



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

Date: Tuesday, 23 February 2021
Time: 7pm
Meeting Room: Memorial Hall Wyndham
Venue: 44 Balaclava Street
Wyndham

Waihopai Toetoe Community Board Agenda OPEN

MEMBERSHIP

Chairperson	Pam Yorke
Deputy Chairperson	Denise Fodie
Members	Pani Grey-Thomas
	Gay Munro
	Melanie Shepherd
	George Stevenson
	Andrea Straith
	Councillor Julie Keast

IN ATTENDANCE

People and Capability Manager	Janet Ellis
Committee Advisor	Fiona Dunlop
Community Partnership Leader	Karen Purdue
Community Liaison Officer	Tina Harvey

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

Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. Should Members require further information relating to any reports, please contact the relevant manager, Chairperson or Deputy Chairperson.

Terms of Reference – Community Boards

TYPE OF COMMITTEE	Community board
RESPONSIBLE TO	<p>Council</p> <p>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.</p>
SUBCOMMITTEES	As noted in section 8.5 of the delegations manual various subcommittees will report to specific community boards.
LEGISLATIVE BASIS	<p>Resolution made by Council through the representation arrangements as per the Local Electoral Act 2001.</p> <p>Role, status and membership as per subpart 2 of Part 4 of the Local Government Act 2002 (LGA).</p> <p>Treaty of Waitangi as per section 4, Part 1 of the LGA.</p> <p>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.</p> <p>Appointment of councillors to community boards as per section 50, LGA.</p>
MEMBERSHIP	<p>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.</p> <p>The chairperson is elected by the community board.</p> <p>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.</p>
FREQUENCY OF MEETINGS	Every second month but up to ten ordinary meetings a year
QUORUM	Not less than four members
KEY FUNCTIONS	<ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> • 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	<p>The community board shall have the following delegated powers and be accountable to Council for the exercising of these powers.¹</p> <p>In exercising the delegated powers, the community board will operate within:</p> <ol style="list-style-type: none"> 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. <p>Power to Act</p> <p>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.</p> <p>Community Well-Being</p> <ol style="list-style-type: none"> 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. <p>Community Leadership</p> <ol style="list-style-type: none"> 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

¹ Local Government Act 2002, s.53

as detailed in the long term plan, and on local expenditure, rating impacts and priorities.

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:

- a) 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 plan 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

	<p>national importance (Section 6 Resource Management Act 1991); or</p> <ul style="list-style-type: none"> involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise. <p>Local activities include:</p> <ol style="list-style-type: none"> community leadership local halls and community centres (within Council's overarching policy for community facilities) wharves and harbour facilities local parks and reserves parking limits and footpaths Te Anau/Manapouri Airport (Fiordland Community Board) Stewart Island Electricity Supply Authority (SIESA) (Stewart Island/Rakiura Community Board) <ol style="list-style-type: none"> for the above two local activities only recommend levels of service and annual budget to the Services and Assets Committee monitor the performance and delivery of the service <p>19) naming reserves, structures and commemorative places</p> <ol style="list-style-type: none"> authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places. <p>20) naming roads</p> <ol style="list-style-type: none"> authority to decide on the naming for public roads, private roads and rights of way <p>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.</p> <p>Rentals and Leases</p> <p>In relation to all leases and licences of land and buildings for local activities within their own area, on behalf of Council;</p> <ol style="list-style-type: none"> accept the highest tenders for rentals more than \$10,000 approve the preferential allocation of leases and licenses where the rental is \$10,000 or more per annum. <p>Environmental management and spatial planning</p> <ol style="list-style-type: none"> provide comment on behalf of the relevant community/communities on resource consent applications referred to the community board for comment. 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.
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	<p>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.</p> <p>25) provide input into regulatory activities not otherwise specified above where the process allows.</p> <p>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.</p>
LIMITS TO DELEGATIONS	<p>No financial or decision making delegations other than those specifically delegated by Council.</p> <p>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.</p> <p>Matters which are not Delegated</p> <p>Southland District Council has not delegated to community boards the power to:</p> <ul style="list-style-type: none"> • 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	<p>The community board chairperson is the authorised spokesperson for the board in all matters where the board has authority or a particular interest.</p> <p>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.</p> <p>The assigned Executive Leadership Team member will manage the formal communications between the board and its</p>

	<p>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.</p>
REPORTING	<p>Community boards are unincorporated statutory bodies which are elected to represent the communities they serve.</p> <p>The boards maintain bound minute books of their own meetings.</p>

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1 Apologies

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

2 Making and Attesting of Members' Declarations

Councillor Keast is to make a declaration to be the Councillor appointed by Council to the Waihopai Toetoe Community Board.

3 Leave of absence

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

4 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.

5 Public Forum

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

6 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."**

7 Confirmation of Minutes

7.1 Meeting minutes of Waihopai Toetoe Community Board, 24 November 2020



Waihopai Toetoe Community Board

OPEN MINUTES

Minutes of a meeting of Waihopai Toetoe Community Board held in the Memorial Hall Wyndham, 44 Balaclava Street, Wyndham on Tuesday, 24 November 2020 at 7pm. (7pm – 7.27pm)

PRESENT

Chairperson	Pam Yorke
Deputy Chairperson	Denise Fodie
Members	Pani Grey-Thomas
	Gay Munro
	Melanie Shepherd
	George Stevenson
	Andrea Straith
	Councillor Paul Duffy (7.03pm – 7.27pm)

APOLOGIES

Councillor Duffy (for lateness)

IN ATTENDANCE

Councillor Keast	
Governance and Democracy Manager	Melissa Brook
Committee Advisor	Fiona Dunlop
Community Liaison Officer	Tina Harvey
Community Partnership Leader	Karen Purdue

1 Apologies

There were apologies for lateness from Councillor Duffy.

Moved Chairperson Yorke, seconded Melanie Shepherd and resolved:

That the Waihopai Toetoe Community Board accept the apology.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

Denise Fodie declared a conflict of interest in relation to the applications from Edendale Rugby Club and Edendale Presbyterian Parish. She advised that she would not take part in discussion or voting on the applications.

Pani Grey-Thomas declared a conflict of interest in relation to the application from the Waikawa Museum. She advised that she would not take part in discussion or voting on the application.

4 Public Forum

There was no public forum.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Andrea Straith, seconded Deputy Chairperson Fodie and resolved:

That the Waihopai Toetoe Community Board confirms the minutes of the ordinary meeting and emergency meeting held on 27 October 2020 as a true and correct record of those meetings with a correction to emergency meeting of 27 October 2020 minutes as follows:

Moved Gay Munro seconded Deputy Chair Denise Fodie the following motion as an addition to recommendation d.

- d) Recommends to Council that the following rates and charges (including GST) for the year commencing 1 July 2021 be included in the Long Term Plan 2031 with additions/changes as follows:

Addition of a grant of \$1500 in all years of the 2021/2031 Long Term Plan for the Waikawa Museum (total cost over 10 years is \$15,000).

The motion was put and declared CARRIED.

Reports

7.1 Waihopai Toetoe Community Partnership Fund - September 2020 Funding Round Record No: R/20/10/62257

Community liaison officer – Tina Harvey was in attendance for this item.

Moved Melanie Shepherd, seconded Andrea Straith recommendations a to d.

The motion was put and declared CARRIED.

(Due to a conflict of interest, Pani Grey-Thomas withdrew from the table.)

Moved Melanie Shepherd, seconded George Stevenson, recommendation e as follows:

That the Waihopai Toetoe Community Board:

- e) Approves/~~declines~~ a grant of \$1,500 ~~\$3,000~~ to the Waikawa Museum to assist with the purchase and installation of ~~Expo~~ underfloor insulation and base boards around the museum.

The motion was put and declared CARRIED.

(Pani Grey-Thomas returned to the table.)

Moved Councillor Duffy, seconded Andrea Straith, recommendation f as follows:

That the Waihopai Toetoe Community Board:

- f) Approves/~~declines~~ a grant of \$3,500 ~~\$15,000~~ to the Woodlands Full Primary School to assist with upgrading their junior playground.

The motion was put and declared CARRIED.

Moved Melanie Shepherd, seconded Gay Munro, recommendation g as follows:

That the Waihopai Toetoe Community Board:

- g) Approves/~~Declines~~ a grant of \$5,000 to the Edendale Primary School to assist with redevelopment of external hard surface with the installation of tennis nets, netball poles and basketball hoops.

The motion was put and declared CARRIED.

Moved Pani Grey-Thomas, seconded George Stevenson, recommendation h as follows:

That the Waihopai Toetoe Community Board:

- h) Approves/~~declines~~ a grant of \$1,500 ~~\$6,000~~ to the Woodlands Swimming Pool and Recreation Trust to assist with re-cladding the pool roof, new heating system and first season of power.

The motion was put and declared CARRIED.

Moved Andrea Straith, seconded Melanie Shepherd, recommendation i as follows:

That the Waihopai Toetoe Community Board:

- i) Approves/~~declines~~ a grant of \$1,500 ~~\$10,123.74~~ to the Toetoes Community Pool to assist with replacing the framing and shell of the pool.

Moved Chairperson Yorke, seconded Pani Grey-Thomas, recommendation j as follows:

- j) Approves/~~declines~~ a grant of \$5,000 ~~\$11,500~~ to Tokanui Land Search and Rescue to assist with the development of a facility for storage and meetings.

The motion was put and declared CARRIED.

Moved Andrea Straith, seconded Melanie Shepherd, recommendation k as follows:

That the Waihopai Toetoe Community Board:

- k) Approves/~~Declines~~ a grant of \$12,591 to the Wyndham and Districts Community Rest Home to assist with the purchase and installation of new ovens and cooktops as part of their kitchen upgrade.

The motion was put and declared CARRIED.

(Due to a conflict of interest, Denise Fodie withdrew from the table.)

Moved Melanie Shepherd, seconded Andrea Straith, recommendation l as follows:

That the Waihopai Toetoe Community Board:

- l) Approves/~~declines~~ a grant of \$1,000 ~~\$2,500~~ to the Edendale Rugby Club to assist with the purchase of furniture for their outdoor area.

The motion was put and declared CARRIED.

(Denise Fodie returned to the table.)

Moved Gay Munro, seconded Melanie Shepherd, recommendation m as follows:

That the Waihopai Toetoe Community Board:

- m) Approves/~~declines~~ a grant of \$1,470 to the Edendale Community Pool Society to assist with providing swimming lesson subsidies as per the guidelines in their application.

The motion was put and declared CARRIED.

Moved Councillor Duffy, seconded George Stevenson, recommendation n as follows:

That the Waihopai Toetoe Community Board:

- n) Approves/~~declines~~ a grant of \$940 to the Gorge Road and Districts Swimming Pool Committee to assist with replacing the original water pump that services the toilets and showers at the pool.

The motion was put and declared CARRIED.

Moved Melanie Shepherd, seconded George Stevenson, recommendation o as follows:

That the Waihopai Toetoe Community Board:

- o) Approves/~~declines~~ a grant of \$5,000 ~~\$15,000~~ to the Wyndham Rugby Football Club to assist with erecting lights at the Raglan Street fields.

The motion was put and declared CARRIED.

Moved Andrea Straith, seconded Gay Munro, recommendation p as follows:

That the Waihopai Toetoe Community Board:

- p) Approves/~~declines~~ a grant of \$2,000 ~~\$4,000~~ to the Roslyn Bush Playcentre to assist with the development of a bike park.

The motion was put and declared CARRIED.

Moved Melanie Shepherd, seconded George Stevenson, recommendation q as follows:

That the Waihopai Toetoe Community Board:

- q) Approves/~~Declines~~ a grant of \$2,600 to the Tokanui Memorial Hall to assist with repair work on the roof and toilets.

The motion was put and declared CARRIED.

(Due to a conflict of interest, Denise Fodie withdrew from the table.)

Moved Pani Grey-Thomas, seconded Gay Munro, recommendation r as follows:

That the Waihopai Toetoe Community Board:

- r) ~~Approves~~ Declines a grant of \$2,000 to the Edendale Presbyterian Parish to assist with a community outreach programme.

The motion was put and declared CARRIED.

(Denise Fodie returned to the table.)

Final resolution

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled “Waihopai Toetoe Community Partnership Fund - September 2020 Funding Round” dated 18 November 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) Receives the applications from the following:
 - 1. Waikawa Museum
 - 2. Woodlands Full Primary School
 - 3. Edendale Primary School
 - 4. Woodlands Swimming Pool and Recreation Trust
 - 5. Toetoes Community Pool
 - 6. Tokanui Land Search and Rescue
 - 7. Wyndham and Districts Community Rest Home
 - 8. Edendale Rugby Club
 - 9. Edendale Pool
 - 10. Gorge Road and District Swimming Pool
 - 11. Wyndham Rugby Club
 - 12. Roslyn Bush Playcentre
 - 13. Tokanui Memorial Hall
 - 14. Edendale Presbyterian Parish
- e) Approves a grant of \$1,500 to the Waikawa Museum to assist with the purchase and installation of underfloor insulation and base boards around the museum.

- f) Approves a grant of \$3,500 to the Woodlands Full Primary School to assist with upgrading their junior playground.
- g) Declines a grant of \$5,000 to the Edendale Primary School to assist with redevelopment of external hard surface with the installation of tennis nets, netball poles and basketball hoops.
- h) Approves a grant of \$1,500 to the Woodlands Swimming Pool and Recreation Trust to assist with re-cladding the pool roof, new heating system and first season of power.
- i) Approves a grant of \$1,500 to the Toetoes Community Pool to assist with replacing the framing and shell of the pool.
- j) Approves a grant of \$5,000 to Tokanui Land Search and Rescue to assist with the development of a facility for storage and meetings.
- k) Declines a grant of \$12,591 to the Wyndham and Districts Community Rest Home to assist with the purchase and installation of new ovens and cooktops as part of their kitchen upgrade.
- l) Approves a grant of \$1,000 to the Edendale Rugby Club to assist with the purchase of furniture for their outdoor area.
- m) Approves a grant of \$1,470 to the Edendale Community Pool Society to assist with providing swimming lesson subsidies as per the guidelines in their application.
- n) Approves a grant of \$940 to the Gorge Road and Districts Swimming Pool Committee to assist with replacing the original water pump that services the toilets and showers at the pool.
- o) Approves a grant of \$5,000 to the Wyndham Rugby Football Club to assist with erecting lights at the Raglan Street fields.
- p) Approves a grant of \$2,000 to the Roslyn Bush Playcentre to assist with the development of a bike park.
- q) Declines a grant of \$2,600 to the Tokanui Memorial Hall to assist with repair work on the roof and toilets.
- r) Declines a grant of \$2,000 to the Edendale Presbyterian Parish to assist with a community outreach programme.

The meeting concluded at 7.27pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE WAIHOPAI TOETOE COMMUNITY
BOARD HELD ON TUESDAY 24 NOVEMBER 2020.

DATE:.....

CHAIRPERSON:.....

Community Update - February 2021

Record No: R/21/2/5559

Author: Fiona Dunlop, Committee Advisor

Approved by: Janet Ellis, People and Capability Manager

☐ Decision

☐ Recommendation

☒ Information

Community Partners

- 1 Gail Poole – Community Connector, wider Eastern Southland, Connected Eastern Southland
- 2 Jo Brand – Education/Community Development Kaitoko Matauranga, Hokonui Rūnanga

Recommendation

That the Waihopai Toetoe Community Board:

- a) Acknowledges the attendance of representatives from Connected Eastern Southland **and Hokonui Rūnanga at the meeting.**

Attachments

There are no attachments for this report.

Community Leadership Report

Record No: R/20/11/65021

Author: Karen Purdue, Community Partnership Leader

Approved by: Janet Ellis, People and Capability Manager

☐ Decision

☐ Recommendation

☒ Information

Purpose

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

Recommendation

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled “Community Leadership Report” dated 1 February 2021.**

Attachments

- A Waihopai Toetoe Community Leadership Report [📎](#)



What's happening in your area

Community Partnership Fund

The first funding rounds have now closed and distributions of the fund are in the process of being made.

The Waihopai Toetoe Community Board received 14 applications to the first round of the fund. The successful applicants were as follows;

- Waikawa District Museum Inc - \$1,500
- Woodlands Full Primary School - \$3,500
- Woodlands Swimming Pool and Recreation Trust - \$1,500
- Toetoes Community Pool - \$1,500
- Tokanui Land Search and Rescue - \$5,000
- Edendale Rugby Club - \$1,000
- Edendale Pool - \$1,470
- Gorge Road and District Swimming Pool - \$940
- Wyndham Rugby Club - \$5,000
- Roslyn Bush Playcentre - \$2,000

The next funding round closes on 31 March 2021.

Several of our boards also opted to have a second funding round and these have the following closing dates;

31 January 2021

- Fiordland Community Board

28 February 2021

- Tuatapere Te Waewae Community Board
- Northern Community Board
- Wallace Takitimu Community Board

- Oraka Aparima Community Board

31 March 2021

- Oreti Community Board
- Waihopai Toetoe Community

In addition, six of Council's nine community boards have agreed to contribute additional funds to their Community Partnership Fund going forward, either through rates or the use of reserves.

Grants recently allocated in the Waihopai Toetoe Community Board area

The following are grants that were approved by the Community and Strategy Committee in November:

District Heritage Fund

- Waikawa District Museum Inc - \$6,500
- Wyndham and Districts Historical Society - \$2,000

Sport NZ Rural Travel Fund

- Otara Pony Club - \$1,200

Creative Communities

- Tutarau School - \$2,229

John Beange

- Wyndham School - \$2,200

Funding

Lottery Covid-19 Community Wellbeing Fund

The Lottery Covid-19 Community Wellbeing Fund will provide one-off grants for community or social initiatives that increase the strength and resilience of communities that are responding to the impacts of Covid-19.

This fund will support hapū, iwi and community organisations that have lost funding or have an increased demand on their services due to the Covid-19 pandemic, and community or social initiatives that strengthen community resilience and respond to the impacts of Covid-19.

There is no closing date for this fund and will keep going until all of the \$40 million has been spent.

Ministry of Social Development Funding

Community groups can apply to the Community Capability and Resilience Fund (CCRF) which builds on the success of grant funding provided by the government to support communities during the first Covid-19 Alert Level 4 lockdown.

The CCRF encourages communities to build on these initiatives and supports them to implement further innovative solutions and ideas.

CCRF funding could be used to help people to work remotely, develop health and safety measures for whānau, build financial capability, or develop and implement Covid-19 recovery plans, among other things.

Building provider capability and resilience fund: <https://www.msd.govt.nz/what-we-can-do/community/building-provider-capability-and-resilience-fund/index.html>

Upcoming funding deadlines

The follow funds are now open for applications which close on 31 March 2021:

- Sport NZ Rural travel fund
- District Heritage fund
- District Initiatives fund
- Ohai Railway Fund
- Northern Southland Development Fund
- Stewart Island Visitor Levy

Application forms are available on Council's website at <https://www.southlanddc.govt.nz/my-council/funding-and-grants-/application-form/>

Local initiatives

Wyndham Rugby Club

Staff are working alongside the Wyndham Rugby Club to assist with funding advice for the installation of playing and training lights for the Raglan Street rugby ground. Applications are being prepared to various funding organisations. \$5,000 was recently granted from the Waihopai Toetoe Community Partnership Fund.

Waimahaka Heritage Panels

Provide initial funding advice to the Waimahaka Heritage Committee for the development of heritage panels containing information about the history of Waimahaka.

What's happening outside your area

District/regional Initiatives

Rakiura Museum Te Puka O Te Waka

The Rakiura Museum, Te Puka O Te Waka, was officially opened on Tuesday, 1 December. This is a major milestone for the Stewart Island/Rakiura community who have been working on this project for 20 years. Funding for the museum has been from major grants, public donations and fundraising efforts. Many in-kind donations and volunteer hours have also contributed to ensure the completion of museum. Thriving Southland

Thriving Southland is a community-led project which seeks to create a healthy environment from the mountains to the sea by supporting catchment groups to deliver positive environmental outcomes. The team from Thriving Southland have started to get out and about in Southland connecting with catchment

groups and communities to begin the conversation. The community leadership team have been working alongside the Thriving Southland team to make connections in the community, get the word out, and share community board visions and outcomes.

Stewart Island/Rakiura Future Opportunities project

The final report for the Stewart Island Future Opportunities Project has been delivered to MBIE. A report will be presented to the Community and Strategy Committee at their December 9 meeting.

Leadership academy

Following on from the success of the Stewart Island/Rakiura Leadership Academy, the Southland Chamber of Commerce are planning to deliver three Leadership programs across the District in 2021. The locations for the workshops are Edendale, Lumsden and Otautau. The first intake is likely to be in March 2021.

National initiatives

Regional events fund

The government has recognised the role that events have in domestic travel and have allocated \$50 million to the Regional Events Fund. This money is to support the tourism and events sector, and replace some of the spend lost from international tourists as a result of Covid-19.

The funds are given to International Marketing Alliances (IMAs) and are allocated based on their share of international visitor spending prior to Covid-19. The “Pure Southern Land” IMA (Dunedin, Southland, Waitaki, Clutha) is receiving \$1.5 million and the “Southern Lakes” IMA (Wanaka, Queenstown, Central Otago, Fiordland) is receiving \$8.5 million. The Regional Tourism Organisations (RTOs) within each IMA are responsible for the distribution and spending of this funding.

Make it stick Southland!

Southland District Council’s online engagement hub www.makeitstick.nz is the place to go to share your feedback.

Capturing the views of our community is crucial as we all contribute to evolving Southland to its full potential and as a place we all want to live in.

Make it stick is a digital platform designed to make it easy for the public to find all the engagement and consultation activities available to have a have a say on - a proverbial one-stop-shop if you like.

To ‘make it stick’ is to cause something to be agreed to, embed it in the mind or make a change permanent. So, we reckon the name fits the brief perfectly when it comes to giving the community a chance to be involved and heard.

Utilising Make it stick, we will continue to encourage participation in decision-making processes.

So, spread the word amongst your communities.

Traffic management qualification changes

Here’s a reminder of the upcoming changes in traffic management regulations.

From 1 January 2021, traffic management plans must be created by a practising temporary traffic management planner (TTMP) with new qualifications from Waka Kotahi NZ Transport Agency.

The standards for these qualifications are rising as of 1 January 2021.

They are designed to ensure that workers have the right training and necessary level of competency to safety and effectively work in their temporary traffic management role.

To keep up to date, go to: <https://www.nzta.govt.nz/.../training-and-competency-model/>

What's coming up?

Strategy and policy

2050 project

On 11 November 2020 the Community and Strategy Committee endorsed the facilitation and development of a 2050 project for the district. The project is an opportunity to lead a process that develops a framework that can be used by everyone for intergenerational wellbeing outcomes. It is not intended to be 'owned' by any one group or organisation, but will guide direction and assist Council (and the many agencies, groups, and individuals who make up the district) to determine its own strategic direction that aligns with and supports outcomes to achieve intergenerational wellbeing for Southland district.

Strategy and development plan

Staff have commenced strategy development work. In November 2020 the Community and Strategy Committee endorsed staff progressing the development of Council's internal strategy development programme late in 2021, once the Vision 2050 project has commenced. This would ensure enough information has been captured through a district vision process to finalise internal strategy development plans, amend the strategic framework, and develop strategy implementation plans.

Jetty usage – Stewart Island Rakiura

Council at the meeting 18 November 2020 endorsed the charging method of a base fee amount (for each vessel) with an additional charge based on usage to be applied from 1 July 2023 for the setting of Stewart Island Wharf user fees, and following consultation with the Stewart Island/Rakiura Community Board and operators.

Procurement Policy

Staff have been revising the Procurement Policy and developing a draft procurement manual. The formal consultation period for the policy is from 4 November to 4 December 2020. Submissions will be presented to Council in early 2021. The executive leadership team will adopt a procurement manual that implements Council's policy approach, following adoption of the policy.

Other policy work

A review of the suite of policies that will inform the Long Term Plan is underway. This includes the Revenue and Financing Policy, the Policy on Development and Financial Contributions, and the Significance and Engagement Policy. The formal consultation period for these policies is from 4 November to 4 December 2020. Submissions will be presented to Council in early 2021. Staff are also working on the asset management, contract management, and risk management policies.

Stewart Island/Rakiura visitor levy

Strategy and policy are leading the review of the Stewart Island/Rakiura visitor levy. The Community and Strategy Committee endorsed a timeframe for completion of this work at its November 2020 meeting, that included the proposed timeframe for formal consultation regarding any changes to the levy amount to take place in line with the 2022-2023 Annual Plan process.

Corporate risks

Work began in September 2020 to undertake the in-depth analysis of Council's top corporate risks. Finance and assurance committee members will continue to discuss in detail selected risks from the top 10 corporate risks each quarter. Staff will also begin work on reviewing Council's risk management framework and operational risk register in the up-coming months.

Annual Report 2019/2020

The Annual Report was adopted by Council on 18 November 2020. The report and Summary Document are available online, and hard copies will be available in December at Council offices and libraries.

Long Term Plan

The community board direction setting meetings have been completed and the process of developing the overall budgets is now underway. The focus now is to complete the necessary work required to get the draft budgets, consultation document, activity management plans, infrastructure and financial strategies complete for December. The Revenue and Financing Policy, Significance and Engagement Policy, Procurement Policy and Development and Financial Contributions Policy are currently out for public consultation, and close at 5pm on 4 December 2020. Community boards and members of the public are encouraged to submit on the policies out for feedback.

Governance and democracy

It has been a busy period for Council, committees and community boards with a number of workshops and additional meetings scheduled to set direction for the 2021 Long Term Plan. The additional workshops and meeting dates have highlighted some areas for improvement and staff are working to document our processes to ensure consistency across the organisation.

Stakeholder updates

Sport Southland - **Sport NZ Tū** Manawa Active Aotearoa Fund

This is a fund aimed at providing quality play, active recreation and sport opportunities and experiences for tamariki (children aged 5-11) and rangatahi (young people aged 12-18), in particular those groups that are less active and/or missing out on opportunities.

\$326,028 of the fund will be available in Southland over the next 12 months, to be managed and distributed on Sport NZ's behalf by Sport Southland. The fund covers programme or project delivery (eg venue or equipment hire, transport to event), equipment (as part of a programme or project), officials (where these are an essential component for delivery and delivery staff wages (eg activity leader, co-ordinator). Programmes or projects may be new or already operating, and funding will be provided for up to 12 months.

For further information contact Sport Southland - tumanawa@sportsouthland.co.nz or 03 211 2150.

Check the Sport Southland website to check eligibility, funding guidelines, project planning resources and application form.

Highways South - Waka Kotahi NZ Transport Agency

Road pavement rehabilitation for Southland locations are programmed at key sites in the new year. Drivers and communities can expect to see temporary traffic lights with single lane traffic for a few weeks at these locations:

- two sites are between Mossburn and Centre Hill on SH94. Mossburn bridge about 4km west of Mossburn, and O'Boyle which is 8km out of Mossburn
- SH6, south of Winton (entrance to Sinclair Transport north of Gap Road) starting in January.

Chip sealing is happening on state highways throughout Southland from this week and will continue throughout January - the chip sealing crews will be back at work from the 11th January 2021.

Wandering stock on the highways continues to be of concern. If stock is spotted on state highways we encourage calling 0800 4 HIGHWAYS (0800 44 44 49) so that this can be actioned immediately.

Ohai – Crawford Rail Tunnel update: Due to continued movement at this location, we have reduced the highway to one lane with temporary traffic lights and a speed restriction in place. Our contractors are drilling and undertaking investigations to confirm failure mode and final design for repair. The site is under constant monitoring.

Rubbish on state highways: Rubbish on state highways is an issue we are constantly managing. We are aware that there are groups in the community who organise rubbish pick-ups and appreciate their commitment.

In order to keep these groups safe, we would be grateful if they could contact us prior to arranging rubbish collection on state highways and we can look to support them with traffic management if necessary.

Due to the ongoing issue of rubbish on highways, Highways South have approached and partnered with Waste Net Southland to provide reusable in-car rubbish bags where road users can collect their rubbish in a tidy and manageable way in their car until this can be disposed of in a bin.

A trial of these bags will be available in December for all community boards to use/distribute and we look forward to your feedback on these.

There will be a moratorium on work happening on state highways over the Christmas break, with all work (other than emergency work) closing down by noon on December 23 and commencing again after 9am on January 5. Road users and communities are encouraged to call 0800 4 HIGHWAYS (0800 44 44 49) if they see anything of concern on state highways over this break.

We wish all our Southland communities a safe and happy summer break and look forward to working with you again in the new year.

Community Leadership Report

Record No: R/21/2/6476

Author: Karen Purdue, Community Partnership Leader

Approved by: Janet Ellis, People and Capability Manager

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 The purpose of this report is to update the board on the community leadership activities in the area.

Recommendation

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled “Community Leadership Report” dated 15 February 2021.**

Attachments

- A Community Leadership Report [↓](#)



What's happening in your area

Community Partnership Fund

The next round of the Waihopai Toetoe Community Partnership Fund closes 31 March 2021.

The board has \$13,276 left to distribute.

Application forms can be found <https://www.southlanddc.govt.nz/my-community/waihopaitoetoe/community-partnership-fund/>

Funding

Southland Funders Forum update

In December, staff attended the Southland Funders Forum which is a group of funding agencies who meet quarterly to discuss the current funding environment, provide updates, and specific projects. Attendees include staff from Community Trust South, Department of Internal Affairs, Invercargill City Council, Invercargill Licensing Trust, and Sport Southland.

A major announcement was made by the Department of Internal Affairs who informed their \$40 million Lottery Covid-19 Community Wellbeing Fund is being temporarily suspended and will not be accepting applications or making funding decisions until after January 2021.

Upcoming funding deadlines

The following funds are now open for applications which close on 31 March 2021:

- Sport NZ Rural Travel Fund
- Creative Communities
- District Heritage Fund
- District Initiatives Fund
- Ohai railway Fund
- Northern Southland Development Fund
- Stewart Island Visitor Levy

Application forms for the above funds are available on Council's website at <https://www.southlanddc.govt.nz/my-council/funding-and-grants/>

Local initiatives

Wyndham Rugby Club

Staff are working alongside the Wyndham Rugby Club to assist with funding advice and assistance for the installation of playing and training lights for the Raglan Street rugby ground. Applications are being prepared to various funding organisations. \$5,000 was granted from the Waihopai Toetoe Community Partnership Fund.

Waimahaka heritage panels

Staff have provided initial funding advice to the Waimahaka Heritage Committee for the development of heritage panels containing information about the history of Waimahaka. Staff are also supporting this community group with information relating to consent requirements.

Wyndham Museum

Staff continue to work alongside the Wyndham and Districts Historical Society as required with planning for the future of the museum.

What's happening outside your area

District/regional Initiatives

Leadership Academy

Progress is being made on the establishment of a Leadership Academy facilitated by Southland Chamber of Commerce in partnership with Council and being held in the following locations.

- 15 April – 27 May 2021 in Edendale
- 8 June – 13 July 2021 in Lumsden
- February/March 2022 in Otautau

Southland Chamber of Commerce is working with Council to ensure that modules relating to community-led development and community leadership are included in the course content. Southland Chamber of Commerce are currently preparing their marketing material for this academy and further information will be available soon.

Community Power of Play Huddle

Sport Southland are partnering with a variety of stakeholders across the region to ensure that opportunities for kids to play are preserved, enhanced and relevant to the world we live in today.

Staff attended a workshop on 24 November facilitated by Sport Southland, Sport NZ and the Research Agency Innovation Unit. The purpose of the workshop was to connect with a range of people working directly and indirectly in play at the community, local authority and regional levels to gain insights on play to support a more strategic approach to play as well as to showcase good and emergent practice from the community.

SDC Holiday Programme

The annual SDC Holiday Programme has been completed around the district, run by Sport Southland. They held the programme in eight locations (Tokanui, Otautau, Riverton, Wyndham, Lumsden, Winton, Te Anau and Stewart Island) on eight days between 15 January and 1 February 2021. Further information regarding attendance numbers and feedback from attendees will follow at the next community board meeting in April.

Welcoming Communities

The Southland Murihiku Welcoming Plan was developed by Venture Southland in 2018 with a three-year lifespan is due to expire in 2021. MBIE has informed Southland's councils that in 2021 each council will need to begin to develop their own welcoming plans. This is an opportunity for Southland District Council to develop a plan that reflects its community's needs and unique circumstances. The first stage of this process involves the establishment of an advisory group in early 2021 to guide the process for the development of the new welcoming plan. Staff are in the early stages of forming this new advisory group.

Water treatment course

A pool water treatment course was held in Invercargill on 24 November for our community pools, run by WSP and held at Splash Palace. It is essential for pools to have at least one member of their committee qualified in water treatment for their facility. Southland District Council covered the cost of 10 attendees from 10 pools around the district to attend.

Community service awards

Staff are undertaking a review of Southland District Council's Community Service Awards to ensure a consistent district-wide approach. At this stage, it's being proposed that members of the community will be able to nominate individuals for a community service award through a standardised application form and an annual closing date. Community boards will then consider and allocate up to two awards per community board per year. A report will go to the Community and Strategy Committee in the New Year that includes a draft of the new community service awards process.

Stewart Island Visitor Levy numbers

Stewart Island visitor numbers to Stewart Island for the period July 2020 to November 2020 have increased by 2,906 compared to the same period in 2019.

Milford Opportunities Project

Work continues on this project with the governance group due to meet again in February. The last round of wide public engagement took place in October and the analysis of the comments received will be part of the information considered when making decisions on the actions to recommend for the master plan. Alongside the public comments the project team has also had significant feedback from tourism operators and other key stakeholders. The master plan will be completed and made public by the middle of 2021.

What's coming up?

Strategy and policy

Procurement Policy

Staff have been revising the Procurement Policy and developing a draft Procurement Manual.

Submissions on the draft Procurement Policy were presented to Council on 28 January 2021. It is proposed to deliberate on the draft policy at a Council meeting being held on 10 March 2021. Staff will then finalise the draft Procurement Manual to implement Council's desired policy approach. Both documents are likely to be adopted mid-2021.

Other policy work

Review of a suite of policies that will inform the Long Term Plan was undertaken in November and December 2020. This included the Revenue and Finance Policy, the Policy on Development and Financial Contributions, and the Significance and Engagement Policy. Submissions were presented to Council at its 28 January 2021 meeting, and the Revenue and Finance Policy was deliberated and adopted by Council at this meeting. The two remaining policies are proposed to be deliberated and adopted by Council at its 10 March 2021 meeting.

Staff are also working on the asset management and contract management policies. Review of the Elected Members' Remuneration and Reimbursements Policy, the Fraud Policy and the Sensitive Expenditure Policy is underway.

Stewart Island visitor levy

Strategy and policy are leading the review of the Stewart Island visitor levy. An update on the progression of this work was presented to the Community and Strategy Committee at its November 2020 meeting. The committee adopted a timeframe to complete the review of the Stewart Island/Rakiura Visitor Levy Policy and the Stewart Island/Rakiura Visitor Levy Bylaw, with consultation regarding any change to the levy quantum proposed to occur in line with the 2022-2023 Annual Plan process.

The Stewart Island Levy Subcommittee is meeting in February 2021 to work with staff in developing a 10 year funding plan for allocation of levy funds, in line with the policy.

Corporate risks

Staff have started preparing for the next round of reporting on Council's strategic risks. Staff will be updating the quarterly risk register, and then quarterly reports will be provided to the Finance and Assurance Committee in March 2021, and to Council in April 2021. The Finance and Assurance Committee will also have a discussion on one of the top strategic risks at the conclusion of their meeting.

Long Term Plan

Staff are continuing to complete the necessary work required to get the draft budgets, consultation document, activity management plans, infrastructure and financial strategies finalised. We are currently finalising the dates for Audit NZ to review the supporting information necessary to complete the Consultation Document. As a result, staff are working on amending the project plan to meet the legislative requirements, to ensure the LTP is adopted by the end of June 2021.

Stakeholder updates

Highways South

- the pavement rehabilitation on SH6, south of Winton (entrance to Sinclair Transport north of Gap Road) is underway now and will be completed in February
- pavement rehabilitation work near Mossburn will begin later in summer, once the above work is complete
- the recent resurfacing of Josephville Hill on SH6 is the start of ongoing work culminating in a rehab of this area
- Crawford Tunnel update: A solution has been determined for this issue and we are now working towards implementing this. In the meantime, the temporary traffic lights have been removed and a priority give way is in place at this location

- chip sealing around the network continues until March - please obey the speed restrictions on these sites, even if unattended. This is to ensure the success of the seal and avoid the need to cause further delays by coming back and fixing damage
- Highways South sends a weekly email listing all **planned** interruptions on Southland state highways for the coming week. If you or others in your community would like to be added to this list, please visit our Facebook page (www.facebook.com/HighwaysSouthNZ) and click on the 'Sign up' link
- for journey planning and **unplanned** delays/detours both in Southland and other regions please visit [www. https://www.journeys.nzta.govt.nz/](https://www.journeys.nzta.govt.nz/)
- please keep in mind that the coming months are expected to be hot, and this can have an effect on road surfaces, so please drive with care
- a reminder that the Burt Munro rally is coming up on the 10 February, so there are likely to be a lot more bikes on both state highways and local roads

Council Report

Record No: R/20/11/67084

Author: Karen Purdue, Community Partnership Leader

Approved by: Janet Ellis, People and Capability Manager

☐ Decision

☐ Recommendation

☒ Information

Environmental Services

Group Managers Update

1. Predator Free Rakiura have been successful in receiving funding from central government to assist this project achieve success. We are now in a transition phase preparing to establish a governance and design delivery team. We have lost our project manager and are still supporting the project with significant time from the group manager of environmental services and one of our planners.
2. Emergency Management Southland's Annual Plan 2019/2020 is now out. It was a busy year with the floods in February and Covid responses. Due to the events the budgets went into deficit by \$409,844. Thankfully there was a reserve which had built up over a number of years so that this could be drawn on. Total equity at the end of the financial year 2019/2020 is \$112,291. At the Co-ordinating Executive Group Emergency Management Southland meeting this month it was recommended that the councils look to re-establish this reserve over the next five years. The emergency management team are hopeful to have more Council team members going through the on-line two hour foundation training which will allow them to assist under supervision in the emergency management centre during an event.
3. The Rakiura museum is still on track for opening in December although there is still a good push to ensure all the final touches are put on the displays.

Building Solutions

4. Council continue to receive a higher volume of consents post Covid-19 lockdown than were received prior with 87 consents received during October 2020 (13% more than were received in October 2019).
5. The team have improved processing timeframes for building consents issued achieving 80.25% compliance for October 2020.
6. Half of the team have attended a two day training course delivered by IANZ to equip and prepare Council staff across all roles in building for the upcoming audit in February 2021.
7. Industry training on the Simpli Portal and GoBuild Inspection Booking App was held in Te Anau and Winton during the month with fantastic feedback from the community.
8. Recruitment for the team leader roles has been very successful with three high calibre applicants now appointed.
9. Recruitment activities for compliance and technical functions will continue in the coming months until all approved roles have been filled.

October building consents received

Primary Property Hk Ey → Property Ward	Count	Sum of Application Val...
Mararoa Waimea	35	NZ\$3,713,520.00
Stewart Island Rakiura	2	NZ\$8,000.00
Waiau Aparima	22	NZ\$2,871,725.00
Waihopai Toetoes	11	NZ\$1,357,040.00
Winton Wallacetown	20	NZ\$2,365,000.00

Dog Control

10. As at 30 October there are only about 100 dogs that remain to be re-registered. Historically, staff have needed to follow up with dog owners well into the New Year. The main reason was a change in process, the use of e-texts to remind dog owners, followed by the usual escalation process of notice to register, then infringement.
11. The team has met twice recently with other internal stakeholders, reviewing the dog registration process. The aim of this review includes resolving the various problems that arose this year, improving our customer's experience and encouraging more online registration.

Environmental Health

12. Very good progress is being made with the freedom camping ambassador service:
 - The Department of Conservation (DoC) in Te Anau has appointed a 0.5 FTE ambassador focussing more on conservation land
 - Council has re-appointed Lindsay Stronach as an ambassador focussing on Southland District land in Te Anau and Northern Southland
 - Council has appointed Beth Beale for the Catlins area, who had the same role last year, though employed by DoC at that time
 - Jill Munro will have a support role.
13. The team is working in closely with Catlins Coast Inc with regard to signage following being awarded \$29,000 for signage in the Catlins area through TIF funding.

Resource consent

14. Resource consent data for previous few months:
 - August – 18 applications received, 29 decisions issued
 - September – 32 applications received, 27 decisions issued
 - October - 30 applications received, 26 decisions issued.

Services and Assets

Stewart Island Electrical Supply Authority (SIESA)

15. The Services and Assets Committee approved a new SIESA management agreement with PowerNet, with commencement date 1 October 2020. This contract now has PowerNet Board approval and execution is pending final legal review.
16. Progress on securing either of the two preferred sites for the wind power project has faced setbacks. The viability of alternative turbine site location options is currently being evaluated in order to establish a path forward for land access.

Forestry (IFS)

17. The financial year 2020/2021 harvesting programme continues out of Waikaia block 4. The crop age is 30 years and estimated tonnes are 19,000 with a forecast return of \$933,000.
18. Pruning and thinning operations in Gowan Hills are pending.
19. The Ardlussa Community Board have proposed establishing mountain bike trails within the Waikaia forest. An MoU between Council and the trust proposed to develop and operate the trail will be established.

Around the Mountains Cycle Trail

20. The contract for repairs to the trail, associated with the February flood event, was awarded to The Roding Company and work has progressed well but with some weather delays. The original scope is nearing completion.
21. Additional MBIE funding has been gained to repair a flood damaged culvert that was not originally identified and this will be added as a variation to The Roding Company construction contract. The design has been completed.
22. A separate flood event has significantly damaged a section of trail near Centre Hill and a long term solution is being developed to restore the trail and reduce/eliminate the river threat. Given commencement of a new cycle season, a temporary route diversion has been constructed to avoid the washed out section.
23. A community/stakeholder meeting has been held to explore a new governance structure, specific to the trail activity and embark on a 90 day plan to uplift the user experience over the new season.

Te Anau Manapouri Airport

24. A consultant has prepared a 10 year maintenance works programme which indicates \$1.3 million of pavement rehabilitation capital spending is needed over financial years 2021/2022 and 2022/2023.
25. Maintenance spending need of \$192,000 is indicated for the 2020/2021 year and includes items such as patch repairs and crack sealing.

26. A workshop was held with the Fiordland Community Board to discuss options for management of this asset over the next LTP. The board has requested Council consider rating at a District level to address this increase in capital expenditure need.

Property

27. With the significant number of Council properties/tenancies to be managed, together with the number of Council and community projects which involve these properties, queries, advice and actions have increased the workloads significantly which means a lot of the work is now required to be prioritised resulting in some work not getting actioned as timely as preferred. This is unfortunate however it's the environment that this and many other departments are working in at the moment.
28. The property disposal of the Ohai bowling club building is almost complete with the acceptance of a tender for removal. Finalising the updated landowner consent for the coastal route boundary adjustments and payment of compensations is also almost complete. Once this is done the legalisation Gazette Notice can be issued. Recently the last two of three electric vehicle (EV) charging stations located on Council land at Tuatapere and Curio Bay became operative to complement the one on Mokonui Street in Te Anau. The other two proposed sites to complete the Southern Scenic Route at Fortrose and Manapouri are to be located on private property.
29. The documents with Landcorp relating to the Kepler disposal field for the pipeline and disposal filed are in the process of being finalised. This includes pipeline and access easements, grazing licences, pasture management agreement and offset area agreement.

Strategic Water and Waste

Te Anau Wastewater Discharge Project

30. Following Council resolutions from the 23 October 2018 meeting, when it was resolved to proceed with a sub-surface drip irrigation as disposal route, 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.
31. Work on the pipeline element has now been completed with practical completion issued in July.
32. Work is also continuing on a detailed design of MF plant and SDFI field following Council approval to award contracts to Downer and Fulton Hogan respectively. These designs underwent further HAZOP and value engineering in September with physical works programmed to get underway early October.
33. The resource consent application for the discharge to the Upukerora has also been lodged with Environment Southland (ES) and with affected party approval provided by a number of stakeholders. A request for additional information is being prepared and will be forwarded to ES by early November.

Land and Water Plan Implementation

34. Environment Southland released their proposed Land and Water Plan in 2017.
35. 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.

36. Interim decisions were released by the Environment Court in late December with a recommendation that further expert conferencing be undertaken in early 2019.
37. A further hearing was held in mid-June 2020 where evidence was presented on additional information that the courts required Environment Southland to provide based on their interpretation of a number of key principles underpinning the plan. Agreement has now been reached on all outstanding appeals related to the objectives and policies with a further hearing planned to cover all outstanding appeals. At this stage the timing of this is not known.

Review of Solid Waste Contract Arrangements

38. Following a series of WasteNet meetings and Council mediation the RFP process was formally ended on 18 December 2019 without any award. At this stage each of the WasteNet councils are considering potential short and longer term options to process recycling post 30 June 2020 when current contract arrangements expire.
39. Further recent developments are more closely related to the changing nature of the global recycling markets that have resulted in other councils reviewing how they manage recycling operations. Currently there is no market for low grade plastics and limited markets for fibre (paper/cardboard) with a number of councils across the country now opting to discontinue their collection.
40. Agreement was reached with Invercargill City Council in June to handle Council's recyclables through their contract arrangement with their incumbent contractor. This is for an 18 month period, after which alternatives will be considered separate to the ongoing LTP process.

Review of Waste Disposal Levy

41. On 27 November, Associate Minister for the Environment, Eugenie Sage, announced a wide reaching review of the Waste Disposal Levy. The levy introduced through the Waste Minimisation Act 2008 places a charge of \$10 per tonne for all waste disposed at municipal landfill sites. Of the money collected half is returned to TLAs to help fund waste minimisation activities with the remainder going to a contestable fund where any organisation can apply to gain funding to help set up waste minimisation initiatives.
42. The review proposed to both increase the levy (phased over three years) from the current \$10 per tonne to a proposed \$50-\$60 per tonne which brings it more into line with similar levy schemes in Australia and overseas. It is also proposed that the scheme will also be extended to include all landfill types (currently it only applies to those receiving household waste).
43. 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.
44. The consultation document outlined four potential options for transitioning from current arrangements to future arrangements by 2023. The submission prepared by WasteNet was presented to Council on 30 January and formally submitted to MfE on 31 January.

45. In August it was announced that the levy would incrementally increase to \$60 per tonne by July 2024. This has been budgeted for through the LTP process.

3 Water Reforms

46. There is currently a significant amount of work ongoing across the 3 waters reform in New Zealand. Council is currently awaiting DIA sign off on our delivery plan for undertaking the additional stimulus funding and close to finalising a procurement plan to enable delivery.
47. In addition work is ongoing to progress investigation into alternative collaborative work models across Southland and Otago with a view to meeting government expectations that the sector will voluntarily aggregate to a significant scale (most likely cross regional) to deliver long term service delivery benefits.
48. In late October Council also received a significant Request for Information (RfI) from the Department of Internal Affairs in support of the reforms. This will most likely require a significant amount of additional workload across not only water and waste but also others across the organisation within a relatively short timeframe. Deadline for returns is 1 February 2021.

Project Delivery Team (PDT)

49. PDT have a number of key projects in full swing with footpaths on Stewart Island, new water mains in Te Anau and Monkey Island now being completed.
50. Currently working through a standardised reporting structure for services and assets.
51. Core improvement project will be looking at contracts, QA and payment terms.
52. A major shift is now underway with 20 Don Street and Forth Street upgrade planned for December to February 2021.

Community Facilities

53. The Long Term Plan process continues to be at the forefront of the work programme with staff and the finance team adding the final changes to the projects and budgets after the third round of meetings.
54. Rounding out the final direct negotiations with incumbent mowing contractors has been a priority with the growing season well and truly under way. The remaining areas will be going out to tender in November and be in place for 1 July 2021. This provides staff with ample time to meet the governance time frames for community board, committee and Council meetings.
55. The gardening contracts are the next on the list to be renewed. These will also be a mix of direct negotiation with the incumbent contractors and tendering.
56. Good progress is being made towards getting Council's asset management system (IPS) set up to receive the asset data. Data cleansing is progressing so that it can be imported directly into the application.
57. Community facilities staff are completing projects that were carried forward from last year and starting the projects that are in this year's capital works programme. Adverse weather, contractor availability and material supply has been hampering progress on some of these projects.

58. Contractors have started on completing the development of the Monkey Island camping area. A good size group of interested locals were on site to watch the start of the works.

Strategic Transport

National Land Transport Plan

59. The transport team have continued to work and provide input into the Regional Land Transport Plan and refine the transport programme including budget for inclusion in the National Land Transport Plan.
60. This is all part of Council's bid to obtain its share of Waka Kotahi New Zealand Transport Agency funding for the period 2021-2024.

District Wide Roothing Programme

61. After a testing start to the construction season due to inclement weather, several works programmes are now underway. These include the annual road resurfacing programme and seal widening works. Contracts have been awarded for all pavement rehabilitation sites with the last contract covering the central area has been awarded to The Roothing Company.
62. Further meetings have been held between Council, Waka Kotahi, Ngai Tahu and DOC on the future of the last section of the Lower Hollyford Road. Following further discussions around future risk including a geotechnical engineering presentation, NZTA have agreed to provided additional funding to reinstate the road as best as possible back to the original road end.
63. It was also agreed that ongoing discussions around the long term future of the road needs to continue.
64. The annual District wide Roadroid survey is due to commence mid-November. This survey provides a snapshot of the gravel road roughness condition.
65. WSP as Council's new structures service provider has also commenced the next round of bridge inspections. This information will be used to help refine work programmes priorities as well as the annual bridge posting restrictions.

Customer Delivery

Customer Support

66. A little quieter this month with 3,514 calls – although 5 October was incredibly busy after the flooding. Only 97 dog registrations remain outstanding.

Libraries

67. Staff are supporting elderly customers to apply for rates rebates, and a steady stream of Environment Southland rates invoices have been received in our offices.
68. The introduction of a web based roster system and a monthly reporting tool for staff have simplified and streamlined those processes. It also provides a channel for area office staff to set goals for personal development and celebrate community connections for the month. Planning is

now being undertaken to ensure that staff cover is adequate over the Christmas holiday period, and this includes working with stakeholders to provide on call staff for interments over this time.

69. Our Te Anau staff have been busy planning a week of events to celebrate the Te Anau library's 30th birthday, we have a number of speakers, workshops and readings planned over the course of the first week of November.

Knowledge Management

70. LIM numbers continue the upwards trend from previous months with 47 LIMs lodged in October and 40 issued. At the end of October there were six LIMs still in processing. One hundred and fifty property files were requested in October with several properties requested multiple times.
71. Applications (building consents) integration between Pathway and Records Manger is currently being implemented in the production environment. NAR integration in the test environment is ready for further testing in preparation for moving to production.

Recommendation

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled "Council Report" dated** 1 February 2021.

Attachments

There are no attachments for this report.

Council Report

Record No: R/21/1/3129

Author: Karen Purdue, Community Partnership Leader

Approved by: Janet Ellis, People and Capability Manager

☐ Decision

☐ Recommendation

☒ Information

Environmental Services

Group Managers Update

Museums

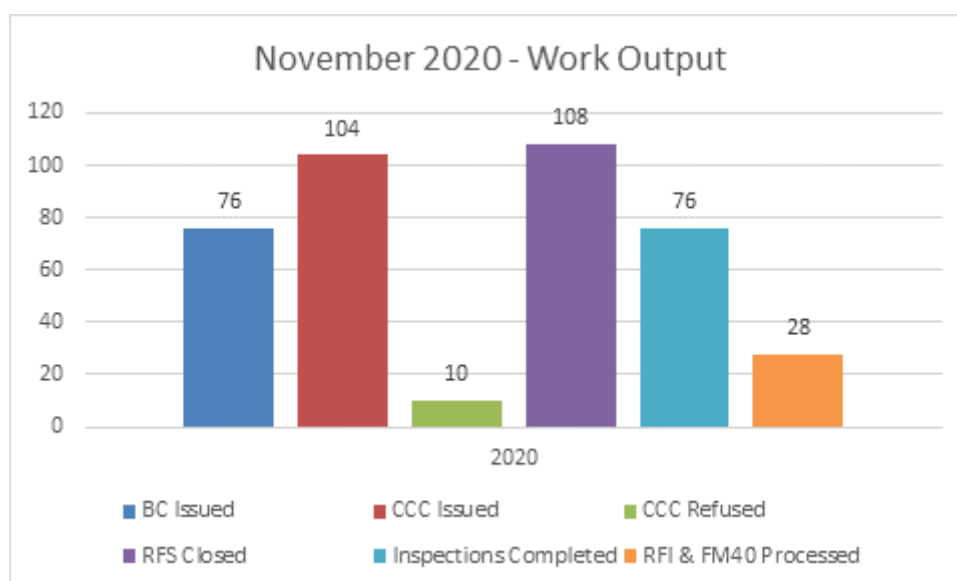
1. There was a fabulous celebration at the opening of the Rakiura Museum on 1 December. It was a great gathering of the locals with the school children performing with the kapa haka group supported by the local marae. Their hospitality to those visiting Stewart Island was equally impressive.
2. The exhibits in the museum have been well laid out and tell the history of people on the Island. Several significant items from family collections were entrusted to the care of the museum and have added to the rich history of the area.

Emergency Management Southland

3. Angus McKay has resigned his position as EMS manager and has accepted a new role with the Ministry of Primary Industries (MPI) in Wellington as chief controller, starting at the end of January 2021.

Building Solutions

4. Council continues to receive a higher volume of consents post Covid-19 lockdown than were received prior, with 93 consents received during November 2020, this is 11% more than were received in November 2019.
5. The team have maintained their improved processing timeframes for building consents issued, achieving 81% compliance for November 2020. Overdue consents with requests for further information which sit with the customer are being continuously 'drip fed' back into the team's workload preventing a 100% compliance achievement.



November 2020 – Building Consents Received

Primary Property Hk Ey → Property Ward	Count	Sum of Application Val...
Mararoa Waimea	26	NZ\$5,423,712.50
Stewart Island Rakiura	3	NZ\$58,000.00
Waiau Aparima	22	NZ\$2,264,264.00
Waihopai Toetoe	12	NZ\$944,500.00
Winton Wallacetown	34	NZ\$4,355,192.00

Dog Control

6. Animal control staff completed their first dog safety training workshop at Environment Southland for their compliance officers in relation to the risks they face entering private property. Great feedback was received from Environment Southland and it was a job well done.
7. Animal control staff are also running a series of workshops looking at ways to improve the dog registration process, for the purpose making it more efficient.

Environmental Health

8. The team is starting work on developing online applications for alcohol licensing. Once this is completed health licensing will then follow.
9. It is proposed to start work on amending Council's Alcohol Fee Setting Bylaw, having been delayed due to Covid-19 and its effects on business.
10. The review is expected to be completed by 1 July 2021.

Resource management

11. Covid-19 has not noticeably affected incoming resource consent workloads. Incoming resource consent applications remain consistent (or slightly behind) with the same period in 2019. There has also been two vacancies within the team and a team member taking unexpected leave which has impacted on getting consents issued within timeframes for the months of October and November. Additionally, there has been a substantial increase in the number of enquiries received by the team and we anticipate that the consent volumes into the New Year will remain steady (on par with previous years).
12. Up until the alert level 4 restrictions coming into force, ongoing policy focused work was occurring on the regional work streams for Climate Change, Biodiversity, Landscapes and Natural Character. In the national space, Covid-19 has delayed some anticipated national direction. Particularly the national policy statements on highly productive land and indigenous biodiversity have been delayed and it is anticipated that they will now be released in April 2021. Recent discussions within the resource management sector indicate that the wider RMA reform is progressing at pace and it is anticipated that there will be a bill introduced to parliament on the new direction mid-2021. Significant environmental change and the impacts of this change has been signalled in the LTP. Additional funding over and above the current budgets will be required to position the resource management team to be able to implement the legislative requirements.
13. Council has endorsed a report to bring forward the review of the landscapes section of the District Plan. Work is now underway to understand the unique nature of Southland's landscapes, cultural values and local areas of significance. There are a number of pieces of work that will inform a review and also a number of conversations with communities and landowners.
14. Public feedback is currently being sought on identifying the important and outstanding landscapes in our District so that there is adequate protection and enhancement of these landscapes moving forward. It is anticipated that a plan change will be notified in the middle of 2021.
15. Council initiated the Rakiura Dark Skies Plan Change and this will be made operative prior to Christmas. This is the last step in the plan change process and it will accordingly require all future lighting to be installed in accordance with the new rules.
16. A monitoring and enforcement role within the team has recently been filled and in the future more work around education, monitoring and enforcing the provisions of the District Plan will take place.
17. Resource consent data for previous few months is detailed below.
 - September – 34 applications received, 27 decisions issued
 - October - 31 applications received, 26 decisions issued
 - November – 21 applications received, 23 decisions issued.

Services and Assets

Forestry (IFS)

18. The financial year 2020/2021 harvesting out of Waikaia block 4 is complete. There were 22,325 tonnes recovered which is 3,545 tonnes more than appraisal. This results in a net profit of \$1.209 million which improves over budget by \$295,000.
19. Pruning and thinning silviculture operations in Gowan Hills have commenced.

Around the Mountains Cycle Trail

20. The contract for repairs to the trail, associated with the February flood event, has achieved practical completion.
21. Additional MBIE funding has been gained to repair a flood damaged culvert that was not originally identified and this will be added as a variation to The Roding Company construction contract. The construction is now complete.
22. A separate flood event has significantly damaged a section of trail near Centre Hill and a long term solution is being developed to restore the trail and reduce/eliminate the river threat. Given commencement of a new cycle season, a temporary route diversion has been completed to avoid the washed out section.

Property

23. We are currently working with reduced staff but have been receiving assistance from other staff members for the incoming/outgoing community housing tenants.
24. The backlog of disposals are nearing completion with the Waianiwa hall transfer and Ohai bowling club building sale to be finalised soon. The Matura Island hall and Menzies Ferry hall are with the Department of Conservation to dispose of and Council has applied for a portion of the proceeds. The next round of abandoned land properties will be processed in early 2021.
25. We are now turning our attention to the many lease and licence agreements that are held on Council property to get them all up to date.

Strategic Water and Waste

Te Anau Wastewater Discharge Project

26. Following Council resolutions from 23 October 2018 meeting, it was resolved to proceed with a sub-surface drip irrigation as disposal route.
27. Work on the pipeline element has now been completed with practical completion issued in July.
28. Work is also continuing on detailed design of MF plant and SDFI field following Council approval to award contracts to Downer and Fulton Hogan respectively. Physical works have now started at both the Te Anau and Kepler end of the pipeline.
29. The resource consent application for the discharge to the Upukerora has also been lodged with Environment Southland (ES) and with affected party approval provided by a number of stakeholders. A request for additional information has been prepared and forwarded to ES on

6 November. It is anticipated that this will be sufficient to allow ES to decide on a notification route moving forward.

Land and Water Plan Implementation

30. Environment Southland released their proposed Land and Water Plan in 2017.
31. 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.
32. Interim decisions were released by the Environment Court in late December with a recommendation that further expert conferencing be undertaken in early 2019.
33. A further hearing was held in mid-June 2020 where evidence was presented on additional information that the courts required Environment Southland to provide based on their interpretation of a number of key principles underpinning the plan. Agreement has now been reached on all outstanding appeals related to the objectives and policies with a further report before the court grouping appeals of a similar nature by topic.
34. At this stage Council retain interest in two of the appeal topics related to infrastructure and discharges. On 18 November 2020 a report released from the Court identified 18 December as a date for mediation on the infrastructure grouped topic. It is important that Council are represented at this mediation so as not to lose any of the protection that these policies and rules provide when maintaining and replacing our infrastructure.

Review of Solid Waste Contract Arrangements

35. Following a series of WasteNet meetings and Council mediation the RFP process was formally ended on 18 December without any award. At this stage each of the WasteNet councils are considering potential short and longer term options to process recycling post 30 June when current contract arrangements expire.
36. Further recent developments are more closely related to the changing nature of the global recycling markets that have resulted in other councils reviewing how they manage recycling operations. Currently there is no market for low grade plastics and limited markets for fibre (paper/cardboard) with a number of councils across the country now opting to discontinue their collection.
37. Agreement was reached with Invercargill City Council in June to handle Council's recyclables through their contract arrangement with their incumbent contractor. This is for an 18-month period, after which alternatives will be considered separate to the ongoing LTP process.

Review of Waste Disposal Levy

38. On 27 November, Associate Minister for the Environment, Eugenie Sage, announced a wide reaching review of the Waste Disposal Levy. The levy introduced through the Waste Minimisation Act 2008 places a charge of \$10 per tonne for all waste disposed at municipal landfill sites. Of the money collected half is returned to TLAs to help fund waste minimisation

activities with the remainder going to a contestable fund where any organisation can apply to gain funding to help set up waste minimisation initiatives.

39. The review proposed to both increase the levy (phased over three years) from the current \$10 per tonne to a proposed \$50-\$60 per tonne which brings it more into line with similar levy schemes in Australia and overseas. It is also proposed that the scheme will also be extended to include all landfill types (currently it only applies to those receiving household waste).
40. 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.
41. The consultation document outlined four potential options for transitioning from current arrangements to future arrangements by 2023. The submission prepared by WasteNet was presented to Council on 30 January and formally submitted to MfE on 31 January.
42. In August it was announced that the levy would incrementally increase to \$60 per tonne by July 2024. This has been budgeted for through the LTP process.

3 Water Reforms

43. There is currently a significant amount of work ongoing across the three waters reform in New Zealand. Council is currently awaiting DIA sign off on our delivery plan for undertaking the additional stimulus funding and close to finalising a procurement plan to enable delivery.
44. It was confirmed on 12 November that the delivery plan was signed off in its entirety by the DIA.
45. Procurement of the delivery plan will be through two separate panels with local contractors and consultants. Panel one will focus largely on reticulation work whereas panel two will be more focussed on condition assessment work across our three waters networks with a significant programme of CCTV work throughout wastewater and stormwater networks. Tenders for the panel 1 request for information closed on 17 November and at time of writing tenders are undergoing evaluation with the anticipation panellists will be in place by late November.
46. In addition, work is ongoing to progress investigation into alternative collaborative work models across Southland and Otago with a view to meeting government expectations that the sector will voluntarily aggregate to a significant scale (most likely cross regional) to deliver long term service delivery benefits.
47. In late October Council also received a significant request for information (RfI) from the Department of Internal Affairs in support of the reforms. This will most likely require a significant amount of additional workload across not only water and waste but also others across the organisation within a relatively short timeframe. Deadline for returns is 1 February 2021.

Project Delivery Team (PDT)

48. 20 Don Street shift has now been completed and staff are settling into their new spaces.
49. The Forth Street tower upgrade is now underway and will be delivered in stages around staff access.
50. Te Anau waste water project is now well underway with construction activity on both sites.
51. We are now starting to see some supply issues as a result of Covid-19.
52. Planning now well underway for delivery of the three waters reform stimulus funding projects.

53. Works continues on core improvement projects.

Community Facilities

54. The Long Term Plan process continues to be at the forefront of the work programme with staff and the finance team adding the final changes to the projects and budgets after the third round of meetings.
55. The tender documents for the Northern, Eastern, Central and Wallace mowing contracts have been published and local contractors notified. The tenders closed on 22 December. This provides staff will ample time to meet the governance timeframes for community board, committee and Council meetings. The new contracts will start on 1 July 2021.
56. Staff have started renewing the gardening contracts. These will also be a mix of direct negotiation with the incumbent contractors and tendering. The Riverton gardening tender has been published and closed 25 November 2020.
57. Good progress is being made towards getting Council's asset management system (IPS) set up to receive the asset data. Waugh Consulting are entering data into the development application. Staff can then run test scripts to validate that all the processes work.
58. Contractor availability and material supply is delaying progress on some of these projects.
59. Contractors have completed the development of the Monkey Island camping area.
60. It was incredibly disappointing to discover the new concrete and grass areas had been damaged on 1 December. The team has been working hard on this redevelopment so this popular summer space can once again be enjoyed by the community and visitors over the Christmas and summer period.
61. Police were notified of this incident.

Strategic Transport

District Wide Roothing Programme

62. Resurfacing works are well underway with Downer focusing on the more urban sites of Riverton and Winton with the works then shifting to the more rural areas in the New Year. Fulton Hogan have more rural sites for their contract area.
63. Due to the work being highly weather dependent priorities may shift between coastal and inland sites to ensure the season's works program is completed.
64. Lower Hollyford Road repair works have commenced with the plan to have the first 13km (just past the air strip) completed by Christmas. Repairs will then proceed to re-establish the last section of road to the start of the Hollyford track. This is expected to be completed in March depending on weather condition. It is anticipated that public access will be available from Christmas but will need to be carefully managed particularly when construction works are being undertaken.
65. The annual district wide Roadroid survey which provides a snapshot of the gravel road roughness condition across the district has been completed. The initial indication is that a combined score of 88% for good or satisfactory was achieved which is above the 85% target.

66. WSP as Council's new structures services provider have continued to complete the next round of bridge inspection and are making good progress. From the inspection Dipton Mossburn Road bridge number 4 has required urgent action. This has resulted in a posting reduction from 90% to 70% which has significantly impacted on heavy transport industry. Due to the lack of suitable detour and the length of detours, the replacement of this bridge is seen as a priority and the bridge programme is being reviewed with the goal to reprioritise the bridge for replacement.

People and Capability

67. Health and safety governance training will be scheduled with Council and community board chairs in early February 2021.
68. A number of roles have been advertised and recruited for over the past two months. These include roles in the building team, resource management, community facilities and water and waste.
69. These roles are to support the teams achieve their objectives, statutory timeframes and provide support to our communities.

Recommendation

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled "Council Report" dated 27 January 2021.**

Attachments

There are no attachments for this report.

Operational Report for Waihopai Toetoe Community Board (December 2020)

Record No: R/20/11/68895
Author: Carolyn Davies, Executive Assistant
Approved by: Janet Ellis, People and Capability Manager

☐ Decision ☐ Recommendation ☒ Information

Purpose of Report

- 1 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:

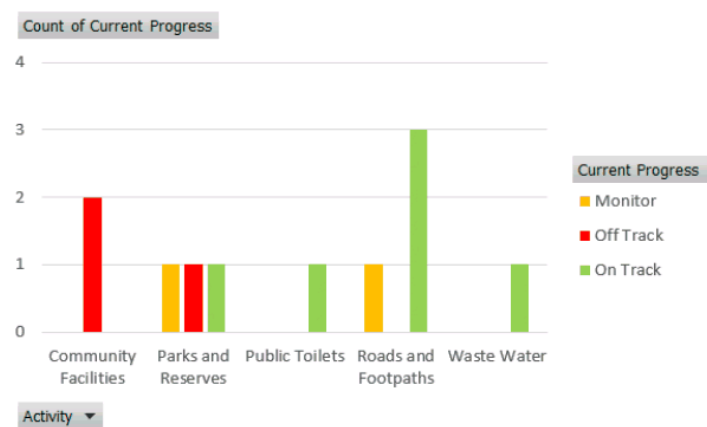
- a) **Receives the report titled “Operational Report for Waihopai Toetoe Community Board (December 2020)” dated 1 February 2021.**

Attachments

- A Waihopai Toetoe community board - 15 December 2020 - Operational report [↓](#)



1. Projects within current 2020/21 financial year



CLARIFICATION OF FUNDING SOURCES

Local funded: stormwater, cemeteries, footpaths, SIESA, water structures and community halls.

District funded: water, wastewater, public toilets and roading.

Local or District funded (dependent on service): community facilities, parks and reserves.

ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	BUDGET VALUE	PROJECT CURRENT COMMENT
PARKS AND RESERVES	P-10010	Install bell at war memorial at Gorge Road	Initiation phase	On track	\$10,000	This project has been put on hold until such a time as the board agree to a scope of works. The other complicating factor with this project is that the proposed site is on Ministry of Education land.

Report to Waihopai Toetoe CB
15/12/2020

Southland District Council
Te Rohe Pōtae o Murihiku

PO Box 903
15 Forth Street
Invercargill 9840

0800 732 732
sdc@southlanddc.govt.nz
southlanddc.govt.nz



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	BUDGET VALUE	PROJECT CURRENT COMMENT
WASTE WATER	P-10283	Consent renewal and treatment upgrade- Tokanui	Pre delivery phase	On track	\$47,468.00	Price for construction has been received from Downer and approved. Plants have been ordered for the project through Pukerau Nurseries. Construction due to start when weather permits.
ROADS AND FOOTPATHS	P-10322	Replace kerb and channel - east side of Flemington Road, Woodlands	Evaluation and close	On track	\$0.00	Project is in defects liability period
COMMUNITY FACILITIES	P-10296	External repaint (including Roof) of Fortrose hall	Pre delivery phase	Off track	\$31,335.00	This project is on hold pending a decision from the Board on the future of the hall.
COMMUNITY FACILITIES	P-10298	External Recladding of Waikawa/Niagara hall	Delivery phase	Off track	\$52,224.00	Work to start on site in mid-March 2021. Delayed due to supply issues with windows and hall bookings.
PARKS AND RESERVES	P-10311	New playground equipment at Rata Park, Tokanui	Business case phase	Monitor	\$10,445.00	An onsite consultation with Adam from Playsafe has been undertaken to determine the scope of work for this project. Temporarily on hold.
PUBLIC TOILETS	P-10383	Replace toilets at Wyndham camping ground	Pre delivery phase	On track	\$55,000.00	Report is due to go to the boards meeting in February 2021
ROADS AND FOOTPATHS	P-10397	Southern bridge 5 - Braid Road	Evaluation and close	On track	\$151,000.00	Bridge is practically complete.
ROADS AND FOOTPATHS	P-10414	20/27 Tokanui Gorge Road pavement rehab 2021/22	Delivery phase	Monitor	\$400,000.00	Design has been received from consultant and currently being reviewed by SDC.
ROADS AND FOOTPATHS	P-10620	19/13 - Fortrose-Otara Road Seal widening	Delivery phase	On track	\$850,000.00	Drainage/ flanking nearly finished. Project due to be completed 11 February 2021.



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	BUDGET VALUE	PROJECT CURRENT COMMENT
PARKS AND RESERVES	P-10782	Edendale Wynham beautification	Initiation phase	Off track	\$5,222.00	There is no scope of work for this project. It is yet to be determined with the board.

2. Service Contracts

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
10/01 – Water and Waste Water Services Operation and Maintenance	The water and waste water contract is operating well. Downers have also been assisting with localised flooding events arising from high rainfall.
13/04 – Edendale and Wyndham, Woodlands Area mowing	Contractors are busy with the grass growth due to weather conditions.
20/01 – Wyndham office cleaning	The current contract going very well.
14/54 – Mowing of Waikawa and Fortrose V01 – Tokanui, Weirs Beach	Mowing contractors are working hard to keep up with the exceptional grass growth.
15/18 – Cleaning of Fortrose public toilets	Dumping of household has become an issue at the toilets.
12/10 - Waikawa Toilets	A cistern in the ladies' toilets is to be replaced to stop the water running we will monitor the water levels to see if this helps. Lockable surrounds will be installed around the drain pipes under the basins to prevent the pipes being unscrewed to fill containers.
16/13 – Tokanui public toilet contract	This is another area where household refuse is being dumped at the toilets.
17/01 - Foveaux Alliance Contract	The facilities at Waikawa rely on the capture of rain water off the roofs of the buildings that are subject to high demand over peak visitor periods. Council have allowed funding in the new LTP to obtain a secure water resource for the Waikawa toilet and hall. Monitoring of the water supply with the cleaner to ensure tanks have sufficient water.
17/01 Alliance Roading Contract	<p>October saw August's wet weather continue with another 'heavy rain' event - this saw our RFS count jump from 30-40/mth to 94, needless to say this proved a challenge for the team - network audit scores at the end of the month has shown that we meet that challenge with roads looking as expected for this time of year.</p> <p>The big concern at this stage is our 2020/2021 reseal sites, in reality we only have three sites left to release - these are long sites that require about three weeks' work - it is planned to have all sites released by 20 November.</p>



CONTRACT NAME	CONTRACT MANAGER COMMENTARY
	<p>As with last year it has been a slow start for our spraying programme, we have now decided to spray gravel roads to the end of January only - this is to give the roadside some time to regrow before winter and stop some of the mud issue we saw this year - roads that don't get completed by then due to unforeseen delays will have to be left.</p> <p>2021/2022 reseal sites are now being inspected and programmes prepared for after Christmas, given what we already know the heavy maintenance crew will not have a huge pavement repair programme - this will allow them to also complete some of the extra water table cleaning the AMT would like done.</p> <p>Two slips on unsealed roads will be repaired (Venlaw and Mairs Road) with a simple move of the road at this stage saving large geotech costs.</p>
18/16 – Mowing of Gorge Road Recreation Reserve	<p>The mowing is now undertaken by McDonoughs, under the current contract. This contract has gone out to tender with the new contract starting 1 July 2021.</p>

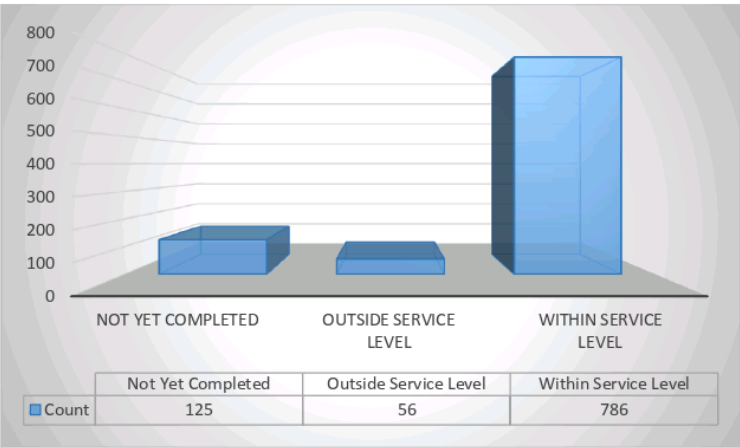
3. Request for service data 1 October 2020 to 17 November 2020



REQUEST TYPE	COUNT
Council housing/ flats - repairs (routine)	6
Council housing/ flats - repairs (urgent)	3
Gardening maintenance	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
Toilet repairs and maintenance	1
Culverts blocked - rural	12
Debris on gravel roads (safety)	1
Emergency services assistance (safety)	1
Flooding roads – urban towns (not stormwater) - safety	2
Flooding roads - rural (safety)	4
Gravel potholes and corrugations - (safety)	3
Gravel, potholes/corrugations and grading	2
New sign requests (where none existed before)	1
Other road hazards (safety)	1
Repairs and maintenance - existing rapid numbers	1
Road markings (faded)	1
Single street light out	2
Transport - road matters general	3
Urban stormwater (the drain)	3
Warning and reg. signs existing (speed, curve etc)	1
Wheelie bin damaged	1
Wheelie bin new	1
Wheelie bin collection complaints	1
TOTAL	57



RFS count by completion time status



Note: RFS’s that were not yet completed or outside the service level were due to factors including further insufficient/incorrect information from the customer, investigations/work required and extensions of time to complete the requests.



4. Local finance reporting

Edendale-Wyndham - Business Units as at 31 October 2020									
	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	\$9,385	\$9,373	\$28,785	\$206	\$3,723	\$11,168			
Operating Costs - EdenWyn	\$2,799	\$3,369	\$10,107	\$1,436	\$3,369	\$10,107			
Street Works - EdenWyn	\$12,987	\$12,974	\$38,923	\$4,232	\$12,187	\$36,307			
Stormwater Drainage - EdenWyn	\$8,697	\$8,686	\$39,694	\$8,240	\$8,954	\$26,057			
Beautification - EdenWyn	\$24,073	\$24,050	\$72,150	\$19,048	\$24,050	\$72,150			
Recreation Reserve - EdenWyn	\$11,701	\$9,365	\$28,094	\$9,495	\$13,673	\$33,316			
Playground - EdenWyn	\$2,110	\$2,107	\$6,321	\$1,517	\$2,107	\$6,321			
Cemetery - Edendale	\$5,686	\$5,152	\$15,689	\$4,213	\$5,330	\$15,991			
Pool - Edendale			\$21						
Hall - Edendale			\$3,721	\$545	\$545	\$1,634			
Cemetery - Wyndham	\$4,493	\$8,231	\$24,694	\$4,938	\$8,231	\$24,694			
Camping Ground - Wyndham	\$3,260	\$3,258	\$9,773	\$3,283	\$4,090	\$8,352			
Hall - Edendale-Wyndham	\$4,960	\$4,741	\$14,226	\$10,448	\$6,199	\$14,635			
Museum - Wyndham	\$420	\$415	\$1,245	\$1,562	\$1,197	\$1,892			
Total	\$90,570	\$91,720	\$293,443	\$69,160	\$93,654	\$262,624	\$0	\$0	\$0



Gorge Road - Business Units as at 31 October 2020

	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 - Gorge Road	\$822	\$4,147	\$12,909	\$438	\$7,260	\$21,780			
Street Works - Gorge Road	\$503	\$500	\$1,500		\$822	\$2,466			
Recreation Reserve -Gorge Road	\$1,441	\$1,433	\$4,300	\$938	\$1,767	\$5,300			
Total	\$2,765	\$6,080	\$18,709	\$1,376	\$9,849	\$29,546	\$0	\$0	\$0

Tokanui - Business Units as at 31 October 2020

	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
Operating Costs - Tokanui	\$1,079	\$1,079	\$4,684	\$3,118	\$3,186	\$3,238			
Street Works - Tokanui	\$1,511	\$1,511	\$4,533	\$17	\$2,578	\$7,733			
Stormwater Drainage - Tokanui	\$1,277	\$1,277	\$3,830	\$358	\$1,287	\$3,830			
Beautification - Tokanui	\$1,378	\$1,378	\$4,135	\$2,247	\$1,388	\$4,135			
Playground - Tokanui	\$1,887	\$1,887	\$5,661	\$862	\$1,749	\$4,683			\$10,445
Hall - Tokanui	\$2,916	\$2,916	\$9,007	\$4,947	\$4,124	\$9,007			
Total	\$10,049	\$10,049	\$31,850	\$11,549	\$14,311	\$32,626	\$0	\$0	\$10,445



Waihopai Toetoe - Business Units as at 31 October 2020

	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
Community Leadership - Waihopa			\$11,213	\$10,956	\$31,417	\$75,909	\$0		\$0
Recreation Reserve - WaihopaiT	\$4,982	\$4,981	\$14,944	\$3,270	\$4,981	\$14,944	\$0		\$0
Total	\$4,982	\$4,981	\$26,157	\$14,226	\$36,399	\$90,853	\$0	\$0	\$0

Woodlands - Business Units as at 31 October 2020

	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
Operating Costs - Woodlands	\$77	\$77	\$2,163		\$77	\$230			
Street Works - Woodlands	\$500	\$500	\$1,500	\$3,934	\$5,298	\$15,895	\$12,381		
Stormwater Drain - Woodlands	\$338	\$338	\$1,013	\$10,378	\$339	\$1,013			
Cemetery - Woodlands	\$7,477	\$5,515	\$16,545	\$4,618	\$5,689	\$17,068			
Beautification - Woodlands	\$2,664	\$2,664	\$7,992	\$2,836	\$2,764	\$8,292			
Septic Tank Cleaning Woodlands	\$1,015	\$1,015	\$3,272		\$1,308	\$3,924			
Total	\$12,071	\$10,108	\$32,485	\$21,766	\$15,475	\$46,422	\$12,381	\$0	\$0

Edendale-Wyndham income is slightly under budget (\$1,150), predominantly due to a number of annual invoices being issued for the recreation reserve (\$2,336), offset by lower than expected internment revenue received to date for Wyndham cemetery (\$3,738).

Edendale-Wyndham expenses are \$24,494 under budget. Administration is under budget \$3,517 as a result of no grants being paid to date. Streetworks is under budget \$7,954 due to underspends in maintenance (\$4,361) and refuse collection (\$2,234). Beautification is under budget by \$5,002 due to the boundary beautification project not being started (\$3,103) and less than budgeted mowing costs (\$1,920). Recreation reserve is \$4,179 under budget due to less than budgeted mowing costs (\$1,035), minimal general project expenditure (\$1,490), and no Environment Southland rates to date (\$1,326). Wyndham cemetery is under budget (\$3,294) as a result of no internment costs to date. These underspends are offset by \$4,249 overspend in the hall business unit as a result of the budget for material damage insurance



being phased incorrectly over 12 months (\$3,308) and internal maintenance (\$915). \$575 of internal maintenance costs relate to diesel for the heaters which should be accounted for as heating costs. This will be corrected for future reporting.

Gorge Road income and expenditure are under budget by \$3,315 and \$8,473 respectively. This is due to no grants being received to date (\$3,333) and no projects or planned maintenance occurring for the period to date (\$4,013 and \$3,113 respectively).

Tokanui expenditure is under budget by \$2,762. The primary reasons are no streetworks expenditure (\$2,560) for the period to date.

Waihopai Toetoe expenditure is \$22,173 less than budget due to no grants being paid to date (\$18,343) and elected members' remuneration being lower than budgeted (\$2,118). The grants were phased to occur in October, however they were not approved by the community board until November, so the actual expenditure will not occur till November and December.

Woodland's income is \$1,962 over budget due primarily to higher internment revenue in the cemetery business unit for the period to date. Woodlands expenditure is \$6,291 over budget due to stormwater flooding works required (\$10,039) offset by underspent budgets in streetworks (\$1,364), cemetery (\$1,071) and septic tank cleaning (\$1,308).

Streetworks capital expenditure is \$12,381 over budget due to further work completed on Flemington Road kerbing.



Reserve Balances

RESERVE	30 JUNE 2020	BUDGET 30 JUNE 2021	FORECAST 30 JUNE 2021
Edendale Wyndham community centre	\$104,903	\$108,626	\$108,626
Edendale cemetery	\$8,789	\$9,023	\$9,023
Edendale Wyndham footpath	\$14,596	\$13,847	\$13,847
Edendale Wyndham general	\$41,355	\$36,821	\$36,821
Edendale Wyndham stormwater	\$427,197	\$440,834	\$440,834
Total – Edendale Wyndham	\$596,840	\$609,151	\$609,151
Gorge Road general	\$42,373	\$42,842	\$32,536
Total – Gorge Road	\$42,373	\$42,842	\$32,536
Tokanui community centre	\$7,435	\$7,435	\$7,435
Tokanui general	\$61,269	\$51,070	\$51,070
Total - Tokanui	\$68,704	\$58,505	\$58,505
Woodlands general	\$61,935	\$60,868	\$60,868
Woodlands septic tank	\$8,146	\$7,494	\$7,494
Total – Woodlands	\$70,082	\$68,362	\$68,362
TOTAL RESERVES	\$777,999	\$778,860	\$768,554

Operational Report for Waihopai Toetoe Community Board

Record No: R/21/1/3898
Author: Carolyn Davies, Executive Assistant
Approved by: Janet Ellis, People and Capability Manager

☐ Decision ☐ Recommendation ☒ Information

Purpose of Report

- 1 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 15 February 2021.**

Attachments

- A Waihopai Toetoe Community board - 23 February 2021 - Operational report [↗](#)



1. Projects within current financial year



CLARIFICATION OF FUNDING SOURCES

Local funded: stormwater, cemeteries, footpaths, SIESA, water structures and community halls.

District funded: water, wastewater, public toilets and roading.

Local or District funded (dependent on service): community facilities, parks and reserves.

ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	STATUS	BUDGET
WASTE WATER	P-10283	Consent renewal and treatment upgrade- Tokanui	Pre delivery phase	on track	Following a dry spell of weather, this project is due to commence at end of January, along with the stimulus funded works for pond protection.	\$47,468



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	STATUS	BUDGET
COMMUNITY FACILITIES	P-10298	External recladding of Waikawa/ Niagara Hall	Delivery phase	Off track	Waiting for the delivery of the windows. The hall is booked from 26 February to 7 March 2021, therefore works will not commence until after 8 March.	\$52,224
PARKS AND RESERVES	P-10311	New playground equipment at Rata Park, Tokanui	Business case phase	On track	Measurements completed with Playsafe on site in late 2020. Staff are drafting work plan and will consult with board chair by the end of February.	\$10,445
PUBLIC TOILETS	P-10383	Replace toilets at Wyndham Camping Ground	Pre delivery phase	Monitor	Council approved the unbudgeted expenditure on 28 January, project will be handed over from community facilities to the project delivery team on 11 February 2021.	\$55,000
ROADS AND FOOTPATHS	P-10397	Southern Bridge 5 - Braid Road	Delivery phase	On track	Bridge is completed and practical completion certificate to be issued. Defects liability will end October 2022.	\$151,000
ROADS AND FOOTPATHS	P-10414	20/27 Tokanui Gorge Road pavement rehab 2021/22	Delivery phase	On track	Design completed. Programmed for construction 2021/22 season.	\$400,000
ROADS AND FOOTPATHS	P-10620	19/13 - Fortrose- Otara Road seal widening	Delivery phase	On track	First 5,700 metres of widening (both sides) constructed and sealed. Remaining seal widening and being prepped for seal. Culvert installation will occur as a variation to this contract.	\$850,000
PARKS AND RESERVES	P-10782	Edendale Wyndham beautification	Initiation phase	Off track	Scope being determined and will be presented to the community board when finished.	\$5,222



2. Service Contracts

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
10/01 – Water and waste water services operation and maintenance	The water and waste water contract is operating well. Further high rainfall events have required increased monitoring of river intakes.
13/04 – Edendale and Wyndham, Woodlands area mowing	Tenders for new contracts commencing on 1 July have closed and are being evaluated.
20/01 - Wyndham office cleaning	The current contract going very well.
14/54 – Mowing of Waikawa and Fortrose V01 – Tokanui, Weirs Beach	Tenders for new contracts commencing on 1 July have closed and are being evaluated.
15/18 – Cleaning of Fortrose public toilets	Council has received positive feedback on the well-kept toilet blocks in the area.
12/10 - Waikawa toilets	Sanitary bins are to be installed in the toilet blocks to stop the blockages being experienced.
16/13 – Tokanui public toilet contract	Contract operating well.
17/01 - Foveaux alliance contract	No issues were reported over the holiday period. The facilities at Waikawa relies on the capture of rain water off the rooves of the buildings that are subject to high demand over peak visitor periods. Council have allowed funding in the new LTP to obtain a secure water resource for the Waikawa toilet and hall. Monitoring of the water supply with the cleaner to ensure tanks have sufficient water.
17/01 Alliance roading contract	<p>December was another steady month with RFS numbers well down - back in line with what this contract would normally expect.</p> <p>2021/2022 reseal sites have been received and programmes being developed, a lot of extra work completed this year will now not need to be done for the coming years reseals - hence the stabi crew have been booked to help Dunedin crews - this in turn will help our budgets yet again.</p> <p>We have now ceased our road side spraying programme in lieu of starting our noxious programme - the remaining unsealed roads (approx 200km out of 900km) will not be done this year, we found late spraying last year leads to an increase in "muddy" gravel roads where there was no vegetation left to protect the subgrade from tractors etc, there will still be a second round of verge spraying completed from March on sealed roads only.</p> <p>Teams enjoyed a well-deserved break over the Christmas holiday period.</p>
18/16 – Mowing of Gorge Road Recreation Reserve	The mowing is now undertaken by McDonoughs, under the current contract. This contract has gone out to tender with the new contract starting 1 July 2021.



CONTRACT NAME	CONTRACT MANAGER COMMENTARY
General township work	<p>Wyndham - prices are being obtained to remove the eight large birch trees on Alma Street, they have reached end of life and causing issues with adjacent owners.</p> <p>Environment Southland has requested the removal of two macrocarpa shelter belts north of the Wyndham race course. This will allow improvements to the stopbank. The harness racing club and the golf club have been informed of developments</p> <p>Adjacent to the golf course on Memorial Drive, removal of a large quantity of rubble and tree stumps is planned.</p> <p>Edendale – the pine trees at the Edendale cemetery are being pruned in March/April with the intention of keeping as many of the redwoods as practicable.</p>

3. Request for service data 17 November 2020 to 2 February 2021

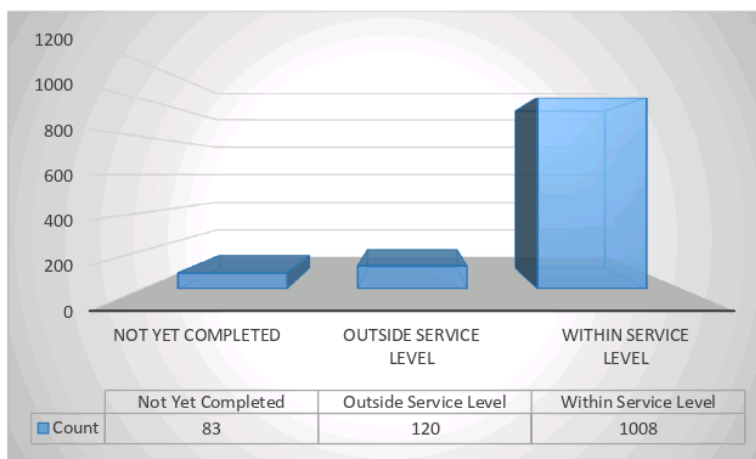


REQUEST TYPE	COUNT
Cemeteries mowing	2
Cemeteries repairs and maintenance	1
Council housing/ flats - repairs (routine)	5
Council housing/ flats - repairs (urgent)	2
Hall cleaning and maintenance	1
Liquor licensing	1
Noise control (not animal noises)	5
Nuisance complaints (odour, vermin, neighbourhood)	1
Roadside spraying - noxious weeds	2
Toilet repairs and maintenance	1
Vegetation urban/ berm mow/ overgrown/ visibility issues	1
Vegetation rural (overgrown or visibility issues)	2
3 or more street lights out - in a row	1
Culverts blocked - rural	1

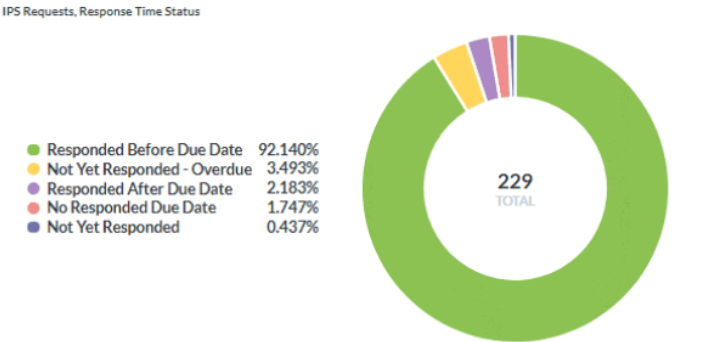


REQUEST TYPE	COUNT
Edge break/low shoulders sealed roads	1
Emergency services assistance (safety)	1
Flooding roads - rural (safety)	1
Footpaths hazards - trip/hazard/broken etc (safety)	1
Gravel, potholes/corrugations and grading	3
New sign requests (where none existed before)	2
Single street light out	1
Transport - road matters general	8
Water asset leak (main, hydrant, valve, meter)	4
Water toby leak	7
Wheelie bin cancelled - rural/comm/additional bins only	2
Wheelie bin damaged	1
Wheelie bin new	2
Wheelie bin stolen	1
Wheelie bin collection complaints	9
Workmanship problem	1
TOTAL	71

RFS count by completion time status



Note: RFS's that were not yet completed or outside the service level were due to factors including further insufficient/incorrect information from the customer, investigations/work required and extensions of time to complete the requests.





4. Local finance reporting

Edendale-Wyndham - Business Units as at 31 December 2020									
	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	\$14,071	\$14,059	\$28,785	\$309	\$5,584	\$11,168			
Operating Costs - EdenWyn	\$3,929	\$5,054	\$10,107	\$1,601	\$5,054	\$10,107			
Street Works - EdenWyn	\$19,474	\$19,462	\$38,923	\$10,739	\$18,217	\$36,307			
Stormwater Drainage - EdenWyn	\$76,090	\$13,029	\$39,694	\$17,973	\$13,229	\$26,057	\$63,050		
Beautification - EdenWyn	\$36,098	\$36,075	\$72,150	\$45,068	\$36,075	\$72,150			
Recreation Reserve - EdenWyn	\$15,525	\$14,047	\$28,094	\$21,547	\$18,584	\$33,316			
Playground - EdenWyn	\$3,163	\$3,161	\$6,321	\$2,225	\$3,161	\$6,321			
Cemetery - Edendale	\$8,528	\$7,727	\$15,689	\$10,477	\$7,995	\$15,991			
Pool - Edendale			\$21						
Hall - Edendale			\$3,721	\$817	\$817	\$1,634			
Cemetery - Wyndham	\$6,548	\$12,347	\$24,694	\$13,582	\$12,347	\$24,694			
Camping Ground - Wyndham	\$4,889	\$4,887	\$9,773	\$3,361	\$5,155	\$8,352			
Hall - Edendale-Wyndham	\$7,252	\$7,112	\$14,226	\$11,574	\$9,853	\$14,635			
Museum - Wyndham	\$626	\$623	\$1,245	\$1,804	\$1,371	\$1,892			
Total	\$196,195	\$137,581	\$293,443	\$141,076	\$137,442	\$262,624	\$63,050	\$0	\$0



Gorge Road - Business Units as at 31 December 2020									
	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 - Gorge Road	\$1,233	\$6,220	\$2,909	\$438	\$4,870	\$2,440			
Street Works - Gorge Road	\$754	\$750	\$1,500		\$1,233	\$1,500			
Recreation Reserve -Gorge Road	\$2,161	\$2,150	\$4,300	\$1,925	\$2,650	\$5,300			
Total	\$4,147	\$9,120	\$8,709	\$2,363	\$8,753	\$9,240	\$0	\$0	\$0

Tokanui - Business Units as at 31 December 2020									
	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
Operating Costs - Tokanui	\$1,619	\$1,619	\$4,684	\$3,216	\$3,199	\$3,238			
Street Works - Tokanui	\$2,267	\$2,267	\$4,533	\$17	\$3,866	\$7,733			
Stormwater Drainage - Tokanui	\$1,915	\$1,915	\$3,830	\$774	\$1,923	\$3,830			
Beautification - Tokanui	\$2,067	\$2,067	\$4,135	\$5,526	\$2,075	\$4,135			
Playground - Tokanui	\$2,831	\$2,831	\$5,661	\$1,241	\$2,483	\$4,683			\$10,445
Hall - Tokanui	\$4,375	\$4,374	\$9,007	\$9,385	\$5,344	\$9,007			
Total	\$15,073	\$15,073	\$31,850	\$20,159	\$18,890	\$32,626	\$0	\$0	\$10,445


Waihopai Toetoe - Business Units as at 31 December 2020

	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
Community Leadership - Waihopa			\$11,213	\$28,146	\$37,954	\$75,909			
Rec Reserve - Waihopai-Toetoe				\$220					
Administration - WaihopaiToe	\$35,836	\$35,829	\$74,275	\$35,921	\$35,829	\$71,657			
Operating Costs - WaihopaiToet	\$8,623	\$12,631	\$25,262	\$13,024	\$20,321	\$64,965			
Recreation Reserve - WaihopaiT	\$7,474	\$7,472	\$14,944	\$8,942	\$7,472	\$14,944			
Total	\$51,932	\$55,931	\$125,694	\$86,253	\$101,576	\$227,475	\$0	\$0	\$0

Woodlands - Business Units as at 31 December 2020

	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
Operating Costs - Woodlands	\$115	\$115	\$2,163		\$115	\$230			
Street Works - Woodlands	\$750	\$750	\$1,500	\$5,833	\$7,947	\$15,895	\$12,381		
Stormwater Drain - Woodlands	\$507	\$507	\$1,013	\$378	\$507	\$1,013			
Cemetery - Woodlands	\$9,649	\$8,273	\$16,545	\$11,954	\$8,534	\$17,068			
Beautification - Woodlands	\$3,996	\$3,996	\$7,992	\$7,074	\$4,146	\$8,292			
Septic Tank Cleaning Woodlands	\$1,522	\$1,523	\$3,272	\$6,179	\$1,962	\$3,924			
Total	\$16,539	\$15,163	\$32,485	\$31,418	\$23,212	\$46,422	\$12,381	\$0	\$0

Edendale-Wyndham income is above budget (\$58,614), predominantly due to receipt of an unbudgeted grant from the Department of Internal Affairs towards stormwater capital works (\$63,061), offset by lower than expected internment revenue received to date for Wyndham cemetery (\$5,799).



Edendale-Wyndham expenses are \$3,635 over budget. Administration is under budget \$5,275 as a result of no grants yet paid from the November meeting. Operating costs are under budget (\$3,453) due to general project and work scheme costs being lower than anticipated at this point of the year. Streetworks is under budget \$7,478 due to underspends in maintenance (\$1,915) and refuse collection (\$3,663). Stormwater operating costs are \$4,744 over budget due to higher than anticipated maintenance costs. Beautification is over budget by \$8,993 due to the full years mowing costs being incorrectly accrued (\$15,889) offset by no expenditure to date in spraying, general projects and tree and hedge maintenance. Recreation reserve is \$2,963 over budget also due to mowing costs being incorrectly accrued offset by underspends in various other costs. Edendale cemetery is over budget (\$2,481) due to mowing costs being incorrectly accrued and higher than anticipated general maintenance costs. The mowing accrual will be corrected for future reporting. The only capital expenditure for the year to date is for the Wyndham stormwater project (\$63,050). The costs for this project are being funded from a grant (refer comments on revenue above).

Gorge Road income and expenditure are under budget by \$4,973 and \$6,390 respectively. This is due to no grants being received to date (\$5,000) and no planned maintenance or streetworks costs being incurred for the year to date (\$4,670 and \$1,233 respectively). The grant relates to the bell tower project and has been phased to the end of the year.

Tokanui income is as budgeted, however expenditure is over budget by \$1,269. The primary reasons are minimal streetworks expenditure (\$3,849) and underspends in stormwater and playground maintenance for the period to date (\$1,149 and \$1,241 respectively). These underspends are offset by overspends in beautification and hall business units. Beautification is over budget due to higher than expected mowing costs (\$4,212) and the hall maintenance costs are \$4,089 overspent due to urgent repairs required as a result of a water leak. Both these main overspends are offset by various underspends in other costs within those business units.

Waihopai Toetoe income is \$3,999 under budget due to no grant income being received to date in the operating costs business unit. Expenditure is \$15,323 less than budget due to less than anticipated grants being paid to date (\$11,284) and elected members' remuneration being lower than budgeted (\$3,375).

Woodland's income is \$1,376 over budget due primarily to higher internment revenue in the cemetery business unit for the period to date. Woodlands expenditure is \$8,206 over budget due to cemetery and beautification mowing costs incorrectly accrued (refer above) (\$4,073 and \$2,838 respectively), and actual septic tank cleaning costs being higher than budgeted (\$4,217), offset by underspent budgets in streetworks (\$2,114). Streetworks capital expenditure is \$12,381 over budget due to further work completed on Flemington Road kerbing.



Reserve Balances

RESERVE	30 JUNE 2020	BUDGET 30 JUNE 2021	FORECAST 30 JUNE 2021
Edendale Wyndham community centre	\$104,903	\$108,626	\$108,626
Edendale cemetery	\$8,789	\$9,023	\$9,023
Edendale Wyndham footpath	\$14,596	\$13,847	\$13,847
Edendale Wyndham general	\$41,355	\$36,821	\$36,821
Edendale Wyndham stormwater	\$427,197	\$440,834	\$440,834
Total – Edendale Wyndham	\$596,840	\$609,151	\$609,151
Gorge Road general	\$42,373	\$42,842	\$32,536
Total – Gorge Road	\$42,373	\$42,842	\$32,536
Tokanui community centre	\$7,435	\$7,435	\$7,435
Tokanui general	\$61,269	\$51,070	\$51,070
Total – Tokanui	\$68,704	\$58,505	\$58,505
Woodlands general	\$61,935	\$60,868	\$60,868
Woodlands septic tank	\$8,146	\$7,494	\$7,494
Total – Woodlands	\$70,082	\$68,362	\$68,362
TOTAL RESERVES	\$777,999	\$778,860	\$768,554

Chairperson's Report

Record No: R/20/11/68050

Author: Fiona Dunlop, Committee Advisor

Approved by: Janet Ellis, People and Capability Manager

☐ Decision

☐ Recommendation

☒ Information

Purpose of report

- 1 The purpose of the report is to provide an update the Waihopai Toetoe Community Board on activities that the chairperson has been involved with since the October 2020 meeting.
- 2 The report also provides an opportunity for the board chairperson to present an overview of the issues she has been involved with.
- 3 Items of interest that Chair Yorke is reporting on are as follows:
- 4 Congratulations to Councillor Duffy for receiving the New Year's Queens Service Medal.
- 5 Welcome to Councillor Keast who is changing over with Councillor Duffy at the eighteen month point of the triennium. Thank you to Councillor Duffy for his support over the last eighteen months.
- 6 The Edendale and Wyndham pools have been notified of the process regarding uplifting this year's rates allocation. The information from them should be available for our April meeting.
- 7 Planning is underway for a tour of the community board area on with a potential date of Saturday 6 March 2021.
- 8 Please be aware that community board members including myself do not have the authority to authorise any expenditure, or arrange a contractor to undertake any work. Should this occur, invoices received by Council will not be approved for payment, and will fall back on the member to pay.
- 9 Councillors Duffy and Keast and myself were invited to the launch of Te Hurihanganui at the Hokonui Runanga in January. This initiative is being undertaken by the Ministry of Education and is around racism and discrimination in the education system. Eastern and Southern Southland schools are involved in this trial in the South Island. Six communities in the country are involved for a three year period.

Kokupu monitoring - Wildlife refuge area. First update for the year.

- 10 Some traps were set last Friday and caught 18 short-finned eels, mostly in the creek but no giants.
- 11 Water chemistry has been undertaken and also deployed were two of the conductivity meters into the different arms of the creek to get an idea of the conductivity there. It is hoped to retrieve the data from one of the meters in the oxbow which has been measuring the conductivity there since the end of November 2020. There has been nearly two complete years of conductivity data from the oxbow and should probably try and make some sense of it sooner rather than later.
- 12 Time has also been spent on having a look at the survival rates of the plants from the end of last year. The grass growth here has been spectacular but in spite of that, found about 50 plants that had made it through the grass canopy and had new leaves. There may be some more that have survived and which will be found with a better and longer look. Some of the plants that were

planted two years ago have also survived the floods and long grass. If all these plants can get established, then the area is well on the way to getting a patch of indigenous bush established.

- 13 There is a plan to deal to the broom that has not been killed by the previous clearing and will spend some time sorting out the blueberry and the willows that have made a bit of a comeback from last year. This was not unexpected and different ways have been trialled to control them. Some of these have worked quite well and others not so and can use the information to inform what happens next.
- 14 There are a new group of students and for the first time, some returning and they want to try and finish what they started last year, which is most encouraging. Feedback has been encouraging so far, as has engagement and I'm hoping that we can find some Giant Kokopu eggs this year and make some more progress with the restorative planting which was started at the end of last year.

Update on tree plantation Edendale Cemetery

- 15 The dominant tree which is handling the site best is the pine. Unfortunately, the redwoods are not performing at all well, with poor form and substandard growth.
- 16 To assure the community of a decent crop of trees it is recommended to persist with the pine crop on a pruned regime. A small grove of redwoods can still be left about halfway along cemetery side of the site beside the road (there are not a lot of pines in this group).
- 17 Timing is critical to prevent larger branching and diameter blowout and it is suggested that there be a prune as soon as possible in the new year. An estimate of costs for this work for a ground prune to 2.2m of half of the pines (400) has been received.
- 18 This would be followed before Christmas 2021 by a second prune to 4.5m and then a year later in summer 2022 with the final prune to 6.5m. An estimate for budgeting purposes for this prune would be similar to the above estimate for each of the operations.
- 19 A final prune would be normally thin to waste which may require chipping or production thinning (contractor dependent) on site to remove the debris. This option closer to the time will be dealt with.
- 20 Staff have been asked to progress with the above.

Looking forward

- 21 Discussions are required to be had with staff regarding formulating a plan on when/how the board moves forward with items in the Long Term Plan.
- 22 A timeline for hedge cutting and in which area, and user requirements is required.
- 23 Need to arrange a discussion with the Edendale Vintage Farm Machinery Club regarding Crank Up and with Great South to access funding available for events.

Recommendation

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled "Chairperson's Report" dated 15 February 2021.**

Attachments

There are no attachments for this report.