within the local community of interest
- 8) identify key issues that will affect their community of interest's future and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities
- 9) promote a shared vision for the community of interest area and develop and promote ways to work with others to achieve positive outcomes
- 10) provide a local community perspective on Council's long term plan key performance indicators and levels of service as detailed in the long term plan, and on local expenditure, rating impacts and priorities.

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¹ Local Government Act 2002, s.53

Advocacy

- 11) submissions
 - a) authority to make recommendations to Council on matters to be considered in submissions Council may make to external organisations' regional or national policy documents, select committees
 - b) authority to make submissions to Council or other agency on issues within its community of interest area
 - c) authority to make submissions to Council on bylaws and recommend to Council the level of bylaw service and enforcement to be provided, having regard to the need to maintain consistency across the District for all Council bylaws.
- 12) authority to prepare a submission to Council on the proposed levels of service, income and expenditure within the community of interest area, for consideration as part of the long term plan/annual plan process
- 13) provide comment by way of the formal Annual Plan/Long Term Plan process on relative priorities for the delivery of District services and levels of service within the community board area.

District activities include:

- a) wastewater
- b) solid waste
- c) water supply
- d) parks and reserves
- e) roading
- f) libraries
- g) cemeteries
- h) emergency management
- i) stormwater
- j) public toilets
- k) community housing
- 14) Council will set the levels of service for District activities if a community board seek a higher level of service they will need to recommend that to Council and it will need to be funded in an appropriate way (locally).

Community Assistance

- 15) authority to establish prioritisation for allocation based on an overarching set of criteria from council to guide the scope of the activity
- 16) authority to grant the allocated funds from the Community Partnership Fund

17) authority to allocate bequests or grants generated locally consistent with the terms of the bequest or grant fund

Northern Community Board

18) make decisions regarding funding applications to the Northern Southland Development Fund. The Northern Community Board may invite a representative of the community of Dipton to take part in the decisions on applications to the Northern Southland Development Fund.

Unbudgeted Expenditure

Approve unbudgeted operating expenditure for local activities of up to \$20,000.

Approve up to a \$20,000 increase in the projected cost of a budgeted capital works project/item that is included in the annual plan/LTP.

Authority to delegate to the chief executive, when approving a project definition/business case, over-expenditure of up to \$10,000 for capital expenditure against the budget detailed in the Annual Plan/LTP.

Service Delivery

Local Activities

For activities within the local activities category, the community board shall have authority to:

- recommend to Council levels of service for local activities having regard to Council budgets within the Long Term Plan and Annual Plan process
- b) recommend to Council the rates and/or user charges and fees to fund the local activities
- c) accept donations of a local asset eg a gas barbeque, park bench, etc with a value of less than \$20,000.
- d) approve project definitions/business cases for approved budgeted capital expenditure up to \$300,000
- e) recommend to the Services and Assets Committee the approval of project definitions/business case and procurement plant for capital expenditure over \$300,000 and/or any unbudgeted capital expenditure
- f) monitor the performance and delivery of the service in meeting the expected levels of service
- g) facilitate the development of local management plans (for subsequent recommendation to Council), where required by statute or in support of District or other plans for reserves, harbours, and other community facilities, except where powers:
 - have been delegated to Council officers; or
 - would have significance beyond the community board's area or otherwise involves a matter of national importance (Section 6 Resource Management Act 1991); or

• involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise.

Local activities include:

- i) community leadership
- ii) local halls and community centres (within Council's overarching policy for community facilities)
- iii) wharves and harbour facilities
- iv) local parks and reserves
- v) parking limits and footpaths
- vi) Te Anau/Manapouri Airport (Fiordland Community Board)
- vii) Stewart Island Electricity Supply Authority (SIESA) (Stewart Island/Rakiura Community Board)
 - (i) for the above two local activities only
 - (ii) recommend levels of service and annual budget to the Services and Assets Committee
 - (iii) monitor the performance and delivery of the service
- 19) naming reserves, structures and commemorative places
 - a) authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places.
- 20) naming roads
 - a) authority to decide on the naming for public roads, private roads and rights of way
- 21) assist the chief executive by providing comment (through the board chairperson) to consider and determine temporary road closures applications where there are objections to the proposed road closure.

Rentals and Leases

In relation to all leases and licences of land and buildings for local activities within their own area, on behalf of Council;

- a) accept the highest tenders for rentals more than \$10,000
- b) approve the preferential allocation of leases and licenses where the rental is \$10,000 or more per annum.

Environmental management and spatial planning

- 22) provide comment on behalf of the relevant community/communities on resource consent applications referred to the community board for comment.
- 23) recommend to Council the level of bylaw service and enforcement to be provided within the community, having regard to the need to maintain consistency across the District.
- 24) provide advice to Council and its committees on any matter of interest or concern to the community board in

- relation to the sale of alcohol where statutory ability exists to seek such feedback.
- 25) provide input into regulatory activities not otherwise specified above where the process allows.
- 26) recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the board has made submissions; ability to provide input to support the development of community planning for a civil defence emergency; and after an emergency event, to provide input and information to support community response efforts.

LIMITS TO DELEGATIONS

No financial or decision making delegations other than those specifically delegated by Council.

The community board shall only expend funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its Long Term Plan/Annual Plan. In accordance with the provisions of section 39(2) of Schedule 7 the board may not incur expenditure in excess of the approved budget.

Matters which are not Delegated

Southland District Council has not delegated to community boards the power to:

- make a rate or bylaw
- acquire, hold or dispose of property
- direct, appoint, suspend or remove staff
- engage or enter into contracts and agreements and financial commitments
- institute an action for recovery of any amount
- issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like;
- institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the community board has made submissions.

CONTACT WITH MEDIA

The community board chairperson is the authorised spokesperson for the board in all matters where the board has authority or a particular interest.

Board members, including the chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the board's delegations.

The assigned Executive Leadership Team member will manage the formal communications between the board and its constituents and for the board in the exercise of its business. Correspondence with central government, other local

	government agencies or official agencies will only take place through Council staff and will be undertaken under the name of Southland District Council.
REPORTING	Community boards are unincorporated statutory bodies which are elected to represent the communities they serve. The boards maintain bound minute books of their own meetings.

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Apologies

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

Leave of absence

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

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.

Public Forum

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

Extraordinary/Urgent Items

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

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

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

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

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

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

Confirmation of Minutes

Meeting minutes of Waihopai Toetoe Community Board, 15 November 2019



Waihopai Toetoe Community Board OPEN MINUTES

Minutes of a meeting of Waihopai Toetoe Community Board held in the Edendale Presbyterian Church, Corner of Melvin and Brydone Streets, Edendale on Friday, 15 November 2019 at 3.01pm.

PRESENT

Interim Chairperson Members Pam Yorke Denise Fodie

Pani Grey-Thomas Melanie Shepherd Councillor Paul Duffy

APOLOGIES

Gay Munro

IN ATTENDANCE

Mayor Gary Tong
People and Capability Manager – Janet Ellis
Committee Advisor - Fiona Dunlop
Community Partnership Leader - Karen Purdue
Communications Specialist – Kate Buchanan
Policy and Strategy Manager – Michelle Stevenson

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1 Apologies

Mayor Gary Tong welcomed all present and advised that there were apologies from Gay Munro.

Moved Denise Fodie, seconded Mel Shepherd and resolved:

That the apologies be accepted.

2 Making and Attesting of Members' Declarations

Record No: R/19/10/22617

Mayor Tong was present to witness the declarations from each of the Board members and called each member forward to make their declaration as an elected member of the Waihopai Toetoe Community Board.

I, DENISE MARY FODIE, PANI LEONA GREY-THOMAS, MELANIE JAYNE SHEPHERD, PAMELA JOAN YORKE, and PAUL DUFFY, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of Southland District, the powers, authorities, and duties vested in, or imposed upon me as member of the Waihopai Toetoe Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Each of the members signed their declaration and were counter signed by Mayor Tong.

Resolution

Moved Pam Yorke, seconded Denise Fodie and resolved:

That the Waihopai Toetoe Community Board:

- a) Receives the report titled "Making and Attesting of Members' Declarations" dated 6 November 2019.
- b) Determines that this matter or decision be recognised not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Notes that the Mayor has received and witnessed the declaration of the Waihopai Toetoe Community Board members.



3 Election of Chair and Deputy Chair

Record No: R/19/10/24025

The Board discussed the issue of not having the full complement of Board members yet and that a by-election is scheduled to be held for the two vacancies. A Board member was also absent and it was agreed that there be an interim chair until the Board is up to its full membership.

Moved Denise Fodie seconded Pam Yorke recommendations a to d which were put and declared CARRIED.

Mayor Tong called for nominations for the Interim Chair the Waihopai Toetoe Community Board.

Moved Denise Fodie that Paul Duffy be the interim chair of the Board until the February 2020 meeting. **There was no seconder for the motion.**

Moved Pani Grey-Thomas that Melanie Shepherd be the interim chair of the Waihopai Toetoe Community Board until the February 2020 meeting. **There was no seconder for the motion.**

Moved Paul Duffy, seconded Melanie Shepherd that Pam Yorke be the interim chair of the Waihopai Toetoe Community Board until the February 2020 meeting. **The motion was put and declared CARRIED.**

Moved Denise Fodie, seconded Pani Grey-Thomas that the Waihopai Toetoe Community Board agrees that the election of a Board member as the Deputy Chair be held over until the February 2020 meeting. The motion was put and declared CARRIED.

Final resolution

That the Waihopai Toetoe Community Board:

- a) Receives the report titled "Election of Chair and Deputy Chair" dated 5 November 2019.
- b) Determines that this matter or decision be recognised 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 use system A the election of the Chair and Deputy Chair.



- e) Elects Board member <u>Pam Yorke to be the interim</u> Chair of the Community Board until the February 2020 meeting.
- f) Elects a Board member to the Deputy Chair of the Community Board for the 2019/2022 triennium.
- f) Agrees that the election of a Board member as the Deputy Chair be held over until the February 2020 meeting.

Interim Chair Pam Yorke assumed the chair.

4 Leave of absence

There were no requests for leave of absence.

5 Conflict of Interest

There were no conflicts of interest declared.

6 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

Reports

7 General Explanation from Chief Executive

Record No: R/19/10/24024

People and Capability Manager Janet Ellis was present for this item.

Mrs Ellis advised that the purpose of the report was to provide elected members with a general explanation of the laws affecting them in their role.

The Board noted that the chief executive of a local authority is bound by clause 21(5) of schedule 7 of the Local Government Act 2002 to provide an explanation to elected members on certain legislation which controls the way in which the Council's business may be conducted and the way in which elected members are required to undertake their duties.

Resolution

Moved Pam Yorke, seconded Denise Fodie and resolved:

That the Waihopai Toetoe Community Board:

a) Receives the report titled "General Explanation from Chief Executive" dated 4 November 2019.

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- b) Determines that this matter or decision be recognised 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.

8 Terms of Reference and Delegations 2019 - 2022 Governance Structure

Record No: R/19/10/24026

Committee Advisor – Fiona Dunlop was present for this item.

Miss Dunlop advised that the purpose of the report was to advise the Community Board of the Terms of Reference and Delegations for Southland District Council Community Boards for the 2019/2022 Triennium which were approved by Council at its meeting on Friday 1 November 2019.

The Board noted that the terms of reference and declarations for the community boards reflect the new structure and the representative leadership pillar supporting the community governance concept that Council has progressed.

Resolution

Moved Denise Fodie, seconded Melanie Shepherd and resolved:

That the Waihopai Toetoe Community Board:

- a) Receives the report titled "Terms of Reference and Delegations 2019 2022 Governance Structure" dated 4 November 2019.
- b) Determines that this matter or decision be recognised not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Notes that the Delegations Manual containing terms of reference and delegations for the governance structure including Community boards was adopted by Council at its meeting on Friday 1 November 2019.



9 Date and Time of First Meeting of the Waihopai Toetoe Community Board Record No: R/19/10/24027

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

Miss Dunlop advised that the purpose of the report recommends the setting of the date for the first Community board meeting of the 2019/2022 triennium.

The Board noted that the Local Government Act 2002 [Schedule 7, Clause 21(5)(d)] requires the Board, at its first meeting following a triennial general election, to fix the date and time of the first meeting of the Board, or to adopt a schedule of meetings.

Resolution

Moved Pani Grey-Thomas, seconded Denise Fodie **recommendations a to c and d with a change** (as indicated) and resolved:

That the Waihopai Toetoe Community Board:

- a) Receives the report titled "Date and Time of First Meeting of the Waihopai Toetoe Community Board" dated 7 November 2019.
- b) Determines that this matter or decision be recognised not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Agrees that the first meeting of the Waihopai Toetoe Community Board will be held at 7pm on Tuesday 25 February 2020 in the Lions Hall in Tokanui.

10 Adoption of 2019 Standing Orders

Record No: R/19/10/22579

People and Capability Manager – Janet Ellis was present for this item.

Mrs Ellis advised that the purpose of the report was to recommend that the Waihopai Toetoe Community Board adopts the set of Standing Orders as attached to the officer's report.

Resolution

Moved Melanie Shepherd, seconded Pam Yorke and resolved:

That Waihopai Toetoe Community Board:



- a) Receives the report titled "Adoption of 2019 Standing Orders" dated 6 November 2019.
- b) Determines that this matter or decision be recognised as 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 adopt the Standing Orders (attachment a to the officer's report) and
 - i. That the Chair of the Community Board has both a deliberative and casting vote (s.o.19.3)
 - ii) That members have the right to attend by an audio or audio-visual link (s.o.13.7)
 - iii. That Option C (s.o.22.4) be the default option for speaking and moving motions.

11 Elected Members Code of Conduct

Record No: R/19/10/24023

People and Capability Manager – Janet Ellis was present for this item.

Mrs Ellis advised that the purpose of the report was to present the Elected Members Code of Conduct to the Community Boards for information which was approved by Council at its meeting on 1 November 2019.

Resolution

Moved Melanie Shepherd, seconded Pam Yorke and resolved:

That the Waihopai Toetoe Community Board:

- a) Receives the report titled "Elected Members Code of Conduct" dated 4 November 2019.
- b) Determines that this matter or decision be recognised not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.



d) Notes the Elected Members Code of Conduct agreed to by Council at its meeting on 1 November 2019 for the Mayor and Councillors and members of the Community Boards, all Committees and Subcommittees of the Southland District Council.

12 Playground Update

Record No: R/19/10/24145

Community Facilities Contracts Manager – Angie Hopkinson was present for this item.

Ms Hopkinson advised that the purpose of the report was to share information in regards to the management of the Council playgrounds throughout the district as well as the recent playground audit.

Resolution

Moved Melanie Shepherd, seconded Pani Grey-Thomas and resolved:

That the Waihopai Toetoe Community Board:

- a) Receives the report titled "Playground Update" dated 31 October 2019.
- 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.

13 Direction-setting for Annual Plan 2020/2021

Record No: R/19/10/23448

Strategy and Policy Manager – Michelle Stevenson advised that the purpose of the report was to confirm the direction determined for the third year of the 2018-2028 Long Term Plan.

The Board considered the information in the report and made several changes which are reflected in the resolutions below.

Resolution

Moved Pam Yorke, seconded Denise Fodie recommendations a to c, d with changes (<u>as indicated</u>), e with changes (<u>as indicated</u>) and f with changes (<u>as indicated</u>) and a new g (<u>as indicated</u>).

That the Waihopai Toetoe Community Board:



- a) Receives the report titled "Direction-setting for Annual Plan 2020/2021"
- b) Determines that this matter or decision be recognised 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 that the budgets for the year commencing 1 July 2020 be adopted for inclusion in Council's Draft 2020/2021 Annual Plan with the following changes:
 - (i) Requests that the \$7,690 for a scoping project report from the former Edendale/Wyndham Community boundary rating areas beautification to be included in the costs and funding for the Waihopai Toetoe Community Board.
 - (ii) Requests that the business unit 27850 Tokanui Hall general maintenance budget ensure that there is an allowance for the borer control of approximately \$400 and note that this will have an impact on rates.
 - (iii) Request that the Tokanui business units be clarified for Ward contribution and overall impact on rates and amended accordingly.
- e) Recommends to Council the setting of the following rates and charges (including GST) for the year commencing 1 July 2020 based on the approved budgets in (d) above with a change to the Edendale/Wyndham Community Board Rate.

Rate Description	Rate (GST Incl)	
Edendale/Wyndham Community Board Rate	\$189,889 \$197,579	
	(Noting that this is the	
	2019/2020 amount)	
Edendale/Wyndham Hall Rate	\$15,094	
Gorge Road Community Development Area	\$6,141	
Rate		
Tokanui Community Development Area Rate	\$14,571	
Tokanui/Quarry Hills Hall Rate	\$9,601	
Woodlands Community Development Area	\$14,380	
Rate		
Woodlands Septic Tank Cleaning Rate	\$3,502	

f) Recommends to Council the setting of the following hall fees and charges (including GST) for the year commencing 1 July 2020, for inclusion in Council's Draft 2020/2021 Annual Plan with changes to the Tokanui-Quarry Hills Hall fees and charge description.

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Fee/Charge Description	Fee/Charge (GST Incl)
Edendale-Wyndham Hall	
All day hire (8 hours)	\$80.00
Day and night hire (Main Hall)	\$150.00 - \$240.00
Committee Room	\$30.00
Supper Room	\$30.00
Kitchen and Supper Room	\$40.00
Kitchen and Committee Room	\$40.00
Bond may be imposed at the discretion of the Custodian (No GST)	\$1,000.00
Tokanui-Quarry Hills Hall	
All day hire (8 hours)	\$55.00
All day & night hire	\$70.00
Regular sports team	\$12.00
Occasional sports team	\$15.00
Lounge/Supper room	\$15.00
Supper room and kitchen	\$25.00
Chair hire (each)	\$0.20
Table hire (each)	\$0.10
All day hire	<u>\$70</u>
Half day hire	<u>\$30</u>
<u>Supper room</u>	<u>\$20</u>
Supper room with kitchen/catering	<u>\$30</u>
Sports clubs regular	<u>\$15</u>
Sports clubs occasional	<u>\$20</u>
<u>Funerals</u>	No charge
<u>Trestles</u>	<u>\$10</u>
<u>Chairs</u>	<u>\$1</u>
<u>Pie warmer</u>	<u>\$10</u>
<u>Cups</u>	\$10 a drawer
	(approx. 45 cups

New g) Agrees to grant a delegated authority to the Interim chair of the Board and Ward appointed councillor to ensure that rating information numbers are appropriate for inclusion in the 2020/2021 annual plan.

The meeting concluded at 6pm.	CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE WAIHOPAI TOETOE COMMUNITY BOARD HELD ON FRIDAY 15 NOVEMBER 2019.
	DATE:
	CHAIRPERSON:



Making and Attesting of Members' Declarations

Record No: R/20/2/3502

Author: Steve Ruru, Chief Executive Approved by: Steve Ruru, Chief Executive

oxdot Decision oxdot Recommendation oxdot Information

Purpose

1 To enable the making and attesting of declarations of office by Community Board members.

Executive Summary

- 2 Elected members take up office on the day after the official declaration of the election results is publicly notified. However, they cannot make any decisions or otherwise act as a member until they have made an oral declaration and made a written declaration in the form set out in clause 14, Schedule 7 of the Local Government Act 2002.
- 3 The oath for the Community Board members elect is taken at the inaugural meeting of the Community Board. However there are circumstances when members make an oath at a time that is not an inaugural meeting.
- If a member was unable to be present at the inaugural meeting or has been elected by a byelection, then the oath is made at a meeting as soon as practicable following the by-election or at a meeting where the members elect are present. The Mayor or his nominee will receive and witness the declarations of the Community Board.

Recommendation

That the Waihopai Toetoe Community Board:

- a) Receives the report titled "Making and Attesting of Members' Declarations" dated 12 February 2020.
- b) Determines that this matter or decision be recognised not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Notes that the Mayor has received and witnessed the declarations of the Waihopai Toetoe Community Board members.

Waihopai Toetoe Community Board 25 February 2020

Background

The Local Government Act 2002, Schedule 7 clause 14 requires the Community Board members elect to make oral declarations and also a written declaration before they can act as a member of the Community Board and is follows:

Declaration by mayor or chairperson or member

"I, AB, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of [region or district], the powers, authorities, and duties vested in, or imposed upon, me as [mayor or chairperson or member] of the [local authority] by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act

Dated at: [place, date]

Signature:

Signed in the presence of:

CD, [mayor or chairperson or member or chief executive of local authority]".

Issues

There is a need for the Community Board members elect to make the required declarations before they can act.

Factors to Consider

Legal and Statutory Requirements

7 The Local Government Act 2002 clearly outlines the procedure that must be undertaken to enable the Community Board members to act as members of the Community Board.

Community Views

8 The community would expect newly elected members to make the declarations as required.

Costs and Funding

9 There are no costs.

Policy Implications

10 There are no policy implications.

Analysis

Options Considered

Option 1 - Making and attesting of declarations

Advantages	Disadvantages
Is consistent with the statutory requirements	None identified.
Will enable the Community Board to conduct its business.	

Waihopai Toetoe Community Board 25 February 2020

Option 2 – Not making and attesting of declarations

Advantages	Disadvantages	
There are no advantages	The Community Board would not be able to conduct its business.	

Assessment of Significance

11 This a routine administrative matter and therefore is not considered significant.

Recommended Option

12 The recommended option is option 1 to make and attest declarations to enable the Community Board to conduct its business.

Next Steps

13 Proceed with the remainder of the agenda following the making and attesting of declarations.

Attachments

There are no attachments for this report.



Election of Chair and Deputy Chair

Record No: R/19/11/26843

Author: Fiona Dunlop, Committee Advisor

Approved by: Rex Capil, Group Manager Community and Futures

☑ Decision □ Recommendation □ Information

Purpose

- This report calls for the election of a Community Board Chairperson as required under clause 37, Schedule 7 of the Local Government Act 2002 ('the Act').
- The report also provides the opportunity for the Community Board to appoint a Deputy Chairperson to act for the Chairperson if he or she is unable to perform his or her duties.

Executive Summary

- 3 The Waihopai Toetoe Community Board at their first meeting on Friday 15 November 2019, did not elect a Chair or Deputy Chair as they chose to wait until the By-election for two members had been conducted.
- 4 Community Boards are required by statute, to elect Chairperson. The Community Board may also wish to appoint a Deputy Chairperson who will be called on to fulfil the duties of the Chairperson if he or she is unable to perform his or her duties. All community board members are eligible to be nominated for these roles.
- Prior to electing the chair and deputy chair, the Board must decide which voting system to use. Clause 25 of schedule 7 of the Local Government Act 2002 stipulates that a voting system must be used for certain appointments and the options for this are outlined below.
- 6 There are two options of voting system A and system B.
 - (3) System A-
 - requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and
 - (b) has the following characteristics:
 - (i) there is a first round of voting for all candidates; and
 - if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
 - (iii) if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
 - (iv) in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.
 - (4) System B-
 - (a) requires that a person is elected or appointed if he or she receives more votes than any other candidate; and
 - (b) has the following characteristics:
 - there is only 1 round of voting; and
 - (ii) if 2 or more candidates tie for the most votes, the tie is resolved by lot.

Recommendation

That the Waihopai Toetoe Community Board:

- a) Receives the report titled "Election of Chair and Deputy Chair" dated 12 February 2020.
- b) Determines that this matter or decision be recognised 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 use system A the election of the Chair and Deputy Chair.
- e) Elects a Board member to the Chair of the Community Board for the 2019/2022 triennium.
- f) Elects a Board member to the Deputy Chair of the Community Board for the 2019/2022 triennium.

Background

The Southland District Council requires, by statute, the election of a Chairperson to its community boards. The Community Board may also wish to appoint a Deputy Chairperson who will be called on to fulfil the duties of the Chairperson if he or she is unable to perform his or her duties. All community board members are eligible to be nominated for these roles.

Issues

- 8 The system of voting for the position of Chairperson and Deputy Chairperson is "First Past the Post" by using either system A or B.
- 9 System A requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting.
- System A works by having a first round of voting for all candidates. If no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded. Then if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded. Should the result be tied, then the decision is decided by lot. This could be the toss of a coin or the drawing a name out of a hat.
- 11 System B requires that a person is elected or appointed if he or she receives more votes than any other candidate.

Waihopai Toetoe Community Board 25 February 2020

- System B works by there being only 1 round of voting; and if 2 or more candidates tie for the most votes, the tie is resolved by lot. (toss of a coin or the drawing a name out of a hat.)
- 13 There are no requirements for a formal nomination the Mayor, or their nominee, will call for nominations at the Inaugural Meeting of the Community Board. Members may be nominated for these roles *in absentia*, but cannot vote.
- 14 The term of office for the Chairperson and, if appointed, the Deputy Chairperson of the Community Board shall be for the duration of the 2019/2022 triennium. However, a member may terminate (or have terminated) their office by:
 - Resigning as Chairperson or Deputy Chairperson.
 - A majority decision of the Community Board.
 - A resolution of the Community Board.
 - Being no longer eligible to hold office.
- The Chairperson of the Community Board is responsible for ensuring that the decisions of the Board are consistent with the powers delegated to it by Southland District Council. The Chairperson is responsible for ensuring that the conduct of business is carried out in an orderly way and in accordance with Standing Orders, and any other statute that may apply from time-to-time
- 16 The role of Chairperson includes:
 - Chairing meetings
 - Review/monitor board work programme and agendas with appropriate staff
 - Address delegated routine matters outside of a board meeting
 - Manage media enquiries relating to community board business
 - Prepare a chairperson's report to be included in each board agenda
- 17 It is recommended that once elected the Chair undertake Chairs training and mentoring at the start of the triennium.
- 18 If the Chairperson is absent or incapacitated, the Deputy Chairperson must perform all of the responsibilities and duties, and exercise any powers, of the Chairperson:
 - with the consent of the Chairperson at any time during the temporary
 - absence of the Chairperson;
 - without that consent, at any time while the Chairperson is prevented by illness or some other
 cause from performing the responsibilities and duties, or exercising the powers, of his or her
 role;
 - while there is a vacancy for the role of Chairperson.
- 19 In the absence of proof to the contrary, a Deputy Chairperson acting as Chairperson is presumed to have the authority to do so.
- A Deputy Chairperson continues to hold his or her position so long as he or she continues to be a member of the Community Board or until the election of his or her successor, or until the close of the 2019/2022 triennium.
- In accordance with voting procedures the Community Board is called on to elect members to the position of Chairperson and, if it chooses to do so, to appoint a Deputy Chairperson.

Waihopai Toetoe Community Board

25 February 2020

Factors to Consider

Legal and Statutory Requirements

22 The Southland District Council requires, by statute, the election of a Chairperson to its community boards.

Community Views

23 There are no community views

Costs and Funding

24 The Chair is remunerated for the role and the Deputy is not remunerated.

Policy Implications

25 There are no policy implications

Analysis

Options Considered

26 There are two options to consider – system A or system B

Analysis of Options

Option 1 - System A

Advantage	Disadvantage	
Has more of a focus on voting for a position	Can take more than one round to achieve a result especially if there is more than two candidates	

Option 2 – System B

Advantage	Disadvantage	
Less steps in achieving a result if there are	Does not have the same focus on voting	
more than two candidates	for a position	

Recommended Option

27 The recommended option is system A.

Assessment of Significance

28 This is not considered significant.

Next Steps

29 The person elected as Chair will have the relevant administrative matters updated to reflect the responsibilities.

Waihopai Toetoe Community Board 25 February 2020

Attachments

There are no attachments for this report.



Community Leadership Report for Waihopai Toetoe Community Board

Record No:

Author:

Approved by:

Becommendation

R/20/2/3351

Karen Purdue, Community Partnership Leader

Janet Ellis, People and Capability Manager

□ Decision

□ Recommendation

□ Information

Purpose

1 To update the board on the community leadership activities in the Waihopai Toetoe board area.

Recommendation

That the Waihopai Toetoe Community Board:

a) Receives the report titled "Community Leadership Report for Waihopai Toetoe Community Board" dated 12 February 2020.

Attachments

A Waihopai Toetoe Community Leadership Report - 25 February 2020 J



What's happening in your area

Community Partnership Fund

Council agreed at its July 2019 meeting to change the way they allocate funding to community groups. The Community Initiatives Fund is a contestable fund that Council allocates twice a year. Council had decided to reallocate the funds over the nine community boards and retain a smaller amount (35%) for Council to allocate to District wide projects and initiatives. The fund will be renamed the 'Community Partnership Fund'.

This means that as of 1 July 2020, each community board has a one-off allocation of \$25,473 to be spent in the 2020/2021 year from the Community Initiatives Fund reserve. Additionally, each community board will receive an annual amount calculated on an equal share of 50% of the funds, and the remaining 50% allocated on population base.

This money is rated from the District, and any amount not utilised at the end of the financial year will be retained in a District reserve for allocation by Council to District wide projects and initiatives.

The community board may wish to consider adding additional local rates funding to further support their local initiatives and increase the amount available to allocate by way of the Community Partnership Fund. This will require the community board to determine an extra amount it wishes to allocate and locally rate accordingly. This will have to be put to Council.

COMMUNITY BOARD	50% PA POPULATION	ONE-OFF CONTRIBUTION TO	TOTAL FUNDING
	AND 50% PA EQUAL	BOARDS FROM COMMUNITY	AVAILABLE FOR
	DISTRIBUTION (A)	INITIATIVES RESERVE (B)	2020/2021 (C)
Waihopai Toetoe	\$11,213	\$25,473	\$36,686

Staff are currently working on the development of guiding principles for the allocation of the fund. Below is the proposed timeline. We aim to workshop this with you in March/April 2020.

- 11 February 2020 Draft guiding principles presented to Community and Strategy Committee for endorsement
- March/April 2020 Workshops with community boards to determine criteria for Community Partnership Fund
- 6 May 2020 Guiding principles and funding criteria for each community board presented to community and strategy for endorsement
- 1 July 2020 Community Partnership Fund comes into effect.

9 Attachment A Page 34

The community leadership team will also be working with the board and Council's communications team to discuss how to get the word out and about in our communities.

Upcoming funding deadlines

Council provides funding and also administers funding on behalf of other organisations. The following funds have deadlines of 31 March 2020:

- Creative New Zealand
- · Community Initiatives Fund
- Sport NZ rural Travel Fund
- Northern Southland Development Fund
- Ohai Railway Fund
- · Stewart Island Rakiura Visitor Levy Fund
- Southland District Council Heritage Fund

The application forms and guides can be found at https://www.southlanddc.govt.nz/my-council-funding-and-grants-/application-form/

Community board plans

A workshop with the Waihopai Toetoe Community Board was held on Tuesday 28 January 2020.

Members of the community board and Council's community leadership team were in attendance.

The board was provided with hard copies of the results of the engagement that has been carried out to date. This included the following;

- summary documents from the elected members workshop held in Gorge Road on Tuesday 18 June
 2019
- a full copy of the Waihopai Toetoe workshop summary document (including draft actions) from the workshop held in Edendale in September 2019
- youth survey summary
- community survey summary
- business survey summary
- community board area map.

The main focus of the discussions was to agree on a vision and outcomes for the board.

Some minor changes were requested and some assistance from the comms team in regard to the wording proposed in the vision statement.

Next steps include liaison with iwi and the wider community, and finalising the actions that the board will achieve in partnership with Council, the community and stakeholders.

Local Initiatives

South Catlins Charitable Trust – Extension to Smiths Bush walking track

SDC staff are working alongside the South Catlins Charitable Trust with funding advice and assistance for the extension to the Smiths Bush walking track.

9 Attachment A Page 35

The Smiths Bush Walking Track is located within the living forest at Curio Bay and is part of the wider development of the area.

Wyndham / Edendale Proposed Local Skate /Cycle Park

Staff are working alongside the community with initial planning stages for a proposed local skate/cycle park. Planning is underway for the setting up of charitable trust to drive this potential development.

Wyndham Museum

Ongoing support is being provided to the Wyndham and Districts Historical Society with planning for their future redevelopment of the museum and its collections.

Tokanui Railway / Timber Heritage Project

SDC staff have had initial meetings with a group in Tokanui who are in the early planning stages for the possible development of a railway / timber history display.

What's happening outside your area

District/regional Initiatives

The community leadership team is working on a wide range of projects across the District at present.

These include the following;

- local beautification projects
- · extensions to walking tracks
- skate/cycle park project planning
- · providing support to a local museum that needs a new building
- · assisting in the early planning stages of a possible railway/timber history display
- · assistance with the formation of local interest groups
- · Milford Opportunities Project
- Stewart Island Opportunities Project
- · Stewart Island Future Opportunities

National initiatives

Sport New Zealand

We understand that Sport New Zealand are working to develop an online guide that will assist several sporting clubs to merge into one new entity. It is a challenging time for groups, clubs and organisations in our communities and many are struggling to find committee members and volunteers. These clubs often strongly want to protect their own unique identify and history however, this often comes at a cost of defeating their future if they don't look at longer term solutions.

Further information will be provided once the online tool has been released.

9 Attachment A Page 36

Camping ground regulations review

The minister of tourism set up the Responsible Camping Working Group in April 2018 as a partnership between the government, local government and industry. The purpose of the working group was to provide recommendations to the minister of tourism on policy, regulatory and implementation options for the improved management of freedom camping in New Zealand.

The minister of tourism asked the working group to recommend the place of freedom camping in New Zealand's tourism and recreation offering. The working group considered that responsible camping in our public places has a place in New Zealand, and that we should protect New Zealanders' rights to access and use our public spaces.

The minister also tasked the working group with identifying criteria to assess proposed responsible camping solutions. These included;

- a review of the Freedom Camping Act 2011
- · ensuring there is national consistency in responsible camping rules across New Zealand
- · a review of the compliance regime to ensure it is an effective deterrent to unwanted behaviour
- · a review of the administration system for the standard for self-containment of motor caravans
- a review of the Camping-Grounds Regulations 1985

SDC staff are keeping a watching brief as to developments concerning the above particularly in regards to any possible changes to the Freedom Camping Act 2011 and the Camping Ground Regulations 1985.

What's coming up in the next couple of months?

National initiatives

The Heritage EQUIP (Earthquake upgrade incentive programme) provides funding and advice to help private owners earthquake strengthen their earthquake prone heritage buildings. This fund is administered by the Ministry of Culture & Heritage and provides both upgrade works grants and professional advice grants. For information about eligibility for these grants and resources to guide building owners, see our Heritage EQUIP website.

To be considered at the next assessment meeting, applications must be received by 29 March 2020.

Strategy and policy

The current Animals, Poultry and Bees Bylaw was adopted by Council on 30 June 2010 and is due to be reviewed by 30 June 2020. In 2012, Council adopted a dispensation to the bylaw for the urban zone Ohai, which allows residents who live in that zone to keep animals not otherwise permitted by the current bylaw. On 12 February, staff provided a report to the Regulatory and Consents Committee that asks for the committee to recommend to Council that the draft bylaw be endorsed for public consultation. Council will then determine this when a report goes to the 4 March Council meeting.

If endorsed for public consultation, the draft bylaw will be open for feedback on all aspects in the draft bylaw. Council staff are proposing that the Ohai dispensation be revoked to maintain consistency throughout the District, and that the keeping of animals not permitted under the bylaw be managed through a permit system. Staff would encourage the board to provide feedback on the draft bylaw if released for public consultation.

Communications and engagement

Engagement on what the key issues facing Southland District are and how funding is allocated will be held across the District in March. Dates and venues are being worked on at present but community board attendance and involvement is really important. The plan is to discuss the issues Council is facing, eg bridges having to be closed, playgrounds needing work, roading rehabilitation, climate change, and ask the public how they would set the priorities.

There will be community cafes held in the evening with drop-in events during the day. Those who cannot attend either of these events can go online to Council's new engagement site MakeItStick Southland and give their opinions there. The feedback from these events will be used in the development of activity management plans and the Long Term Plan 2021-2031. It will also be used to develop another round of engagement mid-year.

Meanwhile, an Annual Plan information document for the community is being developed and a decision about consultation was made on 30 January. The document will be available online and the public will be informed of its availability.

Governance

During February Council will hold a strategic workshop that will set the scene for the term. Community board chairs have been invited to attend the workshop. Some of the topics will include challenges the District and its communities face and understand the purpose of and the need for longer term planning (30 years) and commit to a shared vision for the District.

What has not gone so well?

The level of service of the gardens around Edendale has not been resolved.

We're here to help

The community leadership team was established to build relationships with our communities and to help the community be heard by Council. The team works across the organisation to ensure the community is thought about in any project or process and works in the community to help the public to understand what Council is doing.

There are six members in the community leadership team – three community partnership leaders (CPLs) and three community liaison officers (CLOs).

The team work together to support Council's nine community boards and a key current project is to facilitate and develop community board plans and community planning.

The CPLs have a focus on community partnerships, considering emerging issues that may impact on our communities, and work with a multi-agency approach to link and align with local, district, regional and national agencies in order to support our communities.

The CLOs focus on local communities and working alongside community organisations outside the structure of Council as well as providing advice and assistance to the community around governance matters, grants, funding support and allocations.

Karen Purdue is the CPL assigned to the Waihopai Toetoe Community Board and Tina Harvey is the CLO. Both Karen and Tina can be contacted on 0800 732 732 or by email karen.purdue@southlanddc.govt.nz or tina.harvey@southlanddc.govt.nz

This is the first community leadership report we have prepared for this board so we would appreciate your feedback as to the content and any other information that you would like included.



Operational Report for Waihopai Toetoe Community Board

Record No: R/20/1/2860

Author: Carolyn Davies, Executive Assistant

Approved by: Janet Ellis, People and Capability Manager

 \square Decision \square Recommendation \boxtimes Information

Purpose of Report

The purpose of the report is to update the board on the operational activities in the Waihopai Toetoe Community Board area.

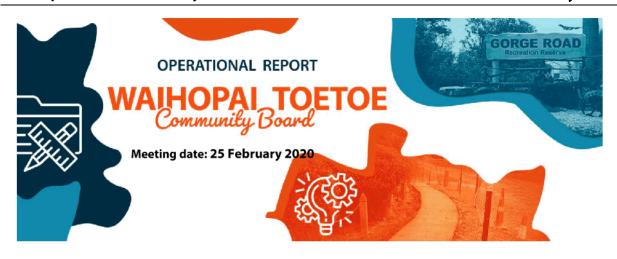
Recommendation

That the Waihopai Toetoe Community Board:

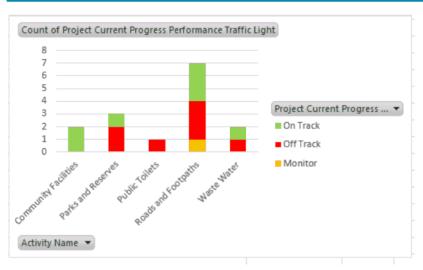
a) Receives the report titled "Operational Report for Waihopai Toetoe Community Board" dated 17 February 2020.

Attachments

A Waihopai Community Board 25 February 2020 operational report J



1. Projects within current 19/20 financial year



ACTIVITY NAME	CODE	NAME	CURRENT PHASE	PROJECT CURRENT PROGRESS	PROJECT CURRENT COMMENT	TOTAL EXPENDITURE
COMMUNITY FACILITIES	P-10046	Exterior repaint walls at Mokoreta Hall	Business Case Phase	On Track	Decision made to complete painting this financial year	\$15,744.00
COMMUNITY FACILITIES	P-10250	Installing new ashes beam at Edendale Cemetery	Pre Delivery Phase	On Track	Work completed	\$3,000.00
PARKS AND RESERVES	P-10011	Install loop track at Gorge Road	Delivery Phase	Off Track	23/1/20- All work included in the initial project scope has been completed. Remaining budget will go back to reserves.	\$9,209.74

Southland District Council Te Rohe Pōtae o Murihiku PO Box 903 15 Forth Street Invercargill 9840



Report to Waihopai CB 25/02/2020



ACTIVITY NAME	CODE	NAME	CURRENT PHASE	PROJECT CURRENT PROGRESS	PROJECT CURRENT COMMENT	TOTAL EXPENDITURE
PARKS AND RESERVES	P-10133	Beautification due to tree felling on Wyndham Memorial Drive	Pre Delivery Phase	On Track	8/01/2020 - Part of this work has been completed. A new fence and rehabilitation of the site is yet to be done.	\$15,110.00
PARKS AND RESERVES	P-10010	Install bell at War Memorial at Gorge Road	Business Case Phase	Off Track	23/1/20- Project moved back to business case. Full funding for the project has not been established.	\$10,000.00
PUBLIC TOILETS	P-10304	Upgrade toilets at Weirs Beach Camping Area	Business Case Phase	Off Track	16/12/2019 - This project has been cancelled and the money will be used to upgrade the Wyndham camping ground toilet. 8/1/2020 - Report going to Council on 30th January to get approval for the cancellation and reallocation of the funding from this project.	\$61,320.00
ROADS AND FOOTPATHS	P-10322	Replace kerb and channel - East side of Flemington road, Woodlands	Pre Delivery Phase	Off Track	Project has been rescoped and initial quote being obtained.	\$35,000.00
ROADS AND FOOTPATHS	P-10363	Niagara Tokanui Rehabilitation	Pre Delivery Phase	On Track	Rehabilitation of 1300m of road in two sections near Quarry Hills. Contract awarded to The Roading Company.	\$-
ROADS AND FOOTPATHS	P-10143	Construct Alternative Coastal Route	Delivery Phase	Off Track	24/1/19 - Currently in defects period. The project still has the land legalisation underway and is expected to be completed by 30th June 2019.	\$9,561,458.00
ROADS AND FOOTPATHS	P-10362	Eastern Southland Rehabilitations 2019/20	Pre Delivery Phase	Off Track	This contract has two sites. Brydone Glencoe Road and Edendale Wyndham Road. This contract has been awarded to The Road Company.	\$-

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ACTIVITY NAME	CODE	NAME	CURRENT PHASE	PROJECT CURRENT PROGRESS	PROJECT CURRENT COMMENT	TOTAL EXPENDITURE
ROADS AND FOOTPATHS	P-10372	Replace Lake Waghorn Road bridge	Pre Delivery Phase	Monitor	Replacement of the Waghorn Road Bridge	\$600,000.00
ROADS AND FOOTPATHS	P-10145	Repair Chaslands Highway Slip	Delivery Phase	On Track	Retaining wall and guardrail complete. Road has been reopened to traffic in both lanes. Practical completion being issued.	\$2,200,000.00
ROADS AND FOOTPATHS	P-10146	Replace George Road Bridge, Waimahaka	Delivery Phase	On Track	Practical completion has now been issued on this bridge.	\$225,308.00
WASTE WATER	P-10006	Upgrade of pond embankment work at Tokanui	Pre Delivery Phase	Off Track	This project is dependent upon direction / approval by Environment Southland for the Resource Consent.	\$-
WASTE WATER	P-10283	Consent Renewal & Treatment Upgrade- Tokanui	Business Case Phase	On Track	Consent has been completed and professional services tender will close on 26 March 2020.	\$99,408.00

2. Service Contracts

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
13/04 – Edendale and Wyndham, Woodlands Area mowing	Mowing contract is moving along as expected. Weather has been an issue over summer but contractors have worked hard to catch up.
14/43 – Wyndham office and library cleaning	No issues with this contract at all, very happy with it.
14/54 – Mowing of Waikaka and Fortrose V01 – Tokanui, Weirs Beach	This contract is going as expected. Like most mowing contracts this summer we have worked through delays in some areas.
15/18 – Cleaning of Fortrose public toilets	Contract is going well, contractor has done a large clean after the floods with Debris still to be cleared.
15/32 – Cleaning of Gorge Road Public Toilet	Some issues with a recent water problem and toilets had been shut. Prior to and after this the contractor has been meeting obligations.
16/13 – Tokanui public toilet contract	Had some issues with damage and theft of toilet paper, monitoring this but no issues with the contract.

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CONTRACT NAME	CONTRACT MANAGER COMMENTARY
17/01 Alliance Roading Contract	December saw a very wet month with progress struggling across most areas, January has been very kind to us and has seen very good progress for the pavement repair crew.
	Grading continues to run to plan along with our metalling progress. The team is taking advantage of the crusher establishing at Mairs pit to complete some small "one off" jobs down that area that wouldn't have otherwise been done.
	Spraying continues to lag behind program due to weather – both wet and windy conditions have hampered the team's progress here – the good news is when weather permits – productivities have remained on target.
	Our drainage crew has now switched to bridging repairs and are working through the latest list received from Council.
	Gravel stocks are looking healthy going through summer and into the winter period.
	Major rock protection work completed to protect against tidal wash, however the Otta seal continues to break up – in holding pattern now
18/16 – Mowing of Gorge Road Recreation Reserve	No major issues, some falling behind due to weather occurred over summer however the contractor communicated this to us.

3. Request for service data 1 December 2019 – 31 January 2020





REQUEST TYPE	COUNT
Community facilities general	1
Licensed premise queries or complaints	1
Noise control (not animal noises)	1
Nuisance complaints (odour, vermin, neighbourhood)	1
Repairs and maintenance Council property	1
Roadside spraying - noxious weeds	1
Septic tank cleaning (Woodlands only)	1
Toilet repairs and maintenance	3
Vegetation Urban/berm mow/overgrown/visibility issues	2
Vegetation rural (overgrown or visibility issues)	3
Culverts blocked - rural	3
Debris on sealed roads (safety)	1
Flooding roads - rural (safety)	2
Footpaths hazards - trip/hazard/broken etc (safety	2
Gravel, potholes/corrugations and grading	5
Information-direction signs (road names, rest area)	1
New rapid number	1
Paper roads	1
Road margins - (grazing pm, storage, structures)	2
Sealed road - potholes and blowouts (routine)	2
Transport - road matters general	5
Urban stormwater (the drain)	5
Wheelie bin cancelled	2
Wheelie bin damaged	4
Wheelie bin new	4
TOTAL	55

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4. Local finance reporting

Edendale-Wyndham - I	dendale-Wyndham - Business Units as at 31 December 2019								
		Income			Expenses			Capital	
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Administration - EdenWyn	\$13,850	\$13,864	\$28,620	\$4,933	\$13,864	\$27,728			
Operating Costs - EdenWyn	\$3,850	\$4,944	\$9,889	\$835	\$4,944	\$9,889			
Street Works - EdenWyn	\$26,089	\$26,109	\$52,218	\$4,808	\$19,947	\$39,481	\$75,433	\$37,716	\$75,433
Stormwater Drainage - EdenWyn	\$12,734	\$12,747	\$38,697	\$6,813	\$13,774	\$25,494			
Beautification - EdenWyn	\$30,990	\$31,014	\$62,027	\$30,399	\$21,746	\$62,027			
Recreation Reserve - EdenWyn	\$17,351	\$13,744	\$27,488	\$35,327	\$17,486	\$47,708			
Playground - EdenWyn	\$3,089	\$3,093	\$6,185	\$3,623	\$3,092	\$6,185			
Cemetery - Edendale	\$10,232	\$7,490	\$15,277	\$8,009	\$10,505	\$20,427			\$4,500
Pool - Edendale			\$21						
Hall - Edendale			\$3,703	\$2,717	\$3,895	\$4,743			
Cemetery - Wyndham	\$10,499	\$12,081	\$24,163	\$10,848	\$13,004	\$24,472			
Camping Ground - Wyndham	\$3,810	\$2,963	\$5,925	\$3,331	\$4,707	\$6,574		\$20,000	\$40,000
Hall - Edendale-Wyndham	\$7,108	\$6,783	\$13,568	\$12,927	\$8,751	\$12,525			
Museum - Wyndham	\$614	\$610	\$1,219	\$2,680	\$1,492	\$1,866			
Total	\$140,217	\$135,441	\$289,000	\$127,250	\$137,207	\$289,119	\$75,433	\$57,716	\$119,933

Gorge Road - Business Units as at 31 December 2019									
	Income			Expenses			Capital		
			Budget Full	Expenses		Budget Full			Budget Full
Business Unit	Actual YTD	Budget YTD	Year	YTD	Budget YTD	Year	Actual YTD	Budget YTD	Year
Administration - Gorge Road	\$1,196	\$6,220	\$12,894	\$457	\$6,220	\$12,440			
Street Works - Gorge Road	\$743	\$750	\$1,500	\$534	\$750	\$1,500			
Recreation Reserve -Gorge Road	\$2,128	\$2,150	\$4,300	\$7,845	\$5,669	\$8,482			
Total	\$4,067	\$9,120	\$18,694	\$8,836	\$12,639	\$22,422	\$0	\$0	\$0

Tokanui - Business Units as at 31 December 2019										
		Income			Expenses			Capital		
			Budget Full	Expenses		Budget Full			Budget Full	
Business Unit	Actual YTD	Budget YTD	Year	YTD	Budget YTD	Year	Actual YTD	Budget YTD	Year	
Operating Costs - Tokanui	\$1,584	\$1,584	\$4,830	\$3,205	\$3,130	\$3,168				
Street Works - Tokanui	\$2,218	\$2,218	\$4,436	\$1,467	\$2,218	\$4,436				
Stormwater Drainage - Tokanui	\$1,874	\$1,874	\$3,747	\$500	\$1,904	\$3,747				
Beautification - Tokanui	\$1,943	\$1,943	\$3,886	\$4,808	\$1,061	\$3,951				
Playground - Tokanui	\$2,106	\$4,606	\$9,211	\$678	\$1,494	\$2,711				
Hall - Tokanui	\$3,257	\$3,233	\$6,716	\$5,353	\$4,902	\$6,466				
Total	\$12,981	\$15,457	\$32,826	\$16,012	\$14,709	\$24,479	\$0	\$0	\$0	

Woodlands - Business Units as at 31 December 2019										
		Income			Expenses			Capital		
			Budget Full	Expenses		Budget Full			Budget Full	
Business Unit	Actual YTD	Budget YTD	Year	YTD	Budget YTD	Year	Actual YTD	Budget YTD	Year	
Operating Costs - Woodlands	\$115	\$115	\$2,659		\$115	\$230				
Street Works - Woodlands	\$750	\$750	\$1,500	\$5,198	\$5,423	\$10,845		\$17,500	\$35,000	
Stormwater Drain - Woodlands	\$507	\$507	\$1,013	\$3	\$512	\$1,013				
Cemetery - Woodlands	\$6,440	\$8,159	\$16,318	\$6,655	\$8,916	\$16,841				
Beautification - Woodlands	\$3,937	\$3,937	\$7,874	\$2,942	\$3,259	\$8,174				
Septic Tank Cleaning Woodlands	\$1,424	\$1,424	\$3,097	\$2,480	\$1,918	\$3,836				
Total	\$13,172	\$14,891	\$32,461	\$17,277	\$20,143	\$40,939	\$0	\$17,500	\$35,000	

Edendale-Wyndham income is \$4,776 over budget mainly due to additional interment income in both the Wyndham and Edendale cemeteries. An unbudgeted grant of \$1,935 has been received in the recreation reserve business unit for the work on the Edendale memorial gravel area.

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Edendale-Wyndham expenses are \$9,957 under budget. Administration is under budget due to board members' salaries and \$5,000 of grant funds not yet spent. Streetworks is under budget due to no interest charge in the current year, refuse collection under budget by \$4,410 and maintenance under budget by \$6,746. Stormwater is under budget by \$6,961 with limited maintenance and monitoring occurring in the first half of the year. Recreation reserve is currently over budget. Project P-10133 has incurred \$32,000 and P-10134 has incurred \$10,620. Edendale-Wyndham hall is over budget by \$4,176 due to replacement burner being needed.

Edendale-Wyndham capital expenditure is \$17,717 over budget. Streetworks is \$37,717 over budget at December; while the footpath replacement has been completed within the annual budget, the budget has been spread evenly throughout the year. There has been no expenditure on the replacement toilet block at the camping ground.

Gorge Road administration income and expenditure are under budget due to the work to be undertaken on the bell tower. With no expenditure so far this year the grant income from the Waihopai Toetoe ward has not been received yet.

Tokanui operating expenses are over budget by \$1,303 due to mowing costs with the beautification business unit being over budget by \$4,760.

Woodlands capital is under budget due to no being incurred on project P-10322.

Reserve Balances

RESERVE		BUDGET	FORECAST
	30 JUNE 2019	30 JUNE 2020	30 JUNE 2020
Edendale Wyndham community centre	\$155,754	\$155,254	\$156,350
Edendale cemetery	\$11,951	\$3,307	\$3,307
Edendale Wyndham footpath	\$749	\$749	\$749
Edendale Wyndham general	\$52,237	\$38,143	\$29,664
Edendale Wyndham stormwater	\$406,790	\$419,993	\$419,993
Total – Edendale Wyndham	\$627,481	\$617,446	\$610,063
Gorge Road general	\$41,077	\$36,721	\$38,349
Total – Gorge Road	\$41,077	\$36,721	\$38,349
Tokanui community centre	\$7,665	\$7,915	\$7,915
Tokanui general	\$64,269	\$67,931	\$67,931
Total - Tokanui	\$71,934	\$75,846	\$75,846
Woodlands general	\$78,533	\$42,962	\$45,962
Woodlands septic tank	\$8,014	\$7,275	\$7,275
Total – Woodlands	\$86,547	\$50,237	\$53,237
TOTAL RESERVES	\$827,039	\$780,250	\$777,495

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Chairperson's report

Record No: R/20/2/3806

Author: Fiona Dunlop, Committee Advisor

Approved by: Janet Ellis, People and Capability Manager

☐ Decision ☐ Recommendation ☐ Information

Purpose of report

- The purpose of the report is to provide an update to the Waihopai Toetoe Community Board on activities that the chairperson has been involved since the establishment of the board on 15 November 2019. This report covers from 15 November 2019 to 13 February 2020.
- 2 The report also provides an opportunity for the board chair person to present an overview of the issues he/she has been involved with.
- 3 Items of interest that the chair is report on are as follows:

Plantings on flood bank area

- Spent time liaising with Environment Southland staff regarding discussions that had occurred
 with Kit Hustler at Menzies College over plantings on the Diprose Property around the flood
 bank area.
- Spoke to Lloyd McCallum Environment Southland Councillor regarding this.
- Spoke to Principal and Deputy Principal at Menzies College
- Emailed relevant people to suggest meeting with all parties.
- A Meeting took place; all parties now have a clearer understanding of the rules around the flood bank.

Gorge Road Reserve

- Met with Community Facilities Contracts Manager Angie Hopkinson and Board member Gay Munro at Gorge Road. We had a walk around with limited time as Gay had to go. Trying to work out a plan going forward.
- Need to obtain more information, and discuss with relevant parties.
- Appears to be a lot of money getting spent on an area that we were advised doesn't get much use.
- First move is to set up a meeting, obtain the financials for the past few years, and understand what has actually been minuted around expenditure.

February 2020 Flooding

- The Waihopai Toetoe Community Board area was one of the hardest hit in the Southland District Council area.
- We had the following:

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- Evacuations over 500 evacuated from Wyndham (the only town in SDC area besides Milford), Evacuation centres set up in Mimihau, Mokoreta for Wyndham residents, Tokanui for Southern residents, multiple centres in Edendale for Mataura/Gore residents.
- Significant farmland damage.
- Updated myself with the impact of the flooding in Mataura Island Fortrose area.
- Co-Ordinated Evacuation in Wyndham area.
- Organised sandbagging requirements for the Wyndham township day prior to event.
- Liaised with Fulton Hogan and monitored flooding roads etc in Wyndham area, once roadblock was in place, access was then cut off.
- Have been advised of infrastructure issues since flooding, and what other flood protection work has been required.
- Communicated to local area updates.
- Finally got wheelie bin issues sorted.
- Can't wait for the debrief.

General

- Meet with Community Partnership Leader Karen Purdue regarding arranging workshop at end of January and other general matters.
- Attended Menzies College Junior prize giving. Need to liaise with schools to get Councillor/Chairperson invite.
- Followed up on maintenance required in Edendale Township prior to Crank Up.
- Wrote a strongly worded letter to Southland District Council Executive Leadership team, regarding the Reserves Contribution Fund.
- Huge appreciation to Southland District Council and Fulton Hogan for requests to anything asked for before, during and after flood event.

Recommendation

That the Waihopai Toetoe Community Board:

a) Receives the report titled "Chairperson's report" dated 17 February 2020.

Attachments

There are no attachments for this report.

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Council Report

Record No: R/20/1/2457

Author: Steve Ruru, Chief Executive

Approved by: Janet Ellis, People and Capability Manager

☐ Decision ☐ Recommendation ☐ Information

Chief Executive

Freshwater Reforms

- 1. In September 2019 the government released the latest part of their Essential Freshwater package for consultation (https://www.mfe.govt.nz/consultation/action-for-healthy-waterways).
- 2. The package included three proposed management documents a replacement National Policy Statement for Freshwater (NPS), proposed National Environmental Standards for Freshwater (NES) and draft regulations for stock exclusion from waterways. As part of the package changes are also being proposed to the current drinking water NES and a new wastewater NES is also proposed. The later will likely set minimum discharge standards that will need to be applied by regional councils through resource consent processes.
- 3. The consultation process attracted some 17,500 submissions. Officials are currently analysing these and providing advice to the Freshwater Independent Advisory Panel (the Panel), chaired by Judge David Sheppard.
- 4. The Panel is considering submissions, but not hearing submissions in the way a select committee or local government hearings panel does. The Panel will provide its report and recommendations to the Minister in mid February 2020. It is expected that their report will also be made public.
- 5. One of the potential issues with the package which has attracted a good level of discussion across the local government sector is that it could be seen as being based on a premise that the issues are severe and urgent everywhere. This leads to a conclusion that there is the same need for management intervention everywhere, in the same way and in the same timeframes. While it is acknowledged that there are issues which need to be addressed it is also seen as appropriate to develop practical local solutions that are cost effective and which address the specific issues which exist in different areas. Hence, there is a level of risk associated with the standardised national approach.

Biodiversity National Policy Statement

- 6. In late November the government released its proposed national policy statement (NPS) on biodiversity. A copy of the draft is available on the MFE website (https://www.mfe.govt.nz/publications/biodiversity/draft-national-policy-statement-indigenous-biodiversity).
- 7. There is a concern that biodiversity has been in decline for some time and that as a result there is a need for a much stronger management regime to be put in place.

- 8. The proposed NPS will affect the management of biodiversity on all types of land including public, private and Māori land. Under the proposal local authorities will be required to implement regional biodiversity strategies and to identify and map areas with significant vegetation and habitats of indigenous fauna and manage their protection through regional and district plans Significant Natural Areas. It is this later task that will be a significant issue/challenge for this Council given the large physical land area and large number of potentially significant sites.
- 9. Consultation on the document is open until 14 March 2020. Staff will be drafting a submission for consideration by Council.

Tackling Unsafe Speeds Programme

- 10. The government has recently announced a Tackling Unsafe Speeds Programme as part of their new road safety strategy.
- 11. As part of this programme changes are being made to the way in which speed limits are set. At present local authorities are able to set speed limits for local roads via a bylaw process. As a result each local authority has a good level of control over the process and is able to make the final decisions over how speed limits are managed on local roads.
- 12. In the future there will be a need to develop a 10-year regional speed management plan which will set out proposals for speed limit changes, engineering upgrades and safety improvements over the ten year period. The regional land transport committees will be required for coordinating this process across NZTA and the relevant local authorities.

Minerals

- 13. The government has now finalised its minerals and petroleum strategy document Responsibly Delivering Value A Minerals and Petroleum Strategy for Aotearoa New Zealand: 2019-2029. The strategy is available on the MBIE website (https://www.mbie.govt.nz/assets/nzpm-resource-strategy-multi-agency.pdf).
- 14. The document sets out a vision of having a world-leading environmentally and socially responsible minerals and petroleum sector that delivers affordable and secure resources, for the benefit of current and future New Zealanders.
- 15. The draft strategy was the subject of 546 submissions and the finalised 10-year strategy articulates the Government's long term vision for the minerals and petroleum sector in New Zealand and supports the transition to a low emissions future and a productive, sustainable and inclusive economy.
- 16. The government is also currently consulting on a review of the Crown Minerals Act 1991. A copy of the consultation document is available on the MBIE website (www.mbie.govt.nz/dmsdocument/7320-discussion-document-review-of-the-crown-minerals-act-1991).
- 17. A driver for the review is to ensure that an appropriate balance is found between the way in which access to minerals is regulated whilst supporting the implementation of the new Zero Carbon legislation and a balance with the broader four well-beings.

18. The Act covers access to a wide range of minerals including oil and gas, coal and aggregates for construction. As a result the review process will be of wide interest to all sectors of the economy.

Fire and Emergency Services Funding

- 19. At the beginning of November the government announced the first stage of review of how fire and emergency services should be funded. A copy of the consultation document is available on the Department of Internal Affairs website (https://www.dia.govt.nz/diawebsite.nsf/Files/Fire-and-Emergency-NZ-Funding-Review-Consultation-Document/\$file/Fire-and-Emergency-NZ-Funding-Review-Consultation-Document.pdf).
- 20. The review proposes a range of options which for businesses and households include:
 - an insurance based approach, similar to the status quo
 - a property based approach using property data held by councils
 - a property and use based approach which uses a combination of the data held by councils as well as information on how a building is used.
- 21. The paper also looks at cost recovery options related to responding to accidents as well as other emergencies. The discussion paper represents the first phase of the review. A second phase will begin in March 2020 and will involve further consultation on the preferred model. The date for introducing the new levy regime is 1 July 2024.

Waste Minimisation Levy

- 22. In late November the government released a consultation document on proposed changes to the waste minimisation levy which proposes expanding the levy to cover a wider range of waste and also increase the quantum. A copy of the consultation document is available on the MFE website (https://www.mfe.govt.nz/sites/default/files/media/Consultations/reducing-waste-a-more-effective-landfill-levy-summary-document.pdf).
- 23. The proposals include:
 - progressively increasing the levy rate for landfills that take household waste from the current \$10 per tonne set in 2009 to \$50 or \$60 per tonne by mid-2023
 - expanding the landfill levy to cover all landfill types including industrial and construction and demolition fills, but not cleanfills or farm dumps, at a proposed rate of \$10 or \$20 per tonne depending on the type of landfill.
- 24. Expanding the range of data that is collected about waste creation and disposal.
- 25. The additional revenue collected will be used to support waste reduction initiatives. Half of the revenue collected is allocated to local authorities via a contestable application process. Revenue raised from the landfill levy is currently around \$36 million per annum. It is estimated that the proposals would result in an increase of levy revenue of around \$220 million by 2023.
- 26. The consultation document outlines four potential options for transitioning from current arrangements to future arrangements by 2023. Council staff through WasteNet will consider the options and prepare a submission on what is will deliver the most favourable outcome for WasteNet Councils. The consultation period runs from now until 3 February 2020.

Customer Delivery

- 27. November was a quieter month from a customer perspective but this allowed the group to continue to focus on process improvements and working to support other areas of the organisation.
- 28. The net promoter score increased to 51 for the four month period from August to October. This is up from 35 from the period before and from a practical perspective, means those customers that were surveyed would recommend lodging a request for service with Council based on the experience they had with the process.

Customer Support

29. These are the numbers as at 27 November 2019:

	November
Total number of calls to 0800 732 732	3873
Abandonment rate	2%
Request for Service received	909
Top three requests types	building inspection requestchange of addressroading issues
Payments processed by Council	9461
Cash	2%
Cheques	11%
Direct Credit	58%
Direct Debit	17%
Eftpos	13%

Libraries

- 30. The Winton library was involved with the Winton Open Day with the theme of "Fur, feathers and fiction" being well received by the community.
- 31. We have continued to offer the range of programmes for library patrons but would love to hear from people not using the library about how we can meet their needs. Please feel free to contact our district library manager, Mark Fraser via email on mark.fraser@southlanddc.govt.nz or via 0800 732 732.

32. The table below shows the number of individuals checking out items from a branch library each month.

LIBRARY NAME	NOVEMBER
Book Bus	381
Lumsden	81
Otautau	103
Riverton	186
Stewart Island	50
Te Anau	391
Winton	424
Wyndham	51

33. We currently have 5228 active library users across the District.

Our library service has new books each month, these can be viewed online through our catalogue on https://www.southlanddc.govt.nz/my-southland/libraries/

Knowledge Management

- 34. In November, 23 LIMs were issued and 164 property files were provided to customers. The increase in the number of LIMs and significant increase in property file requests reflects the increased activity expected at this time of year.
- 35. Staff continue to be busy with Pathway/Records Manager with good progress made in the development environment. The team is also busy supporting digitisation projects in the building solutions team.

Business Solutions

- 36. The team is working on the new e-processing system for building consents. This is a joint project with the building solutions team.
- 37. Work continues with the Pathway/RM8 integration. Initial system testing has been carried out on the Pathway property module. The creation of test plans for user acceptance testing has begun which will help us streamline the UAT process. This is a shared project with the knowledge management team.
- 38. Internal systems have been configured and data validation testing has begun on the lawyers self-service portal project. We are in discussions with Environment Southland on when we can test the links into their system.
- 39. Work has begun to extend our online services (e-pathway) for infringement payments, and to improve our Pathway system to electronically processing court payments.
- 40. Discussions are underway with three JDE providers to get pricing and deployment options to upgrade and virtualise our current finance system. This work is required due to the age of both the hardware and software we are currently running

41. The helpdesk continues to be busy, receiving 487 tickets and resolving 506 in November. There was a high number of new user requests in November, many requiring new hardware to be setup which has put extra pressure on the team.

Community and Futures

Governance and Democracy

Elections

- 42. Nominations opened on Monday, 25 November for the eight vacancies over four community boards. These vacancies exist because there were not enough nominations at the time nominations for the triennial elections closed in August. The vacancies are on the Ardlussa Community Board one member, Oraka Aparima Community Board three members, Oreti Community Board (Makarewa subdivision) two members, and the Waihopai Toetoe Community Board two members.
- 43. Nominations close on Monday 23 December at 12 noon. If there are more nominations received than vacancies, voting papers will be sent out in late January with voting closing on 18 February 2020.

Governance

- 44. Each of the nine community boards held their inaugural meetings in November. Chairpersons were elected at each board meeting. The boards adopted the Standing Orders and received the Terms of Reference and Delegations. In addition each board considered a direction setting report which gives each board the opportunity to look at community-led initiatives and leadership and have input into the work programme for the board's area.
- 45. Council's main committees have had their first meetings for the triennium. An induction programme for councillors and board members is being implemented and training will be ongoing.

Community Leadership

- 46. The community partnership leaders recently met with Ministry of Business of Innovation and Employment in Wellington. Specifically, meetings were held with the tourism investment team, Ministry of Culture and Heritage, and MBIE staff who look after the responsible camping and welcoming communities' programmes.
- 47. They also visited Creative New Zealand, and the insights spaces and places teams at Sport NZ.
- 48. The Community partnership leaders also visited the community team at Hastings District Council and attended a community Hui at the Flaxmere community centre. This was a valuable experience as the community board plans currently being developed were modelled on the community plans produced by the staff at Hastings District Council.

Stewart Island Opportunities Project

- 49. The three remaining sessions of the leadership program were delivered by:
 - Jason Tibble regional commissioner, Ministry of Social Development future focused thinking
 - Errol Millar chairman/director governance vs management
 - Amiee Kaio programme manager, tribal economies Tokona te Ao of Te Rūnanga o Ngai Tahu – future focused planning.
- 50. The 14 participants on the leadership academy graduated on 19 November 2019. Commerce South will continue to deliver two workshops a year on the Island and a suggestion was made to open these to the community. The graduates also have opportunities to attend other events on the mainland and to maintain a link with the facilitators.
- 51. Following the leadership academy, 13 members of the group (including community champions) will continue to meet on a regular basis to form an entity to progress strategic thinking and planning for the Island. The plans for the next quarter include working with the group to:
 - provide information on governance structures, operational structures and programme management training to get the structures in place to move things forward
 - prioritising the steps that the group will take over the next seven months (until May 2020)
 - engaging the wider community.

Local Community Initiatives

Bath Road Beautification Project - Riverton

52. The Oraka-Aparima Community Board have approved the intended scope for this project. Council staff are now completing the project workflow documentation (initiation phase) before the project will be handed over to the asset manager.

Down River Dash Event

53. Council staff are assisting the event organisers with publicity on event websites and other administrative tasks for the running and biking event from Centre Hill to Mossburn on 22 December 2019.

Otautau Bowling Club

54. Council staff are providing funding advice for some planned building and maintenance work at the Otautau Bowling Club.

Otautau Flowers, Quilts & Crafts Day

55. Council staff are providing this group with advice regarding winding up the committee as they no longer have enough community members to run the event. Staff will work in conjunction with the Southland Community Law Centre to assist them with this.

Isla Bank War Memorial

56. Council staff are working with community members, the Wallace Takitimu Community Board and the Otautau RSA on funding to have restoration work completed on this memorial. Funding has already been received from Community Trust South and the Southland Regional Heritage Committee, and it is likely that the remainder required can be sourced from the Calcium Cemetery reserves.

Kohi Kohi Cottage – Riverton

57. The Southland Heritage & Building Preservation Trust have been successful in their funding request to the Perpetual Guardian Stout Trust fund (The Stout Trust). Council staff assisted with this application and they have been granted the full amount requested (\$30,000). This will allow them to complete the final building work on the cottage, which is likely to be completed early next year.

South Catlins Charitable Trust – Extension to Smiths Bush Walking Track

58. Staff are working alongside the South Catlins Charitable Trust with funding advice and assistance for the extension to the Smiths Bush walking track. The Smiths Bush walking track is located within the living forest at Curio Bay and is part of the wider development of the area.

Wyndham/Edendale Proposed Local Skate/Cycle Park

59. Staff are working alongside the community with initial planning stages for a proposed local skate/cycle park. Planning is underway for the setting up of a charitable trust to drive this potential development.

Edendale School – Writers Walk

60. Staff are working alongside Edendale School with regard to the development of a local writer walk. Staff are providing advice and assistance regarding the locations for the signage.

Wyndham Museum

61. Ongoing support is being provided to the Wyndham and Districts Historical Society with planning for their future redevelopment of the museum and its collections.

Tokanui Railway/Timber Heritage Project

62. Staff have had initial meetings with a group in Tokanui who are in the early planning stages for the possible development of a railway/timber history display.

Strategy and Policy

Policy and Bylaw Updates

63. There are a number of Council bylaws and policies currently being reviewed and updated, and a number of bylaws due for review in the next 12 months. The team is currently nearing the end of a formal consultation process on the Speed Limits Bylaw. Council will be presented with submissions and hearings for the Draft Speed Limits Bylaw in December 2019, with deliberation and adoption scheduled for early 2020.

- 64. Work has begun reviewing 'The Keeping of Animals, Poultry and Bees Bylaw', with preliminary feedback around what people think is important for Council to consider in the bylaw being received from online sources, face-to-face conversations throughout the District with stakeholders, community boards and Council staff. A draft bylaw will be presented to the Regulatory and Consents Committee in February 2020, with formal consultation anticipated in March/April 2020.
- 65. Staff have been involved in the review of the combined Local Alcohol Policy (LAP), in collaboration with Invercargill City Council. Consultation has closed and a joint committee of the two councils formally considered the feedback received and adopted a provisional LAP in September 2019. The provisional LAP was publically notified for appeals on 4 November and will close on 6 December. The LAP will be adopted on 6 December 2019 if no appeals are lodged. The LAP will come back to Council early in the New Year to make operational.
- 66. Work to investigate a jetties user pay system for the commercial use of jetties on Stewart Island/Rakiura is continuing. Staff have received feedback on potential charging options from the Jetties Subcommittee (from the 2016-19 triennium) and is seeking feedback from the Stewart Island/Rakiura Community Board on 11 November 2019. Staff will then progress to having discussions with external stakeholders early in 2020.
- 67. In relation to Council strategies, staff have undertaken a stocktake on the strategies that have been adopted by Council, and also the strategies in place for the Southern region. Team members are currently investigating whether further Council strategies are required, and the structure and type of strategies that might be appropriate.

Community Futures Research and Analysis Work Programme

- 68. Council supports the continuation of research and analysis work to inform its decision making and to assist in leading the development of Council's overall approach to the management of change and preparation for what the future might hold for the District and its communities. Identifying priorities for investing in community future planning has included sociodemographic, climate change, levels of service, rating affordability, land and water plan implications, community assistance and funding, and technological change. This ongoing work identifies the need for Council to understand the potential impacts that mega trends and technological change may have on communities, industries, work patterns, land use and lifestyle choices. This is integral to supporting the approach of the research and analysis work programme, particularly in relation to prioritisation and future service provision requirements, social cohesion and engagement.
- 69. The decision to invest in research and analytics is critical if Council wishes to plan for the future. Undertaking big picture research and analysis work will position Council to better understand the decisions it needs to make for the future of the District.
- 70. Council has a strategy deficit and we need to look at how we will deal with this. It was anticipated that the research and analysis work programme would evolve into developing the programme of work to consider the strategy deficits that staff have identified, and previous information from the programme of works will inform this next stage for Council research and analysis. It will be of benefit to the communities of Southland to have clear Council strategies for the District that will align to and inform regional strategy work. It will also ensure that Council is better

- positioned to respond to national strategy development if we understand our own direction at a strategy level.
- 71. The work undertaken to date in the community and futures research and analysis work programme has laid the foundations for strategy design and development. Council's transition to dealing with our strategy deficit will be at least a five year programme of work, and will require extensive community engagement and participation throughout.

Risk Management Framework

- 72. Council continues to identify the need to invest in and develop its risk management processes. The objective is to create a risk management framework that will enable us to effectively understand, plan for, and mitigate risk across all levels and activities within the organisation that can provide assurance to Council, the Southland District community and stakeholders that critical risks are identified and managed effectively.
- 73. Since February 2019, work has commenced to transition from the current risk update approach to implementing a new risk management framework. Council's executive leadership team held a workshop in July 2019 to discuss in detail a collective approach to identify and manage Council's strategic risks before the new risk management reporting approach was presented to the previous Finance and Audit Committee at its 23 September 2019 meeting and to Council at its inaugural 1 November 2019 meeting. Both the previous committee and Council indicated their approval of the new risk management process and a review is underway for the next quarter, and will be presented to the Finance and Assurance Committee at its 13 December 2019 meeting.

Corporate Performance Framework

- 74. The corporate performance framework aligns Council's high level direction to its activities and outcomes, and its purpose is to streamline Council planning and reporting functions. As part of the corporate performance framework, Council will deliver on its legislative requirements including the Long Term Plan, Annual Plan, Annual Report and activity management plans. Council produces an interim performance report, undertaken three times a year for the four month periods of July-October, November-February and March-June, with the third being produced to inform the Annual Report.
- 75. The first interim performance report of the 2019/2020 financial year is currently being produced and will be presented to the Finance and Assurance Committee at its 13 December 2019 meeting.

Annual Plan 2020/2021

- 76. The Local Government Act 2002 requires Council to prepare and adopt an Annual Plan in the second and third years between development of the Long Term Plan. The purpose of the Annual Plan is to consider and approve any variations to the Long Term Plan for that financial year.
- 77. Once finalised, the direction given for 2020/2021 will be used to set rates for the year beginning 1 July 2020 and deliver any additional projects or initiatives identified.
- 78. The direction setting workshops and inaugural meetings of the community boards have now been completed and recommendations have been made to Council for inclusion in the 2020/21 Annual Plan. There is a Council workshop in December to confirm the direction of the annual plan and start the compilation process.

Annual Report 2018/2019

79. The Annual Report has been approved by Council and Audit New Zealand and has been made publically available. The summary document has also been made publically available. The management letter from Audit is currently being responded to by staff, and management comments will be presented to the Finance and Assurance Committee once finalised.

Long Term Plan 2021 - 2031

- 80. A workshop has been set up to discuss the proposed management of activities with Council on the 16 and 17 December 2019 and this will provide the necessary guidance for the activity managers to continue drafting the activity management plans from January to June 2020.
- 81. Staff conducted a strategic workshop with the new triennium Council on 8 November 2019, and with community board members on 9 November to bring them up to date with previous guidance received on the Long Term Plan 2021-2031.
- 82. A report on the proposed significant forecasting assumptions is also being prepared and be reported to Council for approval in the near future. The draft financial and infrastructure strategies are currently underway, and are expected to be completed and ready for Council approval by early 2020.

Environmental Services

Animal Control

- 83. The team hosted the second interagency meeting for animal control/welfare agencies in November. Attendees included the local councils, NZTA, some vets, DoC, Furever Homes and Environment Southland.
- 84. Items for discussion included the possible promotion of www.lostpet.co.nz among the relevant agencies, shared dog education programme, and a roles document clarifying how enquiries from the general public should be directed.
- 85. The dog control officers are in the last stages of following up those dog owners that have not reregistered their dogs. They aim to have completed this work this side of Christmas.

Environmental Health

- 86. The team is managing a larger than usual number of septic tank discharge complaints, where the septic tank discharge system has failed, and the waste water is discharging in a manner that is causing a nuisance. Complaints of this nature are expected to continue due to the limited lifespans of older systems.
- 87. The District Licensing Committee held a hearing for the contested applications to renew the on and off licenses for Orepuki Tavern. The Committee resolved to grant the applications for a reduced term of one year rather than the usual three, regarded as a probationary period.
- 88. Another hearing is expected to be held in the New Year in relation to the renewal of an off-licence in Lumsden.

Resource Management

Dark Skies Plan Change for Rakiura

- 89. The resource management team has publicly notified the Council initiated plan change in September, a total of seven submissions were received. The change to the District Plan has been sought to create rules around future artificial lighting on the island in order to maintain the existing high quality of the night sky. It is expected that a hearing on the proposed changes will be held in February 2020.
- 90. Ongoing work is occurring on the regional work streams for Climate Change, Biodiversity, Landscapes and Natural Character. The Climate Change report was presented to Council on 22 May and wider communication of climate change was endorsed. Joint work on the next phases of climate change is currently being scoped. Internal climate change work has commenced to inform the initial phase of the next LTP process. Work on the biodiversity, landscapes and natural character projects is ongoing and they are likely to be released in 2020.
- 91. Council is part of the TA reference group providing feedback to the Ministry of the Environment on the proposed National Policy Statement on Indigenous Biodiversity and the proposed New Zealand Biodiversity Strategy which are both proposed to be finalised in mid-2020.
- 92. Resource consent data for previous few months:
 - August 44 applications received, 32 decisions issued.
 - September 27 applications received, 29 decisions issued.
 - October 35 applications received, 33 decisions issued.
 - November 29 applications received, 26 decisions issued.
- 93. Overall the number of consents issued for 2019 is sitting 14% higher than at the same point in 2018. On average 25 resource consents have been issued per month this year.

Building Solutions

- 94. The CCC (code compliance certificate) project team are working with building owners to address the issues arising from the declined CCC letters. Overall Council have received a positive response from the community with a good number of consents which had become 'static' now progressing towards the issuing of their Code Compliance Certificate. This has, however, also increased the teams workload and temporarily impacted compliance with statutory timeframes.
- 95. During November, the building solutions team achieved the below compliance/alignment to timeframes:
 - 87.5% of the 56 building consents were issued on time (<= 20 days).
 - due to the historical clean-up of CCC's, of the 142 Code Compliance Certificates issued in November, 139 were second decisions made under the territorial authority function.
 - building consents issued for the month of November took an average of 12.6 (from 1 to 39) statutory days and 35.6 (from 1 to 125) calendar days to issue.

- 96. During November, customers achieved the below compliance/alignment to Council requirements:
 - 86.5% of the applications received were complete and correct
 - 77% of the inspections completed showed work that complies with the consented plans
- 97. 31% of building consents received by Council during November 2019 were sent to the Solutions Team for processing. This is an increase from 10% the month before. The quality of work completed by Solutions Team has much improved during November.

Services and Assets

Group Manager Update

- 98. Recent months have been consumed with works programme delivery and preparation for the update of the Infrastructure Strategy. This has involved each activity manager identifying strategic issues and working through the options and impacts associated with each.
- 99. Internally an assessment of the water and waste resourcing and structure has been underway in order to ensure Council is well placed to address the evolving and increasingly complex nature of this function. The next step of this process is to recruit appropriate resources to align with the outcomes of the review process.
- 100. As we progress into the new triennium the services and assets group and the wider organisation is continuing to focus on ways in which it is better able to connect and engage with its communities. With the increased focus on the asset management function and increasing service levels and renewal activity the importance of community relations is recognised as critical.
- 101. The focus for the coming months remains delivery as we focus on construction activities through the productive summer months. Early in the New Year the team will be ramping up the activity management planning efforts in a bid to set ourselves up for success over the coming LTP 2021-2031.

Stewart Island Electrical Supply Authority (SIESA)

- 102. SIESA has been working closely with PowerNet in order to better understand asset condition and replacement values in a bid to develop a robust works programme for the upcoming LTP 2021-2031.
- 103. With the expiry of the existing maintenance and operations contract due for mid-2020, discussions with the community board will ramp up in the New Year regarding the structure and framework adopted through the contract moving forward from this point. The current contract price coupled with the other operational costs and capital costs are considered to be unsustainable without additional funding or revenue.
- 104. Given the above, the upcoming contract renewal process provides an opportunity to address this.

Forestry (IFS)

105. Harvesting is continuing on track with increased volumes being directed to healthy local markets due to volatile export markets in some grades. This redirection of product coupled with better

than expected harvested tonnage per hectare should enable the forestry business unit to achieve budget.

Around the Mountains Cycle Trail

106. The website is now up and running with the Official Partnership Programme seeing 30 businesses advertising with the Around the Mountain Cycle Trail. The installation of the interpretation infrastructure is currently underway and the final sections of the trail to be reviewed in the coming weeks. This will see the installation of water tanks, bike stands, picnic tables along with fencing and planting of flaxes.

Te Anau Manapouri Airport

107. Work will be commencing in the New Year regarding the strategic direction and longer term aspirations for this facility. This process will need to incorporate community input alongside community board and Council decision-making.

Strategic Water and Waste

Te Anau Wastewater Discharge Project

- 108. Following Council resolutions from 23 October 2018 meeting, it was resolved to proceed with a sub-surface drip irrigation as the disposal option, staff have been progressing work on a number of fronts including development of resource consents for the sub-surface drip irrigation field, as well as advancing towards a detailed design.
- 109. The contract for the pipeline element has now been awarded to Fulton Hogan with physical work under way in late August/early September to date over 4km of pipe has been laid.
- 110. Further work is ongoing on a number of fronts related to the overall project including lodging of the SDI consent application with Environment Southland which is currently being processed on a non-notified basis. Draft conditions have agreed and a final decision on granting is anticipated late December.
- 111. The tender period for the membrane plant, mechanical and electrical work in Te Anau and additional storage ends on 8 November. A report recommending award of a contract will be presented to Council once the tender evaluation process has been completed.

Land and Water Plan Implementation

- 112. Environment Southland released their proposed Land and Water Plan last year.
- 113. In total 25 appeals were received by Environment Southland of which Council has identified 10, which it will join as a Section 274 party. Council has also lodged an appeal to the decision. The basis of Council's appeal, is largely around the 'non-complying' activity status on wastewater discharges to water. The latest direction issued from the Environment Court outlines a proposed path, where appeals to objectives will be heard ahead of mediation, by grouped topic on policies and rules. Evidence in support of the appeals have been filed with the Environment Court.
- 114. The first stage of the hearing around Objectives and Farming Policies commenced on 4 June with Council staff and experts presenting evidence on 11 June.

- 115. The first stage has now been completed and it is anticipated that the Court will release interim decisions on the evidence presented later this year prior to undertaking the second stage of the appeal which is not anticipated to commence until next year.
- 116. Further strengthening of environmental and water supply regulation is anticipated following release of cabinet papers on Three Waters Reforms and Ministry for the Environment (MfE) release of its approach to taking Action for Healthy Waterways, including a revised NES on source protection for water supplies and a proposed new NES on Wastewater Discharges. At this stage it is not fully understood if these amendments will have any implications for the Plan process.

Resourcing for Water and Waste Department

- 117. Following the Council meeting of 27 September where unbudgeted expenditure for additional resources within the Water and Waste team was approved staff have developed a revised structure within the team which has been consulted on and finalised. The revised structure will place a significant focus on development of asset management capability as well as a more defined operations focus.
- 118. Recruitment for new positions will be undertaken December/January with the expectation that successful applicants will be in place by March 2020.

Property Services

- 119. Property administration functions including ownership decisions, lease/licence administration and property disposal queries, all of which are actioned on a daily basis, which is business as usual given the significant number of properties and agreements, Council has to manage. These functions also include the payment of property rates which is quite a significant task given the number of properties, as well as service charges having to be separated out and on charged, with the balance rates charged to the multitude of individual business units. The process has been undertaken for both the Southland District Council, and Environment Southland rates for the current year.
- 120. Surveys for the coastal route, Clifden and Orawia land purchases as well as the Ringaringa road deviation have been, or are nearing completion, to allow these projects to be finalised. The disposal of the Hokonui hall is still progressing, with both Menzies Ferry and Mataura Island working through the required steps.
- 121. Action is also underway to prepare and execute the agreement for the acquisition of Lot 300 at Curio Bay and to complete the ownership change. The first stage of the draft report for a possible development of the Luxmore subdivision in Te Anau has been received and will be discussed with the Community Board prior to responding to all the next stage of the assessment to be completed.

Community Facilities

122. The community facilities team is working through gathering information to inform the Infrastructure Strategy, Activity Management Plans, and the Long Term Plan. We have received Minimum Levels of Service for the activities within the community facilities portfolio and these will be used to inform the tender documents for the new contracts that will go out for tender in

the New Year. With these in place it will complete the Section 17A Review of community facilities.

- 123. The team has also received the report from the playground assessment and is waiting on the toilet assessment report. We are working with a consultant to undertake a condition assessment of all of the halls, community housing and council buildings. This information is required to provide an accurate picture of the state of Council's assets and will enable us to provide a more accurate works programme for the LTP.
- 124. We are also developing this for each of the new nine Community Boards so we can start the conversations with them about the number of assets they have within their areas and the financial implications it will have. We have taken the opportunity using the playground report to start these conversations so that they start to look at the bigger picture across their whole geographic area of responsibility.

Project Delivery Team

- 125. The project delivery team now have a full team with both Wayne Ramsay and Rowena Owens starting in November, both have fitted in really well and both picking up projects quickly.
- 126. The team is currently working hard to close out some of the smaller project to allow capacity for the larger water and roading and bridge projects due to start in the New Year.
- 127. Clifton toilet was completed in November and is ready for use once code of compliance is approved.

Strategic Transport

District Wide Renewals Programme

- 128. After a slow start to the construction season due to the inclement weather contractors are picking up some movement with The Roading Company aiming to have the Edendale Wyndham Road rehabilitation section completed before Christmas. Good progress is also being made with the Brydone Glencoe road section and Otapiri Gorge Road rehabilitation site.
- 129. Downer are also progressing the seal resurfacing programme. As part of this work they will be bringing in crews from the rest of the South Island.
- 130. In looking towards the next Long Term Plan WSP are in the process of carrying out DTims modelling. This is one tool the Transport Team uses to look at the potential future pavement renewals programme.

Bridges

131. McDonald Road bridge is nearing completion with only tidy up work required. The design of the replacement of the canal bridge on Lake Monowai is progressing well. Due to the ongoing concerns with the structural integrity of the bridge and considering the importance of access a temporary bailey bridge is being installed. This will allow for the new bridge to be replaced on the existing alignment while still ensuring access for users during this time period.

Recommendation

That the Waihopai Toetoe Community Board:

a) Receives the report titled "Council Report" dated 29 January 2020.

Attachments

There are no attachments for this report.



Waihopai Toetoe Community Board Health and Safety update

Record No: R/20/1/2735

Author: Teri Black, Health, Safety and Wellbeing Advisor Approved by: Janet Ellis, People and Capability Manager

 \square Decision \square Recommendation \boxtimes Information

Purpose

1 To provide a health and safety induction and update for Community Boards.

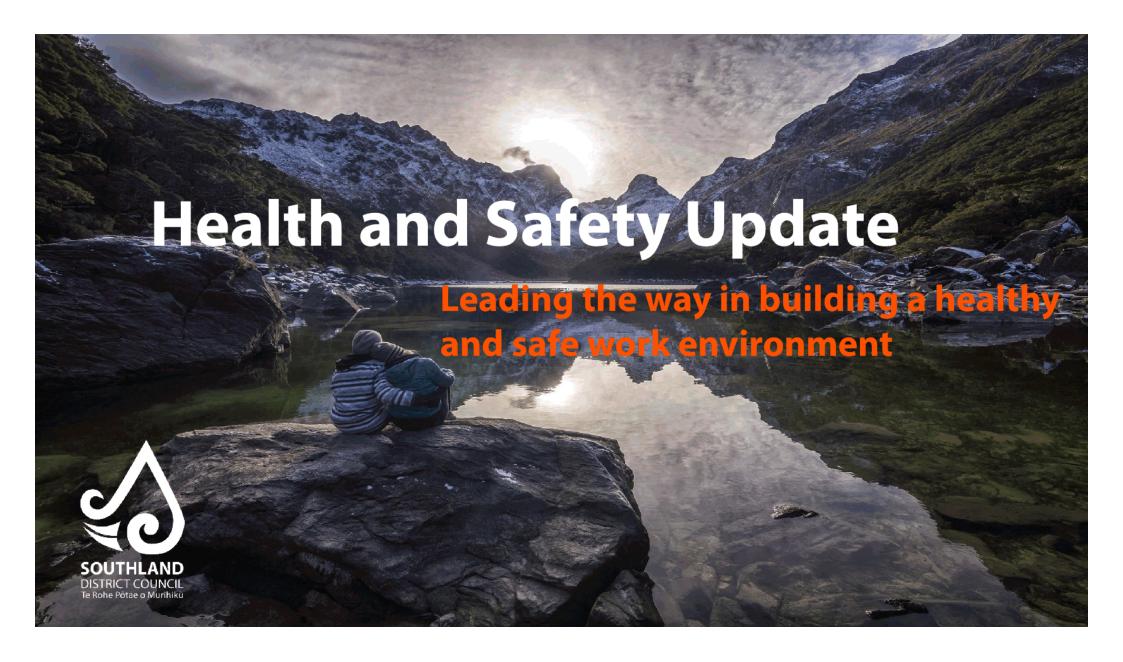
Recommendation

That the Waihopai Toetoe Community Board:

a) Receives the report titled "Waihopai Toetoe Community Board Health and Safety update" dated 30 January 2020.

Attachments

A Health and Safety Update - Community Boards 2020 J

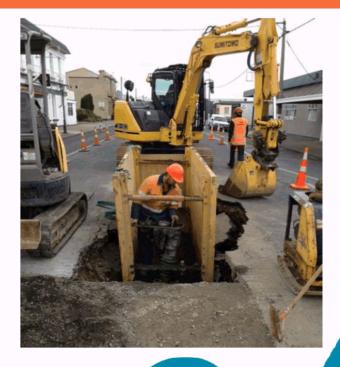


Our heath and safety commitment

We care for the wellbeing and safety of our people and those who interact with us.

Our goal is for our people to be bold and actively think about their own and others safety and wellbeing, so that we deliver safe and effective services to our community and that everyone gets home safe and well.







Leading the way

2

What are your responsibilities

All elected members are officers under the health and safety law and are required to carry out due diligence, this includes:

- keep up to date with work health and safety issues
- understand the work of Council
- know the risks that our workers and volunteers face when working on any of our work sites
- checking that Council has processes...
 - and resources to eliminate or minimise risks and uses them
 - in place to communicate information about health and safety
 - in place to comply with any duties and requirements under the act





Keeping up to date with work health and safety issues

There are many ways to keep current on health and safety matters. Subscribing to WorkSafe updates is an easy way to remain up to date.

Here is the link to subscribe:

https://worksafe.govt.nz/home/subscriptions/





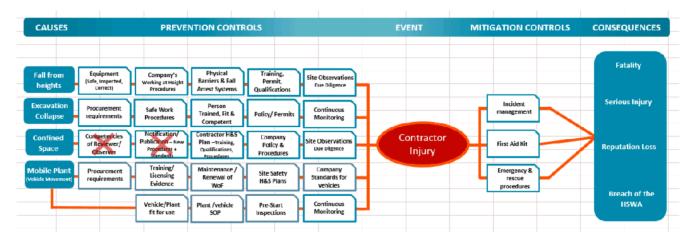




Know the risks

Council's top critical health and safety risks are:

- personal harm from lone working
- injury or fatality from motor vehicle crash
- contractor injury





Leading the way

Thank you for your contribution!

SDC Employee's signature:

Southland District Council Volunteer - Induction

ne way

Checking that Council has processes...

....and resources to eliminate or minimise risks and uses them

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SDC REPRESENTATIVE (NAME) VOLUNTEER NAME: PHONE # ADDRESS: EMAIL: **EMERGENCY CONTACT PERSON** Environmental / Graffiti Removal / Library Deliveries / VOLUNTEER ACTIVITY TYPE (circle all relevant options) Pest Control / Lawns / Cleaning Working Bee / Student Nurse / Freedom Camping / Gardening / Rubbish Removal WORK SITE INDUCTION - VOLUNTEER(S) PROVIDED AN OVERVIEW OF The SDC Health and Safety Policy Hazards and controls, including: Hazards the volunteer(s) may encounter or create - refer to task specific and location specific hazard registers (as relevant) Controls for those hazards How to report a new hazard Playing an eyes and ears role Council contact person(s) / person(s) to report to and contact centre number 0800 732 732 Site/location access, signing in/out, security, toilets, meal rooms (as relevant) Restrictions on hours of work (e.g. not at night, or limit of xx hours as relevant) Incident reporting and investigation procedures - including the reporting of all accidents, near misses, unsafe acts and unsafe equipment, Site/location emergency procedures, including evacuation assembly point, first aiders, location of emergency equipment (first aid kit/ fire extinguisher/ spill kit/ cellphone, radio or other I acknowledge that the above information has been received and understood. I acknowledge that I must follow all relevant Southland District Council H&S policies and procedures to ensure the safety of myself and others around me. Volunteer's signature: I acknowledge that the induction is complete - please sign and date. SDC Employee Name:

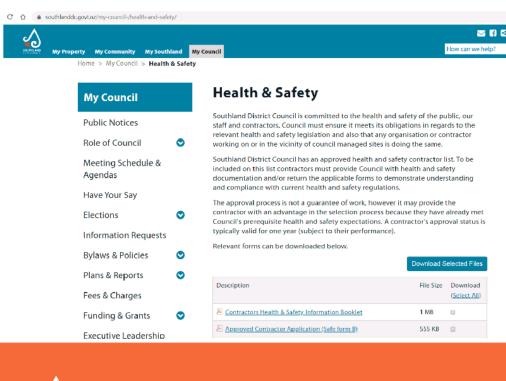
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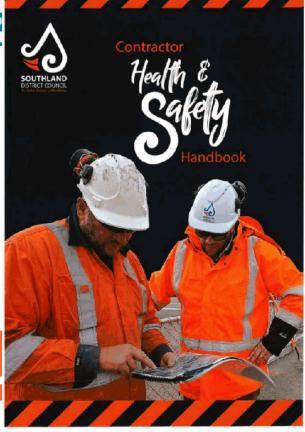
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DISTRICT COUNCIL

Checking that Council has processes...

.... in place to communicate information about health and safety

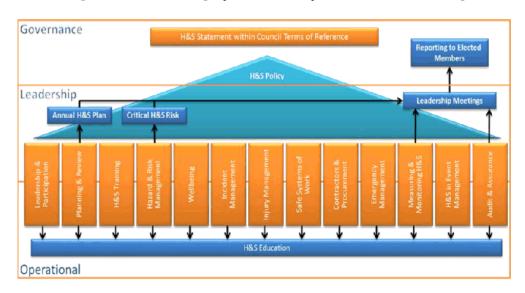






Checking that Council has processes...

.... in place to comply with any duties and requirements under the act





Risk Management Framework 2018



Leading the way

Key points

- all our contractors must be health and safety approved prior to working on our sites
- volunteers must be inducted prior to work being undertaken
- Council has a proactive/supportive approach to health and safety, including the health and safety of volunteers
- we will provide assistance where we can for our smaller contractors to get up to speed
- health and safety is all of our responsibility everyone deserves to get home safe every day!



9

Leading the way



Unbudgeted Expenditure - Gorge Road Recreation Reserve

Record No: R/20/1/1452

Author: Angie Hopkinson, Community Facilities Contract Manager

Approved by: Matt Russell, Group Manager Services and Assets

 $oxed{oxed}$ Decision $oxed{\Box}$ Recommendation $oxed{\Box}$ Information

Purpose

1 The purpose of this report is to discuss and approve unbudgeted expenditure for tree work in the area of the Gorge Road recreation reserve.

Executive Summary

- This report is to assist the work that has been achieved in this area over many years by both the CDA and other stakeholders.
- The tree removal as discussed within this report has always been seen as an important step to achieve the original vision of the area, open up the front of the site for viewing to the reserve, while replanting more suitable low native plantings. Suitable lower plantings will have a substantial lower ongoing maintenance cost.

Recommendation

That the Waihopai Toetoe Community Board:

- a) Receives the report titled "Unbudgeted Expenditure Gorge Road Recreation Reserve" dated 19 February 2020.
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Approves the unbudgeted expenditure of up to \$9,340 plus GST from the Gorge Road general reserve for tree work within the Gorge Road recreation reserve.

Background

4 The CDA has previously approved and undergone work to improve the facilities at the Gorge Road recreation reserve including integrating a heritage walk and garden plots, native plantings and signage.

Waihopai Toetoe Community Board 25 February 2020

- 5 Other stakeholders have included the Gorge Road and Districts Historical society, Waituna Landcare Group, Gorge Road Country Club, Gorge Road Garden Club and Gorge Road School and parts of the wider community.
- An inspection of this area been completed in 2016 by ICC. Subsequently any dangerous trees have been removed. Some amenity plantings have occurred since, via donations, and mainly to do with the heritage track. Suitable replantings of trees over time in pockets as per the 2016 report have not occurred. A further basic visual check only by a qualified arborist, Marty McKelvie, has occurred recently to check for health issues and aid further decisions.

Issues

- There are no tree safety issues adding to the removal argument as per a report by a qualified arborist. The trees that had safety concerns have been dealt with previously. We would have to do regular checks if they remain and should certainly do a good canopy lift as soon as possible. This will come with associated costs and regular trimming back from the roadside and lifting of the canopy. Also to consider, is the information received stating that "these trees have grown to the prevailing wind and protect each other" also "removing some trees and leaving others would result in future damage or failure to individual specimens".
- 8 The current use of parts of this reserve area is labelled as low. This is to be noted for decision making however there are avenues to increase this and the completion of the project is seen as vital to this increasing.

Factors to Consider

Legal and Statutory Requirements

9 Southland District Council District-wide Reserve Management Plan 2003 outlines the Gorge Road recreation reserve as being for recreation purposes. This also states its future development potential as to "continue to maintain and develop amenity and shelter planting".

Community Views

- 10 Council staff have been informed by ex CDA members that on initial engagement of the community these plans were seen favourably. Information about the project has been published along the journey in the local Gorge Road and Districts Newsletter.
- 11 As a stakeholder in this area; the Gorge Road and Districts Historical Society want to have this tree work complete before the completion of the memorial gates of which they are fully funding.

Costs and Funding

- Funding for this is to be via the Gorge Road General reserve fund. Current balance is \$36,721. Please note \$15,000 of this has been tagged towards the Bell Tower project, with \$5,000 possibly still required.
- 13 At the time of writing this report, the quote received shows that we will require \$9,340 plus GST of funding from the reserves.
- At the time of this report being written, further quotes are expected to be returned. Cost saving options such as further chip/wood buyers are also still being sought. We will also consider cost

Waihopai Toetoe Community Board 25 February 2020

savings by way of donated natives instead of purchased natives. If there are costs savings from these, they will be returned to the balance of the reserve fund.

Analysis

Options Considered

15 The only options that are considered for this report are to approve unbudgeted expenditure for the tree work and native re-planting or to not approve the funding.

Analysis of Options

Option 1 – Do nothing, approve no unbudgeted expenditure

Advantages	Disadvantages	
 no funds from the reserves are spent. current species/shelter of trees are to remain at the front of the reserve. The current number continue to protect one another. 	 fail to meet the goals of the overall site plan from the previous CDA work along other stakeholders. immediate maintenance is required at a quote cost of \$5,200. health Checks every 2-3 years. Maintenance 	
	costs expected every 2-3 years also. Future operational budgets will need to be adjusted to account for this.	

Option 2 – Approve the unbudgeted expenditure to complete the above work at the Gorge Road Recreation Reserve

Advantages	Disadvantages	
road frontage is tidied up.	some use of reserve funds.	
• less ongoing maintenance requirements for street frontage trees. Less associated costs.	removal of established trees within a reserve and future health concerns of any	
• replanting of appropriate low native scrubs and trees can be planned and executed.	that remain.	
increased visual from the footpath/road to the developed track and plantings.		
• completion of this area of the reserve.		

Recommended Option

Option 2 – Approve the unbudgeted expenditure but note this is a funding and cost decision recommendation rather than tree value.

Next Steps

17 If funding is approved; SDC staff to choose the final quote within the allowed funds, confirm all cost saving avenues have been received and proceed with the work.

Waihopai Toetoe Community Board 25 February 2020

Attachments

- A Gorge Road Domain ICC Tree Inspection Report 4
- B Arborist Marty McKelvie comments on Gorge Road Recreation Reserve 2019 PDF J



12 August 2016

Southland District Council PO Box 903 Invercargill 9840

Attention: Brendan Gray

RE: GORGE ROAD DOMAIN TREE'S

Dear Brendan

Further to our discussions and my onsite inspection of the trees in the area as indicated on the aerial plan supplied, I am pleased to submit the following report.

If you have any further concerns please don't hesitate to call me.

Yours Sincerely

Mark Dowling
Team Leader Amen

Team Leader Amenity Horticulture

Parks Operations

Invercargill City Council.



Parks Operations · 250 Racecourse Road · Private Bag 90104 · Invercargill 9840 · New Zealand · DX No. YA90023
TEL 03 217 1350 · FAX 03 217 1354 · EMAIL parksops@icc.govt.nz · weB www.icc.govt.nz

Introduction.

An inspection of the stand of trees at the east end of the public domain at Gorge road was made on Tuesday August 9 2016 by Mark Dowling Team Leader Amenity Horticulture Parks Operations Invercargill City Council.

Mark holds a current Tree Risk Assessment Qualification (TRAQ), this qualification is administered through the International Society of Arboriculture.

There are specific categories for undertaking tree risk assessments either as an assessment of an individual specimen or of a population of trees in this case a Level 1: Limited Visual Assessment of the population within the designated area.

A limited visual assessment typically focuses on identifying trees with imminent and/or probable likelihood of failure, looking for obvious defects such as, but not limited to, dead trees, large cavity openings, large dead or broken branches, fungal fruiting structures, large cracks, severe leans and over extended branches.

There can be ground indications of issues such as excessive root movement, excessive ground water ponding, root girdling and even the amount of debris strewn over the ground area.

The brief for this undertaking was to ensure that there were no obvious issues that may impact on the safety of those using the Domain and vehicles parked underneath on the road shoulder or travelling past on the road.

The population of trees is contained within an area of approximately 1200m2 in a 18m wide band parallel with the road running in a north south direction and comprises approximately thirty two trees of any substance made up of a number of varieties with an approximate age of 80 years with some of the lawsoniana being older.



14

The population looking south

Chamaecyparis lawsoniana make up the biggest number in the population which were obviously planted to provide shelter/ screening of the Domain from the road, there are two Quercus robur (English oaks), one Betula pendula (Silver birch), one Ulmus glabra (Upright elm), two Araucaria araucana (Monkey puzzles), two Populus nigra "Italica" (Lombardy poplars), two Eucalyptus spp (gums), and three Cordyline australis (cabbage trees), wth some smaller shrubs such as Rhododendrons dispersed between.

All the trees appear to have been planted by previous generations with the exception of the cabbage trees which are probably self sown.

Recommendations.

Starting at the south end working north through the population, the three Cordylines are in this area and appear to be in good health, the two Populus are next to the biggest Cordyline, these are poor specimens and don't show any potential with the tops appearing to be dead and as such could blow out potentially onto the road, these should be removed.

Next to these is the Betula which shows obvious signs of having branches "hacked" off over the years which has subsequently caused vast areas of internal decay as indicated in photo 2



Photo 2. Betula showing obvious decay.

This tree is completely beyond salvage and needs to be removed.

The Ulmus which is north of the seat is unfortunately not a particularly good specimen, with three leaders with included bark and a compromised union between the leaders which means as the tree gets larger the union gets weaker between the leaders and potentially one section or other will blow out. Photo 3 shows obvious staining where water is moving down between the union, wind will cause the two unions to move in opposite directions further weakening the union.



Photo 3. Ulmus spp

This tree could be monitored and the damage mitigated by removing some weight from the top of the tree, but ultimately the tree will never become an outstanding specimen or reach its full potential. It could remain in its present state for a number of years yet.

The Chamaecyparis lawsoniana are dispersed through the population with the only indications of maintenance being the removal of lower branches and other branches docked back with dead stubs remaining.





Photo 4

Photo 5



Photo 6

These trees provide the foundation of this planting and the majority should remain at this point in time. Photo 4 shows a small tree to the left which should be removed, the stubs on the main tree pruned back to the trunk and any obvious dead wood removed. The first oak is to the right and the first monkey puzzle just beyond.

Photo 5 is a lawsoniana that is multi leader with extensive dead wood this tree should be removed, photo 6 with a small sucker to the right of the main body of the tree this sucker should be removed.

These trees are reaching the end of their time but to remove all of them in one go would be detrimental to anything left especially the monkey puzzles which will ultimately be the dominant specimens of the site.

The first oak is in sound conditions and just requires some dead wood to be removed, the second oak, Photo 7 is completely dead with broken branches strewn underneath, it needs to be removed before it falls over.



Photo 7

There is another small dead tree just to the north of this with a lance wood growing up against it, possibly it could be removed while retaining the lance wood.

Beyond this there is a large gum tree that is the most likely tree to impact on the road if it were to fail. The tree itself appears to be sound with the usual amount of dead wood to be expected in such a tree, the only real concern are the large over extended branches heading out to the east, Photo 8, by undertaking some maintenance such as dead wooding, and reducing the over extended branches this tree should last for many years.



Photo 8



Photo 9

Photo 9 shows some scrubby gums and other insignificant plants around the base of the second monkey puzzle, this leads into the area dominated by a large pine tree, this tree requires some lifting of lower branches and general tidying up. The large gum directly behind this in a tree lane has multi leaders and is the most vulnerable to the weather and should be monitored to ensure no sections are at risk of failing.

Conclusion.

It is apparent that there has been no professional maintenance undertaken on these trees over their life time and any obvious issues identified can be categorized as, a poor specimen planted originally, poor and untrained work undertaken previously and trees reaching their natural life expectancy relative to the environment they are growing.

By undertaking the removal of the obvious trees as indicated then re-evaluating the remaining trees especially the lawsoniana's it may be possible to create some pockets where replacement trees could be planted to allow them to develop before others need to be removed.

By selectively removing trees over a number of years and replanting with suitable replacement species the integrity of the area can be retained.

This could be a perfect area to plant selected specimen trees to mark community events by community groups.

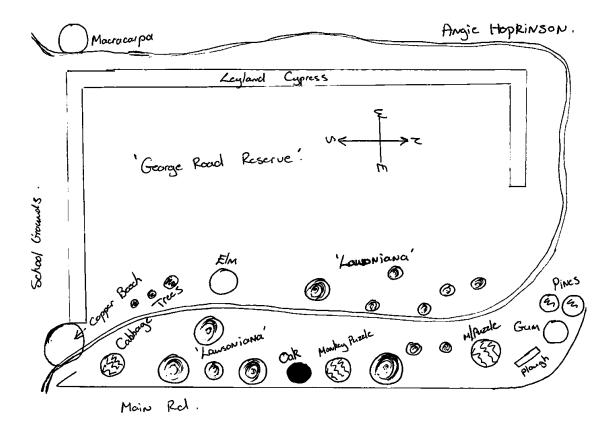
It needs to be noted that once any one tree is removed it does have an impact on the dynamics of those remaining and as such a regular inspection of tree populations in public accessed areas should be undertaken this is especially important after events such as high winds or excessive snow dumps.

And although it can never be said that a tree will never fail there are indicators that can help identify when the risk is more likely and this is why scheduled inspections are important to identify any potential issues.

Received 5/11/2019. Comments from Marty McKelvie on GR Rec Reserve

Hi, Angie, I have assessed the roadside trees at George Road Reserve and found them all in good health and low risk of failure. They consist of mainly 14 Lawsoniana (conifers), with 2 monkey puzzles, an oak, an elm, 2 pines, 1 gum, 4 cabbage trees and 1 copper beech. All mature trees with plenty of life left in them. The conifers have a lot of deadwood under the canopys which is common and these branchs can shed over time, causing a maintainance nuisance. I would recommend a contracter such as Asplunch, to give the under canopys a good cleanout and canopy lift removing deadwood. Branchs can be chipped and chip left on site to use around other plants and trees for weed control. These trees have grown to the prevailing winds and protect each other to a large degree, so to start removing some trees and leaving others would result in future damage or failure to individual specimen trees that are left.

These trees provide a microclimate to the reserve, and also an entrance vista to the township. Unless a major replanting or landscape project is planned I recommend some maintainance work on the trees be done, as suggested above which will greatly improve the look of the grove, and then monitor for safety in 2 years. With Thanks Marty Mckelvie, Registerd arborist





Unbudgeted Expenditure – Wyndham Memorial Archway

Record No: R/19/12/29623

Author: Mark Day, Community Facilities Manager

Approved by: Matt Russell, Group Manager Services and Assets

 \square Decision \square Recommendation \square Information

Purpose

1 The purpose of this report is to request unbudgeted expenditure of \$15,000 to refurbish the Wyndham Memorial Archway.

Executive Summary

- 2 The Councillors of the Waihopai Toetoes Ward previously allocated \$10,000 towards the refurbishment of the Wyndham Memorial Archway.
- 3 This is a Ward Councillor initiated project, it was not identified in the LTP.
- 4 Council staff were asked to obtain a quote to undertake the refurbishment of the archway.
- 5 The quote indicated that to complete the work additional funding would be required.

Recommendation

That the Waihopai Toetoe Community Board:

- a) Receives the report titled "Unbudgeted Expenditure Wyndham Memorial Archway" dated 14 February 2020.
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Approves the unbudgeted expenditure of \$15,000 to come from the Edendale Wyndham General Reserve.

Background

The Councillors of the Waihopai Toetoes Ward previously allocated \$10,000 towards the refurbishment of the Wyndham Memorial Archway.

Waihopai Toetoe Community Board 25 February 2020

- 7 Council staff were asked to obtain a quote to undertake the refurbishment of the archway.
- 8 The quote indicated that to complete the work, additional funding would be required.
- 9 The former Edendale-Wyndham Community Board requested that Council staff prepare an application to the Fonterra Development Fund and request the additional funding for the project.
- 10 This application was prepared and submitted to the Council finance team to check and see if it met the funding criteria. At this point the finance team said that the funding criteria needed to be reviewed and therefore the application was not submitted.
- 11 The time it has taken to go through the application process to get the additional funding is the reason for this project taking so long to deliver.
- 12 It was ultimately determined that the project did not meet the criteria for Fonterra fund application. In light of the subsequent decision not to apply to the Fonterra Development Fund Council staff are now seeking unbudgeted expenditure to undertake the project.

Issues

- A structural assessment was undertaken in March 2019 that indicated some remedial work was necessary to extend the life of the archway. Appended as attachment A to the report.
- 14 The current quote has expired and will have to be requoted.
- The \$15,000 includes a contingency of \$5,000 to cover an increase in the cost due to having to ask the contractor to provide a new quote.

Factors to Consider

Legal and Statutory Requirements

16 There are no legal and statutory requirements.

Community Views

17 The views of the Councillors and Community Board are taken as being indicative of the community.

Costs and Funding

- The ward councillor's allocated \$10,000 from the ward budget towards the project. An additional \$15,000 of unbudgeted expenditure will be required to complete the quoted work.
- 19 The unbudgeted expenditure will be funded from the Edendale Wyndham General Reserve.
- 20 The reserve currently has a balance of \$53,237.35.

Policy Implications

21 There are no policy implications.

Waihopai Toetoe Community Board 25 February 2020

Analysis

Options Considered

22 The options considered are to fund the unbudgeted expenditure in line with the scope, or not.

Analysis of Options

Option 1 – Approve the unbudgeted of \$15,000 from the Edendale Wyndham General Reserve

Advantages	Disadvantages	
The archway will receive the remedial work required to extend its life	The archway will continue to deteriorateIf left will cost more in the future	

Option 2 - Not approve the unbudgeted expenditure

Advantages	Disadvantages	
The archway does not receive the remedial work required to extend its life	 The archway will continue to deteriorate If left and will cost more in the future	

Assessment of Significance

23 The request does not trigger any of the significance criteria

Recommended Option

Option 1 - Approve the unbudgeted of \$15,000 from the Edendale Wyndham General Reserve.

Next Steps

25 Engage the contractor and undertake the remedial work.

Attachments

A Initial Siesmic Assessment Report for Memorial Arch at 81 Memorial Ave, Wyndham J



INITIAL SEISMIC ASSESSMENT REPORT (ISA COMPREHENSIVE) 81 Memorial Ave, Wyndham



Client Name:

Bonisch Consultants

BMC Reference:

1901-2511

Date Issued:

15/03/2019

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Quality Statement and Document Control

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This disclaimer shall apply notwithstanding that the documents may be made available to other persons for an application for permission or approval to fulfil a legal requirement.

Issue Register:

Revision	Date	Description			
	15/03/2019	ISA (Comprehensive)			
A		Prepared by Reviewed by		Approved by	
	Name	Warren Holt	Graham McDougall	Graham McDougall	
	Signature	BE(Hons), MEngNZ	BEng, MIStructE(UK), CEng(UK), CMEngNZ	Director, BE, CMEngNZ, CPEng, IntPE(NZ)	

Revision History:

Rev. No	Date	Issue Description	Prepared by	Reviewed by

1901-2511 1 Rev A. 15 March 2019

.



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1901-2511 2 Rev A. 15 March 2019



1 Executive Summary

The following report covers the Initial Seismic Assessment (ISA Comprehensive) of the Arch structure at 81 Memorial Ave, Wyndham. The 90-year-old structure consists of a single monolithic URM arch with URM walls either side. This location is a 'medium' seismic risk region with a seismic hazard factor of 0.17. For comparison Wanaka has a seismic hazard factor of 0.3 and is a 'high' risk region. The seismic assessment load applied to the structure is therefore approx. half that of Christchurch

Documentation available to BMC for the purposes of this assessment is summarised in Section 4.1. This assessment is based on these documents and site visit observations only. For the purposes of this evaluation, the above described structure has been assessed as a single monolithic structure of Importance Level 2 (IL2) – Normal Building.

General condition of the structure is good with some cracking due to settlement of the archway.

BMC have completed an NZSEE Initial Evaluation Procedure (IEP) spreadsheet and carried out preliminary calculations of the primary lateral load resisting elements including in-plane capacity of piers. In addition, BMC has provided an assessment of the out-of-plane performance of pier elements and surrounding low height walls.

From this assessment the building is considered to have a lateral load carrying capacity of 70% New Building Standard (IL2) as follows,

Location Direction	Building %NBS (IL2)	Seismic Grade	Limiting performance
Longitudinal (Along)	90%NBS	Α	In-Plane capacity of the archway is sufficient to resist 90%NBS (IL2) loads.
Transverse (Across)	70%NBS	В	Out-of-plane capacity of archway pier elements is sufficient to resist 70%NBS (IL2) loads. The lower walls are only able to resist 45-80%NBS (IL2) loads however due to their height, they are considered to be of minimal risk.

Refer to section 5 for explanation and summary of assessment

BMC is yet to confirm 'good ground' conditions (which is expected).

Our ISA (Comprehensive) found that the structure at 81 Memorial Ave, Wyndham has a capacity 70%NBS(IL2), and the building, therefore, is not considered to be at risk of earthquakes as defined in the Building Act.

Note, the ISA is considered to provide a relatively quick, high-level and mostly qualitative measure of the building's performance. If a more defined level of performance is required, then a Detailed Seismic Assessment (DSA) would need to be carried out with appropriate modelling of the structure performance.

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2 Scope of Our Engagement

As requested by Bonisch Consultants, we have undertaken a comprehensive Initial Seismic Assessment (ISA Comprehensive) with a supplemental assessment (by calculation) of the seismic capacity of the structure at the above noted address.

The seismic assessment and reporting have been undertaken in accordance with the qualitative procedures detailed in "The Seismic Assessment of Existing Buildings, Technical Guidelines for Engineering Assessments" issued by the Ministry of Business, Innovation and Employment (MBIE) et al dated 1 July 2017 and now cited in the Building (Earthquake-prone Buildings) Amendment Act 2016 (which has now been integrated into the Building Act 2004) with reference to potentially earthquake prone buildings. BMC have included a simple calculation / assessment of an element of the structure that BMC have assessed as limiting the global seismic capacity of the structure.

This structural assessment includes two building elements only; the main archway and the surrounding low height wall/pier elements. This assessment includes:-

- Undertaking visual inspection of exposed elements on-site;
- Consideration of the general established geotechnical evidence for the site;
- Completion of an Initial Evaluation Procedure (IEP) spreadsheet;
- Engineering assessment and calculation of a primary or critical structural element that is considered to limit the global seismic capacity of the buildings;
- Provision of a concept strengthening strategy or maintenance as appropriate.
- Production of a Technical Summary Report.

The assessment is made with regard to Clause B1 – Structure of the New Zealand Building Code. No other Building Code Clauses have been assessed by this report.

This structural assessment is based on the visual evidence and indications present at the time of inspection. No specific invasive investigation work has been carried out (although wall thicknesses and wall heights have been determined). The findings of this report may therefore be subject to revision pending further and more detailed investigation or assessment and/or deterioration of elements from earthquake or ground settlement. This report does not address any hidden or latent defects that may have been incorporated in the original design and construction.

This assessment has been restricted to structural aspects only.

The scope of this evaluation is limited to the initial or first stage assessment of the potential performance of the structure in an earthquake ONLY. No assessment has been made of other load cases such as wind, snow and gravity. The assessment is made in the context that the structure may potentially be affected by the Earthquake Prone Building (EPB) provisions of the Building Act (2004) (Incorporating the Building (Earthquake Prone Building) Amendment Act 2016).

This is a scoping document only and under no circumstances shall the following recommendations and/or information be used for construction.

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Our professional services are performed using a degree of care and skill normally exercised, under similar circumstances, by reputable consultants practicing in this field at this time. No other warranty, expressed or implied, is made as to the professional advice presented in this report.

This report is provided solely for use by Bonisch Consultants and the Southland District Council and shall not be relied on by any other parties without written approval from Batchelar McDougall Consulting other than the respective Territorial Authority in the course of defining the structures classification in accordance with the Building Act 2004 incorporating the Building (Earthquake-prone Buildings) Amendment Act 2016.

3 Building Description

3.1 General Overview

The structure located at 81 Memorial Ave, Wyndham is a "1 storey" archway structure. The structure is currently used as a memorial and entry to public access driveway. The main archway is straddled by low height URM buttress walls and low height piers.



Figure 1: Aerial photograph of site.

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A full description of the structure is provided in Table 1 below.

Structure Feature	Description		
Structure address:	81 Memorial Ave, Wyndham		
Overall plan dimensions: Element 1 (Archway) 7.09m x 0.925m x 8.29m Tall Element 2 (Low Height Wall) Numerous Element 3 (Low Height Piers) 0.7m x 0.7m x 2.3m Tall			
Number of storeys:	1		
Area (Footprint of Arch)	Approximately 8.6m ²		
Structure history:	Built as a memorial to Dr J.A.R. Menzies M.L.C. (Plaque indicates constructed in 1926)		
Archive Plan Availability	No		
Occupancy:	Archway Only		
Importance Classification: (AS/NZS 1170.0:2002: Table 3.2)	2 (DESCRIPTION FORM NZS1170.0)		
Heritage Classification:	No Heritage NZ Listing		

Table 1: Structure Description



Figure 2: Front view

looking from the North direction.

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3.2 Construction Materials & Configuration

Based on the visual observations the following structure has been identified:

There is some noticeable cracking at the apex of the arch and at the top of buttresses. This indicates that some settlement of the arch has occurred.



Figure 1: Typical Gravity Load Path Diagram for Archway (Cracking shown in red)

3.3 Lateral Load Resisting Structural System

The only lateral load resisting system for the archway is the piers themselves and the buttress walls. The piers resist In-Plane and Out-of-Plane loading by rocking. The weight of the pier and arch pushing down on the wide piers creates inherent stability.

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Figure 4: Typical Lateral Load Path Diagram in the E-W Direction.

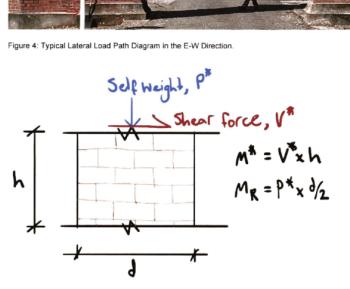


Figure 2: URM Rocking Capacity Example

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3.4 Foundations & Geotechnical

Foundations are assumed to typically comprise concrete pad foundations, but we have no archive evidence or intrusive investigations to confirm this. Site conditions are deemed to be possibly susceptible to liquefaction with deep or soft soil deposits (located within 50m of river). Ground Class D is therefore to be used in the assessment. Confirmation of 'good ground' bearing is yet to be confirmed but overall soil information indicates Class B as general soil classification. Class C has been used for the assessment as it is unlikely that the arch if founded directly onto rock.

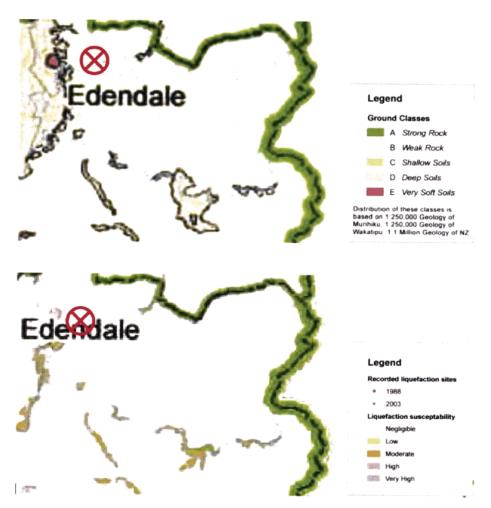


Figure 5: Ground Classes and Liquefaction and Settlement Hazards from "Geological Hazards – Southland District Council Lifelines Study" Report prepared by GNS Science Consultancy dated June 2006. Arch Location Shown on Map with 'X'.

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4 Structure Inspection

4.1 Documentation

Documentation received by us that we consider relevant to this report includes:-

Revision	Issue Date
N/A	30/1/2018

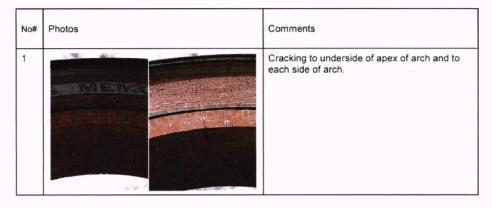
Copies of the documents are held on file if requested.

4.2 Observations and/or Damage

The structure was inspected by Warren Holt and Jaisah Webb of BMC on 26/2/2019. This was a visual inspection only of the archway and surrounding walls.

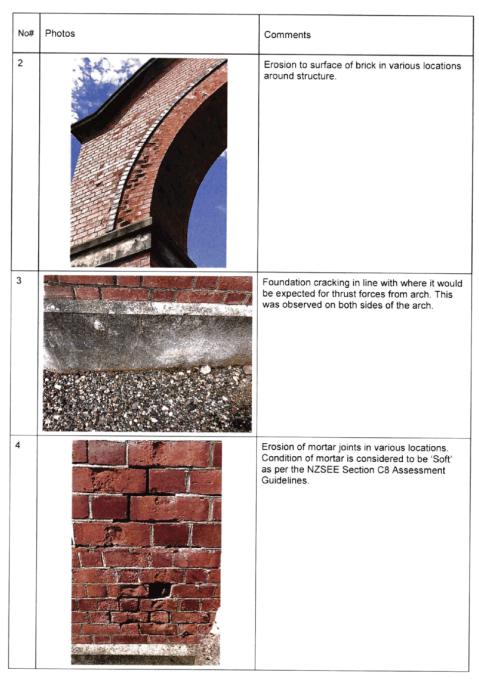
There were some minor items of damage observed which appear to be due to settlement of the archway causing minor cracking to the underside of the arch and buttress walls.

The following photo images and observations and specific comments relate to the inspection. A complete photo record of the inspection is available on request.



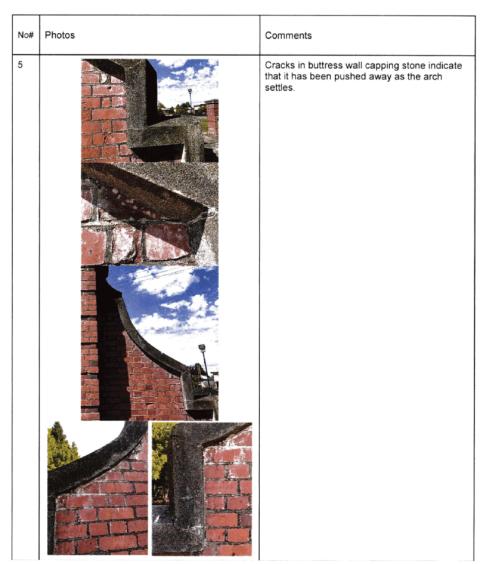
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5 Assessment

5.1 IEP Spreadsheet Calculations

The NZ Society of Earthquake Engineers (NZSEE) have developed an assessment calculation (the IEP Spreadsheet) to be used in a preliminary estimation of the seismic capacity (Percentage of New Build Standard (%NBS)) of a structure. This is primarily based on comparing the current seismic design Loadings Code (NZS1170.5) in 2018 with the seismic design load at the time the structure was designed. It assumes that the original design was built to at least 100%NBS of the design load at this time. It allows for other 'engineering judgement' and observation factors to be incorporated but the process is at best a preliminary estimation.

The IEP Spreadsheet is included as Appendix B. The overall result is that the structure at 81 Memorial Ave, Wyndham is rated by this process at approx. 30%NBS (IL2).

5.2 Specific Calculations / Engineering assessment

BMC have undertaken an initial capacity assessment of the anticipated critical elements within the primary lateral load resisting system and any secondary elements deemed to be potentially critical for the purpose of refining the results obtained from the IEP spreadsheet. These have been undertaken in accordance with the requirements of "The Seismic Assessment of Existing Buildings, Technical Guidelines for Engineering Assessments" issued by the Ministry of Business, Innovation and Employment (MBIE) et al dated 1 July 2017 and the relevant contents of NZS1170.

The following additional items of calculation / consideration have been undertaken as part of this assessment.

- The in-plane performance of the archway pier elements using the process outlined in the NZSEE guidelines Section C8
- The out-of-plane (OOP) performance of the archway pier elements and low height walls and piers.

The percentage of the current New Building Standard (NBS) with respect to seismic loads for the main archway resulting in capacities >67%NBS(IL2), as examined, are as follows:

Element	Action	Comments	Est %NBS (IL2)
Archway	In-Plane Bracing Capacity	Large pier elements with significant axial forces result in good rocking capacity.	90%
	Out-of-Plane	Large pier elements with significant axial forces result in good rocking capacity. A risk factor of 2 was used due to the consequence of failure of this element.	70%
Buttress Walls	Out-of-Plane	~2.6m tall and 0.38m thick with no support at top results in fair out-of-plane capacity. Some horizontal spanning will occur and provide additional support not accounted for.	45%

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Element	Action	Comments	Est %NBS (IL2)
Low Height Walls	Out-of-Plane	~1.25m tall and 0.38m thick with no support at top results in good out-of-plane capacity. Some horizontal spanning between piers will occur and provide additional support not accounted for.	80%
Low Height Piers	Out-of-Plane	~2.25m tall and 0.695m thick with no support at top results in good out-of-plane capacity.	90%

Table 2: Structure Element %NBS Ratings

Please note that BMC has only considered 'Ultimate Limit State' (ULS) performance of the structure (that is its capacity to resist a 'significant' seismic event without collapse). No assessment or consideration of Service Limit State (SLS) performance has been made (that is the performance of the structure to resist 'small' more frequent earthquakes WITHOUT visual damage to the structure).

Summary calculations / output are included in Appendix C.

5.3 Assessment Summary

The ISA assessment of this structure therefore indicates an overall score of 70%NBS (IL2) if the structure is taken as a whole, including the specific assessment results, it corresponds to a 'Grade B' structure as defined by the New Zealand Society for Earthquake Engineering (NZSEE) building grading scheme. This is above the threshold for earthquake risk buildings (67%NBS) as recommended by the NZSEE.

Please note that the assessment of 70%NBS(IL2) capacity is not considered to be the point at which the structure (or parts) will collapse (this is much more difficult to predict), but rather the point at which the material and elements of the structure are being permanently damaged.

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6 Proposed Strengthening Repair Works

Although the archway is considered to be >67%NBS (IL2) under seismic loading, there is evidence of gravity settlement of the arch and buttress walls. This is not considered significant enough to require detailed strengthening, however, is it recommended that some general maintenance and crack stitching is carried out to restore some of the lost capacity and resilience to weathering.

RECOMMENDED WORKS FOR EARTHQUAKE STRENGTHENING (STRUCTURAL)		
DESCRIPTION	STRENGTHENING WORK	
Re-pointing	The mortar is badly weathered and in need of repair. It is recommended that a skilled mason is employed to repoint the entire archway and surrounding walls/piers. This would require setting up scaffolding, scraping out ~35mm of mortar from the joints and re-pointing with new cement based mortar.	
Crack Stitching	It is recommended that during the re-pointing process, that Helifix HeliBars are installed to stitch the larger cracks to provide better resilience and gravity load support. This would be easily achieved during the re-pointing process. Once the existing mortar is scraped out, Helifix HeliBars would be installed across the cracks at every second mortar bed and lapping 600mm past crack on each side and grouted into place with Helifix HeliBond.	
Brick Facing Repair	A skilled mason may be able to cut out significantly eroded bricks and replace.	

Completion of these remedial works will help to extend the service life of the archway and help to prevent further settlement. A detailed design process will need to be carried out by a Chartered Professional Engineer and building consent / construction documentation completed prior to implementation

7 Continued Use Recommendations

Based on our assessment of the structure, BMC consider continued use is appropriate.

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8 Conclusions

Based on our assessment, the structure has a seismic load carrying capacity of greater than 67%NBS (IL2) and the structure, therefore, is not considered to be potentially Earthquake-risk as defined by the Building Act.

The structures current condition is determined as being good with only minor defects. Some maintenance work is required to prevent further weathering of the structure and extend service life.

Confirmation of 'good ground' is yet to be completed.

Some remedial works should be planned to be carried out or, if a more defined level of performance is required then a Detailed Seismic Assessment (DSA) would need to be completed.

For more summary comments please refer to the Executive Summary.

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APPENDIX A - Technical Summary Sheet

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Initial Seismic Assessment – Technical Summary

Structure Information				
Structure Name/Description	Menzies Memorial Arch			
Street Address	81 Memorial Ave, Wyndham			
Territorial Authority	Southland District Council			
No. of Stories	1			
Area (Footprint of Arch)	Approximately 8.6m ²			
Year of Design (approx.)	The structure was constructed in 1926			
NZ Standard Designed to	N/A			
Structural System including Foundations	Brick Arch on Pad Foundations			
Does the building comprise a shared structural form or shares structural elements with any other adjacent titles?	No			
Key features of ground profile and identified geohazards	Level ground and no identified geohazards.			
Previous strengthening and/ or significant alteration	None			
Heritage Status	None			
Other Relevant information	Detailed measurement of the structure has been carried out by others.			

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Assessment Information		
Consulting Practice	Batchelar McDougall Consulting Ltd	
Name - CPEng Number – Statement of suitable skills and experience in the seismic assessment of buildings -	Warren Holt 1026871 - Practice Area description - Structural design, seis assessment and construction monitoring for low rise building 5 Years experience of seismic assessment in New Zealan NZSEE seminars on ISA's 2013, 2014 NZSEE Seismic assessment of URM seminar 2015	
Date/Version of Drawings /Calculations Previous seismic assessments	Dimensional and condition information supplied by Bor Consultants None	
Geotechnical Report(s)	"Geological Hazards – Southland District Council Lifelines Study" Report prepared by GNS Science Consultancy dated June 2006	
Date Building Inspected and extents of inspections.	27 February 2019 Visual external and internal	
Description of any structural testing undertaken and results summary	Measurements Only	
Previous Assessment Reports	None	
Other Relevant information	None	

Occupancy and Importance Level	Considered IL2 (even though exposure considered low)
Site Subsoil Class	Class C
Summary of how Part B was applied, including: • Key parameters such as /t, Sp and F factors • Any Supplementary specific calculations	// = 1 (allowance for URM) Sp= 1 (reflective of /ι) URM Wall In-Plane & Out of Plane Assessment - NZSEE Guidance document "The Seismic Assessment of Existing Buildings" July 2017 Section C8 - Unreinforced Masonry Buildings.
Other Relevant Information	Rocking failure of main arch structure confirmed.

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Assessment Outcomes					
Assessment Status (Draft or Final)	Final				
Assessed Seismic Rating	70%NBS (IL2)				
Seismic Grade	В				
Describe the Potential Critical Structural Weaknesses (>34%NBS only).	Out of Plane failure of main arch piers.				
Does the result reflect the building's expected behaviour, or is more information/ analysis required?	Yes – the ISA Comprehensive is sufficient				
	Engineering Statement of Structural Weaknesses and Location	Mode of Failure and Physical Consequence Statement(s)			
If the results of this ISA are being used	Building overall				
for earthquake prone decision purposes, and elements rating <34%NBS have	N/A	N/A			
been identified:	Parts of buildings				
	Pier out of plane resistance.	Rocking failure. Arch may topple onto surrounding areas during a ULS seismid event.			
Conclusions and Recommendations (>34%NBS only).	Strengthening not required. joints and cra	Some remediation of mortar ack stitching.			

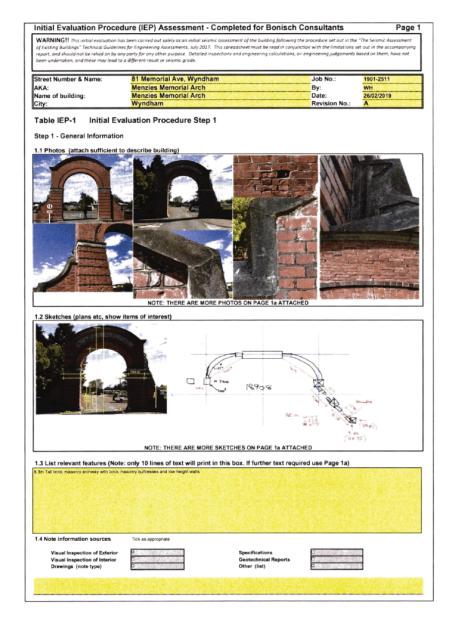
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APPENDIX B - NZSEE IEP Spreadsheet(s)

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Printed 15/03/2019 IEP Spreadsheet Version 3.0 - 28/06/2017



Street Number & Name: 81 Memorial Ave, Wyndham	pleted for Bonisch Consultants Job No.:	Page :
AKA: Menzies Memorial Arch Name of building: Menzies Memorial Arch	By: Date:	WH 26/02/2019
City: Wyndham	Revision No.	: A
Table IEP-2 Initial Evaluation Procedure Step 2		
Step 2 - Determination of (%NBS) b (Baseline (%NBS) for particular building - refer Section B5)		
2.1 Determine nominal (%NBS) = (%NBS) nom	Longitudinal	Transverse
 a) Building Strengthening Data Tick if building is known to have been strengthened in this direction 	o o	
If strengthened, enter percentage of code the building has been strength	hened to N/A	N/A
b) Year of Design/Strengthening, Building Type and Seismic Zone	Pre 1935 •	Dec 1025
	1935-1965	Pre 1935 • 1935-1965 · ·
	1965-1976 o 1976-1984 o	1965-1976 o 1976-1984 o
	1984-1992 o 1992-2004 o	1984-1992 1992-2004
	2004-2011 o Post Aug 2011 o	2004-2011 o Post Aug 2011 o
	Type:	Tuber Lider g
Seismic 2 c) Soil Type	Zone: Not applicable	Not applicable
From NZS1170.5:2004, CI 3.1.3 :		
From NZS4203:1992, CI 4.6.2.2: (for 1992 to 2004 and only if known)	Net englished	
d) Estimate Period, T	Not applicable	Not applicable
Comment:	h _n = 8.3	8.3 m
	A _c = 1,00	1.00 m²
Moment Resisting Concrete Frames: $\Gamma = \max(0.09h, \frac{318}{5}, 0.06)$ Moment Resisting Steel Frames: $\Gamma = \max(0.14h, \frac{318}{5}, 0.46)$	0 0	2
Eccentrically Braced Steel Frames: $\Gamma = \max(0.08h^{-0.76}, 0.16)$ All Other Frame Structures: $\Gamma = \max(0.06h^{-0.76}, 0.16)$	4)	D Di
Concrete Shear Walls $T = \max\{0.096, \frac{0.75}{2}A_6^2\}$ Masonry Shear Walls: $T \le 0.4 sac$		•
User Defined (input Period): Where h _{ii} = height in metres from the base of the structure to the	0	
uppermost seismic weight or mass.	T: 0.40	0.40
No.		
e) Factor A: Strengthening factor determined using result from (a) above (set to 1.0 if not strengthened)	Factor A: 1.00	1.00
f) Factor B: Determined from NZSEE Guidelines Figure 3A.1 using results (a) to (e) above	Factor B: 0.04	0.04
g) Factor C: For reinforced concrete buildings designed between 1976-84 Factor C = 1.2, otherwise take as 1.0.	Factor C: 1.00	1.00
h) Factor D: For buildings designed prior to 1935 Factor D = 0.8 except for Wellington and Napier (1931-1935) where Factor D may be taken as 1.0, otherwise take as 1.0.	Factor D: 0.80	0.80
(%NBS) nom = AxBxCxD	(%NBS) nom 3%	3%

		pleted for Bonisch Consultar	
Street Number & Name: AKA: Name of building:	81 Memorial Ave, Wyndham Menzies Memorial Arch Menzies Memorial Arch	Job No. By: Date:	WH 26/02/2019
City: Table IEP-2 Initial Eva	Wyndham luation Procedure Step 2 co	Revisio	n No.: A
2.2 Near Fault Scaling Factor, F If T ≤ 1.5sec, Factor E = 1			
a) Near Fault Factor, N(T,D) (from NZS1170.5-2004. Cl 3.1.6) b) Factor E	= 1/N(T,D)	N(T,D): 1 Factor E: 1.00	Transverse
2.3 Hazard Scaling Factor, Fact a) Hazard Factor, Z, for site	or F		
Location: Z 1002 Z 2004 b) Factor F For pre 1992 For 1992-2011 For post 2011	= 0.17 (from NZS1170 5:200 = 0.68 (NZS4203 1992 Zone	Factor from accompanying Figure 3.5(b))	5.88
2.4 Return Period Scaling Factor a) Design Importance Level, I	or, Factor G		
(Set to 1 if not known. For buildings de public building set to 1.25. For building	isigned prior to 1965 and known to be designed as a ps designed 1965-1976 and known to be designed a kr 1.2 for Zone B. For 1978-1984 set I value.)	s a = 1.25	1.25
 b) Design Risk Factor, R_o (set to 1.0 if other than 1976-2004, o 	r not known)	R _o = 1	
c) Return Period Factor, R (from NZS1170 0.2004 Building Impo	ortance Level) <u>Choose Importan</u>	Certavel 01 •2 03 04	□1 * 2 □3 □4
d) Factor G	= IR/R	Factor G: 1.25	1.25
2.5 Ductility Scaling Factor, Fac a) Available Displacement Ducti Comment:	ctor H lity Within Existing Structure	μ = 1.50	1.50
b) Factor H (where ku is NZS1170.5.2004 inelasi	For pre 1976 (maximum of 2) For 1976 onwards ic Spectrum Scaling Factor, from accompanying Ta	= 1.29 = 1 Factor H: 1.29	1.29 1
2.6 Structural Performance Sca a) Structural Performance Factor	ling Factor, Factor I or, S _p		
(from accompanying Figure 3.4) Tick if light timber-framed const b) Structural Performance Scali	ng Factor = 1/S _p	S _p = 0.85 Factor I: 1.18	0.85 1.18
Note Factor B values for 1992 to 200 2.7 Baseline %NBS for Building (equals (%NBS) _{nom} x E x F x	34 have been multiplied by 0.67 to account for Sp in i, (%NBS) b. G x H x I)	this period	32%
Buildings" Technical Guidelines for Engineer	ing Assessments, July 2017. This spreadsheet must urpose. Detailed inspections and engineering calc:	ent of the building following the procedure set out in the be read in conjunction with the limitations set out in ligitions, or engineering judge ments based on them, i	the accompanying report, and should

Printed 15/03/2019 IEP Spreadsheet Version 3.0 - 28/06/2013

treet Number & Name:	81 Memorial Ave, Wyndham		Job No.:	1901-2511
KA:	Menzies Memorial Arch		By:	WH
lame of building:	Menzies Memorial Arch		Date:	26/02/2019
ity:	Wyndham		Revision No.:	Α
	valuation Procedure Step 3 rformance Achievement Ratio (PAR	R)		
) Longitudinal Direction				
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Comment	And Manual Control of the Control of	Significant	 Insignificant 	Factor A 1.0
2 Vertical Irregularity				
Effect on Structural Performa Comment	nce Severe	Significant	 Insignificant 	Factor B 1.0
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Comment		Active Contract	THE RESERVE STORY	3
- Martin and Control of the Control				
Note: Values given assume the	building has a frame structure. For stiff	wildings (og shoor u	calls) the affact of according	7
Values given assume the	building has a frame structure. For stiff g the coefficient to the right of the value a	ouildings (eg shear w pplicable to frame b	valls), the effect of pounding uildings.	
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Printed 15/03/2019 IEP Spreadsheet Version 3.0 - 28/06/2017

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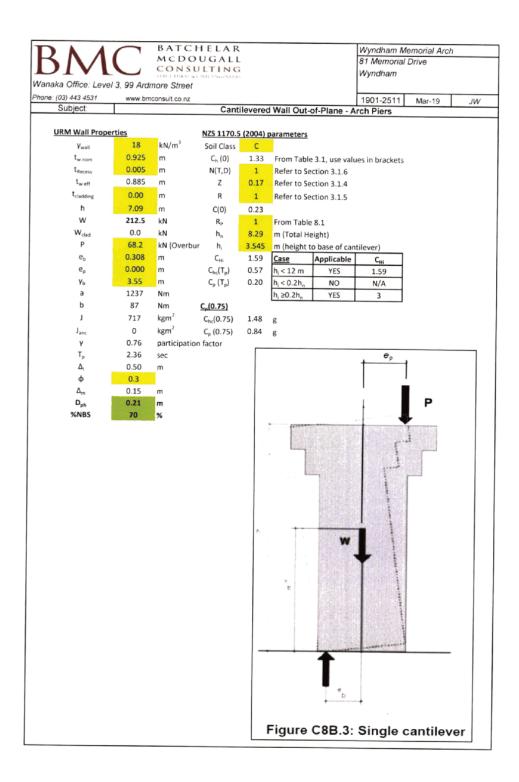
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		ure (IEP) Assessment - Completed for B		Page 7
	Street Number & Name: AKA:	81 Memorial Ave, Wyndham Menzies Memorial Arch	Job No.: By:	1901-2511 WH
	Name of building: City:	Menzies Memorial Arch Wyndham	Date: Revision No.:	26/02/2019 A
	Table IEP-5 Initial Eval	uation Procedure Step 8		
		ntial Severe Structural Weaknesses (SSWs) th ignificant number of occupants	at could result in	
	8.1 Number of storeys above	ground level		1.00
		ete floors and/or concrete roof? (Y/N)		Marie Y Rose
	D. 1	0		
		Structural Weaknesses (SSWs): out are not applicable and need not be considered.		
	Occupancy not conside	red to be significant - no further consideration	required	
	IEP Assessmen	nt Confirmed by	Signature	
		Warren Holt	Name	
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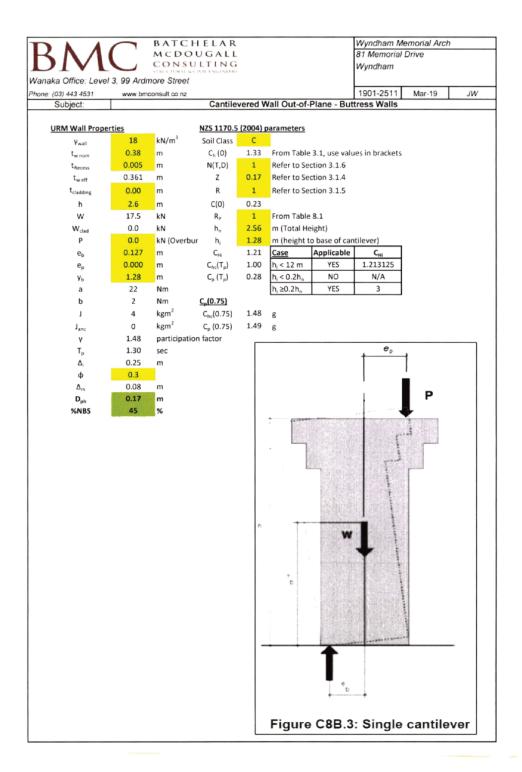


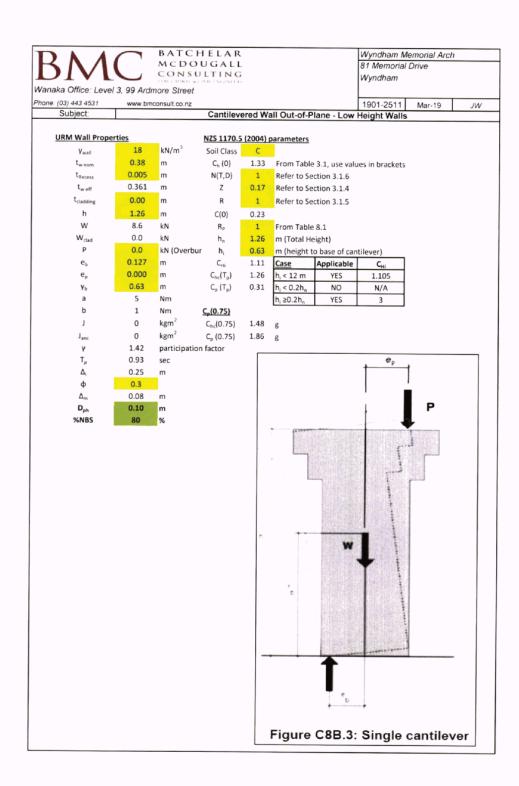
APPENDIX C – Summary Calculations

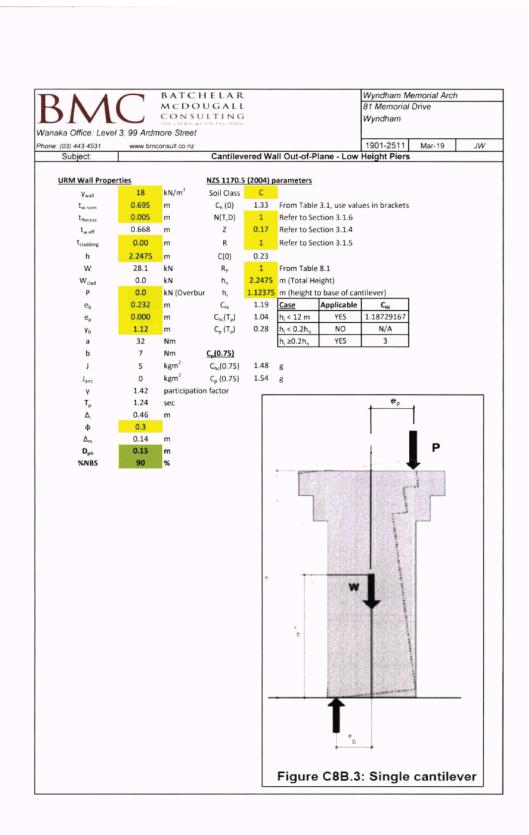
1901-2511 C Rev A. 15 March 2019

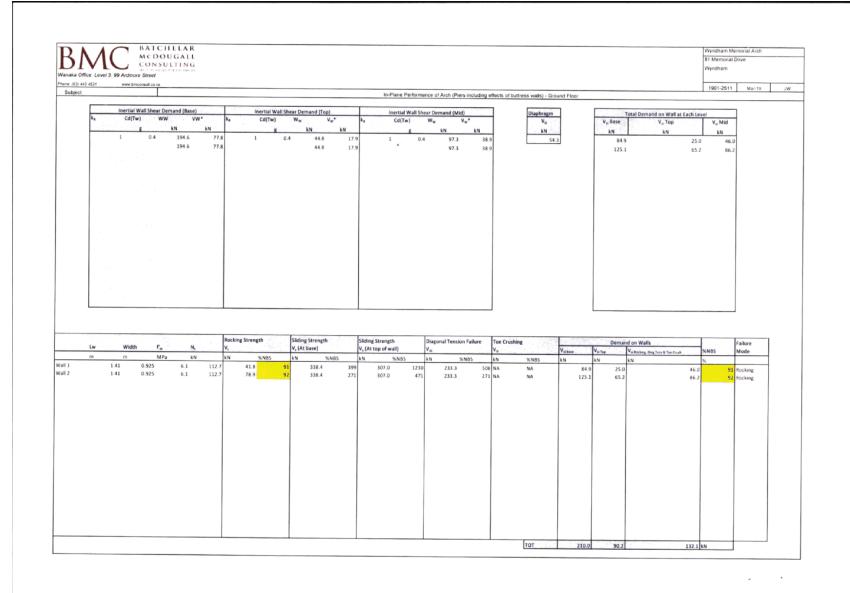
BATCHELAR McDOUGALL CONSULTING Job No: 1901-2511 Structural & Civil Engineers Checked: WH By: Job Name: Wyndham Arch Page Wyndam Arch NZS1170 Loads Date: 15/03/19 Subject: NZS1170 Pt 5:2004 **Equivalent Static Earthquake Coefficient** C - Shallow Soil Refer to Cl 3.1.3 Soil Type Building Design Life 50 Years 2 Importance Level See Table 3.1 (NZS1170.0) **Building Location** Invercargill ULS Return Period 1/500 Years SLS Return Period 1/25 Years Hazard Factor, Z 0.17 R_u 1.0 R_s 0.25 Ductility Period, T₁ N(T,D), Direction N(T,D), SLS $C_h(T)$ C(T)_{ULS} $C(T)_{SLS}$ (s) μ_{ULS} μ_{SLS} 1.0 1.0 2.36 0.40 0.10 1.0 1.0 2.36 0.40 0.10 Direction X S_p Factor from NZS1170 S_p Factor Overide (leave blank to use 1170 default) Chosen S_p Factor 1.0 uls ULS Seismic Coefficient, C 0.40 g SLS Seismic Coefficient, C 0.07 g $(S_p = 0.7)$ Direction Y S_p Factor from NZS1170 S_p Factor Overide (leave blank to use 1170 default) Chosen S_p Factor 1.0 uls 1.0 sls ULS Seismic Coefficient, C 0.40 g SLS Seismic Coefficient, C 0.07 g $(S_p = 0.7)$













Community Facilities Update

Record No: R/20/1/2752

Author: Colin Pemberton, Community Facilities Asset Management Officer

Approved by: Matt Russell, Group Manager Services and Assets

□ Decision □ Recommendation □ Information

Purpose

- 1 The purpose of this report is to share information on locally funded community facility assets throughout the district.
- This report is a generic overview for all nine community board areas with specific attachments to the Board area in which this report is addressed. It will outline:
 - the current budgets associated with the maintenance of the assets
 - the work that has been identified in the existing LTP
 - the current usage
 - the current condition
 - existing contracts
 - service level consistency.

Executive Summary

- With the representation review changes having now taken effect, the majority of new community boards have much broader areas of responsibility geographically. These refined areas have generally resulted in a greater number of assets and contracts within the Board's governance role.
- 4 The information contained within this report is intended to start the conversations between the community board and the community facilities activity managers.
- Within each asset portfolio, there is a commonality of issues. For some assets and portfolios the predominant issue is age and condition, with others utilisation and suitability is the issue, and with some regulatory non-compliance is the major concern.
- As an example, the recent playground condition assessments have identified that generally all three of these issues relate to this portfolio, although the predominant issue is the number of non-compliances with national standards that this review identified.
- This information then needs to be utilised to drive investment decisions regarding renewal, development, closure, priority discussions at both a local and district level.
- 8 The information provided here will initiate the conversations about the ongoing management of these assets, including the need to ensure consistency of service provision across the district and the application of minimum service levels.
- Whilst most of the assets remain structurally and operationally sound, there is an increasing bow wave of requirements and associated costs that will need to be factored into forward planning.
- 10 If the assets are to be maintained to the required standard then there will be financial implications for the community.

Recommendation

That the Waihopai Toetoe Community Board:

- a) Receives the report titled "Community Facilities Update" dated 11 February 2020.
- 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.

Background

- 11 The governance of community facility assets has to date been driven from individual local communities in isolation. This has resulted in significant variability across the district for the asset and sub-activities associated with this activity.
- 12 The intention now is to consolidate the discussion and broaden the perspective across the district with a view to facilitate the discussion with Community Boards.
- 13 The aim of these discussions is to introduce a degree of consistency to the levels of service, asset management and governance.
- 14 For clarity, the assets within the community facilities portfolio that are locally funded include Community Centres, Park and Reserves (including playgrounds and tracks), Water Structures and Cemeteries.
- Assets are not limited to physical buildings and structures but also include green assets such as parks and reserves, trees, hedges and gardens.
- 16 It is evident that utilisation patterns have changed significantly since most of these assets were constructed for a number of complex reasons, including; demographic changes, tourism flows, economic drivers and technological evolution. As such, it is important to review how these assets are replaced and managed moving into the future.
- 17 Consideration of the broader picture is not a precursor to determining the ongoing need for the assets, but rather helps to inform the discussion and enables better-informed, consistent governance/management and decision-making.
- 18 Council is also seeing a trend where it is becoming difficult to engage qualified contractors to undertake work on our behalf. With an aging demographic this has the potential to worsen rather than improve.
- 19 How we deliver these services in the future may need to differ from the current model.
- 20 Local oversight and maintenance by communities has been impacted recently by regulatory and legislative changes. As an example, the changes to health and safety legislation now incorporates volunteer workforces meaning a hall committee for instance can no longer have a working bee to paint its hall without meeting Council's health and safety commitments.

Waihopai Toetoe Community Board 25 February 2020

- 21 Such changes have also increased maintenance costs significantly. Scaffolding is now required to work at heights where the tractor bucket or ladder was once used. This alone equates to a reasonably significant increase in annual local rates for community halls considering maintenance activities such as cleaning, repairs and painting.
- 22 The cost of these changes is ultimately passed onto the ratepayers.
- In order to inform the issues identified above, Council staff have initiated work to gather data on asset age, condition and utilisation.
- Further to the above, and with a view to introducing consistency to service provision irrespective of where you are located within the Southland District, Council staff have been working to produce minimum service levels for integration into capital, maintenance and operational contract mechanisms. This work is included as an attachment to this report for review and discussion.

Issues

- 25 Issues identified by staff that board members need to be familiar with:
 - current age and condition
 - current usage
 - work identified in current LTP
 - current budgets for programmed maintenance
 - lack of data on hall usage
 - inconsistency in governance and fees
 - current contractors used for regular work
 - the number and quality of contracts
 - service level minimums.

Factors to Consider

- 1. Is the asset condition acceptable?
- 2. Does the asset appropriately fulfil the level of service need?
- 3. Does current utilisation support the ongoing programmed expenditure?
- 4. Is more expenditure needed?
- 5. Do current LTP projects need to be reviewed?
- 6. Does the community get value for money from the current contract model?
- 7. What alternatives do we have to the existing delivery model?

Legal and Statutory Requirements

- Health and Safety at Work Act 2015. Council required to meet our duty of care when we focus on the risks and management of these risks.
- 27 Local Government Act 2002 clearly provides that local government exists to benefit, and promote the wellbeing of their communities.

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28 Recent legislative changes have resulted in far greater responsibility on Council, its staff and contractors for use of and working on Council assets. This includes volunteer work on assets such as that undertaken in past by committees and community members. All parties must comply with new requirements and Council ultimately holds liability.

Community Views

29 Providing community board members with this information is part of the wider brief of ensuring all communities are aware of the assets they have available to them, their condition, cost of maintenance and rules relating to their use and upkeep.

Costs and Funding

To be determined at each LTP and budget round in accordance with decisions taken on use, condition required and future programmed projects.

Next Steps

To progress the discussion with Community Boards regarding their asset portfolios including; condition, suitability, utilisation, service / contract provision, minimum service levels and subsequent prioritisation of works programme development and delivery.

Attachments

- A Condition Assessment Summary Table Waihopai Toetoe Community Board J
- B Equipment Condition Assessment for Waihopai Toetoe Community Board Wyndham Playground J
- C Equipment Condition Assessment for Waihopai Toetoe Community Board Tokanui Playground 4
- D Equipment Condition Assessment for Waihopai Toetoe Community Board Fortrose Playground J.
- E Equipment Condition Assessment for Waihopai Toetoe Community Board Edendale Domain Playground J
- F Equipment Condition Assessment for Waihopai Toetoe Community Board Edendale Seaward Road Playground 4
- G Southland DC Community Facilities LoS October 2019 J
- H Southland District Council Playground Audit September 2019 U



Waihopai Toetoe Community Board - Condition Assessment Summary Table

ASSET	CONDITION	USE	LTP PROJECTS	BUDGETS	CONTRACTS
Fortrose Hall	Poor/Average	Minimal	External & roof repaint 2020/2021	\$31,335	Mowing Cleaner
Mokoreta Redan Hall	Average	Playgroup twice weekly. Other minimal.	Exterior repaint (NOT roof) 2018/2019	\$15,744	Committee
Tokanui Hall	Average/good	Minimal	Exterior & roof repaint 2021/2022	\$37,361	Committee
Waikawa Hall	Good/average	Minimal	New lean to roof 2018/2019 Exterior recladding 2020/2021	\$25,000 \$52,224	Committee
Wyndham Hall	Average	Minimal	Nil	Nil	Cleaner
Edendale Domain Playground	Refer to previously circulated Playground Update report (R19/10/24145) and associated playground Equipment Condition Assessment prepared by Angie Hopkinson.				Mowing
Edendale Seaward Road Playground	Refer to previously circulated Playground Update report				Mowing

ASSET	CONDITION	USE	LTP PROJECTS	BUDGETS	CONTRACTS
	(R19/10/24145) and associated playground Equipment Condition Assessment prepared by Angie Hopkinson.				
Fortrose Foreshore Playground	Refer to previously circulated Playground Update report (R19/10/24145) and associated playground Equipment Condition Assessment prepared by Angie Hopkinson.				Mowing
Tokanui Playground	Refer to previously circulated Playground Update report (R19/10/24145) and associated playground Equipment Condition Assessment prepared by Angie Hopkinson.				Mowing
Tokanui Skate Park	Refer to previously circulated Playground Update report (R19/10/24145) and associated playground Equipment Condition Assessment prepared by Angie Hopkinson.				Mowing

2

ASSET	CONDITION	USE	LTP PROJECTS	BUDGETS	CONTRACTS
Wyndham Playground	Refer to previously circulated Playground Update report (R19/10/24145) and associated playground Equipment Condition Assessment prepared by Angie Hopkinson.				Mowing
Edendale Cemetery	Good	Burials 9	Nil	Nil	Mowing
		Ashes 2			
		Average over 5 years to 2012			
Mokoreta Cemetery		There have been no burials at the cemetery since 1943	Nil	Nil	
Haldane – Tararua Acre	Good	Historic site.	Nil	Nil	Mowing
Cemetery		CLOSED to burials.			
Woodlands Cemetery	Good	Burials 3	Nil	Nil	Mowing
		Ashes 1			
		Average over 5 years to 2012			
Wyndham Cemetery	Good	Burials 8	Nil	Nil	Mowing
		Ashes 2			
		Average over 5 years to 2012			

3

NOTES:

Edendale

The recreation reserve budget has an income of \$4,088 and operational expenditure of \$4,088. The operation expenditure is all allocated to cleaning.

The cemetery budget has an income of \$15,277 and operational expenditure of \$20,426.

Fortrose

The hall budget has an income of \$1,746 and operational expenditure of \$1,625. There is indication of income for hall hire in the budget.

Mokoreta\Redan

The hall budget has an income of \$3,383 and operational expenditure of \$3,224. There is indication of income for hall hire in the budget.

Tokanui

The hall budget has an income of \$6,716 and operational expenditure of \$6,466. There is indication of income for hall hire in the budget.

The beautification budget has an income of \$3,886 and operational expenditure of \$3,950.

The playground budget has an income of \$9,211 and operational expenditure of \$7,711.

Waikawa

The hall budget has an income of \$3,474 and operational expenditure of \$2,721. There is indication of income for hall hire in the budget.

Woodlands

The cemetery budget has an income of \$16,318 and operational expenditure of \$16,841.

Wyndham

The cemetery budget has an income of \$24,163 and operational expenditure of \$24,472.

The camping ground budget has an income of \$5,925 and operational expenditure of \$3,950.

The hall budget has an income of \$13,568 and operational expenditure of \$12,525. There is income of \$1,075 from expected hall hire fees.

4

The beautification budget (EdenWyn) has an income of \$62,027 and operational expenditure of \$62,027.

The recreation reserve budget (EdenWyn) has an income of \$27,488 and operational expenditure of \$27,448.

The playground budget (EdenWyn) has an income of \$6,185 and operational expenditure of \$6,185.

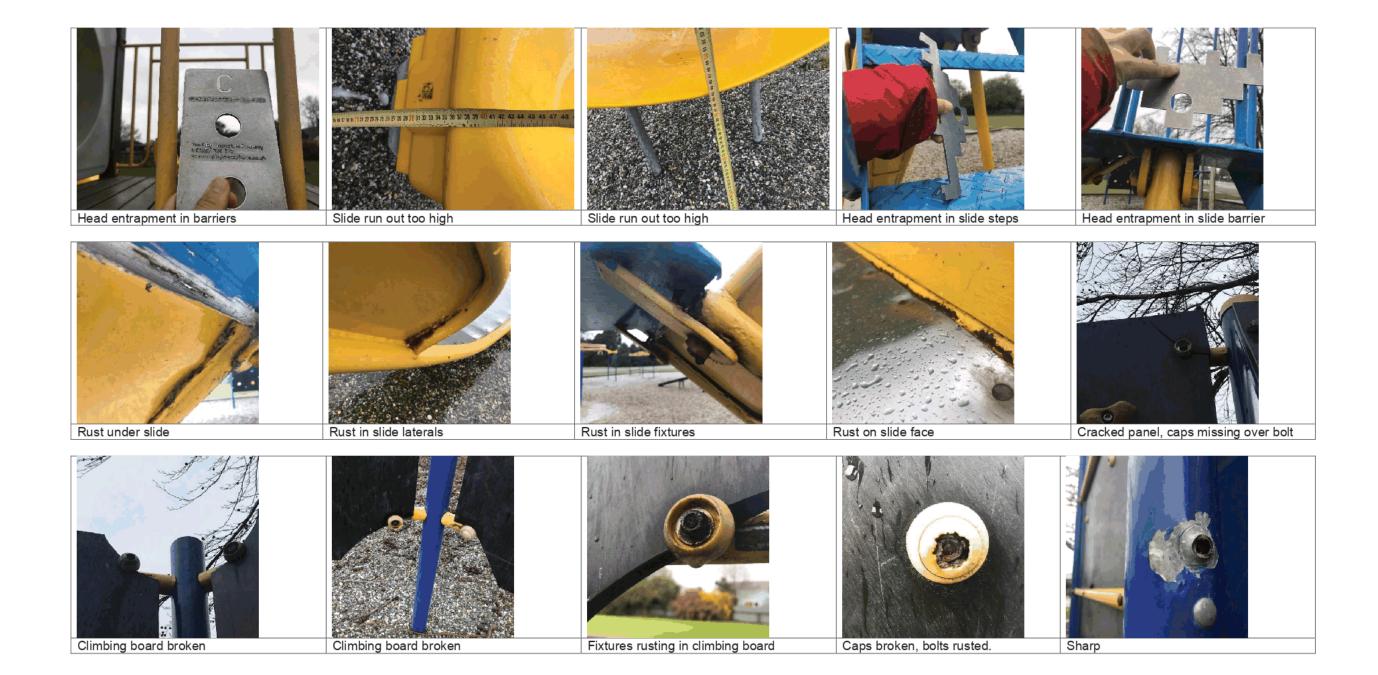
5

WYNDHAM PLA	AYGR	OUND	<u>)</u>																						
Equipment	Manufacti rer	u Install Ye. ▼	ar Expected replaceme date	Survey ent Date	Age	Condition 1 excellent 5 poor	Safety Standard	Non Compliance	Standards Requirement	Risk	Safety Issues	Safety Surface Type	Safe Surf Size m2	Depth	Safety Surface Condition		Standards Requirement	Maintenance Issue	Maint. Priority 1 high 3 low		Maint. Repair Value	ation	Priority 1	End of Lifes pan Capital Value	Surfacing replacement value
Wyndham Playground 4 Platform Unit - Module large	AJ Grant	2005	2025	26/09/201	19 14	2	No	Head entrapment, slide exit's too high above ground.	Slide exit 350mm max. no entrapments	L		PEAGRA VEL	90	0 130mm	2	No	200mm	Bark depth low. Protruding nail in edging. Peagravel compacted under fire pole and slides. Cap's broken. Weeds Graffiti. Deck warped and uneven on car. Cap missing on wheel post.		3 Raise pea gravel level. Recess nail. Rake peagravel and loosen up in areas of wear. Replace caps. Hand weed, and remove graffiti.	\$ 3,600.00		4	\$40,000.00	\$ 21.600.0
Swings (2 senior),	AJ Grant	2000	2020	28/09/201	19 19	3	No	Finger entrapment in chains	Chain opening no greater than 8.6mm	L		PEAGRA VEL	150	0 180mm	2	No	300mm	300mm loosefill required for fall from oflimbing wall. Chains connected with d shackle and different gauges. Seat missing pop rivits.		3 Top up loosefill in the whole area. Swop the chains on the swings, so they are all one chain (no connection part way up). Replace		Programme to replace at end of lifespan	3	\$ 3,500.00	\$ 36,000.0
Swing - Junior	AJ Grant	2000	2020	26/09/201	19 19	3	Standard of the day											Rust in fixutre		seats. 3 Treat and monitor		Programme to replace at end of lifespan	3	\$ 3,500.00	
Bouncy 4 seater with circular handle	AJ Grant	2005	2025	26/09/201	19 14	2	NZS5828: 2004															Programme to replace at end of lifespan	4	\$ 2,500.00	
Climbing walls - 4 panel - with knobs	AJ Grant	2000	2020	26/09/201	19 19	3	NZS5828: 2004											Rusting bolts. Borken panels on bolts		3 Replace rusting hardware. Watch for any more cracks where the panesl are borker on the corners.		Programme to replace at end of lifespan	3	\$18,000.00	
2 platform monorail	AJ Grant	2000	2020	26/09/201	19 19	2	NZS5828: 2004															Programme to replace at end of lifespan	2	\$ 8,000.00	
Slide	AJ Grant	1990	2010	26/09/201		4	No	Head entrapment in stairs and barrier. Toggle entrapment at top of slide	No entrapments	L								Corrosion significant and rough.		3 Treat.		Retire this item	2	\$10,000.00	
See Saw Double with H pivot	AJ Grant	2000	2020	26/09/201	19 19	2	NZS5828: 2004											Protruding bolt under one seesaw		3 Cut down and cover.		Programme to replace at end of lifespan	4	\$ 5,800.00	\$ 288.00
See Saw Double with H pivot	AJ Grant	2000	2020	26/09/201	19 19	2	NZS5828: 2004															Programme to replace at end of lifespan		\$ 5,800.00	\$ 288.00
Wild Rider - Circular ride with hand hold	AJ Grant	2000	2020	26/09/201	19 19	3	Standard of the day											Rust in top of post on the weld.		3 Investigate further Treat and monitor		Programme to replace at end of lifespan	3	\$13,000.00	
Tyre Swing	AJ Grant	2000	2020	26/09/201	19 19	2	No	Finger entrapment in chains.	Chain opening no greater than 8.6mm	L												Programme to replace at end of lifespan	4	\$ 6,000.00	
Bouncy Skateboard	AJ Grant	2000	2020	26/09/201	19 19	2	Standard of the day															Programme to replace at end of lifespan	4	\$ 2,500.00	
Multiple bar overhead Monkey Ba	r AJ Grant	2000	2020	26/09/201	19 19	2	No	Decks in fall space.	No hard objects in fall space.	L												Programme to replace at end of lifespan	4	\$ 6,000.00	

1



COMPLIANCE AND MAINTENANCE ISSUES













Nail raised in edging

Bark depth 130mm – too low

Gravel compacted – needs regular loosening

Swing fixture rusting

Swing frame rusting – treat and monitor



Tyres in fall space of overhead glide



Finger entrapment in chains on tyres swing



Scuffed out under tyre swing – water pooling



Decks in fall space of overhead



Protruding bolt under seesaw



Swing belt missing pop rivet



Excess swing chain needs to be removed



Gravel depth 180mm

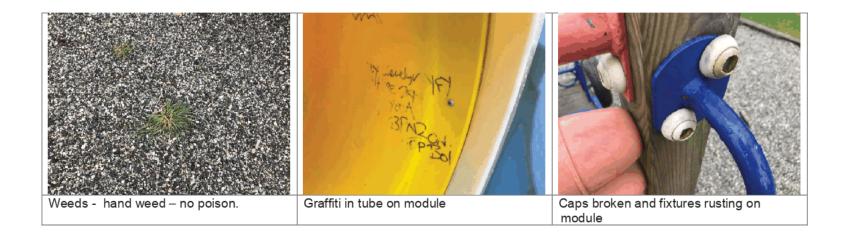


Pipe open on car – cap it and make sure no water in there



Deck warped and raised.

4



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TOKANUI PLAYGROUND

Equipment	Manufactu rer	Install Year	Expected replacement date	Survey Date			Safety Standard	Non Compliance	Standards Requirement	Risk	Safety Issues		Safe Surf Size m2				Requirement	Maintenance Issue		Maintenance recommendation	Repair Value	Recommend ation	Priority 1	End of Lifes pan Capital Value	Surfacing replacement value
Tokanui Playground																									
Module steel medium - 2 Platform - spiral climb, overhead monkey bars, clatter bridge.			2013	26/09/2019		2	No	Clatter bridge too close to ground.	If moving parts of the equipment can endanger the body, there shall be a ground clearance of at least 400 mm to the ground.			PEA GRA VEL	60	00 20	00 2	No	300mm req for the height of the tower slide					Programe for repalcment		\$30,000.00	
Unit 2 - Raised fort	Design/Build	1993	2013	26/09/2019	26	3		Head entrapments in barriers, between wall and deck, and at top of slide (toggle). Chain has finger entrapment. No slide run out - exit too high above surface.	Chains shall have a maximum opening of 8.6 mm in any one direction. No entrapments. Sildes must have run out. Max ground clearance 350mm.	f M												Programme to replace at end of lifes pan	2	\$30,000.00	
Swing Set (1 Senior & 1 Junior)		1993	2013	26/09/2019		3		Finger entrapment, Protruding bolts, seat too low above surface.	Chains shall have a maximum opening of 8.6 mm in any one direction. Seat heigh minimum height 350mm. No protruding bolts.	nt								Don't loop the chain at the top. Make sure hose covers all of the chain, or swap out for conforming chain. Raise the seat level.	3			Programme to replace at end of lifes pan		\$ 6,000.00	
Slide	AJ Grant	1993	2013	26/09/2019	26	3	Standard of the day		_									Note - slide face cracking and chipped in places		Monitor for further degredation and flag when replacement is due.		Programme to replace at end of lifespan	3	\$ 8,000.00	









COMPLIANCE AND MAINTENANCE ISSUE











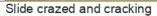
n slide and deck No runout at slide Finger entrapment in

Toggle entrapment at top of slide

Head entrapment in barrier

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Head entrapment between deck and barrier



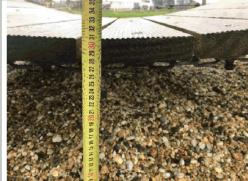
No slide runout



Protruding bolts on swing – cut down and cover



Protruding bolt on slide



Not enough ground clearance on clatter bridge – raise to 400mm



Excess chain left – forms an etnrapment looped like that.



Head entrapment in barrier



Swing hung very low – raise to 500mm



Run out too high on slide – raise loosefill depth to rectify.



Finger entrapment in chain.

FORTROSE PLAY	YGRO	<u>UND</u>																							
Equipment	Manufactu rer	Install Year	Expected replacement date	Survey Date			Safety Standard	Non Compliance	Standards Requirement	Risk	Safety Issues	Safety Surface Type	Safe Surf Size m2	Depth		Surface	Requirement	Mainte nance Issue		recommendation		Capital Recommend ation	Priority 1	Lifespan	Surfacing replacement value
Fortrose Foreshore Reserve Raised Fort	Design/Build	1995	2015	26/04/2019	24	2	No	Slide has no run out, and exit too	All slides shall include a run-out section,	. M		PEAGRA	250	200mm	2	No	300mm depth	Proturding bolts and	3	Cut down and	\$ -	Replace	4	\$30,000.00	\$ 6,000.00
								pole too close (28cm). Head entrapment in barrier. Protruding bolts, Slide starting section non existant.	Max hieght of runout 350mm. Firepole shall have a clearance of at least 350 mm from the pole to the edge of the adjacent structure. No entrapments. Firepole must have dia between 16-45mm. Slide starting section at least 350mm.	t		VEL					for slide that high.	rust on fixtures		cover bolts. Treat and monitor rust.		when budge is available with a compliant slide module.			
Swing 2 Senior	Design/Build	1995	2015	26/04/2019	24	2	NZS5828: 2004											S hooks wearing on chain.	2	Replace s hooks and chain with compliant gauge and do away with hoses.		Replace at end of us useful life	4	\$ 6,000.00	\$ 2,400.00





COMPLIANCE AND MAINTENANCE ISSUES

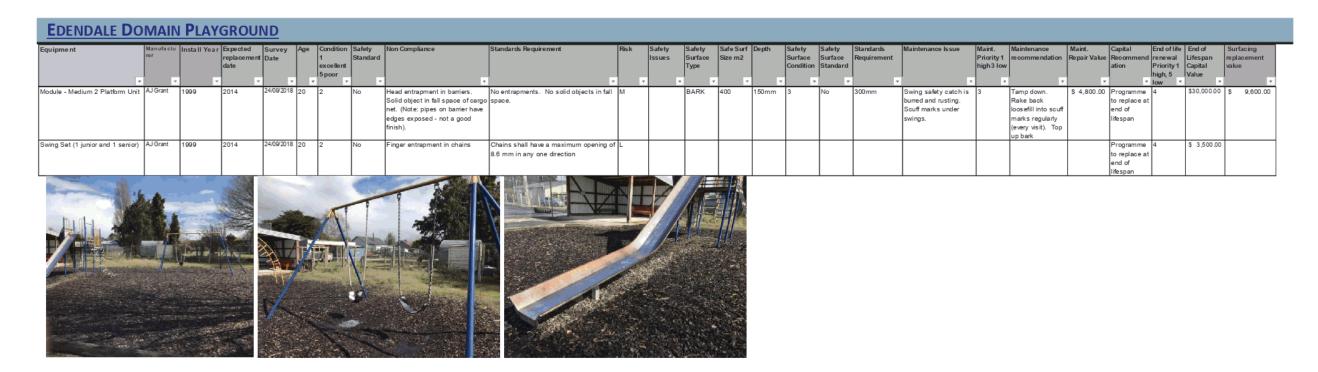


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COMPLIANCE AND MAINTENANCE ISSUE



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Hard object in fall space of cargo net

Finger entrapment in chains

Experiment Control of the Control of

Finger entrapment in chain Finger entrapment in chain Swing plate burred and sharp Deck in fall space of overhead Depth of bark 80mm

Final - October 2019





Community Facilities and Open Spaces

Levels of Service



Document Control: Prepared By: Alison Rawley Company Address: **Xyst Limited** Chris Rutherford PO Box 512 Napier 4110 Reviewed by: New Zealand Brian Milne Jayson Kelly Debbie Cook Telephone: +64 7 552 6305 Chris Rutherford 16 October 2019 Final approval: Date: Client Project FINAL Mark Day Status: Manager:

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A. Overview and Context

In general, population growth in the Southland District is slow and is mainly in the older age groups. Some communities are projected to stay the same or decline. The main population growth is projected to be in Winton and Te Anau.

Strong demand for additional facilities is unlikely – there is more likely to be a need to rationalise and reduce facilities in some communities unless demand and operation can be sustained. Renewal of some existing assets (especially sporting assets and playgrounds) in shrinking communities will be difficult to justify.

Reserve and facility developments that will support increased tourism would allow better use of existing facilities and opportunities for increased income from tourism, provided this can be done at low cost (capital and operating). Walking and cycling opportunities also benefit older residents.

Geographic isolation is a significant factor for some communities, as travel is required if facilities aren't available locally.

Levels of service have been prepared for a range of assets within six activity areas:

- 1. Parks and Reserves (Open Spaces)
- Cemeteries
- Public Toilets
- 4. Community Centres
- 5. Community Housing
- 6. Water Structures

B. Levels of Service Overview

B.1 Introduction

The primary purpose of levels of service (LoS) is to define what it is that Council is delivering to its community and in a manner that is sustainably affordable.

Benefits of a robust level of service approach include:

- Consistency of service delivery
- Mechanism for changing levels of service and addressing disparity
- · Significant financial lever to control costs or accelerate expenditure
- Strategic hierarchy on which to base development of subsequent plans, financial reporting structure, asset hierarchy and service standards

To assist in driving a "user experience" approach to levels of service, the six activity areas are further organised into 12 categories, reflecting a mix of assets and services that support the intended experience.

- 1. Sports Parks
- 2. Community Parks
- 3. Linear Parks
- 4. Natural Parks
- 5. Playgrounds and Youth Parks
- 6. Tracks and Trails
- 7. Cemeteries and Memorials
- Community Housing
- 9. Community Centres
- 10. Public Toilets
- 11. Streetscapes
- Water Structures

These levels of service are designed to provide comprehensive direction to asset managers so that they are able to deliver the desired levels of service through appropriate acquisition, design, development, maintenance and operation of the facilities and services.

The Community Housing, Community Centres, Public Toilets and Water Structures categories align directly with the relevant activity area.

The Parks and Reserves activity is divided into four parks categories:

- Sports Parks
- Community Parks
- Linear Parks
- Natural Parks

The four parks categories do not cover every park or open space in the Southland District. Priority is given to the areas and assets that have the most significance to Southland residents and visitors. Playgrounds and youth parks are included within the Parks and Reserves Activity, as are tracks and trails, as most of these assets will be located on parks.

Memorials have been included within the Cemeteries category as, although many memorials are not located within cemeteries, memorials and cemeteries have a similar heritage function.

Streetscapes have been given their own LoS category outside of the existing six activity areas as they relate to activities in legal road corridors rather than on parks and reserves.

B.2 Quality Standards

For each park or asset category, there are three quality standards (QS) that may be applied, as follows:

Table 1: Quality Standards

Quality Standard	Description
QS1	This standard has the highest level of asset provision, using quality materials and designs. Maintenance is undertaken to the highest affordable standards, with rapid response times and proactive programmed operations in place. Usage levels are high, or there may be a high level of significance to events or tourism, or a strong cultural or economic significance to the community
QS2	This standard has a moderate level of asset provision, using robust materials and quality designs. Maintenance is undertaken to a good standard, with average response times and proactive programmed operations in place where possible. Usage levels are moderate, or there may be a moderate level of cultural or economic significance to the community, or some significance to events or tourism
QS3	This standard has the lowest level of asset provision, using robust materials and simple designs. Maintenance is undertaken to the lowest acceptable standard, with longer response times and fewer programmed operations. Usage levels are often low, or there may be little cultural or economic significance to the community, or a low level of significance to events or tourism

B.3 Categories and Quality Standard Matrix

Table 2 describes the 12 categories and applies quality standards. QS1 is the highest standard and occurs infrequently in the Southland District. QS1 has been applied to Public Toilets to recognise the high quality provision and operation of the Te Anau attended toilets.

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Table 2: Categories and Quality Standards Matrix

Level of Service Category	Primary purpose	Quality Standard 1	Quality Standard 2	Quality Standard 3
Community Parks	Informal recreation and sporting activities, play and family-based activities, and social and community activities		V	V
Sports Parks	Organised/competition sport and recreation activity, recreation facilities and buildings, often multiple use		V	V
Nature Parks	Experience and/or protection of the natural environment: native bush, coastal, forestry, farm parks, wetlands and water bodies		V	V
Linear Parks	Open space linkages and corridors, often associated with waterways. Often cater for walking and cycling activities and active transport linkages. May provide for environmental protection and access to waterways		V	√
Playgrounds and Youth Parks ¹	Provision of opportunities for children and young people and their carers to play, socialise and develop skills		V	√
Tracks and Trails	Improved access to parks and natural areas, and opportunities for residents and visitors to walk and cycle in a safe and enjoyable off- road setting		V	V
Cemeteries and Memorials	Protection of public health and community heritage by providing appropriate facilities for interment, commemoration and record keeping		V	V
Public Toilets	Protection of the environment and public health through the provision of safe, clean, accessible public conveniences across the district	V	V	V
Community Housing	Opportunities for residents to continue to live in their local community through the provision of good quality, affordable housing to groups with specific needs - mainly elderly residents		V	
Community Halls	Improved social connection of communities through provision of indoor recreational, social, sporting and cultural facilities		V	√

¹ Youth parks are outdoor recreation facilities designed primarily for use by teenagers and young adults but may also be used by other age groups. Youth parks generally include assets for casual and active (non-competitive) recreation, socialization and skills development. Common examples include skate parks, basketball half-courts and dirt jump parks.

Water Structures	Enables recreational and commercial access to waterways, and access to services from service centres where the only access is by water	V	
Streetscapes	Beautification and amenity enhancement through landscape improvements located in the road reserve corridor, including garden beds, street trees and mowing strips	V	V

B.4 Levels of Service Framework

Levels of service generally need to address three areas:

Provision

Deals with the number, location, accessibility, size and type of assets provided. Provision levels of service drive acquisition and disposal strategies, as well as informing development guidelines for developers.

Development

The degree to which parks and other assets are developed, what facilities and assets are provided, and to what standard. Development levels of service drive new capital programmes, depreciation schedules, renewal capital programmes and inform development guidelines for developers.

Operation and Maintenance

These define the standard to which assets are maintained and operated. This includes both scheduled routine operation tasks (eg grass mowing, painting, weed control, bin servicing, cleaning, inspections) and reactive maintenance tasks (eg tree pruning, minor repairs, graffiti removal).

Operation levels of service are based on the three quality standards, which are applied across the entire parks network.

B.5 Function and Purpose

The parks categories and levels of service are used in the following ways:

Table 3: Levels of service function and purpose

Function	Purpose
Set minimum standards for parks provided as part of subdivision development	To ensure park land and assets are provided to meet a standard that is fit for the intended purpose
Set maximum standards for parks provided as part of subdivision development	To ensure assets are not provided at a significantly higher standard or quantity than has been agreed as appropriate and sustainable (affordable)
Plan future park land requirements in terms of purpose, location, distribution and size	To provide a planning tool to calculate and identify future park land requirements, and possible disposals
Guides the preparation of management plans, based on park categories	To provide a consistent framework for the development and management of parks across the district

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Function	Purpose
	To provide a consistent guide on facility and asset development and the maintenance standards for parks service delivery
	To provide a consistent guide to manage responses for development of individual services and facilities
Key performance indicators	To provide a framework upon which to monitor and report on the success of council in delivering the agreed levels of service
Standardise and rationalise the quality and provision of assets and services across the parks network	

1.0 Parks and Reserves

1.1 GENERAL INFORMATION

Activity Name Parks and Reserves

Activity Description

Council owns and manages around 152 parks and reserves throughout the Southland District. Parks and reserves, and open spaces, provide areas for people to enjoy passive and active recreation, and help to protect and enhance environmental values.

Areas include:

- 26 sports parks (129.8 hectares)
- 73 community parks (98.5 hectares)
- 28 nature parks (460.9 hectares)
- 14 linear parks (40.3 hectares)

A total of 813 hectares of park land is provided for public recreation use in the Southland District, which equates to 26.3 ha/1,000 residents². This compares with a NZ Yardstick median (2013 to 2019) of 17.1ha/1,000 residents³.

A further 311 hectares of special purpose reserve land is used or leased for golf courses, grazing, mining, commercial forestry, race courses and other purposes. These reserves are unavailable for general recreational use and have been excluded from further analysis.

Actively maintained park land is provided at a rate of 11.9 ha/1,000 residents compared with a NZ Yardstick median (2014 to 2019) of 8ha/1,000.

The area of sports park provided is $129.8\,\mathrm{hect}$ area which equates to $4.2\,\mathrm{ha}/1,000\,\mathrm{residents}$. This compares with a NZ Yardstick median (2013 to 2019) of $2.3\,\mathrm{ha}/1,000.$

The area of community park provided is 98.5 hectares which equates to 3.2ha/1,000 residents. This compares with a NZ Yardstick median level of provision of neighbourhood parks of 0.9ha/1,000.

The area of natural park land (not actively maintained) is 445 hectares which equates to 14.4 ha/1,000 residents. This compares with a NZ Yardstick median (2014 to 2019) of 7.3ha/1,000.

The area of linear park is 40.3 hectares which equates to 1.3 ha/1,000 residents. This compares with a NZ Yardstick median (2015 to 2018) of 2.6ha/1,000. Linear parks in Southland comprise around 5% of the total park area compared with a median of around 10% across New Zealand.

The total area of grass sports fields amounts to 28.2 hectares of actively available playing surface, or 0.9ha/1,000 residents. This compares with 1.0 ha/1,000 NZ Yardstick median (2014 to 2019).

Operation cost per hectare for actively maintained park land is \$5,882/ha compared with around \$8,300 Yardstick median annual expenditure per hectare (2018 to 2019).

Operation expenditure per 1,000 residents is \$58,012 compared with around \$95K median annual expenditure per 1,000 residents (2018 to 2019).

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² Based on the 2018 Census data for the usually resident population for Southland District of 30,864 as of March 2018

³ All Yardstick references refer to Yardstick Parks Benchmarks results for 2013 to 2019.

Activity Rationale	38 playgrounds are provided, which equates to 5.8 per 1,000 children aged under 15. This compares with a Yardstick New Zealand median level of provision (2013 to 2019) of 3.9. The upper quartile provision for the same period is 5.7 per 1,000 children. 4 skate parks are provided, which equates to 1.2 youth facilities per 1,000 young people aged between 15 and 24 years. This compares with a Yardstick New Zealand median level of provision of 1.35 over the last three years. 24.1 km of walking tracks and trails are provided on parks which equates to 0.78km per 1,000 residents. This compares with a Yardstick NZ median provision of 1.04km from 2014 to 2019. Around 145km of the 180km Around the Mountain Cycle Trail is located in the Southland District, and is maintained by the Southland District Council. Parks and reserves provide open spaces for communities to use at their leisure, to enhance individual and community well-being and environmental values. Council provides: Sports parks to improve opportunities for residents to participate in active outdoor sport Community parks to provide improved amenity value to communities, and opportunities for play, recreation, social, community and cultural activities Nature parks to protect and enhance the natural environment, while still allowing residents and visitors to enjoy in an appropriate and sustainable manner Linear parks to enhance physical access and biodiversity corridors Playgrounds and youth parks so that children and young people have places to play, socialise and learn skills Tracks and trails to provide access to places of interest and to foster recreation and tourism activities within the district
Governance	General Manager Portfolio Holder Matt Russell – Group Manager Services and Assets Delivery Group Community Services
Activity Manager	Mark Day – Community Facilities Manager

1.2 SERVICE OVERVIEW

Core Level of Service						
Provision and Development	Quality Standard 2	Quality Standard 3				
Community Parks	A moderate sized park (0.5ha to 2ha) that people may travel several kilometres to use Easily accessible with at least one open road frontage Free draining, flat or gently undulating to allow a variety of recreation activities Predominantly open grass cover to allow active play	predominantly used by local residents Located within 10 to 15 minutes' walk of urban residential properties Easy access from at least one road frontage				

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Provision and	 Examples include Lion's Park (Te Anau) and Lumsden Town Centre Located in townships of over 500 residents Parking provided on site or safely along road frontage Play equipment to suit a range of age groups Toilets may be provided in strategic locations – refer LoS for public toilets All-weather paths connecting play areas with toilets, parking and other features Lighting may be provided in strategic locations Standard park furniture including seats, picnic tables and bins, especially where barbecues are also provided Fumiture is installed on concrete pads Standard reserve name and control signage Trees provided for amenity value and shade Low maintenance gardens may be provided
Development	
Sports Parks	 2.3 hectares of sports park per 1,000 residents A sports park of suitable size and contour to allow development of at least two playing fields and associated facilities within 65km (by road) of all residents (other than in Milford Sound and Rakiura/Stewart Island) The development and maintenance standards for sports parks have been removed from this section and included as an Appendix for reference purposes. Currently the responsibility for developing and maintaining sports parks is delegated to sports clubs and defined through lease agreements. Council provides park land to clubs who develop and maintain it for their purposes. This practice has led to some inequity in provision of sporting opportunities as most sports parks are dominated by rugby. Most other field-based codes (football, cricket, league, hockey) play out of the district or on private facilities, with the exception of club cricket (Te Anau and Moores Reserve) and junior soccer (Moores Reserve in Winton) Council will continue to provide park land to sports clubs for development, maintenance and use, subject to the terms of leases or licences and for as long as there is demand and there is a lease in place. When leases terminate and the land is no longer actively required for sports, it will be reviewed to determine if it is a strategic asset and may be considered for disposal or a change in use
Provision and Development	Quality Standard 2 Quality Standard 3
Nature Parks	 Usually larger areas defined by the natural values they are created to protect High biodiversity and conservation values May be smaller remnants or parts of a larger natural area Moderate biodiversity or conservation values, or potential to improve them with revegetation

	Usually contain native forest, wetlands, coastal and riparian margins with only minor areas of modified vegetation Examples include Mores Scenic Reserve (Riverton) and Ivon Wilson Park (Te Anau) Good access with all-weather walking tracks and boardwalks Higher use sites may include ancillary visitor facilities such as car parking, signage and toilets, camping facilities and visitor information centres Limited furniture provided; bench seats in high use areas Vegetation enhancement where required to improve natural values	Usually contain native forest, wetlands, coastal and riparian margins with some modified vegetation Examples include Kamahi Reserve Access may be limited Development will generally be limited to low-impact activities such as basic walking and bike tracks Limited furniture provided; bench seats in high use areas Vegetation enhancement where required to improve natural values Boundary fencing to exclude stock
Provision and	Boundary fencing to exclude stock Quality Standard 2	Quality Standard 3
Development Linear Parks	Coastal and riparian margins secured for strategic walking and cycling links Coastal and riparian margins protected in all urban areas already developed or zoned for residential development in the District Plan These parks vary in size and are often defined by topographic features such as rivers, streams and coastlines Minimum width should be sufficient to allow for movement of waterways and provision of dry access that is not compromised by flooding Multiple values include habitat, biodiversity, conservation, recreation, access, etc Examples include Taramea Bay Recreation Reserve (Riverton), Te Anau Waterfront reserve and Tui Bay Walkway Reserve (Te Anau) Development may include allweather tracks and trails, park furniture and signage Vehicle access, parking and toilets are limited to nodes or entry points Where linear parks have a community function, they may include play equipment and associated furniture Boundary fencing to exclude stock	May be smaller areas with fewer natural values or options for use and development. Examples include Kowhai Reach Reserve Narrow width or steep topography may compromise access and recreation values Generally a low level of development limited to tracks, boundary fencing and vegetation management and enhancement

Provision and Development	Quality Standard 2	Quality Standard 3
Playgrounds and Youth Parks	 Playground examples include Lumsden Playground, Riversdale Playground, Riversdale Playground, Riversdale Playground, Riversdale Playground, Riversdale Playground (Te Anau), Winton Skate Park and Half Mile Road Playground One playground located in townships with over 500 residents, and townships on the Five Rivers/Mossburn Road tourist route from Queenstown to Te Anau Minimum of five items of good quality, robust equipment catering for both pre-schoolers and primary school aged children Minimum of two seats for caregivers. Seats are on concrete pads and have good all-weather access All equipment and safety surfacing is compliant with current standards Use of rubber tiles or scuff mats in high wear areas Play equipment is renewed at around 15 to 20 years while still in safe, functional condition but before significant deterioration in strength, appearance or safety occurs Playgrounds are located close to toilets, car parking and open space for active play A youth park located in townships with a population over 1,200 residents Youth parks cater for a moderate to large number of users of various ages and skill levels Youth parks have at least two seating areas, at least one drinking fountain, and access to toilets 	 Total playground provision at least 3.9 per 1,000 children aged under 15 years Playgrounds are located within a 15-minute walk of residents in developed urban areas Examples include Henry Street Playground, Main Street Playground, Mackenzie Street Playground, Monowai Playground, Fortrose Foreshore Reserve, Tokanui Skate Park Minimum of three items/activities of good quality, robust equipment Minimum of one seat for caregivers Safety surfacing is compliant with current standards – usually loose soft fall Play equipment is renewed at around 20 to 25 years while still in safe, functional condition but before significant deterioration in strength, appearance or safety occurs Total youth park provision at least 1.3 facilities per 1,000 youth aged between 15 and 24 years Youth parks are located in areas that are highly visible and easy to access Youth parks cater for small to moderate numbers, often at a lower skill level Youth parks have at least one seat and are located within reasonable walking distance from toilets
Provision and Development	Quality Standard 2	Quality Standard 3
Tracks and Trails (Around the Mountain Trail)	Consistent with Nga Haerenga Great Ride trail construction standard for easy (Kingston to Mossburn) to intermediate (Mossburn to Walter Peak Station) grades. Refer to New Zealand Cyde Trail Design Guide February 2015 (or subsequent edition).	• NA

Tracks and Trails (all other tracks and trails)	parks is at learesidents Consistent HB8630:2004 TVisitor Structu classification Well formed an one hour's eas for most ages a May cater for p difficulties or children in mou pushchairs Some may cydists/mounta pedestrians Clear direction entrances and that locations with significant children in mou pushchairs Clear direction entrances and that locations with significant children in mou pushchairs Clear direction entrances and that locations with significant children in mou pushchairs All water course boardwalks are sidned and the sidned and	wanting a low level of risk Some may be suitable for cyclists/mountain bikers as well as pedestrians Clear directional signage at all entrances and track junctions, and where there is a significant change in track standard Track surface width 0.75m to 2m of the track surface d water doesn't go shoes wanting a low level of risk Some may be suitable for cyclists/mountain bikers as well as pedestrians Clear directional signage at all entrances and track junctions, and at locations where there is a significant change in track standard Track surface width 0.75m to 2m Good drainage of the track surface so that mud and water doesn't go over the top of shoes			
Operations and Maintenance ⁴	Task	Quality Standard 2			
All Categories	Amenity grass mowing	 Grass height maintained between 40mm and 80mm Stalks no more than 150mm Clippings to be evenly distributed (no clumps or windrows) and removed from paths and paved areas Edges are trimmed to the same standard as the turf, or a vegetation-free strip is maintained: Around structures and along hard surfaces no more than 100mm Around trees and along boundary fences no more than 200mm 			
	Garden maintenance	than 200mm Annual beds, perennials and roses: Checked weekly and maintained to a high qual presentation at all times Weeds are removed manually before they beconnoticeable Annual application of suitable fertiliser (and mulfor roses) Deadheading and pruning in accordance with be horticultural practice Edges are neat and tidy with no overspill For all other gardens: Top up mulch every three years Annual trim as required to reduce hazards, ke vegetation clear of paths and maintain sa sightlines			

⁴ The tasks and service levels identified for operations and maintenance are consistent with the NZ Open Space Maintenance Specifications 2017.

	Manda are assessed as manually somewhat hafers
	 Weeds are sprayed or manually removed before they become noticeable
	Edges are maintained to same standard as turf with no incremental creep
Tree maintenance	with no incremental creep New tree plantings are a minimum grade of PB60 (35 litre) or over 2m in height New trees are securely staked and tied, and bare soil is mulched to 50-100mm deep Juvenile trees (up to around 5 years): Are checked twice annually for damage, health, stability, form, etc Are weeded and watered as required Are mulched annually Are form pruned as needed to develop branch structure and reduce hazards Have stakes and ties replaced as required Mature trees: High-risk trees are inspected annually and following storm events Other park and street trees are inspected 3-yearly Where present, mulch is maintained to an effective depth Pruning is carried out 3- to 5-yearly in accordance with best arboricultural practice, to enhance and maintain tree form and health, and maintain suitable clearance for pedestrians, vehicles and machinery Dead and diseased wood over 50mm diameter is removed
	 Hedges are trimmed so that new growth doesn't exceed 120mm between cuts (at least one cut per year) and growth is kept clear of paths and walkways
Refuse management	Visual inspection for loose litter ⁵ at least weekly Litter is collected and removed from site immediately Bins are monitored for litter levels daily during school holidays and special events, and twice weekly off-peak Bins are emptied before they reach 80% capacity (at least twice weekly) Bins are cleaned at least twice a year
Playground and youth facility maintenance	 Weekly routine visual inspections to identify and eliminate obvious hazards from litter, vandalism, failure or weather conditions Quarterly operational maintenance to check operation, functionality and stability of equipment, replace or repair minor components that have become worn or damaged, and redistribute loose soft fall material Detailed inspections are carried out annually, by a suitably qualified playground inspector, to identify safety and compliance issues and recommend future maintenance and renewal actions Annual top-up of loose soft fall to maintain a compliant depth. Any drainage issues can be dealt with at the same time Cleaning and graffiti removal as required

⁵ Loose litter includes (but is not limited to) paper, plastic, stones, bricks, bottles, glass, needles, cans, rubbish, loose refuse, plant debris, tree branches that can be lifted by 1 person and have a stem girth of less than 100mm, dead animal remains, organic or inorganic waste matter or any other material of a like nature.

	Renew paintwork every 6 to 10 years, depending on
Furniture and structures	 condition Quarterly visual inspection of furniture and structures for vandalism, graffiti, damage, theft, safety, cleanliness and functionality Annual inspection of specialist plumbing and electrical systems Furniture and structures are inspected for condition and structural integrity 3-yearly. Critical structures are inspected by a structural engineer 6-yearly. Surface coatings renewed 5- to 10-yearly, depending on condition Assets cleaned 1- to 3-yearly, according to need Drinking fountains cleaned weekly Barbecues inspected and cleaned: During daylight savings, at least twice weekly (before and after weekends and public holidays) During winter hours, inspect weekly and clean as required
Tracks and trails	Surfaces checked for displacement annually or following storm events, and brought back to an even well-compacted condition with camber and surface crowning maintained Drainage systems checked and cleared annually Steps and structures checked annually and repaired within one week Vegetation is kept clear of track surface to a height of 2.5m above track Vegetation clearance on cycle tracks is sufficient to allow 10m visibility
Artificial surfaces	Paths and paved areas are checked for damage following storm events, and cleaned/repaired as required Grass is not permitted to encroach more than 50mm over the edge of paths and paving Surfaces are kept clear of weeds, moss and algae as required Courts are checked following storm events and cleared of surface debris Drainage systems are checked and cleared twice annually
Access control	Nominated gates and barriers are open to allow public access during daylight hours
Pest management	Inspections occur during relevant season to allow plant pest infestations to be identified and reported for action Annual inspection for animal pests Development and update of control programme annually Plant and animal pests are managed in accordance with RPMS requirements
Revegetation plantings	Overall density for new plantings is 1.2m to 1.4m spacings (5,100 to 7,000 plants per ha) Individual plants are mulched to at least 300mm from the plant stem Annual inspection of planted areas until canopy dosure No weeds or grass growing within 300mm of plants Less than 25% weed coverage overall

		Stakes and ties are maintained while still required Mulch continues to provide effective protection of the plant root-zone until canopy closure Overall plant losses are no more than 5% of original plant numbers			
Maintenance Operations	Task	Quality Standard 3			
All Categories	Amenity grass mowing	Grass height maintained between 50mm and 100mm Stalks no more than 300mm Clippings to be evenly distributed (no clumps or windrows) and removed from paths and paved areas Edges are trimmed to the same standard as the turf, or a vegetation free strip is maintained: Around structures and along hard surfaces no more than 200mm Around trees and along boundary fences no more than 300mm			
	Garden maintenance	Mixed shrubs and groundcovers: Top up mulch as required to control weed growth Trim as required to reduce hazards, keep vegetation dear of paths and maintain safe sightlines Weeds are sprayed or manually removed before they become noticeable Edges are maintained to same standard as turf with no incremental creep			
	Tree maintenance	New tree plantings are a minimum grade of PB40 (25 litre) or over 1.8m in height New trees are securely staked Juvenile trees (up to around 5 years): Are checked twice annually for damage, health, stability, form, etc Are weeded and watered as required Are mulched as needed to maintain cover Are form pruned as needed to develop branch structure and reduce hazards Have stakes and ties replaced as required Mature trees: High risk trees are inspected annually Other park and street trees are inspected 4- to 5-yearly Pruning is carried out 5-yearly in accordance with best arboricultural practice to enhance and maintain tree form and health, and maintain suitable clearance for pedestrians, vehicles and machinery Dead and diseased wood over 50mm diameter is removed Hedges are trimmed so that new growth doesn't exceed 200mm between cuts (one cut per year), and growth is kept clear of paths and walkways			
	Refuse management	Visual inspection for loose litter, at least fortnightly Litter is collected and removed from site immediately Bins are monitored for litter levels weekly during school holidays and special events, and fortnightly off-peak Bins are emptied before they reach 80% capacity (at least fortnightly) Bins are deaned at least once a year			

Playground and youth facility maintenance	 Fortnightly routine visual inspections to identify and eliminate obvious hazards from litter, vandalism, failure or weather conditions Quarterly operational maintenance to check operation functionality and stability of equipment, replace of repair minor components that have become worn of damaged, and redistribute loose soft fall material Detailed inspections are carried out 3-yearly, by a suitably qualified playground inspector, to identify safety and compliance issues, and recommend future maintenance and renewal actions 2-yearly top-up of loose soft fall to maintain a compliant depth. Any drainage issues can be dealt with at the same time Cleaning and graffiti removal as required Renew paintwork every 6 to 10 years, depending or condition
Furniture and structures	Furniture and structures are visually inspected annually for vandalism, graffiti, damage, theft, safety cleanliness and functionality Furniture and structures are inspected for condition and structural integrity 3-yearly Critical structures are inspected by a structural engineer 6-yearly Surface coatings renewed as required or as identified by inspection
Tracks and trails	Surface scouring and displacement is repaired as required and brought back to an even well-compacted condition with camber and surface crowning maintained Drainage systems checked and cleared as required Steps and structures repaired as required Vegetation is kept clear of track surface to a height of 2.5m above track Vegetation clearance on cycle tracks is sufficient to allow 10m visibility
Artificial surfaces	 Surface debris cleared as required Grass is not permitted to encroach more than 100mm over the edge of paths and paving Weeds, moss and algae are controlled annually Drainage systems are checked and cleared annually
Access control	 Nominated gates and barriers are open to allow public access during daylight hours
Pest management	Inspections occur during relevant season to allow plant pest infestations to be identified and reported for action. Annual inspection for animal pests. Development and update of control programme annually. Plant and animal pests are managed in accordance with RPMS requirements.
Revegetation plantings	 Overall density for new plantings is 1.4m to 1.6m spacings (3,900 to 5,100 plants per ha) Weeds or grass growing within 500mm of plants are less than 100mm in height Stakes and ties are maintained while still required Overall plant losses are no more than 10% of original plant numbers

Activity delivery model					
Community Parks	All maintenance operations are contracted				
Sports Parks	All development and most maintenance is the responsibility of sports clubs. Council contracts some sports field mowing.				
Nature Parks	All maintenance operations are contracted				
Linear Parks	All maintenance operations are contracted				
Playgrounds and Youth Parks	All maintenance operations are contracted				
Tracks and Trails	All maintenance operations are contracted				

Comparison with cur	rent level of service
Community Parks	Community park provision is 104 hectares across the district. This is over 3 times the median rate of provision as measured by Yardstick The distribution, quality and maintenance standards of community parks is not currently well understood
Sports Parks	 Sports park provision exceeds the core LoS in terms of total area However, the area of grass sports fields per 1,000 residents is 0.9 hectares, slightly less than the NZ Yardstick median of 1 ha/1,000 The practice of delegating responsibility, for developing and maintaining sports parks to sports clubs, has led to some inequity in provision of sporting opportunities as most sports parks are dominated by rugby. Most other field-based codes (football, cricket, league, hockey) play out of the district or on private facilities with the exception of club cricket (Te Anau and Moores Reserve) and junior soccer (Moores Reserve in Winton) Development of a Sports and Recreation Strategy is recommended to determine whether this model of provision is appropriate for the future
Nature Parks	Nature park provision is 460 hectares across the district. This is around twice the median level of provision for the rest of New Zealand The distribution, quality and maintenance standards of nature parks are not currently well understood
Linear Parks	Linear park provision is 40.3 hectares across the district. This is around half the median level of provision for the rest of New Zealand The distribution, quality and maintenance standards of linear parks are not currently well understood
Playgrounds and Youth Parks	 Playground provision exceeds the minimum LoS in terms of total numbers across the district Many of the playgrounds do not meet development LoS for age or quality Performance assessment of playgrounds and development of a playground and youth park strategy is recommended
Tracks and Trails	 Current level of service of tracks and trails on parks land is slightly less than the core LoS of 1km per 1,000 residents This is more than compensated for by the contribution Southland DC makes to the ongoing maintenance of the Around the Mountain Trail, 145km (approx.) of which passes through the Southland District Performance assessment of tracks and trails, and development of a Trails Strategy is recommended

1.3 PERFORMANCE AND SERVICE LEVEL INFORMATION

Measuring performance for Parks and Reserves:

Level of service statement	Measured by	Actual 2019/20	Target 2020/21	LTP Year 1 Target 2021/22	LTP Year 2 Target 2022/23	LTP Year 3 Target 2023/24	LTP Years 4 – 10 Target 2024/31
	Number of playgrounds per 1,000 children under 15	Playground provision is 47% higher than Yardstick median of 3.9	Within ±20% of Yardstick median	Within ±20% of Yardstick median	Within ±20% of Yardstick median	Within ±20% of Yardstick median	Within ±20% of Yardstick median
Provision Provision of a network of parks and open spaces that meet community demand	Area of sports park per 1,000 residents	Sports park provision is 83% higher than Yardstick median of 2.3ha	Within ±20% of Yardstick median	Within ±20% of Yardstick median	Within ±20% of Yardstick median	Within ±20% of Yardstick median	Within ±20% of Yardstick median
	Area of actively maintained park land per 1,000 residents	Actively maintained park is 49% higher than Yardstick median of 8ha	Within ±20% of Yardstick median	Within ±20% of Yardstick median	Within ±20% of Yardstick median	Within ±20% of Yardstick median	Within ±20% of Yardstick median
Development Development of parks infrastructure that consistently meets the needs of users	Park user overall satisfaction with quality of parks provided	Not currently measured	90%	92%	94%	96%	Over 96%
Operations/Maintenance Parks are maintained and operated to a standard that complies with service specifications	Quality audit of compliance with service specifications	Not measured	Annual quality audit of operations against service specifications	85% compliance	85% compliance	85% compliance	90% compliance
Parks maintenance is cost effective	Operation cost per hectare of actively maintained land	Cost per hectare is 34% lower than Yardstick median	Within ±20% of Yardstick median	Within ±20% of Yardstick median	Within ±20% of Yardstick median	Within ±20% of Yardstick median	Within ±20% of Yardstick median

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1.4 ASSET PROFILE

Name	Category	Quality Standard	Area	Con
Athol Tennis Courts	Community park	QS3	(ha) 0.0754	
Colac Bay Foreshore	Community park	QS2	0.1712	
Playground				
Colac Bay Manuka St Playground (NOT SDC LAND)	Community park	QS3	0.1012	
Riverton Henderson Park	Community park	QS3	0.2068	
Riverton Koi Koi Park	Community park	QS3	1.2	
Thornbury Recreation Reserve	Community park	QS3	1.3701	
Stewart Island/Rakiura Moturau Moana Gardens	Community park	QS2	0.821	
Athol Memorial Reserve	Community park	QS3	0.9361	
Balfour Park	Community park	QS2	3.8349	Г
Browns Village Green (Legal Road not defined)	Community park	QS3	0.01	l
Brydone Recreation Reserve	Community park	QS3	1.9025	Γ
Clifden Bridge Reserve (Legal Road)	Community park	QS3	1	T
Dipton Playground Reserve	Community park	QS3	1.9695	T
Edendale Playground and Village Green	Community park	QS2	0.6213	T
Fortrose Hall Reserve	Community park	QS3	0.1421	Ī
Fortrose Old Tennis Courts	Community park	QS3	0.174	T
Garston Village Green	Community park	QS2	5.738	t
Glencoe Reserve	Community park	QS2	1.2141	t
Hamilton Burn Rest Area	Community park	QS3	5.185	t
Kapuka South Recreation Reserve	Community park	QS3	3.9495	t
Limehills War Memorial Reserve	Community park	QS3	1.874	t
Lumsden Town Centre	Community park	QS2	3.5832	T
Manapouri Frasers Beach Recreation Reserve	Community park	QS3	8.8	İ
Manapouri Te Aika Reserve	Community park	QS3	1.0233	Γ
Manapouri Village Green	Community park	QS2	0.3475	T
Mataura Island Hall Reserve	Community park	QS3	1.5732	T
Menzies Ferry Recreation Reserve	Community park	QS3	1.9961	T
Monowai Village Reserve	Community park	QS2	1.125	T
Nightcaps Bank Corner Reserve	Community park	QS2	0.0412	T
Nightcaps Dr Wood Memorial Reserve	Community park	QS3	0.2024	
Ohai Playground	Community park	QS2	0.1518	
Orepuki Playground Reserve	Community park	QS2	0.1012	Г
Orepuki Village Green	Community park	QS3	1.6369	t
Otautau Centennial Park	Community park	QS2	0.6536	

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Name	Category	Quality Standard	Area (ha)	Comment
Riversdale Playground	Community park	QS3	1.077	
Riversdale Railway Reserve	Community park	QS3	0.6688	
Riverton Boer War Memorial Reserve	Community park	QS2	0.0036	
Riverton Palmerston St Reserve	Community park	QS3	0.1012	
Riverton Pilot Reserve	Community park	QS3	2.6684	
Riverton War Memorial Reserve	Community park	QS2	0.0863	
Stewart Island/Rakiura Horseshoe Bay Recreation Reserve	Community park	QS3	0.1199	
Te Anau Dalhousie Place	Community park	QS3	0.3609	
Te Anau Delta Subdivision Reserves	Community park	QS3	3.5	
Te Anau Earl Place Reserve	Community park	QS3	0.2633	
Te Anau Fergus Square	Community park	QS3	2.1861	
Te Anau Fiordland Estate Reserves	Community park	QS3	1	
Te Anau Gardens	Community park	QS2	5.887	
Te Anau Henry St Reserve	Community park	QS3	0.5033	
Te Anau Heritage Subdivision Reserves	Community park	QS3	1	
Te Anau Kepler Heights Reserve	Community park	QS3	1	
Te Anau Lions Park	Community park	QS2	1.81	
Te Anau Little Lake Te Anau	Community park	QS2	0.2989	
Te Anau Luxmore Greenbelt & Sandy Brown Road Reserve	Community park	QS3	1.8931	
Te Anau Town Centre Reserves	Community park	QS2	0.1979	
Te Anau Water Park	Community park	QS2	5.7681	
Thornbury Playground	Community park	QS3	0.3035	
Tokanui Hall Reserve	Community park	QS3	0.17	
Tokanui McEwan St Reserve	Community park	QS3	1.31	
Tokanui Old School Reserve	Community park	QS3	1.6188	
Tokanui Rata Park	Community park	QS2	0.3237	
Tuatapere Jack and Mattie Bennett Memorial Park	Community park	QS2	0.4138	
Tuatapere Lions Playground	Community park	QS3	0.0868	
Waikaia Dixon Park	Community park	QS2	0.3036	
Waikawa Recreation Reserve	Community park	QS3	5.5391	
Wallacetown Ellerslie Square	Community park	QS2	1.6155	
Wallacetown Gausston Reserve	Community park	QS3	0.7003	
Wallacetown Gwen Baker Reserve	Community park	QS2	0.2166	
Winton ANZAC Oval (Not defined)	Community park	QS2	0.1012	
Winton Mackenzie Street Playground	Community park	QS2	0.2024	
Winton Waterford/Niddry Reserves	Community park	QS3	1.1246	
Wyndham Playground	Community park	QS2	0.3036	

Name	Category	Quality Standard	Area (ha)	Comment
Riverton Taramea Bay Recreation Reserve	Linear park	QS2	5.3851	
Colac Bay Picnic Area (Legal Road not defined)	Linear park	QS3	0.1012	
Fortrose Moray Terrace Recreation Reserve	Linear park	QS3	0.8706	
Orepuki Grand View Terrace Reserve	Linear park	QS3	2.9415	
Stewart Island/Rakiura Halfmoon Bay Foreshore	Linear park	QS2	1.5	
Te Anau Blatch Road Reserve	Linear park	QS3	1.0294	
Te Anau MacDonald Park	Linear park	QS2	1.4255	
Te Anau McGregor Court Reserve	Linear park	QS2	0.0909	
Te Anau Tui Bay Walkway Reserve	Linear park	QS2	19.219	
Te Anau Waterfront/Foreshore	Linear park	QS2	3	
Titoroa Stream Recreation	Linear park	QS3	1.1255	
Reserve Tuatapere Greenheart	Linear park	QS2	2.5165	
Reserve Wallacetown Southern	Linear park	QS3	0.4037	
Shelterbelt Reserve Wallacetown Western Shelter Reserve	Linear park	QS3	0.7003	
Clifden Recreation Reserve	Nature park	QS3	34.5997	Golf course, forestry and grazing area excluded
Te Anau Sports Fields Addition	Nature park	QS2	12.0421	a.ca siciada
Dunrobin Reserve	Nature park	QS3	0.4089	
Dunsdale Recreation Reserve	Nature park	QS2	3.285	
Edendale Kamahi Scenic Reserve	Nature park	QS2	64.0845	
Glenure Allan Reserve	Nature park	QS3	1.4184	
Kowhai Reach Esplanade Reserve	Nature park	QS2	6.9	
Manapouri Cathedral Drive Reserve	Nature park	QS3	0.0855	
Pourakino River Reserve	Nature park	QS3	5.0662	
Riverton Alexander St Scenic Reserve	Nature park	QS3	0.4515	
Riverton Mores Reserve	Nature park	QS2	159.1381	
Stewart Island/Rakiura Rankin St Recreation Reserve	Nature park	QS3	0.2795	
Stewart Island/Rakiura Willet St Recreation Reserve	Nature park	QS3	0.1284	
Te Anau Lynwood Historic Reserve	Nature park	QS2	9.6096	
Tyneholm Scenic Reserve	Nature park	QS3	14.686	
Wyndham Wildlife Reserve	Nature park	QS3	10.1174	
Dipton David Milligan Park	Nature park	QS3	5.0573	
Gummies Bush Whitebait Camp	Nature park	QS3	0.842	
Monkey Island Reserve (Legal Road Pt Cliff St)	Nature park	QS3	1	
Otautau Alex McKenzie Park and Arboretum (NOT SDC LAND)	Nature park	QS2	23.2165	

Name	Category	Quality Standard	Area (ha)	Comment
Seaward Downs Recreation Reserve	Nature park	QS2	1.4955	
Te Anau Ivon Wilson Park	Nature park	QS2	34.4	
Thornbury Bridge Reserve	Nature park	QS3	0.5023	
Tuatapere Elder Park	Nature park	QS3	9.8769	
Tuatapere Manuka Island	Nature park	QS3	49.7763	
Waikaia McKee Park	Nature park	QS3	3.0782	
Weirs Beach Reserve Haldane	Nature park	QS3	3.3994	
Winton Ivy Russell Reserve	Nature park	QS2	5.9627	
Athol Recreation Reserve	Sports park	QS3	2.1575	
Browns Recreation Reserve	Sports park	QS3	3.2441	
Dipton Recreation Reserve	Sports park	QS3	2.4438	
Drummond McFarlane Park	Sports park	QS2	4.4625	4.4625 is revised area less golf course and grazing
Edendale Recreation Reserve	Sports park	QS2	3.2375	
Gorge Road Recreation Reserve	Sports park	QS3	2.0437	
Limehills Community Centre Reserve	Sports park	QS3	3.176	
Lumsden Recreation Reserve	Sports park	QS2	11.8472	
Manapouri Swimming Pool and Tennis Courts	Sports park	QS2	0.3997	
Mossburn War Memorial Park	Sports park	QS2	5.318	
Ohai Recreation Reserve	Sports park	QS3	3.431	
Orepuki Hirstfield Recreation Reserve Domain	Sports park	QS3	6.475	
Otautau Holt Park	Sports park	QS2	15.0628	
Otautau Holt Park Extension	Sports park	QS2	2.3608	
Otautau Bowling Green	Sports park	QS2	0.4047	
Riverton Recreation Reserve	Sports park	QS2	6.6018	
Te Anau Boat Harbour and Sports Fields	Sports park	QS2	22.7762	
Tokanui Recreation Reserve/Domain	Sports park	QS2	3.2375	
Tuatapere King St Reserve	Sports park	QS3	3.7686	
Tuatapere Recreation Reserve	Sports park	QS2	67.5204	Estimated 90% of area is natural and not counted towards total sports park provision
Waikaia Recreation Reserve	Sports park	QS2	8.1142	8.1142 is revised area following removal of grazing (22ha) and golf course (est 12ha)
Winton Bowls and Croquet Reserve	Sports park	QS2	0.5233	
Winton Centennial Park	Sports park	QS2	5.5456	
Winton Moores Recreation Reserve	Sports park	QS2	9.6897	
Wyndham Recreation Reserve	Sports park	QS2	6.02	6.02 is revised area less golf course and racetrack
Stewart Island/Rakiura Trail Park	Sports park	QS3	2.5293	
Nightcaps McGregor Park	Sports park	QS3	4.637	4.637 is estimated remaining park area once mine lease and forestry taken out
Redan Tennis Club Reserve	Sports park	QS3	0.1247	

Name	Category	Quality Standard	Area (ha)	Comment
Athol Playground	Playground	QS3		Nicely laid out and landscaped
Balfour Playground	Playground	QS2		Harsh coastal environment impacts on equipment
Colac Bay Foreshore Playground	Playground	QS2		
Manuka Street Playground	Playground	QS3		Good range of activities
Dipton Playground	Playground	QS2		Compact and nicely landscaped Good fencing from road Good shade/shelter
Seaward Road Playground	Playground	QS2		Good location
Edendale Domain Playground	Playground	QS3		
Fortrose Foreshore Reserve	Playground	QS3		
Village Green Playground	Playground	QS3		Good variety of equipment catering for a wide age range
Lumsden Playground	Playground	QS2		Good range of equipment
Village Green Playground	Playground	QS3		
Monowai Playground	Playground	QS3		
Mossburn Adventure Park	Playground	QS3		Attractive, compact playground with good range of activities
Dr Woods Memorial Park Playground	Playground	QS2		Basic playground - swings only. Has use been investigated?
McGregor Park	Playground	QS3		Good playground with lots of equipment/activities
Ohai Playground	Playground	QS2		
Orepuki Playground	Playground	QS3		Good range of equipment particularly for younger children
Centennial Park Playground	Playground	QS3		Basic playground catering for low- use camping ground and sports field users
Holt Park Playground	Playground	QS3		Good playground in pleasant setting amongst trees
Riversdale Playground	Playground	QS2		Nicely laid out and landscaped
Palmerston Street Playground	Playground	QS3		
Taramea Bay Soundshell Playground	Playground	QS2		Coastal environment hard on equipment requiring close attention to rusting
Henderson park Playground	Playground	QS3		
Taramea Bay Adventire Playground	Playground	QS3		
Oban Playground	Playground	QS3		Prime location
Oban Foreshore	Playground	QS3		
Lion Park Playground	Playground	QS2		Excellent playground with wide range of equipment, particularly with recent (2010) additions catering to a wide age group
Boat Harbour Playground	Playground	QS3		Older equipment and poor undersurfacing
Henry Street Playground	Playground	QS3		Good equipment for local neighbourhood
Thornbury Playground	Playground	QS3		Spacious area would fit more equipment
Tokanui Playground	Playground	QS3		Good location and visibility from main road
Tokanui Skate Park	Youth Park	QS3		Small skate park with modular ramps fixed to asphalt base
Main Street Playground	Playground	QS3		Small basic playground on main road

Name	Category	Quality Standard	Area (ha)	Comment
Half Mile playground	Playground	QS2		Large playground with a variety of equipment and several separate safety areas. Older equipment looking tired
Dicksons Park Playground	Playground	QS3		Very good playground with wide range of equipment/activities for all age groups
Gwen Baker Park Playground	Playground	QS3		Excellent playground in attractive park setting. Good separation of age groups
Centennial Park	Playground	QS2		Large playground, well landscaped, good shade.
Winton Skate Park	Youth Park	QS2		Large skate park with a good variety of options
Mackenzie Street Playground	Playground	QS3		Small playground but with good range of activities
Wyndham Playground	Playground	QS2		Large playground with good range of equipment

1.5 IMPROVEMENTS

Improvements – Parks and Reserves				
Significant Results 2018/2019	To be identified			
Planned improvement/change 2019/2020	Improve data collection through completion of Asset Inventory and Yardstick Parks Benchmarking			
	Performance assessment of parks, playgrounds and trails to assign an appropriate quality standard			
	Develop performance auditing methodology			
Year 1 : Planned	Sport and Recreation Strategy			
improvement/change 2020/2021	Quality Audit of Operations against service specifications			
	Park User Satisfaction Survey			
Year 2 : Planned	Playground and Youth Park Strategy			
improvement/change 2021/2022	Annual quality audit			
Year 3 : Planned	Trails Strategy			
improvement/change 2022/2023	Annual Quality Audit			
	Park User Satisfaction Survey			
Year 4-10 : Planned	Annual Quality Audit			
improvement/change 2023/2030	2-yearly Park User Satisfaction Survey			

2.0 Cemeteries and Memorials

2.1 GENERAL INFORMATION

Activity Name	Cemeteries and Memorials
Activity Description	
Cemeteries	Council owns and manages 22 cemeteries in the district, 15 of which are in active use, and the remaining 7 either closed or single graves. There are also approximately 12 cemeteries that are managed by cemetery trusts in Southland.
	The Council provided and managed cemeteries that are still in use are: Calcium - Isla Bank Centre Hill - Te Anau Dipton Edendale Halfmoon Bay – Stewart Island Lumsden Lynwood – Te Anau Otautau Riverton Wairio – Nightcaps Wallacetown Winton Woodlands Wreys Bush Wyndham
	The total area of active cemeteries is 44.6 hectares, or 1.42 hectares per 1,000 residents. This compares with the 2016 Yardstick median ⁶ for cemetery provision of 0.43 hectares per 1,000 residents.
	There is an estimated 23 hectares of active cemetery still available for future use. All active cemeteries have ample capacity for future use (at least 100 years) except for Riverton (estimated 30 years).
	Unused cemeteries are Horseshoe Bay, Mokoreta, Otautau Old, Clifden Blackmount (single grave), Tararua Acre, Old Wallacetown and Old Winton. The total area of unused cemeteries is 16.6 hectares. Several of these still have significant capacity for further burials but are not used as there are more suitable options available.
	Trust-administered cemeteries are established at Athol, Balfour, Eastern Bush, Forest Hill, Fortrose, Garston, Orepuki, Quarry Hills, Riversdale, Tuatapere, Waikaia and Waikawa.
	The cemetery activity includes the operation and maintenance of cemeteries (record keeping, mowing, interments, etc) and provision of new beams. Headstone maintenance is not included and is the responsibility of the families of the interred.
	The process for booking interments is managed by the Council's Customer Support team working with the Funeral Directors.
	Refer to the Southland District Council Cemetery Bylaw and Cemetery Policy.

⁶ The most recent Cemetery data in Yardstick is from 2016. Cemeteries are to be included again as a topic in 2020.

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Memorials	There are 43 war memorials recorded in the Southland District (in addition to memorial halls). Although most are located on Council reserve, day-to-day maintenance of memorials is mostly undertaken by the RSA and community groups. Memorials take various forms including gates, obelisks, statues and cairns. Most memorials include a plaque commemorating the purpose and circumstances of the memorial. Memorial halls are covered under the LoS for Community Centres and Halls.
Activity Rationale	
Cemeteries	Providing cemeteries protects public health in the district by providing appropriate facilities for interments. It also offers a record of a community's history and heritage, as well as information for people interested in their ancestry. Local Authorities have a legislative duty under the Health Act 1956 and the Burial and Cremation Act 1964 to ensure that adequate cemeteries are provided.
Memorials	Memorials are usually constructed in response to significant events such as centenary celebrations and world wars. As such, they are an important record of history and heritage for communities. Memorials by their very nature are intended to endure for long periods and provide a long-term reminder of an event. They are usually constructed from high-quality robust materials to a high-quality enduring design and often require little ongoing maintenance. War memorials were erected to recognise the bravery and valour of those who lost their lives in battle overseas and could not be returned to New Zealand for burial. War memorials have become a central part of Anzac Day celebrations for many communities, particularly with recent commemoration of the 100 th Anniversary of WWI. Many community halls built post-WWII are memorial halls and contain memorial boards or rolls of honour. Consideration needs to be given to these memorials in relation to the community halls' activity and LoS.
Governance	General Manager Portfolio Holder Matt Russell – Group Manager Services and Assets Delivery Group Community Services
Activity Manager	Mark Day – Community Facilities Manager

2.2 SERVICE OVERVIEW

Core Level of Service				
Provision				
All categories	 Access to a Management Standard 2⁷ Council Cemetery or a Trust-administered cemetery with burial or ash interment options within 30km of all urban residents with the exception of Milford Sound residents No LoS is defined for provision of further memorials in public spaces as these are not anticipated, although the possibility cannot be eliminated 			
Development	Quality Standard 2	Quality Standard 3		
Cemeteries	Usually larger areas, 1 to 5 hectares to provide capacity for at least 100 years use Parking provided on site or safely along road frontage All-weather access for hearses and service vehicles Vehicle gates to prevent unauthorised access Concrete beams provided for headstones in lawn cemeteries Some ash interment options may be provided such as memorial gardens or niche walls Toilets may be provided in strategic locations – refer LoS for public toilets All-weather paths connecting parking, toilets and other features Standard park furniture including seats, water taps and bins Standard reserve name and control signage Trees provided for amenity value and shade Standard quality low-maintenance gardens may be provided	Usually smaller areas (under 2 hectares) that have either become full or are no longer in use due to lack of demand or strategic decision to close Few improvements required. No toilets Basic name and control signage No gardens, but trees may be present		
Development	Quality Standard 2	Quality Standard 3		
Memorials	 MS2 memorials commemorate participants in international events such as overseas wars These memorials are often large and prominent in their local setting Memorials are constructed from high-quality robust materials to a high-quality enduring design. They are designed and built in such a way that they have a life expectancy of over 100 years and little maintenance is required Low-maintenance gardens may be provided 	MS3 memorials commemorate local events and people These memorials are usually more discreet and require less space Memorials are designed and built in such a way that they have a life expectancy of over 50 years and little ongoing maintenance is required No gardens provided		

⁷ A cemetery that is still in active use, that provides burial options for towns and rural communities. A limited range of standard quality assets are provided and maintained to a high standard. Closed and historic cemeteries are Management Standard 3 with very limited provision of assets and a basic level of maintenance.

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Maintenance	Task	Quality Standard 2
Operations ⁸ All Categories	Amenity grass mowing	Grass height maintained between 40mm and 80mm Stalks no more than 150mm Clippings to be evenly distributed (no clumps or windrows) and removed from paths and paved areas Edges are trimmed to the same standard as the turf, or a vegetation free strip is maintained:
	Garden maintenance	Mixed shrubs and groundcovers: Top up mulch as required to control weed growth Trim as required to reduce hazards, keep vegetation dear of paths and maintain safe sightlines Weeds are sprayed or manually removed before they become noticeable Edges are maintained to same standard as turf with no incremental creep
	Tree maintenance	 New tree plantings are a minimum grade of PB60 (35 litre) or over 2m in height New trees are securely staked and tied, and bare soil is mulched to 50-100mm deep Juvenile trees (up to around 5 years): Are checked twice annually for damage, health, stability, form, etc Are weeded and watered as required Are mulched annually Are form pruned as needed to develop branch structure and reduce hazards Have stakes and ties replaced as required Mature trees: High-risk trees are inspected annually and following storm events Other trees are inspected 3-yearly Where present, mulch is maintained to an effective depth Pruning is carried out 3- to 5-yearly in accordance with best arboricultural practice to enhance and maintain tree form and health, and maintain suitable clearance for pedestrians, vehicles and machinery Dead and diseased wood over 50mm diameter is removed Hedges are trimmed so that new growth doesn't exceed 120mm between cuts (at least one cut per year) and growth is kept clear of paths and walkways
	Refuse management	Visual inspection for loose litter ^e at least weekly Litter is collected and removed from site immediately

 $^{^8}$ The tasks and service levels identified for maintenance operations are consistent with the NZ Open Space

Maintenance Specifications 2017.

Solution 2017.

Loose litter includes (but is not limited to) paper, plastic, stones, bricks, bottles, glass, needles, cans, rubbish, loose refuse, plant debris, tree branches that can be lifted by 1 person and have a stem girth of less than 100mm, dead animal remains, organic or inorganic waste matter or any other material of a like nature.

	 Bins are emptied before they reach 80% capacity (at least twice weekly) Bins are deaned at least twice a year
Furniture and structures	 Quarterly visual inspection of furniture and structures for vandalism, graffiti, damage, theft, safety, cleanliness and functionality Annual inspection of specialist plumbing and electrical systems Furniture and structures are inspected for condition and structural integrity 3-yearly Critical structures are inspected by a structural engineer 6-yearly Surface coatings renewed 5- to 10-yearly, depending on condition Assets cleaned 1- to 3-yearly, according to need
Artificial surfaces	 Paths and paved areas are checked for damage following storm events, and cleaned/repaired as required Grass is not permitted to encroach more than 50mm over the edge of paths and paving Surfaces are kept clear of weeds, moss and algae as required
Grave digging and reinstatement	 The burial warrant is correctly completed and forwarded to the appropriate person within 24 hours Finished grave dimensions are correct to within 50mm The finished grave is safe, stable and suitable for burial Digging and presentation is completed before arrival time The grave is presented uncovered with pumps removed, mats in place, trip hazards removed, soil removed (apart from a small amount for family use), and lowering device or straps (if required) in position Burial team must be present and available to assist if required Clean shovels are available for family use if required Backfilling is completed immediately following burial Soil is compacted to reduce subsidence, and neatly mounded to 300mm, with excess soil removed from site The finished grave is left neat and tidy with flowers placed on the mound and any plaques removed for burial reset The burial mound is kept free of weeds until reinstatement Grass reinstatement occurs within four months following burial
Ash interment	The burial warrant is correctly completed and forwarded to the appropriate person within 24 hours The hole is prepared to the correct dimensions in the correct location and is safe, stable and suitable for interment Preparation is completed before the arrival of ashes (if mourners or family members are to be present during interment) Backfilling is completed immediately following burial Soil is compacted to reduce subsidence and turf replaced level with surrounding turf (where appropriate)

	Cemetery maintenance operations Access control	Niches are secured and plaques replaced (where appropriate) Graves are topped up so that ground surface depressions are no more than 70mm deep Cemeteries are neat and tidy with no litter or debris present Flowers, toys and ornaments are removed from the grass prior to mowing Nominated gates and barriers are open to allow public access during daylight hours			
Maintenance Operations	Task	Quality Standard 3			
All Categories	Amenity grass mowing	Grass height maintained between 50mm and 100mm Stalks no more than 300mm Clippings to be evenly distributed (no clumps or windrows) and removed from paths and paved areas Edges are trimmed to the same standard as the turf, or a vegetation free strip is maintained: Around structures and along hard surfaces no more than 200mm Around trees and along boundary fences no more than 300mm			
	Tree maintenance	New tree plantings are a minimum grade of PB40 (25 litre) or over 1.8m in height New trees are securely staked Juvenile trees (up to around 5 years): Are checked twice annually for damage, health, stability, form, etc Are weeded and watered as required Are mulched as needed to maintain cover Are form pruned as needed to develop branch structure and reduce hazards Have stakes and ties replaced as required Mature trees: High-risk trees are inspected annually Other trees are inspected 4- to 5-yearly Pruning is carried out 5-yearly in accordance with best arboricultural practice to enhance and maintain tree form and health, and maintain suitable clearance for pedestrians, vehicles and machinery Dead and diseased wood over 50mm diameter is removed			
	Refuse management	Visual inspection for loose litter at least fortnightly Litter is collected and removed from site immediately Bins are emptied before they reach 80% capacity (at least fortnightly) Bins are cleaned at least once a year			
	Furniture and structures	Furniture and structures are visually inspected for vandalism, graffiti, damage, theft, safety, cleanliness and functionality annually Furniture and structures are inspected for condition and structural integrity 3-yearly Critical structures are inspected by a structural engineer 6-yearly Surface coatings renewed as required or as identified by inspection			
	Artificial surfaces	Surface debris cleared as required			

		•	Grass is not permitted to encroach more than 100mm over the edge of paths and paving Weeds, moss and algae are controlled annually
•	Access control	•	Nominated gates and barriers are open to allow public access during daylight hours

Activity delivery model		
Cemeteries All maintenance operations are contracted		
Memorials	Most day-to-day maintenance is undertaken by community groups and RSA, with more significant repairs and maintenance contracted	

Comparison with current level of service		
Cemeteries • This requires further assessment in terms of the distribution, developme and maintenance of cemeteries		
Memorials	This requires further assessment in terms of maintenance standards	

2.3 PERFORMANCE AND SERVICE LEVEL INFORMATION

Measuring performance for Cemeteries and Memorials:

Level of service statement	Measured by	Actual 2019/20	Target 2020/21	LTP Year 1 Target 2021/22	LTP Year 2 Target 2022/23	LTP Year 3 Target 2023/24	LTP Years 4 to 10 Target 2024/31
Provision Suitable interment opportunities are provided to meet the ongoing projected needs of the community	Percentage of urban population within 30km of a QS2 or Trust administered cemetery	Not measured	99%	99%	99%	99%	100%
Development Development of cemetery infrastructure that satisfies community requirements	Remaining burial capacity of cemeteries	93% of QS2 cemeteries have over 30 years remaining burial capacity	93% of QS2 cemeteries have over 30 years remaining burial capacity	93% of QS2 cemeteries have over 30 years remaining burial capacity	93% of QS2 cemeteries have over 30 years remaining burial capacity	100% of QS2 cemeteries have over 30 years remaining burial capacity	100% of QS2 cemeteries have over 30 years remaining burial capacity
	Number of available plots in each cemetery	Not measured	90% of cemeteries have at least 20 available burial plots	95% of cemeteries have at least 20 available burial plots	95% of cemeteries have at least 20 available burial plots	95% of cemeteries have at least 20 available burial plots	95% of cemeteries have at least 20 available burial plots
Operations/Maintenance Cemeteries are managed and	Net cost of interment	Not measured	\$0	\$0	\$0	\$0	\$0
maintained efficiently Cemeteries are maintained and operated to a standard that complies with service specifications	Quality audit of compliance with service specifications	Not measured	Annual quality audit of operations against service specifications	85%	85%	85%	90%
Burial plots are prepared to a standard that meets customer expectations	Plots are completely prepared by the requested time	Not measured	100%	100%	100%	100%	100%

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2.4 ASSET PROFILE

Name/location	Location	Category	Quality standard
Centre Hill (Mossburn)	20 Cemetery Road	Cemetery	QS2
Lumsden	14 Lumsden - Riversdale Highway	Cemetery	QS2
Lynwood	229 Whitestone Road	Cemetery	QS2
Halfmoon Bay	13 Mapau Road	Cemetery	QS2
Riverton	93 Riverton Otautau Road	Cemetery	QS2
Otautau New	18 Bayswater Road	Cemetery	QS2
Wairio	22 Nightcaps Ohai Highway	Cemetery	QS2
Wreys Bush	212 Durham Street	Cemetery	QS2
Calcium	15 Cemetery Road, Isla Bank	Cemetery	QS2
Wyndham	373 Mimihau School Road	Cemetery	QS2
Woodlands	5 Woodlands Cemetery Road	Cemetery	QS2
Edendale	5 Scenic Reserve road	Cemetery	QS2
Wallacetown New	4 Ailsa Street	Cemetery	QS2
Dipton	1838 South Hillend Dipton Road	Cemetery	QS2
East Winton	25 Devereux Road		
Otautau Old	36 Knutsford Road	Cemetery Cemetery	QS2 QS3
Winton Old	2693 Dipton Winton Highway	Cemetery	QS3
Mokoreta	117 Mokoreta Tahakopa Road	Cemetery	QS3
Wallacetown Old	24 Cumnock Street	Cemetery	QS3
Tararua Acre	237 Waipapa Otara Road	Cemetery	QS3
Single Burial (Clifden		Cemetery	QS3
Blackmount)	1300 Clifden Blackmount Road		
Horseshoe bay	16 Horseshoe Point road	Cemetery	QS3
Balfour	RSA Building Kruger Street	Memorial	
Browns	Centre township	Memorial	
Brydone	14 Brydone Glencoe Road	Memorial	
Centre Bush	SH 6 Centre Bush Township	Memorial	
Clifden	On wooden suspension bridge	Memorial	
Colac Bay	Playground at Colac Bay Road	Memorial	
Dipton	SH 6 Centre Township	Memorial	
Drummond	1 Hamilton Street	Memorial	
Edendale	Opposite Edendale primary school	Memorial	
Fortrose	Within Fortrose Cemetery on Fortrose Tokanui Road	Memorial	
Gorge Road	Cnr Factory Road & SH 92	Memorial	
Heddon Bush	•	Memorial	
Hedgehope/Glencoe	1578 Glenco Highway	Memorial	
Isla Bank	Cemetery	Memorial	
Limehills	80 Atlas Street	Memorial	
Lumsden	Cnr SH 6 & 94	Memorial	
Mataura Island	Cnr Mataura Island & Mataura Island School Road	Memorial	
Menzies Ferry	362 Island Edendale Road	Memorial	
Mossburn	Mossbum Te Anau Highway	Memorial	
Niagara	Cemetery	Memorial	
Orawia	Otautau Clifden Highway	Memorial	+
	0 ,		
Orepuki	Old primary school site	Memorial	
Otautau Otautau	189 Main Street, Otautau	Memorial	+
Oteramika/Mokotua	Cnr Rimu Road and Mokotua Road Cnr Tokanui Niagara Highway & Quarry	Memorial Memorial	
Quarry Hills	Hills Fortification Road 57 Newcastle Street	Memorial	

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Riverton	176 Palmerston Street, Riverton	Memorial
Riverton (on hill)	41 Bay Road, Riverton	Memorial
Ryal Bush	155 Ryal Bush Wallacetown Highway	Memorial
Seaward Downs	Seaward Down Road	Memorial
Thornbury	Fosters Road Playground	Memorial
Thornbury	Fosters Road Bowling Club	Memorial
Tokanui	Grounds of RSA clubrooms on Tokanui Haldane Road	Memorial
Tuatapere	RSA Hall, Main Street	Memorial
Waianiwa	Waianiwa Isla Bank Road - School entrance	Memorial
Waikaia	9 Swalwell Street	Memorial
Waimahaka	Cnr Waimahaka Fortification Rd & Waimahaka Fortrose Rd	Memorial
Waipango	Riverton Waipango Longwood Road	Memorial
Wallacetown	Mauchline Street, school gates	Memorial
Wendonside	Freshford Plains Station Road	Memorial
Winton	SH 6 Centre Township	Memorial
Woodlands	2 Flemington Road, Woodlands	Memorial
Wyndham	2 Malta Street, Wyndham	Memorial

2.5 IMPROVEMENTS

Improvements – Cemeteries	
Significant Results 2018/2019	To be identified
Planned improvement/change 2019/2020	Improve data collection through completion of Asset Inventory and Yardstick Parks Benchmarking
	Develop Cemetery Strategy to identify current and remaining capacity
	Develop performance auditing methodology
	Construction of new beams Otautau, Riverton/Aparima
	Construction of new ash beam Te Anau
Year 1 – Planned improvement/change 2020/2021	Quality audit of Operations against service specifications
	Construction of new beams Winton
Year 2 – Planned improvement/change 2021/2022	Annual quality audit
	Construction of new beams Wallacetown
Year 3 – Planned improvement/change 2022/2023	Annual quality audit
Year 4 - 10 – Planned improvement/change 2023/2030	Annual quality audit
	Construction of new beams Lumsden, Riverton/Aparima, Winton, Te Anau
	Purchase of new land for cemetery in Riverton
	Development of new Riverton Cemetery

Public Toilets and Dump Stations 3.0

3.1 **GENERAL INFORMATION**

Activity Name	Public toilets and dump stations
Activity Description	Southland District Council provides 67 public toilets and seven dump stations across the District. This equates to 2.2 toilet facilities per 1,000 residents, compared with a NZ Yardstick median (2016 to 2019) of 0.9 facilities/1,000.
	The public toilets are located in both urban and rural locations and are of a design and standard relative to the location and services available to meet demand.
	Most toilets are stand alone, however some are provided in conjunction with other locally-owned buildings like garages.
	Of the 67 public toilet facilities, 29 provide accessible options.
	Public toilets are provided, developed and maintained to three quality standards in the Southland District:
	 QS1¹⁰ is the highest standard of development and maintenance, and applies to the Te Anau Lion's Park (Waterfront) attended toilets and shower QS2¹¹ is a moderate standard of toilet design, quality and capacity, usually having at least three units¹² with good quality finishes, fixtures and fittings, disability access to at least one cubicle, and handwashing and drying facilities. Water and power is available and is used for flushing, handwashing and lighting. Baby change facilities may be available QS3¹³ is a basic standard of toilet design, quality and capacity that may consist of only one cubicle with basic but robust finishes, fixtures and fittings. Water and power may not be available
	Public toilets and dump stations are managed on a daily basis by the local Community Engineer for the Property Management Department, as the Asset Manager on behalf of Council
Activity Rationale	Council provides safe, clean and accessible toilet facilities across the district for both residents and visitors. This allows for the protection of the environment and public health in the district.
	A dump station is a small facility designed to protect public health and the environment by ensuring the proper disposal of wastewater from recreational vehicles. eg motorhomes, campervans and boats.
	Public toilets and dump stations help to protect the environment by providing facilities which reduce the likelihood of inappropriate fouling as people move throughout the district.
	Provision (both quantity and quality) of public toilet facilities and dump stations needs to cater for the increasing number of tourist visitors to the Southland District. Toilets and dump stations need to be provided in appropriate locations and numbers, to meet the increasing demand placed on facilities and the environment by visitors including freedom campers.

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¹⁰ Q51 corresponds to type A or B as specified in NZS 4241:1999 Appendix D
¹¹ Q52 corresponds to type C or D as specified in NZS 4241:1999 Appendix D
¹² A toilet unit is either an individual pan or a urinal e.g. two pans and one urinal with capacity for two users would be 4

units.
¹³ Q53 corresponds to type E as specified in NZS 4241:1999 Appendix D

Governance	General Manager Portfolio Holder Matt Russell – Group Manager Services and Assets	
	Delivery Group Community Services	
Activity Manager	Mark Day – Community Facilities Manager	

3.2 SERVICE OVERVIEW

Core Level of Service	
Provision	
Public toilets	 Provision of new toilets must comply with NZS 4241:1999 Provision of one QS1 toilet facility for the District in Te Anau Provision of at least one QS2 toilet facility in all townships and at strategic locations on main tourist routes Provision of a toilet to at least QS3 at identified freedom camping locations and entrances to walking trails Public toilets no further than 65km apart unless provided by another agency
Dump stations	Provision of dump stations at strategic locations on main tourist routes
Development	Quality Standard 1
Public toilets	Site specific, high-quality design with architectural input to match heritage or other values of the location At least two male and two female cubicles, plus two accessible all-gender cubicles will be appropriate for most sites. One of the accessible cubicles will also be designed for family use Tiled wall and floor finishes will be utilised that create a high-quality ambiance and are easy deaning In addition to standard facilities, the following additional services will be provided: soap dispenser, electric hand dryer, mirror (stainless steel), coat hooks, baby change table, showers, attendant facilities
Development	Quality Standard 2
Public toilets	The standard appropriate size is three external access WC toilet units. Two of these will be standard size, with designation for male and female. The third unit will be an all-gender compliant, accessible cubicle. Handwashing facilities will be located inside each cubicle For single gender facilities, each gender should have at least two units, one of which should be accessible Smooth wall and floor finishes will be utilised that create a good quality ambiance and are easy deaning At least one accessible cubicle at each facility will also be fitted with a baby change table
Dump stations	Dump stations are located where there is good drive-through vehicle access or a large turning area for longer vehicles to enable easy access to the vehicle tank release valve Installation complies with NZS 5465:2001 Appendix B ¹⁴
Development	Quality Standard 3
Public toilets	Usually a single all-gender accessible cubide Smooth wall and floor finishes are hard wearing and easy cleaning

¹⁴ https://www.rz.mca.org.nz/data/content/New%20Website%20Folder/dump%20stations%20page/Dump%20Station%20Guide%20updated%20June%202018.pd

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	Where water is available, a basin and cold-water tap should be located inside the cubicle Where there is no water for hand washing, hand sanitiser dispensers should be provided			
Maintenance Operations ¹⁵	Task	Required outcomes for all Quality Standards		
Public toilets	Inspections Regular deaning	All components are checked regularly for function, damage, cleanliness, supply and capacity Toilets are sufficiently stocked with paper (and soap, hand sanitiser and paper towels where dispensers are present)		
		 All sanitary plumbing fixtures are clean and hygienic Handwashing facilities (where present) are clean and hygienic Shower cubicles and changing areas (where present) are clean and hygienic Bins are not overflowing Sanitary disposal bins are serviced Floors are clean and dry, and free of litter Toilets are free of unpleasant odours 		
	Repairs and maintenance	Toilet and urinal flushing, privacy latches, taps, basins, dispensers, hand dryers and lights (where these are supplied) are operational Toilet facilities are safe and in good repair, with no obvious damage		
	Deep cleaning	 Internal walls, floors and partitions are clean and free of grime, cobwebs and bird droppings Sanitary plumbing fixtures are clean and free of scale, rust and grime Windows are clean External walls, doors, windows, guttering, downpipes, etc are clean and free of grime, graffiti, lichen, algae, etc 		
	Surface coatings	Internal walls, partitions and floors are well presented and visually pleasing Asset life is maximised by maintenance of protective coatings		
Maintenance Operations	Task	Quality Standard 1		
Public toilets	All tasks	Check all clearly visible items at each dean Weekly inspections of sensors and gas bottles (where present) Regular deaning frequency is several times a day during periods of peak use, or as required to meet required outcomes Minor repairs are completed within 8 hours Deep cleaning is done monthly Paintwork is renewed 3- to 5-yearly		
Maintenance Operations	Task	Quality Standard 2		
Public toilets	All tasks	Check all clearly visible items daily Weekly inspections of sensors and gas bottles (where present)		

 $^{^{15}}$ The tasks and service levels identified for maintenance operations are consistent with the NZ Open Space Maintenance Specifications 2017.

		Regular cleaning frequency is 3 times a week during periods of regular use or daily during peak periods (as required to meet required outcomes) Minor repairs are completed within 24 hours Deep cleaning is done quarterly Paintwork is renewed 5- to 10-yearly depending on condition Septic tanks are checked annually and emptied as required	
Maintenance Operations	Task	Quality Standard 3	
Public toilets	All tasks	Check all clearly visible items weekly (while facilities are in use) Regular deaning frequency is weekly during peak periods or as required to meet required outcomes Minor repairs are completed within 48 hours Deep cleaning is done annually Paintwork is renewed as required or identified by inspection Septic tanks are checked annually and emptied as required Vaults and water tanks (where present) are checked fortnightly during peak use, and vaults are emptied before they are 80% full	

Activity delivery model	
Public toilets All maintenance operations are contracted	
Dump stations All maintenance operations are contracted	

Comparison with current level of service		
Public toilets	Overall, the provision of public toilets in the Southland District is high compared with the Yardstick median, so there appears to be good distribution of and access to toilet facilities. However, the quality standards for development and maintenance are not known. A performance assessment of toilet facilities and contract specifications is required to determine the current level of service for provision, development and maintenance	
Dump stations	The current level of service for distribution and development is not known	

3.3 PERFORMANCE AND SERVICE LEVEL INFORMATION

Measuring performance for Public toilets:

Level of service statement	Measured by	Actual 2019/20	Target 2020/21	LTP Year 1 Target 2021/22	LTP Year 2 Target 2022/23	LTP Year 3 Target 2023/24	LTP Years 4 to 10 Target 2024/31
Provision A network of safe and accessible public toilets is provided	Percentage of facilities that have accessible units Number of facilities per 1,000 residents	Number of facilities per 1,000 residents is 144% higher than the Yardstick median of 0.9	50% Within ±20% of Yardstick median	60% Within ±20% of Yardstick median	70% Within ±20% of Yardstick median	80% Within ±20% of Yardstick median	90% Within ±20% of Yardstick median
Development Public toilets are developed to a suitable quality	Results of toilet performance assessment	Not measured	Average 70%	Average 75%	Average 80%	Average 90%	Average 90%
Operations/Maintenance Public toilets are operated and maintained cost effectively Public toilets are maintained and operated to a standard that complies with service specifications	Mean operation cost per facility Quality audit of compliance with service specifications	\$10,624 /facility is 14% higher than the 2019 Yardstick median of \$9,729	Cost per facility is within ±20% of Yardstick median				

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3.4 ASSET PROFILE

Asset Profile : Public toilets and dump stations		
<u> </u>		Quality
Name/location	Category	Standard
Te Anau Lions Park (Waterfront) Toilets and Shower	Public toilets	QS1
Garston Toilet	Public toilets	
Lumsden Toilet	Public toilets	
Manapouri Pearl Harbour	Public toilets	
Mossburn	Public toilets	
Balfour Plunket Rooms	Public toilets	
Gorge Road Hall Toilet	Public toilets	
Nightcaps Toilet	Public toilets	
Oban Community Centre Toilet Rakiura/Stewart Island	Public toilets	
Ohai Toilet	Public toilets	
Otautau Main Street Toilet	Public toilets	
Riversdale (Community Centre) Toilet	Public toilets	
Riverton T-Wharf Toilet	Public toilets	
Riverton Cemetery Toilet	Public toilets	
Riverton Princess St Toilet	Public toilets	
Riverton Rugby Grounds Toilet/Change Rooms	Public toilets	
Waikaia Toilet	Public toilets	
Winton Mores Reserve Toilet	Public toilets	
Wyndham Baladava St Toilet	Public toilets	
Athol Toilet	Public toilets	
Dipton Toilet	Public toilets	
Tuatapere Main Road Toilets	Public toilets	
Winton Toilet	Public toilets	
Blackmount (Swimming Pool) Toilet	Public toilets	
Clifden Historic Bridge Toilet	Public toilets	
Colac Bay Boat Ramp Toilet	Public toilets	
Colac Bay Playground Toilet	Public toilets	
Colac Bay Foreshore (Surfies) Toilet	Public toilets	
Cosy Nook Toilet	Public toilets	
Curio Bay Campground Conc #1 Toilet	Public toilets	
Curio Bay Campground Conc #2 Toilet	Public toilets	
Curio Bay Campground Long Drop Toilet	Public toilets	
Curio Bay Campground Main Toilet	Public toilets	
Dunsdale Reserve – New Toilet	Public toilets	
Dunsdale Reserve – Old Toilet	Public toilets	
Edendale Kamahi Scenic Reserve Toilet	Public toilets	
Edendale Seaward Road Toilet	Public toilets	
Fortrose Toilet	Public toilets	
Manapouri Frasers Beach Central Toilet	Public toilets	
Manapouri Frasers Beach North Toilet	Public toilets	
Manapouri Frasers Beach South Toilet	Public toilets	
Monkey Island – Disabled Accessible Toilet	Public toilets	
Monkey Island Toilet	Public toilets	
Monowai Village Playground Reserve Toilet	Public toilets	
Oban Bathing Beach Toilet Rakiura/Stewart Island	Public toilets	
Oban Braggs Bay Motorau Gardens Toilet Rakiura/Stewart	Public toilets	
Island	. ubilo tolleta	
Oban Horseshoe Bay Toilet Rakiura/Stewart Island	Public toilets	
Oban Trail Park Pavilion Toilet Rakiura/Stewart Island	Public toilets	
Orepuki Hall Toilet	Public toilets	
S. Spani. Hall Follot	. abilo tolloto	1

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Riverton Mores Reserve Toilet	Public toilets
Riverton Rocks Bunker Toilet	Public toilets
Riverton Howells Point Toilet	Public toilets
Riverton Pilot Reserve Toilet	Public toilets
Riverton Taramea Bay Toilet	Public toilets
Te Anau Ivon Wilson Park Toilet	Public toilets
Te Anau Boat Harbour Toilet	Public toilets
Te Waewae Lagoon Toilet	Public toilets
Thornbury Bridge Toilet	Public toilets
Thornbury Playground Toilet	Public toilets
Thornbury Playground Disabled Accessible Toilet	Public toilets
Tokanui Toilet	Public toilets
Waikawa Toilet	Public toilets
Wallacetown Garage Toilet	Public toilets
Weirs Beach Toilet	Public toilets
Oban Golden Bay Toilet	Public toilets
Riverton Gummies Bush Whitebait camp	Public toilets
Edendale Recreation Reserve Dump Station	Dump Station
Manapouri Dump Station	Dump Station
Te Anau Boat Harbour Dump Station	Dump Station
Tokanui Dump Station	Dump Station
Tuatapere Dump Station	Dump Station
Winton Dump Station	Dump Station
Wyndham Camp Ground Dump Station	Dump Station

3.5 IMPROVEMENTS

Improvements – Public toilets ar	nd dump stations
Significant Results 2018/2019 Planned improvement/change 2019/2020	To be identified Improve data collection through completion of Asset Inventory and Yardstick Parks Benchmarking
2013/2020	Develop Toilet Strategy Develop performance auditing methodology
Year 1 : Planned improvement/change 2020/2021	Quality audit of Operations against service specifications Toilet performance assessment
Year 2 : Planned improvement/change 2021/2022	Annual quality audit Toilet performance assessment
Year 3 : Planned improvement/change 2022/2023	Annual quality audit Toilet performance assessment
Year 4-10 : Planned improvement/change 2023/2030	Annual quality audit Toilet performance assessment

4.0 Community Halls

4.1 GENERAL INFORMATION

Activity Name	Community Halls
Activity Description	Council provides 31 individual community halls in the Southland District with an insured replacement value of around \$26M. While Council is the legal entity for the ownership of the asset, the day-to-day operations are delegated to separate governance groups which are either a Community Board, Community Development Area (CDA) Subcommittee or a Hall Committee.
	The Council owned and provided facilities are Athol, Balfour, Browns, Clifden, Colac Bay, Dipton, Five Rivers, Fortrose, Hokonui, Limehills, Lumsden, Manapouri, Mokoreta/Redan, Nightcaps, Ohai, Orawia, Orepuki, Oreti, Otapiri/Lora Gorge, Otara, Ryal Bush, Thornbury, Tokanui, Tuatapere, Tussock Creek, Waianiwa, Waikawa, Winton Drill, Winton Memorial, Winton RSA and Wyndham.
	Nearly all of the halls are at least 50 years old, with only one having been built since 1980. The Winton Drill Hall, built during WWI, is over 100-years old.
	Targeted rates are collected for funding community halls, which has led to varying levels of service being provided across the district. A further 35 non-SDC owned halls and community centres are funded from targeted rates in addition to the 31 owned and maintained by Council.
	Each community hall is managed by a separate entity. Moving to nine community boards will reduce the number of entities but may create issues with overlap of hall rating areas.
	Management by local hall committees or other entities is inconsistent across the district. Hire agreements with hall users vary from hall to hall and are not adequate to ensure appropriate care of facilities.
	Community halls are currently provided, developed and maintained to two quality standards in the Southland district:
	 QS2 is a moderate standard of centre/hall, usually located in urban areas with a variety of bookable spaces that are suitable for a range of activities. QS2 centres are well utilised by the community and have facilities of a suitable size and quality to cater for moderate to high use QS3 is a basic standard of hall, usually located in rural areas or small towns, and may have a basic design and construction with few bookable spaces. QS3 halls are likely to have lower level of use, and facilities may only cater for a limited range and scale of activities
	Currently it is not clear which halls are QS2 and which are QS3. A performance assessment will be needed to identify the appropriate standard for each hall.
Activity Rationale	Council provides Community Halls to ensure that there are accessible facilities for communities, clubs, organisations and individuals to enjoy sporting, social, cultural, educational and recreational pursuits.
	Council is not the only provider of community facilities in the Southland District. The Southland District Community Facilities Assessment (2017) undertaken by Venture Southland identified and assessed 330 facilities that were available for community use or hire including halls, sports centres, schools, churches and commercial facilities. There are, therefore, a variety of options available for most communities in addition to Council halls.

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Overall Southland has a high level of provision of community facilities for the size of its population. Most residents have access to a community centre within 15km. However, many Council-owned community halls are reaching the end of their useful life and are no longer well used or fit for purpose. Rural communities are changing, and this has had an impact on the use of and demand for community centres: Populations are more transient with less community focus Halls are no longer the hub of the community People are much more mobile (better transport) Social connections are more likely to be virtual and don't require regular venues for large gatherings Recreational use for activities such as indoor bowls and badminton has dedined. Maintenance requirements on community centres have also increased: All community halls need to be maintained to compliant standards for a Building Warrant of Fitness whether they are regularly used or not. Maintenance and compliance costs have increased with the requirement for scaffolding, compliant ladders and the need to have more than one person for working at heights. Volunteers can no longer carry out basic maintenance tasks like changing lightbulbs and painting. Many existing halls were built as war memorial halls and are no longer fit for purpose. Use of these facilities is declining as what they can be used for is limited; many are simply a dance floor, a stage and a supper room. There is an opportunity for rationalisation of the number of halls, and disposal of halls that no longer fulfil a community need. This means that some people may need to travel further to use a community centre. It also is an opportunity to provide some specialisation - one size may not fit all - to meet different community needs at different venues. This requires identification of current and future community needs for public social and indoor recreational space, and how those needs can best be met. General Manager Portfolio Holder Governance Matt Russell - Group Manager Services and Assets **Delivery Group** Community Services Mark Day - Community Facilities Manager **Activity Manager**

4.2 SERVICE OVERVIEW

Core Level of Service		
Provision		
Community Halls	 Each Southland township should have a community centre or hall to cater for the sporting, social, cultural, educational and recreational needs of its residents. However, it is not clear what quality standard is required by most communities, and whether this need should be met by Council or by other providers. Until a thorough assessment of Council hall condition, utilisation, demand and availability of alternatives can be carried out for each community, it is proposed that the level of provision should remain as it is currently. 	

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	A Hall Strategy is needed to determine what changes, if any, should be made to the current level of provision.
Development	Quality Standard 2
Community Halls	Bookable spaces include: - Large multi-use space sufficient for 100 seated or 400 standing - At least two smaller break-out rooms with power points and fumiture Toilets and handwashing facilities sufficient for 100 people Accessible toilets Disabled access into and around the hall including from the parking area Car parking for at least 30 vehicles within easy walk Good quality easy to dean kitchen facilities including: - At least one oven - Stove top or hob - Sinks - Zip - Fridge - Dishwasher or steriliser - Microwave - Benchtops for food preparation with access to several spare power points - Cups/crockery/cutlery/plates/serving dishes - Cleaning products Storage for cleaning equipment, furniture and any other shared equipment Individual secure equipment storage areas for regular users Fumiture: chairs and tables sufficient for 100 users Cleaning equipment: vacuum cleaner, buckets, mops, cloths Adequate heating and ventilation — check requirements against occupancy numbers, apply measurements in Building Code to determine heating requirements Safe, accessible power points Safe, accessible power points Suitable flooring and floor coverings to provide for a variety of uses Current Building WOF Adequate interior lighting Exterior lighting at all entrances and exits for safe use at night Community noticeboard Clear signage and information about who to contact to use the facility, and clear instructions for users
Development	Quality Standard 3
Community Halls	 Bookable spaces include: Large multi-use space May also include smaller break-out room Toilets and handwashing facilities Accessible toilets Disabled access into and around the hall Car parking Easy to clean kitchen facilities including: Oven and stove top or hob Sink Zip Fridge Dishwasher or steriliser Microwave Benchtops for food preparation with access to several spare power points Cups/crockery/cutlery/plates/serving dishes Cleaning products Storage for cleaning equipment, furniture and any other shared equipment

	Adequate heatinumbers, applingerequirements Safe, accessibl Suitable hard with the current Building Adequate interior Exterior lighting Community not Clear signage in the community of the community	 Cleaning equipment Adequate heating and ventilation – check requirements against occupancy numbers, apply measurements in Building Code to determine heating requirements Safe, accessible power points Suitable hard wearing flooring Current Building WOF Adequate interior lighting Exterior lighting at all entrances and exits for safe use at night Community noticeboard Clear signage and information about who to contact to use the facility, and clear instructions for users 						
Maintenance Operations	Task	Quality Standard 2						
Community Halls	Inspections	3-yearly condition assessment Annual inspection of specialist plumbing and electrical systems Annual BWOF Inspections of Specified Fire and safety systems where applicable						
	Repairs and maintenance	Unscheduled repairs and maintenance are carried out within a week of notification, where possible, and made safe within 24 hours if repairs can't be undertaken within a week Scheduled maintenance is carried out to an agreed timeframe.						
	Amenity grass mowing	Grass height maintained between 40mm and 80mm Stalks no more than 150mm Clippings to be evenly distributed (no clumps or windrows) and removed from paths and paved areas Edges are trimmed to the same standard as the turf, or a vegetation free strip is maintained: Around structures and along hard surfaces no more than 100mm Around trees and along boundary fences no more than 200mm						
	Cleaning	Regular cleaning of floors, kitchens and toilets after each use or weekly at a minimum Annual cleaning of entire building						
Maintenance Operations	Task	Quality Standard 3						
Community Halls	Inspections	3-yearly condition assessment Annual inspection of specialist plumbing and electrical systems Annual BWOF Inspections of specified Fire and safety systems where applicable						
	Repairs and maintenance	Unscheduled repairs and maintenance are carried out within a week of notification, where possible, and made safe within 24 hours if repairs can't be undertaken within a week Scheduled maintenance is carried out to an agreed timeframe						
	Amenity grass mowing	Grass height maintained between 50mm and 100mm Stalks no more than 300mm Clippings to be evenly distributed (no clumps or windrows) and removed from paths and paved areas						

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		Edges are trimmed to the same standard as the a vegetation free strip is maintained: Around structures and along hard surfumore than 200mm Around trees and along boundary fences than 300mm	
	Cleaning	•	Regular cleaning of floors, kitchens and toilets after each use or weekly at a minimum
		•	Annual cleaning of entire building

Community Halls Day-to-day management and operations of community halls is carried out by Hall Committees Repairs and maintenance are carried out by contractors under the management of Council staff

Community Halls The current provision level of service for community halls is high, with at least one community hall either provided or funded by Council in each township. However, the quality standards, development levels of service and maintenance operations levels of service are not well known. Further information is needed about these facilities to better understand how well they are meeting the needs of communities

4.3 PERFORMANCE AND SERVICE LEVEL INFORMATION

Measuring performance for Community halls

Level of service statement	Measured by	Actual 2019/20	Target 2020/21	LTP Year 1 Target 2021/22	LTP Year 2 Target 2022/23	LTP Year 3 Target 2023/24	LTP Years 4 to 10 Target 2024/31
Provision Suitable opportunities are provided for indoor social and recreation activities to meet the needs of the community	Distribution of facilities	31 Council owned community halls across the Southland District	No change	No change	Review on basis of Community Hall Strategy	Review on basis of Community Hall Strategy	Review on basis of Community Hall Strategy
Development Community halls meet the needs of their community	Resident satisfaction survey	Not yet published	90%	90%	90%	90%	90%
Community halls are accessible	Average performance assessment score from accessibility audit	New measure	70%	70%	80%	80%	90%
Operations/Maintenance Community halls are safe and compliant	Percentage of community halls that hold current BWOFs	Unknown	100%	100%	100%	100%	100%

4.4 ASSET PROFILE

rtrose Hall fden Hall lai Community Hall oton Hall nton RSA Hall re Rivers Memorial Hall atapere Hall nol District Memorial Hall ghtcaps Town Hall apiri/Lora Gorge Centennnial Hall nton Memorial Hall konui Centennial hall eti Plains Hall ornbury Centennial Hall lac Bay Fifles Volunteer Hall msden Memorial Hall lac Bay Fifles Volunteer Hall msden Memorial Hall kemaori Orawia Feldwick Merivale Community Centre al Bush Community Centre skanui Hall inapouri Centre epuki Hall	Construction date	Quality Standard	
Winton drill Hall	1917		
Fortrose Hall	1940		
Clifden Hall	1945		
Ohai Community Hall	1950		
Dipton Hall	1951		
Winton RSA Hall	1952		
Five Rivers Memorial Hall	1953		
Tuatapere Hall	1953		
Athol District Memorial Hall	1956		
Nightcaps Town Hall	1956		
Otapiri/Lora Gorge Centennnial Hall	1956		
Winton Memorial Hall	1956		
Hokonui Centennial hall	1957		
Oreti Plains Hall	1957		
Thornbury Centennial Hall	1957		
Waianawa Centennial Hall	1958		
Balfour Hall	1960		
Colac Bay Fifles Volunteer Hall	1960		
Lumsden Memorial Hall	1960		
Mokoreta/Redan Centennial Memorial Hall	1960		
Pukemaori Orawia Feldwick Merivale Community Centre	1960		
Ryal Bush Community Centre	1965		
Tussock Creek Community Centre	1965		
Tokanui Hall	1966		
Manapouri Hall	1967		
Wyndham Hall	1967		
Browns Community Centre	1970		
Orepuki Hall	1986		
Limehills Community Centre	1960/1972		
Otara Community hall			
Waikawa Hall			

4.5 IMPROVEMENTS

Improvements – Community Halls							
Significant Results 2018/2019	To be identified						
Planned improvement/change 2019/2020	Review of management of halls, includes use, booking, fees, contracts						
	Review performance of halls – condition, compliance, accessibility, suitability etc						
	Review demand – alternatives, use, changing patterns						
	Resident satisfaction survey						
	Annual inspections of specified systems						
Year 1 : Planned	Develop Community Hall Strategy to determine an appropriate						
improvement/change 2020/2021	level of Council support for this activity, and any consequential changes to the current level of service						

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	Accessibility audit				
	Annual inspections of specified systems				
Year 2 : Planned improvement/change 2021/2022	Begin implementation of strategy				
	Annual inspections of specified systems				
Year 3 : Planned improvement/change 2022/2023	Continue implementation of strategy				
	Resident satisfaction survey				
	Repeat accessibility audit				
	Repeat condition assessment				
	Annual inspections of specified systems				
Year 4-10 : Planned improvement/change 2023/2030	Continue implementation of strategy				
J	3-yearly resident satisfaction survey				
	2-yearly accessibility audit				
	3-yearly condition assessment				
	Annual inspections of specified systems				

5.0 Community Housing

5.1 GENERAL INFORMATION

Activity Name	Community Housing
Activity Description	Council provides 69 individual housing units for rent within 10 towns within the district. The units offer good quality, affordable housing to groups with specific needs; mainly elderly residents. The locations are as follows:
	Town Number of units
	Edendale 11 Lumsden 4
	Nightcaps 6
	Ohai 5
	Otautau 5 Riversdale 2
	Riverton 12
	Tuatapere 8 Winton 6
	Winton 6 Wyndham 10
	Most units are one bedroomed with a few units having two bedrooms. The units all have ceiling and underfloor insulation. None have double glazing. The age of units varies from approximately 30 to 50 years.
	Demand for community housing is likely to increase as the population ages and increases, and opportunities for home ownership decrease with increasing property values. In general, population growth is expected to be slow and mainly in older age groups. The main growth is expected to take place in Te Anau and Winton. These communities are, therefore, likely to have the most increase in demand for assisted housing, but there is currently no provision in Te Anau and only six units in Winton.
	Priority is given to applicants over 60 years of age, but housing may be allocated to younger tenants based on need and availability.
	There is only one Quality Standard (QS2) within Community Housing.
Activity Rationale	Community Housing allows some residents to continue living in their local community when changes in their circumstances may have otherwise meant they could no longer do so. Council has a responsibility to ensure homes are safe and fit for residents to live in.
	It is Council's intention for the Community Housing Activity to:
	Maintain the assets to a level fit for purpose Ensure that the maintenance is appropriately scheduled and funded
	Ensure the units provided are safe for tenants to live in
	Maintain relative separation with the private rental sector
	Ensure housing units are well insulated with modern materials Ensure the housing units have modern efficient heating systems
	Ensure contractors comply with the latest accepted industry standards and Council's Health and Safety requirements
	Despite the likely increase in demand for community housing and the cost neutral funding policy for community housing, Council does not intend to increase the total number of units. The strategy is to maintain the current housing portfolio (numbers and distribution) for the short to medium term with the intention of disposing of units when they are no longer fit for purpose and need

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	renewal. Any increased demand due to an ageing population is expected to be			
	met by alternative providers such as rest homes			
Governance General Manager Portfolio Holder				
	Matt Russell – Group Manager Services and Assets			
	Delivery Group			
	Community Services			
Activity Manager	Mark Day – Community Facilities Manager			

5.2 SERVICE OVERVIEW

Core Level of Service	;						
Provision							
Community housing	meet the needs housing need. Council or by of Until a thoroug performance a proposed that the	In assessment of community housing condition, utilisation, nd demand can be carried out for each community, it is he level of provision should remain as it is currently					
Development	Quality Standard 2						
Community housing	Homes are watertight, warm and secure Effective insulation is fitted to ceilings and underfloor All units have at least one bedroom All units are fitted with: Vinyl and carpet floor coverings throughout A free-standing stovetop oven Full bathroom facilities including a shower Thermal drapes Heat pump Laundry tub Wardrobe in each bedroom Secure locks on external doors Functioning smoke alarm with long-life batteries and photosensor Access to shared dotheslines						
Maintenance Operations	Task	external storage facilities Quality Standard 2					
Community housing	Amenity Grass Mowing	Grass height maintained between 40mm and 80mm Stalks no more than 150mm Clippings to be evenly distributed (no clumps or windrows) and removed from paths and paved areas Edges are trimmed to the same standard as the turf, or a vegetation free strip is maintained: Around structures and along hard surfaces no more than 100mm Around trees and along boundary fences no more than 200mm					
	Gardens	Mixed shrubs and groundcovers: Top up mulch as required to control weed growth Trim as required to reduce hazards, keep vegetation dear of paths and maintain safe sightlines					

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			 Weeds are sprayed or manually removed before they become noticeable
		•	Edges are maintained to same standard as turf with no incremental creep
	Repairs and maintenance	•	Requests for service will be processed within agreed timeframes 16

Activity delivery model					
Community housing	All maintenance operations are contracted. Tenants may maintain a higher level of service for gardens than specified where agreed with Council				

Community Housing The current level of provision of community housing is consistent with the provision level of service, as the level of provision of housing units is not intended to change. However, the current development and maintenance level of service is unknown and has not been compared with proposed LoS A review of the performance of community housing is required to determine current development and maintenance LoS

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¹⁶ "Agreed Timeframes" means urgent matters are responded to within four hours and other matters are responded to within five days. Response refers to contacting the tenant regarding their request and does not include resolving the request.

5.3 PERFORMANCE AND SERVICE LEVEL INFORMATION

Measuring performance for Community Housing

Measured by	Actual 2019/20	Target 2020/21	LTP Year 1 Target 2021/22	LTP Year 2 Target 2022/23	LTP Year 3 Target 2023/24	LTP Years 4 to 10 Target 2024/31
Number and distribution of units	69 units in 10 Southland townships	No change	No change	No change	No change	No change
User survey of suitability	Not yet known (95% for 2017/18)	Average 95%	95%	95%	95%	95%
Rental for priority tenants as a proportion of gross NZ Superannuation and Veterans Pension ¹⁷	Single rental per week is 18.4% to 21.8% of the single living alone rate	Single rentals are less than 25% of the gross NZ Superannuation	<25%	<25%	<25%	<25%
Net cost of operation	New measure	\$0	\$0	\$0	\$0	\$0
Compliance with Residential Tenancies Act	New measure	100%	100%	100%	100%	100%
	Number and distribution of units User survey of suitability Rental for priority tenants as a proportion of gross NZ Superannuation and Veterans Pension ¹⁷ Net cost of operation Compliance with Residential Tenancies	Number and distribution of units User survey of suitability Rental for priority tenants as a proportion of gross NZ Superannuation and Veterans Pension ¹⁷ Net cost of operation Compliance with Residential Tenancies	Number and distribution of units User survey of suitability Rental for priority tenants as a proportion of gross NZ Superannuation and Veterans Pension ¹⁷ Net cost of operation No change No tyet known (95% for 2017/18) Single rental per week is 18.4% to 21.8% of the single living alone rate Single rentals are less than 25% of the gross NZ Superannuation New measure \$0 Compliance with Residential Tenancies	Number and distribution of units Southland townships Single rentals are less than veterans Pension Veterans Pension Veterans Pension Veterance with Residential Tenancies New measure N	Number and distribution of units 69 units in 10 Southland townships No change No change No change No change	Measured by Actual 2019/20 Target 2020/21 Target 2021/22 Target 2021/22 Target 2021/24

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 $^{^{17} \}underline{https://www.workandincome.govt.nz/eligibility/seniors/superannuation/payment-rates.html\#nullings.pdf}$

5.4 ASSET PROFILE

Name/location	Construction date	Number of units	Quality standard
Edendale	1981	10	QS2
Edendale House	1970	1	QS2
Lumsden	1980	4	QS2
Nightcaps	1985	6	QS2
Ohai	1985	5	QS2
Otautau	1976	4	QS2
Otautau House	1970	1	QS2
Riversdale	1983	2	QS2
Riverton Trotters Court	1982	8	QS2
Riverton Jacobs Court	1990	4	QS2
Tuatapere	1980	8	QS2
Winton	1975	6	QS2
Wyndham	1980	10	QS2

5.5 IMPROVEMENTS

Improvements – Community Hou	ısing
Significant Results 2018/2019	To be identified
Planned improvement/change 2019/2020	Bi-annual community housing tenant survey of suitability
	Performance review of community housing to compare current development and maintenance with proposed LoS
Year 1 – Planned	Re-roof Lumsden units
improvement/change 2020/2021	
Year 2 – Planned	Bi-annual community housing tenant survey of suitability
improvement/change 2021/2022	
Year 3 – Planned	Re-roof Tuatapere and Nightcaps units
improvement/change 2022/2023	
Year 4 - 10 – Planned	Bi-annual community housing tenant survey of suitability
improvement/change 2023/2030	
	Re-roof Wyndham units

6.0 Streetscapes

6.1 GENERAL INFORMATION

Activity Name Streetscapes

Activity Description

Streetscapes includes several asset types:

- Street trees
- Beautification areas (street gardens)
- Street furniture
- Berms and verges

There are 1400 street trees inventoried in the Southland district, with around 800 in Winton and a further 600 in Wallacetown. There are street trees in other towns but these have not yet been inventoried so the full extent of provision is unknown. A comprehensive inventory of street trees is needed to allow work scheduling and to better understand the quantity and quality of the assets for risk assessment, budgeting and renewal planning.

The median level of street tree provision¹⁸ in New Zealand is 106 street trees per 1,000 residents. The 46 trees per 1,000 residents provided by Southland District Council doesn't include all street trees in the Southland district, but is still well under the median for other organisations. A full inventory is needed to provide a useful comparison.

Most street trees are old stock as there has been very little recent planting. Many mature trees are located under wires, and need regular pruning to keep them clear of wires. The form and health of many of these trees has been compromised by the need to keep them clear of the wires.

Beautification areas are provided in many Southland towns (Lumsden, Mossburn, Riverton, Athol, Balfour, Browns, Dipton, Edendale, Limehills, Nightcaps, Ohai, Orepuki, Otautau, Oban, Te Anau, Manapouri, Tokanui, Tuatapere, Waikaia, Wallacetown, Winton and Wyndham) in the form of street gardens, usually in town centres or at the entrances to towns. Provision, development and maintenance of street gardens has historically been driven by community boards and funded by local rating arrangements.

Maintenance of gardens is by contract often with local service providers. The quality varies between townships, and there is no consistent rationale for provision or maintenance. The information held by Council about the location, area, and quality of street gardens is incomplete.

The median level of street garden provision in New Zealand (2014 to 2019) is around 580 m2 per 1,000 residents. The full area of street garden provision in Southland is not well understood as not all gardens are included in contracts and contract specifications do not accurately define garden-bed areas. The estimated area of street gardens is 13,421m2 but this is not a complete inventory as it doesn't include Te Anau and several other towns. This level of provision equates to 435m2 per 1,000 residents, which is not far under the median provision. However, this is likely to change with inclusion of Te Anau and other street gardens.

The cost of maintenance of street gardens is increasing with increasing health and safety compliance costs (particularly Temporary Traffic Management on State Highways). Some current contractors struggle to comply with STMS certification and compliance. Existing street gardens also may not comply with NZTA requirements for visibility at intersections.

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¹⁸ Yardstick Parks Benchmarking 2014 to 2019

Activity Rationale	hectares per 1,000 residents. By comparison, the amount of grass mown under contract in the Southland district is 450ha, or 14.6 hectares per 1,000 residents. This is amongst the highest level of provision amongst Yardstick members. Around 80% of the grass mowing in Southland is roadside or berm mowing. This compares with a median of around 10% for other New Zealand members. The amount of roadside and berm mowing in Southland as a percentage of total mowing is the highest in the country, and indicates a very high level of service. Expenditure on roadside and berm mowing accounts for around 20% of the total parks and reserves operational expenditure compared with a median of 1.3% for other Yardstick members (2015 to 2019). The amount of street furniture (bins, seats, cycle racks, drinking fountains, tree guards, etc) is not well known as there is no inventory that categorises these assets by location. The main rationale for provision, development and maintenance of streetscapes is urban beautification, and development of urban character and amenity, particularly in main streets. Street tree plantings also provide beautification and natural character to residential streets.
	The main rationale for rural roadside vegetation management is safety. A decision has been made in many Community Board areas to manage roadside vegetation with mowing rather than chemical sprays. Alternatives to mowing should be investigated with the aim of reducing the extent of and expenditure on rural roadside mowing.
	The main rationale for residential berm mowing is to maintain a tidy appearance when residents are unwilling or unable to mow their own berms. Many grass berms are wide and keeping them tidy is a challenge for some residents. Community boards have made the decision to mow berms by contract to keep urban areas tidy. This level of service should be investigated with the aim of reducing the amount of mowing.
	Communities have a strong history of involvement in streetscapes, and the development of amenity values and character in their townships. The assets created by these communities over time have (or will) become the responsibility of Council. Council has a responsibility to ensure that assets are safe, fit for purpose and cost effective.
	General Manager Portfolio Holder Matt Russell – Group Manager Services and Assets
	Delivery Group Community Services
Activity Manager	Mark Day – Community Facilities Manager

6.2 SERVICE OVERVIEW

Core Level of Service	e		
Provision and Development	Quality Standard 2		
Streetscapes	 This quality standard applies to towns that have over 500 residents or are located on the main tourist route from Queenstown to Milford Sound Street gardens are to be planted with material that is suitable for the prevailing conditions No street gardens in residential areas or the corridor of State Highways unless the speed limit is below 30km per hour Plants in road corridors must be low profile (less than 600mm mature height) or otherwise of a nature and form that does not interfere with traffic or pedestrian sightlines Raised beds are constructed of robust, long-lasting materials and do not interfere with traffic or pedestrian sightlines One street tree per residential frontage in urban areas New tree plantings are a minimum grade of PB60 (35 litre) or over 2m in height New trees are securely staked and tied and bare soil is mulched to 50-100mm deep Street trees must be suitable species and varieties for the prevailing conditions (climate, soils, available space, effects on neighbouring properties, etc) Street trees must be planted in appropriate locations to avoid overhead and underground services, and to avoid creation of traffic hazards Robust, attractive and functional street furniture is provided in main business 		
Provision and	areas Quality Standard 3		
Streets capes	 This quality standard applies to all other townships Street gardens are to be planted with low-maintenance shrubs and groundcovers that are suitable for the prevailing conditions No street gardens in residential areas or the corridor of State Highways Plants in road corridors must be low profile (less than 600mm mature height) Raised beds are constructed of robust, long lasting materials and do not interfere with traffic or pedestrian sightlines One street tree per residential frontage in urban areas New tree plantings are a minimum grade of PB60 (35 litre) or over 2m in height New trees are securely staked Street trees must be suitable species and varieties for the prevailing conditions (climate, soils, available space, effects on neighbouring properties, etc) Street trees must be planted in appropriate locations to avoid overhead and underground services, and to avoid creation of traffic hazards No street furniture provided 		
Maintenance Operations ¹⁹	Task Quality Standard 2		
Streetscapes	Amenity grass mowing Grass height maintained between 30mm and 50mm Stalks no more than 100mm Clippings to be caught and removed with no visible clippings left following mowing Edges are trimmed to the same standard as the turf, or a vegetation free strip is maintained:		

¹⁹ The tasks and service levels identified for maintenance operations are consistent with the NZ Open Space Maintenance Specifications 2017.

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	- Around structures and along hard surfaces no
	more than 50mm
	 Around trees and along boundary fences no more than 100mm
Garden	Annual beds, perennials and roses:
maintenance	 Checked weekly and maintained to a high-quality
	presentation at all times
	 Weeds are removed manually before they become noticeable
	Annual application of suitable fertiliser (and mulch)
	for roses)
	Deadheading and pruning in accordance with best
	horticultural practice - Edges are neat and tidy with no overspill
	For all other gardens:
	 Top up mulch annually
	 Annual trim as required to maintain the form of
	shrubs and ornamental hedges, reduce hazards, keep vegetation dear of paths and maintain safe
	sightlines
	 Weeds are sprayed or manually removed before
	they become noticeable
	 Edges are maintained to same standard as turf with no incremental creep
Tree mainter	
	 Are checked twice annually for damage, health,
	stability, form, etc
	 Are weeded and watered as required Are mulched annually
	- Are form pruned as needed to develop branch
	structure and reduce hazards
	Have stakes and ties replaced as required Meture transport
	Mature trees~: High-risk trees are inspected annually and
	following storm events
	Other street trees are inspected 3-yearly
	 Where present, mulch is maintained to an effective depth
	Pruning is carried out 3- to 5-yearly in accordance
	with best arboricultural practice to enhance and
	maintain tree form and health, and maintain
	suitable clearance for pedestrians, vehicles and machinery
	Dead and diseased wood over 50mm diameter is
2.0	removed
Refuse management	Visual inspection for loose litter at least weekly Litter is collected and removed from site immediately
managemen	Bins are monitored for litter levels daily during school
	holidays and special events, and twice weekly off-peak
	Bins are emptied before they reach 80% capacity (at
	least twice weekly) Bins are cleaned at least twice a year
Furniture and	
structures	for vandalism, graffiti, damage, theft, safety,
	cleanliness and functionality
	 Annual inspection of specialist plumbing and electrical systems
	Furniture and structures are inspected for condition
	and structural integrity 3-yearly

Maintenance	Artificial surfaces	Surface coatings renewed 5- to 10-yearly, depending on condition Assets cleaned 1- to 3-yearly, according to need Drinking fountains cleaned weekly Paths and paved areas are checked for damage following storm events, and cleaned/repaired as required Grass is not permitted to encroach more than 50mm over the edge of paths and paving Surfaces are kept clear of weeds, moss and algae as required
Operations	Task	Quality Standard 3
Streetscapes	Amenity grass mowing	Grass height maintained between 40mm and 80mm Stalks no more than 150mm Clippings to be discharged evenly over the mown area with no clumping or windrowing Edges are trimmed to the same standard as the turf, or a vegetation free strip is maintained: Around structures and along hard surfaces no more than 100mm Around trees and along boundary fences no more than 200mm
	Rural roadside mowing	Grass height maintained between 100mm and 300mm Clippings to be discharged evenly over the mown area without significant clumping or windrowing
	Garden maintenance	Shrubs and groundcovers: Top up mulch every three years Annual trim as required to reduce hazards, keep vegetation dear of paths and maintain safe sightlines Weeds are sprayed or manually removed before they become noticeable Edges are maintained to same standard as turf with no incremental creep
	Tree maintenance	Juvenile trees (up to around 5 years): Are checked twice annually for damage, health, stability, form, etc Are weeded and watered as required Are mulched as needed to maintain cover Are form pruned as needed to develop branch structure and reduce hazards Have stakes and ties replaced as required Mature trees: High-risk trees are inspected annually Other trees are inspected 4- to 5-yearly Pruning is carried out 5-yearly in accordance with best arboricultural practice to enhance and maintain tree form and health, and maintain suitable clearance for pedestrians, vehicles and machinery Dead and diseased wood over 50mm diameter is removed
	Refuse management	Visual inspection for loose litter at least fortnightly Litter is collected and removed from site immediately Bins are emptied before they reach 80% capacity (at least fortnightly) Bins are deaned at least once a year

Furniture and structures	Furniture and structures are visually inspected for vandalism, graffiti, damage, theft, safety, cleanliness and functionality annually Furniture and structures are inspected for condition and structural integrity 3-yearly Surface coatings renewed as required or as identified by inspection
Artificial surfaces	Surface debris cleared as required Grass is not permitted to encroach more than 100mm over the edge of paths and paving Weeds, moss and algae are controlled annually

Activity delivery model		
Street trees	All maintenance operations are contracted	
Street gardens	All maintenance operations are contracted	
Street furniture	All maintenance operations are contracted	
Berms and verges	All maintenance operations are contracted	

Comparison with current level of service		
Street trees	 The total number of street trees is not known as an inventory has only been completed for Wallacetown and Winton. However, it is likely that the current provision, development and maintenance of street trees is less than the proposed level of service Street tree maintenance is currently reactive with no scheduled inspections or maintenance The tree inventory needs to be completed for the entire district, and used as the basis for maintenance and renewal planning 	
Street gardens	 The total area and location of street gardens is not known as mapping for contracts is variable, and not all garden maintenance is currently covered by contract Garden maintenance specifications vary from contract to contract and are not consistent A garden inventory needs to be completed for contract purposes and for future planning 	
Street furniture	 The current provision and maintenance of street furniture is not well understood as there is no up-to-date inventory and it is not clear whether maintenance of street furniture is included in contracts An complete inventory of street furniture needs to be completed with a condition assessment and valuation for renewal planning and maintenance scheduling 	
Berms and verges	The current level of service for mowing of berms and verges is very high in both rural and urban areas	

6.3 PERFORMANCE AND SERVICE LEVEL INFORMATION

Measuring performance for Streetscapes

Level of service statement	Measured by	Actual 2019/20	Target 2020/21	LTP Year 1 Target 2021/22	LTP Year 2 Target 2022/23	LTP Year 3 Target 2023/24	LTP Years 4 to 10 Target 2024/31
Provision Urban streetscapes enhance the amenity value and natural character of townships	Number of street trees per 1,000 residents	New measure – unknown number of street trees	Complete street tree inventory	100 trees per 1,000 residents	100 trees per 1,000 residents	100 trees per 1,000 residents	100 trees per 1,000 residents
Development Urban streetscapes are developed to an appropriate standard	Condition and suitability of urban street trees	New measure – unknown types and condition of street trees	Complete street tree inventory and condition assessment	75% of street trees are in good condition and well suited to location	75% of street trees are in good condition and well suited to location	75% of street trees are in good condition and well suited to location	95% of street trees are in good condition and well suited to location
Operations/Maintenance Streetscaping is maintained cost effectively	Cost of maintenance of street gardens per m2 Cost of verge or berm mowing as a	New measure – unknown area and cost	Within ±20% of Yardstick median	Within ±20% of Yardstick median	Within ±20% of Yardstick median	Within ±20% of Yardstick median	Within ±20% of Yardstick median
	percentage of total parks operating budget	New measure – currently >20%	<20%	<16%	<12%	<8%	<5%

6.4 ASSET PROFILE

Township	Street trees	Street	Street	Quality
Township	Street trees	gardens	furniture	standard
Winton	Approx. 800	6574m2	Yes	QS2
Wallacetown	Approx. 600			QS2
Browns				QS3
Dipton				QS3
Riverton		2347m2		QS2
Tuatapere		500m2		QS2
Otautau				QS2
Nightcaps		583m2		QS3
Ohai				QS3
Wairio				QS3
Orawia				QS3
Monowai				QS3
Colac Bay				QS3
Thornbury				QS3
Edendale				QS2
Wyndham				QS2
Tokanui				QS3
Curio Bay				QS3
Gorge Road				QS3
Woodlands				QS3
Fortrose				QS3
Te Anau			Yes	QS2
Manapouri		415m2		QS3
Milford Sound		·		QS2
Balfour				QS3
Riversdale				QS3
Waikaia				QS3
Mossbum		1305m2		QS2
Lumsden		960m2		QS2
Garston				QS2
Athol				QS2
Oban		737m2		QS3

6.5 IMPROVEMENTS

Improvements – Streetscapes	
Significant Results 2018/2019	To be identified
Planned improvement/change 2019/2020	Complete measurement and mapping of all street gardens Identification of contract costs for street gardens maintenance
Year 1 : Planned improvement/change 2020/2021	Complete street tree inventory and condition assessment Ongoing update of street garden inventory and maps to record changes
Year 2 : Planned improvement/change 2021/2022	Ongoing update of street tree inventory with new plantings and removals Ongoing update of street garden inventory and maps to record changes

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Year 3 : Planned	Ongoing update of street tree inventory with new plantings and
improvement/change 2022/2023	renewals. Ongoing update of street garden inventory and maps
	to record changes
Year 4-10 : Planned	3-yearly review of street tree inventory and update of condition
improvement/change 2023/2030	assessment. Ongoing update of street garden inventory and
	maps to record changes

7.0 Water Structures

7.1 GENERAL INFORMATION

Activity Name	Water structures
Activity Description	Southland District Council owns the following water structures: Five commercial passenger wharves on Stewart Island, primarily used by water-taxi operations but also needed A commercial fishing wharf (T Wharf) at Riverton. The T Wharf is used by small commercial fishing vessels to offload and has a crane to allow this A public recreation wharf (L45) at Riverton Long wharf and L36 jetty (berths licensed to private users) at Riverton Public boat ramps at Riverton (1) and Waiau catchment (8) A public viewing platform (Focal Point at Riverton) Navigation aids (3) at Riverton Protective works (behind wharves at Riverton) Retaining wall (Pearl Harbour – Manapouri) There are three main categories of user of these structures - recreational users, commercial fishermen and tourism operators - and the structures are categorised by use rather than quality standard: Commercial passenger structures – Stewart Island wharves Commercial fishing structure – T Wharf Public recreation structures – L45 Wharf, public ramps and Focal Point Private structures – Deck of long wharf and L36 jetty berth Utility structures are a local activity and are funded locally by Community Boards. The Stewart Island wharves are managed by the Stewart Island Jetties Subcommittee. The Riverton Harbour Subcommittee is responsible for the management of the structures at Riverton. The ownership and management of the long wharf and berths at Riverton is complex, with SDC owning the decking (to secure access) and the structure being owned by individual licence holders. SDC also holds the resource consent for the structures as Environment Southland did not wish to manage individual consents for each structure. The ownership of the Stewart Island wharf structures was assumed from South Port in 2007 as the assets were seen to have no commercial value but were required to provide access to Stewart Island. The five wharf structures are water taxis delivering hunters to hunting camps, visitors to Ulva Island (an open wildlife sanctuary in Paterso
Activity Rationale	Southland District Council inherited its role as owner of water structures in Riverton from the Riverton Harbour Board and the Marine Division of the Ministry of Transport. SDC is only involved with ownership of structures on Stewart Island as South Port no longer wanted them as they were uneconomic. There is, therefore, little rationale for this activity other than history and politics.

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Navigation aids are an integral component of navigation safety which is an Environment Southland responsibility. There is a strong argument that the provision and operation of these navigation aids should be the responsibility of the Southland Regional Council rather than the Southland District Council. Water structure infrastructure such as boat ramps, jetties and wharves enable recreational and commercial access to waterways. They also provide the ability for residents and visitors to access services from service centres where the only access available is by water. In addition to access, the activity provides environmental protection from stopbanks and marine walls which protect against flooding. There is a clear rationale for providing structures that enhance access to the water for recreational users, and that provide access to remote communities that rely on water for transport. There is also a clear rationale for providing structures that protect public assets from erosion and flooding. The rationale for providing commercial or private structures and navigation aids is not as clear. There is an argument for supporting local business and tourism opportunities by providing essential infrastructure. However, the operation, maintenance and renewal of this infrastructure should be fully funded by users and not ratepayers. Regulation of water structures is the role of Environment Southland, and SDC must hold and maintain resource consents for all structures in the water. Around 40 wharf structures in Riverton are licensed to private users, who are responsible for their maintenance. This exposes SDC to risk where maintenance is not undertaken or licence holders refuse to sign licences. There are also significant management and compliance costs for Council to ensure that consent conditions are met. There would be some justification for transferring the entire ownership and responsibility for these structures to current licensees to reduce the compliance costs and risk to Council, as there appears to be little public benefit in these structures. Governance General Manager Portfolio Holder Matt Russell - Group Manager Services and Assets **Delivery Group** Community Services **Activity Manager** Mark Day - Community Facilities Manager

7.2 SERVICE OVERVIEW

Core Level of Service				
Provision				
	 Continue to provide nine boat ramps in the current locations for recreational access to lakes and rivers in the Waiau catchment, and to the sea at Riverton Continue to provide 4.3m of public wharf at Riverton boat ramp for loading and unloading passengers and equipment when using the public boat ramp Continue to provide five jetties for commercial passenger boats to provide access to and from Stewart Island Continue to provide 46.7m of berthing at a public commercial wharf at Riverton for small commercial fishing boats 			

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	Assess options	for removal of existing private berthing structures at Riverton			
Development	 that are no longer usable due to poor condition Continue to provide protective structures to provide protection to Council assets from erosion and flooding Continue to provide three navigation aids in the Riverton Harbour in the short term and investigate the possibility of transferring these navigation aids to Environment Southland in the medium to long term A Water Structures Strategy is needed to provide a thorough assessment of current structure condition, utilisation, demand, costs and benefits to Council, and determine what changes, if any, should be made to the current level of provision 				
Development	Commercial passe	·			
	 All structures are to be safe, fit for purpose and suitable to safely accommodate the commercial water taxis and passenger ferries that are currently licensed to use these structures, and the maximum number of passengers they are permitted to carry All designs for new/renewed structures must be prepared or peer reviewed by a suitably qualified structural engineer Clear signage to display regulations for use and contact information 				
Development	Commercial fishin	ng structure			
	All structures are to be safe, fit for purpose and suitable to safely accommodate small fishing vessels Provide a small crane for loading and unloading boats Provide lighting and water All designs for new/renewed structures must be prepared or peer reviewed by a suitably qualified structural engineer Clear signage to display regulations for use and contact information				
Development	Public recreation structures				
Development	All structures are to be safe, fit for purpose and suitable to safely accommodate trailer boats No additional jetties are to be provided for boat ramps All designs for new/renewed structures must be prepared or peer reviewed by a suitably qualified structural engineer Focal Point has power, lighting, handrails and a disabled persons lift Clear signage to display regulations for use and contact information Utility structures				
	All designs for new/renewed structures must be prepared or peer reviewed.				
		ualified structural engineer			
Maintenance Operations ²⁰	Task	All structures			
All Categories	Fees and charges Inspections	Fees and charges for commercial use of structures will be set at a level that reflects the actual cost of operation, maintenance and renewal Regular 6-monthly checks for vandalism, graffiti, damage, safety and functionality Specialist plumbing and electrical systems are inspected annually by a person qualified to undertake the inspection Critical structure inspections to be carried out every three years by a suitably qualified structural engineer Condition assessments of structures are carried out every three years by a person competent to undertake the inspection			

²⁰ The tasks and service levels identified for maintenance operations are consistent with the NZ Open Space Maintenance Specifications 2017.

Repairs and maintenance	All structures are maintained in a safe, functional condition All repairs and maintenance identified in structural inspections to be carried out within three years unless identified as requiring immediate attention Repairs and maintenance to navigation aids to be carried out immediately If repairs cannot be carried out immediately, hazards are isolated within one working day
Cleaning	 Boat ramps are cleared as required of sediment, debris, weed, etc to maintain functionality
Regulations for use	Limits for the size of vessels will be placed on structures to reduce the risk of damage from large vessels
Compliance	Structures are compliant with resource consents

Activity delivery model		
Commercial passenger structures	All maintenance operations are contracted	
Commercial fishing structures	All maintenance operations are contracted	
Public recreation structures	All maintenance operations are contracted	
Utility structures	All maintenance operations are contracted	

Comparison with cur	rent level of service
Commercial passenger structures	The current level of service for commercial passenger structures is the same as proposed, with the intention in the short to medium term of maintaining the current provision and maintenance of commercial passenger structures. The development level of service will apply to planned renewal works, upgrades and rebuilds
Commercial fishing structures	 The current level of service for commercial fishing structures is the same as proposed, with the intention in the short to medium term of maintaining the current provision and maintenance of commercial fishing structures The development level of service will apply to planned renewal works, upgrades and rebuilds
Public recreation structures	 The current level of service for public recreation structures is the same as proposed, with the intention in the short to medium term of maintaining the current provision and maintenance of public recreation structures The development level of service will apply to planned renewal works, upgrades and rebuilds
Private structures	 The current level of service for private structures is higher than proposed, with the recommendation to dispose of the Long Wharf and associated berthing structures to current licensees/owners of the sub-structure. This would reduce the ongoing compliance costs and risk associated with these structures that provide very little public benefit
Utility structures	 The current level of service for utility structures is the same as proposed, with the intention in the short to medium term of maintaining the current provision and maintenance of these structures The development level of service will apply to planned renewal works, upgrades and rebuilds

7.3 PERFORMANCE AND SERVICE LEVEL INFORMATION

Measuring performance for Water Structures

Level of service statement	Measured by	Actual 2019/20	Target 2020/21	LTP Year 1 Target 2021/22	LTP Year 2 Target 2022/23	LTP Year 3 Target 2023/24	LTP Years 4 to 10 Target 2024/31
Provision Suitable opportunities are provided for public recreational access to the sea, lakes and rivers in the Southland district	Boat launching ramps provided	8 ramps in the Waiau Catchment 1 ramp at Riverton 2 beach launching ramps at Stewart Island	No change	No change	No change	No change	No change
Development All structures are fit for their intended purpos	Percentage of structures that meet minimum acceptable structural standard	33% of Riverton structures met the minimum standard in 2018 Other structures unknown	Structural inspection of structures on Stewart Island and Waiau catchment – establish baseline	50% compliance for Riverton structures	No inspection	75% compliance for for Stewart Island and Waiau catchment structures	90% for all structures
Operations/Maintenance Water structures are compliant	Compliance with conditions of resource consent	Current non- compliance with Riverton wharf consent due to outstanding licence	100%	100%	100%	100%	100%

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7.4 ASSET PROFILE

Asset Profile : Water Struct	ures		
Category			
Commercial passenger	Ulva Island Jetty		
	Little Glory Jetty		
	Fred's Camp Jetty		
	Port William Jetty		
	Millars Beach/Whaling station Jetty		
Commercial fishing	T-Wharf, Riverton		
Public recreation	Public boat launching ramp, Riverton		
	Public Wharf L45 , Riverton		
	Te Anau Downs boat launching ramp		
	Te Anau Boat Harbour boat launching ramp		
	Steamer Wharf boat launching ramp		
	Queens Reach boat launching ramp		
	Pearl Harbour, Manapouri boat launching ramp		
	Monowai boat launching ramp		
	Tuatapere Reserve boat launching ramp		
	Te Waewae Lagoon boat launching ramp		
	Focal Point, Riverton		
Private	Long wharf and L35/36		
Utility	Riverton Harbour navigation aids x3		
	Rock protection walls behind wharves L40 to L43		
	Pearl Harbour, Manapouri retaining wall		

7.5 IMPROVEMENTS

Improvements – Water structures	3
Significant Results 2018/2019	To be identified
Planned improvement/change 2019/2020	Address current non-compliance with resource consent for Riverton wharf structures and consider disposal or removal of private structures to mitigate risk.
	Ulva Island and Golden Bay wharf replacements pending TIF funding.
Year 1 – Planned improvement/change 2020/2021	Structural inspection of Stewart Island and Waiau Catchment structures to establish a baseline for minimum acceptable standards.
	Ulva Island and Golden Bay wharf replacements pending TIF funding.
Year 2 – Planned	Repeat structural inspection of Riverton structures
improvement/change 2021/2022	
Year 3 – Planned	
improvement/change 2022/2023	
Year 4 - 10 – Planned	3-yearly inspections of water structures for condition and
improvement/change 2023/2030	maintenance/renewal planning

Appendix 1

The following development and maintenance standards for sports parks have been included as an Appendix as currently the responsibility for developing and maintaining sports parks is delegated to sports clubs through lease agreements. Council provides park land to clubs who develop and maintain it for their purposes. This practice has led to considerable inequity in provision of sporting opportunities as most sports parks are dominated by rugby.

Development	Quality Standard 2	Quality Standard 3
Sports Parks	 Examples include Mossburn War Memorial Park, Centennial Park, Wyndham Recreation Reserve At least two playing fields plus other sporting surfaces and facilities to allow use for multiple sports Toilets and changing rooms (may be club provided and may only be open during play) Sufficient parking for supporters as well as players, well drained and surfaced — refer District Plan provisions Training lights may be provided by clubs, but floodlighting for night games is rarely required Standard park furniture, including seats and bins provided for player and spectator use Tracks and paths will be provided where the park is providing a linkage route. All ability access will be provided from car parks to clubrooms, toilets or play equipment. Surface will generally be sealed with asphalt or concrete Lighting may be provided around high-use car parks Low-maintenance gardens may be provided around entrance, car park or clubrooms Standard name and control signage. Map of field layout to be provided with ground numbers shown where applicable Field drainage and irrigation will be provided where conditions require, generally only at sites where senior-level competition occurs A playground may be provided, particularly if the park also provides a community park 	Examples include Traill Park, Dipton Recreation Reserve, Moores Recreation Reserve At least one full-sized grass field or several junior fields
Maintenance	function. Refer to Playground LoS Sports turf mowing – Quality Standard 2	
iviairiteriarice		z ly during playing season unless stated
	otherwise No clumping or windrowing of clippi Rugby and League:	

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 grass height 35 to 60mm during playing season
Cricket:
 outfield grass height 15 to 25mm during playing season
Football and Athletics:
 grass height 25 to 40mm during playing season
Sports turf mowing – Quality Standard 3
All playing field grass is cut at least fortnightly during playing season unless stated otherwise
No clumping or windrowing of clippings
Rugby and League:
 grass height 35 to 60mm during playing season
Cricket:
 outfield grass height 20 to 25mm for play
Football and Athletics:
 grass height 25 to 40mm during playing season

SOUTHLAND DISTRICT COUNCIL

PLAYGROUND AUDIT SEPTEMBER 2019

COMPLIANCE AND MAINTENANCE



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During September 2019, 40 playgrounds were audited on behalf of Southland District Council.

SUMMARY OF FINDINGS

The majority of playgrounds were in a good to average condition.

The level of compliance to the playground safety standards was at 36%. This is mainly related to playground design and can be remedied by playground renewal.

The most common non-compliance issues were:

- · head and finger entrapments
- Safety surfaces didn't comply due to bark depth and inadequate fall zones
- Slides with no runout, runout too high and of poor condition (fibre glass slides).

Lion Park in Te Anau stood out for the number of maintenance issues and should be focused on, by the maintenance team, due to the nature of its high use & profile.

Common maintenance issues throughout the district were:

- Graffiti
- · Low and compacted loosefill
- · Broken equipment, e.g. decks, tyre buffers
- · Hose not covering chains or split
- Swing plates burring
- Weeds

The following changes to the maintenance regime could improve compliance:

- Regular topping up of loose fill with certified cushionfall (not mulch).
- Regular aeration and topping up of pea gravel.
- Closure of toggle entrapments at the top of slides (with silicon or barrier placement)
- Cover non complying chains (entire length) or swapping for a gauge that complies will reduce finger entrapment hazards
- Regular checking for exposed nails, and reduction of protruding bolts when on site.

I recommend urgent action is taken at the following sites. These items have poor condition, or high-risk non-compliance.

Park	Item	Failure	Condition	Recommendation
Holt Park, Otautatu	Swing	Hard suspension and finger entrapments. Solid footings exposed.	Very poor condition. Very old. Surface is non-existent – has rotted away.	Remove playground.
	Seesaw	Sideways	Very poor	

		deviation	condition. Very old.	
Riversdale - Otautau	Wire walk	Wire walk attached to rotten tree.	Tree rotten, other trees growing over connections	Remove from trees.
Taramea Soundshell	Flying fox and Rocking horse	Cable frayed, and does not run. Rocking horse badly corroded beyond repair.	Rocking horse is very old, very poor condition.	Replace rocking horse. Repair cable on flying fox, and install impact attenuating surface – smooth out the runway.
Taramea Adventure	Slide & Tunnels	Various compliance issues.	Very old, very poor condition	Remove equipment.
Halfmile – Tuatapere	Maypole & slide	Various compliance issues, inadequate surface	Very old and run down.	Replace equipment and surfacing.
Monowai	Old tractor, swings, maypole & jigger.	Various compliance issues, inadequate surface	Old equipment, various conditions.	Replace with new equipment and surfacing.
Dipton	Module & Swings	No surface, roots in fall space and posts rotting at footings	Not a particularly old playground, but appears unmaintained.	Investigate replacing the posts - if this is cost effective. Install compliant surface.
Lion Park	Steering wheel	Fails grip, free space and fall space requirements.	This item has been removed around the country due to injuries. It is non- compliant and high risk	Remove.
Lumsden	Module	Head entrapments	Entrapments at such a high module are dangerous, and difficult for parents to assist.	Cover all entrapments

Note: See photo report attached for further information on the compliance and maintenance issues.

In addition to the list above - The fibreglass slides around the district need to be phased out. They break down in the UV, and the tiny fibres become abrasive and get stuck in children's skin.

<u>Many</u> of the Councils play facilities are relatively old, have been well used and are nearing the end of their useful life. Existing playgrounds are largely from the same manufacturer and offer the same playing experiences.

The renewal plan for the area should consider the shift in the community's expectation of playgrounds. Public demand is now for innovative spaces, requiring a move away from modular equipment, to one that encompasses a broad range of creative, dynamic and sensory experiences. At the same time playgrounds need to address the issue of childhood obesity by providing facilities for structured physical activity and skill development.

Playgrounds in the same district should offer different experiences.

Playground renewals should include:

- · A quality landscaped setting with natural features,
- Artistic expressions, sensory stimulus and age-appropriate, challenging and fun playground equipment.
- Opportunities for creative play. E.g. equipment that encourages children to manipulate the loosefill surface – perhaps a tube to roll pea gravel down, or sand and water.
- Wherever possible playgrounds should cater for all abilities, i.e. have surface that allows wheeled access, and has items of equipment that are wheel chair accessible.

BRIEF

Playgrounds were inspected under the Playground Standard NZS5828:2004 and 2015. Level 3 Outdoor Inspector, Trish Wrigley, undertook an annual inspection. The overall level of safety of equipment and surfaces was evaluated.

The brief was to make an assessment of maintenance standard and provide recommendations for bringing equipment up to meet Safety Standard requirements. The brief did not include the auditing of structural integrity of equipment.

METHODOLOGY

Each site was visited and the following inspection was undertaken.

- To inspect 40 playground sites
- Evaluate all equipment to NZ Standards 5828:2004 and 2015; and list areas of non-compliance
- Evaluate the condition of play equipment, specifically:

All moving parts

Bolts and fasteners

Chains and ropes

Surfaces underneath equipment

Missing components

Footings/equipment stability

- Rate the playground condition on a scale of 1-5, with 1 being Excellent and 5 being Very Poor.
- · Flag issues of metal/structural fatigue for further investigation
- · Evaluate safety surfacing, specifically:

Depth (if in bark)

Fall Zones meet the NZ standards

Areas of wear

Effectiveness of synthetic surfacing

· Evaluate standard of maintenance

The sites inspected were:

1 Garston Village Green Playground 2 Athol Athol Playground 3 Mossburn Mossburn Adventure Park 4 Te Anau Lion Park Playground 5 Te Anau Boat Harbour Playground Te Anau Henry Street Playground 7 Manapouri Village Green Playground 8 Monowai Monowai Playground 9 Tuatapere Main Street Playground 10 Half Mile Playground Tuatapere Orepuki Playground 11 Orepuki Ohai Playground 12 Ohai

13 Nightcaps Dr Woods Memorial Park Playground

14 Nightcaps McGregor Park

15 Otautau Centennial Park Playground 16 Otautau Holt Park Playground 17 Thornbury Thornbury Playground 18 Riverton Palmerston Street Playground 19 Riverton Taramea Bay Soundshell Playground Henderson Park Playground 20 Riverton Riverton Taramea Bay Adventure Playground 21

22 Riverton Koi Koi Park Skatepark

Colac Bay
 Colac Bay Foreshore Playground
 Colac Bay
 Manuka Street Playground
 Wallacetown
 Gwen Baker Park Playgound

Stewart Island Oban Foreshore
 Stewart Island Butterfield Beach
 Winton
 Winton Skate Park
 Oban Foreshore
 Centennial Park
 Centennial Park

Winton McKenzie Street Playground
 Edendale Seaward Road Playground
 Edendale Edendale Domain Playground
 Wyndham Wyndham Playground
 Tokanui Tokanui Playground

34 Tokanui Skate Park

35 Fortose Fortrose Foreshore Reserve 36 Riversdale Riversdale Playground 37 Waikaia Dicksons Park Playground 38 Balfour Balfour Playground 39 Dipton Dipton Playground 40 Lumsden Lumsden Playground

RESULTS

Compliance rating

All equipment was measured against NZS5828:2004 or 2015.

Each individual item of equipment and safety surfacing was measured. Of the 213 items of equipment and 78 safety surfacing areas at the 40 playground sites see the following compliance figures:

Equipment

84 Items of equipment complied with the standard of the day it was installed or NZS 5828:2004 or 2015.

135 Items of equipment did not comply with either standard.

6 Items of equipment were not applicable to standards.

Safety Surface

Areas of safety surfacing complied with NZS 5828:2004 or 2015. 65 Safety surface areas did not comply with either standard.

A compliance rate of 36% in 2019.

Southland District Council could aim to increase the compliance rate over time through annual renewal of equipment.

Condition rating

Equipment

- 11 Items of equipment had a rating of 1 (excellent)
- 102 items of equipment had a rating of 2 (good)
- 72 items of equipment had a rating of 3 (average)
- 20 items of equipment had a rating of 4 (poor)
- 10 items of equipment had a rating of 5 (very poor).

Surface

- 7 safety surfaces had a rating of 1 (excellent)
- 13 safety surfaces had a rating of 2 (good)
- 32 safety surfaces had a rating of 3 (average)
- 14 safety surfaces had a rating of 4 (poor)
- · 8 safety surfaces had a rating of 5 (very poor).

VALUE OF PRIORITIES

The capital renewal values in this report have been estimated for each item based on a replace 'like for like' basis, officers may wish to address sites in a different way to improve the play value of each site. The figures are to be used as a guide for the District's Asset Renewal Program.

Note: Values below include surfacing renewal costs – be aware dimensions and therefore estimates will alter according to the replacement equipment chosen.

Estimates for renewal of equipment that have a 1-3 priority have been programmed into a ten-year plan (see audit data sheet). The following total budgets are suggested to address items with poor to average condition.

- > 2019/2020 renewals have a value of \$255,489.
- 2020/2021 renewals have a value of \$209,214
- 2021/2022 renewals have a value of \$197,728
- > 2022/2023 renewals have a value of \$82,688
- > 2023/2024 renewals have a value of \$162,928
- > 2024/2025 renewals have a value of \$117,354
- 2025/2026 renewals have a value of \$115,852
- > 2026/2027 renewals have a value of \$160,035
- 2027/2028 renewals have a value of \$167,818
- 2028/2029 renewals have a value of \$148,370

NON-COMPLIANCE EXPLANATION

The following is an explanation of common issues of non-compliance across the district. These are generally manufacturer design failures.

Those issues of non-compliance due to manufacturer design installed after 2004 should be taken up with the manufacturers and corrected.

a) Handle Projection on Seesaws

Finding: Handles and footrests on seesaws failed the ring gauge test for projections.



Standard: Ring gauge must not pass over the handle or foot rest. NOTE: The intention of this requirement is to reduce the hazard of eye injury from the ends of projecting hand supports, by maintaining a cross sectional area of at least 15 cm².

Risk: Low

Action: No action required. Monitor for injury.

b) Low Bark

Finding: Low bark depths and exposed footings.



Standard: the depth of loose fill required is 200mm for a corresponding critical fall height of 2m. 300mm is required for a fall height of 3m.

Risk: Low

Action: At bark areas - top up with wheelchair accessible Cushionfall (certified woodchip). Note – loosefill should be adequately maintained. Failure to maintain will result in the impact attenuation being significantly reduced.

Note Certified woodchip is now available from Christchurch (www.intelligro.co.nz/safe-fall-playground-bark).

a) Pea gravel

Finding: Pea Gravel - incorrect size and depth (and not wheel chair accessible)

Standard: EN 1176-1:1998 requires gravel 2 mm to 8 mm grain size and 200mm for 2m critical fall height and 300mm for 3m critical fall height.

Risk: Low

Action: No Action. At replacement of equipment, program replacement of pea gravel to complying surface.

b) Inadequate surface area

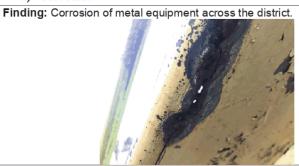
Finding: Safety Surface was inspected according to current standard, as it generally requires less surfacing area. At some sites I found the surfacing area to be inadequate, not extending as far as it should.

Standard: The requirements for the impact and falling space shall be in accordance with EN 1176-1:2008, 4.2.8.2.4. and 4.2.8.2.5.

Risk: Low

Action: Extend or replace surfaces when equipment is due for renewal – see individual reports for details of those sites and their priorities.

c) Corrosion



Standard: Metal parts should be protected against atmospheric conditions and cathodic corrosion.

Risk: Low to Medium

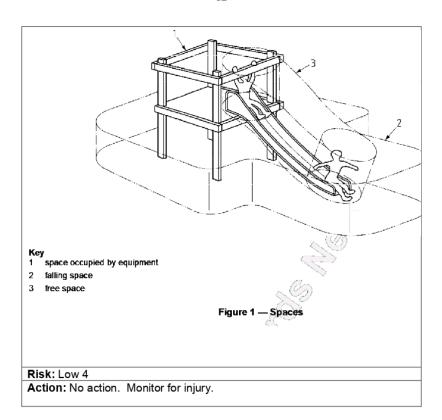
Action: Treat and paint immediately to reduce further corrosion. Cover /seal open pipes to stop water pooling in equipment. Corrosion to the extent of the photo above indicates equipment should be replaced.

d) Objects in slide free space



Standard: Free space in, on or around the equipment that can be occupied by a user undergoing a movement forced by the equipment (e.g. sliding, swinging, rocking). Climber fall space shall not overlap freespace.

Dimension of free space for a sitting child is 1000mm radius.



e) No Grip on fire pole, and slide handrails.

Finding: Fire pole did not have grip. Meaning a child can't grip with their hands around the pole.



Standard: Grip is measured between 16mm and 45mm. The cross section of any support designed to be grasped shall have a width not exceeding 60 mm.

Risk: Low

Action: No action, monitor for injury.

f) Decks in overhead fall space

Finding: Decks in overhead fall space, meaning if a child misses the monkey bar rung and falls backwards, they are likely to hit their head on the deck.



Standard: Falls over 600mm require impact attenuation in the fall zone.

Risk: Low

Action: Cover decks with impact attenuating surface.

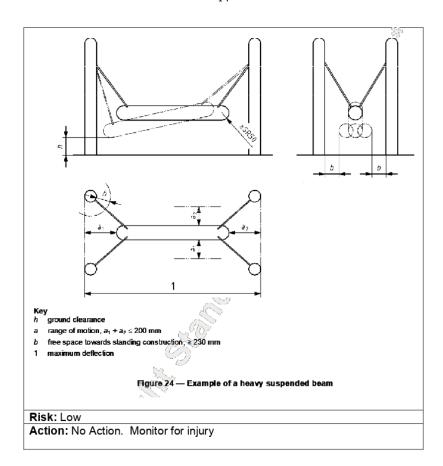
g) Suspended Heavy Beam

Finding: Suspended beam with inadequate ground clearance and excessive range of movement going past support posts.



Standard: There shall be a ground clearance of at least 400 mm underneath heavy suspended beams,

The range of movement shall not exceed 100 mm and shall not go beyond the support posts. The distance between the support posts and the heavy suspended beam shall not be less than 230 mm throughout its full range of movement.



h) Cargo Nets - Solid Object in Fall Space

Finding: Solid steel base of cargo net sticks up and is in the fall space of the net.

Standard: The falling space shall not contain any obstacles onto which a user could fall and cause injuries.

Risk: Low

Action: If equipment was installed after 2004 take issue up with manufacturer. Otherwise, no action - monitor for injury.

i) Toggle Entrapment

Finding: Toggle entrapment at the top of slides.





Standard: Slides shall be constructed so that openings located within the free space do not trap the toggle when tested.

The design of slides and accessible structures around them shall be such that no part of clothes can become trapped.

The entrapment of clothing toggles - and consequent strangulation has caused the highest rate of deaths on play equipment worldwide. This issue is not clearly identified in the previous NZ Playground standards. A gap or diminishing wedge at the top of a slide may allow clothing to catch before a child descends down the slide. The entrapments are a result of poor installation methods, deck to slide design and or the movement and shifting of plastics.

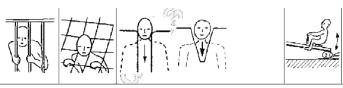
A toggle entrapment probe was used to measure for any entrapment gaps at the top of slides.

Risk: Low

Action: Eliminate toggle entrapment. A common way of doing this is with silicon filler or a wedge.

j) Head Entrapment

Finding: Entrapments in barriers, handrails, ladders of slides and modules.



Standard: Entrapment of the head and neck

Equipment shall be constructed so that any openings do not create head and neck entrapment hazards either by headfirst or feet first passage.

Risk: Low - high
Action: Monitor use.

k) Chain gauge - risk of finger entrapment

Finding Chains with opening larger than 8.6mm allow finger entrapment. Hose cover reduces risk, but needs to go the full length of the chain.



Standard: Chains for playground equipment shall conform to ISO 1834 as a minimum and shall have a maximum opening of 8.6 mm in any one direction except where connections are made, where the maximum opening shall be greater than 12 mm or less than 8.6 mm.

Risk: Low

Action: The playground standard NZS5828:2004 identifies the size of finger entrapments in the swing suspension. There are many cases of old swing seats with non-compliant chain. The standards are not retrospective so there is no requirement for these to be upgraded until the unit is renewed.

At the time of renewal or for new swings it is essential to ensure that there are no finger entrapments in the swing suspension. There are 3 ways of addressing this:

- a) Purchase compliant chain. Chain size must have an internal diameter of less than 8.6mm in any one direction.
- b) Provide a swing suspension member not made of chain. (e.g. steel
- c) Provide a cover over the chain. This method is problematic; if the chain cover splits or comes away then the chain exposes finger entrapments. Further to this, chain cover constantly gets cut, is broken and has sharp edges. The chain underneath the cover cannot

be inspected for wear. We are starting to see swing chain failure as a result of chain wearing and rusting under the chain cover.

I) Protruding Bolts, nails or fixtures

Finding: Protruding bolts, nails or fixtures, e.g. split pins, protruding nails on decks.

Standard: There shall be no protruding nails, projecting wire rope terminations or pointed or sharp-edged components. Rough surfaces should not present any risk of injury. Protruding bolt threads within any accessible part of the equipment shall be permanently covered, e.g. dome headed nuts. Nuts and bolt heads that project less than 8 mm shall be free from burrs. All welds shall be ground smooth

Risk: Low

Action: Cut down or cover protruding bolts, recess nails and replace sharp fixtures such as split chain links and split pins with an alternative.

m) Decks or ramps requiring barriers.

Finding: Decks or ramps over 600mm and easy accessible to toddlers do not have barriers.

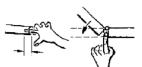
Standard: Easy access decks or ramps require barriers if over 600mm. Barriers must be at least 700mm high, There shall be no intermediate horizontal or near horizontal rails or bars that can be used as steps by children attempting to climb. The design of the top of the barriers should not encourage children to stand or sit on them, nor should any infilling encourage climbing.

Risk: Low

Action: No action - many of these decks were installed prior to 2004. Monitor for injury.

n) Finger entrapments

Finding: Finger entrapment in the end of pipes or in decks and climbing walls over 1m in height.



Standard Equipment should be constructed to avoid gaps in which fingers can be trapped whilst the remainder of the body is moving or continues in forced movement, for example sliding, swinging;

Also – Holes, which have a lower edge more than 1 000 mm above the potential impact area, shall be smaller than 8mm or larger than 25mm.

The ends of tubes and pipes shall be closed off to prevent the risk of finger entrapment. The closures shall not be removable without using tools.

Risk: Low 9

Action: Close any holes that allow finger entrapment. However, this is not achievable on the plastic climbing walls so no action required on these.

o) Slide Run Out

Finding: Slides without run out or run out too high.



Standard: All slides shall include a run-out section.

The declination of the run-out section shall be 10° maximum (for type 1) or 5° maximum (for type 2). The minimum length of the run-out section is relevant to the slide length.

The height of the end of the run-out section is relevant to the slide length. If the sliding length is less than 1.5m then the max height of run-out is 200mm. If slide length is more than 1.5m then max run out height shall be 350mm.

Risk: Low

Action: No action. Program replacement with complying slide when the asset is due for renewal.

p) Tunnels

Finding: Scalp risk of concrete tunnels



Standard: No sharp edges

Risk: Low

Action: Cover all sharp concrete edges on tunnels with rubber.

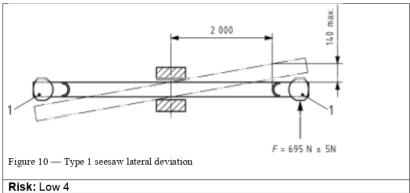
q) Lateral Deviation on Seesaws

Finding: Side ways movement on seesaws create an entrapment for fingers etc. Often children sit on the central axis and can get tender body parts caught.



Standard: When measured at a distance of 2 000 mm from the axis point, and tested in accordance with Annex D, the lateral deviation shall not be greater than 140 mm (see Figure 10).

Dimensions in millimetres



Action: Tighten/re-bush to reduce sideways movement.

MAINTENANCE

The level of maintenance varied between sites. Old equipment requires more maintenance and coastal sites struggle with rust.

Generally the maintenance issues observed in the SDC to be mindful of were:

a) Hose covers on swing chains

Finding: Hose chain covers must cover the whole chain, leaving upper chain length exposed pose a finger entrapment hazard. Also, split hoses that move on the chains expose the finger entrapment.





Standard: Chains for playground equipment shall conform to ISO 1834 as a minimum and shall have a maximum opening of 8.6 mm in any one direction except where connections are made, where the maximum opening shall be greater than 12 mm or less than 8.6 mm.

Risk: Low

Action: During regular chain cover replacements either cover entire chain or replace with chain that complies. Children often stand on the swing seats and there is still a risk of them catching their fingers under forced movement.

b) Protruding nails or sharp fixtures

Finding: Bolts protruding more than 8mm; nails exposed; and sharp split pins or lock wires on various items of equipment.





Standard: Finish of Equipment There should be no hard and sharp edged parts within any accessible part of equipment. The minimum radius for rounding of corners or edges is 3mm. Protruding bolt threads within any accessible part of the

equipment must be permanently covered. (E.g. with dome headed nuts). Nuts and Bolt heads that project less than 8mm must be free from burrs.

Risk: Low

Action: Cut down, or cover protruding bolts. Remove any sharp wires, nails, etc.

c) Swing Plates Lifting and exposed internal steel in swing seats.

Finding: Seat plates burring and sharp, rubber cut or perished, exposing internal steel plate.



Standard: 4.2.5 Finish of Equipment There shall be no protruding nails, projecting wire rope terminations or pointed or sharp-edged components.

Risk: Low

Action: Lifting swing plates become sharp and should be tamped down to prolong lifespan of swing. Swing rubber should be checked for any cuts and openings that expose the metal inside. I recommend replacing seats with those made by a company in Wellington called Industrial Conveyors Ltd, they make a seat called "Rubber Bits". Their contact details are 04 568 6983.

d) S hooks open on swings

Finding: S hooks were open on swings



Risk: Low

Action: S hooks should be regularly closed so that the gap between the opening is no more than a business card thickness. They tend to spring open with use, so checking for s hooks should happen at every inspection.

e) Loosefill depth

Finding: Bark depth low, and footings or roots exposed.



Risk: Low-Medium

Action: Cover with 200 or 300mm certified loosefill depending on height of equipment (cushionfall is preferred). Rake regularly to ensure even depth.

f) Scuff Mats

Finding: Scuff mats were not pinned down.



Risk: Very Low Action: Pin in place.

g) Weeds Finding: Weeds in loosefill



Risk: Very Low

Action: Hand weed – use no poison around playgrounds.

h) Graffiti
Finding: Obscene graffiti often in tunnels or enclosed areas.



Risk: Very Low

Action: Remove immediately. Zero tolerance for graffiti.

i) Rust

Page 248 16 Attachment H

Finding: Rust in old equipment



Risk: Low - High

Action: Treat, monitor for continued corrosion, and replace when necessary.

j) Broken equipment

Finding:



Risk: Low - High

Action: Replace immediately when found.

k) Perished equipment

Finding: Tyres, and swing seats perish over time, and their steel inners are exposed and sharp.



Risk: Low - Medium

Action: Replace before they get to this point.

RECOMMENDATIONS

- That the items of repairs identified in the spreadsheet are undertaken on a priority basis
- Items with a priority 1 that cannot be attended to in the short term, be secured off from use until they are repaired.
- 3. That a maintenance inspection is undertaken on a weekly basis.
- If a weekly inspection cannot be undertaken on all playgrounds then those of higher use be identified and receive a higher level of maintenance.
- That a detailed playground audit is done by a competent inspector on an annual basis.
- 6. That intensely used playgrounds receive a more frequent renewal program.
- 7. That capital funding is allocated on a priority basis based on this audit. (Refer to XLS spreadheet for 10 year renewal plan).
- 8. Signage On the playground there should be a sign (pictogram) giving the following information:
 - a) general emergency telephone number;
 - b) telephone number to contact maintenance personnel;
 - c) name of the playground;
 - d) address of the playground; and
 - e) other relevant local information, if applicable.



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Playing Safe Limited 87 Lagoon Ave Albert Town Wanaka 9305

APPENDIX 1: RISK ASSESSMENT MATRIX

Probability

5	Very High	VL	L	M	Н	VH
4	High	VL	L	M	Н	Н
3	Moderate	VL	L	L	M	M
2	Low	VL	L	L	L	M
1	Very low	VL	VL	VL	VL	VL
		Very	Low	Moderate	High	Very
		low				High
		1	2	3	4	5

Severity >>

	Severity >	>>
Probability		Probability of Occurrence
score		
1	Very low	No significant probability
2	Low	Minimal probability of occurrence.
3	Moderate	Moderate probability. An added factor is needed to
		cause an accident.
4	High	High probability. Accident is probable without any
		added factor.
5	Very High	Very High probability. If situation is not addressed
		an accident will almost certainly occur

Severity Score		Severity of Injury
1	Very Low	No injury likely e.g. damaged or soiled clothing, bruising.
2	Low	Minor injury laceration or bruising only first aid required
3	Moderate	Injury requiring medical intervention e.g. laceration requiring stitches, Sprain, fracture of small bones of hand or foot.
4	High	Serious injury including hospitalisation for observation, e.g. concussion, fracture of long bones of leg/arm, back/neck injury, fractured skull
5	Very High	Severe injury involving potential for permanent disability e.g. amputation, loss of sight, spinal injury, fatality

^{*}Matrix kindly borrowed from The Play Inspection Company

APPENDIX 2: PRICING ASSUMPTION

Capital value items are priced as follows:

Synthetic grass	Capital value items are price	ed as follows:
Turnstyle \$5,000.00 Tumbar \$5,000.00 Treehut \$5,000.00 Synthetic tile with shockpad synthetic tile \$120 sq m Synthetic surface-wetpour \$200 sq m3 Swing 6 bay \$14,000.00 Swing 2 bay - 4 swings \$6,500.00 Swing 1.5 bay \$4,000.00 Swing 1 bay- 2 swing seats Swing 1 bay \$2,500.00 Supernova \$11,000.00 Stand up seesaw \$3,000.00 Special needs swing \$7,000.00 Special needs swing \$7,000.00 Spacenet \$45,000.00 Shell \$85/m3 Senior swing seat \$75.00 Seesaw stand alone \$3,000.00 Seesaw buffers \$50.00 Seesaw 6 seater \$7,000.00 Seesaw 2 seater old style \$2,900.00 Scale Swing \$10,000.00 Rope Swing \$11,000.00 Scale Swing \$10,000.00 Rope Swing \$11,000.00 Shell \$2,900.00 Shell \$2,900.00 Shell \$2,900.00 Shell \$2,900.00 Seesaw 4 \$5,000.00 Seesaw 5 \$2,000.00 Seesaw 6 seater \$7,000.00 Seesaw 1 \$10,000.00 Seesaw 2 seater old style \$2,900.00 Scale Swing \$10,000.00 Rope Swing \$10,000.00 Rope Swing \$10,000.00 Rope Swing \$1,000.00 Rope Swing \$1,000.00 Rope Swing \$1,000.00 Rocker \$3,500.00 Puppet \$8,000.00 Playhouse \$5,000.00 Playhouse \$5,000.00 Playhouse \$5,000.00 Panel \$300.00	synthetic grass	
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Rope Swing	Sand	\$95/m2
Roctopus \$10,000.00 Rocker \$3,500.00 Puppet \$8,000.00 Playhouse \$5,000.00 peagravel \$85 per cubic m Panel \$300.00	Roundabout	\$12,000.00
Rocker	Rope Swing	
Puppet \$8,000.00 Playhouse \$5,000.00 peagravel \$85 per cubic m Panel \$300.00	Roctopus	\$10,000.00
Playhouse \$5,000.00 peagravel \$85 per cubic m Panel \$300.00	Rocker	\$3,500.00
peagravel \$85 per cubic m Panel \$300.00	Puppet	\$8,000.00
cubic m Panel \$300.00	Playhouse	\$5,000.00
Panel \$300.00	peagravel	\$85 per
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Overhead \$6,000.00		·
	Overhead	\$6,000.00

Naughts & Crosses	\$1,000.00
Module small	\$15,000.00
Module Med	\$30,000 to \$35,000
Module Large	\$40,000.00
Maypole	\$13,000.00
Log roll	\$1,000.00
junior swing seat	\$170.00
Hut	\$5,000.00
Ноор	\$2,500.00
Hammock	\$5,000.00
Galaxy climber	\$30,000.00
Fort	\$25,000.00
Flying fox	\$20,000.00
Firetruck	\$4,300.00
Fire Truck	\$3,000.00
Cushionfall	\$85/m3
cushionfall	\$140 sq m
cover entrapment	\$25.00
circular overhead track ride	\$13,000.00
buffer	\$50.00
Bolts	\$2.00
Arch climber	\$3,000.00
5 bay swing	\$11,000.00



Schedule of Meetings up to October 2022

Record No: R/20/1/926

Author: Fiona Dunlop, Committee Advisor

Approved by: Rex Capil, Group Manager Community and Futures

☑ Decision □ Recommendation □ Information

Purpose

The purpose of the report is to approve a schedule of meeting dates up to October 2022 so that meetings can be publicly notified in accordance with the requirements set by the Local Government Official Information and Meetings Act 1987.

Executive Summary

- The adoption of a meeting schedule allows for reasonable public notice preparation and planning for meeting agendas. The Local Government Official Information and Meetings Act 1987 which has requirements for Local Authorities to follow for public notification of meetings.
- 3 Southland District Council approved the Terms of Reference for the Community Boards at its meeting on 1 November 2019. In the approved terms of reference was the frequency of meetings. Community Boards would meet six times a year (February, April, June, August, October and December).
- 4 Council at its meeting on 1 November 2019 adopted a schedule of meetings for 2020. It is appropriate that the Community Board sets its own meetings for the triennium.
- The meeting schedule for the Waihopai Toetoe Community Board is being set until the beginning of October 2022 as there is the Triennial Elections on Saturday 8 October 2022.

Recommendation

That the Waihopai Toetoe Community Board:

- a) Receives the report titled "Schedule of Meetings up to October 2022" dated 15 January 2020.
- b) Determines that this matter or decision be recognised not as 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) Agree to meet at 7pm on the following dates at various locations across the Waihopai Toetoe Ward:
 - Tuesday 28 April 2020
 - Tuesday 30 June 2020
 - Tuesday 25 August 2020
 - Tuesday 27 October 2020
 - Tuesday 15 December 2020
 - Tuesday 23 February 2021
 - Tuesday 27 April 2021
 - Tuesday 29 June 2021
 - Tuesday 31 August 2021
 - Tuesday 26 October 2021
 - Tuesday 14 December 2021
 - Tuesday 22 February 2022
 - Tuesday 26 April 2022
 - Tuesday 28 June 2022
 - Tuesday 30 August 2022

Background

An approved schedule of meetings dates is required so that meetings can be publicly notified in accordance with the Local Government Official Information and Meetings Act 1987.

Waihopai Toetoe Community Board 25 February 2020

Issues

7 The last meeting of the Board in 2022 will be in August. A scheduled October meeting would be after the local authority elections scheduled for Saturday 8 October 2022.

Factors to Consider

Legal and Statutory Requirements

The legal and statutory requirements for meetings of Council, Committees and Community Boards are spelt out in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987. Staff will ensure that these requirements are met.

Community Views

9 There are no community views.

Costs and Funding

10 The only costs for the implementation of the meeting schedule are the public notification via the daily newspaper once a month in accordance with the Local Government Official Information and Meetings Act 1987.

Policy Implications

11 There are no policy implications.

Analysis

Options Considered

Options considered are that should no meeting schedule be agreed then no meetings of the Waihopai Toetoe Community Board could be held. The other option is to adopt a meeting schedule as proposed in the recommendations which enables dialogue between the Community Board and District Council Officers on a regular basis.

Analysis of Options

Option 1 – No meeting schedule

Advantages	Disadvantages	
There are no advantages.	Council officers and Community Board unable to achieve work in the Boards area as no meetings are being held.	

Option 2 – Adopt a meeting schedule

Advantages	Disadvantages
Council officers and Community Board are able to achieve work in the Boards area as meetings are being held on a regular basis.	There are no disadvantages.

Waihopai Toetoe Community Board 25 February 2020

Assessment of Significance

13 The assessment of significance is that this is not significance as defined in the Local Government Act 2002.

Recommended Option

14 The recommended option is option 2 – Adoption of a schedule of meetings.

Next Steps

15 The next steps once the schedule is adopted it to ensure that each month the meetings are publicly notified to enable the Community Board to meet.

Attachments

There are no attachments for this report.