



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

Date: Tuesday, 29 June 2021
Time: 7pm
Meeting room: Memorial Hall Wyndham, 44 Balaclava Street,
Venue: 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

Health and safety – emergency procedures

Toilets – The location of the toilets will be advised at the meeting.

Evacuation – Should there be an evacuation for any reason please exit via the exits indicated at the venue.

Earthquake – Drop, cover and hold applies in this situation and, if necessary, once the shaking has stopped we will evacuate the building to a safe location.

Phones – Please turn your mobile devices to silent mode.

Recording - These proceedings may be recorded for the purpose of live video, both live streaming and downloading. By remaining in this meeting, you are consenting to being filmed for viewing by the public.

Covid QR code – Please remember to scan the Covid Tracer QR code.

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 • to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community

	<ul style="list-style-type: none"> • 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 as detailed in the long term plan, and on local expenditure, rating impacts and priorities.

¹ Local Government Act 2002, s.53

Advocacy

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

District activities include:

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

Community Assistance

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

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

Northern Community Board

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

Unbudgeted Expenditure

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

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

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

Service Delivery

Local Activities

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

- 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

national importance (Section 6 Resource Management Act 1991); or

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

Local activities include:

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

Rentals and Leases

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

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

Environmental management and spatial planning

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

	<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 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 Leave of absence

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

3 Conflict of interest

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

4 Public forum

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

5 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.”**

6 Confirmation of minutes

- 6.1 Meeting minutes of Waihopai Toetoe Community Board, 27 April 2021



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, 27 April 2021 at 7pm. 7PM – 9.26PM (PE 9.04pm – 9.26pm)

PRESENT

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

APOLOGIES

Gay Munro
Melanie Shepherd

IN ATTENDANCE

Councillor Duffy
Chief Executive – Cameron McIntosh
Committee Advisor - Fiona Dunlop
Community Liaison Officer - Tina Harvey
Community Partnership Leader - Karen Purdue

1 Apologies

There were apologies for absence from Gay Munro and Mel Shepherd

Moved Andrea Straith, seconded Deputy Chairperson Fodie and resolved:

That the Waihopai Toetoe Community Board accept the apologies.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

There was no public forum.

5 Extraordinary/Urgent Items

Chair Yorke advised that there was an item that was not on the agenda which is the Chairs report. As this is a minor matter of business relating to the Board the Chairs report can be discussed but the meeting may not make a decision or recommendation about the item except to refer it to a subsequent meeting of the Board for further discussion.

6 Confirmation of Minutes

Resolution

Moved Cr Keast, seconded Pani Grey-Thomas and resolved:

That the Waihopai Toetoe Community Board confirms the minutes of the meeting held on 23 February 2021 as a true and correct record of that meeting.

Reports

7.1 Community Update - April 2021

Record No: R/21/3/14450

The new Wyndham Police officer Constable Julie Russell was in attendance. Miss Russell outlined the area that she is responsible for alongside her colleague. She also gave an insight into policing in the area.

Resolution

Moved Pani Grey-Thomas, seconded Deputy Chairperson Fodie and resolved:

That the Waihopai Toetoe Community Board:

- a) Acknowledges the attendance of the representative from the New Zealand Police at the meeting.

7.2 Request for Allocation of Grant - Wyndham and District Community Pool Incorporated

Record No: R/21/2/8120

Carlyn and Nathan Stewart, representing the Wyndham District Community Pool (Inc) were present to address the Board in relation to their grant application to the funding available for swimming pools in Edendale and Wyndham.

The Chair thanked them for coming along to answer questions.

Resolution

Moved Chairperson Yorke, seconded Andrea Straith recommendations a to c and d with a change (as indicated with ~~strike through~~ and underline) and resolved:

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled “Request for Allocation of Grant - Wyndham and District Community Pool Incorporated” dated 1 April 2021.**
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Approves a grant of ~~\$5,000~~ \$8,000 from the Edendale-Wyndham Administration Fund to the Wyndham District Community Pool Incorporated.

7.3 Wyndham Wildlife Refuge - History and Status.

Record No: R/21/3/11483

Community Partnership Leader – Karen Purdue was in attendance for this item.

Mrs Purdue advised that the purpose of the report is to provide the Board with details of the history and status of the Wyndham Wildlife Refuge.

The Board noted that it is under the control and management of the Southland District Council and the refuge is held for recreation purposes even though it has not been

classified as such under the Reserves Act 1977 but has also been declared a Wildlife Refuge under the Wildlife Act 1953.

The report advised that the property is currently considered to be a local park or reserve as opposed to a district one, and under the current Southland District Council delegations to Community Boards it is to be treated and managed as a Local Activity and as such the delegations to this Board apply.

Resolution

Moved Chairperson Yorke, seconded Cr Keast and resolved:

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled “Wyndham Wildlife Refuge - History and Status.”** dated 1 April 2021.
- 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.

7.4 Community Leadership Report

Record No: R/21/3/11723

Community Partnership Leader – Karen Purdue was in attendance for this item.

Mrs Purdue advised that members of the Community leadership team had met with Ministry of Education staff to develop a better understanding of how the Ministry funded and maintained pools.

Following discussion on the funding of pools, it was agreed that there be a request for a report on the five pools in the Waihopai Toetoe Community Board area on ownership structure and payment to the schools for pools.

Resolution

Moved Chairperson Yorke, seconded Deputy Chairperson Fodie recommendation a and a new b (as indicated) and resolved:

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled “Community Leadership Report” dated 19 April 2021.**

New b) requests that the Chief Executive prepare a report on the issue of ownership structure and payment to the school pools (on Ministry of Education property) in the Waihopai Toetoe Board area.

7.5 Operational Report for Waihopai Toetoe Community Board

Record No: R/21/3/12961

Community Partnership Leader – Karen Purdue was in attendance for this item.

The Board discussed the issue of dump stations for waste from chemical toilets in campervans. It was agreed that a request for a report on the location, functionality and reasonings for the dump stations in the Waihopai Toetoe Community Board area and where they are located be requested.

Resolution

Moved Chairperson Yorke, seconded Deputy Chairperson Fodie recommendation a and a new b (as indicated) and resolved:

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled “Operational Report for Waihopai Toetoe Community Board” dated 15 April 2021.**

New b) Requests that the Chief Executive prepare a report on the location, functionality and reasonings for the dump stations in the Waihopai Toetoe Community Board area and where they are located.

7.6 Community Service Awards - Procedures and Guidelines

Record No: R/21/3/8766

Community Leadership Officer – Tina Harvey was in attendance for this item.

Mrs Harvey advised that the purpose of the report was to inform the Board of the new procedures and guidelines for the community services awards.

Resolution

Moved Andrea Straith, seconded Cr Keast and resolved:

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled “Community Service Awards - Procedures and Guidelines” dated 1 March 2021.**

7.7 Chairperson's Report

Record No: R/21/4/19542

Chair Yorke took the Board through her report.

Resolution

Moved Chairperson Yorke, seconded Deputy Chairperson Fodie and resolved:

That the Waihopai Toetoe Community Board:

- a) Agree that the report be referred to the next meeting of the Board.

Public Excluded

Exclusion of the Public: Local Government Official Information and Meetings Act 1987

Resolution

Moved Chairperson Yorke, seconded Andrea Straith and resolved:

That the public be excluded from the following part(s) of the proceedings of this meeting.

C8.1 Gorge Road Recreation Reserve Hedge Trimming - Retrospective Unbudgeted Expenditure

C8.2 Tokanui Hall Toilet Repairs - Retrospective Unbudgeted Expenditure

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Gorge Road Recreation Reserve Hedge Trimming - Retrospective Unbudgeted Expenditure	s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.
Tokanui Hall Toilet Repairs - Retrospective Unbudgeted Expenditure	s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.

The public were excluded at 9.04pm.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available unless released here.

The meeting concluded at 9.26pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE WAIHOPAI TOETOE COMMUNITY
BOARD HELD ON TUESDAY 27 APRIL 2021.

DATE:.....

CHAIRPERSON:.....

Project scope confirmation - 2021/2022 locally funded projects

Record No: R/21/6/25952

Author: Mark Day, Community facilities manager

Approved by: Nick Hamlin, Group manager programme delivery

Decision

Recommendation

Information

Purpose

- 1 The purpose of this report is to seek approval from the Waihopai Toetoe Community Board for the scope of the locally funded projects within their board area that will be delivered in the 2021/2022 financial year.

Executive summary

- 2 The Waihopai Toetoe community have a number of community funded projects that have been approved in the Long Term Plan to be delivered in the 2021/2022 financial year.
- 3 The community board has the delegation to approve the scope of locally funded projects. Refer to the policy implications below.
- 4 With an increase in the number of both locally and district funded projects identified in the 2021-2031 Long Term Plan, staff are working to improve the efficiency of delivery.
- 5 One of the ways staff are seeking to achieve increased efficiency is to ensure projects are scoped and approved ahead of the year identified for delivery. In doing so, staff consider the primary advantage is the early identification of required internal and external resources and supplies enabling timely programming and procurement. Staff consider this approach will provide the best opportunity to deliver the committed works programme.
- 6 The scoping documents relevant to the Waihopai Toetoe Community Board delegation are attached to this report.

Recommendation

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled “Project scope confirmation - 2021/2022 locally funded projects” dated 22 June 2021.**
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Agrees to approve the scope of the projects identified (as indicated below) with the details defined in attachments to the staff report:
 - i. Edendale Wyndham multi use track investigation - Parks and Reserves code P-10862
 - ii. Edendale drinking fountain - Parks and Reserves code P-10866
 - iii. Wyndham hall kitchen upgrade - Community Facilities code P-10870
 - iv. Edendale walking track - Parks and Reserves code P-10928
 - v. Edendale war memorial - Parks and Reserves code P-10929
 - vi. Fortrose investigation - Parks and Reserves code P-10942
 - vii. Streetlight level of service programme 2021-2022 (Waihopai Toetoe) P-10920
 - viii. Footpath programme 2021-2022 (Waihopai Toetoe) P-10900, P-10910

Background

- 7 The Waihopai Toetoe community have a number of community funded projects that have been approved in the Long Term Plan to be delivered in the 2021/2022 financial year.
- 8 The community board has the delegation to approve the scope of locally funded projects. Refer to the policy implications below.
- 9 With an increase in the number of both locally and district funded projects identified in the 2021-2031 Long Term Plan, staff are working to improve the efficiency of delivery.
- 10 One of the ways staff are seeking to achieve increased efficiency is to ensure projects are scoped and approved ahead of the year identified for delivery. In doing so, staff consider the primary advantage is the early identification of required internal and external resources and supplies enabling timely programming and procurement. Staff consider this approach will provide the best opportunity to deliver the committed works programme.
- 11 The scoping documents relevant to the Waihopai Toetoe Community Board delegation are attached to this report.
- 12 Staff worked with the community board to discuss and identify projects at their workshops as part of the planning for the inclusion in the 2021-2031 Long Term Plan.

- 13 The community board chairperson was sent the list of the projects that the community facilities team are responsible for in the 2021/2022 financial year for their information on 19 April 2021. This included both local and district funded projects.
- 14 Project scope definitions have been sent out in May 2021 prior to the board meeting.
- 15 The foot path projects have been discussed with the community board at their meeting held on 8 June 2021.
- 16 The projects were consulted on through the 2021-2031 Long Term Plan review process.
- Factors to consider
- Legal and statutory requirements
- 17 None.
- Community views
- 18 The projects that are covered in the attached scoping documents have been included within the 2021-2031 Long Term Plan and subsequently consulted on. Each of these projects were developed and submitted as part of the LTP in conjunction with the Community Board. As such, community views are considered to have been well canvassed.
- 19 Staff note that there were no submissions regarding the proposed projects received through the LTP consultation process.
- Costs and funding
- 20 These projects have all been identified in the approved 2021-2031 Long Term Plan and will be funded by way of reserves, loans or a combination of both.
- Policy implications
- 21 For projects within the Long Term Plan the delegation manual, states under Service Delivery, Local Activities
- section d) approve project definitions/business cases for approved budgeted expenditure up to \$300,000
 - section 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.
- 22 For district funded projects refer to the delegation manual under advocacy
- section 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)
- 23 The community board can make a recommendation to Council on district funded projects.

Analysis of options

Option 1 - Agrees to approve the scope of the projects identified (as indicated below) with the details defined in attachments to the staff report:

- i. Edendale Wyndham multi use track investigation - Parks and Reserves code P-10862
- ii. Edendale drinking fountain - Parks and Reserves code P-10866
- iii. Wyndham hall kitchen upgrade - Community Facilities code P-10870
- iv. Edendale walking track - Parks and Reserves code P-10928
- v. Edendale war memorial - Parks and Reserves code P-10929
- vi. Fortrose investigation - Parks and Reserves code P-10942
- vii. Streetlight level of service programme 2021-2022 (Waihopai Toetoe) P-10920
- viii. Footpath programme 2021-2022 (Waihopai Toetoe) P-10900, P-10910

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • All projects have an approved scope and can be procured and delivered appropriately. 	<ul style="list-style-type: none"> • None identified.

Option 2 – Does not agree to approve the scope of the projects identified (as indicated below) with the details defined in attachments to the staff report:

- i. Edendale Wyndham multi use track investigation - Parks and Reserves code P-10862
- ii. Edendale drinking fountain - Parks and Reserves code P-10866
- iii. Wyndham hall kitchen upgrade - Community Facilities code P-10870
- iv. Edendale walking track - Parks and Reserves code P-10928
- v. Edendale war memorial - Parks and Reserves code P-10929
- vi. Fortrose investigation - Parks and Reserves code P-10942
- vii. Streetlight level of service programme 2021-2022 (Waihopai Toetoe) P-10920
- viii. Footpath programme 2021-2022 (Waihopai Toetoe) P-10900, P-10910

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • none identified. 	<ul style="list-style-type: none"> • the projects may not be able to be delivered within the designated financial year.

Assessment of significance

- 24 The assessment of significance needs to be carried out in accordance with Council’s Significance and Engagement Policy. The Significance and Engagement Policy requires consideration of the impact on social, economic or cultural wellbeing of the region and consequences for people who are likely to be particularly affected or interested. Community views have been considered throughout this process thus the proposed decision is not considered significant.

Recommended option

- 25 The staff recommendation is Option 1.

Attachments

- A Project definition scope P-10862 Edendale Wyndham multi use track investigation [↓](#)
- B Project definition scope P-10866 Edendale drinking fountain installation [↓](#)
- C Project definition scope P-10870 Wyndham hall kitchen upgrade [↓](#)
- D Project definition scope P-10928 Edendale walking track [↓](#)
- E Project definition scope P-10929 Edendale war memorial upgrade [↓](#)
- F Project definition scope P-10942 Fortrose investigation project [↓](#)
- G Project Scope P-10920 Streetlight level of services programme 2021-2022 (Waihopai Toetoe) [↓](#)
- H Project Scope P-10900 P-10910 Footpath programme 2021-2022 (Waihopai Toetoe) [↓](#)

Investigation Project – Edendale Wyndham Multi-Use Track

	BUDGET	Up to \$10,000
	ACTIVITY	Parks and Reserves Code: P-10862
	COMMUNITY BOARD	Waihopai Toetoe Community Board
	PROGRAMME	July 2021 – December 2021

DESCRIPTION
Location: Edendale Wyndham Revisit the development of a multi-use trail between Edendale and Wyndham.

SCOPE
The board would like to revisit the development of a multi-use track between Edendale and Wyndham A feasibility study for this project was undertaken by TRC Tourism in 2016. Report is in RMS R/20/9/51709.

RISK
This is seen as a low risk activity. The community board has not identified any priority areas should the budget not be sufficient to complete the scope of works.

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?
Consultation with community groups will be required as part of this project. Consultation through the 2024/2034 LTP process

DATE OF RESOLUTION BY BOARD TO PROCEED WITH PROJECT			
SIGNED		DATE	
Board Chair			

Edendale - Install drinking fountain

	<p>BUDGET \$10,000</p>
	<p>ACTIVITY Parks and Reserves Code P-10866</p>
	<p>COMMUNITY BOARD Waihopai Toetoe</p>
	<p>PROGRAMME 2021 - 2022</p>

<p>DESCRIPTION Location – 32 Seaward Road Edendale. Installation to the side of the concrete walkway to the rotunda.</p>



SCOPE

Installation of a drinking fountain beside/ near the playground. Models shown in pictures are manufactured in NZ and prices for the units range from \$2,950- \$3,250 + GST and freight. This excludes installation. Full application required for connection and a \$311.00 fee applies + a \$250 bond if the work was not carried out by Downer. Significant costs expected to install a water supply from the main to the proposed site. Waste to be plumbed into small soak hole or kerb outlet to back of sump.



RISK
This work is deemed low level risk.

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?
Some low impacts on the site may occur due to site works, no whole site interference is expected.
Consultation through the 2021/2031 LTP process has occurred. We would also ensure a local communication prior to installation via the communications team at SDC.
Positive community impact by providing water in an area of play/ picnicking Hands free operation considered important in today's environment.

DATE OF RESOLUTION BY BOARD TO PROCEED WITH PROJECT	
SIGNED	DATE
Board Chair	

Wyndham Hall Kitchen Upgrade 10870

	BUDGET \$30,000
	ACTIVITY Halls & Community Centres Code P-10870
	COMMUNITY BOARD Waihopai-Toetoe
	PROGRAMME 2021 - 2022

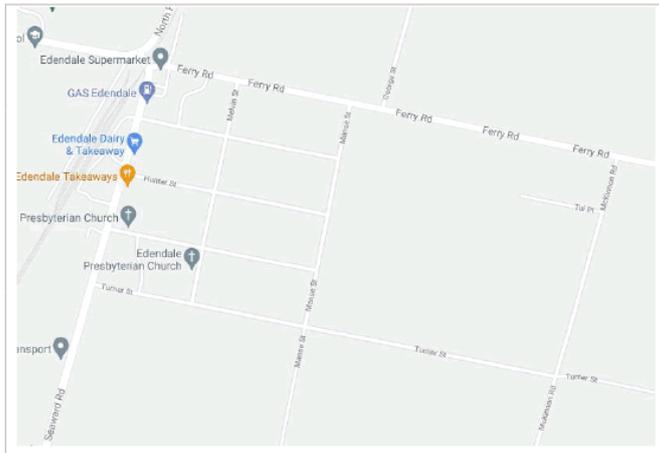
DESCRIPTION Location – 44 Balaclava Street Wyndham Upgrade Wyndham Hall Kitchen
--

SCOPE New Joinery / Bench tops – Space for Fridge & New Sliding Doors. Mobile Island Bench on casters (Top suitable for hot plates & Storage shelving) New Tapware & Dish Washer (Domestic) Vinyl flooring 2 x Replacement Ovens (Fan Bake) LED Lighting Internal painting
RISK The Community Board is to approve the final scope, design, furniture & fixtures. This is seen as a low risk activity using approved SDC Health & Safety approved contractors and best trade practice. Once quotes have been received and if that total is over the project budget, then we would have to value manage the project dropping off items or applying for unbudgeted funding. A proposed priority of work, new joinery (Using existing basins & new Tapware) , vinyl flooring, internal painting and LED lighting. The installation of new a Dish Washer and replacement ovens would need to be CB assessed.

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?
Increased level of community function and service
Consultation through the 2021/2031 LTP process

DATE OF RESOLUTION BY BOARD TO PROCEED WITH PROJECT			
SIGNED		DATE	
Board Chair			

Edendale – Upgrade Walking Track

	<p>BUDGET \$30,000</p> <p>ACTIVITY Parks and Reserves - Playgrounds Code P-10928</p> <p>COMMUNITY BOARD Waihopai Toetoe</p> <p>PROGRAMME 2021 - 2022</p>
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<p>DESCRIPTION</p> <p>Location – Edendale</p> <p>Upgrade the walking track along Turner street, McKinnon road and Ferry road.</p>
--

<p>SCOPE</p> <p>Upgrade the graveled section of the walking track from Turner street Manse street intersection to the intersection with McKinnon road, along McKinnon road to Ferry road and along Ferry road to the start of the concrete footpath. This is approximately 1250 metres. Increase the width of the track to provide a 2m walking surface. The surface will be a base of AP65 compacted to 100mm and then AP 20 compacted to 50mm on top of that. Th provision of signage is also included in the scope of this project.</p>



RISK
This work is considered low risk.

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?
Increase use of this area and pride within the community.
Consultation through the 2021/2031 LTP process has occurred however as this was at a high level.
During delivery, possible impacts will include isolation of different areas for short periods if required. This will be kept to a minimum.

DATE OF RESOLUTION BY BOARD TO PROCEED WITH PROJECT			
SIGNED		DATE	
	Board Chair		

Edendale – War Memorial Upgrade

	<p>BUDGET UP TO \$20,000</p>
	<p>ACTIVITY Parks and Reserves - Playgrounds Code P-10929</p>
	<p>COMMUNITY BOARD Waihopai Toetoe</p>
	<p>PROGRAMME 2021 - 2022</p>

<p>DESCRIPTION Location – 23 Salford Street, Edendale Upgrade the Edendale war memorial.</p>

<p>SCOPE Repair any cracks in the memorial, water blast and repaint. Refurbish the memorial plaques. Remove existing plants and concrete ground cover and replace with new concrete. Water blast and repaint fence.</p> 
--



RISK
This work is considered low risk.

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?
Increase use of this area and pride within the community.
Consultation through the 2021/2031 LTP process has occurred however as this was at a high level.
The RSA responsible for the memorial will need to be consulted with.

DATE OF RESOLUTION BY BOARD TO PROCEED WITH PROJECT			
SIGNED		DATE	
Board Chair			

Investigation Project – Fortrose

	BUDGET	Up to \$20,000
	ACTIVITY	Parks and Reserves Code: P-10942
	COMMUNITY BOARD	Waihopai Toetoe Community Board
	PROGRAMME	July 2021 – December 2021

DESCRIPTION
Location: Fortrose Township
Investigate the future of the hall, foreshore, toilet, and freedom camping at Fortrose.

SCOPE
The board is looking understand the future of the foreshore, its facilities and hall at Fortrose.
Concerns have been raised about coastal erosion, water inundation during high tide at the site and the lack of use at the hall. They would like to know the impact of climate change and sea level rise so that they can understand the implications for development at the site.
The hall has limited use and the board want to know how the hall site could be used in terms of any future development if it was identified as surplus to requirements.

RISK
This is seen as a low risk activity.
The community board has not identified any priority areas should the budget not be sufficient to complete the scope of works.

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?
Consultation with community groups will be required as part of this project.
Consultation through the 2024/2034 LTP process

DATE OF RESOLUTION BY BOARD TO PROCEED WITH PROJECT			
SIGNED		DATE	
	Board Chair		

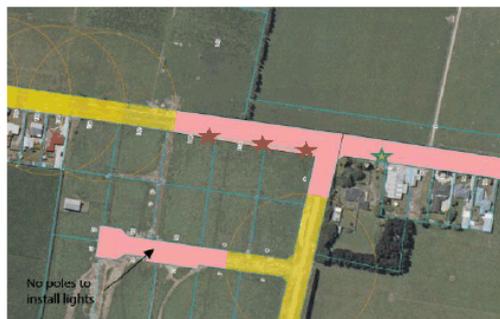
Street Light LOS

	BUDGET	Edendale/Wyndham \$14,500 Waikawa \$3,000 Woodland \$1,500
	ACTIVITY	Transport Code: P-10920
	COMMUNITY BOARD	Waihopai Toetoe Community Board
	PROGRAMME	July 2021 – June 2021

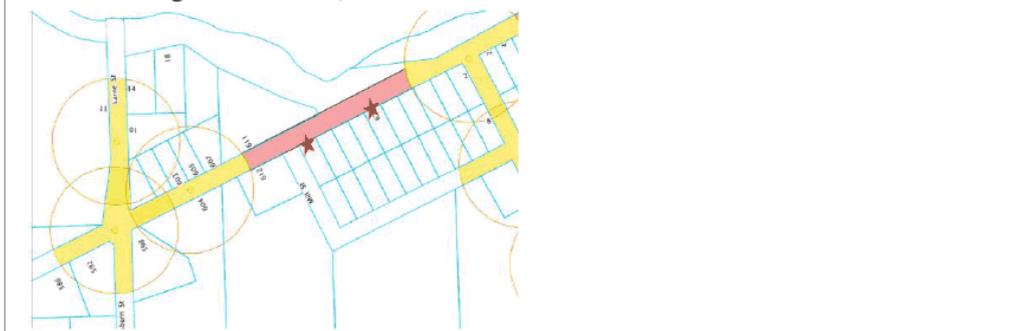
DESCRIPTION
The installation of LED streetlights on an existing power pole

SCOPE
As part of the 2021/2022 District Wide Streetlight Programme, the following areas have been identified as requiring a streetlight. This scope includes the installation of a luminaire and an out reach onto an existing PowerNet power pole.

Edendale – Ferry Road (Green = provisional based on remaining budget)



Waikawa – Niagara-Waikawa Rd, Waikawa



Woodlands – Woodlands-Morton Mains Rd



RISKS

Unsuitable power supply: The follow scope assumes that the existing power pole will have suitable power supply. The alternative pole will be used if the preferred is not suitable.

Approval from PowerNet: Council will require approval from PowerNet to install the luminaire on an existing power pole (low risk).

Supply of luminaires: Due to international shipment delays new stock has a 12 to 15-week delivery time. This may cause project slip.

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?

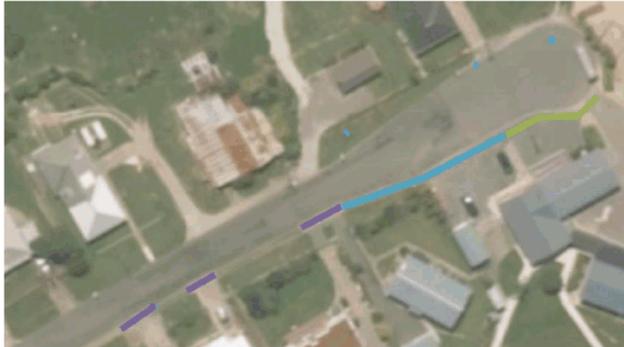
The project has been included as part of routine works under the LTP.

DATE OF RESOLUTION BY BOARD TO PROCEED WITH PROJECT			
SIGNED		DATE	
	Board Chair		

Footpath Renewal and LOS

	BUDGET	Renewals; Tokanui \$18,853 and Woodlands \$37,375 (Includes 52% NZTA subsidy) LOS; \$55,000 Edendale/Wyndham \$15,400 and Tokanui \$10,000 (No NZTA subsidy)
	ACTIVITY	Transport Code: P-10900 & P-10910
	COMMUNITY BOARD	Waihopai Toetoe Community Board
	PROGRAMME	July 2021 – June 2021

DESCRIPTION
Renewals: the replacement of existing concrete footpath (like for like) LOS: the installation of a new standard concrete footpath at 1.4m wide (where none existed)

SCOPE
As part of the 2021/2022 District Wide Footpath Programme, the following areas have been identified through the footpath condition surveys due to the deterioration of the asset or as part of the district wide level of service review. These will include the renewal of the existing footpaths as like for like or the installation of a brand new 1.4m wide concrete footpath. The scope of this project does not include kerb and channel or stormwater infrastructure unless it is required for the footpath replacement.
Tokanui:
<u>Option 1:</u> Blue = Renewals, Purple = Provisional Renewals (sites based on remaining budget) and Green = LOS (no existing footpath)
<u>Option 2:</u> Blue = Renewals and Purple = Provisional Renewals (sites based on remaining budget). However, the Green = LOS (no existing footpath) not to be carried out.


Woodland: Woodlands-Morton Mains Rd



Wyndham: Balaclava St (including K&C drop crossing for toilet access)



RISK

Securing NZTA funding: this scope assumes that SDC will secure NZTA funding of 52% for footpath renewals.

Tender Prices: Recent tender prices received have varied. This is partly reflective of how busy this sector is. As a contingency, it is proposed that the lengths will be adjusted to fit within the available budget if required. Any scope not completed will be reassessed and prioritised as part of the next round of footpath renewals.

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?

The project has been identified and included as part of routine footpath renewals programme or footpaths LOS works budgeted under the LTP. Adjacent properties will be notified prior to construction commencing.

DATE OF RESOLUTION BY BOARD TO PROCEED WITH PROJECT			
CHOSEN TOKANUI OPTION			
SIGNED		DATE	
Board Chair			

Community Partnership Fund applications - March 2021 funding round

Record No: R/21/5/24746
Author: Tina Harvey, Community Liaison Officer
Approved by: Matt Russell, Group Manager Services and Assets

Decision Recommendation Information

Purpose

- 1 The purpose of this report is for the Waihopai Toetoe Community Board to allocate funding for the March 2021 funding round.

Executive summary

- 2 A total of six applications have been received for the March 2021 funding round of the Waihopai Toetoe Community Partnership Fund. The applications are included as an attachment to this report. Please note that the attachments to the application (including financials) are not attached to this report as they contain information sensitive to applicants' privacy. These attachments were provided to the community board with the applications for their perusal prior to the meeting.
- 3 The Waihopai Toetoe Community Board has \$36,686 available to allocate through the Waihopai Toetoe Community Partnership Fund in the 2020/2021 financial year.
- 4 In the September 2020 round of the Waihopai Community Partnership Fund the community board granted \$23,410.
- 5 This leaves \$13,276 available to allocate for the March 2021 funding round.

Recommendation

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled “Community Partnership Fund applications - March 2021 funding round” dated 1 June 2021.**
- 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 application from the following:
 1. Gorge Road Country Club Incorporated
 2. Waimahaka Districts Historical Committee
 3. Royal NZ Plunket Trust – Tokanui Waimahaka Plunket Community Services
 4. Tukurau School
 5. Gore RSA – Edendale War Memorial
 6. Wyndham Pony Club
- e) Approves/declines a grant of \$5,000 to the Gorge Road Country Club towards the upgrade of the playground.
- f) Approves/declines a grant of \$2,000 to the Waimahaka Districts Historical Committee towards the installation of heritage boards and shelter at the Waimahaka Hall.
- g) Approves/declines a grant of \$900 to the Royal NZ Plunket Trust – Tokanui Waimahaka Plunket Community Services towards costs associated with music and movement and swim programme.
- h) Approves/declines a grant of \$5,000 to Tukurau School towards the costs of students attending swimming lessons in Gore.
- i) Approves/declines a grant of \$350 to the Gore RSA towards costs to add two plaques to the Edendale War Memorial.
- j) Approves/declines a grant of \$8,000 to the Wyndham Pony Club towards the purchase of a storage container and solar powered lights.

Background

- 6 Southland District Council’s community assistance activity seeks to contribute to a district of ‘proud, connected communities that have an attractive and affordable lifestyle’ by enabling Southland’s communities to be desirable places to live, grow up, work, run a business, raise a family and enjoy a safe and satisfying life. Through providing financial assistance by way of grant funding, community groups and individuals are supported to undertake their desired activities.

- 7 A review of the community assistance activity was completed in early 2019. The purpose of this review was to ensure that Council is providing assistance in a considered and prudent manner to ensure efficient and effective outcomes for the communities they support.
- 8 It was recommended that there should be a significant change in the way that Council administers the Community Initiatives Fund. Subsequently, in July 2019 Council resolved to disestablish the Community Initiatives Fund and to establish the Community Partnership Fund whereby the nine community boards in the District will allocate funding directly to their communities.
- 9 The Waihopai Toetoe Community Board set the following criteria for their Community Partnership Fund:
- consideration will be given to all funding requests, however requests must be not for profit and demonstrate community benefit
 - the board will give preference to applications that directly benefit the community board area and align to the community board plan outcomes
 - applications for salaries and operating costs will not be considered
 - there is no cap on the amount applicants can request
 - co-funding is preferable, but not essential. This will be assessed on a case by case basis
 - more than one quote is preferable, but if it is not possible to get more than one quote an explanation why will be sufficient
 - applicants may be requested to speak to the board about their funding request
 - applicants do not have to be a legal entity to apply.
 - the board can grant money ‘subject to the balance of the funding being secured’
 - applications relating to improvements to council-owned facilities are not eligible for funding
 - health and safety is the responsibility of the applicant and the community board does not hold liability.

Applications received

Applications received	6
Total amount requested	\$21,250
Total amount available for distribution (March round)	\$13,276

1 Gorge Road Country Club Inc

Request assistance towards the upgrade of the playground at the Gorge Road Country Club.

Total project cost **\$25,000**

Amount requested **\$5,000**

2 Waimahaka Districts Historical Committee

Request assistance towards the erection of historical information boards in a stand-alone shelter in the Waimahaka Hall carpark – displaying local history.

Total project cost **\$10,656**

Amount requested **\$2,000**

3 Royal NZ Plunket Trust - Tokanui Waimahaka Plunket Community Services

Request assistance towards costs associated with Music and Movement and Swim programme.

Total project cost **\$900**

Amount requested **\$900**

4 Tuturau School

Request assistance towards of students from Tuturau School to attend swimming lessons in Gore and transport.

Total project cost **\$5,000**

Amount requested **\$5,000**

5 Gore RSA – Edendale War Memorial

Request assistance towards adding two plaques to the Edendale War Memorial.

Total project cost **\$450**

Amount requested **\$350**

6 Wyndham Pony Club

Request assistance towards the purchase of a container for storing equipment and to purchase solar powered lights to be installed around the arena for night time riding in the winter months.

Total project cost **\$10,617.50**

Amount requested **\$8,000**

Issues

- 10 There are no issues to consider.

Factors to consider

Legal and statutory requirements

- 11 There are no legal or statutory requirements to consider.

Community views

- 12 The board, as representatives of the Waihopai Toetoe Community Board area will consider each application and how it benefits their communities.

Costs and funding

- 13 The Waihopai Toetoe Community Board has \$36,686 available to allocate in the 2020/2021 financial year.
- 14 In September 2020 round of the Waihopai Community Partnership Fund the community board granted \$23,410.
- 15 This leaves \$13,276 available to allocate for the March 2021 funding round.

Policy Implications

- 16 There are no policy implications.

Analysis

Options considered

- 17 The options for consideration are to allocate funding pursuant to the funding criteria set by the community board or decline the applications.

Analysis of options

Option 1 – Approves and allocates funding pursuant to the funding criteria set by the community board

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> support community groups to achieve local initiatives 	<ul style="list-style-type: none"> there are no disadvantages

Option 2 – declines the applications

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> there are no advantages 	<ul style="list-style-type: none"> no funds awarded could hinder the progress of community-led development due to lack of financial support

Assessment of significance

18 Not considered significant.

Recommended option

19 The recommended option is ‘Option 1 – allocates funding pursuant to the funding criteria set by the community board’.

Next steps

20 Inform the applicants of the allocation decisions.

Attachments

A Waihopai Toetoe Community Partnership Fund applications - March 2021 funding round - application forms only [📄](#)

Community Partnership Fund Application Form

PLEASE TICK WHICH COMMUNITY PARTNERSHIP FUND YOU ARE APPLYING FOR:

- Fiordland Community Board
- Oreti Community Board
- Oraka-Aparima Community Board
- Northern Community Board
- Ardlussa Community Board
- Waihopai Toetoe Community Board
- Tuatapere Te Waewae Community Board
- Wallace Takitimu Community Board
- Stewart Island/Rakiura Community Board

SOUTHLAND DISTRICT
26 MAR 2021
COUNCIL



YOUR DETAILS

Name of organisation: George Road Country Club Inc.
 Postal address: 1262 Seaward, Downs George Road RD-5
 Street address: Invercargill
CONTACT NAMES
 AMARAT SINGH

Please give the names of two people who can be contacted if further information is required. The first contact must be the person who filled out the form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

Name	Brendon Perrin	Phone (day)	021330221
Email	bjandmja@barnside.co.nz	(evening)	
Name	Richard Blackmore	Phone (day)	027229943
Email	richardblackmore103@gmail.com	(evening)	

BANK ACCOUNT NUMBER TO DIRECT CREDIT GRANT PAYMENT IF APPLICATION SUCCESSFUL:

To help speed the process up in the event of your grant being approved, can you please provide verification of your bank account details. This can be a screen shot or banking slip and it must be attached to your application.

PROJECT DETAILS

How many members belong to your club/organisation? **450 Members**
 Please describe fully: (Continue on a separate sheet if necessary)
 For what purpose does your organisation seek a Community Partnership Fund subsidy?

To help fund our community project that many local people and families will use in many years to come.

If your application relates to a facility – who uses the facility and how often?

The facility building is the main meeting place of our local community, we are open 7 days a week. This playground is available for use any time of day.

Does the facility have a long term development and maintenance plan? Yes No

How will your project benefit the organisation or community?

Upgrading the playground is to encourage community and whānau to meet and discuss issues that affect rural community including mental health.

Start date of your project 1/4/2021 Finish date of your project 1/5/2021

FINANCIAL DETAILS

Are you registered for GST? No Yes GST number 19 586 154

Applicants that are not GST-registered need to provide budget figures that include GST

Applicants that are GST-registered need to provide budget figures that exclude GST.

Successful applicants who are GST-registered will be required to submit a GST invoice, after being notified the result of the application and prior to the grant being paid out.

PLEASE ROUND ALL FIGURES TO THE NEAREST DOLLAR

EXPENDITURE	\$	INCOME	\$	
Project costs	GST inclusive or GST exclusive	Your contribution		
		Fees/subs		
New Equipment ex. Provider	\$17000	Fundraising	\$5000	
Fixtures & Fittings	\$2000 incl GST	Loan/mortgage		
Pizzas & teacher hire	\$3000	Cash savings		
		Other		
		Sub-total		
		Other grants and sponsorship applied for		
		Sponsorship		
		Grants (successful and proposed)	Amount requested	Result date
General Expend	\$1000	to ki kor	\$2500	Confirmed
Jungle Gym Frame	\$2000	Edwards vet club	\$3000	Confirmed
		Life Ball Printing	\$2500	Confirmed
		Handy & history	\$1700	Confirmed
		Sub-total		
Total cost of the project is	\$25,000	Total Income	\$14,500	

How much money are you applying for? \$ 5000

Briefly describe any voluntary effort or donated materials provided for the project.

Voluntary effort (eg number of hours)

10 members have been working on design and testing options for about 4 months. We have approx 20 members keen to help construction.

Donated materials (eg approximate \$ value)

Sandbag Gravel \$1500
Timber Poles \$1500
Cement 25 Bags \$400
Paint \$400

How do you envisage paying for the future operational costs of this project?

Little grazing and land drive have some funds available annually

DECLARATION (PLEASE PROVIDE TWO SIGNATURES)

We George Road Country Club consent to Southland District Council collecting the personal contact details provided on this form. The consent is given in accordance with the requirements of the Privacy Act 1994. We also confirm that the information provided is accurate and complete and that the organisation committee has agreed to this project/funding application.

Name: Brenda Pearson
Position in organisation: President
Signature: [Signature]
Date: 22/3/2021

Name: Richard Blackmore
Position in organisation: Vice President
Signature: [Signature]
Date: 22/3/2021

Please attach

- a current statement of income and expenditure
- a current bank statement from your organisation
- quotations, where relevant
- letters of support (if applicable)

These items will complete your application

PLEASE ENSURE THAT ALL QUESTIONS ARE ANSWERED IN FULL AND THAT RELEVANT DOCUMENTATION ACCOMPANIES THE APPLICATION FORM.

NOW YOU CAN SUBMIT YOUR APPLICATION IN ONE OF THE FOLLOWING WAYS:

- Email to funding@southlanddc.govt.nz
- Post to Southland District Council, PO Box 903, Invercargill 9840
- Drop into your nearest SDC office



SOUTHLAND DISTRICT COUNCIL

22 MAR 2021

SCANNED

DOCNo



Waihopai Toetoe Community Board

Community Partnership Fund

Closing dates

There are to be two funding rounds per annum.

31 March
 30 September

Total funding available for 2020/2021 - \$36,686

Criteria

Consideration will be given to all funding requests, however requests must be not for profit and demonstrate community benefit.

The board will give preference to applications that directly benefit the community board area and align to the community board plan outcomes.

Applications for salaries and operating costs will not be considered.

There is no cap on the amount applicants can request.

Co-funding is preferable, but not essential. This will be assessed on a case by case basis.

More than one quote is preferable, but if not possible to get more than one quote an explanation why will be sufficient.

Applicants may be requested to speak to the board about their funding request.

Applicants do not have to be a legal entity to apply.

The Board can grant money 'subject to the balance of the funding being secured'.

Vision

A united, engaged community where people are valued, our assets are nurtured and our heritage and environment is respected.

Community outcomes

- A thriving, healthy and safe community with access to quality facilities, amenities and services.
- Our community is connected and engaged.
- Our unique, natural environment is healthy and protected.
- Our communities have the opportunity to celebrate their history and heritage.

Any queries to:

Tina Harvey
Community Liaison Officer
Tina.harvey@southlanddc.govt.nz

Community Partnership Fund Application Form

PLEASE TICK WHICH COMMUNITY PARTNERSHIP FUND YOU ARE APPLYING FOR:

- Fiordland Community Board
 Oreti Community Board
 Oraka Aparima Community Board
 Northern Community Board
 Ardlussa Community Board
 Waihopai Toetoe Community Board
 Tuatapere Te Waewae Community Board
 Wallace Takitimu Community Board
 Stewart Island/Rakiura Community Board



YOUR DETAILS

Name of organisation Waimahaka Districts Historical Committee
 Postal address 301 Waimahaka - Fortification Road
 Street address RD 1, Wyndham 9891

CONTACT NAMES

Please give the names of two people who can be contacted if further information is required. The first contact must be the person who filled out the form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

Name	<u>Judith Fox</u>	Phone	(day)	<u>0274452797</u> <u>032469739</u>
Email	<u>strathbourne@netspeed.net.nz</u>		(evening)	<u>032469739</u>
Name	<u>Murray Peter</u>	Phone	(day)	<u>0272469006</u>
Email	<u>dmpeter@netspeed.net.nz</u>		(evening)	<u>032469850</u>

BANK ACCOUNT NUMBER TO DIRECT CREDIT GRANT PAYMENT IF APPLICATION SUCCESSFUL:

To help speed the process up in the event of your grant being approved, can you please provide verification of your bank account details. This can be a screen shot or banking slip and it must be attached to your application.

PROJECT DETAILS

How many members belong to your club/organisation? 9

Please describe fully: (Continue on a separate sheet if necessary)

For what purpose does your organisation seek a Community Partnership Fund subsidy?

We propose to erect Historical Information Boards in a stand alone shelter in the Waimahaka Hall carpark displaying our local history with photos and text for the community and public to view.

If your application relates to a facility – who uses the facility and how often?

N/A

Does the facility have a long term development and maintenance plan? Yes No

How will your project benefit the organisation or community?

The Waimahaka District has gone through many changes over more than a century since the area was first developed and the township established. Our committee wants to preserve this history for future generations, and for visitors and locals past and present to be able to reminisce what Waimahaka was compared to the present day.

Start date of your project *once consent granted* Finish date of your project 30 June 2021

FINANCIAL DETAILS

Are you registered for GST? No Yes GST number

Applicants that are not GST-registered need to provide budget figures that include GST

Applicants that are GST-registered need to provide budget figures that exclude GST.

Successful applicants who are GST-registered will be required to submit a GST invoice, after being notified the result of the application and prior to the grant being paid out.

PLEASE ROUND ALL FIGURES TO THE NEAREST DOLLAR

EXPENDITURE		INCOME	
Project costs	GST inclusive or GST-exclusive	Your contribution	
(incl. concreting)		Fees/subs	
Kiosk construction	662 -	Fundraising	
Lodged consents	1200 -	Loan/mortgage	
History Boards	862 -	Cash savings	5280 -
Design Assistance	632 -	Other	
Road Signage	1350 -	Sub-total	
		Other grants and sponsorship applied for	
		Sponsorship	
		Grants (successful and proposed)	Amount requested
			Result date
		Toe Toes Lions	2000 - Granted
		Interprovincial Rural Women	500 - Granted
		Stim. Regional Heritage Fund	2000 - Submitted as at 31/3/21
		Sub-total	4500 -
	\$ 10656 -		

Total cost of the project is \$10656- Total income \$5280= Savings

How much money are you applying for? \$2000-

Briefly describe any voluntary effort or donated materials provided for the project.

Voluntary effort (eg number of hours) Approx 60 hours to date - from project planning, the consent process and gathering and collating historical information for the boards and unknown time required to assist with construction
 Donated materials (eg approximate \$ value)

Digger hours donated are yet to be determined as construction proceeds.

How do you envisage paying for the future operational costs of this project?

We don't envisage many operational costs but future maintenance would require fundraising

DECLARATION (PLEASE PROVIDE TWO SIGNATURES)

We Waimanaka Historical Committee consent to Southland District Council collecting the personal contact details provided on this form. The consent is given in accordance with the requirements of the Privacy Act 1994. We also confirm that the information provided is accurate and complete and that the organisation committee has agreed to this project/funding application.

Name	Judith Fox		
Position in organisation	Treasurer		
Signature	<i>Judith Fox</i>	Date	16/3/21
Name	Murray Peter		
Position in organisation	Chairman		
Signature	<i>Murray Peter</i>	Date	16/3/2021

- Please attach**
- a current statement of income and expenditure
 - a current bank statement from your organisation
 - quotations, where relevant
 - letters of support (if applicable)

These items will complete your application

PLEASE ENSURE THAT ALL QUESTIONS ARE ANSWERED IN FULL AND THAT RELEVANT DOCUMENTATION ACCOMPANIES THE APPLICATION FORM.

NOW YOU CAN SUBMIT YOUR APPLICATION IN ONE OF THE FOLLOWING WAYS:

Email to funding@southlanddc.govt.nz

30 March 2021

Waihopai Toetoe Community Board
Southland District Council
PO Box 903
Invercargill, 9840



Dear Waihopai Toetoe Community Board,

This cover letter is a request for \$900.00 in grant funding in support of costs associated with Tokanui Waimahaka Plunket Music and Movement and Swim programme for families with children ages 0 – 5. If granted, funds would be used to cover tutor fees for each programme which provides access to all families, removing price as a barrier.

These programmes are coordinated by local Tokanui Plunket volunteers over the past years and are well-utilised by local families. The benefits of the programmes are an improvement in water safety and confidence, connecting families to community resources, encouraging young children to be active and social, and reducing isolation in a rural community.

More than 25 families regularly participate in these programmes. Here are some quotes from participants:



"One thing I really noticed was the dads getting involved with swimming. Super cool for the dads to feel it was a comfy environment for them, to spend time with their kids & be involved with a learning activity. For me being isolated with no kindy, both things add value to correspondence kindy. It gives my child the opportunity to interact with other kids as well as doing things I can't provide at home." N White

"I would be absolutely lost without music & movement, it's such a fun morning for the kids and the adults." A Hart

"I have three children, my oldest being 10 and they have all attended music and movement and swimming. The Plunket swimming lessons in Tokanui were the only ones they'd ever had the pleasure of (prior to starting school), and their confidence in the water was gained in that pool. Music and movement gave my children the chance to join in on group activities from the age of zero and they sure have gained an appreciation for music. I am sad that my youngest is five in a few months, so my chance to join in will come to an end." D McKenzie

"Great opportunity for children to engage with & learn alongside other children and adults. Great way to build community connections and support networks. Annie looked forward to her swimming and talked about Fiona (instructor). Awesome to have her learning and to listen to and respect other adults and be proud of her progress. Zara has developed more confidence in the water and around other adults and children through music and swimming too. And I always enjoy connecting with others in the process. Parenting in the

country can be isolating so any opportunity to connect in a relaxed way - equals; thumbs up smiley face emojis." M Lamb

Music is great for co-ordination, role modelling older kids and language development. Swimming was really special for Tim & Lexi - it's the one thing they really do together without me, except going around the farm, so I get a break and Tim's increased his confidence in parenting and it brings them both lots of joy. It's also great to support local facilities and provide additional income for a couple of people from our district. Really nice not to have to travel an hour for activities." J Ti



As a charity, all our Community Services for families are funded by partnerships with generous donors such as the Waihopai Toetoe Community Board which gives us the opportunity to offer valuable early child development services to the community free of charge. While administered and supported at a South Island Regional Level, these Community Services are run for and by the communities they are based in, responding directly to local need – we help to enable parents and their wider whānau alike to work collaboratively toward our vision ‘In the first 1000 days we make the difference of a lifetime. Plunket is committed to giving every New Zealand child the best possible start – no matter where they live.

Thank you for considering this request.

Respectfully yours,

Sherry Thornburg

Sherry Thornburg
Southern Regional Grants Coordinator
sherry.thornburg@plunket.org.nz

Community Partnership Fund Application Form

PLEASE TICK WHICH COMMUNITY PARTNERSHIP FUND YOU ARE APPLYING FOR:

- Fiordland Community Board
- Oreti Community Board
- Oraka Aparima Community Board
- Northern Community Board
- Ardlussa Community Board
- Waihopai Toetoe Community Board
- Tuatapere Te Waewae Community Board
- Wallace Takitimu Community Board
- Stewart Island/Rakiura Community Board



YOUR DETAILS

Name of organisation : Royal New Zealand Plunket Trust – Tokanui Waimahaka Plunket Community Services
 Postal address : C/o Dee McKenzie 4 Neva, Fortrose 9875
 Street address : Volunteer Fire Brigade Rooms at 11 Mcewan Street and Tokanui Community Pool
 18 Duncan, Street. Tokanui

CONTACT NAMES

Please give the names of two people who can be contacted if further information is required. The first contact must be the person who filled out the form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

Name	Catherine Caley	Phone	(day)	027 2758674
Email	Catherine.Caley@plunket.org.nz		(evening)	027 2758674
Name	Sherry Thornburg	Phone	(day)	021 875 923
Email	sherry.thornburg@plunket.org.nz		(evening)	021 875 923

BANK ACCOUNT NUMBER TO DIRECT CREDIT GRANT PAYMENT IF APPLICATION SUCCESSFUL:

To help speed the process up in the event of your grant being approved, can you please provide verification of your bank account details. This can be a screen shot or banking slip and it must be attached to your application.

PROJECT DETAILS

How many members belong to your club/organisation? : 25 + Tokanui families

Please describe fully: (Continue on a separate sheet if necessary)

For what purpose does your organisation seek a Community Partnership Fund subsidy?

We are requesting support for our Tokanui Plunket Community Services programmes serving families with babies and children ages 0 -5. Specifically, we are requesting for support for our Tokanui Swim programme held weekly during Term 1 and 4 at the Tokanui Community Pool. The Tokanui Music & Movement Group is held every Thursday at the Volunteer Fire Brigades Rooms.

Up to 20 Tokanui young children participate in the Swimming programme and 5 to 10 children participate in the Music and Movement programme.

another and teach

If your application relates to a facility – who uses the facility and how often? **Not applicable**

Does the facility have a long term development and maintenance plan? Yes No

How will your project benefit the organisation or community?

This project will benefit local Tokanui families with children ages 0 – 5 in the following ways:

1. Improvement in water safety and confidence for young children
2. Reduced isolation for Tokanui families with babies and young children
3. Families are connected to each other and to their community
4. Children discover valuable skills both physical and social.

Start date of your project 1 June 2021 Finish date of your project 31 March 2022

FINANCIAL DETAILS

Are you registered for GST? No Yes GST number 12 4 2 6 7 2 4 2

Applicants that are not GST-registered need to provide budget figures that include GST

Applicants that are GST-registered need to provide budget figures that exclude GST.

Successful applicants who are GST-registered will be required to submit a GST invoice, after being notified the result of the application and prior to the grant being paid out.

PLEASE ROUND ALL FIGURES TO THE NEAREST DOLLAR

EXPENDITURE	\$	INCOME	\$	
Project costs	GST inclusive or GST exclusive	Your contribution		
Music & Movement	\$600.00	Fees/subs	0	
Swimming Tutor Fees	\$300.00	Fundraising	0	
		Loan/mortgage	0	
		Cash savings	0	
		Other	0	
		Sub total	0	
		Other grants and sponsorship applied for		
		Sponsorship	0	
		Grants (successful and proposed)	Amount requested	Result date
		Sub-total	0	
Total cost of the project is	\$900.00	Total Income	0	

How much money are you applying for? : \$900

Briefly describe any voluntary effort or donated materials provided for the project.

Voluntary effort (eg number of hours)

Parent volunteers organise and advertise the groups each week/term. For the past two years we have had 25 families participate in the swim and music/movement group. A core group of 3 -4 volunteers coordinate the schedule, etc. The number of hours volunteered annually is 125 hours.

Donated materials (eg approximate \$ value)

Not applicable

How do you envisage paying for the future operational costs of this project?

The parents will organise a fundraiser to cover operational costs for the project and, seek grant funding opportunities. Most families have limited income so cannot afford to pay for these activities. We do not want fees to keep families from participating, hence all programmes are free of charge.

Over the past year, funding was provided from a Maitava Licensing Trust grant of \$900.00 on 29/1/2020. Due to COVID restrictions during levels 3 and 4, we did not use the funds for a few months. This grant funding is now fully spent which is why we are asking for your support.

DECLARATION (PLEASE PROVIDE TWO SIGNATURES)

We consent to Southland District Council collecting the personal contact details provided on this form. The consent is given in accordance with the requirements of the Privacy Act 1994. We also confirm that the information provided is accurate and complete and that the organisation committee has agreed to this project/funding application.

Name: Sherry Thornburg
 Position in organisation: Southern Region Grants Specialist
 Signature: [Handwritten Signature] Date: 30/3/2021

Name: Kelly Craigas Cleaver
 Position in organisation: National Grants Manager
 Signature: [Handwritten Signature] Date: 30/3/2021

- Please attach**
- a current statement of income and expenditure
 - a current bank statement from your organisation
 - quotations, where relevant
 - letters of support (if applicable)

These items will complete your application

PLEASE ENSURE THAT ALL QUESTIONS ARE ANSWERED IN FULL AND THAT RELEVANT DOCUMENTATION ACCOMPANIES THE APPLICATION FORM.

NOW YOU CAN SUBMIT YOUR APPLICATION IN ONE OF THE FOLLOWING WAYS:

- Email to funding@southlanddc.govt.nz
- Post to Southland District Council, PO Box 903, Invercargill 9840
- Drop into your nearest SDC office



Waihopai Toetoe Community Board Community Partnership Fund

Closing date ● **31 March 2021**

Criteria

- consideration will be given to all funding requests, however requests must be not for profit and demonstrate community benefit
- the board will give preference to applications that directly benefit the community board area and align to the community board plan outcomes
- applications for salaries and operating costs will not be considered
- there is no cap on the amount applicants can request
- co-funding is preferable, but not essential. This will be assessed on a case by case basis
- more than one quote is preferable, but if it is not possible to get more than one quote an explanation why will be sufficient
- applicants may be requested to speak to the board about their funding request
- applicants do not have to be a legal entity to apply
- the board can grant money 'subject to the balance of the funding being secured'
- applications relating to improvements to council-owned facilities are not eligible for funding
- health and safety is the responsibility of the applicant and the community board does not hold liability
- please be aware that your application will part of public agenda

Vision

A united, engaged community where people are valued, our assets are nurtured and our heritage and environment is respected.

Community outcomes

- A thriving, healthy and safe community with access to quality facilities, amenities and services
- Our community is connected and engaged
- Our unique, natural environment is healthy and protected
- Our communities have the opportunity to celebrate their history and heritage

Any queries to:

Tina Harvey
Community Liaison Officer
Tina.harvey@southlandcc.govt.nz

Community Partnership Fund Application Form				
PLEASE TICK WHICH COMMUNITY PARTNERSHIP FUND YOU ARE APPLYING FOR:				
<input type="checkbox"/> Fiordland Community Board <input type="checkbox"/> Oreti Community Board <input type="checkbox"/> Oraka Aparima Community Board <input type="checkbox"/> Northern Community Board <input type="checkbox"/> Ardussa Community Board <input checked="" type="checkbox"/> Waihopai Toetoe Community Board <input type="checkbox"/> Tuatapere Te Waewae Community Board <input type="checkbox"/> Wallace Takitimu Community Board <input type="checkbox"/> Stewart Island/Rakiura Community Board				
				
YOUR DETAILS				
Name of organisation	TUTURAU SCHOOL			
Postal address	279 SHANKS ROAD TUTURAU 9774			
Street address	AS ABOVE			
CONTACT NAMES	CARLA WILSON, PRINCIPAL			
Please give the names of two people who can be contacted if further information is required. The first contact must be the person who filled out the form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.				
Name	CARLA WILSON	Phone	(day)	03 203 8254
Email	principal@tuturau.school.nz		(evening)	
Name	ANDREA GREER	Phone	(day)	0212307182
Email	andrea@tuturau.school.nz		(evening)	0212307182
BANK ACCOUNT NUMBER TO DIRECT CREDIT GRANT PAYMENT IF APPLICATION SUCCESSFUL:				
To help speed the process up in the event of your grant being approved, can you please provide verification of your bank account details. This can be a screen shot or banking slip and it must be attached to your application.				
PROJECT DETAILS				
How many members belong to your club/organisation?	30			
Please describe fully: (Continue on a separate sheet if necessary)				
For what purpose does your organisation seek a Community Partnership Fund subsidy?				
<p>We are applying for this funding so that our students at Tuturau school will be able to attend swimming lessons in Gore. The swimming lessons that are offered at Gore will offer our students the opportunity to learn an essential lifeskill. We will use this funding for the swimming lessons as well as the cost of the bus transport for 30 students to and from Tuturau school to the Gore Swimming Pool.</p>				

If your application relates to a facility - who uses the facility and how often?

Does the facility have a long term development and maintenance plan? Yes No

How will your project benefit the organisation or community?

Our project will equip our students with an essential lifeskill, swimming. Being a rural school, we are surrounded by waterways, farm ponds, water troughs and streams. This will benefit the community and the students as we teach them the skill of knowing how to swim.

Start date of your project 8/6/21 Finish date of your project 21/6/21

FINANCIAL DETAILS

Are you registered for GST? No Yes GST number

Applicants that are not GST-registered need to provide budget figures that include GST

Applicants that are GST-registered need to provide budget figures that exclude GST.

Successful applicants who are GST-registered will be required to submit a GST invoice, after being notified the result of the application and prior to the grant being paid out.

PLEASE ROUND ALL FIGURES TO THE NEAREST DOLLAR

EXPENDITURE	\$	INCOME	\$
Project costs	GST inclusive or GST exclusive	Your contribution	
Swimming lessons	2500	Fees/subs	
Bus hire	\$2500	Fundraising	1000
		Loan/mortgage	
		Cash savings	
		Other	
		Sub-total	
Other grants and sponsorship applied for			
		Sponsorship	
		Grants (successful and proposed)	Amount requested
			Result date

		Sub-total	
Total cost of the project is	\$5000	Total Income	\$1000
How much money are you applying for?	\$4000		
Briefly describe any voluntary effort or donated materials provided for the project.			
Voluntary effort (eg number of hours)	x 3 Fundraising events		
Our Friends of Tuturau fundraising group for Tuturau school has sold raffle tickets for Easter and Mother's day to raise funds for swimming lessons. We have also provided catering at the Hereford calf dinner to raise money for this.			
Donated materials (eg approximate \$ value)			
How do you envisage paying for the future operational costs of this project?			
Fundraising through the Friends of Tuturau group and applying for available funding applications.			
DECLARATION (PLEASE PROVIDE TWO SIGNATURES)			
We	consent to Southland District Council		
collecting the personal contact details provided on this form. The consent is given in accordance with the requirements of the Privacy Act 1994. We also confirm that the information provided is accurate and complete and that the organisation committee has agreed to this project/funding application.			
Name	CARLA WILSON		
Position in organisation	PRINCIPAL		
Signature		Date	21/6/21
Name	ANDREA GREER		
Position in organisation	BOARD MEMBER		
Signature		Date	21/6/21
Please attach	Check		
a current statement of income and expenditure	<input checked="" type="checkbox"/>		
a current bank statement from your organisation	<input checked="" type="checkbox"/>		
quotations, where relevant	<input checked="" type="checkbox"/>		
letters of support (if applicable)	<input type="checkbox"/>		
These items will complete your application			
PLEASE ENSURE THAT ALL QUESTIONS ARE ANSWERED IN FULL AND THAT RELEVANT DOCUMENTATION ACCOMPANIES THE APPLICATION FORM.			

Waihopai Toetoe Community Board Community Partnership Fund

Closing date  **31 March 2021**

Criteria

- consideration will be given to all funding requests, however requests must be not for profit and demonstrate community benefit
- the board will give preference to applications that directly benefit the community board area and align to the community board plan outcomes
- applications for salaries and operating costs will not be considered
- there is no cap on the amount applicants can request
- co-funding is preferable, but not essential. This will be assessed on a case by case basis
- more than one quote is preferable, but if it is not possible to get more than one quote an explanation why will be sufficient
- applicants may be requested to speak to the board about their funding request
- applicants do not have to be a legal entity to apply
- the board can grant money 'subject to the balance of the funding being secured'
- applications relating to improvements to council-owned facilities are not eligible for funding
- health and safety is the responsibility of the community board does not hold liability
- please be aware that your application will

Vision

A united, engaged community where people are valued, our assets are nurtured and our heritage and environment is respected.

Community outcomes

- A thriving, healthy and safe community with access to quality facilities, amenities and services
- Our community is connected and engaged
- Our unique, natural environment is healthy and protected
- Our communities have the opportunity to celebrate their history and heritage

Any queries to:

Tina Harvey
Community Liaison Officer
Tina.harvey@southernltd.co.nz

Community Partnership Fund Application Form

PLEASE TICK WHICH COMMUNITY PARTNERSHIP FUND YOU ARE APPLYING FOR:

- Fiordland Community Board
- Oreti Community Board
- Oraka Aparima Community Board
- Northern Community Board
- Ardlussa Community Board
- Waihopai Toetoe Community Board
- Tuatapere Te Waewae Community Board
- Wallace Takitimu Community Board
- Stewart Island/Rakiura Community Board

Other grants and sponsorship applied for

Sponsorship	\$ 50	
Grants (successful and proposed)	\$ 350	Result date

Sub-total

Total cost of the project is \$1,300	Total Income \$1,300
How much money are you applying for?	\$ 350

Briefly describe any voluntary effort or donated materials provided for the project.

Voluntary effort (eg number of hours) *Approx. three hours. Advertised in local paper across the Wairoa, Waipara, and surrounding districts for notices that were not included. Follow up and liaison with Monumental Mason.*

Donated materials (eg approximate \$ value) *None apart from paying for advertisement, and 140 kms mileage checking notices on other memorials to avoid duplication.*

How do you envisage paying for the future operational costs of this project?
This will not add any extra operational cost.

DECLARATION (PLEASE PROVIDE TWO SIGNATURES)

We *Core District Memorial RSA Inc* consent to Southland District Council collecting the personal contact details provided on this form. The consent is given in accordance with the requirements of the Privacy Act 1994. We also confirm that the information provided is accurate and complete and that the organisation committee has agreed to this project/funding application.

Name *Steven Brindson*
 Position in organisation *Secretary / Manager*
 Signature *[Signature]* Date *19/4/21*

Name *Paul Duffy*
 Position in organisation *Community member, MC at Anzac Services*
 Signature *[Signature]* Date

Please attach	Check
a current statement of income and expenditure	<input type="checkbox"/>
a current bank statement from your organisation	<input type="checkbox"/>
quotations, where relevant	<input type="checkbox"/>
letters of support (if applicable)	<input type="checkbox"/>

THESE ITEMS WILL COMPLETE YOUR APPLICATION
 PLEASE ENSURE THAT ALL QUESTIONS ARE ANSWERED IN FULL AND THAT RELEVANT DOCUMENTATION ACCOMPANIES THE APPLICATION FORM.

NOW YOU CAN SUBMIT YOUR APPLICATION IN ONE OF THE FOLLOWING WAYS:
 Email to *marketing@southland.govt.nz*
 Post to Southland District Council, PO Box 903, Invercargill 9840
 Drop into your nearest SDC office

Community Partnership Fund Application Form

PLEASE TICK WHICH COMMUNITY PARTNERSHIP FUND YOU ARE APPLYING FOR:

- Fiordland Community Board
- Oreti Community Board
- Oraka Aparima Community Board
- Northern Community Board
- Ardlussa Community Board
- Waihopai Toetoe Community Board
- Tuatapere Te Waewae Community Board
- Wallace Takiimu Community Board
- Stewart Island/Rakiura Community Board




YOUR DETAILS

Name of organisation	WYNDHAM PONY CLUB		
Postal address	1 RAGLAN STREET WYNDHAM		
Street address	ALMA STREET WYNDHAM		
CONTACT NAMES	KAREN NORMAN – CLARE WHITE		

Please give the names of two people who can be contacted if further information is required. The first contact must be the person who filled out the form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

Name	Karen Norman	Phone	(day)	0274 55 3970
Email	rosskarennorman@slingshot.co.nz		(evening)	
Name	Clare White	Phone	(day)	027 428 4670
Email	cluxmoore@hotmail.com		(evening)	

BANK ACCOUNT NUMBER TO DIRECT CREDIT GRANT PAYMENT IF APPLICATION SUCCESSFUL:

To help speed the process up in the event of your grant being approved, can you please provide verification of your bank account details. This can be a screen shot or banking slip and it must be attached to your application.

PROJECT DETAILS

How many members belong to your club/organisation? 16 Riding members

Please describe fully: (Continue on a separate sheet if necessary)

For what purpose does your organisation seek a Community Partnership Fund subsidy?

1. We want to purchase a shipping container to store our equipment in i.e. plastic jump ends & poles, games equipment etc. Currently stored all of our equipment in an open stall at the showgrounds and we would like something more weather proof and secure to protect and maintain the quality of our equipment.
2. We want to purchase four solar powered lights to be set up over the arena so it can be ridden on at night during the winter months. This will maximise the all-weather facilities over winter when day light hours are reduced.

DUE TO WINTER APPROACHING WE WOULD LIKE THE LIGHTS TO TAKE PRIORITY OVER THE CONTAINER

If your application relates to a facility – who uses the facility and how often?

Wyndham Pony Club holds a rally for members every week during the months of September through to May during which the arena and equipment are used. We also offer the wider equestrian community the chance to purchase a key to the arena which they can use at any time and our equipment. Members can also use at any time outside of our weekly rallies. The arena and equipment is also available for equestrian coaches to hire to provide lessons for any riders, some members are using the arena a couple of times a week for this purpose. We also have Amanda Wilson, who is a well-known equestrian rider, holding 2 day clinics from 8am to 5pm where riders come from across Otago and Southland a couple of times during the season.

Does the facility have a long term development and maintenance plan? Yes No

How will your project benefit the organisation or community?

Having somewhere to store our equipment to keep it clean and out of the weather when not being used will extend the life of our jumps pole and other equipment therefore being able to be used by the wider equestrian community for years to come.

Lighting on the arena would allow riders to continue to train through the winter months. This year we are hoping to have 2 of our members competing in a combined team for the Springston Trophy, which is to be held at the Ryal Bush course in the beginning of October. This is the first time Southland has hosted this South Island event in 15 years. To be able to continue training over the winter months would be a great benefit to them and we expected other key holders/team members would want to do the same.

By adding to our facilities we can directly benefit the businesses of Wyndham with the increase of people travelling into the township.

Start date of your project : Finish date of your project : 30 May 2021

FINANCIAL DETAILS

Are you registered for GST? No Yes GST number

Applicants that are not GST-registered need to provide budget figures that include GST

Applicants that are GST-registered need to provide budget figures that exclude GST.

Successful applicants who are GST-registered will be required to submit a GST invoice, after being notified the result of the application and prior to the grant being paid out.

PLEASE ROUND ALL FIGURES TO THE NEAREST DOLLAR

EXPENDITURE	\$	INCOME	\$
Project costs	GST inclusive or	Your contribution	

DECLARATION (PLEASE PROVIDE TWO SIGNATURES)			
We	consent to Southland District Council		
collecting the personal contact details provided on this form. The consent is given in accordance with the requirements of the Privacy Act 1994. We also confirm that the information provided is accurate and complete and that the organisation committee has agreed to this project/funding application.			
Name	KAREN NORMAN		
Position in organisation	TREASURER		
Signature		Date	03/05/2021
Name	CLARE WHITE		
Position in organisation	PRESIDENT		
Signature		Date	03/05/2021
Please attach	Check		
a current statement of income and expenditure	<input checked="" type="checkbox"/>		
a current bank statement from your organisation	<input checked="" type="checkbox"/>		
quotations, where relevant	<input checked="" type="checkbox"/>		
letters of support (if applicable)	<input type="checkbox"/>		
These items will complete your application			
PLEASE ENSURE THAT ALL QUESTIONS ARE ANSWERED IN FULL AND THAT RELEVANT DOCUMENTATION ACCOMPANIES THE APPLICATION FORM.			
NOW YOU CAN SUBMIT YOUR APPLICATION IN ONE OF THE FOLLOWING WAYS:			
Email to funding@southlanddc.govt.nz			
Post to Southland District Council, PO Box 903, Invercargill 9840			
Drop into your nearest SDC office			

Community Partnership Fund - Funding rounds and criteria from 1 July 2021

Record No: R/21/5/24879

Author: Tina Harvey, Community Liaison Officer

Approved by: Matt Russell, Group Manager Services and Assets

Decision

Recommendation

Information

Purpose

- 1 The purpose of this report is for the Waihopai Toetoe Community Board to discuss and confirm the number of funding rounds and funding criteria for the Waihopai Toetoe Community Partnership Fund effective from 1 July 2021.

Executive Summary

- 2 The Waihopai Toetoe Community Board has completed its first year of the Community Partnership Fund with two funding rounds (September 2020 and March 2021).
- 3 \$36,686 was distributed to various applicants in the Waihopai Toetoe Community Board area.
- 4 For the 2021/2022 financial year, the amount to distribute is \$22,213.
- 5 It is therefore timely that the Waihopai Toetoe Community Board take this opportunity to review the funding rounds and criteria for the Community Partnership Fund for the next financial year.

Recommendation

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled “Community Partnership Fund - Funding rounds and criteria from 1 July 2021” dated 8 June 2021.**
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Agrees to continue with the funding criteria set by the Waihopai Toetoe Community Board at its meeting on 30 June 2020 as follows:
 - consideration will be given to all funding requests, however requests must be not for profit and demonstrate community benefit
 - The board will give preference to applications that directly benefit the community board area and align to the community board plan outcomes.
 - Applications for salaries and operating costs will not be considered
 - There is no cap on the amount applicants can request
 - Co-funding is preferable, but not essential. This will be assessed on a case by case basis
 - More than one quote is preferable, but if it is not possible to get more than one quote an explanation why will be sufficient
 - Applicants may be requested to speak to the board about their funding request
 - Applicants do not have to be a legal entity to apply
 - **The board can grant money ‘subject to the balance of funding being secured’.**
- e) Agrees that the current criteria of two funding rounds per year is reduced to one funding round with a closing date to be determined and this change be effective from 1 July 2021.
- f) Agrees to communicate this change to the community board area through the community facebook page and local community newsletters.

Background

- 6 In July 2019 Southland District Council resolved to establish the Community Partnership Fund. This decision sought to bring funding decisions to a grass-roots level and enable community leadership.
- 7 The Waihopai Toetoe Community Partnership Fund had two funding rounds (September and March) over the 2020/2021 financial year.
- 8 There was \$36,686 available to distribute for the 2020/2021 financial year.
- 9 The funding criteria set by the Waihopai Toetoe Community Board is as follows:

- consideration will be given to all funding requests, however requests must be not for profit and demonstrate community benefit
- the board will give preference to applications that directly benefit the community board area and align to the community board plan outcomes
- applications for salaries and operating costs will not be considered
- there is no cap on the amount applicants can request
- co-funding is preferable, but not essential. This will be assessed on a case by case basis
- more than one quote is preferable, but if it is not possible to get more than one quote an explanation why will be sufficient
- applicants may be requested to speak to the board about their funding request
- applicants do not have to be a legal entity to apply
- the board can grant money 'subject to the balance of the funding being secured'

Issues

- 10 The Waihopai Toetoe Community Board needs to decide whether to keep the funding rounds and criteria the same for the 2021/2022 financial year given that the amount available for distribution has reduced to \$22,213.

Factors to consider

Legal and statutory requirements

- 11 There are no legal or statutory requirements.

Community views

- 12 The board, as representatives of the Waihopai Toetoe community will take local community view into consideration.

Costs and funding

- 13 The amount available for distribution for the 2021/2022 financial year is \$22,213

Policy Implications

- 14 There are no policy implications.

Analysis

Options considered

- 15 To review the funding rounds and/or criteria for the Waihopai Toetoe Community Partnership Fund and make any changes as deemed necessary, or to review funding rounds and/or criteria for the Waihopai Toetoe Community Partnership Fund and not make any changes.

Analysis of Options

Option 1 – To review funding rounds and/or criteria for the Waihopai Toetoe Community Partnership Fund and make any changes as deemed necessary

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> reviewing the funding rounds and/or criteria gives the community board the opportunity to make appropriate changes, having now had the experience of one year of funding and give that the amount of funds to distribute has altered from the first year of operation. 	<ul style="list-style-type: none"> no disadvantages.

Option 2 – To review funding rounds and/or criteria for the Waihopai Toetoe Community Partnership Fund and not make any changes

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> the board may not deem any changes necessary. 	<ul style="list-style-type: none"> keeping the status quo may not be appropriate.

Assessment of significance

16 Not considered significant.

Recommended option

17 Option 1 – to review funding rounds and/or criteria for the Waihopai Toetoe Community Partnership Fund and make any changes as deemed necessary.

Next Steps

18 Funding applications and advertising will be adjusted as necessary.

Attachments

There are no attachments for this report.

Community leadership report

Record No: R/21/5/24297
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 21 June 2021.**

Attachments

- A Community leadership report [↓](#)



What's happening in your area

Community Partnership Fund

All community boards have had their final community partnership funding rounds close for the 2020/2021 financial year. Staff will provide a report at each community board's June meeting which will provide community boards the opportunity to decide their funding dates for the 2021/2022 financial year and make any changes to their criteria.

Community service awards

The new community service awards process has now gone live following all community boards receiving the report outlining the new procedures and guidelines. Nominations close on 30 September. Application forms are available on the Southland District Council website here:

<https://www.southlanddc.govt.nz/assets/My-Council/Community-service-awards-application-form.pdf>

Community board plans

Several of our boards have spent time reviewing and finalising their actions during the year. The documents are being designed by the communications team at present with a view to having the majority completed by 30 June 2021.

Recent funding outcomes

Sport NZ Rural Travel Fund

Menzies College - \$1,500

Menzies College Netball Club - \$1,500

John Beange Fund

Wyndham Amateur Athletics Club - \$400

Local initiatives

Halls

Staff are in the process of holding meetings with all Southland District Council-owned halls across the District. This is to communicate the new FENZ (Fire and Emergency NZ) requirements, get feedback on a proposed centralised online booking system, and discuss any governance issues in relation to management of halls.

Tuturau Hall

Staff are working alongside the Tuturau Hall Committee who are investigating the process around extending their current rating boundary. Further information will be coming to the board in due course.

Edendale Scouts

Staff have provided advice around potential funding options for Edendale Scouts.

Catlins Tourism Strategy

Staff have been working alongside Great South and Rob McIntyre from Destination Planning Ltd with the review of the Catlins Tourism Strategy.

Gorge Road Pool

Staff have been working alongside the Gorge Road Pool Society Inc with funding advice for works required at the Gorge Road Pool.

Wyndham Rugby Club

Staff continue to work alongside the Wyndham Rugby Club with their lights project. \$58,200 was recently granted to the Wyndham Rugby Club from the Lottery Community Facilities Fund.

Memorial seat

Staff are currently working on a memorial seat project to commemorate the life of Digger Eunson.

What's happening outside your area

National initiatives

The future for local government

On 23 April 2021 the minister of local government established a review into the future for local government. The review is to consider, report and make recommendations on this matter to the minister.

This is an important piece of work that will likely change the face of local government as we know it. It is important that board members are familiar with this review. Further information, including the purpose and scope and reporting timeframes can be found here: <https://www.dia.govt.nz/Future-for-Local-Government-Review>

District/regional Initiatives

Welcoming Communities

The Southland Newcomer Leadership Scholarship has now gone live. The scholarship was developed by staff from Invercargill City Council, Southland District Council, and Gore District Council who identified that there is an opportunity for newcomers to hold leadership positions within Southland's business, community and not-for-profit sectors. The scholarship enables eligible applicants to access funding to participate in the Southland Chamber of Commerce's Leadership Academy. Scholarship graduates will form an alumni network who have committed to make themselves available to councils for when they wish to engage with the newcomer community for particularly purposes (ie consultations etc). Application forms are available on the Southland District Council website.

Public Health South

Staff met with representatives from Public Health South recently to discuss ways in which we can increase partnership and collaboration opportunities between our two organisations.

As a starting point, we will work together to review Council's Smoke Free Open Spaces Policy with a further meeting scheduled soon.

The Public Health team also provided further food for thought with regards to the placement of drinking fountains around the District and how to incorporate them into projects going forward.

Discussions were also had around some smoke free issues identified on Stewart Island/Rakiura with regards to the wharves.

Thriving Southland

Staff presented at a Thriving Southland Catchment Group leaders meeting recently. The purpose was to provide an overview of the roles of the community leadership team, some of the key projects we are currently involved with and to develop a better understanding of how our organisations can work together in the future.

Leadership Academy

The Leadership Academy, facilitated by Commerce South, commenced on Tuesday April 13. The academy has attracted 15 participants and is being held at Fonterra, Edendale. Commerce South are very pleased with the diversity of participants in this intake.

The final session and graduation is scheduled for Tuesday 25 May.

The next Leadership Academy is scheduled to be held in Lumsden, commencing on Tuesday 8 June.

More information about the Lumsden academy can be found here:

<https://southlandchamber.co.nz/events/46030/>

What's coming up?

Policy and strategy

Bylaw and policy work

On 14 April Council adopted a Procurement Policy that will come into effect on 1 July 2021. Staff are currently completing a procurement manual that will help ensure staff implement the objectives and policy positions outlined in the policy. The new policy will be available on Council's website on 1 July 2021.

At the 10 May 2021 meeting, Council decided to keep the same Alcohol Licensing Fee-Setting Bylaw in place for the financial year starting 1 July 2021, to ease the effects of Covid-19 on alcohol licensed premises. This means that the fees paid by licensees will be identical to what is in the current bylaw. The 30% discount to application fees will be maintained. Southland is the only council in New Zealand that we are aware of that provides this discount. All other fees will be as stated in the central government regulations. On 30 June 2022, the current bylaw will be revoked. This means that starting 1 July 2022, the 30% discount will be removed, and all fees will be as stated in the central government regulations.

Staff are currently reviewing Councils Asset Management Policy, and a draft policy has been circulated to activity managers for feedback in late May 2021. It is intended that a new policy will be in place in early July 2021. Review of the Fraud Policy is underway, and it is intended to be adopted by Council August 2021.

A draft Elected Members' Remuneration and Reimbursements Policy was presented to the Finance and Assurance Committee at its 15 June 2021 meeting. It is intended that Council adopt a new Elected Members' Remuneration and Reimbursements Policy at its 23 June 2021 meeting. Staff feedback regarding a draft Sensitive Expenditure Policy will be sought in early July 2021.

At its meeting on 23 March 2021, the Community and Strategy Committee recommended that the draft 10 year funding plan for the Stewart Island Visitor Levy be endorsed by Council, and included in the 2031 LTP. It is intended that pre-consultation with stakeholders on the review of the Stewart Island Visitor Levy Bylaw and Policy take place in July and August 2021.

Corporate risks

Risk management reporting is underway for the June 2021 quarter. Staff and ELT have updated the quarterly risk register, and the quarterly reports will be presented to the Finance and Assurance Committee and Council when they meet in June 2021.

At a series of workshops this quarter, staff and ELT have undertaken the annual review of Councils' priority strategic risks. The revised risks will form the draft risk register to be presented to the committee when it meets in June 2021 and to Council for adoption.

Long Term Plan

After receiving all the feedback from public submissions and hearings during April, Council deliberated on the issues and options for the LTP in May. The next stage is to develop the full document and then have it audited. In May, the Finance and Assurance Committee will be asked to endorse the release of the draft to Audit NZ. Once the document has been audited then the final document will be adopted by Council on 23 June 2021.

Interim performance report

The final interim performance report period ends at on 30 June. The results will then go into the Annual Report 2020/2021.

Governance and democracy

Delegations manual

Staff plan to review Council's delegation's manual in the second half of 2021. This will ensure that Council's delegations to committees and community boards, chief executive and staff are all defined and scoped appropriately.

Elected Members Remuneration and Reimbursement Policy

Governance and policy staff are reviewing Council's Elected Members Remuneration and Reimbursement Policy, and expect to have this to the Finance and Assurance Committee by mid-June 2021.

Stakeholder updates

Highways South

A meeting with relevant stakeholders, including those from Coastal and Central Otago was recently held where planned processes and any concerns for the winter management of state highways were discussed. Based on the weather in the last week, this was good timing!

There is also a focus on getting information out to Southland communities quickly and accurately regarding any issues or weather events which may affect their journeys over winter. The Highways South Facebook page (www.facebook.com/HighwaysSouthNZ) is updated regularly during events and this will be shared to community board pages also. Highways South also provides daily weather forecasts by email, and in the case of significant weather events provides these more frequently as needed. If you require these alerts, please email SNOAdmin@southroads.co.nz with 'winter email' in the subject line and you will be added to our database to receive these.

Dangerous trees – our tree specialist has completed a survey of dangerous trees posing risks to the Southland state highway network, and a programme is underway to remove the highest priority trees before the end of June. This will also help with reducing shading of the pavement in key areas prone to icing.

Harakeke (NZ flax) removal is underway in areas of the Southland state highway network where these plants are encroaching into drainage channels and obscuring signs, edge markers and line marking which can be a safety hazard for road users and for local communities. We have worked closely with runanga to ensure our process reflects their wishes. None of these plants are being sprayed, all are being mechanically removed and relocated to neighbouring landowners or organisations for shelter belt or riparian planting. This programme should be completed by the end of June.

SH96 in Heddon Bush (between Hundred Line Road and Transmission Line Road) is programmed for a full repair (rehab) at the start of the next construction season later this year. Until then this area has been levelled and potholes filled with cold mix to smooth the surface. This is not a permanent repair, it is a temporary fix only to make the pavement safe until the rehab can take place later this year.

We are currently completing a significant drainage programme throughout the state highway network removing grass from the pavement shoulder to the edge of the water channel in order to allow water to run off the highway, resulting in a drier pavement surface

Highlip removal is also currently underway – where we have identified areas of particularly highlip on the edge of seal, this is being removed to stop water pooling on the edge of the pavement

We have had ongoing issues on Southland state highways with insecure baleage and mud on roads. Where we have been able to identify the person involved, we have worked with them to address these issues. We have also been in touch with Federated Farmers and the Rural Contractors Association who have both communicated these concerns to their members.



Operational Report for Waihopai Toetoe Community Board

Record No: R/21/5/23700
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.

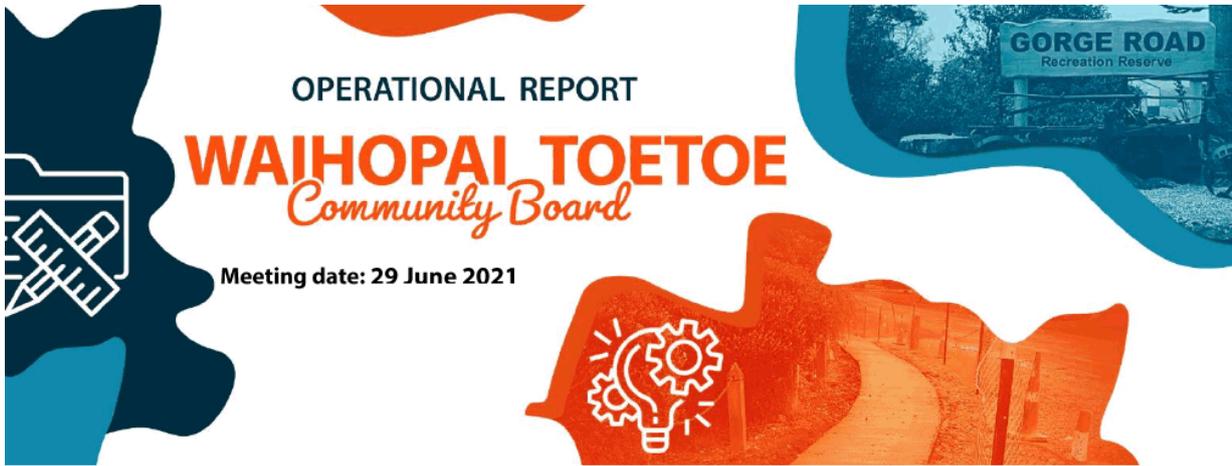
Recommendation

That the Waihopai Toetoe Community Board:

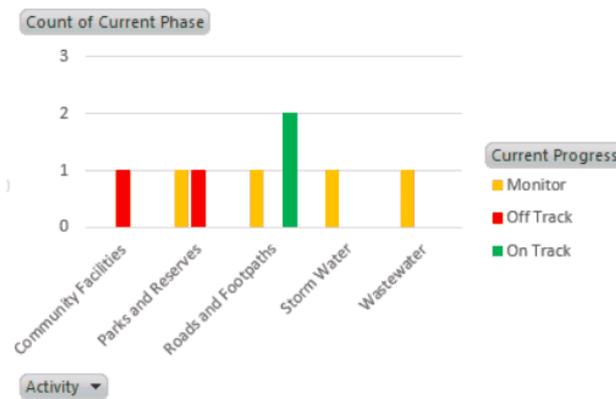
- a) **Receives the report titled “Operational Report for Waihopai Toetoe Community Board” dated 18 June 2021.**

Attachments

- A Report to Waihopai Toetoe Community Board - 29 June 2021 - Operational report [↓](#)



1. Staff 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	PROJECT CURRENT COMMENT	2020/2021
COMMUNITY FACILITIES	P-10298	External recladding of Waikawa/ Niagara hall	Delivery phase	Off track	New windows have been installed. Waiting on redelivery of iron due to wrong material being sent. Supplier accepts responsibility for order mix up.	\$52,224



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	2020/2021
					Cladding update - due on-site 8 June 2021.	
PARKS AND RESERVES	P-10311	New playground equipment at Rata Park, Tokanui	Business case phase	Monitor	Memo sent to the CB regarding this work on 21 May 2021. Awaiting arrival of the spinner. Slide has arrived, awaiting installation.	\$10,445
PARKS AND RESERVES	P-10782	Edendale Wyndham beautification	Initiation phase	Off track	Scope has been determined and work will begin in May.	\$5,222
ROADS AND FOOTPATHS	P-10397	Southern Bridge 5 - Braid Road	Delivery phase	Monitor	Bridge is completed and we are in the process of issuing the practical completion certificate. 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	Practical completion inspection undertaken and results sent to contractor. Culverts awaiting variation pricing. VPR at contractor's entrance to rectify drainage issue. On target to be completed under budget.	\$850,000



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	2020/2021
STORMWATER	P-10431	Wyndham stormwater replacement - includes subsoil - multi-year project (SF)	Pre delivery phase	Monitor	Stimulus funding project. WSP currently doing the design. Will go to the contractor panel under the performance pool (PP) for 2021/22 construction.	\$100,000
WASTEWATER	P-10283	Consent renewal and treatment upgrade - Tokanui. (SF)	Pre delivery phase	Monitor	Stimulus funding - Downer. Bridge has been installed and rock is ready - job to start but is dependent on weather. Hope to have complete by end of June 2021.	\$80,000

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. Work is underway to meet new drinking water operational rules. Gorge Road waste water scheme septic tank cleaning planned for July.
13/04 – Edendale and Wyndham, Woodlands area mowing	The new mowing tender has been awarded to DELTA, contract commences on 1 July.
20/01 - Wyndham office cleaning	This contract is going well and no concerns have been raised.
14/54 – Mowing of Waikawa and Fortrose V01 – Tokanui, Weirs Beach	The new mowing tender has been awarded to DELTA, contract commences on 1 July.
15/18 – Cleaning of Fortrose public toilets	No issues at the toilets.
12/10 - Waikawa toilets	The vandalism at the Waikawa toilets has dropped off, a second piezo has been installed closer to the estuary for the water sampling, this should give more accurate readings.
16/13 – Tokanui public toilet contract	No issues reported in this contract.
17/01 - Foveaux Alliance contract	The RFSs have been minor maintenance for March. The contract manager is pricing a new pump for Garston as the current pump is old



CONTRACT NAME	CONTRACT MANAGER COMMENTARY
	and requiring more ongoing work, we will then retain the old pump as a backup. Overall more audits of the amenities are helping with identifying possible issues before they become a more major repair.
17/01 Alliance roading contract	<p>It has been a fairly slow month with a lot of Statutory holidays around Easter and also ANZAC day.</p> <p>31 RFSs in April. Well below the monthly average.</p> <p>Stabi programme has slipped and a new completion date is mid-May. There is a large drainage programme that the team will move onto once the stabi programme is complete.</p> <p>Verge spraying is now complete and we are back onto noxious. Growth has been extraordinary this season.</p> <p>We got 2330m³ of maintenance metal done in April. We have approximately 3000m³ left and by the look of some gravel roads we may have to add some more to the tally this year.</p> <p>Grading has been good in April, considering all the down days with 248kms completed.</p>
18/16 – Mowing of Gorge Road recreation reserve	The new mowing tender has been awarded to DELTA, contract commences on 1 July 2021.
General	<p>Several trees have been identified by PowerNet that are in power wires and require trimming or felling. These include Pera Street, Inkerman Street, and Ferry Road in Edendale. Environment Southland has requested that two rows of trees at the north end of the race course are felled so improvements can be undertaken on the stop banks.</p> <p>The trees at the Gorge Road recreation reserve have been felled and chipped onsite. It is intended to offer the chip to the groups that maintain the plantings at the western end of the reserve as a mulch option for around the plants. Any remaining chip will be spread over the area where the trees were removed. The Waihopai Toetoe Community Board and staff met with community representatives to discuss future development at the reserve, the war memorial and the bell tower proposal. The community board is now waiting on the community to come back to them with their recommendations for any future development in the town.</p>



3. Request for service data to 30 March 2021 – 9 June 2021

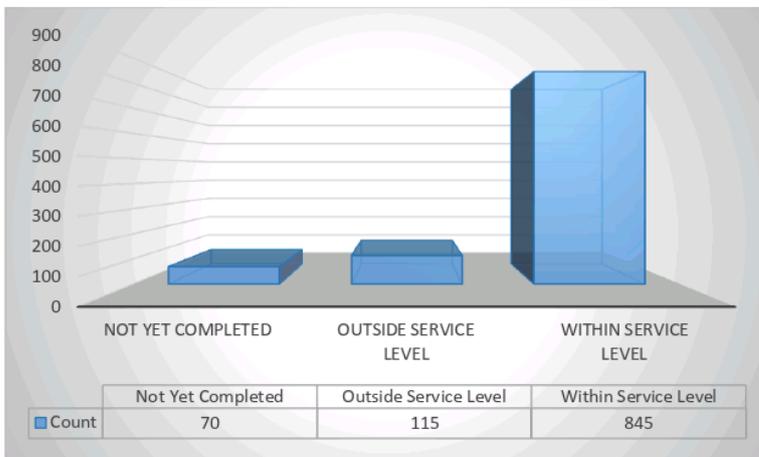


REQUEST TYPE	COUNT
Council housing/ flats - repairs (routine)	8
Council housing/ flats - repairs (urgent)	1
Debris on gravel roads (safety)	1
Debris on sealed roads (safety)	1
Edge break/low shoulders sealed roads	1
Freedom camping complaints	1
Gravel potholes and corrugations - (safety)	1
Gravel road slumps/dips and heaves/raised	1
Gravel, potholes/corrugations and grading	6
Licensed premise queries or complaints	2
New sign requests (where none existed before)	3
Noise control (not animal noises)	3
Notify transport after a crash (use EMEACC for emergency)	1
Parks and reserves r&m	1
Repairs and maintenance - existing rapid numbers	1
Repairs and maintenance council property	1
Roadside spraying - noxious weeds	4
Seal widenings and sealing issues	1
Sealed road - potholes and blowouts (routine)	3
Sewer lateral blockage	4
Sewer main blockage	1
Sewer odour	2
Single street light out	1
Toilet cleaning	1
Transport - road matters general	12

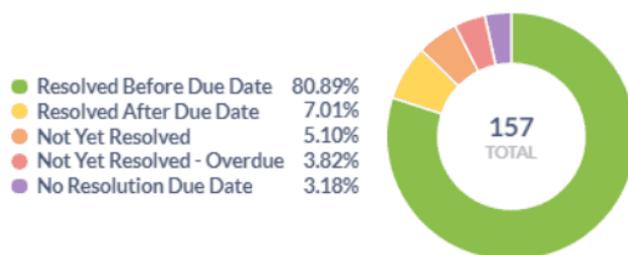


REQUEST TYPE	COUNT
Urban stormwater (the drain)	1
Vegetation urban/berm mow/overgrown/visibility issues	1
Vegetation rural (overgrown or visibility issues)	4
Warning and reg. signs existing (speed, curve etc)	1
Water asset leak (main, hydrant, valve, meter)	2
Water toby leak	4
TOTAL	75

RFS count by completion time status



IPS Requests, Resolution Time Status



Note: RFSs 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 30 April 2021									
	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	\$23,444	\$23,432	\$28,785	\$515	\$9,307	\$11,168			
Operating Costs - EdenWyn	\$6,190	\$8,423	\$10,107	\$2,076	\$8,423	\$10,107			
Street Works - EdenWyn	\$32,449	\$32,436	\$38,923	\$13,154	\$30,277	\$36,307			
Stormwater Drainage - EdenWyn	\$122,268	\$105,048	\$139,694	\$19,074	\$21,781	\$26,057	\$100,542	\$83,333	\$100,000
Beautification - EdenWyn	\$60,584	\$60,125	\$72,150	\$48,855	\$64,839	\$72,150			
Recreation Reserve - EdenWyn	\$23,865	\$23,412	\$28,094	\$21,974	\$30,030	\$33,316			
Playground - EdenWyn	\$5,270	\$5,268	\$6,321	\$3,520	\$5,268	\$6,321			
Cemetery - Edendale	\$18,914	\$12,879	\$15,689	\$18,670	\$14,993	\$17,991			
Pool - Edendale			\$21						
Hall - Edendale			\$3,721	\$1,362	\$1,362	\$1,634			
Cemetery - Wyndham	\$13,892	\$20,578	\$24,694	\$13,246	\$20,578	\$24,694			
Camping Ground - Wyndham	\$8,147	\$8,144	\$9,773	\$4,047	\$7,286	\$8,352			
Hall - Edendale-Wyndham	\$12,215	\$11,853	\$14,226	\$8,399	\$31,973	\$33,567			
Museum - Wyndham	\$1,038	\$1,038	\$1,245	\$2,019	\$1,718	\$1,892			
Total	\$328,276	\$312,634	\$393,443	\$156,911	\$247,834	\$283,556	\$100,542	\$83,333	\$100,000

Edendale-Wyndham income is above budget (\$15,642), predominantly due to receipt of a grant from the Department of Internal Affairs towards stormwater capital works (\$100,542) as part of the three waters stimulus package. Edendale cemetery has also received more interment income than budgeted.

Edendale-Wyndham expenses are \$90,923 under budget. Administration is \$8,792 under budget as a result of no pool grants being paid for the year to date. Operating costs are \$6,347 under budget due to general project and work scheme costs being lower than anticipated. Street works is \$17,123 under budget due to underspends in maintenance and refuse collection and no interest on loans required to be paid. Beautification is \$15,984 under budget due to there being no expenditure to date in spraying and tree and hedge maintenance, and general projects and mowing costs have been less than anticipated. Recreation reserve is \$8,056



under budget due to underspends in electricity, mowing, general projects and tree and hedge maintenance. Edendale cemetery is \$3,677 over budget due to interment costs being more than budgeted, however this is offset by increased interment income. Wyndham cemetery is \$7,332 under budget due to less interment costs incurred. The Edendale Wyndham hall is \$23,574 under budget due to operating costs not being required as anticipated and an error in forecasting material damage insurance (\$18,000). This will be resolved before the end of the financial year.

The only capital expenditure for the year to date is for the Wyndham stormwater project (\$100,542). This project is being fully funded from a grant as noted in the revenue section above.

Gorge Road - Business Units as at 30 April 2021									
	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	\$2,054	\$10,367	\$12,909	\$438	\$8,117	\$21,780			
Street Works - Gorge Road	\$1,256	\$1,250	\$1,500		\$2,055	\$2,466			
Recreation Reserve -Gorge Road	\$3,602	\$3,583	\$4,300	\$3,792	\$4,417	\$5,300	\$8,400		
Total	\$6,912	\$15,200	\$18,709	\$4,229	\$14,588	\$29,546	\$8,400	\$0	\$0

Gorge Road income and expenditure are under budget by \$8,288 and \$10,359 respectively. This is due to the bell tower project not having been completed and therefore the grant to fund this work not having been received. The \$8,400 capital spend is the felling of trees at the reserve as approved by the community board on 25 February 2020. This has been recoded to maintenance expense, in May and is being funded from the Gorge Road recreation reserve.

Tokenui - Business Units as at 30 April 2021

Business Unit	Income			Expenses			Capital		
	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Operating Costs - Tokenui	\$2,698	\$2,698	\$4,684	\$3,216	\$3,225	\$3,238			
Street Works - Tokenui	\$3,778	\$3,778	\$4,533	\$217	\$3,777	\$4,533		\$2,667	\$3,200
Stormwater Drainage - Tokenui	\$3,192	\$3,192	\$3,830	\$1,135	\$3,194	\$3,830			
Beautification - Tokenui	\$3,446	\$3,446	\$4,135	\$9,873	\$7,122	\$8,546			
Playground - Tokenui	\$4,718	\$4,718	\$5,661	\$3,536	\$3,950	\$4,683	\$3,208		\$10,445
Hall - Tokenui	\$7,291	\$7,291	\$9,007	\$12,620	\$11,194	\$13,096			
Total	\$25,122	\$25,122	\$31,850	\$30,597	\$32,462	\$37,926	\$3,208	\$2,667	\$13,645

Tokenui income is as budgeted. Expenditure is slightly under budget (\$1,865). Street works is \$3,560 under budget due to no street litter bin costs, internal work scheme costs and minimal internal maintenance costs to date. Stormwater is \$1,808 under spent due to minimal monitoring and maintenance being incurred to date. This is offset by an overspend in beautification mowing to date. The street works capital expenditure will not be completed by 30 June 2021. The remainder of the playground improvements are planned to occur in June 2021.

Waihopai Toetoe - Business Units as at 30 April 2021

Business Unit	Income			Expenses			Capital		
	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	\$51,526	\$69,372	\$75,909			
Rec Reserve - Waihopai-Toetoe									
Administration - WaihopaiToe	\$59,727	\$59,714	\$74,275	\$59,807	\$59,714	\$71,657			
Operating Costs - WaihopaiToet	\$13,371	\$21,052	\$25,262	\$10,080	\$30,502	\$64,965			
Recreation Reserve - WaihopaiT	\$12,456	\$12,453	\$14,944	\$17,602	\$12,453	\$14,944			
Total	\$85,553	\$93,219	\$125,694	\$139,015	\$172,042	\$227,475	\$0	\$0	\$0

Waihopai Toetoe income is \$7,666 under budget due to no Wyndham memorial archway grant income being received to date in the operating costs business unit.



Expenditure is \$33,027 under budget predominantly due to the Waituna lagoon, Tokanui heritage and other grants not yet paid out (\$21,362), as well as elected members' remuneration, refuse collection and maintenance costs being lower than budgeted.

Woodlands - Business Units as at 30 April 2021									
	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	\$192	\$192	\$2,163		\$192	\$230			
Street Works - Woodlands	\$1,250	\$1,250	\$1,500	\$9,632	\$10,746	\$12,895	\$12,381	\$2,500	\$3,000
Stormwater Drain - Woodlands	\$30,844	\$67,511	\$81,013	\$378	\$844	\$1,013	\$30,000	\$66,667	\$80,000
Cemetery - Woodlands	\$15,559	\$13,788	\$16,545	\$11,793	\$14,223	\$17,068			
Beautification - Woodlands	\$6,660	\$6,660	\$7,992	\$8,468	\$6,910	\$8,292			
Septic Tank Cleaning Woodlands	\$2,537	\$2,538	\$3,272	\$6,179	\$3,270	\$3,924			
Total	\$57,043	\$91,938	\$112,485	\$36,449	\$36,185	\$43,422	\$42,381	\$69,167	\$83,000

Woodlands' income is \$34,895 under budget, this reflects the stormwater capital work completed to date and therefore the grant income from the Department of Internal Affairs as part of the three waters stimulus package. This project is projected to be completed in September 2021.

Woodlands' overall expenditure is \$264 over budget. General maintenance is underspent in streetworks, stormwater and cemetery, however this is offset by an over spend on septic tank cleaning and beautification costs.

Street works capital expenditure of \$12,381 is the cost of 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	\$7,023
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	\$607,151
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	\$3,346
Tokanui general	\$61,269	\$51,070	\$46,659
Total – Tokanui	\$68,704	\$58,505	\$50,005
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	\$758,054

Council report

Record No: R/21/5/24330
Author: Karen Purdue, Community Partnership Leader
Approved by: Janet Ellis, People and Capability Manager

Decision Recommendation Information

Chief executive update

1. The development of the Long Term Plan (LTP) 2021 – 2031 has been a significant focus for the organisation. Council heard submissions over two days in April and following a full day of deliberating approved the budget for the LTP which will now proceed to the audit stage.
2. The production of the 10 year LTP is required by legislation and is an important part of the local government processes. An unusual aspect of this one is that it is being set in the face of so much uncertainty. On top of the reform of the 3 waters which is already well advanced, the review of the RMA which has commenced, central government has also announced a review of the future for local government and also changes to Land transport funding. Further change will follow the reform of public health. Further areas of review are expected to be announced.
3. We intend to be active in the reform and ensure the voices of Southland continue to be heard. In the meantime the LTP will focus on delivery of the programme of renewal of essential infrastructure and projects important to our communities.

Environmental Services

Animal control

4. Preparations are underway for 2021/2022 registration time. Various improvements are planned to streamline this process, with staff hoping for an uptake in online applications with no more cheques.
5. The team has initiated a prosecution in regard to a person keeping noisy roosters in Wairio. The case is currently in the Environment Court, the next step likely being mediation.

Environmental health

6. Public objections have been received following an application for a proposed bottle store in Riverton. This will go to a hearing before Council's District Licensing Committee.
7. The team is looking forward to Council's quality assurance lead joining us and doing some work with us. It is expected that she will be able to facilitate the completion of much of our continuous improvement register.

Resource management

8. Minister for the Environment – David Parker has announced that the Resource Management Act will be repealed and replaced with three new acts being the Natural and Build Environments Act,

Strategic Planning Act and Climate Change Adaptation Act. The reforms have an aggressive timetable with minimal opportunities for public input. An exposure draft of the Natural and Built Environments Act is anticipated in June. Council is looking to be part of a joint submission from councils across Otago and Southland.

9. Council staff are in the process of reviewing the landscape chapter of the District Plan in order to ensure our significant and important landscapes and features are identified in our District Plan and have adequate protection from threats. There are three components to this work (landscape expert study, cultural landscape study and community landscape identification). A plan change is anticipated to be notified at the end of this year and is somewhat dependant on any changes that may result from the reform of the Resource Management Act.
10. Resource consent update
January applications received – 17, Decisions issued – 14
February applications received – 21, Decisions issued - 21
March applications received – 30, Decisions issued – 34

Services and Assets

Stewart Island Electrical Supply Authority (SIESA)

11. A decision was made to abandon the Stewart Island wind power project, following failure to secure access agreements with any of the three identified viable sites. The final report has been prepared and is being reviewed by MBIE prior to presentation to the Stewart Island/Rakiura Community Board.
12. Supply and install of a replacement engine and generator unit has been instructed as a variation through the SIESA management contract with PowerNet Ltd. Delivery of the unit is underway.
13. PowerNet Ltd is confirming scope and price for replacement of one “red-tag” pole (poles identified as needing replacement) that is required this financial year. Replacement of other “red-tag” poles are being considered and programmed within annual maintenance and renewal works packages – financial year 2021/2022 works programme is currently under development.

Forestry (IFS)

14. Harvest operations out of Waikaia are now complete and 22,325 tonnes were recovered which is 3,545 tonnes over appraisal. This has resulted in an additional \$295k of net profit is anticipated to be reflected in final payments. The additional harvesting revenue and associated harvesting costs have been forecasted for and will reflect in the April month-end results.

Around the Mountains Cycle Trail

15. Flood repairs and culvert replacement work by The Roding Company is practically complete.
16. Trail counters identified a 25% increase of cyclists enjoying the trail over the 2019/2020 season.
17. Six yearly structural inspections of the bridges on the trail have commenced.
18. Pre-development project work to address the centre hill erosion has commenced.
19. Positive feedback received about the quality of the trail and riders enjoying the cycle trail experience.

Te Anau Manapouri Airport

20. 3,000m of crack sealing has been completed on the runway. The intention is to continue this programme in subsequent years to maintain the sealed surface and pavement structure.
21. Additional spraying and sweeping operations on the runway are being programmed in this season to correct excess growth not addressed in previous seasons.
22. Due to a backlog of work at CAA toward the end of 2020, and therefore a delay in the Safety Management System (SMS) audit, an exemption to the SMS was obtained through to 30 September 2021.

Property

23. With staff on extended sick leave and the upswing in workload, this has meant that many requests for work or input into projects, have had to be prioritised to best achieve Council's overall objectives. The down side to this however is that a significant amount of work is being added to the uncompleted list of actions which is not sustainable given the ongoing requests for staff input on many different fronts.
24. What has been completed is the new leases for the Winton Medical Centre and maternity unit which were both long overdue, and due to be commenced is the renewal of all the Riverton Harbour Endowment farming leases which happen every 21 years. This is a project that will take some time working through with each of the 10 lessees.

Strategic water and waste

Asset management

25. Work continues to be carried out within electronic systems for historic backlog of data cleansing and mapping updates. This activity is likely to take many years to complete with current resourcing and continuing with business as usual. This work will provide better data for valuation considerations and future planning for asset replacements and budget forecasting.

Resource consent renewals

26. Council holds a large number of resource consents for carrying out its operations within the water and wastewater activities.
27. There are currently 10 wastewater consents being reviewed and planned for renewal that are required to be completed within the next eight years. The major communities include Winton, Riversdale, Edendale/Wyndham, Manapouri and Stewart Island.
28. For water consents there are nine being reviewed that require renewal within the next two years, including major communities and schemes of Manapouri, Te Anau and Eastern Bush potable supplies.

Stimulus

29. Work continues with the Stimulus programme, and 2020/2021 LTP capex programme packages with a number of projects completed, another six underway and approximately 10 to start in the May/June months.

30. There are another six projects currently under design.
31. We are confident that the programme will be delivered on time, in line with our forecasted programme as we are using the Stimulus Contracting Panel (made up of six local contracting companies) for our delivery.
32. The day to day operational and maintenance in water and waste is progressing well with good performance and relationship with Downer, the provider.
33. We are collectively putting a greater emphasis on the storm water network, and where a major design and investigation is not required we are fixing many of the minor issues we are made aware of as we go. We will endeavour to be more proactive than reactive in storm water activities in the future.

Project delivery team (PDT)

34. PDT have a number of key projects in full swing with district wide footpaths, the three waters Stimulus project, Te Anau Wastewater, Lakefront Drive, Winton library now all in design or well into construction.
35. The contractors' panel is working incredibly well on the three waters project.
36. Core improvement projects now complete and updated contracts all developed.
37. The final pieces of the SDC office shift are being completed in May with a second small stage in the new LTP.
38. Master delivery plan and programme is well advanced for 2021-2022 with circa \$50m planned to deliver.

Community facilities

39. The Long Term Plan process continues to be at the forefront of the work programme with staff working with the finance and strategy and policy teams to respond to submissions prior to public hearings.
40. The contract renewal process as part of the section 17A review is almost completed with the last of the tenders for the gardening having gone out to the market.
41. The mowing contracts that have been renewed are in place and after some initial issues due to extreme grass growth they are operating well. The contractors will start tapering off now that they are moving into the winter months. The remainder of the contracts will start on 1 July 2021.
42. Capital works projects are progressing however contractor availability and material supply has been hampering progress on some of these projects.
43. Staff have been working through the preparation of the scope for the projects that will be delivered next financial year. The locally funded projects will be worked through and agreed to with the respective community boards with the intention that we are in a position to procure this work starting on 1 July 2021.

Strategic transport

National Land Transport Plan

44. The transport team have continued to work and provide input into the Regional Land Transport Plan and refine the transport programme including budgets which have been included into the

funding application to Waka Kotahi NZ Transport Agency as part of the National Land Transport Plan.

45. This is all part of Council's bid to obtain its share of Waka Kotahi NZ Transport Agency funding for the period 2021-2024. The next three-year funding cycle sees an increase in the funding requested. It remains to be seen if all of Council's funding application is approved. Nationally the Land Transport Fund is under increasing pressure and is significantly over subscribed.

District wide roading programme

46. The 2020/2021 programme is the final year of the three-year Waka Kotahi NZ Transport Agency approved funding programme. Any budgets from Waka Kotahi NZ Transport Agency which are not fully utilised during this financial year cannot be carried forward into the next funding period (2021-2023). This makes 2020/2021 a critical year for achieving works programmes and maximising approved funding. Currently the overall programme is well on track.
47. The annual resealing programme has been completed for the season with around 1 million square metres of road being resurfaced.
48. The bulk of the pavement rehabilitation have also been completed for the construction season with one subsection of the central area package to be sealed.
49. Works on repairing the last section of the Lower Hollyford is back in full swing following the tragic incident with one of the truck drivers on route to the construction site which resulted in works being temporarily halted.
50. 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. A report outlining and affirming the bridge restriction will be presented to Council in due course.
51. Bridge replacement programme has been tracking well with the full programme of works on track to be delivered. With the programme running well and very little unknown construction issues coming to light additional bridges have been commissioned through the design build packages to utilise available contingency funds to maximise the Waka Kotahi NZ Transport Agency funding.

Customer Delivery

Libraries

52. Our libraries team welcomed three new team members; Natasha Edgar, James Godfrey and Belinda Forde. Natasha, our new culture and community co-ordinator, joined us from Auckland and has made a major impact on our programming. Our recently finished school holiday program had over 120 enrolments, a record as far as we know. James, our digital co-ordinator, has been linking in with other community organisations to help focus on digital banking and helping our community find new ways to access their banks with the closure of more rural branches and the removal of cheques. James has also been supporting our LTP process by providing drop in

sessions in the District for our community to learn how to make an online submission. Belinda Forde has joined us as our new customer support partner/mobile librarian and has hit the ground running. She is already been able to provide a great level of assistance to our existing team to help relieve some of the pressure as we focus on getting back into the Winton library.

53. The Winton library project is in full swing with tenders closing end of April. We will be hoping to have the tender awarded mid to late May with our completion date of late November still on track. Our other major library project, our RFID Library System (Radio Frequency Identification) has been awarded to FE Technologies and we are currently in the planning stages with an aim to start tagging our collection items late May or early June and a project completion date close to the opening of the Winton library.
54. Five of the area office team attended a regional librarian's day in Roxburgh and discussed initiatives to attract more teens into our libraries. The Te Anau office has now been open to the public for three months, 9am – 12pm each week day. The response from the community has been slow with an average of two customers a day.
55. Recruitment is underway in the Te Anau library to employ a library cadet on Saturdays, and Raewyn Patton has left the library to pursue a position with Clutha District Council. Changes to Pathways have necessitated training to all area office team members, with further full team training required before dog registration season begins in June.
56. Representatives from each office have also been receiving first aid training.
57. Changes to banking procedures have been necessary to align with imminent bank closures. The withdrawal of cheques has also been widely advertised to our communities, and library staff, banks and outside providers have all been educating customers on the change to online banking and methods of payment.
58. Staff leave occurrences have been high as staff have taken accrued leave stemming back to the Covid lockdown. This, combined with the previously mentioned staff trainings, has seen higher than usual staff cover and casuals necessary.
59. The open day at Winton to discuss the library refurbishment was very successful. The community responses to the plan were very positive and a large cross section of the community attended.

Knowledge management

60. LIM numbers remained steady from November through to February with a monthly average in the mid-thirties. March saw a huge increase with the team lodging 59 and issuing 62 LIM's. The number of property files has increased in 2021 by over 100% with up to 70 being processed a week. Property files can at times result in a LIM. Te Anau, Winton and Riverton are the most popular areas for both.

Business solutions

61. We continue to extend our range of online and mobility services, with the implementation of online lodgement for resource consents. The team worked closely with the resource management team and the transition to online went smoothly. We are investigating Pathway mobile inspections and IPS field inspector.

62. The request for service (RFS) review continues with Jane and Sandra working closely with the organisation to simplify and streamline these processes. Customer service RFS's were the first to be changed and has resulted in positive feedback from staff
63. Disaster recovery is still a major focus for the team as we continue to develop a new disaster recovery plan and the associated run books. This is an ongoing initiative and will require regular testing and updating.

Recommendation

That Waihopai Toetoe Community Board:

- a) **Receives the report titled "Council report" dated 26 May 2021.**

Attachments

There are no attachments for this report.

Chairperson's report

Record No: R/21/6/34814
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 The chair's report which was presented to the 27 April 2021 meeting as a "minor" late item is attached as attachment A.
- 4 Items of interest that Chair Yorke is reporting on are as follows:

Trees at racecourse:

- 5 Trees have been removed which luckily contractors had an ideal window for weather, with not much mess made. Site/flood bank looks really good.

Masonic Lodge:

- 6 The Masonic Lodge in Wyndham has recently been put up for sale. An approach has been made by the Lodge enquiring whether their roll of honour boards (attachment B) could be kept locally. eg at the hall. As chair I don't have an issue with this, and believe the hall would be the perfect place to house these. There are also some chairs/tables, which could be utilised at the memorial hall if they are not sold for a donation.

Scout group:

- 7 Met with the Edendale Scouts regarding there long term prospects. Community liaison officer Tina Harvey has been asked to meet up with them to give them some guidance regarding funding.

Memorandum of understanding with Menzies College

- 8 The facilities team have put together a memorandum of understanding with the college, regarding the area in the wildlife refuge/oxbow area.

Memorial hall Wyndham

- 9 There has been an issue with the diesel heater in the hall, which only become apparent recently when the hall was being hired out which has now been rectified.

Recommendation

That the Waihopai Toetoe Community Board:

- a) **receives the report titled “Chairperson's report” dated 21 June 2021.**
- b) **receives the chair’s report presented to the 27 April 2021 meeting.**

Attachments

- A Chair's report from 27 April 2021 meeting for receipt [↓](#)
- B Lodge Mokoreta No 63 photos [↓](#)

Waihopai Toetoe Community Board
27 April 2021



Chairperson's Report

Record No: R/21/4/19542
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:

Community Board Tour

- 4 A very good tour around our community board area was held in March to which we went over a lot of gravel roads, visited all of our townships, and looked at a lot of areas of interest. The tour gave a good overview, for when we will be discussing certain issues at a later date.

Gorge Road Domain

- 5 At the last workshop we went to Gorge Road and all the community groups involved in the domain area were asked to attend. They were asked them to come together and formulate a plan for the area and get back to us when this was achieved.
- 6 This involved the monument, bell tower, plantings on the reserve and ongoing upkeep, memorial gates etc.

ANZAC Day

- 7 Anzac Day wreaths have been organised for all the townships in our area.
- 8 A schedule of times of the local services has been put together and advised to the public in the local Wyndham messenger. Hopefully none have been missed out in our area.

Kamahi Scenic Reserve

- 9 A request was received from the Edendale School to establish a relationship with the Kamahi Scenic Reserve which would become the "Bush School" for the children.
- 10 A copy the management plan for this area has been arranged for the school to receive along the relevant sections of the Reserve Act, and
- 11 Staff have arranged an MOU with the Edendale School.
- 12 Thank you to staff for a very efficient turn around of this for the school.

Trees

- 13 There are a number of trees to be taken down in the Wyndham Edendale area, either for issues with power lines of which they have had their first free trim (mainly the area on Ferry Road opposite Little Ones), and some poplars which residents have complained about in Wyndham which are causing some damage to homes.

**Waihopai Toetoe Community Board
27 April 2021****Long Term Plan 2021-2031**

- 14 A submission for the Long Term Plan on behalf of the community board has been submitted with the following points has:
- a) Dust suppression
 - b) Curio Bay - Ability for residents to connect to the wastewater plant
 - c) Supporting our proposal for funding for pools in our area
 - d) Toilets - additional toilet at Slope Point, upgrade at Weirs Beach, upgrade at Fortrose
 - e) Wyndale Transfer Station - container in fence for recycling options
 - f) Bridges and roading - continue to invest in our infrastructure as directly relates to our areas property
 - g) Walkway Edendale/Wyndham - has community support
 - h) Community hall upgrade - need to also revisit the Library. Is there an option for the two to merge?
 - i) Fortrose foreshore - support investigation into this area
 - j) Curio Bay overview - best possible use of the reserve area that has been recently acquired

Tokanui Playground

- 15 Plans are underway for the \$10000.00 upgrade of the Tokanui playground. This will include maintenance of current structure ie fort upgrade, a new spinner, a new junior slide.
- 16 Addition of the spinner will help with dynamics and motion activity.
- 17 The Tokanui Playground is due for a major upgrade in the 2028/2029 year.

New Zealand Community Board Conference 22 to 24 April 2021

- 18 I am attending the Community Board Conference in Gore.

Recommendation**That the Waihopai Toetoe Community Board:**

- a) **Agree that the report be referred to the next meeting of the Board.**

Attachments

- A Letter from Edendale School

27 April 2021

Where Our Dreams Begin!



Postal Address: P.O. Box 24,
Edendale, 9848.
Physical Address: 24 Salford Street, Edendale, 9825
Southland, NZ.
Landline: (03) 206 6959
Cell/Text: 027 614 6740
Email: admin@edendaleps.school.nz
Website: www.edendaleps.school.nz
Facebook: Edendale Primary
Twitter: EdendaleSchool
School App: Edendale PS Southland

7th April 2021

Dear Waihopai Toetoe Community Board,

We are looking to establish a relationship with an area of bush near the school where we can undertake educational activities and experiences with the children that could include things such as...

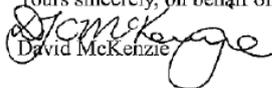
- Seed collecting to propagate native plants.
- Planting of native plants.
- Fauna exploration.
- Flora exploration.
- Pest management.
- Maori relationship with the land, plants and animals.
- Bush walks.

The area that is closest to us is the Kamahi Scenic Reserve. It is a short trip from school and is familiar to our community.

It would become our 'Bush School' for the children.

As this is in your jurisdiction we are asking your permission to proceed and also your support. You may know someone in your organisation who could work with us, on an ongoing basis with this area enabling us to build up our knowledge and skill.

Yours sincerely, on behalf of the school, staff and children,


David McKenzie

At Edendale Primary School we are...confident, connected, actively involved, life-long learners.

Lodge Mokoreta No 63 Photos





