



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

Date: Tuesday, 26 April 2022  
Time: 7pm  
Meeting room: Memorial Hall Wyndham  
Venue: 44 Balaclava Street  
Wyndham

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## Waihopai Toetoe Community Board Agenda OPEN

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### 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

Committee advisor	Fiona Dunlop
Community partnership leader	Karen Purdue

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



## 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.

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## 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"> <li>• 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</li> <li>• to provide leadership to local communities on the strategic issues and opportunities that they face</li> <li>• 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</li> <li>• to be decision-makers on issues that are delegated to the board by Southland District Council</li> <li>• to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community</li> </ul>



	<ul style="list-style-type: none"> <li>• to maintain an overview of the services Council delivers to its communities and assess the extent to which these services meet community needs</li> <li>• to recommend the setting of levels of service and budgets for local activities.</li> </ul>
DELEGATIONS	<p>The community board shall have the following delegated powers and be accountable to Council for the exercising of these powers.<sup>1</sup></p> <p>In exercising the delegated powers, the community board will operate within:</p> <ol style="list-style-type: none"> <li>1) policies, plans, standards or guidelines that have been established and approved by Council</li> <li>2) the needs of the local communities; and</li> <li>3) the approved budgets for the activity.</li> </ol> <p><b>Power to Act</b></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><b>Community Well-Being</b></p> <ol style="list-style-type: none"> <li>4) to develop local community outcomes that reflect the desired goals for their community/place</li> <li>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</li> <li>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.</li> </ol> <p><b>Community Leadership</b></p> <ol style="list-style-type: none"> <li>7) communicate and develop a relationship with community organisations, local groups, and special interest groups within the local community of interest</li> <li>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</li> <li>9) promote a shared vision for the community of interest area and develop and promote ways to work with others to achieve positive outcomes</li> <li>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.</li> </ol>

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<sup>1</sup> Local Government Act 2002, s.53

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### **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><b>Matters which are not Delegated</b></p> <p>Southland District Council has not delegated to community boards the power to:</p> <ul style="list-style-type: none"> <li>• make a rate or bylaw</li> <li>• acquire, hold or dispose of property</li> <li>• direct, appoint, suspend or remove staff</li> <li>• engage or enter into contracts and agreements and financial commitments</li> <li>• institute an action for recovery of any amount</li> <li>• issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like;</li> <li>• 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.</li> </ul>
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](http://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, 14 December 2021



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## Waihopai Toetoe Community Board

### OPEN MINUTES

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Minutes of a meeting of Waihopai Toetoe Community Board held in the Memorial Hall Wyndham, 44 Balaclava Street, Wyndham on Tuesday, 14 December 2021 at 7pm. (7pm – 9.05pm (PE 8.58pm – 9.05pm)).

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#### PRESENT

Deputy Chairperson	Denise Fodie
Members	Pani Grey-Thomas (7.11pm – 9.05pm)
	Gay Munro
	Melanie Shepherd
	George Stevenson
	Andrea Straith (7pm – 8.49pm , 8.52pm – 9.05pm)
	Councillor Julie Keast

#### APOLOGIES

Chairperson Yorke

#### IN ATTENDANCE

Committee advisor	Fiona Dunlop
Community partnership leader	Karen Purdue

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1 Apologies

There were apologies for absence from Chairperson Yorke.

Moved Melanie Shepherd, seconded Andrea Straith and resolved:

That the Waihopai Toetoe Community Board accept the apology.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of interest

There were no conflicts of interest declared.

4 Public forum

There was no public forum.

5 Extraordinary/urgent items

There were no extraordinary/urgent items.

6 Confirmation of minutes

Resolution

Moved Cr Keast, seconded Andrea Straith and resolved:

That the Waihopai Toetoe Community Board confirms the minutes of the meeting held on 26 October 2021 as a true and correct record of that meeting.

Reports

7.1 Mokoreta Redan Centennial Memorial Hall - Transfer of Ownership

Record No: R/21/11/62825

Property advisor – Theresa Cavanagh was in attendance for this item.

Ms Cavanagh advised that the purpose of the report was for the Board to agree to recommend to Council that the Mokoreta Redan Hall property transfer from Council to the Mokoreta Redan Centennial Hall Society Incorporated.

Resolution

Moved Melanie Shepherd, seconded Andrea Straith and resolved:

That the Waihopai Toetoe Community Board:

- a) **receives the report titled “Mokoreta Redan Centennial Memorial Hall - Transfer of Ownership” dated 8 December 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) recommends to Council that the ownership of the land and building associated with the Mokoreta Redan Hall (Lot 1 DP 5491 held in SL211/41) is transferred to the Mokoreta Redan Centennial Hall Society Incorporated for \$1.

7.2 Review of footpath and streetlight programme (2021 - 2024)

Record No: R/21/11/62664

Strategic roading engineer – Hartley Hare and Roothing engineer – Ben Whelan were in attendance for this item.

Mr Hare and Mr Whelan advised that the purpose of the report was for the impacts and approach required to be taken to rationalising the footpath programme, due to the reduced funding received from Waka Kotahi New Zealand Transport Agency for the next three years of the 2021-2031 Long Term Plan and to seek approval for unbudgeted expenditure for an additional street light in Woodlands.

(Pani Grey-Thomas joined the meeting 7.11pm.)

The Board noted that there were options for the Woodlands and Tokanui footpath renewal programme which were as follows:

Woodlands

- Option 1 – Recommends to Council to approve the unbudgeted expenditure of \$18,660 to complete the Woodlands footpath renewal programme. This is to be funded through a 20 year loan, to be repaid through the Waihopai Toetoe Community Board rate.
- Option 2 – Recommends to Council to approve the unbudgeted expenditure of \$18,660 to complete the Woodlands footpath renewal site and removing the \$11,200 footpath level service programme for 2021/2022; allowing the footpath renewal programme to be funded \$11,200 from Woodlands general reserve and the

remaining \$7,460 from a 20 year loan. The loan to be repaid through the Waihopai Toetoe Community Board rate.

- Option 3 – Approves delaying \$14,940 of Woodlands footpath renewals to the Long Term Plan 2024/2034 and hold all remaining budgets in a footpath reserve until the next Long Term Plan.

#### Tokanui

- Option 1a – Recommends to Council to approve the unbudgeted expenditure of \$14,400 to complete the Tokanui footpath renewal sites to be funded through a 20 year loan, to be repaid through the Waihopai Toetoe Community Board rate.
- Option 1b – Recommends to Council to approve the unbudgeted expenditure of \$14,400 to complete the Tokanui footpath renewal sites. To be funded \$4,845 from the Tokanui general reserve and \$9,555 through a 20 year loan, to be repaid through the Waihopai Toetoe Community Board rate.
- Option 2 – Recommends to Council to approve the unbudgeted expenditure of \$14,440 to complete the Tokanui footpath renewal site and remove the \$10,000 from the 2021/2022 footpath level of service programme. The footpath renewal programme to be funded \$10,000 from Woodlands general reserve and the remaining \$4,400 from a 20 year loan. The loan to be repaid through the Waihopai Toetoe Community Board rate.
- Option 3 – Approves delaying \$5,760 of Tokanui footpath renewals to the Long Term Plan 2024/2034 and hold all remaining budgets in a footpath reserve until the next Long Term Plan.

Following discussion on the Woodlands and Tokanui footpath renewals the Board decided to delay the renewals and the level of service programmes for the 2021/2022 financial year to the 2024/2034 Long Term Plan to be held in the footpath reserves.

#### Resolution

Moved Andrea Straith, seconded Melanie Shepherd recommendations a to c, new d and e (as indicated), f and g and resolved:

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled “Review of footpath and streetlight programme (2021 - 2024)” dated 8 December 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 one of the following options for Woodlands for the remaining 2021/2022 footpath renewal programme that did not meet the threshold of Waka Kotahi funding:

Option 1 — Recommends to Council to approve the unbudgeted expenditure of \$18,660 to complete the Woodlands footpath renewal programme. This is to be funded through a 20 year loan, to be repaid through the Waihopai Toetoe Community Board rate.

Option 2 — Recommends to Council to approve the unbudgeted expenditure of \$18,660 to complete the Woodlands footpath renewal site and removing the \$11,200 footpath level service programme for 2021/2022; allowing the footpath renewal programme to be funded \$11,200 from Woodlands general reserve and the remaining \$7,460 from a 20 year loan. The loan to be repaid through the Waihopai Toetoe Community Board rate.

Option 3 — Approves delaying \$14,940 of Woodlands footpath renewals to the Long Term Plan 2024/2034 and hold all remaining budgets in a footpath reserve until the next Long Term Plan.

- e) — Approves one of the following options for Tokanui for the remaining 2021/2022 footpath renewal programme that did not meet the threshold of Waka Kotahi funding:

Option 1a — Recommends to Council to approve the unbudgeted expenditure of \$14,400 to complete the Tokanui footpath renewal sites to be funded through a 20 year loan, to be repaid through the Waihopai Toetoe Community Board rate.

Option 1b — Recommends to Council to approve the unbudgeted expenditure of \$14,400 to complete the Tokanui footpath renewal sites. To be funded \$4,845 from the Tokanui general reserve and \$9,555 through a 20 year loan, to be repaid through the Waihopai Toetoe Community Board rate.

Option 2 — Recommends to Council to approve the unbudgeted expenditure of \$14,440 to complete the Tokanui footpath renewal site and remove the \$10,000 from the 2021/2022 footpath level of service programme. The footpath renewal programme to be funded \$10,000 from Woodlands general reserve and the remaining \$4,400 from a 20 year loan. The loan to be repaid through the Waihopai Toetoe Community Board rate.

Option 3 — Approves delaying \$5,760 of Tokanui footpath renewals to the Long Term Plan 2024/2034 and hold all remaining budgets in a footpath reserve until the next Long Term Plan.

New d) Approves delaying \$14,940 of Woodlands footpath renewals to the Long Term Plan 2024/2034 and hold all remaining budgets in a footpath reserve until the next Long Term Plan and delays \$11,200 footpath level of service programme 2021/2022 to the Long Term Plan 2024/2034 to be held in the footpath reserve.

New e) Approves delaying \$5,760 of Tokanui footpath renewals to the Long Term Plan 2024/2034 and hold all remaining budgets in a footpath reserve until the next Long Term Plan and approves the delay of \$10,000 from the 2021/2022 footpath level of service programme to be held in the footpath reserve to the Long Term Plan 2024/2034.

- f) Endorses combining years two and three footpath renewal programmes to be delivered mid-2023.
- g) Approves unbudgeted expenditure of \$1,500 to install an additional streetlight in Woodlands funded through the Woodlands general reserve.

### 7.3 Direction-setting for Annual Plan 2022/2023

Record No: R/21/10/58009

Corporate performance lead – Jason Domigan was in attendance for this item.

Mr Domigan advised that the purpose of the report was to review the second year of the Long Term Plan 2021-2031 including any projects and associated rate, reserve and loan funding.

The Board noted that the report identifies the movement from the current budget to 2022/2023, as well as any changes proposed to the second year of the 2021/2031 Long Term Plan.

Fortrose hall fees and charges would be removed from the schedule as the hall was being disposed of prior to the start of the 2022/2023 financial year.

Resolution

Moved Melanie Shepherd, seconded Gay Munro recommendations a to d, e with changes as indicated with underline and ~~strike through~~ and f to h and resolved:

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled “Direction-setting for Annual Plan 2022/2023”**
- b) Determines that this matter or decision be recognised not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Recommends to Council the setting of the following rates and charges (GST inclusive) for the year commencing 1 July 2022 (subject to any amendments as a result of (f) and (g) below).

<u>Rate</u>	<u>Rate GST inclusive</u>
Waihopai Toetoe Community Board rate	\$245,192
Edendale/Wyndham Hall rate	\$20,146
Mokoreta/Redan Hall rate	\$6,046
Fortrose Hall rate	\$4,459
Waikawa Hall rate	\$9,962
Tokanui Hall rate	\$17,028
Waihopai Toetoe Community Pool rate	\$11.50 per SUIP
Woodlands Septic Tank Cleaning rate	\$7,815

- e) Recommends to Council the setting of the following hall fees and charges (including GST) for the year commencing 1 July 2022 with changes/additions to the Fortrose Hall and Tokanui Hall fees and charges as indicated with ~~striketrough~~ and underline):

<u>Fee/Charge Description</u>	<u>Charge (incl)</u>
<u>Edendale-Wyndham Hall</u>	
Main hall - all day hire (up to 8 hours)	\$80.00
Main hall - day and night hire	\$200.00
Committee room (hourly)	\$30.00
Supper room	\$30.00
Kitchen and supper room	\$40.00
Kitchen and committee room	\$40.00
Diesel heating (per litre) (charged at cost)	
Breakages/damages (charged at repair/replacement cost)	
Bond (refundable) (may be imposed at the discretion of the Custodian (No GST)	\$1,000.00
Cleaning (general) (per hour)	\$35.00
Cleaning - If excessive staining of the floor and commercial cleaning is required, the cost of such will be charged to the hirer	
<u>Fortrose Hall</u>	
<del>All day hire (8 hours)</del>	<del>-\$35.00</del>
<del>All day and night hire</del>	<del>-\$80.00</del>
<del>Bond (refundable) (No GST)</del>	<del>\$50.00</del>
<u>Mokoreta Hall</u>	
Hire (hourly)	\$12.00
Cleaning (per hour)	\$25.00
Heater (per hour)	\$8.00
Bond (refundable) (No GST)	\$50.00
<u>Tokanui Hall</u>	
<del>Weddings, Cabarets, Birthday Parties &amp; Night Hire</del> <u>All day and night hire</u>	\$200.00
All day hire (8 hours)	\$70.00



Half day hire	\$30.00
Sports club (regular)	\$15.00
Sports club (occasional)	\$20.00
Supper room	\$20.00
Supper room and kitchen	\$30.00
Funerals	No Charge
Chair hire (each)	\$1.00
Trestles hire (each)	\$10.00
Pie warmer (each)	\$10.00
Cups (per drawer)	\$10.00
Heating (\$2 coin per 20 minutes)	\$2.00
Damage/breakages (charged at repair/replacement cost)	
Bond (refundable) (may be imposed at discretion of the custodian)	\$400.00
<u>Waikawa Hall</u>	
Hall – full day	\$200.00
Hall – half day	\$50.00
Meetings	\$25.00
Funerals and elections	\$150.00
Social functions (5pm to 1am)	\$120.00
Lounge/supper room – full day	\$80.00
Lounge/supper room – half day	\$60.00
Chairs	\$20.00
Tables	\$5.00
Damages/breakages (charged at repair/replacement cost)	
Bond (refundable)	\$50.00
Cleaning (if required)	\$100.00
Heaters (\$1 coin per 20 minutes)	\$1.00

- f) Delegates authority to the board chair to approve any further material changes required to the budgets following this meeting.
- g) Notes that Council has yet to approve the assumptions on which the draft budgets have been prepared which may impact the proposed rate.
- h) Notes that staff will advise the board of the final rates approved for inclusion in the Annual Plan.

#### 7.4 Long Term Plan 2021-2031 - community board feedback

Record No: R/21/11/63043

Corporate performance lead – Jason Domigan was in attendance for this item.

Resolution

Moved Cr Keast, seconded Andrea Straith and resolved:

That the Waihopai Toetoe Community Board:

- a) **receives the report titled “Long Term Plan 2021-2031 - community board feedback” dated 8 December 2021.**

7.5 Future of the Alcohol Control Bylaw

Record No: R/21/11/59934

Corporate performance lead – Jason Domigan was in attendance for this item.

Resolution

Moved Andrea Straith, seconded Gay Munro and resolved:

That the Waihopai Toetoe Community Board:

- a) **receives the report titled “Future of the Alcohol Control Bylaw” dated 8 December 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) provides feedback on how the board believe Council should proceed with the Alcohol Control Bylaw 2015.

7.6 Community Partnership Fund applications - September 2021 funding round - Waihopai Toetoe

Record No: R/21/10/57853

Community partnership leader – Karen Purdue was in attendance for this item.

Mrs Purdue advised that the purpose of the report was for the Board to allocate funds to the applicants to the Waihopai Toetoe Community Partnership fund.

Moved Pani Grey-Thomas, seconded Melanie Shepherd the motion recommendations a to d and e to h (with changes as indicated with ~~strike through~~ and underline).

- e) ~~approves/declines~~ a grant of \$275 to the Woodlands Bowling Club for assistance towards the purchase of an arm extension.
- f) ~~approves/declines~~ a grant of ~~\$12,350~~ \$5,000 to Menzies College for assistance towards the materials for a BCITO building course for senior students to upgrade/repair the woolshed at the racecourse subject to confirmation that the memorandum of understanding is signed and other funding is secured.

- g) approves/~~declines~~ a grant of ~~\$9,000~~ \$4,000 to the Mokoreta Pre-school Incorporated for assistance to update the outdoor area.
- h) approves/~~declines~~ a grant of ~~\$3,300~~ \$1,500 to the Wyndham Districts Toy Library for assistance towards the purchase of a trailer to transport their new bouncy castle.

The motion was put and declared CARRIED.

Final resolution:

That the Waihopai Toetoe Community Board:

- a) **receives the report titled “Community Partnership Fund applications - September 2021 funding round - Waihopai Toetoe” dated 8 December 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 applications from the following:
  - 1. Woodlands Bowling Club
  - 2. Menzies College
  - 3. Mokoreta Pre-school Incorporated
  - 4. Wyndham and Districts Toy Library
- e) approves a grant of \$275 to the Woodlands Bowling Club for assistance towards the purchase of an arm extension.
- f) approves a grant of \$5,000 to Menzies College for assistance towards the materials for a BCITO building course for senior students to upgrade/repair the woolshed at the racecourse subject to confirmation that the memorandum of understanding is signed and other funding is secured.
- g) approves a grant of \$4,000 to the Mokoreta Pre-school Incorporated for assistance to update the outdoor area.
- h) approves a grant of \$1,500 to the Wyndham Districts Toy Library for assistance towards the purchase of a trailer to transport their new bouncy castle.

7.7 Community leadership report

Record No: R/21/11/60194

Community partnership leader – Karen Purdue was in attendance for this item.

Resolution

Moved Melanie Shepherd, seconded Andrea Straith and resolved:

That the Waihopai Toetoe Community Board:

- a) **receives the report titled “Community leadership report” dated 8 December 2021.**

7.8 Operational Report for Waihopai Toetoe Community Board

Record No: R/21/10/56326

Community partnership leader – Karen Purdue was in attendance for this item.

Resolution

Moved George Stevenson, seconded Gay Munro and resolved:

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled “Operational Report for Waihopai Toetoe Community Board” dated 8 December 2021.**

7.9 Council report

Record No: R/21/11/59790

Councillor Keast took the Board through the council report.

(Andrea Straith left the meeting at 8.49pm.)

Resolution

Moved Cr Keast, seconded Melanie Shepherd and resolved:

That Waihopai Toetoe Community Board:

- a) **Receives the report titled “Council report” dated 7 December 2021.**

7.10 Chairperson's report

Record No: R/21/12/64447

(Andrea Straith returned to the meeting 8.52pm.)

Resolution

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

That the Waihopai Toetoe Community Board:

- a) **receives the report titled “Chairperson’s report” dated** 8 December 2021.

Public excluded

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

Resolution

Moved Pani Grey-Thomas, seconded Gay Munro and resolved:

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

C8.1 Community Service Awards - nominations and allocation - September 2021

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
Community Service Awards - nominations and allocation - September 2021	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	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 8.58pm.

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 9.05pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE WAIHOPAI TOETOE COMMUNITY  
BOARD HELD ON TUESDAY 14 DECEMBER 2021.

DATE:.....

CHAIRPERSON:.....



## Community Pools - requests for allocation of grant

Record no: R/22/4/13839

Author: Kathryn Cowie, Community liaison officer

Approved by: Fran Mikulicic, Group manager democracy and community

☒ Decision

☐ Recommendation

☐ Information

### Purpose

- 1 The purpose of this report is for the Waihopai Toetoe Community Board to consider and make a decision on requests from the five pools in their area for grants from the Waihopai Toetoe community pool reserve.

### Executive summary

- 2 As part of the local rate \$27,333 has been set aside for grants to community swimming pools in the Waihopai Toetoe Community Board area in the 2021/22 financial year. Requests are made on an annual basis by community pools to the community board to uplift these funds.
- 3 Requests have been received from all five pools (Wyndham Pool, Edendale Pool, Gorge Road Pool, Woodlands Pool, and Tokanui Pool). Detailed information regarding their requests are attached to this report.

## Recommendation

That the Waihopai Toetoe Community Board:

- a) **receives the report titled “Community Pools - requests for allocation of grant” dated 13 April 2022.**
- 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 requests from the following
  1. Gorge Road Swimming Pool
  2. Wyndham District Community Pool
  3. Edendale Community Pool Society
  4. Woodlands Pool
  5. Tokanui Pool
- e) approves/declines a grant to the Gorge Road Swimming Pool to assist with replacing the pool sand filters and salt chlorinators.
- f) approves/declines a grant of up to \$5,000 to the Wyndham District Community Pool to assist with the cost of repainting the pool.
- g) approves/declines a grant to the Edendale Community Pool Society to assist with the cost to replace the pool cover.
- h) approves/declines a grant of up to \$10,000 to Woodlands Pool to assist with various upgrades including key and security system, lighting and a new pool skimmer.
- i) approves/declines a grant of up to \$3,440 to Tokanui Pool to replace signage, seating and matting at the pool.

## Background

- 4 As part of the local rate \$27,333 has been set aside for grants to community swimming pools in the Waihopai Toetoe Community Board area in the 2021/22 financial year. Requests are made on an annual basis by community pools to the community board to uplift these funds.
- 5 There are five pools in the Waihopai Toetoe Community Board area that are eligible to apply each year – Wyndham Pool, Edendale Pool, Tokanui Pool, Gorge Road Pool and Woodlands Pool.
- 6 In order to uplift funds, pools apply to the Waihopai Toetoe Community Board for a grant advising how much they require and what funds they will be spent on. Grants are only given for maintenance or capital works projects, not for general operating costs.



- 7 A summary of the applications received is below. Detailed information regarding the requests is attached to this report.

<b>Applications received</b>	<b>5</b>
<b>Funds available</b>	<b>\$27,333</b>

1 **Gorge Road Swimming Pool (attachment A)**

Requests assistance with costs to replace the sand filters and salt chlorinators.

Total project cost **\$17,000**

Amount requested **Not specified**

2 **Wyndham District Community Pool (attachment B)**

Request assistance towards the cost of pool painting.

Total project cost **\$9,000 approx.**

Amount requested **\$5,000**

3 **Edendale Community Pool Society (attachment C)**

Request assistance towards costs to replace the pool cover.

Total project cost **\$10,500**

Amount requested **unspecified**

4 **Woodlands Pool (attachment D)**

Request assistance towards costs of various upgrades including key and security system, lighting, and a new pool skimmer.

Total project cost **\$14,800**

Amount requested **\$10,000**

5 **Tokanui Pool (attachment E)**

Requests assistance towards replacing signage, matting and seating at the pool.

Total project cost **\$3,440**

Amount requested **\$3,440**

#### Issues

- 8 No issues have been identified.

#### Factors to consider

Legal and statutory requirements

- 9 There are no legal or statutory requirements.

#### Community views

- 10 The board, as representatives of the Waihopai Toetoe Community Board area will consider each application and how it benefits their communities, and will allocate funds as they see fit.

#### Costs and funding

- 11 The total amount of available funding to distribute from the Waihopai Toetoe community pool rate is \$27,333.
- 12 The Wyndham District Community Pool Incorporated is seeking \$5,000 from this fund, Gorge Road Swimming Pool are seeking a donation towards their \$17,000 project, Edendale Community Swimming Pool Society are seeking a donation towards their \$10,500 project, Woodlands Swimming Pool have requested \$10,000 and Tokanui Pool are seeking \$3,440.

#### Policy implications

- 13 There are no policy implications.

#### Analysis

##### Options considered

- 14 The options for consideration are to allocate funding to the community pools from the Waihopai Toetoe community pool reserve pursuant to the funding criteria set by the community board or decline the applications.

#### Analysis of options

Option 1 – Approves and allocates funding to the community pools from the Waihopai Toetoe community pool reserve pursuant to the funding criteria set by the community board

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>the applicants will have received assistance to achieve the work required</li> </ul>	<ul style="list-style-type: none"> <li>no disadvantages.</li> </ul>

Option 2 – declines the applications

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>reserves will increase</li> </ul>	<ul style="list-style-type: none"> <li>work may not be able to proceed</li> <li>as the funds come from rates there may be a negative perception from the community</li> </ul>

#### Assessment of significance

- 15 Not considered significant.

#### Recommended option

- 16 It is recommended that option 1 be approved by the Waihopai Toetoe Community Board.

### Next steps

- 17 Staff will notify pool committees of the outcome, and will process payments as required.

### Attachments

- A Gorge Road Swimming Pool application to WTT CB pool rate reserve - March 2022 [↓](#)
- B Wyndham District Community Pool - request for rate funds - March 2022 [↓](#)
- C Edendale Community Pool - request for rate funds - March 2022 [↓](#)
- D Woodlands Community Pool - request for rate funds - March 2022 [↓](#)
- E Tokanui Pool - request to Waihopai TT Community Board for rate funds - March 2022 [↓](#)



#### Gorge Road & Districts Swimming Pool

C/- G Black  
359 Lawson Road  
Mokotua, RD5  
Invercargill 9875

20<sup>th</sup> March 2022

Waihopai Toetoe Community Board  
Southland District Council  
P O Box 903  
INVERCARGILL 9840

Dear Pam and Community Board Members

#### RE: Application for Pool Rate Funding

We would like to take the opportunity to apply for funds available under the Waihopai Toetoe Pool Rate, as per communications from Tina Harvey and Kathryn Cowie of the Southland District Council.

The Gorge Road & Districts Swimming Pool has served the Gorge Road and surrounding districts for close to 30 years and is currently operated by a committee of 10 community members. The pool season generally runs from Labour Day through to Easter each year.

Community members can purchase a fob for personal access to the pool and it is also utilised by the Gorge Road School for student swimming in Terms One and Four each year, along with the school triathlon event in Term One. Gorge Road School pupils are incredibly lucky to have the pool available for swimming lessons, with two weeks of REAP swimming and up to five weeks of teacher/parent-led swimming each year.

Rural Women hold an aqua jogging class during Feb-Apr each year, and the pool is also used ad-hoc by other groups including birthday celebrations and canoe polo training and is often used for the Southern Zone Swimming Competition (although this event has had to be cancelled this year due to Covid levels).

#### Summary of Recent Pool Usage

Season	2019-20	2020-21	2021-22
Total individual pool accesses*	576	518	537
Total individual pool users	47	52	51

\*Based on individual daily pool access, actual group numbers unknown. Includes Committee and School entry.

Unfortunately our last two seasons have been cut short with the 2019-20 season ending early due to Covid-19 and the 2020-21 season being cut short due to roof damage because of strong winds in March 2021. The stats shown for the current season are through to 14<sup>th</sup> March 2022. At this stage it is anticipated that we will close the pool two weeks earlier than planned, once the school swimming and aquarobics finish up, due to escalating fuel costs.

After the close of the season we plan to replace the sand filters and salt chlorinators which have reached end of life. These are original units, having been in place since the pool opened in 1994 and this season we have had ongoing issues with maintaining chlorine levels and leaks in the stainless-steel sand filter, which have been repaired several times over the last couple of years already.

We have had a quote for this work from Filtration and Pumping Commercial Ltd, who were the suppliers of the original equipment, amounting to \$19,495 (excl GST) – please see attached. We would hope to be able to reuse our existing pool pumps, which would reduce this to \$16,595. We have had verbal quotes from local suppliers around this same amount (approx. \$17,000).

We would like to apply to the Board for a grant towards these costs; as much as is able to be given would be greatly appreciated. We are in the process of fundraising via a scrap metal run and may be able to divert some funds from a Toitoe Lions Club donation, which is currently earmarked for the pool cladding, to fund this urgent project.

We appreciate you taking the time to review our application; should you require any further information please don't hesitate to contact me on 022 064 6873, or email [gasblack@xtra.co.nz](mailto:gasblack@xtra.co.nz).

Yours Sincerely



Grant Black  
CHAIRMAN

**Filtration & Pumping Commercial Ltd.****Specialists in Water Treatment**

P.O. Box 411  
Feilding 4740  
NEW ZEALAND.  
9 March 2022

[www.filtrationandpumping.co.nz](http://www.filtrationandpumping.co.nz)

Phone : 64 6 358-1933  
Fax : 64 6 356-6218  
Email : [fpc@xtra.co.nz](mailto:fpc@xtra.co.nz)

Gorge Road & Districts Swimming Pool  
Gorge Road  
RD 5  
Invercargill

Ref : Your email of 8/03/22  
Sub : School / Community Pool  
Att : Roger McNaughton

Dear Roger

Further to your email of the above date, we have pleasure in forwarding our suggestions and quotation for possible future upgrade work of your Community Pool plant.

All our calculations are carried out in accordance with NZS 4441 : 2008 Swimming Pool Design Standard and NZS 5826 : 2010 Pool Water Quality Standard, both of which cover School swimming pools.

**CALCULATIONS :**

Under the old NZ Standard Code of Practice for Swimming Pools, under which your pool would have been built, the plant would have been designed for a bather load of 200 people per day with a 8 hour turnover. Nowadays, School/Community pools are required to have a 1.5 to 2.5 hour turnover.

Be aware that the new NZ Standard is not retrospective, so as your pool is existing and has been so for many years, there is no specific requirement to upgrade the plant as long as the pool water is safe, clear and the chemistry is maintained at all times within NZS 5826 : 2010 Pool Water Quality Standard guidelines, under which you must comply for the safety of the children.

Therefore, you are actually able to replace 'like-for-like' if and when the plant is due for replacement.

From the dimensions taken, we calculate the current arrangement under the old Standard below :

Pool Dimensions : 25 m x 8 m  
Depths : 1.0 m to 1.75 m  
Surface area : 200 m<sup>2</sup>  
Pool Volume : 275,000 litres  
Bather Load : 200 persons per day  
Turnover Period : 8 hours (Pool temp greater than 22oC)  
Filter Rate : 10 l/s/m<sup>2</sup>  
Flow rate : 9.55 l/s  
Filter area : 0.955 m<sup>2</sup>

Under the new Standard, were the pool being built today, these figures would look like this :

**Distribution Centre and Factory : 7 Tiki Place, Palmerston North, 4412, New Zealand**



## **Filtration & Pumping Commercial Ltd.**

### **Specialists in Water Treatment**

P.O. Box 411

Feilding 4740

NEW ZEALAND.

[www.filtrationandpumping.co.nz](http://www.filtrationandpumping.co.nz)

Phone : 64 6 358-1933

Fax : 64 6 356-6218

Email : [fpc@xtra.co.nz](mailto:fpc@xtra.co.nz)

.2.

Pool Dimensions : 25 m x 8 m

Depths : 1.0 m to 1.75 m

Surface area : 200 m<sup>2</sup>

Pool Volume : 275,000 litres

IBL @ 100 % : 66 (Instantaneous Bather Load)

Flow rate : 31 l/s

Filter area : 4.45 m<sup>2</sup>

There is a Clause in NZS 4441 : 2008 that allows for a 70% reduction in this figure if there was never going to be 66 people using the pool at one time – which I could assume to be correct.

The numbers would, thus, look more like this :

Pool Dimensions : 25 m x 8 m

Depths : 1.0 m to 1.75 m

Surface area : 200 m<sup>2</sup>

Pool Volume : 275,000 litres

IBL @ 70 % : 46 (Instantaneous Bather Load)

Flow rate : 21.8 l/s

Filter area : 3.12 m<sup>2</sup>

Once again, were you to upgrade the plant to meet these numbers you'd need the following :

Five filters (the size you have now), two much larger pumps and possibly an increase in all the pipework to and from the pool. This would be a nonsense to carry out and at a huge expense, which is not necessary.

### **OBSERVATIONS & SUGGESTIONS :**

The existing filter is an FPC 1.312/2/1.5 x 2 comprising two 914 mm diameter stainless steel sand filters having 1.312 m<sup>2</sup> filter area. These filters have been there for many years and may be nearing the end of their useful life.

The existing filter pumps are old Filtermaster brand, as well, which are capable of about 4.0 l/s each. It is becoming difficult to get parts for any Filtermaster components nowadays.

The existing chemical dosing system comprises two Domestic Salt Chlorinators.

These are expensive to maintain and may not achieve the desired FAC during some parts of the day if the pool becomes heavily loaded.

The alternative to that is to install an Injecta PRC Elite (made in Italy) which absolves the operator from having to test and record the water chemistry every 3 hours as required by NZS 5826 : 2010 Pool Water Quality Standard, as it measures and controls based on pH and FAC (Free Available Chlorine) and not on ORP (Oxidation Reduction Potential) .

**Distribution Centre and Factory : 7 Tiki Place, Palmerston North, 4412, New Zealand**



**Filtration & Pumping Commercial Ltd.****Specialists in Water Treatment**

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NEW ZEALAND.

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Phone : 64 6 358-1933  
Fax : 64 6 356-6218  
Email : [fpc@xtra.co.nz](mailto:fpc@xtra.co.nz)

.3.

We have a list of pools around the country where we have successfully installed about 20 of these units. They are the least expensive option for monitoring and controlling based on FAC. The next units up from this comprise a larger controller and a pair of independent dosing pumps and would cost in the region of \$ 12,000.

So that the Trust have a 'shopping list' for future upgrades, we have pleasure in quoting the following :

**QUOTATION :**

1. To manufacture and supply one FPC 1.732/2/2.0 x 2 comprising two new 1050 mm diameter filament wound fibreglass pressure sand filters complete with 65 mm multiport valves, all necessary base media and silica sand, to be connected to the existing reticulation

\$ 11,240.00

This is slightly increasing the filter area to improve the water clarity and reduce the time between backwashes (offering a water saving). Note : We'd need a door opening of 1100 mm wide to get them in the plantroom.

2. To manufacture and supply two 2.5 HP (1.8 kw) single phase, self priming pool circulation pump with built in strainers, to be connected to existing pool suction pipework

\$ 2,900.00

3. To supply only one Injecta PRC Elite chemical dosing system for Chlorine and Acid feeding, using proprietary 20 litre Sodium Hypochlorite and Sulphuric Acid containers.

\$ 5,355.00

Note : As stated above, this is the only way of absolving your caretaker from his 3 hourly water testing regime required under the NZ Standard. Any of the 'other' chemical dosing systems available in New Zealand, that measure and control via 'ORP', do not comply.

The above prices are for supply only ex our store in Palmerston North and do not include GST.  
We trust this information is of assistance and we hear from you in due course.

Kind regards,  
Yours faithfully  
FILTRATION & PUMPING COMMERCIAL LTD

D. M. Cameron  
(CONTRACTS MANAGER)

**Distribution Centre and Factory : 7 Tiki Place, Palmerston North, 4412, New Zealand**



**Gorge Road & Districts Swimming Pool  
2020 – 2030 10 Year Maintenance Plan**

Item	Financial Year									
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
Clean up of pool and surrounds, prepare for season	\$ 100	\$ 100	\$ 102	\$ 104	\$ 107	\$ 109	\$ 111	\$ 114	\$ 116	\$ 119
General maintenance for season	\$ 2,000	\$ 2,000	\$ 2,043	\$ 2,087	\$ 2,132	\$ 2,178	\$ 2,224	\$ 2,272	\$ 2,321	\$ 2,371
Pool cover winch (currently manual wind up)			\$ 300							
Reclad pool with clearlite to MOE standard*			\$ 140,000							
Repaint pool				\$ 10,000					\$ 11,122	
Replace entrance key mechanism					\$ 3,000					\$ 3,337
Replace pool cover						\$ 8,000				
Replace pool pump**		\$ 900	\$ 919	\$ 939	\$ 959	\$ 980	\$ 1,001	\$ 1,023	\$ 1,045	\$ 1,067
Replace pool vacuum							\$ 5,000			
Replace pump for toilets and basins	\$ 900					\$ 980				
Replace sand filter and chlorination system***		\$ 17,000								
<b>Total Estimated Maintenance</b>	<b>\$ 3,000</b>	<b>\$ 20,000</b>	<b>\$ 143,365</b>	<b>\$ 13,130</b>	<b>\$ 6,198</b>	<b>\$ 12,246</b>	<b>\$ 8,337</b>	<b>\$ 3,408</b>	<b>\$ 14,604</b>	<b>\$ 6,893</b>

\* Understanding is that the cost will be covered by Ministry of Education, out of the Gorge Road School long term maintenance fund, as a no-interest loan to the Swimming Pool Committee to be repaid as funds available (specific details are not known). As of 31/03/22 the Pool Committee has approx \$40,000 raised towards this cost.

\*\* There are 2 pumps that circulate pool water. Pump wear seems to result in high maintenance costs, so regular replacement is cost effective. This allows for a 2 year replacement policy

\*\*\* Long term maintenance. First time replaced since pool built in 1994.

Costs inflated based on average inflation of 2.15% per annum.

## **AUDITORS REPORT TO THE MEMBERS OF GORGE ROAD AND DISTRICTS SWIMMING POOL**

I have audited the financial report set out on page 1. The financial report provides information about the past financial performance of the **GORGE ROAD AND DISTRICTS SWIMMING POOL** and its financial position at **30 June 2021**. This information is stated in accordance with the accounting policies set out o.

### **Committees' Responsibilities**

The Committee's is responsible for the preparation of a financial report which fairly reflects the financial position of the club as at **30 June 2021** and the results of operations for the year ended on that date.

### **Auditors Responsibilities**

It is my responsibility to express an independent opinion on the financial report presented by the **GORGE ROAD AND DISTRICTS SWIMMING POOL** and report my opinion to you.

### **Basis of Opinion**

An audit includes examining, on a test basis, evidence relevant to the amounts and disclosures in the financial report. It also includes assessing:

- the significant estimates and judgements made by the **GORGE ROAD AND DISTRICTS SWIMMING POOL** in the preparation of the financial report, and
- whether the accounting policies are appropriate to the **GORGE ROAD AND DISTRICTS SWIMMING POOL** circumstances, consistently applied and adequately disclosed.

I conducted my audit in accordance with generally accepted auditing standards, including Auditing Standards issued by the Institute of Chartered Accountants of New Zealand, except that my work was limited as explained below. I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial report is from material misstatements, whether caused by fraud or error. In forming my opinion, I also evaluated the overall adequacy of the presentation of information in the financial report.

Other than the auditor, I have no relationship with or interests in the **GORGE ROAD AND DISTRICTS SWIMMING POOL**.

### **Qualified Opinion**

In common with similar organisations, control over monies received prior to its being recorded is limited, and there are no practical audit procedures to determine this limitation.

In my opinion the financial report set out on pages 1 fairly reflects the financial position of the **GORGE ROAD AND DISTRICTS SWIMMING POOL** as at **30 June 2021**.

My audit was completed on **19 August 2021** and my qualified opinion is expressed as at the date.



E O'Connor (B.Com, CA, DipBus)  
**O'Connor Accounting**

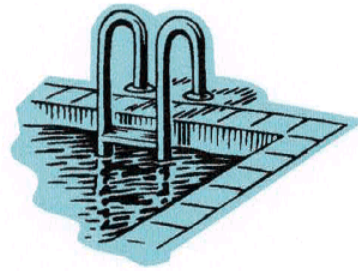
p&amp;l21

**STATEMENT OF INCOME AND EXPENDITURE  
FOR YEAR ENDING 30th June 2021**

<b>INCOME</b>		<b>EXPENDITURE</b>	
Balance Brought Forward 1/7/2020	\$4,283.23		
<b>Income</b>		<b>Expenses</b>	
Fundraising	\$4,908.48	Fundraising	\$298.40
Keys	\$3,086.96	Electricity	\$4,386.04
Donations	\$778.00	Chemicals	\$503.43
Interest	\$0.75	Heating	\$8,913.31
General	\$0.00	General	\$350.00
Sponsors	\$2,800.00	Repairs & Maintenance	\$2,058.82
Golf Day Fundraiser	\$2,978.26	Insurance	\$2,137.90
GST	\$1,216.97	GST	\$0.00
Pool Cover		Pool Cover	
Grants	\$2,040.00		
Investment			
Online saver	\$4,207.00	Online saver	\$5,196.00
	\$0.00		\$0.00
<b>TOTAL</b>	<b>\$26,299.65</b>	<b>TOTAL</b>	<b>\$23,843.91</b>
		Balance 30/6/21	\$1,880.60
GST on Income	\$2,297.05	GST on Expenditure	\$2,872.19
<b>TOTAL</b>	<b>\$28,596.70</b>	<b>TOTAL</b>	<b>\$28,596.70</b>
Income	\$26,299.65		
Expenditure	\$23,843.91		
	<b>\$2,455.73</b>	<b>Profit/loss for Year</b>	
Online Saver Account			
Opening Balance	01/07/20 \$10,120.32		
Deposits	\$5,196.00		
Withdrawals	-\$4,000.00		
Interest	\$4.43		
Closing Balance	30/06/21 <b>\$11,320.75</b>		
Fixed Assets			
Complex at Cost	\$257,557.86	Checked and found in order	
Plant at Cost	\$37,569.85		
Heating at Cost	\$9,881.73		
	<b>\$305,009.44</b>		

**WYNDHAM DISTRICT COMMUNITY POOL INC.**

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



27 March 2022

Waihopai Toetoes Community Board  
PO Box 903  
INVERCARGILL 9840

Dear Pam and Community Board Members

**Re Waihopai Community Board Pool Rate**

Please find attached the information required to assist you in your decision regarding allocation of the 2021/22 Pool Rate funds. We will be repainting the pool prior to next season, and so are requesting rate funds towards this. We are investigating using a different paint on the pool to try and extend the life of the paintwork. This will require sandblasting the pool to remove the old incompatible paint.

During the 2020/21 season COVID had minimal impact. The committee decided to look at other options for swimming lessons. We were able to hire the pool to JC Swimmers in term four 2020 and term one 2021 for private one on one lessons. These were very successful, with great participant feedback. This relationship has continued into this season. Despite removal of MLT support, the committee decided to hold the fireworks for the community. We aimed to break even so were happy to make a \$2 100 profit. We have passed this fundraiser back to Menzies College.

This season the pool was not opened to the public until November to allow schools and lessons some certainty of use. Despite this late start we are on par with last season's key sales. As a result of uncertainty around the season, the committee decided to forego asking for sponsorship this season. As already mentioned JC Swimmers have continued the after school one on one lessons and have also undertaken holiday and weekend lessons. They pay WDCPI an hourly rate for this.

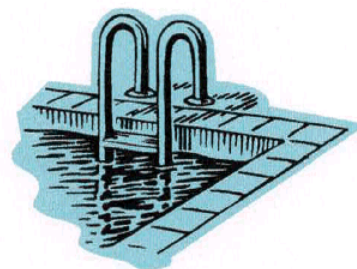
The attached documentation shows where the previous rate grants have been spent. With the uncertainties of COVID we did not purchase the pool cover during the winter. We are currently in the process of getting this.

We look forward to answering any questions you may have and are able to attend your meeting if required. If so can you please contact us with the date, venue and time. Otherwise I can be contacted at the above email address.

Yours sincerely  
Carlyn Stewart - Secretary

**WYNDHAM DISTRICT COMMUNITY POOL INC.**

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

**2021/22 FUNDING REQUEST SDC****POOL PAINTING**

We will be repainting the pool over the coming winter. At this stage we are still investigating the options as we are not happy with the longevity of the current paint. To change the type of paint we will need to sandblast the pool to remove what remains of the current paint job. We spent \$ 8050 and \$ 8920 previously just for painting the pool, so we expect the cost this year to be significantly higher.

<b>TOTAL EXPENDITURE</b>	<b>at least \$ 9 000</b>
--------------------------	--------------------------

<b>TOTAL REQUESTED FROM THE COMMUNITY BOARD RATE</b>	<b>\$ 5 000.00</b>
--	--------------------

**SUMMARY OF 20/21 RATE SPEND****POOL COVER**

Original quote for the pool cover was \$8 750. This increased to \$9 100 with the impacts of COVID.

<b>TOTAL ESTIMATED SPEND</b>	<b>\$ 9 100</b>
------------------------------	-----------------

<b>COMMUNITY BOARD RATE</b>	<b>\$ 8 000</b>
-----------------------------	-----------------

A very big thank you to our sponsors: Cleanflo; Eunson Plumbing; Lee's Dairy; Malloch McClean (Inv); Redan Valley Engineering; Rodgers Garage; Titiroa Transport; Udy's Grain and Feed; Vetco; Wyndham Engineering; Caldwell Contracting; JD Souness; MLT.

**WYNDHAM DISTRICT COMMUNITY POOL INC.**

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

**Our Vision**

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

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

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

The pool is open from the beginning of term four to the end of term one (October to April).

**SEASON STATISTICS**

	<b>21/22</b>	<b>20/21</b>	<b>19/20</b>
Key Sales	53	53	48
Average Public Weekly Key Swipe			
- Term	30 (to date)	29	23
- Holidays	40	44	32
School Users	Menzies College Wyndham Glenham	Menzies College Wyndham Mokoreta Preschool	Menzies College Wyndham Mokoreta Preschool Glenham
Swimming Lessons	JC Swimmers	JC Swimmers (private)	WDCP 38 kids
Committee Members	12	13	13
Opening Volunteers	11	11	13
Fundraising		Fireworks Cattle Grazing Sponsorship	Fireworks Cattle Donation Cattle Grazing Sponsorship Tailing
Upgrades	Pool Cover	New Pump	Fans
Events	Open Day (cancelled) LMV Swimming (?)	Open Day LMV Swimming	Open Day LMV Swimming



## WYNDHAM DISTRICT COMMUNITY POOL INC. MAINTENANCE PLAN

Year	Action	Estimated Cost	Bank	Fundraising	Voluntary Labour	Potential Grants
2014*	Pool Seals	\$ 5 488		\$ 1 288	\$ 1 200	\$ 3 000
	Pool Painting	\$ 8 050		\$ 3 050		\$ 5 000
	Pool Cover	\$ 7 995		\$ 2 995		\$ 5 000
	Painting Changing Rooms and Surrounds	\$ 1 649		\$ 349	\$ 1 300	
	General Repairs	\$ 4 215		\$ 535	\$ 680	\$ 3 000
	Pool Door	\$ 1 408		\$ 408		\$ 1 000
	Electronic Key	\$ 4 443	\$ 2 000	\$ 1 443		\$ 1 000
2015*	Pool Step Installation	\$ 3 482	\$ 852	\$ 630		\$ 2 000
	Rinse Shower Installation	\$ 3 802		\$ 302		\$ 3 500
	Replace Vents (insurance)	\$ 500	\$ 500			
2016*	Swimming Equipment and Cage	\$ 910	\$ 352			\$ 558
	End Door and Mesh	\$ 1 291	\$ 1 291			
2017*	Matting	\$ 240	\$ 240			
	General Maintenance	\$ 2 304	\$ 2 304			
2018*	Pool Filter	\$ 3 115	\$ 1 115		Donated	\$ 2 000
	Clearlite Changing Rooms	Donated				Donated
	Partition/ Handrail	\$ 700	\$ 700			
	Pool Painting	\$ 8 920	\$ 720			\$ 4 000
2019*	Fans	\$ 1 999			\$ 100	\$ 428
	General Maintenance	\$ 502				\$ 2 073
2020*	New Pump	\$ 1 947				\$ 1 947
	General Maintenance	\$ 693				\$ 482
2021	New Outside Sign	\$ 211				\$ 211
	Pool Cover	\$ 9 100	\$ 1 024			\$ 8 000
	General Maintenance	\$ 350	\$ 63			\$ 287
2022	Pool Painting	\$ 9 455	\$ 4 455			\$ 5 000
2023	Cover Winder	\$ 5 000				\$ 5 000
	Pool Equipment Service	\$ 3 225	\$ 3 225			
2024	Painting Changing Rooms and Surrounds	\$ 1 900	\$ 1 000		\$ 900	
2025						
2026	Pool Painting	\$10 022	\$ 5 022			\$ 5 000
	Pool Seals	\$ 6 915	\$ 3 915			\$ 3 000
2027						
2028	Pool Equipment Service	\$ 3 470	\$ 3 470			
	Pool Cover	\$ 9 770	\$ 4 770			\$ 5 000
2029						
2030	Pool Painting	\$ 10 175	\$ 5 175			\$ 5 000

\*Actual Figures

Actual SDC Rate

**Increase in Costs Calculation**

Assume inflation of 1.5% per year

**Wyndham District Community Pool Incorporated****Performance Report****For the year ended:  
30 June 2021****Contents**

	Page
<b>Non-Financial Information:</b>	
Entity Information	1 to 3
Statement of Service Performance	4
<b>Financial Information:</b>	
Statement of Receipts and Payments	5
Statement of Resources and Commitments	6 to 7
Notes to the Performance Report	8 to 13

*[If the entity has an Independent Auditors Report or Independent Review Report - add this to your contents and attach to the Performance Report]*



**Wyndham District Community Pool Incorporated****Entity Information****"Who are we?", "Why do we exist?"****For the year ended:****30 June 2021**

Legal Name of Entity:*	Wyndham District Community Pool Incorporated
Other Name of Entity (if any):	
Type of Entity and Legal Basis (if any):*	Incorporated Society
Registration Number:	CC50624

**Entity's Purpose or Mission: \***

To operate a vibrant, well maintained, well used, and well respected swimming facility that caters for all in our community, ensuring our children have the skills to safely swim in any water resource, and the opportunities and training available for them to be involved in other water sports.

**Entity Structure: \***

An incorporated society operating the Wyndham Community Pool in conjunction with Menzies College.

**Wyndham District Community Pool Incorporated****Entity Information****"Who are we?", "Why do we exist?"****For the year ended:  
30 June 2021****Main Sources of the Entity's Cash and Resources:\***

Southland District Council provide grants when we apply for the purchase of goods and services every year. Menzies College have also committed to supplying annual grants. Maitava Licensing Trust have committed to paying a grant of \$2,000 each year to go towards operational expenses. Sponsorship is also received throughout each year from local businesses in return for their business being advertised at the pool. Income is also generated through the sale of pool keys and the hiring of the pool.

**Main Methods Used by the Entity to Raise Funds:\***

Fundraising involves holding the annual Wyndham Fireworks Extravaganza and livestock sales.



**Entity's Reliance on Volunteers and Donated Goods or Services: \***

The Wyndham District Community Pool Inc relies strongly on the volunteers. The Wyndham Fireworks Extravaganza requires extensive organizing for months and the whole committee and their friends on the night. The committee members have also been expected to take part in the fundraising activities, such as tanning, swimming lessons and the open day.

**Wyndham District Community Pool Incorporated****Entity Information****"Who are we?", "Why do we exist?"****For the year ended:  
30 June 2021**

Additional Information\*

**Contact details**

Physical Address:	30 Florence Street, Wyndham
Postal Address:	
Phone/Fax:	
Email/Website:	wyndhampool@gmail.com
	
	

**Wyndham District Community Pool Incorporated**  
**Statement of Service Performance**

"What did we do?"

For the year ended  
30 June 2021

**Description of the Entity's Outcomes:**

The outcome is to operate a fully functional pool for the community. We also need to commit to five year budgets to ensure the long term costs of the pool can always be met.

Description and Quantification (to the extent practicable) of the Entity's Outputs:*	Actual*	Budget	Actual*
	This Year	This Year	Last Year
Swimming lessons for two terms, held once a week for six weeks	0		1050
Key Sales	3702		3120
Rent Pool to Wyndham Primary School annually	2000		0
Sponsorship	500		700

**Additional Output Measures:**

Fundraising - Fireworks & stock sales.

**Additional Information:**



## Wyndham District Community Pool Incorporated

## Statement of Receipts and Payments

"How was it funded?" and "What did it cost?"

For the year ended:

30 June 2021

Notes	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
<b>Operating Receipts</b>			
Donations, fundraising and other similar receipts*	35,686		29,108
Fees, subscriptions and other receipts from members*	3,702		3,120
Receipts from providing goods or services*	3,368		760
Interest, dividends and other investment income receipts*	-		8
Other operating receipts	-		-
<b>Total Operating Receipts</b>	<b>42,756</b>	<b>-</b>	<b>32,996</b>
<b>Operating Payments</b>			
Payments related to public fundraising*	11,409		7,792
Volunteer and employee related payments*	-		-
Payments related to providing goods or services*	-		-
Grants and donations paid*	-		-
Other operating payments	8,615		9,677
<b>Total Operating Payments</b>	<b>20,024</b>	<b>-</b>	<b>17,469</b>
<b>Operating Surplus or (Deficit)</b>	<b>22,732</b>	<b>-</b>	<b>15,527</b>
<b>Capital Receipts</b>			
Receipts from the sale of resources*	-		-
Receipts from borrowings*	-		-
<b>Capital Payments</b>			
Purchase of resources*	1,947		-
Repayments of borrowings*	-		-
<b>Increase/(Decrease) in Bank Accounts and Cash*</b>	<b>20,785</b>	<b>-</b>	<b>15,527</b>
Bank accounts and cash at the beginning of the financial year*	52,062		36,535
<b>Bank Accounts and Cash at the End of the Financial Year*</b>	<b>72,847</b>	<b>-</b>	<b>52,062</b>
<b>Represented by:*</b>			
Cheque account(s)			
Savings account(s)	72,847		52,062
Term Deposit account(s)			
Cash Floats			
Petty Cash			
<b>Total Bank Accounts and Cash at the End of the Financial Year*</b>	<b>72,847</b>	<b>-</b>	<b>52,062</b>

This performance report has been approved by the Committee, for and on behalf of Wyndham District Community Pool Inc.:

Date

Date

Signature

Signature

Name

Name

Position

Position

As at  
30 June 2021

Page 6

**Wyndham District Community Pool Incorporated****Statement of Resources and Commitments****"what the entity owns?" and "what the entity owes?"****As at****30 June 2021****Other Commitments\*****Description\***


**Amount\***


**Amount\***


**Guarantees\*****Description\***


**Amount\***


**Amount\***


**SCHEDULE OF OTHER INFORMATION****This Year**

\$

**Last Year**

\$

**Grants or Donations with Conditions Attached (where conditions not fully met at balance date)\***


**Amount\***


**Amount\***


**Resources Used as Security for Borrowings\***




**Wyndham District Community Pool Incorporated****Notes to the Performance Report**

For the year ended  
30 June 2021

**Note 1: Accounting Policies "How did we do our accounting"****Basis of Preparation\***

Wyndham District Community Pool Incorporated is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not-For-Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.

**Goods and Services Tax (GST)\***

Wyndham District Community Pool Incorporated is not registered for GST. Therefore amounts recorded in the Performance Report are inclusive of GST (if any).



## Wyndham District Community Pool Incorporated

## Notes to the Performance Report

For the year ended

30 June 2021

## Note 2 : Analysis of Receipts "How was it funded?"

Receipt Item	Analysis	This Year \$	Last Year \$
Fundraising receipts	Fireworks	10,375	14,043
	Livestock Sales	4,311	7,032
	Swimming Lessons	-	1,050
	Tailing	-	1,983
	<b>Total</b>	<b>14,686</b>	<b>24,108</b>
Receipt Item	Analysis	This Year \$	Last Year \$
Grants and donations	Menzies College	4,000	4,000
	Southland Building Society	-	1,000
	Southland District Council - 2020	5,000	-
	J K Blaikie	2,000	-
	MLT	2,000	-
	Southland District Council - 2021	8,000	-
	<b>Total</b>	<b>21,000</b>	<b>5,000</b>
Receipt Item	Analysis	This Year \$	Last Year \$
Fees, subscriptions and other receipts from members	Key Sales	3,702	3,120
	<b>Total</b>	<b>3,702</b>	<b>3,120</b>
Receipt Item	Analysis	This Year \$	Last Year \$
Receipts from providing goods or services	Rent	2,868	60
	Sponsorship	500	700
	<b>Total</b>	<b>3,368</b>	<b>760</b>
Receipt Item	Analysis	This Year \$	Last Year \$
Interest, dividends and other investment income receipts	Interest		8
	<b>Total</b>	<b>-</b>	<b>8</b>

# Wyndham District Community Pool Incorporated

## Notes to the Performance Report

For the year ended  
30 June 2021

### Note 2 : Analysis of Receipts "How was it funded?"

Receipt Item	Analysis	This Year \$	Last Year \$
Other receipts			
	Total	-	-

Receipt Item	Analysis	This Year \$	Last Year \$
Capital receipts			
	Total	-	-

For the year ended  
30 June 2021

	This Year	Last Year
<b>Payment Item</b>	\$	\$
Payments related to public fundraising		
Fireworks	8,271	7,642
Swimming Lessons		150
Livestock Purchase - 6 Heifers	3,000	-
Livestock Freight	138	-
<b>Total</b>	<b>11,409</b>	<b>7,792</b>

		This Year	Last Year
		\$	\$
Payment Item	Analysis		
Volunteer and employee related payments			
	Total	-	-

		This Year	Last Year
		\$	\$
Payment Item	Analysis		
Payments related to providing goods or services			
	Total	-	-

	This Year	Last Year
<b>Payment Item</b>	\$	\$
Grants and donations paid		
<b>Total</b>	-	-

		This Year	Last Year
Payment Item	Analysis	\$	\$
Other operating payments	Advertising	246	40
	Annual Return Fee	51	104
	Insurance	1,409	1,409
	Key System	308	20
	Pool Chemicals	876	1,614
	Power	5,285	4,034
	Repairs & Maintenance	385	2,401
	Water Testing	55	55
	Total	8,615	9,677

**Wyndham District Community Pool Incorporated****Notes to the Performance Report**

For the year ended  
30 June 2021

**Note 3 : Analysis of Payments "What did it cost?"**

Payment Item	Analysis	This Year	Last Year
		\$	\$
Capital payments	Install New Pump	1,947	-
Total		1,947	-



## Wyndham District Community Pool Incorporated

## Notes to the Performance Report

For the year ended  
30 June 2021

## Notes 4-7

## Note 4: Correction of Errors\*

## Note 5: Related Party Transactions\*

Description of Related Party Relationship*	Description of the Transaction (whether in cash or amount in kind)*	This Year	Last Year	This Year	Last Year
		\$	\$	\$	\$
		Value of Transactions*	Value of Transactions*	Amount Outstanding*	Amount Outstanding*

OR (Delete one not applicable to the entity)

## Note 5: Related Party Transactions

There were no transactions involving related parties during the financial year. (Last Year - Nil)

## Note 6: Events After the Balance Date\*

Nature of the Event*	Estimated Amount*	How, if at all, the event is likely to affect the continuing viability of the entity*

OR (Delete one not applicable to the entity)

## Note 6: Events After the Balance Date

There were no events that have occurred after the balance date that would have a significant impact on the Performance Report. (Last Year - Nil)

## Note 7: Additional Notes

**WYNDHAM DISTRICT COMMUNITY POOL  
INCORPORATED  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 30 JUNE 2021**

**Reviewer's Report**

I have examined the books and records of the Wyndham District Community Pool Incorporated and have obtained all the information and explanations I have required. I have not performed an audit and accordingly, I do not express an audit opinion.

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

Based on my review, nothing has come to my attention that causes me to believe that the accompanying financial statements for the year ending 30 June 2021 do not give a true and fair view.

The financial statements have been prepared on a GST inclusive basis as the entity is not registered for GST.



Amanda Morris

Chartered Accountant

29 September 2021



President: Jeannine Cunningham  
6 Cranstoun Lane  
EDENDALE 9825  
Ph 027 221 2043

Secretary/Treasurer: Jenny Coyle  
66 Hunter Street  
EDENDALE 9825  
Ph 0211 555 893  
Email: [ecpscontact@gmail.com](mailto:ecpscontact@gmail.com)

Monday 27th March 2022

Attention: Pam Yorke (Chair), Waihopai Toetoe Community Board

Dear Board members,

Thank you for the opportunity to present our request in regards to the allocation of rating funds for use by the Edendale Community Pool Society Inc. (ECPS), which serves to operate the Edendale Primary School swimming pool for community use outside of school hours.

The ECPS is a dedicated team of volunteers, who give their time and energy for the benefit of pool users from the wider Edendale and district area. The season usually runs for member usage from late October through to the end of March/start of April, including weekends and holidays.

Local community residents can access the pool through memberships which include the use of a private door-tag. Current season members come from Edendale, Wyndham, Mokoreta, Glenham, Brydone and Seaward Downs.

**Summary of the 2021-2022 Season:**

Memberships were not as high this season as they have been in the past - the uncertainty of the pandemic situation, and the introduction of the requirement for Vaccination Passes, may have put some people off from making the commitment to membership this season.

So the season gave us a total of seventy-seven door-tag holders: sixty subscribed members, thirteen volunteer/committee members, three school members, and two complementary (H2O Dreams/JC Swimmers x1, Fonterra x1). In 2020-21 we had 90 memberships.

Over all of our memberships (not counting the swimming lesson companies), our 77 community members have indicated that their memberships give access to **approximately 300 individuals**.



**MEMBERSHIP AS PER LOCATIONS** (2021-2022) (not including complementary memberships x2)

Address	Total
Edendale Township	x34
Wyndham/RD1/RD2	x11
RD3	x26
Other	x4

**MEMBER VISITS: number of times ENTRY was gained during membership hours for swimming**

- \*numbers are indicative only - we cannot be 100% sure of how many people actually swam
- this does not include volunteer entries or swimming lesson attendees
- the average for the season is 40 member entries per week.

	Oct	Nov	Dec	Jan	Feb	Mar	Total
2020-21	60*	142*	154*	269*	173*	130*	928*

The pool hosted weekly H2O Dreams swimming lessons in Term Four of 2021. There were weekly lessons held by JC Swimmers in Term Four 2021, as well as a week of lessons during January, twice-weekly lessons in Term One of 2020, and two parent-baby/toddler weekend sessions in March. We also hosted some extra lessons by JC Swimmers when the Wyndham Pool was out of action for a couple of weeks in March.

Thanks to our 2020 Waihopai Toetoe Community Board's funding grant of \$1470 (which we matched with \$1470), we were able to rebate some of the fees for a number of the private lessons attended by local families during Term Four of 2020, Terms One and Four of 2021, and Term One of 2022.

Families within the Waihopai-Toetoe Community Board zone who had enrolled for lessons held by either H2O Dreams or JC Swimmers, and had either a Community Services Card, or had three or more children enrolled in lessons, were able to apply for their fees to be repaid.

Under this scheme, we rebated the lessons for 20 children (fourteen as CSC holders, and six children who were the third child in the family) for a total of \$1936.10.

The pool was available for community groups and the Edendale Volunteer Fire Brigade held their annual family Christmas party at the pool in December, as well as a brigade training session in March.

Other community users included: WaiSkills (who used the pool for a pool water treatment training workshop), the Wyndham Evangelical Church (for a group baptism), the Edendale Cubs, and for a session by an Adventure Southland kayaking instructor and his adult trainee.



We have also had some of our Gold Card senior members using the pool either during the extra morning session times (three mornings a week when there are no school lessons being held, or at a time that suits them during the general time-slots).

Two people signed up to use the pool for rehab following knee surgeries.

This season the committee has upgraded our electronic door system to be internet-based (at a cost of \$1506.50), enrolled two volunteers in the WaiSkills Pool Water Treatment workshop, and repaired one of the toilet cisterns.

We have held off from other major maintenance (such as painting the pool and replacing the pool cover) while we wait for the Ministry of Education to undertake the re-roofing of the pool. This is expected to take place during the next six months, after which we will repaint the pool itself before the next season begins.

We also hope to install some extra lighting while the roof scaffolding is up, and to then replace each of the external entry doors on the east and west walls.

The facility in general is an enjoyable and popular local facility that we are fortunate to have in our area.

**We are grateful for the support of the rating funds and this year we would use the allocation that is granted to us to help pay the costs of replacing the main pool cover (see the attached quote).**

Regards, Jeannine Cunningham (Pres.) and Jenny Coyle (Sec/Treas)

**Edendale Community Pool Society 2021-2022 financial review****STAR Transactional Account** opening balance: **\$24,527.98** (as at 19th March 2021)

INCOME:	Membership Subscriptions	\$	6290.00	
	Donations	\$	50.00	
	Pool Hire: (lessons)			
	H2O Dreams	\$	1312.50	
	JCSwimmers	\$	136.00	
				(total in: \$7788.50)
EXPENSES:	Charities Commission Fee	\$	51.11	
	Consumables	\$	505.97	
	General Expenses	\$	674.66	
	Photocopying/Stationery/Postage	\$	336.80	
	Refunds	\$	595.00	
	Insurance	\$	482.16	
	Swimming Lesson Rebates*	\$	988.10	
	Repairs/Replacement	\$	178.50	
	Major Projects	\$	1506.50	
				(total out: \$5496.94)

**Closing balance: \$26,819.54** (as at 27th March 2022)**Other accounts and cash in hand as at March 27th, 2022:****Petty cash:** \$119.30 (+ \$140 to bank)**Savings account:** \$3,864.26**(ex-Roof) Project account:** \$19,508.98



2022

**TEN YEAR MAINTENANCE PLAN 2020-2029**

NB: proposed projects need to be submitted to the BOT for approval

Year	Property Maintenance/Major Projects
2022	<ul style="list-style-type: none"> <li>• Working bee to tidy before season opens.</li> <li>• Unexpected repairs (\$2000?)</li> <li>• Replace main pool cover (\$10,000?)</li> <li>• Repairs to areas of concrete lip around main pool (\$5,500?)</li> <li>• Repaint pool (\$5000?)</li> <li>• Install spotlights above main pool (\$1,500?)</li> <li>• (Ministry of Education: replace pool roof)</li> </ul>
2023	<ul style="list-style-type: none"> <li>• Working bee to tidy before season opens.</li> <li>• Unexpected repairs (\$2000?)</li> <li>• Touch-up of painted surfaces (\$500?)</li> <li>• Paddling pool filter replacement (\$2,500?)</li> <li>• Replace door-tag reader interface if needed (\$350?)</li> <li>• Replace east and west entry doors (\$10,000?)</li> <li>• Replace hot water cylinder (\$1,500?)</li> <li>• New shade cloth in outdoor area (\$400?)</li> </ul>
2024	<ul style="list-style-type: none"> <li>• Working bee to tidy before season opens.</li> <li>• Unexpected repairs (\$2000?)</li> <li>• Touch-up of painted surfaces (\$500?)</li> <li>• Check pool vacuum (\$300?)</li> </ul>
2025	<ul style="list-style-type: none"> <li>• Working bee to tidy before season opens.</li> <li>• Unexpected repairs (\$2000?)</li> <li>• Repaint pool surfaces (\$5,000?)</li> <li>• Replace sand in sand filters (\$500?)</li> </ul>
2026	<ul style="list-style-type: none"> <li>• Working bee to tidy before season opens.</li> </ul>

	<ul style="list-style-type: none"> <li>• Unexpected repairs (\$2000?)</li> <li>• Touch-up of painted surfaces (\$500?)</li> <li>• Replace toilets in both changing rooms (\$4000?)</li> </ul>
<b>2027</b>	<ul style="list-style-type: none"> <li>• Working bee to tidy before season opens.</li> <li>• Unexpected repairs (\$2000?)</li> <li>• Touch-up of painted surfaces (\$500?)</li> <li>• Replace door-tag reader interface (\$350?)</li> </ul>
<b>2028</b>	<ul style="list-style-type: none"> <li>• Working bee to tidy before season opens.</li> <li>• Unexpected repairs (\$2000?)</li> <li>• Touch-up of painted surfaces (\$500?)</li> </ul>
<b>2029</b>	<ul style="list-style-type: none"> <li>• Working bee to tidy before season opens.</li> <li>• Unexpected repairs (\$2000?)</li> <li>• Touch-up of painted surfaces (\$500?)</li> <li>• Replace Heat Pump (\$40,000?)</li> </ul>
<b>2030</b>	<ul style="list-style-type: none"> <li>• Working bee to tidy before season opens.</li> <li>• Touch-up of painted surfaces (\$500?)</li> <li>• Unexpected repairs (\$2000?)</li> </ul>
<b>2031</b>	<ul style="list-style-type: none"> <li>• Working bee to tidy before season opens.</li> <li>• Unexpected repairs (\$2000?)</li> <li>• Repaint pool surfaces (\$5,000?)</li> <li>• Replace big pool cover (\$10,000)</li> </ul>



## QUOTE

Edendale Community Pool Society  
24 Salford Street  
Edendale  
Edendale 9825  
NEW ZEALAND

**Date**  
16 Mar 2022

**Quote Number**  
QU-0452

**Reference**  
Brent

**GST Number**  
105405685

Cleanflo Filtration  
Limited

Cnr Dee & Lowe Streets  
PO Box 5118

Invercargill 9843  
New Zealand

P 03 214 3300

F 03 214 3355

office@cleanflo.co.nz

www.cleanflo.co.nz

Description	Quantity	Unit Price	Amount NZD
POOL COVERS: To supply only 2 x pool covers as per plans. One for the main pool and one for the toddlers pool. These are made out of Duokote (thermal blanket). Covers will be ex Cleanflos yard . Freight to Cleanflo is included.	1.00	9,130.00	9,130.00
Subtotal			9,130.00
TOTAL GST 15%			1,369.50
TOTAL NZD			10,499.50

### Terms

Bank Account : ANZ 01 0961 0143705 00



## WTT CB POOL RATE APPLICATION

### DISTRICT INITIATIVES FUND APPLICATION FORM

#### Purpose for District Initiatives Fund Subsidy

##### History

The Woodlands Swimming Pool and Recreation Trust(WSPRT) was formed in 2019 to prevent the local school pool from closure due to lack of maintenance and funding from the Ministry of Education.

The WSPRT entered into a Lease with the MOE and has worked to ensure that the Woodlands School and community has had access to a clean and safe swimming pool facility each season.

We engaged [Richard Smith from Southern Quantity Surveyors](#) to produce a costed Project platform for us to ensure continual management of Improvements and maintenance for the ensuing years.

I attach for your reference a copy of this document and note that all items in that project budget have been completed from fundraising and key sales with the exception of the cladding and roof replacement.

The reason this has not been completed is that the type of product for this work nominated by the MOE has not been available until very recently. This work is now out to tender and we expect this work to be completed by the new swim season. (We still have \$40,000 in our account to cover costs associated with this).

From funding and Committee raised cash we also replaced the Sand Filter \$4500, Purchased and installed Chemflo Water Management System \$3200, and repaired areas of the roof, painted amenities and bleachers and maintained the existing solar heating system (which supplements the heat pump).

##### **Purpose**

WSPRT is seeking funding to complete and continue works to improve and upgrade the Pool and surrounding and requests the following for consideration:

1. Complete [items 4 and 7 from the original Project](#) – A key system was installed initially, however this has proved to be costly in repairs and disruptions and we are now seeking funding to upgrade this as it will not be adequate for reporting and volume requirements for upcoming seasons. A [quote for an upgrade from Active Alarm Services](#) is attached, the amount is \$4499.55.
2. To compliment the Key system and a proposed camera system we require a Laptop/Tablet to manage and record and to provided adequate reporting (which we did not have and struggled with during the recent Covid 19 Pandemic) [Purchase Options attached from Noel Leeming and Harvey Norman for a suitable product. \\$2300 approx.](#)
3. We also seek funding for new pool skimmer system which has to be custom built estimated cost \$1000.
4. We are also seeking funding for lighting for the pool so that we can extend the hours of use, now that the heatpump is operational and we are increasing key sales year on year. Estimated cost of this from a private electrician is approx. \$4000 and should be done in conjunction with the roof replacement. Currently the only light is a home spec outdoor security light.

5. Finally we would seek funding for a Security Camera Project, yet to be fully priced but estimated at \$3000.

Total \$14,800

**Project Benefit for Community Boards** Amount requested \$10,000

The projects proposed are necessary to continue upgrade works and provide ongoing pool services for the Woodlands and surrounding communities. We are currently allowing Rimu School to use the Pool at woodlands so that they can continue their swimming curriculum since Covid has closed Splash palace and it is envisaged that this will be continued as Splash Palace is now closed for an undisclosed period for urgent repairs, it is possible that this may extend into the next swim season.

The Primary benefit for the WSPCT was to provide a facility at a price that families in the communities could afford to give children and adults the water skills required to keep the rate of drowning in NZ down. It was our communal belief that the more availability that communities had to swimming facilities the more chance we had to reduce the shocking drowning statistics.

We believe that by continuing to improve the current facility that all communities in the surrounding area will continue to support and use the facilities and we intend to support that by continuing to support the Woodlands and surrounding schools and also provide private swimming lessons for any community member who wishes to partake. This service started in the first term of 2022 by JC Swimmers Ltd.

#### Payment for Future Operational Costs

Payment of ongoing operational costs will be challenging, however we have a small but enthusiastic committee and a very supportive business community who support us heavily when we do fundraising activities.

The installation of the Heatpump at the beginning of last season has seen our Access Card sales more than double and we continue to be supported by the local hotel every Friday night with raffle sales averaging \$100-150 per week. Last winters quiz nights were also very well supported and netted profits of \$1500 per night. Add to that the hireage to Rimu School and swimming lesson hireage (new income streams) additional [planned fundraisers \(as per our March Minutes – enclosed for reference\)](#) and application for Grants as appropriate we will be well and truly able to fund continued operations into 2023 and beyond.

Our biggest challenge is dwindling Trustees and the struggle to get uptake for new member, however we continue to promote. Covid influences has had a negative effect on peoples willingness to join the committee. We are investigating some other collaborative ways in which we may promote and share the load.

**Income Estimate for 2022/23**

Key Sales	\$6000
Weekly Raffles	\$5000
Quiz Nights x 3	\$5000
Swimming Lesson(Lane Hire)	\$1000 (\$4 per hour per lesson)
Pool Hirage	\$1000 (estimated-currently gold coin per child per session)
Grants	\$10,000

Total Estimated Income \$28,000

[ANZ Bank Statement attached for Income/Balance verification](#)

**Summary**

The Woodlands Swimming Pool and Recreation Trust original goals and intentions have not strayed from the plan and we believe strongly that the reasons we formed and engaged and continue to work tirelessly for remain unchanged, and that is, to bring the Pool up to a standard that can be enjoyed by community at an affordable rate and to continue to have a Pool facility that can accommodate curriculum learning of basic water skills.

We thank the SDC for their support in the past and trust that the information in this application is enough to show how far we have come and our commitment to continue.

Thanks

Trustees of WSPRT.

NOTE: Items highlighted in blue denote a supporting document.



**Woodlands Pool Committee**  
**28<sup>th</sup> March 2022**  
**Minutes**

**Call of meeting:**

Craig Hamilton called to order monthly meeting of Woodlands Pool Committee at 7.10pm on 28<sup>th</sup> March 2022 at Sue Hill's place (Woodlands South Road).

**Attendees:**

Sue Hill, Corrine Pirie, Mick Annan, Craig Hamilton

**Apologies:** Geoffrey Knapper, Olivia Moncur

**Minutes of the previous meeting were taken as read: (28/02/2022)**

**Moved:** Corrine Pirie

**Seconded:** Mick Annan

**General Business**

- **Funding / Grants:**

Southland District Council have a couple of grants open that we might be able to apply for, Creative Communities grant and Waihopai Toetoe and Oreti community grant.

Sue Hill is going to look into this and see what is needed to apply and if we actually meet the requirements.

**Moved:** Corrine Pirie

**Seconded:** Craig Hamilton

- **Friday Night Raffles at the Woodlands Traven:**

We have been offered to use a Raffle wheel by the Woodlands Traven Staff, which has 40 slots, \$2 a slot, once the board is full then we spin the wheel and find a winner, we will give it a go, but we felt that we needed to increase the prize, therefore we agreed that we would purchase 2x \$20 meat packs from the woodlands butchery (the grocer).

**Note:** If people rostered on to do them, and don't feel like using the wheel, they can use the usual raffles book system.

**Moved:** Sue Hill

**Seconded:** Craig Hamilton

- **Raffle Roster:**

Geoffrey Knapper has advised that he would like to continue making the roster for committee members to be on weekly raffles. Thank you Geoffrey, this is very much appreciated!

**Moved:** Sue Hill

**Seconded:** Corrine Pirie

- **Skimmer:**

The pool skimmer is in the process of being made. Planned installation in the off season.

**Moved:** Mick Annan

**Seconded:** Craig Hamilton

- **Signage around the pool:**

Signage and advertising for around the pool wall was agreed that it's best to be done once we have finished recladding. Planned installation in the off season.

**Moved:** Sue Hill

**Seconded:** Mick Annan

- **Closure/ End of season to Members/Public:**

We are due to close the pool for the end of the season, (Easter weekend). Corrine will deactivate all keys on Wednesday the 20<sup>th</sup> April 2022.

Corrine will make a poster about the above and put it up at the pool and a post on social media. This is to include: a thank you, deactivation of keys, re cladding plan.

**Moved:** Corrine Pirie

**Seconded:** Mick Annan

- **Fundraising Plan:**

**Scrap Metal Run:** We decided that if we plan to go ahead with this it will need to be done during the winter months so that we catch the gypsy day movers. Sue is to sort out information regarding a skip bin.

**Scratchy Board:** Craig Hamilton owner of the woodlands butchery is more than happy for us to leave a \$100 Scratchy board on the counter for customers to enter. Craig Hamilton will purchase these scratchy boards and set them on display at the butchery.

**Quiz Nights:** We decided that we will do 3 quiz nights during May, June, and July.

Committee members are to help think of quiz questions and also ask around for some spot prizes, Mick has offered a load of firewood, Craig has offered some meat etc. Sue to sort some questions.

**Moved:** Mick Annan

**Seconded:** Sue Hill

- **BBQ at Woodlands School:**

Re-start when in Covid levels let us,

Using 'lunch online' to order (account on hold until further notice)

Corrine will keep up to date with the school to see when a possible re-start date is possible, ideally term 2.

### **Health & Safety**

Nil to report

### **Financial**

Financials presented by Corrine Pirie, Explain a mistake with paying an account due to incorrect bank account, evidence show, all agreed.

Balance as of 21/03/2022: \$40367.28

**Moved:** Sue Hill

**Seconded:** Mick Annan

**Meeting Closed:** 7.55pm

### **Next Meeting :**

**Where:** Woodlands Traven, Woodlands

**When:** Friday 29<sup>th</sup> April 2022

**Time:** 6pm

**NOTE:** Next meeting is a Friday Night and we would like all members to attend if possible so that we can celebrate a successful season and do raffles, organize some quiz questions, Corrine will advertise this on our social media platforms closer to the time.

Print Date: 06 Apr 2022 10:46:29 NZT

## ANZ Direct Online

## Domestic Transactions Report

Page: 1

ANZ

425072

PIRECE

As at 06 Apr 2022 10:46:29 NZT

## WOODLANDS POOL

Opening Balance: \$40,796.28  
 Actual Balance: \$40,796.28  
 Available Balance: \$40,796.28

Other Party Name	Transaction Type	Particulars	Code	Reference	Debits	Credits
<b>Mon, 04 Apr 2022</b>						
	Credit	0925T1040290		100119		82.00
<b>Fri, 01 Apr 2022</b>						
ANZ DIRECT ONLINE	Bank Charges	ANZ DIRECT	ACCESS	CHARGES	10.00	
<b>Wed, 30 Mar 2022</b>						
	Credit	0925T1039190		100118		222.00
<b>Tue, 22 Mar 2022</b>						
	Credit	0925T0333610				135.00
<b>Fri, 18 Mar 2022</b>						
SUNDOWN 2010 LTD	Debit	PREP FOR	RE CLAD	INV-343	3,924.95	
CLEANFLO FILTRATION	Debit	CHEMICALS	POOL	INV-33201	349.00	
WOODLANDS BUTCHERY	Debit	MEAT	PACK	INV-12514	30.00	
WOODLANDS BUTCHERY	Debit	MEAT	PACKS	INV-12473	30.00	
WOODLANDS BUTCHERY	Debit	MEAT	PACKS	INV-12495	30.00	
WOODLANDS BUTCHERY	Debit	MEAT	PACKS	INV-12522	30.00	
<b>Wed, 16 Mar 2022</b>						
Rothbury Insurance	Debit	Monthly	CGR/CL34018	000000236811	101.79	
<b>Tue, 15 Mar 2022</b>						
	Credit	0925T1029510		100116		100.00
<b>Mon, 07 Mar 2022</b>						
	Credit	0925T1022710		100115		104.00
<b>Tue, 01 Mar 2022</b>						
ANZ DIRECT ONLINE	Bank Charges	ANZ DIRECT	ACCESS	CHARGES	10.00	
<b>Mon, 28 Feb 2022</b>						
	Debit	WITHHOLDING	TAX PAID		4.34	
	Credit Interest	GROSS CREDIT	INTEREST PA			24.82

ANZ Bank New Zealand Limited





**Active Alarm Services**  
 25 Victoria Avenue,  
 PO Box 1617  
 Invercargill, 9810  
 office@activealarms.co.nz  
 03 2146226

**ATTN: Sue Hill**  
 Woodlands Primary School  
 8 Woodlands-Morton Mains Road  
 Woodlands, 9871

**Site Address**  
 8 Woodlands-morton Mains  
 Road  
 Woodlands, 9871

Job Number: #3976  
 GST Number: 81-689-210  
 Estimate Date: 31st Mar 2022  
 Valid Until: 30th Apr 2022

## Estimate | Pool Access Control Upgrade

Thank you for the opportunity to price the work on your property.

Our mission is to make every customer a repeat customer. As part of our service all quoted work comes with a 12 month workmanship guarantee. Customer service is everything to us and we have the systems in place so that we deliver on our promises.

We have provided you with our best value price based on the information we have, we are always open to a conversation on our quoted amount, please call or email the office if you have any queries about this price.

\*\*\* With the increase of Fuel Prices our Mileage Rates for any out of town work will increase with no prior warning. We apologise but this situation is out of our hands \*\*\*

Name	Quantity	Price	Total
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### Job Description

Cost to Supply a Web based access control system using existing Wi-Fi from school to be able to configure and retrieve cardholder info and activity remotely.

Alternately a 4G T4000 could be used for direct access if the Scholl network prevented access, this would incur a monthly data fee

22021 Inner Range Inception Starter Kit with SIFER Reader: Inception Controller, SIFER Smart Card Reader, Standard Cabinet & 12v 7amp Battery	1.00	\$1,395.90	\$1,395.90
22011 Inner Range Inception USB Wi-Fi Adaptor with Magnetic Base	1.00	\$156.60	\$156.60
21044 Inner Range Integrity / Inception SIFER-U 4K Tag	100.00	\$14.85	\$1,485.00
22013 Inner Range Inception T4000 USB Interface cable USB Interface Cable	1.00	\$66.15	\$66.15
Mileage	35.00	\$1.40	\$49.00
Labour	8.00	\$95.00	\$760.00
			<b>\$3,912.65</b>

<b>Subtotal</b>	<b>\$3,912.65</b>
<b>GST Amount</b>	<b>\$586.90</b>
<b>Total</b>	<b>\$4,499.55</b>



noel leeming

\$2,299.00



HP 15.6" Intel Core i7-1165G7 Quad  
Processor 16GB RAM 512GB SSD Intel  
Iris Xe Graphics - Windows 11

★★★★★ 5.0/5 (4)

**Harvey Norman®**

★★★★★ (1)

☒ Compare ☒ Shortlist

Acer Swift 3 14" Laptop - Intel  
Core i7 16GB-RAM 512GB-SSD (...)

**\$2,274** HOT PRICE!

NOTE: must BE 16GB TO RUN  
SECURITY / CAMERA SOFTWARE.

**Southern Quantity Surveyors**

Construction Cost Consultants  
Project Managers

27 February 2019

Chairperson  
Woodlands Pool Committee  
Email [woodlandspoolcommittee@gmail.com](mailto:woodlandspoolcommittee@gmail.com)

Attention: Kate Gough

Dear Kate,

**WOODLANDS FULL PRIMARY SCHOOL  
SWIMMING POOL CLADDING & HEATING UPGRADE**

As requested, based on site inspection and information provided, we have prepared an order of cost estimate for the above project

- Woodlands School Swimming Pool Upgrade **\$87,000.00** (excluding GST)

For estimating purposes it has been assumed that the project will be developed and a competitive lump sum tender received and contract let within the next eight weeks. No allowance has been made for cost fluctuations.

The estimate is prepared to assist with feasibility planning of options being considered by the client, it should not be considered as a quotation for the work. A summary breakdown of the estimate is enclosed; your attention is drawn to the items excluded and notes on budget.

Should you require any further information please contact the writer

Yours faithfully,



Richard Smith MNZIQS Reg.QS  
Southern Quantity Surveyors

4700-1116

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**Southern Quantity Surveyors Ltd**

PO Box 1449 · 109 Gala Street · Invercargill 9840 · New Zealand  
Telephone (03) 218-6544 · Email [richard@sqs.co.nz](mailto:richard@sqs.co.nz)  
Website [www.sqs.co.nz](http://www.sqs.co.nz)



**Southern Quantity Surveyors**  
Construction Cost Consultants  
Project Managers

**WOODLANDS FULL PRIMARY SCHOOL  
SWIMMING POOL CLADDING & HEATING UPGRADE**

**ORDER OF COST ESTIMATE**

27 February 2019

01	LAND PURCHASE	Not Applicable
02	CONSTRUCTION COST	
	0201 Roof and Wall Cladding Upgrade	\$60,000
	0202 Swimming Pool Heating System – Electric Heat Pump	\$27,000
	<i>Sub-Total of Construction Cost</i>	<u>\$87,000</u>
03	LOOSE FURNITURE & EQUIPMENT	Excluded
04	BUILDING CONSENT FEES	Excluded
05	INCREASED COSTS	Excluded
06	PROFESSIONAL FEES	Excluded
07	PROJECT CONTINGENCY	Excluded
08	<b>TOTAL ORDER OF COST ESTIMATE</b>	<u><b>\$87,000</b></u>

**NOTES ON BUDGET & EXCLUDED ITEMS**

- 901 Goods and Services Tax excluded
- 902 Finance and Holding charges excluded
- 903 Legal fees excluded
- 904 No allowance has been included for Building Consent Fees as assumed work meets criteria for exempt works under the NZ Building Code
- 905 Client administration excluded
- 906 No allowance has been made to remove, dispose and make good any materials containing hazardous substances.
- 907 No allowance has been made for any other upgrade works to existing buildings associated with structural strengthening.
- 908 No allowance has been made for any code compliance upgrade works – e.g. disabled access, emergency lighting, and accessible toilets.
- 909 No allowance has been made for increased costs
- 910 No allowance has been included for Professional Fees
- 911 No allowance % has been included for a Project Contingency Sum
- 912 Order of cost estimate has been prepared from site inspection and quotation from CH Faul & Company Ltd (see attached).
- 913 This estimate should not be viewed as a quotation for the work. It has been provided to aid the decision making process between the options being considered.

4700-1116

- 2 -

## Estimate Summary

Southern Quantity Surveyors

Construction Cost Consultants  
Project Managers

Project: PROJECTS 2019		Details: Swimming Pool Upgrade			
Building: Woodlands Full Primary School - Swimming Pool					
Autocode	Description	Quantity	Unit	Rate	Total
	WOODLANDS FULL PRIMARY SCHOOL SWIMMING POOL COMMITTEE				
	PROPOSED MAINTENANCE / CAPITAL UPGRADES				
	Pool Roof & Wall Cladding Upgrade				60,000
	Pool Heating System Upgrade				27,000
	<u>Notes and Clarifications</u>				
	Goods and Services Tax excluded				
2	Client Administration costs excluded				
3	Have assumed work is exempt from requiring a Building Consent under the NZ Building Code				
4	No Contingency Sums for unforeseen items have been included				
5	No allowance for increased costs due to inflation				

## Estimate Breakdown

Southern Quantity Surveyors

Construction Cost Consultants  
Project Managers

Project: PROJECTS 2019

Details: Swimming Pool Upgrade

Building: Woodlands Full Primary School - Swimming  
Pool

Code	Description	Quantity	Unit	Rate	Total
<b>Roof &amp; Wall Cladding Upgrade</b>					
	<b>Scaffold Access</b>				
1	Scaffolding for safe access to remove existing cladding and install new cladding	304	m2	30.00	10,000
	<b>Demolition</b>				
2	Trim back trees, shrubs, ivy etc - assumed completed by school community members	1	Item		Excluded
3	Remove stainless steel spouting and set aside for reuse	50	m	15.00	750
4	Remove PVC downpipes	6	m	10.00	60
5	Remove wall cladding and associated flashings	192	m2	12.50	2,400
6	Remove roof cladding and associated flashings	280	m2	12.50	3,500
	<b>Structural Steel</b>				
7	Isolated repairs to rusting connections	1	Item	1,000.00	1,000
8	Have assumed all other structural steel is in sound condition and does not require any major maintenance or replacement		Note		
9	Have assumed the existing roof ridge ventilator opens and closes as required and requires no major maintenance or replacement		Note		
	<b>Roofing</b>				
10	Replacement cladding to be Topglass GC Ultra-Safe or similar product that complies with Ministry of Education requirements for Translucent Plastic sheeting. Fixings to be in accordance with manufacturers recommendations. As there will be no safety mesh beneath the translucent sheeting it must be "Trafficable". The Ministry requirements are noted below	472	m2	80.00	37,760
	To qualify as trafficable the material must:				
	1.) Comply with AS/NZS 4256.3:1994: Plastic roof and wall cladding materials				
	2.) Have a UV resistant coating to protect against surface erosion				
	3.) Have a minimum 20 year warranty protecting against surface deterioration and maintaining trafficability, and				
	4.) Have a BRANZ Appraisal or Code Mark product certification				
1	Powdercoated aluminium external corner wall and gable end flashings	32	m	45.00	1,440
2	Refit salvaged stainless steel gutters if possible	50	m	30.00	1,500
3	New PVC downpipes	6	m	60.00	360
	<b>Electrical / Lighting</b>				
4	Assumed pool will only be used during daylight hours over the extended summer season and therefore no upgrade of lighting required		Note		
	<b>Fire Protection</b>				
5	Allowance to extend existing school fire alarm system to include school - assume at very least sounder and emergency warning switch required in pool	1	Item	1,230.00	1,230

2/2019 10:41:36 AM

Southern Quantity Surveyors

Page 1 of 2



## Estimate Breakdown

Southern Quantity Surveyors

Construction Cost Consultants  
Project Managers

<b>Project:</b> PROJECTS 2019	<b>Details:</b> Swimming Pool Upgrade
<b>Building:</b> Woodlands Full Primary School - Swimming Pool	

Code	Description	Quantity	Unit	Rate	Total
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## Pool Roof &amp; Wall Cladding Upgrade

(Continued)

	<u>NZ Building Code Compliance / Disabled Access Facilities</u>				
1.16	Secondary egress door for emergency exit?	1	Item		Excluded
1.17	Disabled access toilet facilities	1	Item		Excluded
1.18	Disabled access ramp / lift for pool	1	Item		Excluded
	<b>Total - Pool Roof &amp; Wall Cladding Budget Estimate</b>				<b>60,000</b>

## Pool Heating System Upgrade

	<u>Mechanical Services</u>				
	Refer to quotation from C H Faul dated Monday 17 December 2018				
2.1	Titanium Series 7GP35-3 Swimming Pool Heat Pump supplied by Hot Water Heat Pumps Ltd	1	Sum	16,797.00	16,797
2.2	Installation (estimate)	1	Sum	5,000.00	5,000
	<u>Electrical Services</u>				
2.3	Allow to install new 3 phase 32 amp submain cable from school main switch board to pool to run new heat pump and upgrade existing Distribution Board in pool	1	Sum	5,203.00	5,203
2.4	Assume existing school power supply has sufficient capacity to meet the additional demand of the heat pump		Note		
2.5	Assume Swimming Pool Committee would investigate ways of reducing electricity costs by using night rate supply etc		Note		
	<b>Total - Pool Heating System Upgrade Budget Estimate</b>				<b>27,000</b>

87,000

## Toe Toes Community Pool

President: Roger Buckingham

Secretary: Sandra Earwaker

Ph 0210537273

156 Tokanui-Haldane Road

Tokanui 9884

email- [sandraseelwyn@kinect.co.nz](mailto:sandraseelwyn@kinect.co.nz)

Friday 8 April 2022

Dear Waihopai Toe Toes Community Board

Thank you for giving the Toe Toes Pool extended time to apply for the SDC pool rates funding. We really appreciate the opportunity to gain extra funds for our pool.

Our pool opened this year on schedule Labour Weekend 2021 and will close at the end of the April school holidays (May 1)

We have had a quiet year since Covid hit but pool swimmers have stayed steady. The pool is used regularly over the school terms with Tokanui Swimming Club with approximately 45-50 members swimming every Monday. Plunket preschool swimming (8 sessions with 15-20 swimmers), Scouts and Cubs and the Tokanui School (67 pupils) for the Swim Safe programme as well as swimming technique and skills from November to April School holidays.

There have been 37 season keys purchased by families in the area and keys are available at the Tokanui Food Centre for casual swims. This provides a regular income as you can see in the financial statement.

We have had limited fundraising opportunities because of Covid but we are still able to cover silage pits and raise and graze calves as our main fundraisers.

This off season we would like to replace our Pool Rules sign, repair and paint bolts showing signs of rust with POR 15, replace the tube matting in the boys and girls changing sheds and replace the original poolside seating due to rusty legs.

Sign	\$750
POR 15 paint	\$340
Tube mats	\$850
Poolside seat	<u>\$1500</u>
	\$3440

Thank you again for the opportunity to apply for these funds.

Yours sincerely  
Sandra Earwaker

### Toe Toes Swimming Pool Maintenance Plan

(some prices not included as unreliable  
costings due to Covid restrictions)

Year	Major Project	Maintenance/Minor Work
2020	Refibreglass pool lining Repaint swimming lanes \$80,000	Replace entry desk.
2021	Replace Pool Rules Sign \$750	Repaint girls changing shed seating
2022	Replace tube matting in changing sheds \$800 Replace seating on side of the pool and paint. \$1500	Bird Proofing – chicken netting, scaffolding, working bee. Sealing paint POR 15 on bolts on West wall beams 4 tins @ \$85
2023	Replace East corrugated firewall. \$30000?	Repaint boys changing shed seating Purchase Digital testing kit. (\$500)
2024	Replace sand/glass in Filter 1 \$1000 Install electronic key entry system. \$5000	Repaint Changing Shed walls/doors.
2025	Replace sand/glass in Filter 3 \$1000 Purchase new filter to replace Filter 2	Repaint toilet walls doors and Filter and Storage shed doors.
2026	Paint all shelving and walls in main pool Paint roughcast on pool exterior	Repair/replace hooks/hangers in all changing sheds.
2027	Replace Spouting on pool building and fascia boards.	
2028	Repair/replace pool cover winder \$2000	
2029	Replace pool cover. \$1200	



Toe Toes Pool Committee					
Cash Activity for 2021					
	Total	GST	Net		
<b>Income</b>					
SDC Grant	1,725.00	225.00	1,500.00	January	
Donation Big Rock Cougars	433.00		433.00		
Causal Pool Keys ex Shop	225.00	29.35	195.65	Feb	
Pool Keys x 2	140.00	18.26	121.74	March	
Rugby Club Donation	250.00	0.00	250.00		
Donation for Chemcials	1,200.00	0.00	1,200.00	April	
Donation for Silage Stack Covering	1,000.00	0.00	1,000.00	May	
Causal Pool Keys ex Shop	130.00	16.96	113.04	June	
Quiz Night Raffle	688.00		688.00	July	
Swimming Club Annual Rental	690.00	90.00	600.00	Sept	
Swimming Club Donation	500.00		500.00		
Pool Keys x 2	140.00	18.26	121.74	Oct	
Pool Keys x 13	910.00	118.70	791.30	Nov	
Pool Keys x 6	420.00	54.78	365.22	Dec	
Causal Pool Keys ex Shop	125.00	16.30	108.70		
<b>Total</b>	<b>8,576.00</b>	<b>587.61</b>	<b>7,988.39</b>		
<b>Expenses</b>					
Contact Power	161.40	21.05	140.35	February	
Cleanflo Chemicals	\$53.00	6.91	46.09		
P&R Contracting Repairs	\$258.75	33.75	225.00		
Contact Power	\$123.50	16.11	107.39	March	
Cleanflo Chemicals	\$53.00	6.91	46.09	April	
Test Kits	\$11.00	\$1.43	9.57		
Mayfair Pools Swim Sticks	2,236.20	\$291.68	1,944.52	Oct	
Clenaflo Soda Ash	65.00	\$8.48	56.52	Nov	
Chemicals for Pool	104.65	\$13.65	91.00		
Chemicals for Pool	634.00	\$82.70	551.30	Dec	
<b>Total Expenses</b>	<b>3,700.50</b>	<b>482.67</b>	<b>3,217.83</b>		
<b>Surplus(deficit)</b>	<b>4,875.50</b>	<b>104.93</b>	<b>4,770.57</b>		
				Opening Bank	29,169.10
				Income	8,576.00
				Expenses	3,700.50
				Closing Bank	34,044.60
Surplus up to 2020			35,620.62		
<b>Total Surplus to date</b>			<b>40,391.18</b>		



**Matting Systems NZ Ltd**

PO Box 106  
 Kaiapoi Canterbury 7630  
 New Zealand  
 sales@mattingssystems.co.nz  
 www.mattingssystems.co.nz  
 GST No.: 126-573-162

**Quote: 1454****Quote****Quote date: 05/04/2022**

**Bill to:**  
 Quote Only  
 New Zealand

**Expiry:**  
 15/04/2022

ITEM	DESCRIPTION		UNITS	UNIT PRICE (ex GST)	TAX TYPE	AMOUNT (ex GST)
TM900FR	Tubemat 900mm x 12m Roll - Black/Blue/Grey	Qty	1	869.52	GST	869.52
PROMO	Promotional pricing - 15% off April 2022	Qty	1	-130.42	GST	-130.42
FREIGHTF	Free Freight applies to this order	Qty	1	0.00	GST	0.00

Sub-Total (ex GST): \$739.10

GST: \$110.87

**TOTAL (inc GST): \$849.97**

**Notes**

Tokenui Swimming Pool  
 Sandra Earwaker  
 0210537273  
 sandraselwyn@kinect.co.nz

**P & R Contracting**  
8 Buckingham Street  
R D 1  
**TOKANUI 9884**

3 April 2022

Toe Toes Community Pool  
C/- S Earwaker  
Haldane  
R D 1  
TOKANUI 9884

Dear Sandra

Our quote to provide treated timber and all nails, screws and bolts to replace Pool side seating at the Toe Toes Pool is \$1500.

This does not include painting of the seat and provides 5 hours of labour with assistance from volunteers as per our conversation over the phone.

This quote is valid until 3 May 2022 unless otherwise arranged.

If you have any queries please contact me on (027) 2275115.

Yours faithfully

**R W Poole**  
**P & R Contracting**



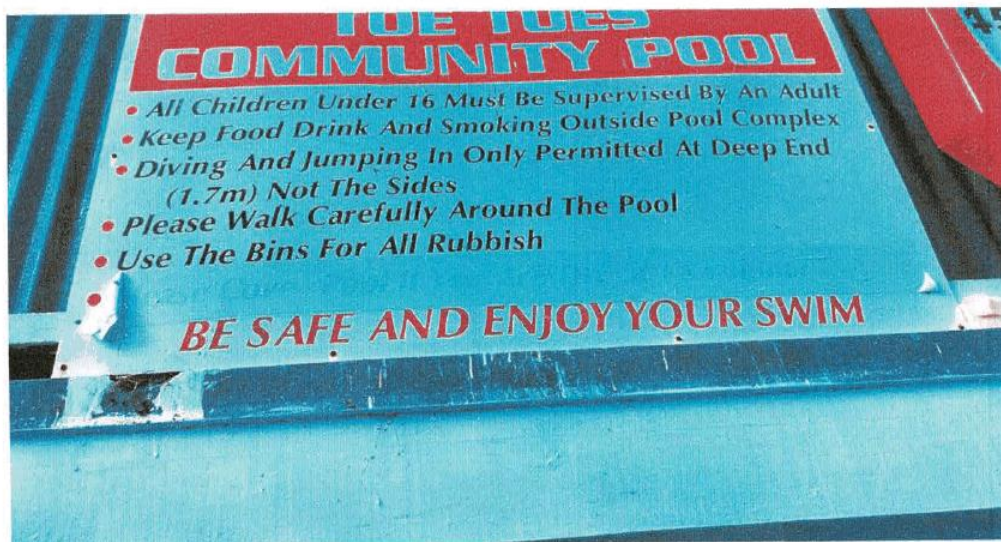
The seating we need to replace.

Metal legs have rusted over time so we will replace with wooden tanalised wood.

Quote included.

Over the phone quote from Speedy Signs

I contacted Speedy Signs in Invercargill for a quote to replace our Pool rules sign. They originally did the sign years ago and have kept our information. We wish to have the same rules with some removed so they gave us a quote of \$750 for a sign the same size as we already have.

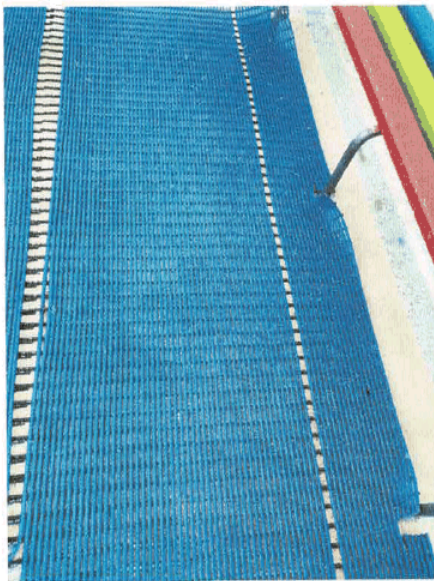




Bolts on East wall that we would like to use POR 15 anti rust paint on to keep rust at bay until the whole wall is replaced in the future.

Quote for 4 tins of 1 litre POR 15 \$85 from Southern Paints Invercargill.

Total \$340



Mats needing replaced in Boys and Girls changing rooms.

Quote attached.



## Project scope confirmation - 2022/2023 locally funded projects

Record No: R/22/2/6294

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 2022/2023 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 2022/2023 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 - 2022/2023 locally funded projects” dated 13 April 2022.**
- 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:
  - Edendale Wyndham - Multi use track construction code P-10863
  - Edendale Wyndham – Tree removal, Ferry Road and Malta Street code P-10869
  - Wyndham – Playground equipment replacement code P-10834.

## 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 2022/2023 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 were sent the scope documents for the projects that the community facilities team are responsible for in the 2022/2023 financial year for their information on 15 February 2022. This included both local and district funded projects.
- 14 The projects were consulted on through the 2021/2031 Long Term Plan review process.



## Factors to consider

### Legal and statutory requirements

15 None.

### Community views

16 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 Long Term Plan in conjunction with the community board. As such, community views are considered to have been well canvassed.

17 A media release was sent out on 24 February 2022 about the proposed projects. The Waihopai Toetoe Community Board was informed that the media release was going out to the public.

### Costs and funding

18 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

19 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.

20 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).

21 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.

- Edendale Wyndham - Multi use track construction code P-10863
- Edendale Wyndham – Tree removal, Ferry Road and Malta Street code P-10869
- Wyndham – Playground equipment replacement code P-10834.

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

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.

- Edendale Wyndham - Multi use track construction code P-10863
- Edendale Wyndham – Tree removal, Ferry Road and Malta Street code P-10869
- Wyndham – Playground equipment replacement code P-10834.

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

### Assessment of significance

- 22 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

- 23 The staff recommendation is option 1.

### Attachments

- A Project definition P-10834 Wyndham Playground Refurbishment [↓](#)
- B Wyndham Tokanui SDC Photo Assessment Report 2019 [↓](#)
- C Wyndham 2020 Playsafe Inspection Report [↓](#)
- D Project definition P-10863 Edendale Wyndham Multi Use Track Construction Stage 1 [↓](#)
- E Project definition P-10869 Edendale Ferry Road Tree Management [↓](#)
- F Project definition P-10869 Edendale Ferry Road Tree Management Appendix 1 [↓](#)
- G Project definition P-10869 Edendale Ferry Road Tree Management Appendix 2 [↓](#)

### Project – Wyndham Playground Upgrade

	<b>BUDGET</b>	\$18,500
	<b>ACTIVITY</b>	Parks and Reserves Code: P-10834
	<b>COMMUNITY BOARD</b>	Waihopai Toetoe Community Board
	<b>PROGRAMME</b>	July 2022 – June 2023

#### DESCRIPTION

Location: 2 Balaclava Street, Wyndham (Section 30, 31 & 32 Blk XIV TN OF Wyndham, Council owned land SL 5C/1063)

Response from resource management: If the playground significantly changes that what is already existing a RC may be required. Best to send a proposed plan to planning for Marcus/Scott to approve under Delegated Authority.



#### SCOPE

Playground upgrade which will include the provision of the appropriate soft fall requirements and improved play outcomes. There could be the opportunity to rationalize the layout of the play area to achieve lower ongoing maintenance costs. This work has been determined as a result of the two play ground assessment reports that were commissioned by staff.

**COMMUNICATION**

The community will need to be informed that this work will be undertaken.

**CONSENT**

Building	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Archaeology/Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Resource	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**RISKS**

<ul style="list-style-type: none"> <li>What are the risks that have been identified to date             <ul style="list-style-type: none"> <li>➤ What mitigation is in place</li> <li>➤ What is the status (high / medium / low)</li> </ul> </li> </ul>	<p>The playground will be unavailable while the work is being undertaken.</p> <p>The area will be set up as a work site with the correct health and safety plans, signage and equipment in place.</p> <p>This is a low risk activity.</p>
---	---

**COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?**

There may be a period when the playground will need to be cordoned off to allow work to be undertaken.

Stakeholders include: Community and Community Board

**OVERVIEW**

• What is this project (ie, capital, consent, operating or procurement)?	Operating
• Is this a one-off project or works programme?	One Off
• Have all the project numbers been set up?	<input checked="" type="checkbox"/> CAMMS <input checked="" type="checkbox"/> W17105
• What are the strategic and activity links?	1.1.4 Undefined Strategy – People have everything they and to live, work, play and visit parks and reserves
• Are there any links to the Corporate Performance Framework?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Refer to document R/21/9/50612 Community Facilities Team Business Plan 2021 – 2022 and the Corporate Performance Framework
• Is the project on Council owned land?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

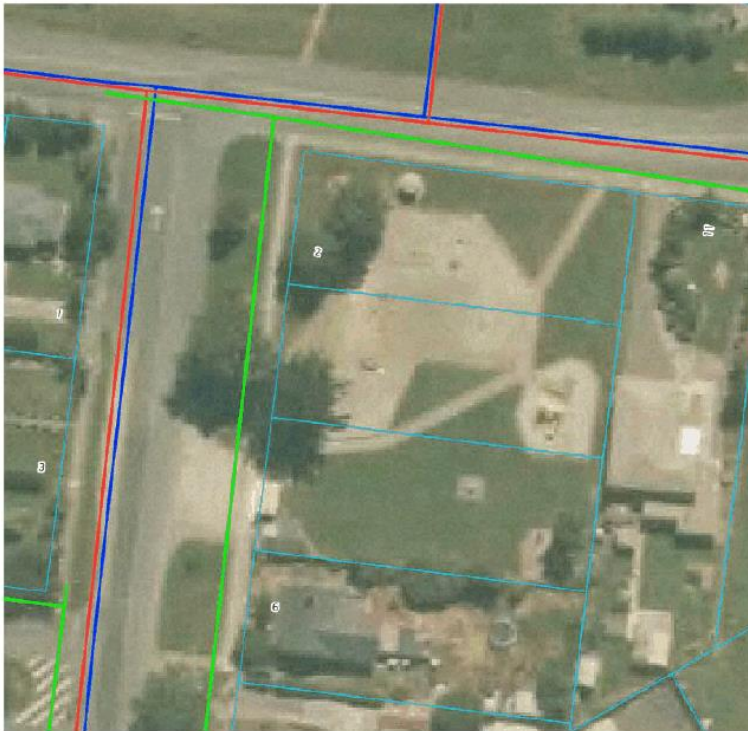
OVERVIEW	
• Do we have approvals for land use?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Are consents and permits required? Resource consent.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Is a procurement plan required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Is a procurement process required for the design phase?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Will this project be a public tender or approved supplier agreement?	Public Tender
• Is a communication plan required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Have all shareholders been identified and a management plan in place?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Has a draft risk register been prepared?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Where is the location of the project?	Wyndham

Budgets			
• What is the initial cost made up of:	Design	\$1,800.00	(typically 10% of project)
	Consents	\$0.00	(typically 2% of project)
	Consultation	\$0.00	
	Project contingency	\$1,800	(typically 10% of project)
	Total Budget	\$18,500.00	
• How is the project being funded (ie, LTP, locally funded, other?)	Loan		

Approvals				
COMMUNICATIONS	SIGNED	LOUISE PAGAN	Date	14/03/2022
IWI	SIGNED	LOUISE PAGAN	Date	14/03/2022
BUILDING	SIGNED	JULIE CONRADI	Date	23/03/2022
PROPERTY	SIGNED	KEVIN MCNAUGHT	Date	1/02/2022
RESOURCE MANAGEMENT	SIGNED	TRACY EXCELL	Date	25/02/2022
THREE WATERS	SIGNED	JOE FINDLEY	Date	29/03/2022
COMMUNITY BOARD	SIGNED		Date	

APPENDICES
G:\COMMUNITY FACILITIES TEAM\parks and reserves\playgrounds and skateparks and bmx tracks\2019 inspections\photo reports sdc 2019 pdf\Garston^J Athol^J Mossburn SDC Photo 2019.pdf
G:\COMMUNITY FACILITIES TEAM\Parks and Reserves\Playgrounds and Skateparks and BMX Tracks\2020 Inspections Playsafe\Northern\Garston - Village Green Playground.pdf

Three Waters Utilities





**WYNDHAM PLAYGROUND**






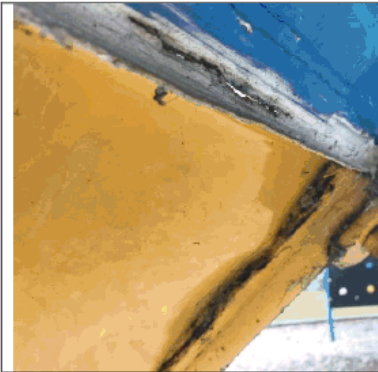





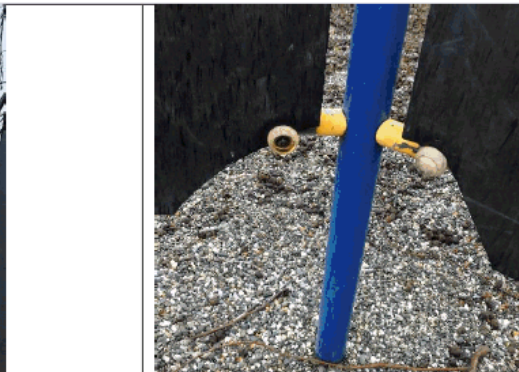



Equipment	Manufacturer	Install Year	Expected replacement date	Survey Date	Age	Condition 1 excellent 5 poor	Safety Standard	Non Compliance	Standards Requirement	Risk	Safety Issues	Safety Surface Type	Safe Surf Size m2	Depth	Safety Surface Condition	Safety Surface Standard	Standards Requirement	Maintenance Issue	Maint. Priority 1 high 3 low	Maintenance recommendation	Maint. Repair Value	Capital Recommendation	End of life renewal Priority 1 high, 5 low	End of Lifespan Capital Value	Surfacing replacement value	
Wyndham Playground																										
4 Platform Unit - Module large	AJ Grant	2005	2025	26/09/2019	14	2	No	Head entrapment, slide exit's too high above ground.	Slide exit 350mm max. no entrapments	L		PEAGRAVEL	900	130mm	2	No	200mm	Bark depth low. Protruding nail in edging. Peagravel compacted under fire pole and slides. Cap's broken. Weeds. Graffiti. Deck warped and uneven on car. Cap missing on wheel post.	3	Raise pea gravel level. Recess nail. Rake peagravel and loosen up in areas of wear. Replace caps. Hand weed, and remove graffiti.	\$ 3,600.00			4	\$40,000.00	\$ 21,600.00
Swings (2 senior).	AJ Grant	2000	2020	26/09/2019	19	3	No	Finger entrapment in chains	Chain opening no greater than 8.6mm	L		PEAGRAVEL	1500	180mm	2	No	300mm	300mm loosefill required for fall from climbing wall. Chains connected with d shackle and different gauges. Seat missing pop rivets.	3	Top up loosefill in the whole area. Swap the chains on the swings, so they are all one chain (no connection part way up). Replace seats.	\$14,400.00	Programme to replace at end of lifespan	3	\$ 3,500.00	\$ 36,000.00	
Swing - Junior	AJ Grant	2000	2020	26/09/2019	19	3	Standard of the day											Rust in fixtue	3	Treat and monitor		Programme to replace at end of lifespan	3	\$ 3,500.00		
Bouncy 4 seater with circular handle	AJ Grant	2005	2025	26/09/2019	14	2	NZS5828: 2004															Programme to replace at end of lifespan	4	\$ 2,500.00		
Climbing walls - 4 panel - with knobs	AJ Grant	2000	2020	26/09/2019	19	3	NZS5828: 2004											Rusting bolts. Broken panels on bolts	3	Replace rusting hardware. Watch for any more cracks where the panels are broken on the corners.	\$ 50.00	Programme to replace at end of lifespan	3	\$18,000.00		
2 platform monorail	AJ Grant	2000	2020	26/09/2019	19	2	NZS5828: 2004															Programme to replace at end of lifespan	2	\$ 8,000.00		
Slide	AJ Grant	1990	2010	26/09/2019	29	4	No	Head entrapment in stairs and barrier. Toggle entrapment at top of slide	No entrapments	L								Corrosion significant and rough.	3	Treat.		Retire this item	2	\$10,000.00		
See Saw Double with H pivot	AJ Grant	2000	2020	26/09/2019	19	2	NZS5828: 2004											Protruding bolt under one seesaw	3	Cut down and cover.		Programme to replace at end of lifespan	4	\$ 5,800.00	\$ 288.00	
See Saw Double with H pivot	AJ Grant	2000	2020	26/09/2019	19	2	NZS5828: 2004															Programme to replace at end of lifespan	4	\$ 5,800.00	\$ 288.00	
Wild Rider - Circular ride with hand hold	AJ Grant	2000	2020	26/09/2019	19	3	Standard of the day											Rust in top of post on the weld.	3	Investigate further. Treat and monitor.		Programme to replace at end of lifespan	3	\$13,000.00		
Tyre Swing	AJ Grant	2000	2020	26/09/2019	19	2	No	Finger entrapment in chains.	Chain opening no greater than 8.6mm	L												Programme to replace at end of lifespan	4	\$ 6,000.00		
Bouncy Skateboard	AJ Grant	2000	2020	26/09/2019	19	2	Standard of the day															Programme to replace at end of lifespan	4	\$ 2,500.00		
Multiple bar overhead Monkey Bar	AJ Grant	2000	2020	26/09/2019	19	2	No	Decks in fall space.	No hard objects in fall space.	L												Programme to replace at end of lifespan	4	\$ 6,000.00		














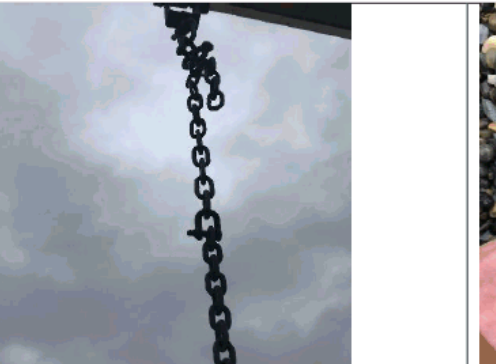


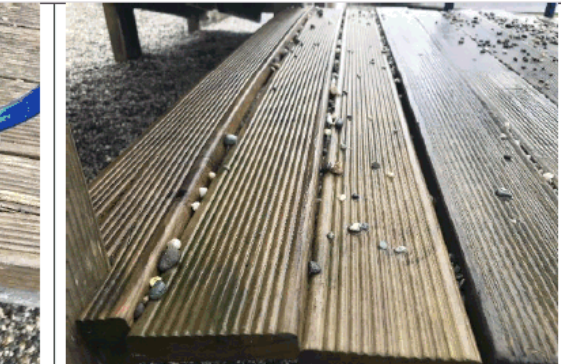


COMPLIANCE AND MAINTENANCE ISSUES






				
Head entrapment in barriers	Slide run out too high	Slide run out too high	Head entrapment in slide steps	Head entrapment in slide barrier
				
Rust under slide	Rust in slide laterals	Rust in slide fixtures	Rust on slide face	Cracked panel, caps missing over bolt
				
Climbing board broken	Climbing board broken	Fixtures rusting in climbing board	Caps broken, bolts rusted.	Sharp



				
Nail raised in edging	Bark depth 130mm – too low	Gravel compacted – needs regular loosening	Swing fixture rusting	Swing frame rusting – treat and monitor
				
Tyres in fall space of overhead glide	Finger entrapment in chains on tyres swing	Scuffed out under tyre swing – water pooling	Decks in fall space of overhead	Protruding bolt under seesaw
				
Swing belt missing pop rivet	Excess swing chain needs to be removed	Gravel depth 180mm	Pipe open on car – cap it and make sure no water in there	Deck warped and raised.



		
Weeds - hand weed – no poison.	Graffiti in tube on module	Caps broken and fixtures rusting on module

TOKANUI PLAYGROUND

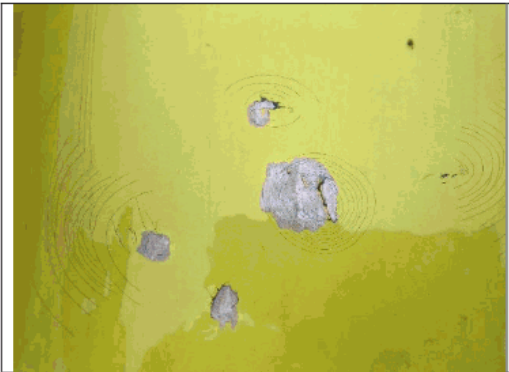




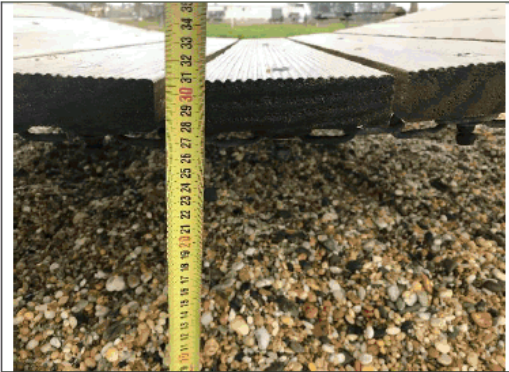





Equipment	Manufacturer	Install Year	Expected replacement date	Survey Date	Age	Condition 1 excellent 5 poor	Safety Standard	Non Compliance	Standards Requirement	Risk	Safety Issues	Safety Surface Type	Safe Surf Size m2	Depth	Safety Surface Condition	Safety Surface Standard	Standards Requirement	Maintenance Issue	Maint. Priority 1 high 3 low	Maintenance recommendation	Maint. Repair Value	Capital Recommendation	End of life renewal Priority 1 high, 5 low	End of Lifespan Capital Value	Surfacing replacement value
Tokanui Playground																									
Module steel medium - 2 Platform - spiral climb, overhead monkey bars, clatter bridge.	AJ Grant	1993	2013	26/09/2019	26	2	No	Clatter bridge too close to ground.	If moving parts of the equipment can endanger the body, there shall be a ground clearance of at least 400 mm to the ground.			PEAGRAVEL	600	200	2	No	300mm req for the height of the tower slide					Programme for replacement	4	\$30,000.00	\$ 14,400.00
Unit 2 - Raised fort	Design/Built	1993	2013	26/09/2019	26	3	No	Head entrapments in barriers, between wall and deck, and at top of slide (toggle). Chain has finger entrapment. No slide run out - exit too high above surface.	Chains shall have a maximum opening of 8.6 mm in any one direction. No entrapments. Slides must have run out. Max ground clearance 350mm.	M											Programme to replace at end of lifespan	2	\$30,000.00		
Swing Set (1 Senior & 1 Junior )	AJ Grant	1993	2013	26/09/2019	26	3	No	Finger entrapment, Protruding bolts, seat too low above surface.	Chains shall have a maximum opening of 8.6 mm in any one direction. Seat height minimum height 350mm. No protruding bolts.	L								Don't loop the chain at the top. Make sure hose covers all of the chain, or swap out for conforming chain. Raise the seat level.	3			Programme to replace at end of lifespan	2	\$ 8,000.00	
Slide	AJ Grant	1993	2013	26/09/2019	26	3	Standard of the day											Note - slide face cracking and chipped in places	3	Monitor for further degradation and flag when replacement is due.		Programme to replace at end of lifespan	3	\$ 8,000.00	



COMPLIANCE AND MAINTENANCE ISSUE

Gap between slide and deck	No runout at slide	Finger entrapment in chain	Toggle entrapment at top of slide	Head entrapment in barrier



				
Slide crazed and cracking	Head entrapment between deck and barrier	No slide runout	Protruding bolts on swing – cut down and cover	Protruding bolt on slide
				
Not enough ground clearance on clatter bridge – raise to 400mm	Excess chain left – forms an etnrapment looped like that.	Head entrapment in barrier	Swing hung very low – raise to 500mm	Run out too high on slide – raise loosefill depth to rectify.
				
Finger entrapment in chain.				

TOKANUI SKATE PARK

Equipment	Manufacturer	Install Year	Expected replacement date	Survey Date	Age	Condition 1 excellent 5 poor	Safety Standard	Non Compliance	Standards Requirement	Risk	Safety Issues	Safety Surface Type	Safe Surf Size m2	Depth	Safety Surface Condition	Safety Surface Standard	Standards Requirement	Maintenance Issue	Maint. Priority 1 high 3 low	Maintenance recommendation	Maint. Repair Value	Capital Recommendation	End of life renewal Priority 1 high, 5 low	End of Lifespan Capital Value	Surfacing replacement value
Tokanui Skate Park	Rhino	2018	2043	26/09/2019	1	1	N/A															Programme to replace at end of lifespan	5	\$40,000.00	



COMPLIANCE AND MAINTENANCE ISSUE



Monitor rust at top of ramp





Kiwi Playground Safety Specialists



*Play Area Assessed:*

Wyndham  
Playground

**Play Area  
Inspection Report**

Playground Surface area, Falling Space,  
Structural assessment and equipment classification  
to NZS5828:2015, Surface Impact Test and material  
suitability grading to EN1177:2008

Prepared for:  
Southland District Council  
July 2020

CHECK OUT [WWW.PLAYSAFE.CO.NZ](http://WWW.PLAYSAFE.CO.NZ) | [WWW.FACEBOOK.COM/PLAYSAFENZ/](http://WWW.FACEBOOK.COM/PLAYSAFENZ/)



## Southland District Council - Playground Asset & Surface Information Report

Wyndham Playground

Complete

### Client Details

Playground	Wyndham Playground
Location	6 Balaclava Street Southland Wyndham 9831 New Zealand (-46.3254599225693, 168.84981136481017)

### Inspection

Inspection Date / Time	19th Jul, 2020 11:48 AM NZST
	Adam Stride
Report Document Number	SDC000039

## Disclaimer

### DISCLAIMER

The assessors believe the information contained within this risk assessment report to be correct at the time of printing. The assessors do not accept responsibility for any consequences arising from the use of the information herein. The report is based on matters which were observed or came to the attention of the assessors during the day of the assessment and should not be relied upon as an exhaustive record of all possible risks or hazards that may exist or potential improvements that can be made.

Inspections conducted in accordance with the NZS5828:2015 / EN1176:2018

Playground Safety Standards. Additionally NZS5828 Appendix A Supervised early childhood, EN1177 Surfacing if required.



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# Surface Impact Test Certificate

Playground Surface Impact Drop Test to EN 1177:2018 (NZS5828)

Issued to:

**Southland District Council**

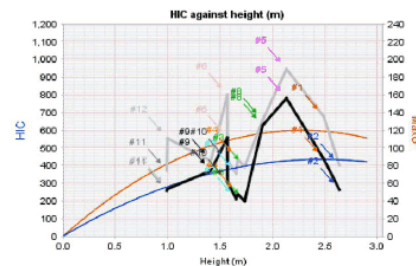
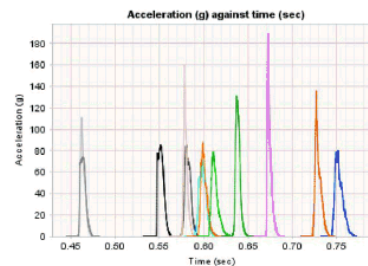
Playground Surface Tested:

**Wyndham Playground**



Position	Session
Position: Southland- Wyndham	Session date: 2020-07-19 12:54 (Sun)
Position description:	Critical HIC: 1000.00
Surface type:	Critical MaxG: 200.00
Surface type descr.:	Description: Wyndham

Measurement #	HIC	HIC time	Drop height	Acceleration	Fall time	Remarks
#1	438	7.050 ms	2.49 m	136 G	0.712 sec	Overhead ladder
#2	262	10.080 ms	2.64 m	80 G	0.733 sec	Rockwall
#3	199	7.140 ms	1.73 m	79 G	0.594 sec	Tyre swing
#4	238	7.710 ms	1.67 m	87 G	0.583 sec	Tyre swing
#5	780	3.300 ms	2.13 m	189 G	0.659 sec	360 monorail
#6	557	4.680 ms	1.57 m	160 G	0.586 sec	Junior swing
#7	211	10.050 ms	1.65 m	71 G	0.580 sec	Tower slide
#8	626	5.550 ms	1.90 m	131 G	0.623 sec	Monorail
#9	370	8.040 ms	1.41 m	85 G	0.536 sec	Junior firepole
#10	309	8.190 ms	1.57 m	85 G	0.566 sec	Waveslide
#11	258	7.380 ms	0.99 m	74 G	0.449 sec	Tubeslide exit/rocker
#12	268	5.670 ms	1.00 m	111 G	0.451 sec	Ladder / buggy



Limits Used:  
Critical HIC: 1000.00  
Critical MaxG: 200.00  
Issue Date: 30/7/2020

**SUMMARY RESULT: Existing Surface meets the CFH requirements of the equipment**



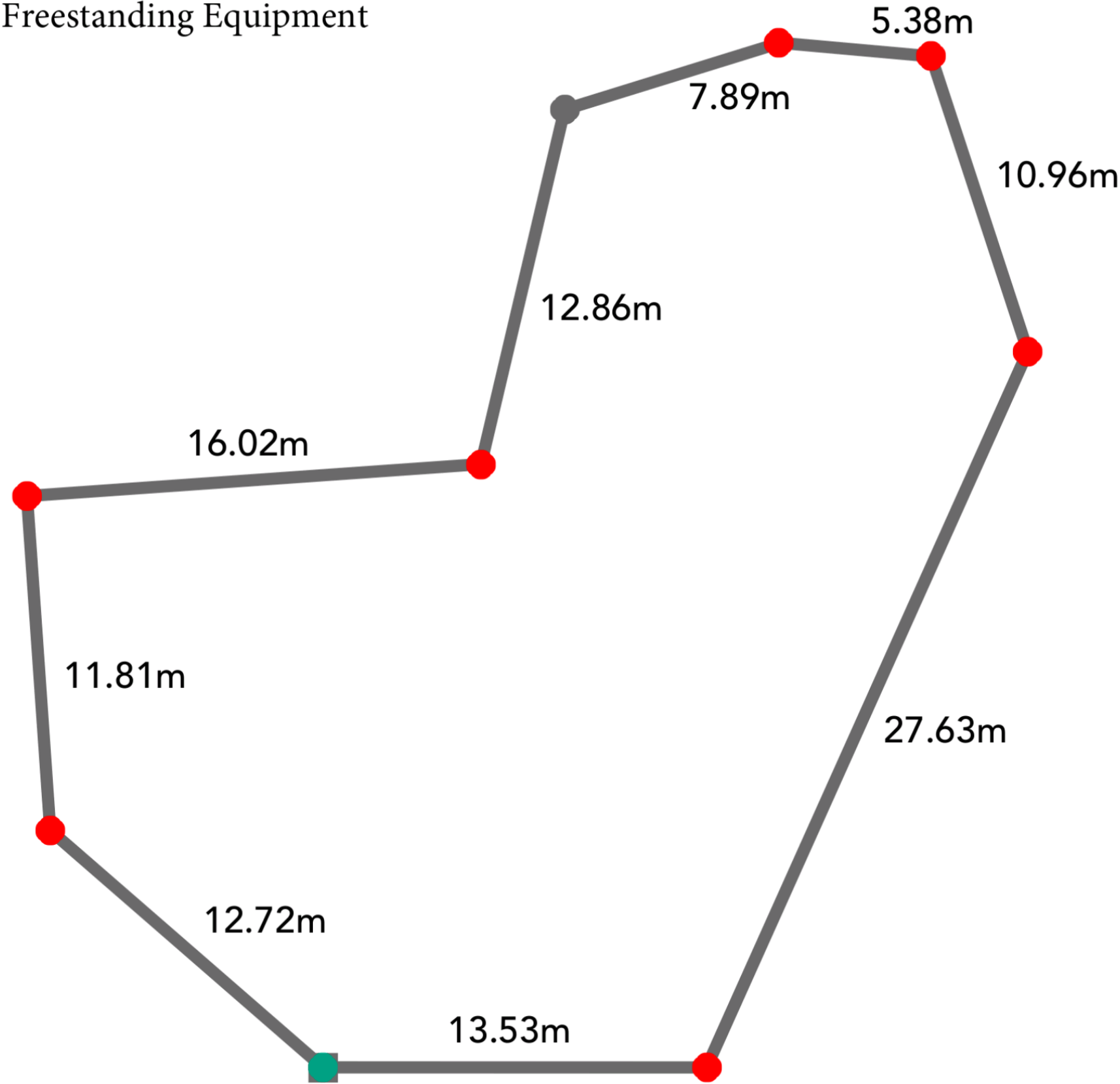
Results: The severity of the impact is measured per drop in terms of the Head Injury Criteria (HIC) equal to or less than 1000 and a gmax of no more than 200 from a drop equal to the Free Height of Fall (FHF) of equipment above it. On the basis of statistical analysis of data the Head Injury Criterion (HIC) at a tolerance level of 1000 has been used as the upper limit for the brain injury severity unlikely to have disabling or fatal consequences.

The certificate shows a series of drop tests, each with a description of where in the playground the drop was located. Each drop usually corresponds to the free height of fall from the adjacent play equipment (i.e. the highest point of potential fall determined from the highest clearly intended body support of each activity). Each drop will show a pass or fail to HIC (Head impact criterion).

**ADAM STRIDE**  
RP11 ANNUAL OUTDOOR / INDOOR  
PLAY INSPECTOR + CERTIFIED IMPACT TESTING  
SPECIALIST - M#1074A / M#1023AF

Method Used: 2 as per EN1177:2018. Limits of HIC 1000 and gmax 200 used. This report can only be used to confirm the performance of the surfacing in the specific situation at the time of the test. The uncertainty of this result under controlled laboratory conditions is  $\pm 7\%$ . Under site conditions the uncertainty may be greater.

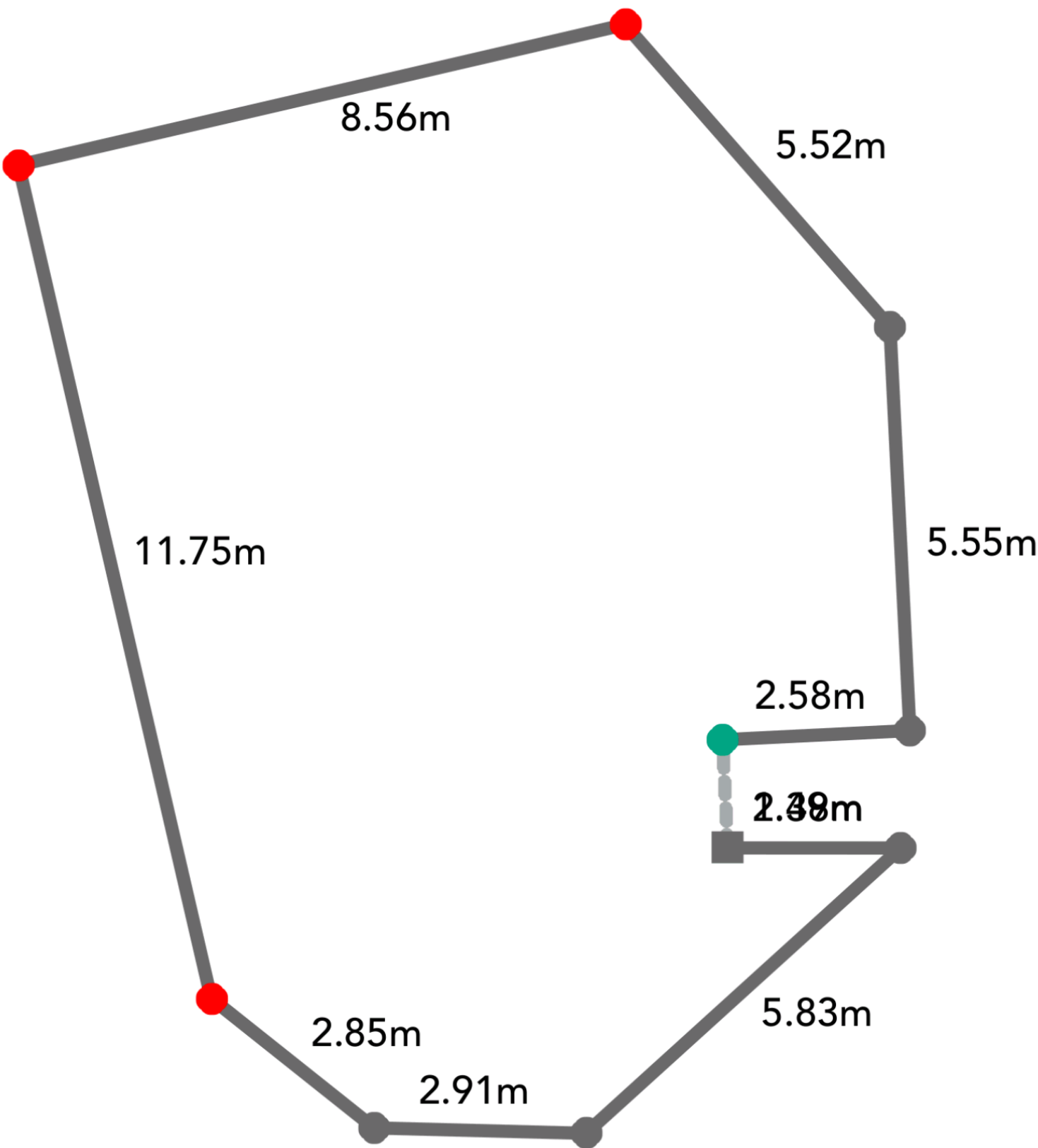
Main Area - Multiplay & Freestanding Equipment



moasure

118.80m 776.653m<sup>2</sup>

Junior Multiplay / Rocker



moasure

49.41m 133.714m²



## Play Equipment & Surfacing

### Play Area Photo:

#### Play Area Photos:



Photo 1



Photo 2



Photo 3

### Equipment (Item)

#### Equipment (Item) 1

##### Equipment Description:

Multiplay Structure

##### Equipment Photos



Photo 4



Photo 5



Photo 6

##### Equipment Supplier:

Playworld

##### Original Construction Standard:

1998 ASTM??

##### NZS5828:2015 Classification (Current):

NZS5828:2015 - EN 1176.1.2008 General

NZS5828:2015 - EN 1176.3.2008 Slides

**Structural Assessment Grading:**

3 - FAIR: Signs of general degradation, corrosion or decay noted. Coatings: Minor defects in protective finishes, e.g. paint flaking, etching, etc. Appearance affected in a minor way. Structural integrity Level: Sound / Good. Presents a minimal risk of deterioration to asset. Starting to present a risk of deterioration or stability to asset (early stages). May have some visual deterioration to the appearance of the materials. Normal deterioration requiring regular monitoring and maintenance. Some proactive or preventative can be completed. Replacement likely to be required 10+ years.

**Equipment (Item) 2****Equipment Description:**

Freestanding - Swing Set

Swing - Belt Strap Seat/s

**Equipment Photos**

Photo 7


**Equipment Supplier:**

AJ Grant


**Original Construction Standard:**NZS5828:2004 / (EN1176:1998)  
Playground Equipment and Surfacing.**NZS5828:2015 Classification (Current):**NZS5828:2015 - EN 1176.2.2008 Swings -  
swing with one rotational axis (Type 1)**Structural Assessment Grading:**


3 - FAIR: Signs of general degradation, corrosion or decay noted. Coatings: Minor defects in protective finishes, e.g. paint flaking, etching, etc. Appearance affected in a minor way. Structural integrity Level: Sound / Good. Presents a minimal risk of deterioration to asset. Starting to present a risk of deterioration or stability to asset (early stages). May have some visual deterioration to the appearance of the materials. Normal deterioration requiring regular monitoring and maintenance. Some proactive or preventative can be completed. Replacement likely to be required 10+ years.

**Equipment (Item) 3**


<b>Equipment Description:</b>	Freestanding - Rocker
<b>Equipment Photos</b>	
	
Photo 8	
<b>Equipment Supplier:</b>	Unknown
<b>Original Construction Standard:</b>	No known standard believed to be originally considered.
<b>NZS5828:2015 Classification (Current):</b>	NZS5828:2015 - EN 1176.6.2008 Rocking - single-point seesaw/single-point rocking equipment (Type 2A and 2B) equipment with a single-point supporting component.
<b>Structural Assessment Grading:</b>	3 - FAIR: Signs of general degradation, corrosion or decay noted. Coatings: Minor defects in protective finishes, e.g. paint flaking, etching, etc. Appearance affected in a minor way. Structural integrity Level: Sound / Good. Presents a minimal risk of deterioration to asset. Starting to present a risk of deterioration or stability to asset (early stages). May have some visual deterioration to the appearance of the materials. Normal deterioration requiring regular monitoring and maintenance. Some proactive or preventative can be completed. Replacement likely to be required 10+ years.

#### Equipment (Item) 4


<b>Equipment Description:</b>	Freestanding - Seesaw
<b>Equipment Photos</b>	
	
Photo 9	
<b>Equipment Supplier:</b>	Unknown
<b>Original Construction Standard:</b>	No known standard believed to be originally considered.

<b>NZS5828:2015 Classification (Current):</b>	NZS5828:2015 - EN 1176.6.2008 Rocking - axial seesaw (Type 1). Equipment in which only vertical movement can take place.
<b>Structural Assessment Grading:</b>	3 - FAIR: Signs of general degradation, corrosion or decay noted. Coatings: Minor defects in protective finishes, e.g. paint flaking, etching, etc. Appearance affected in a minor way. Structural integrity Level: Sound / Good. Presents a minimal risk of deterioration to asset. Starting to present a risk of deterioration or stability to asset (early stages). May have some visual deterioration to the appearance of the materials. Normal deterioration requiring regular monitoring and maintenance. Some proactive or preventative can be completed. Replacement likely to be required 10+ years.
<b>Equipment (Item) 5</b>	
<b>Equipment Description:</b>	Overhead Activity
<b>Equipment Photos</b>	
 <p>Photo 10</p>	
<b>Equipment Supplier:</b>	AJ Grant
<b>Original Construction Standard:</b>	NZS5828:2004 / (EN1176:1998) Playground Equipment and Surfacing.
<b>NZS5828:2015 Classification (Current):</b>	NZS5828:2015 - EN 1176.1.2008 General  NZS5828:2015+ Appendix D - Overhead Upper Body Equipment
<b>Structural Assessment Grading:</b>	2 - GOOD: Very early signs atmospheric degradation, corrosion or decay noted. Coatings: No defects or wear of protective coatings. Structural integrity Level: Sound / Excellent. Does not currently present an immediate risk of deterioration or stability to asset. May have some visual deterioration to the appearance of the materials. Good as new condition requiring regular monitoring. Replacement likely to be required 15+ years.

**Equipment (Item) 6**

<b>Equipment Description:</b>	Tyre Swing
<b>Equipment Photos</b>	
	
Photo 11	
<b>Equipment Supplier:</b>	AJ Grant
<b>Original Construction Standard:</b>	NZS5828:2004 / (EN1176:1998) Playground Equipment and Surfacing.
<b>NZS5828:2015 Classification (Current):</b>	NZS5828:2015 - EN 1176.2.2008 Swings - single point swing (Type 3)
<b>Structural Assessment Grading:</b>	3 - FAIR: Signs of general degradation, corrosion or decay noted. Coatings: Minor defects in protective finishes, e.g. paint flaking, etching, etc. Appearance affected in a minor way. Structural integrity Level: Sound / Good. Presents a minimal risk of deterioration to asset. Starting to present a risk of deterioration or stability to asset (early stages). May have some visual deterioration to the appearance of the materials. Normal deterioration requiring regular monitoring and maintenance. Some proactive or preventative can be completed. Replacement likely to be required 10+ years.

**Equipment (Item) 7**

<b>Equipment Description:</b>	Monorail
<b>Equipment Photos</b>	
	
Photo 12	
<b>Equipment Supplier:</b>	AJ Grant
<b>Original Construction Standard:</b>	NZS5828:2004 / (EN1176:1998) Playground Equipment and Surfacing.



NZS5828:2015 Classification (Current):

NZS5828:2015 - EN 1176.1.2008 General

NZS5828:2015+ Appendix D - Overhead  
Upper Body Equipment

Structural Assessment Grading:

3 - FAIR: Signs of general degradation, corrosion or decay noted. Coatings: Minor defects in protective finishes, e.g. paint flaking, etching, etc. Appearance affected in a minor way. Structural integrity Level: Sound / Good. Presents a minimal risk of deterioration to asset. Starting to present a risk of deterioration or stability to asset (early stages). May have some visual deterioration to the appearance of the materials. Normal deterioration requiring regular monitoring and maintenance. Some proactive or preventative can be completed. Replacement likely to be required 10+ years.

### Equipment (Item) 8

Equipment Description:

Freestanding - Swing Set

Swing - Toddler Seat/s

Equipment Photos



Photo 13

Equipment Supplier:

AJ Grant

Original Construction Standard:

NZS5828:2004 / (EN1176:1998)  
Playground Equipment and Surfacing.

NZS5828:2015 Classification (Current):

NZS5828:2015 - EN 1176.2.2008 Swings -  
swing with one rotational axis (Type 1)

**Structural Assessment Grading:**

3 - FAIR: Signs of general degradation, corrosion or decay noted. Coatings: Minor defects in protective finishes, e.g. paint flaking, etching, etc. Appearance affected in a minor way. Structural integrity Level: Sound / Good. Presents a minimal risk of deterioration to asset. Starting to present a risk of deterioration or stability to asset (early stages). May have some visual deterioration to the appearance of the materials. Normal deterioration requiring regular monitoring and maintenance. Some proactive or preventative can be completed. Replacement likely to be required 10+ years.

**Equipment (Item) 9****Equipment Description:**

Freestanding - Tower Slide

**Equipment Photos**

Photo 14

**Equipment Supplier:**

Unknown

**Original Construction Standard:**

No known standard believed to be originally considered.



**NZS5828:2015 Classification (Current):**

NZS5828:2015 - EN 1176.1.2008 General  
NZS5828:2015 - EN 1176.3.2008 Slides

**Structural Assessment Grading:**


3 - FAIR: Signs of general degradation, corrosion or decay noted. Coatings: Minor defects in protective finishes, e.g. paint flaking, etching, etc. Appearance affected in a minor way. Structural integrity Level: Sound / Good. Presents a minimal risk of deterioration to asset. Starting to present a risk of deterioration or stability to asset (early stages). May have some visual deterioration to the appearance of the materials. Normal deterioration requiring regular monitoring and maintenance. Some proactive or preventative can be completed. Replacement likely to be required 10+ years.

**Equipment (Item) 10**

<b>Equipment Description:</b>	Climbing Wall
<b>Equipment Photos</b>	
 	
Photo 15	Photo 16
<b>Equipment Supplier:</b>	AJ Grant
<b>Original Construction Standard:</b>	NZS5828:2004 / (EN1176:1998) Playground Equipment and Surfacing.
<b>NZS5828:2015 Classification (Current):</b>	NZS5828:2015 - EN 1176.1.2008 General
<b>Structural Assessment Grading:</b>	3 - FAIR: Signs of general degradation, corrosion or decay noted. Coatings: Minor defects in protective finishes, e.g. paint flaking, etching, etc. Appearance affected in a minor way. Structural integrity Level: Sound / Good. Presents a minimal risk of deterioration to asset. Starting to present a risk of deterioration or stability to asset (early stages). May have some visual deterioration to the appearance of the materials. Normal deterioration requiring regular monitoring and maintenance. Some proactive or preventative can be completed. Replacement likely to be required 10+ years.

### Equipment (Item) 11

<b>Equipment Description:</b>	Freestanding - Rocker
<b>Equipment Photos</b>	
	
Photo 17	
<b>Equipment Supplier:</b>	Playground Centre
<b>Original Construction Standard:</b>	NZS5828:2004 / (EN1176:1998) Playground Equipment and Surfacing.

<b>NZS5828:2015 Classification (Current):</b>	NZS5828:2015 - EN 1176.6.2008 Rocking - single-point seesaw/single-point rocking equipment (Type 2A and 2B) equipment with a single-point supporting component.
<b>Structural Assessment Grading:</b>	3 - FAIR: Signs of general degradation, corrosion or decay noted. Coatings: Minor defects in protective finishes, e.g. paint flaking, etching, etc. Appearance affected in a minor way. Structural integrity Level: Sound / Good. Presents a minimal risk of deterioration to asset. Starting to present a risk of deterioration or stability to asset (early stages). May have some visual deterioration to the appearance of the materials. Normal deterioration requiring regular monitoring and maintenance. Some proactive or preventative can be completed. Replacement likely to be required 10+ years.
<b>Equipment (Item) 12</b>	
<b>Equipment Description:</b>	Monorail
<b>Equipment Photos</b>	
	
Photo 18	
<b>Equipment Supplier:</b>	AJ Grant
<b>Original Construction Standard:</b>	NZS5828:2004 / (EN1176:1998) Playground Equipment and Surfacing.
<b>NZS5828:2015 Classification (Current):</b>	NZS5828:2015 - EN 1176.1.2008 General NZS5828:2015+ Appendix D - Overhead Upper Body Equipment

**Structural Assessment Grading:**

3 - FAIR: Signs of general degradation, corrosion or decay noted. Coatings: Minor defects in protective finishes, e.g. paint flaking, etching, etc. Appearance affected in a minor way. Structural integrity Level: Sound / Good. Presents a minimal risk of deterioration to asset. Starting to present a risk of deterioration or stability to asset (early stages). May have some visual deterioration to the appearance of the materials. Normal deterioration requiring regular monitoring and maintenance. Some proactive or preventative can be completed. Replacement likely to be required 10+ years.

**Surface****Surface 1****Surface Photos**

Photo 19



Photo 20

**Surface Type**

Pea Metal

**Loose Particulate Material Suitability Grading**

D3 - D4 GOOD: Particles of even, uniform dimension, with minimum presence of short, narrow thin particles.

**Average Depth: (Red probe marks indicate 50mm increments)**

Approx 100mm



Photo 21



Photo 22



Photo 23



Photo 24



Photo 25

**Topup Depth Required**

Approx 200mm



## Findings

### Specific Activity

#### Specific Activity 1

##### Photos



Photo 26



Photo 27

<b>Activity</b>	Multiplay Structure
<b>Issue</b>	.
<b>Free height of fall (Max FHF) or Swing Pivot Height:</b>	Multiplay Items - multiple FHF Free Height of fall Requirements
FHF Platforms: 1.4m, 1.2m, 0.9m Firepole: 1.4m Wave Slide: type 1 Tubeslide: type 1	
<b>Falling space / Fallzone / Impact Area (Current/existing):</b>	2.00m
<b>Falling Space / Fallzone / Impact Area Required:</b>	1.50m
<b>Falling Spaces / Fallzones - Compliant?</b>	Yes
<b>Risk Assessment</b>	Low Risk
<b>Recommendation</b>	Monitor / Maintain current condition

#### Specific Activity 2

##### Photos

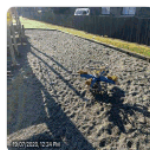


Photo 28

<b>Activity</b>	Freestanding - Rocker
<b>Issue</b>	.

Free height of fall (Max FHF) or Swing Pivot Height:	<0.60m
Falling space / Fallzone / Impact Area (Current/existing):	1.0m
Falling Space / Fallzone / Impact Area Required:	1.0m
Falling Spaces / Fallzones - Compliant?	Yes
Risk Assessment	Low Risk
Recommendation	Monitor / Maintain current condition

### Specific Activity 3

#### Photos



Photo 29

Activity	Freestanding - Swing Set Swing - Belt Strap Seat/s
Issue	-
Free height of fall (Max FHF) or Swing Pivot Height:	SLF2700 - Pivot Height 2.70m - Falling Space / Impact area should extend min 4.20m either side of the swing. as per NZS 5828:2015 Part 2.
Falling space / Fallzone / Impact Area (Current/existing):	4.50m
Falling Space / Fallzone / Impact Area Required:	4.20m
Falling Spaces / Fallzones - Compliant?	Yes
Risk Assessment	Low Risk
Recommendation	Monitor / Maintain current condition

### Specific Activity 4

#### Photos

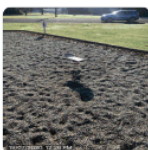


Photo 30

Activity	Freestanding - Rocker
Issue	.
Free height of fall (Max FHF) or Swing Pivot Height:	<0.60m
Falling space / Fallzone / Impact Area (Current/existing):	1.50m
Falling Space / Fallzone / Impact Area Required:	1.0m
Falling Spaces / Fallzones - Compliant?	Yes
Risk Assessment	Low Risk
Recommendation	Monitor / Maintain current condition

### Specific Activity 5

#### Photos



Photo 31

Activity	Freestanding - Seesaw
Issue	.
Free height of fall (Max FHF) or Swing Pivot Height:	1.10m
Falling space / Fallzone / Impact Area (Current/existing):	1.50m
Falling Space / Fallzone / Impact Area Required:	1.0m
Falling Spaces / Fallzones - Compliant?	Yes
Risk Assessment	Low Risk
Recommendation	Monitor / Maintain current condition

### Specific Activity 6

#### Photos



Photo 32

Activity	Overhead Activity
Issue	.
Free height of fall (Max FHF) or Swing Pivot Height:	F2500 - Free height of Fall 2.50m - Surface area fallzone should extend min 2.17m around this item to meet the minimum requirements of fallzone distance as per NZS 5828:2015.
Falling space / Fallzone / Impact Area (Current /existing):	2.20m
Falling Space / Fallzone / Impact Area Required:	2.15m
Falling Spaces / Fallzones - Compliant?	Yes
Risk Assessment	Low Risk
Recommendation	Monitor / Maintain current condition

### Specific Activity 7

#### Photos



Photo 33



Photo 34



Photo 35

Activity	Deck/ Platform Upperbody Overhead Activities (Hanging Position)
Issue	The platforms under upperbody overheads (Hanging position) form a hard object in the falling space and do not meet the NZS 5828:2015.
2x 1050 across flats Front face 1150mm between posts But Make 1250mm equilateral triangle (no cnrs)	
Free height of fall (Max FHF) or Swing Pivot Height:	1.80m
Risk Assessment	Medium Risk
Recommendation	The platforms described should be covered with an impact attenuating rubber pad that meets the CFH requirements of the activity free height of fall above.

### Specific Activity 8

## Photos



Photo 36

Activity	Tyre Swing
Issue	.
Free height of fall (Max FHF) or Swing Pivot Height:	SLF3000 - Pivot Height 3.00m - Falling Space / Impact area should extend min 4.46m either side of the swing. as per NZS 5828:2015 Part 2.
Falling space / Fallzone / Impact Area (Current/existing):	4.45m
Falling Space / Fallzone / Impact Area Required:	4.45m
Falling Spaces / Fallzones - Compliant?	Yes
Risk Assessment	Low Risk
Recommendation	Monitor / Maintain current condition

## Specific Activity 9

## Photos



Photo 37



Photo 38

Activity	Monorail
Issue	.
Free height of fall (Max FHF) or Swing Pivot Height:	F2200 - Free height of Fall 2.20m - Surface area fallzone should extend min 1.97m around this item to meet the minimum requirements of fallzone distance as per NZS 5828:2015.
Falling space / Fallzone / Impact Area (Current/existing):	2.00m
Falling Space / Fallzone / Impact Area Required:	2.00m
Falling Spaces / Fallzones - Compliant?	Yes



<b>Risk Assessment</b>	Low Risk
<b>Recommendation</b>	Monitor / Maintain current condition

### Specific Activity 10

#### Photos



Photo 39

<b>Activity</b>	Freestanding - Swing Set Swing - Toddler Seat/s
<b>Issue</b>	.
<b>Free height of fall (Max FHF) or Swing Pivot Height:</b>	SLF2550 - Pivot Height 2.55m - Falling Space/ Impact area should extend min 4.07m either side of the swing. as per NZS 5828:2015 Part 2.
<b>Falling space / Fallzone / Impact Area (Current/existing):</b>	4.10m
<b>Falling Space / Fallzone / Impact Area Required:</b>	4.05m
<b>Falling Spaces / Fallzones - Compliant?</b>	Yes
<b>Risk Assessment</b>	Low Risk
<b>Recommendation</b>	Monitor / Maintain current condition

### Specific Activity 11

#### Photos

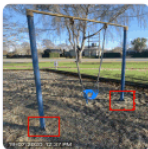


Photo 40

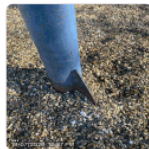


Photo 41

<b>Activity</b>	Freestanding - Swing Set
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<b>Issue</b>	<p>There are potential falls to lower blunt hard objects possible. Hard objects in the falling space do not meet the NZS 5828:2015.</p> <p>Material Projection / the edge profile does not conform to the min edge 3mm radius profile of the NZS5828:2015 standard.</p>
<b>Free height of fall (Max FHF) or Swing Pivot Height:</b>	.
<b>Risk Assessment</b>	Low/ Medium Risk
<b>Recommendation</b>	Monitor / Maintain - Closely Rectify

### Specific Activity 12

#### Photos



Photo 42

<b>Activity</b>	Freestanding - Tower Slide
<b>Issue</b>	.
Type 2slide	
<b>Free height of fall (Max FHF) or Swing Pivot Height:</b>	F1800 - Free height of Fall 1.80m - Surface area fallzone should extend min 1.70m around this item to meet the minimum requirements of fallzone distance as per NZS 5828:2015.
<b>Falling space / Fallzone / Impact Area (Current/existing):</b>	2.00m
<b>Falling Space / Fallzone / Impact Area Required:</b>	1.70m
<b>Falling Spaces / Fallzones - Compliant?</b>	Yes
<b>Risk Assessment</b>	Low Risk
<b>Recommendation</b>	Monitor / Maintain current condition

### Specific Activity 13

#### Photos



Photo 43

<b>Activity</b>	Monorail
<b>Issue</b>	.
<b>Free height of fall (Max FHF) or Swing Pivot Height:</b>	F1900 - Free height of Fall 1.90m - Surface area fallzone should extend min 1.77m around this item to meet the minimum requirements of fallzone distance as per NZS 5828:2015.
<b>Falling space / Fallzone / Impact Area (Current/existing):</b>	1.80m
<b>Falling Space / Fallzone / Impact Area Required:</b>	1.80m
<b>Falling Spaces / Fallzones - Compliant?</b>	Yes
<b>Risk Assessment</b>	Low Risk
<b>Recommendation</b>	Monitor / Maintain current condition

### Specific Activity 14

#### Photos



Photo 44



Photo 45

<b>Activity</b>	Upperbody Overhead Activities (Hanging Position)  Deck/ Platform  Monorail
<b>Issue</b>	The platforms under upperbody overheads (Hanging position) form a hard object in the falling space and do not meet the NZS 5828:2015.
2x 1240x1240x40mm cnrs	
<b>Free height of fall (Max FHF) or Swing Pivot Height:</b>	1.40m
<b>Risk Assessment</b>	Medium Risk

**Recommendation**

The platforms described should be covered with an impact attenuating rubber pad that meets the CFH requirements of the activity free height of fall above.

**Specific Activity 15****Photos**

Photo 46



Photo 47

<b>Activity</b>	Rockwall
<b>Issue</b>	.
<b>Free height of fall (Max FHF) or Swing Pivot Height</b>	F2800 - Free height of Fall 2.80m - Surface area fallzone should extend min 2.37m around this item to meet the minimum requirements of fallzone distance as per NZS 5828:2015.
<b>Falling space / Fallzone / Impact Area (Current/existing):</b>	2.50m
<b>Falling Space / Fallzone / Impact Area Required:</b>	2.40m
<b>Falling Spaces / Fallzones - Compliant?</b>	Yes
<b>Risk Assessment</b>	Low Risk
<b>Recommendation</b>	Monitor / Maintain current condition

## Summary

### Inspector

Adam Stride - Director | Principal | RPII RoSPA Level 3 Outdoor & Indoor Play Inspector



Playsafe Consulting Ltd | Playground Safety Specialists New Zealand

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## Appendix



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7



Photo 8



Photo 9



Photo 10



Photo 11



Photo 12





Photo 13



Photo 15



Photo 14



Photo 16



Photo 18



Photo 17



Photo 19



Photo 21



Photo 20



Photo 22





Photo 23



Photo 24

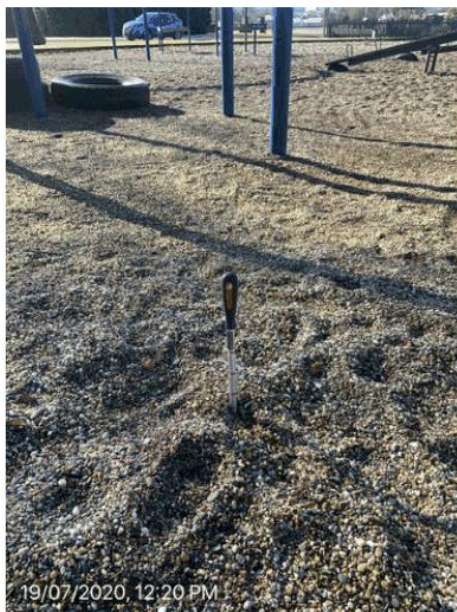


Photo 25



Photo 26







Photo 27



Photo 29



Photo 31

Photo 28

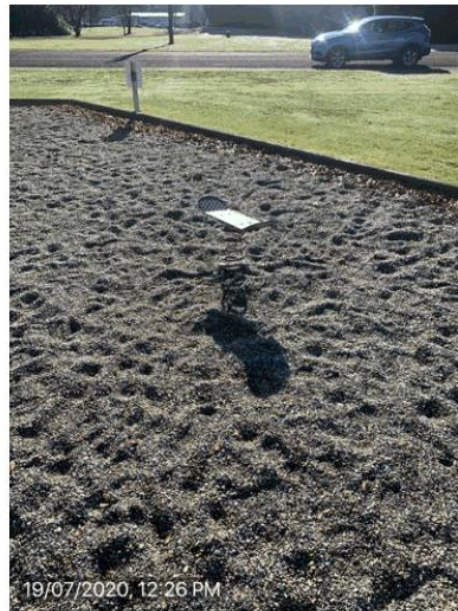


Photo 30



Photo 32



Photo 33



Photo 34



Photo 35



Photo 36







Photo 37

Photo 38



Photo 40



Photo 39



Photo 42



Photo 41



Photo 44



Photo 43



Photo 46






Photo 45



Photo 47

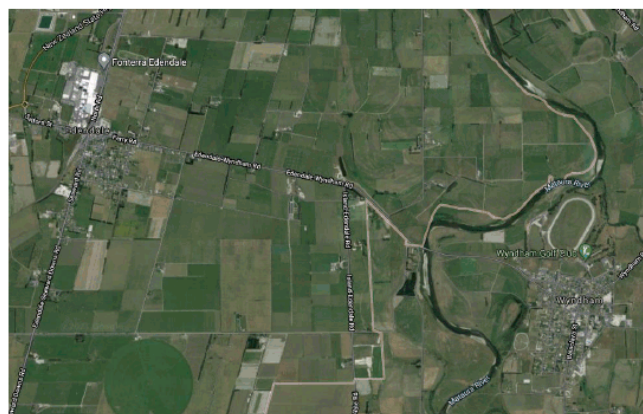


### Project – Edendale Wyndham Multi Use Track Construction Stage 1

	<b>BUDGET</b>	\$412,000.00
	<b>ACTIVITY</b>	Parks and Reserves Code: P-10863
	<b>COMMUNITY BOARD</b>	Waihopai Toetoe Community Board
	<b>PROGRAMME</b>	July 2022 – June 2023

#### DESCRIPTION

Location: Road corridor between Edendale and Wyndham. There appears to be land available on within the road corridor but further investigation would be required when the track location is identified.



#### SCOPE

Part one of a three year project to create a multiuse trail between Edendale and Wyndham. This includes the provision of access across the Matakura River bridge. This project will be dependent on the recommendations from the report that Boffa Miskell are currently undertaking.

Stage 1 consists of the following:

- A prerequisite to the work starting will be a boundary definition survey along the full length of the track and a licence to occupy from the Transport Team, a resource consent and a planning check of the full project.
- The Matakura River is a recorded Ngai Tahu Statutory Acknowledgement Area
- Boundary agreements with adjoining landowners negotiated.
- Detailed engineers design of a bridge attachment.

- Construction of the section of track from Crimea street, Wydham to the east abutment of the Maitara river bridge if there are sufficient funds remaining.

NOTE: A desktop GIS exercise has not identified any historic sites in close proximity to the proposed location of the track. Council will operate under accidental discovery protocol and therefore there is no requirement for an archaeological authority.

It has also identified that the Maitara river is listed as a Statutory Acknowledgement Area under the Ngai Tahu Claims Settlement.

The provision of the track itself will be relatively straight forward, however getting safe access across the bridge will be the major issue for this project.

From a visual inspection it would appear that there is sufficient room on the southern side of Ferry street from Crimea street where the footpath finishes out to the bridge. This section is approximately 1.2km in length.

There is a possible issue just east of the stock underpass where property boundary comes within 2.5m of the edge of the road. An easement or land exchange may be required, however the boundary survey will provide an accurate location to enable a decision to be made. It appears that the existing stock fence is not on the boundary closer to the bridge so an amicable agreement with the adjoining landowner may resolve this.

The section from the west side of the bridge to McKinnon road is approximately 2.7km in length. If the track is formed on the south side of the road there is a possible issue as you come up the rise from the bridge where the property boundary is very close to the road and there is a ditch running along the edge at this point. The boundary fence doesn't appear to be on the boundary but this will be verified once the boundary survey is carried out. There are also power poles along the south side of the road which will need to be taken into consideration when choosing which side of the road the track should run along.

The underground utilities will need to be considered when determining which side of the street the track is located on. There are sewer and water mains on the south side from Crimea street to the western boundary of number 52 Ferry road. The sewer and water main are located on the south side of the road from Compton road to Edendale.

#### COMMUNICATION

This will require consultation with iwi and the community.

#### CONSENT

Building	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Archaeology/Heritage	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Resource	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

#### RISKS

<ul style="list-style-type: none"> <li>• What are the risks that have been identified to date             <ul style="list-style-type: none"> <li>➤ What mitigation is in place</li> <li>➤ What is the status (high / medium / low)</li> </ul> </li> </ul>	<p>Parts of the area may not be available while construction is in progress.</p> <p>The area will be set up as a work site with the correct health and safety plans, signage and equipment in place.</p> <p>This is a high risk activity.</p>
---	---

**COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?**

There should be minimal impact on the community while this project is being undertaken.  
Stakeholders include: Iwi, the Community and SDC's transport and Property teams

**OVERVIEW**

• What is this project (ie, capital, consent, operating or procurement)?	Capital
• Is this a one-off project or works programme?	Programme
• Have all the project numbers been set up?	<input checked="" type="checkbox"/> CAMMS <input checked="" type="checkbox"/> W17105
• What are the strategic and activity links?	1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit
• Are there any links to the Corporate Performance Framework?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Refer to document R/21/9/50612 Community Facilities Team Business Plan 2021 – 2022 and the Corporate Performance Framework
• Is the project on Council owned land? Boundary surveyed required to make sure the trail is within the road corridor.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Do we have approvals for land use? A road licence will be required.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Are consents and permits required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Is a procurement plan required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Is a procurement process required for the design phase?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Will this project be a public tender or approved supplier agreement?	Public Tender.
• Is a communication plan required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Have all shareholders been identified and a management plan in place?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Has a draft risk register been prepared?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Where is the location of the project?	Edendale Wyndham

**Budgets**

• What is the initial cost made up of:	Design	\$41,000.00	(typically 10% of project)
	Consents	\$20,000.00	(typically 2% of project)

Budgets			
	Consultation	\$10,000.00	
	Project contingency	\$41,000.00	(typically 10% of project)
	Total Budget	\$412,000.00	
<ul style="list-style-type: none"> <li>How is the project being funded (ie, LTP, locally funded, other?)</li> </ul>		Loan & Reserves	

Approvals				
COMMUNICATIONS	SIGNED	LOUISE PAGAN	Date	14/03/2022
IWI	SIGNED	LOUISE PAGAN	Date	14/03/2022
BUILDING	SIGNED	JULIE CONRADI	Date	23/03/2022
PROPERTY	SIGNED	KEVIN MCNAUGHT	Date	1/02/0222
RESOURCE MANAGEMENT	SIGNED	TRACY EXCELL	Date	25/02/2022
THREE WATERS	SIGNED	JOE FINDLEY	Date	29/03/2022
COMMUNITY BOARD	SIGNED		Date	

APPENDICES
Boffa Miskell report to be added

Ngai Tahu Claims Settlement Statutory Acknowledgment Area





Three Waters Utilities





**Project – Edendale Wyndham Tree Maintenance**

	<b>BUDGET</b>	\$30,870
	<b>ACTIVITY</b>	Parks and Reserves Code: P-10869
	<b>COMMUNITY BOARD</b>	Waihopai Toetoe Community Board
	<b>PROGRAMME</b>	July 2022 – June 2023

**DESCRIPTION****Location:**

34 – 58 Ferry Road, Edendale (Lots 69 - 75, 82 - 85 DP 106 Edendale Township - Plantation Reserve, SL 102/4)

2 Malta Street, Wyndham (Section 1 Blk XIII TN OF Wyndham, Section 22 Blk XIII TN OF Wyndham, Section 23 Blk XIII TN OF Wyndham, Section 24 Blk XIII TN OF Wyndham, Likely to be Council land as stopped road but only Section 22.)

Response from Resource Management: No resource consent is required.

**SCOPE**

Remove the trees along Ferry Road Edendale and Malta Street Wyndham that were identified in the garden management plan produced by Nigel Cowburn in 2020. Some of the trees on Ferry Road have already been removed. The savings made should be used to complete the garden work that was identified in Nigel's garden plan and any other tree work that is required.

**COMMUNICATION**

The community will need to be informed that this work will be undertaken.

**CONSENT**

Building	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Archaeology/Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Resource	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**RISKS**

- What are the risks that have been identified to date
  - What mitigation is in place
  - What is the status (high / medium / low)

The areas will be unavailable while the work is being undertaken.

The area will be set up as a work site with the correct health and safety plans, signage and equipment in place.

This is a low risk activity.

**COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?**

There may be a period when the areas will need to be cordoned off to allow work to be undertaken. Stakeholders include: Community and Community Board

**OVERVIEW**

What is this project (ie, capital, consent, operating or procurement)?	Operating
Is this a one-off project or works programme?	One Off

OVERVIEW	
• Have all the project numbers been set up?	<input checked="" type="checkbox"/> CAMMS <input checked="" type="checkbox"/> W17105
• What are the strategic and activity links?	1.1.4 Undefined Strategy – People have everything they and to live, work, play and visit parks and reserves
• Are there any links to the Corporate Performance Framework?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Refer to document R/21/9/50612 Community Facilities Team Business Plan 2021 – 2022 and the Corporate Performance Framework
• Is the project on Council owned land?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Do we have approvals for land use?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Are consents and permits required? Resource consent.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Is a procurement plan required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Is a procurement process required for the design phase?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Will this project be a public tender or approved supplier agreement?	Public Tender
• Is a communication plan required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Have all shareholders been identified and a management plan in place?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Has a draft risk register been prepared?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Where is the location of the project?	Edendale Wyndham

Budgets			
• What is the initial cost made up of:	Design	\$0.00	(typically 10% of project)
	Consents	\$0.00	(typically 2% of project)
	Consultation	\$0.00	
	Project contingency	\$3,000	(typically 10% of project)
	Total Budget	\$30,870.00	
• How is the project being funded (ie, LTP, locally funded, other?)	Reserves		

Approvals				
COMMUNICATIONS	SIGNED	LOUISE PAGAN	Date	14/03/2022
IWI	SIGNED	LOUISE PAGAN	Date	14/03/2022
BUILDING	SIGNED	JULIE CONRADI	Date	23/03/2022
PROPERTY	SIGNED	KEVIN MCNAUGHT	Date	1/02/2022
RESOURCE MANAGEMENT	SIGNED	TRACY EXCELL	Date	25/02/2022
THREE WATERS	SIGNED	JOE FINDLEY	Date	29/03/2022
COMMUNITY BOARD	SIGNED		Date	

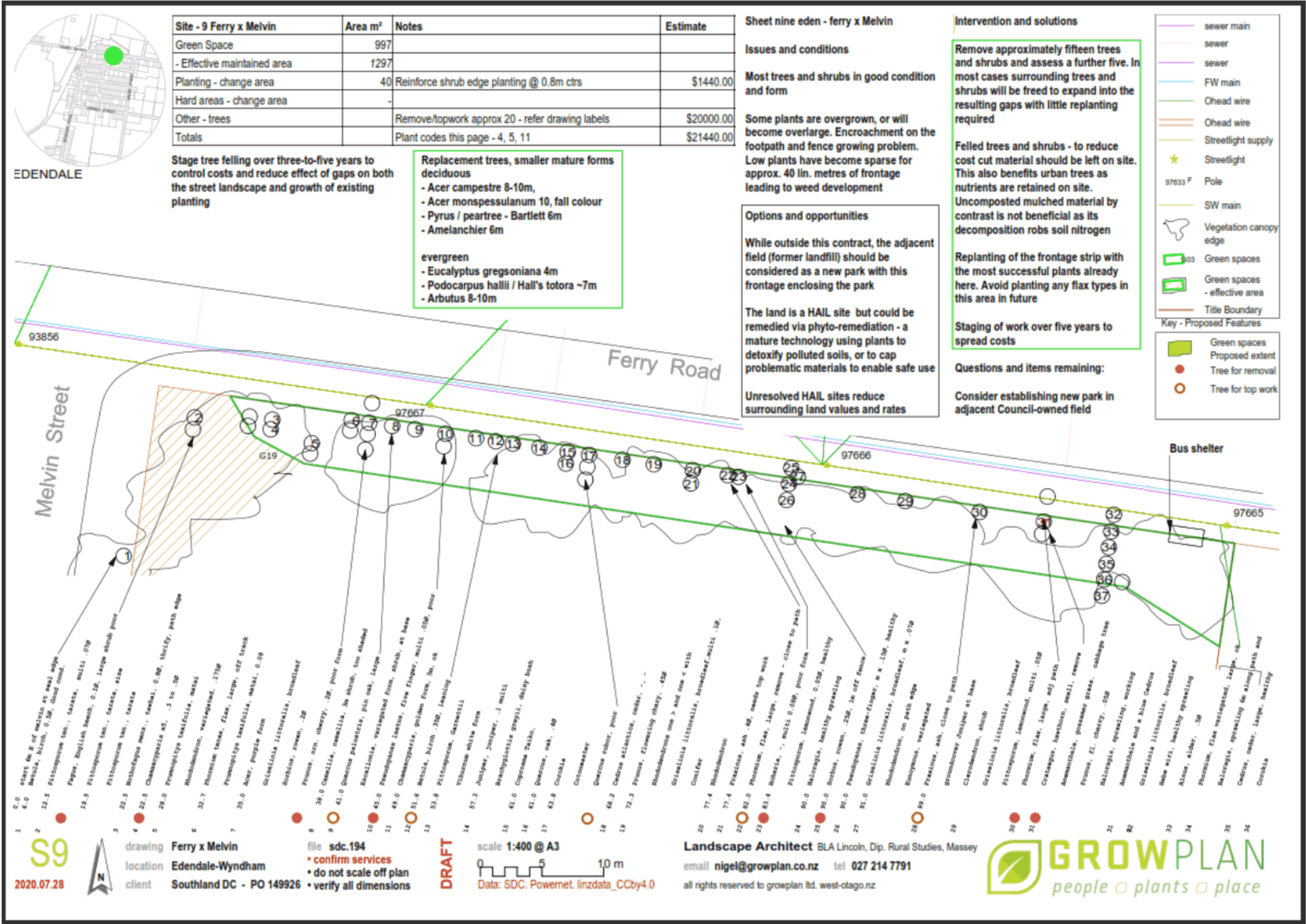
#### APPENDICES

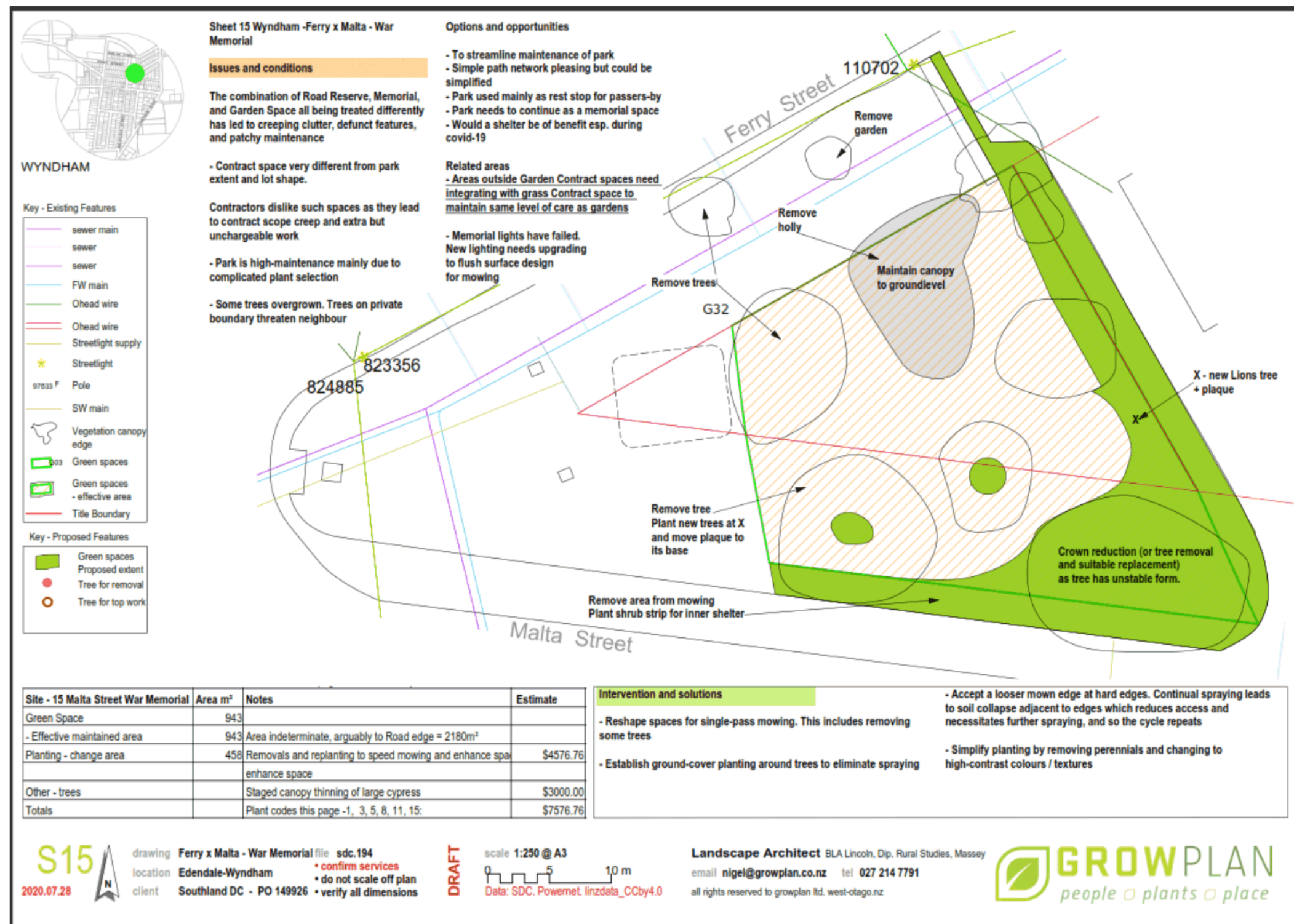
#### Three Waters Utilities











## Unbudgeted expenditure: Additional flags for Edendale, Gorge Road, Tokanui, Woodlands and Wyndham

Record No: R/22/3/12421

Author: Karen Purdue, Community partnership leader

Approved by: Fran Mikulicic, Group manager democracy and community

☒ Decision

☐ Recommendation

☐ Information

### Purpose

- 1 The purpose of this report is to get approval for unbudgeted expenditure of \$8,010.00 from various township general reserves (Edendale/Wyndham, Gorge Road, Tokanui, Woodlands). This is for additional flags (Christmas, Matariki and Waitangi Day) for townships with the FlagTrax system.

### Executive summary

- 2 The Waihopai Toetoe Community Board asked staff to get design options for extra flags in remembrance and to celebrate Christmas, Matariki and Waitangi Day.
- 3 The board felt this would add to community wellbeing by reflecting, acknowledging, honouring, and celebrating these special occasions, especially the addition of a new public holiday, Matariki.
- 4 Southland District Council Graphic Designer Macaela Hawkins has worked with the community board to get the designs finalised.
- 5 After engagement with Te Ao Marama Inc (TAMI) some minor adjustments to the Matariki flag design have been suggested.
- 6 A quote has been received from Adams Flags for \$8,010 for 90 flags.
- 7 The flags will be displayed at the appropriate time on the FlagTrax in Edendale, Gorge Road, Tokanui, Woodlands and Wyndham.



## Recommendation

That the Waihopai Toetoe Community Board:

- a) **receives the report titled “Unbudgeted expenditure: Additional flags for Edendale, Gorge Road, Tokanui, Woodlands and Wyndham” dated 15 April 2022**
- 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 unbudgeted expenditure of \$ 4,272 for the purchase of flags (subject to final flag design) for Christmas, Matariki and Waitangi Day for Edendale and Wyndham to be funded from the Edendale Wyndham general reserve
- e) approves unbudgeted expenditure of \$ 1,335 for the purchase of flags (subject to final flag design) for Christmas, Matariki and Waitangi Day for Gorge Road to be funded from the Gorge Road general reserve
- f) approves unbudgeted expenditure of \$ 1,068 for the purchase of flags (subject to final flag design) for Christmas, Matariki and Waitangi Day for Tokanui to be funded from the Tokanui general reserve
- g) approves unbudgeted expenditure of \$ 1,335 for the purchase of flags (subject to final flag design) for Christmas, Matariki and Waitangi Day for Woodlands to be funded from the Woodlands general reserve

## Background

- 8 At a community board workshop, the board asked staff to get design options for extra flags in remembrance and to celebrate Christmas, Matariki and Waitangi Day.
- 9 The board felt this would add to community wellbeing by reflecting, acknowledging, honouring, and celebrating these special occasions, especially the addition of a new public holiday, Matariki.
- 10 Southland District Council Graphic Designer Macaela Hawkins has worked with the community board to get the designs finalised.
- 11 After engagement with Te Ao Marama Inc (TAMI) some minor adjustments have been suggested. For example, the Matariki star constellation is set out from a northern hemisphere perspective and should be rotated. In addition, Puanga means ‘abundance of food’, and heralds the beginning of Matariki, calling in the new year, while Matariki signifies the beginning of the new year. Puanga is the brightest star that can be seen above the three stars of Tautoru (Orion’s Belt).
- 12 Staff are working with Macaela to incorporate these suggestions before the flags are ordered.

13 A quote has been received from Adams Flags for \$8,010 for 90 flags.

14 The flags will be displayed at the appropriate time on the FlagTrax in Edendale, Gorge Road, Tokanui, Woodlands and Wyndham.

#### Issues

15 There are no issues to discuss.

#### Factors to consider

#### Legal and statutory requirements

16 None.

#### Community views

17 The community board represent the views of the community. Positive feedback has been received about the current flags since the FlagTrax system was installed, from the community at large.

#### Costs and funding

18 The total cost of the additional flags is \$8,010 (excluding GST).

Edendale	24 flags	\$ 2,136
Gorge Road	15 flags	\$ 1,335
Tokanui	12 flags	\$ 1,068
Woodlands	15 flags	\$ 1,335
Wyndham	24 flags	\$ 2,136

19 A quote for ninety flags has been received from Adams Flags for \$8010.00 (90 flags @ \$89)

20 Reserve balances are as follows:

RESERVE	ACTUAL 30 JUNE 2021	BUDGET 30 JUNE 2022	FORECAST 30 JUNE 2022
Edendale Wyndham general	\$77,679	\$78,415	\$523,712
Gorge Road general	\$37,415	\$38,066	\$37,100
Tokanui general	\$55,720	\$45,401	\$40,384
Woodlands general	\$55,522	\$28,823	\$27,323

#### Policy implications

21 None identified.



## Analysis

## Options considered

- 22 There are eight options to be considered. These are to either approve the unbudgeted expenditure for the work required or to not approve the unbudgeted expenditure for each area.

## Analysis of options

Option 1 – approves unbudgeted expenditure of \$ 4,272 for the purchase of flags (subject to final flag design) for Christmas, Matariki and Waitangi Day for Edendale and Wyndham to be funded from the Edendale Wyndham general reserve

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>wellbeing of the community will be enhanced</li> <li>investment made in the FlagTrax system will be better utilised</li> </ul>	<ul style="list-style-type: none"> <li>the reserve fund is decreased.</li> </ul>

Option 2 – does not approve unbudgeted expenditure of \$ 4,272 for the purchase of flags (subject to final flag design) for Christmas, Matariki and Waitangi Day for Edendale and Wyndham to be funded from the Edendale Wyndham general reserve

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>no use of reserve funds</li> </ul>	<ul style="list-style-type: none"> <li>staff cannot complete the purchase of the flags as requested by the Community Board</li> <li>the investment in the FlagTrax system will not be fully utilised</li> <li>community wellbeing will not be enhanced</li> </ul>

Option 3 – approves unbudgeted expenditure of \$ 1,335 for the purchase of flags (subject to final flag design) for Christmas, Matariki and Waitangi Day for Gorge Road to be funded from the Gorge Road general reserve

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>wellbeing of the community will be enhanced</li> <li>investment made in the FlagTrax system will be better utilised</li> </ul>	<ul style="list-style-type: none"> <li>the reserve fund is decreased.</li> </ul>

Option 4 – does not approve the unbudgeted expenditure of \$ 1,335 for the purchase of flags (subject to final flag design) for Christmas, Matariki and Waitangi Day to be funded from the Gorge Road general reserve

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>no use of reserve funds.</li> </ul>	<ul style="list-style-type: none"> <li>staff cannot complete the purchase of the flags as requested by the Community Board</li> <li>the investment in the FlagTrax system will not be fully utilised</li> <li>community wellbeing will not be enhanced</li> </ul>

Option 5 – approves unbudgeted expenditure of \$ 1,068 for the purchase of flags (subject to final flag design) for Christmas, Matariki and Waitangi Day for Tokanui to be funded from the Tokanui general reserve

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>wellbeing of the community will be enhanced</li> <li>investment made in the FlagTrax system will be better utilised</li> </ul>	<ul style="list-style-type: none"> <li>the reserve fund is decreased.</li> </ul>

Option 6 – does not approve the unbudgeted expenditure of \$ 1,068 for the purchase of flags (subject to final flag design) for Christmas, Matariki and Waitangi Day to be funded from the Tokanui general reserve

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>no use of reserve funds.</li> </ul>	<ul style="list-style-type: none"> <li>staff cannot complete the purchase of the flags as requested by the Community Board</li> <li>the investment in the FlagTrax system will not be fully utilised</li> <li>community wellbeing will not be enhanced</li> </ul>

Option 7 – approves unbudgeted expenditure of \$ 1,335 for the purchase of flags (subject to final flag design) for Christmas, Matariki and Waitangi Day for Woodlands to be funded from the Woodlands general reserve

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>wellbeing of the community will be enhanced</li> <li>investment made in the FlagTrax system will be better utilised</li> </ul>	<ul style="list-style-type: none"> <li>the reserve fund is decreased.</li> </ul>

Option 8 – does not approve the unbudgeted expenditure of \$ 1,335 for the purchase of flags (subject to final flag design) for Christmas, Matariki and Waitangi Day to be funded from the Woodlands general reserve

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>no use of reserve funds.</li> </ul>	<ul style="list-style-type: none"> <li>staff cannot complete the purchase of the flags as requested by the Community Board</li> <li>the investment in the Flagtrax system will not be fully utilised</li> <li>community wellbeing will not be enhanced</li> </ul>

### Assessment of significance

- 23 The assessment of significance needs to be carried out in accordance with Council 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 potentially affected or interested. Community views have been considered throughout this process and the proposed decision is not considered significant.

### Recommended options

- 24 Option 1 – approves unbudgeted expenditure of \$ 4,272 for the purchase of flags (subject to final flag design) for Christmas, Matariki and Waitangi Day for Edendale and Wyndham to be funded from the Edendale Wyndham general reserve
- 25 Option 3 – approves unbudgeted expenditure of \$ 1,335 for the purchase of flags (subject to final flag design) for Christmas, Matariki and Waitangi Day for Gorge Road to be funded from the Gorge Road general reserve
- 26 Option 5 – approves unbudgeted expenditure of \$ 1,068 for the purchase of flags (subject to final flag design) for Christmas, Matariki and Waitangi Day for Tokanui to be funded from the Tokanui general reserve
- 27 Option 7 – approves unbudgeted expenditure of \$ 1,335 for the purchase of flags (subject to final flag design) for Christmas, Matariki and Waitangi Day for Woodlands to be funded from the Woodlands general reserve

### Next steps

- 28 Once the unbudgeted expenditure is approved, council team members will order the flags.

### Attachments

- A Flag quote [↗](#)
- B Flag designs

**From:** Richelle Adams [<mailto:richelle@adamsflags.co.nz>]

**Sent:** Monday, 14 March 2022 2:54 PM

**To:** Macaela Hawkins

**Subject:** Re: SDC mock up street flags

Hi Macaela,

## **Custom Made FlagTrax Street Banners**

Size 1850mm high x 950mm wide

Digitally printed polyknit with heat sealed edges

Complete with FlagTrax attachments

90 Banners (30 of each of the 3 designs) @ \$89+GST each

Delivery is approximately 2 - 3 weeks.

This quote is valid for 60 days.

Please let me know if you have any questions. I have attached a flyer showing our other products, let me know if you would like quotes for anything else.

Thank you.

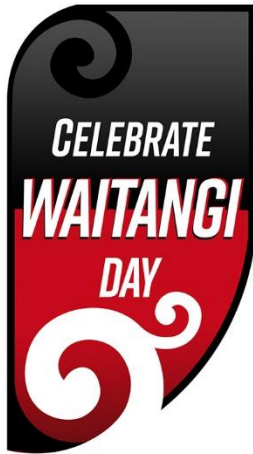
Best regards,

**Richelle Adams**

Manager and Graphic Designer

Adams Accessories Ltd T/A Adams Flags

227 Crawford Street, Dunedin, New Zealand





## Community Leadership Report - February 2022

Record no: R/22/1/1714

Author: Karen Purdue, Community partnership leader

Approved by: Fran Mikulicic, Group manager democracy and community

☒ Decision

☐ Recommendation

☒ Information

### Purpose

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

### Recommendation

That the Waihopai Toetoe Community Board:

- a) **receives the report titled “Community Leadership Report - February 2022” dated 1 March 2022.**
- b) notes that a report is being considered by Council on 22 February 2022 to approve the closure of the Fortrose hall for removal or demolition.
- c) notes that the delegated authority granted to the board chair at its meeting on 14 December 2021 to enable any further material changes required to the budgets for the 2022/2023 annual plan has been exercised to enable the Fortrose hall rate to be reduced further from the amount agreed of \$57.02 plus GST to \$10.00 plus GST for the 2022/2023 year.

### Attachments

- A Community leadership report [↓](#)



## What's happening in your area

### Community service awards

At the last meeting the community board approved community service awards to local recipients for their outstanding work in the community. The board chair has contacted recipients to confirm their acceptance of the award and they advised they were humbled and honoured to accept the nomination.

Official events to present the awards will be arranged in the coming months.

### Change from local funding to District funding for stormwater services

Council has reviewed the stormwater reserves and have approved to transfer of the stormwater reserves following the repayment of some stormwater loans to the local general reserve, in order to place all communities in the same position for what has previously been collected. Full details of this is included in the financial section of the operations report.

### Community board roles and responsibilities

Last year community board representatives attended a workshop in Winton to discuss the “community board health check” that had been undertaken.

One of the outcomes was to review the roles and responsibilities of the boards. The first step in this review is for boards to provide feedback on the current delegations that are included at the front of every community board agenda.

A survey has been sent to all board members and the board can decide if they wish to respond as a whole or individually.

The next step will be to analyse the results and discuss them with boards and Council.

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## Community Partnership Fund

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The following organisations were granted assistance from the Community Partnership Fund at the last board meeting:

Woodlands Bowling Club – arm extension	\$275
Menzies College – BCITO course materials costs for senior students	\$5,000
Mokoreta Preschool – outdoor area improvements	\$4,000
Wyndham & Districts Toy Library – trailer for bouncy castle	\$1,500

A second round for the Waihopai Toetoe Community Partnership Fund will close on 31 March 2022. There is \$11,438 remaining to allocate for the 2021/22 financial year.

Application forms are available on the Council website, or contact Kathryn Cowie – [kathryn.cowie@southlanddc.govt.nz](mailto:kathryn.cowie@southlanddc.govt.nz).

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## Fortrose Hall

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The Fortrose Hall Committee, after engagement with their community have made the decision to close the Fortrose Hall and have advised staff that they would prefer that it is demolished or removed from the site.

Council staff along with Councillor Duffy, met with the local subgroup that was set up at the community meeting.

Discussion also took place about the amount of the Hall rate for the 22/23 year and a suggestion of \$10 plus GST (\$11.50 GST incl) per property was suggested by the sub group.

Subsequently, a report is going to Council on 22 February meeting with the following recommendations:

- hall be closed for public use at a date to be determined by the group manager programme delivery (Nick Hamlin)
- hall is surplus to requirements and to be disposed of by way of removal or demolition, with method and price delegated to CEO as well as authority to enter into any contracts
- future use of site not to be finalised by Council until after consultation with Fortrose community.

The community board had already agreed through the annual plan process, that the rate should be \$57.02 plus GST based on the proposed hall budget, however the community board chair was delegated the authority to approve any further material change required to budgets. As the report is going to council before the community board meeting, board chair Pam Yorke has provided approval as per her delegated authority.

## Upcoming funding deadlines

The following funding deadlines are approaching for funds administered by Southland District Council. More information and application forms can be found online at <https://www.southlanddc.govt.nz/my-council/funding-and-grants-/application-form/>;

### 31 March 2022

- Creative Communities
- District Initiatives Fund
- Sport New Zealand Rural Travel Fund
- Oreti Board Community Partnership Fund
- Waihopai Toetoe Community Partnership Fund
- Tuatapere Te Waewae Community Partnership Fund
- Wallace Takitimu Community Partnership Fund
- Northern Southland Development Fund
- Stewart Island Visitor Levy
- John Beange Fund
- Ohai Railway Fund

## What's coming up?

### Bylaws and policies

Several bylaws and policies are being reviewed, including:

- The Stewart Island/Rakiura Visitor Levy Bylaw and Policy – draft to be presented to the Stewart Island/Rakiura Community Board, Community and Strategy Committee and Council in February 2022
- Alcohol Control Bylaw – feedback has been sought from community boards and Council will seek wider community input on how Council should proceed, as the bylaw is due to be reviewed in 2022
- Contract Management Policy – a draft has been developed and will be adopted by the executive team in 2022
- Privacy Policy – a draft policy has been developed and staff are both assessing and looking to implement, any required changes to operational practice.

### Corporate performance

Annual Plan – Community board direction setting meetings have been completed. Financial information and the draft Annual Plan documentation are being developed for Council in February 2022.

Annual Report - The Annual Report was adopted by Council in December, following Audit NZ's sign off. This is now available on our website and copies of the full document and summary will be distributed to our offices across the District.

## What's happening outside your area

### Community Pool Water Treatment Course 2021

A community pool water treatment course was held in Edendale on Friday 3 December 2021 and was facilitated by Sarah Creswell from Wai Skills. Twelve people attended from various pools around the District. The change of location for the course from Invercargill to out in the district was supported by some but not by others – this year we will look at holding the course in either a different Southland location (eg central or western Southland) or back in Invercargill.

### Leadership academy – Otautau intake

The Chamber of Commerce is running a leadership academy based in Otautau with a start date of Tuesday, 14 June 2022.

Applicants living within the Southland District Council boundary are eligible for a reduced fee.

The purpose of this programme, which is completed over seven weeks, is to provide applicants with the opportunity to build leadership capabilities through their own personal development and by learning from the experience of others.

The leadership academy is for people looking at developing their existing leadership experience and who have the potential for holding senior positions and governance roles.

The participant, at the completion of the experiential and reflective learning sessions, will be better equipped and have a good understanding of what is required to be a significant leader in their own organisation and in the wider community.

Each two-hour session is led by a senior executive from significant Southland – Otago based businesses or other organisations. The participant will benefit from the opportunity to interact with the presenter and build an ongoing connection with them, and other participants.

At the end of the programme, participants will graduate and be invited to become a member of the Southland Leadership Academy Alumni.

More information, including the programme of speakers and information about pricing and scholarships, can be found here <https://southlandchamber.co.nz/events/45070/>

## Stakeholder updates

### Emergency Management Southland

Emergency Management Southland are currently in the process of updating 26 community response plans across the region. These plans were developed as part of an initiative to prepare and empower our communities for emergency events.

<https://cdsouthland.nz/get-community-ready>

These plans have proved to be invaluable during Civil Defence emergencies, both declared and non-declared. During the February 2020 floods Southland had 24 Community emergency hubs set up with nine community response groups in support. They were the key to the success of this response. Throughout the Covid-19 Pandemic, community response groups were in contact every week during lockdowns to



provide updates and help us develop solutions to problems as they arise (food accessibility, health concerns etc, etc).

Unfortunately, with the uncertainty of the pandemic, changes in people's circumstances, and general "disaster fatigue", updating the plans and making changes to suit community needs is important.

We would like to get as many members of the community involved to contribute to the updating of these plans as no one know the area better than the people who live there. We will be discussing community response planning, emergency preparedness and what we can all expect if there is a Civil Defence emergency.

The more prepared a community is the more likely it is that the community will be able to look after themselves and others.

## Community leadership report - April 2022

Record no: R/22/4/14158

Author: Karen Purdue, Community partnership leader

Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision

☐ Recommendation

☒ Information

### Purpose

- 1 The purpose of this report is to inform the board of the community leadership activities in the area.
- 2 Attached for information is the Waka Kotahi final investment audit report.
- 3 Also attached is a snapshot of District statistics for your information.

### Recommendation

That the Waihopai Toetoe Community Board:

- a) **receives the report titled “Community leadership report - April 2022” dated 13 April 2022.**

### Attachments

- A Community leadership report [↓](#)
- B Waka Kotahi final investment audit report [↓](#)
- C Southland District snapshot [↓](#)



## What's happening in your area

### 2022 Local Body Elections

We have been working on an election campaign for the local body elections in October.

The first part is in conjunction with our other councils in Southland and has been driven by the Invercargill City Council. Starting late March, and going through April, there will be three online forums with local government representatives from outside of the province talking about what it means to be an elected member, what time it takes, the different work they do and looking at the role of local government.

The reason the team has used non-Southlanders is because of election protocols, which say we cannot be seen to be promoting standing members over those who may stand this year. The forums will be hosted by Southlander Steven Broad.

Advertising for these will start very soon, and will include videos produced by the councils. For more information or to RSVP, visit the Vote Murihiku 2022 Facebook page at [www.facebook.com/votemurihiku22](https://www.facebook.com/votemurihiku22).

The second part will be a three-pronged media campaign run by SDC – the first prong will run from late April to mid-June, and will talk about what is local government, what are its responsibilities and how it functions.

The second prong will run from mid-June to 12 August, which is closing day for nominations. This will look at why people should stand for local government, what is the role of councillors, the mayor, community board members and board chairs. Staff will be ringing you up for help on the key points for this stage, so please give them some help.

The third and final stage in the campaign will run from 13 August to 7 October, the day before the election closes. This will be about encouraging people to have their say, to vote, and how to do that.

The campaign will include newspaper stories, stories in your local newsletter or small paper, posters, social media, information on Council's website, radio advertising and perhaps displays around our towns and communities. Word-of-mouth is also key.

Work on the induction process has also started and in the next week or so, staff will be ringing community board members to ask your opinions on what you think is important to be included, how you would like induction to work and a few more questions. Councillors will also receive a copy of the survey to fill in. When that information is collated, staff will work with those who volunteered at last year's workshop to develop the programme.

## Upcoming funding deadlines

### Community Partnership Fund

The latest round of the Waihopai Toetoe Community Partnership Fund closed on 31 March. The board will discuss the applications and make allocations at their 28 June 2022 meeting.

### Regional funds

Other Council funds that closed on 31 March 2022 are:

Sport NZ Rural Travel Fund

District Initiatives Fund

Creative Communities Scheme

Council will meet to allocate the Rural Travel Fund and the District Initiatives Fund on Tuesday 31 May 2022, and the Creative Communities Committee will have decisions made by the end of May/early June.

### Other funding

Due to the uncertainty and the increasing numbers of Covid-19 cases, a number of high-profile local events have been cancelled which has an economic and social impact (for example: Burt Munro and Waimumu). Some of these events are relied upon to help fundraise within communities.

There may be an increased level of organisations seeking funding as a result so it will be important to consider these in future funding rounds. The social impact is an increased sense of social isolation and lack of connections within the local community. Some of these events may not be run in the future even after the uncertainty has reduced.

Local organisations may also be looking for assistance to meet increased demand due to the impacts of Covid-19 on individuals such as funding to help with welfare including travel to appointments and food services and other assistance to communities.

MSD does have some extra support available during the current outbreak to people to help with payment for urgent and essential costs such as food, medicine, deliveries and some bills while isolating.

## What's coming up?

### Governance

#### 2022 triennial Council elections

Staff are working with Electionz (Council's elections service provider) to provide information, to establish formal roles for the 2022 elections, and to plan nomination and voting processes.

#### Meeting days

Staff are co-ordinating moving Council and committee meeting dates (including workshops) so they are on the same day each week (Wednesday where possible)

## Community board meeting minutes

Staff are reviewing the style of minutes taken at community board meetings

### Conflicts of interest register

Staff are going to review this register and will be contacting elected members for any updates

## Strategy and policy

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### Bylaws and policies

Several bylaws and policies are being reviewed, including:

The Stewart Island/Rakiura Visitor Levy Bylaw and Policy – the draft bylaw and policy are currently out for consultation, with hearings scheduled for 27 April 2022.

Alcohol Control Bylaw – feedback has been sought from community boards and Council will seek wider community input on how Council should proceed. The bylaw is scheduled for review late 2022.

Privacy Policy – a draft policy has been developed and staff are both assessing and looking to implement, any required changes to operational practice.

Great South statement of intent (SOI) – each year Council is required to give input to Great South's direction and general priority areas through its SOI. Council's feedback to the draft SOI has been incorporated into the joint shareholder response which was agreed at the mayoral forum 11 March 2022. This response will now be sent to the Great South board before the final SOI is received by Council by June 2022.

### Corporate performance

Annual Plan – a progress report on the Annual Plan 2022/2023 is going to Council meeting on 29 March 2022. Following this, information on the Annual Plan will be communicated to ratepayers through First Edition.

Interim Performance Report – report for the period between November and February has been completed and presented to the Finance and Assurance Committee on Council's performance against its key performance indicators outlined in the Long Term Plan.

## Stakeholder updates

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### Waka Kotahi

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Renewals and resurfacing of state highways in the Southland District are now almost complete for the current season, we appreciate communities' patience while these have been delivered. There are two asphalt sites in the Southland District still to be completed, one in Balfour and the other in Wreys Bush – both will be completed by the end of April.

We have also completed approximately 50km of water table cleaning recently and have a culvert replacement planned east of Woodlands before the end of June.

Speeding through worksites remains a critical risk to our crew. Beginning with filming over the next week, we are producing a short video to highlight the dangers of this to road users and will make this available after winter once this is complete and the new round of renewals is underway



Highways South and Waka Kotahi/NZTA are happy to come and talk with those community boards we haven't touched based with in a while – please let your community partnership leader know and we can arrange this.

We're always open to feedback via [SNOCadmin@southroads.co.nz](mailto:SNOCadmin@southroads.co.nz) or 03 211 1561



# INVESTMENT AUDIT REPORT

## Technical Audit of Southland District Council

### Monitoring Investment Performance

Report of the investment audit carried out under Section 95(1)(e)(ii) of the Land Transport Management Act 2003.

DAWN SHANNON

4 MARCH 2021

FINAL

[New Zealand Government](#)

Report Number: RADST-2073

Audit: Southland District Council

<b>Approved Organisation (AO):</b>	Southland District Council
<b>Waka Kotahi NZ Transport Agency Investment (2018 – 2021 NLTP):</b>	\$ 44,808,300 (budgeted programme value)
<b>Date of Investment Audit:</b>	1-4 March 2021
<b>Audit Team:</b>	Dawn Shannon - Senior Investment Auditor (Lead) Tim Langley – Roading Manager, South Wairarapa DC Gordon McDonald – Senior Investment Advisor Kyla Anderson – Investment Advisor (Observer)
<b>Report No:</b>	RADST-2073

**AUTHORITY SIGNATURES**

Prepared by:



Dawn Shannon, Senior Investment Auditor

Approved by:



Yuliya Gulitekin, Practice Manager Audit &amp; Assurance

16/03/2022

Date

**DISCLAIMER**

WHILE EVERY EFFORT HAS BEEN MADE TO ENSURE THE ACCURACY OF THIS REPORT, THE FINDINGS, OPINIONS, AND RECOMMENDATIONS ARE BASED ON AN EXAMINATION OF A SAMPLE ONLY AND MAY NOT ADDRESS ALL ISSUES EXISTING AT THE TIME OF THE AUDIT. THE REPORT IS MADE AVAILABLE STRICTLY ON THE BASIS THAT ANYONE RELYING ON IT DOES SO AT THEIR OWN RISK, THEREFORE READERS ARE ADVISED TO SEEK ADVICE ON SPECIFIC CONTENT.

## EXECUTIVE SUMMARY

Southland District's road network is well managed by an engaged and committed team and is in good condition. However, there is a high level of carriageway flushing due in part to multiple seal layers and some areas of maintenance that could be improved. Council staff are aware of these and are taking appropriate action. At the strategic level, Council is responding to key issues in a proactive and sensible manner.

The Road Efficiency Group's 2019/20 data quality report has scored Council with a very good 82/100 but did highlight some areas for improvement in recording data that is timely and accurate.

The number of annual deaths and serious injuries (DSIs) on Southland District roads is less than the average for peer councils but is trending gradually upwards. Road safety audit procedures require attention to ensure that actions in response to recommendations are documented and executed. Rural road delineation, particularly in regard to curve warning, is inconsistently applied and requires a network-wide improvement plan to ensure a safe and consistent driving environment during both day and night.

## AUDIT RATING ASSESSMENT

Subject Areas		Rating Assessment*
1	Previous Audit Issues	N/A
2	Network Condition and Management	Effective
3	Activity Management Planning	Effective
4	Data quality	Effective
5	Road Safety	Some Improvement Needed
Overall Rating		Effective

\* Please see Introduction for Rating Assessment Classification Definitions

## RECOMMENDATIONS

The table below captures the audit recommendations. Agreed dates are provided for the implementation of recommendations by the approved organisation.

We recommend that Southland District Council:		Implementation Date
R2.1	Ensures compliance with Waka Kotahi requirements for net present value (NPV) analysis for drainage renewal projects.	All preprogramed work to have NPV work carried out effective immediately
R4.1	Resolves the data issues identified in the REG Data Quality report to improve data accuracy and timeliness.	Already in effect, with the latest round of REG reporting showing an improvement.

Report Number: RADST-2073

Audit: Southland District Council

We recommend that Southland District Council:		Implementation Date
R5.1	Ensures that Road Safety Audits for renewal and improvement projects are fully and completely undertaken (except where endorsed as exempted) in alignment with project staging.	Effective immediately and to be carried out annually between April and July each year following
R5.2	Develops and implements a programme to upgrade rural road delineation, with a strong focus on curve warning, to ensure a safe and consistent driving environment during both day and night.	<p>1 July 2024 – Current NLTP funding has limited expenditure outside road to zero projects which this would fall under.</p> <p>As part of ongoing network maintenance delineation will be improved as locations are identified and budgets allow.</p>



## 1.0 INTRODUCTION

### 1.1. Audit Objective

The objective of this audit is to provide assurance that the Waka Kotahi NZ Transport Agency's (hereafter Waka Kotahi) investment in Council's land transport programme is being well managed and delivering value for money. We also seek assurance that the Council is appropriately managing risk associated with Waka Kotahi investment. We recommend improvements where appropriate.

### 1.2. Assessment Ratings Definitions

	Effective	Some Improvement Needed	Significant Improvement Needed	Unsatisfactory
<b>Investment management</b>	Effective systems, processes and management practices used.	Acceptable systems, processes and management practices but opportunities for improvement.	Systems, processes and management practices require improvement.	Inadequate systems, processes and management practices.
<b>Compliance</b>	Waka Kotahi and legislative requirements met.	Some omissions with Waka Kotahi requirements. No known breaches of legislative requirements.	Significant breaches of Waka Kotahi and/or legislative requirements.	Multiple and/or serious breaches of Waka Kotahi or legislative requirements.
<b>Findings/ deficiencies</b>	Opportunities for improvement may be identified for consideration.	Error and omission issues identified which need to be addressed.	Issues and/or breaches must be addressed, or on-going Waka Kotahi funding may be at risk.	Systemic and/or serious issues must be urgently addressed, or on-going Waka Kotahi funding will be at risk.

### 1.3. Council Comments

Prior to this report being approved, Southland District Council was invited to comment on the auditors' findings, recommendations and suggestions. Where appropriate this report has been amended to reflect this dialogue. Any additional auditee comments are attached in the Appendices.

## 2.0 ASSESSMENT FINDINGS

Our findings relating to each subject area are presented in the tables below. Where necessary, we have included recommendations and/or suggestions.

### 1. Previous Audit Issues

The June 2016 Investment Audit Report (technical) found the Southland District Council network to be in very good condition and making good use of technology. The report recommended that Council:

- Works to include the findings from the 2009 audit within current maintenance practices across the network.
- Seeks to extend the average seal life from 12 years to 14 years
- Involves staff from the roading team in the field validation of pavement renewal sites with the aim of deferring marginal sites so as not to incur investigation costs.
- Implements a seal back programme for intersections and bridge approaches to reduce maintenance costs.
- Complies with the requirements set in the Traffic control devices manual part 1: General requirements for traffic signs: Part 8 for curve warning signs
- Revises the A3 report template to include an OPM for data.

The agreed actions have subsequently been undertaken and have been signed off by the Waka Kotahi Investment Advisor for the region.

While good progress was observed on the network in the area of curve warning signage, more can be done. And the need for seal backs at intersections is again raised. Refer to Section 5 *Road Safety*.

Southland District Council's comment	Seal backs are undertaken as part of any pavement rehabilitation project. With the scale of SDC road network versus the size of the rehabilitation programme, this is a long-term programme of works.  Standalone funding for this activity was unsuccessful as part of the 2021-24 NLTP application.
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### 2. Network Condition and Management

Effective

#### Performance Monitoring

Condition indices for 2019/20 are compared with peer group councils (rural districts) in the graphs below. These indicate a good result for surfacing (Condition Index (CI)) and for pavements (Pavement Integrity Index (PII)) and an excellent result for Smooth Travel Exposure (STE). The trends graph shows that CI and STE are relatively stable but that PII has deteriorated over the last two years.

Report Number: RADST-2073

Audit: Southland District Council



The One Network Road Classification (ONRC) Performance Measures Reporting Tool (PMRT) also shows that the peak roughness (85%ile) of Southland District rural roads is lower than the peer group average across all classifications and is holding steady over time. However, this outcome needs to be considered in conjunction with the high level of flushing observed – refer to further comments below.

The cost per km for maintenance, operations and renewals (excluding emergency works) as a three-year average (2018-2020) is \$4,624/km, which is less than the peer group average of \$6,505/km.

#### **Compliance**

Council does not fully comply with the Waka Kotahi Planning & Investment Knowledge Base (Knowledge Base) requirements. Specifically, we noted that:

- Bridge inspections are generally undertaken in accordance with current best practice as documented in the Waka Kotahi *S6 Bridges and other significant highway structures inspection policy*.
- Roughness recorded in RAMM complies with the requirements set in Knowledge Base. Last undertaken in March 2019 (HSD) and biennially prior.
- Condition Rating is not fully complying – see section 4 *Data Quality*.
- Net present value (NPV) analysis is undertaken for pavement rehabilitation projects, in compliance with the Waka Kotahi requirements for Work Category 214 (Sealed Road Pavement Rehabilitation), but not currently for drainage projects as per WC 213 (Drainage renewals)<sup>1</sup>.
- Maintenance costs are not regularly updated in RAMM – see section 4 *Data Quality*.

<sup>1</sup> Refer to <https://www.nzta.govt.nz/planning-and-investment/planning-and-investment-knowledge-base/202124-nltp/2021-24-nltp-activity-classes-and-work-categories/local-road-and-state-highway-maintenance/2021-24-nltp-wc-213-drainage-renewals/>

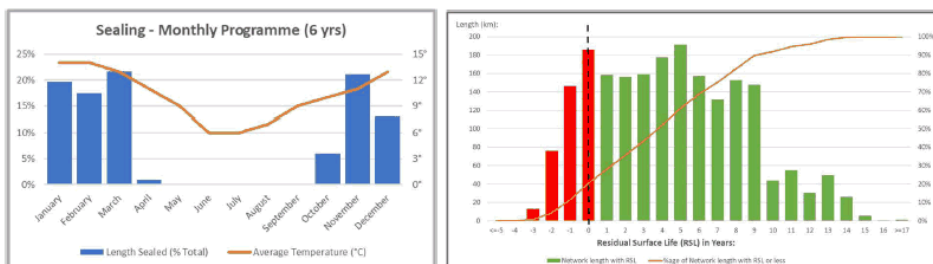
### General Observations

The standard of completed works was observed to be very good. In particular, the pavement rehabilitations (e.g. Balfour Ardlussa Road), surfacing renewals and new bridge construction works (see photos below for examples) that we inspected featured good quality design and finishes. Project management issues which arise are being well managed, such as the slightly skewed bridge on Ashers Road (right-most photo below).



As indicated above, the Southland District network displays as very smooth (high STE) with low peak roughness. Our observations confirm that this is primarily due to a prevalence of flushing. Staff consider that multiple seal layers are a key contributing factor and are working on an optimal approach to address this problem. Where the build-up of seal layers exceeds 40mm and there is an excess of binder, layer instability can occur, resulting in outcomes such as loss of texture, loss of skid resistance, water spray and deformation. Many variables related to this build-up determine whether layer instability may become the mode of failure. Treatments may include watercutting, hot chip and sandwich seals, but generally the most cost-effective treatment will be surfacing removal and replacement (reseal with pre-seal repairs). Guidance on layer instability can be found in chapters 4 and 6 of *Chipsealing in New Zealand*<sup>2</sup>. We would note however that multiple seal layers are common throughout New Zealand and do not consistently result in flushing. We suggest a case by case approach and confirmation of failure modes with testing (e.g. binder stone ratio).

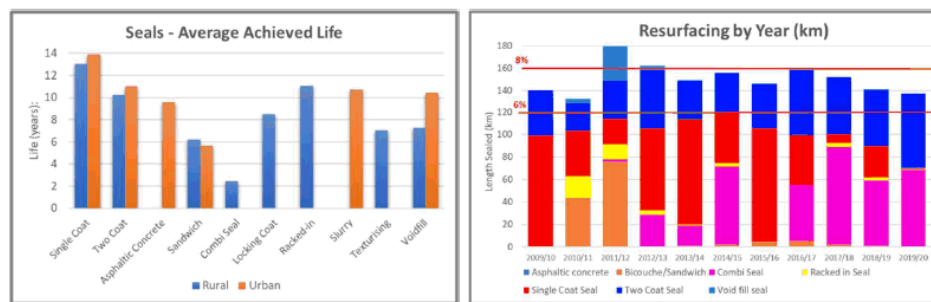
Further to this discussion of surfacing in Southland District, we commend staff on the management of this activity. For example (as graphed below), surfacing is undertaken in appropriate seasons (minimum average monthly temperature is 10°) and the RAMM database residual surface life data indicates that less than 20% of the existing carriageway surfacing is due or past due for renewal based on the entered expected life value. Staff advise that seal lives are monitored and reset as reseal programmes are developed. Surfaces are only renewed if determined necessary after site validation.



RAMM data also indicates that single coat seals are the overall best performer for achieved life (refer to graph below on left), but their use has reduced significantly over the last three years (refer to graph below on right). For example, single coat seals average a life of 30% longer than two coat seals, including on higher traffic volume roads. An additional concern is that the increasing use of two coat seals may be contributing to the build-up of seal layers discussed above. Each surface type has its benefits and it is for Council to ensure the right surface type is selected to both provide the level of service required (i.e. address the problem) and minimise the whole of life cost. We suggest that Council reviews its seal selection processes to ensure optimal results for the network.

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The inspected sample of the District's 2,985 km of unsealed roads (60% of network length) had good ride quality. However, there was a lack of cross fall in some locations and inadequately formed surface water channels. Unsealed roads on the flat with low cross fall (< 4%) are more likely to pothole and this can lead to an unsafe network when drivers swerve to avoid the potholes. Council needs to deliver a cross fall within the range of 4 to 6%, which will mitigate the incidence of potholes on the network and help drivers stay in their lane. On some of the more remote locations we noted a tendency towards aggregate loss leaving a "boney" surface.



Other areas where we noted room for improvement are:

- Texas twist barrier terminals – these are not recommended as they can cause impacting vehicles to vault and roll over. Current best practice is outlined in Appendix A<sup>3</sup> *Permanent Road Safety Hardware* of the NZTA M23: 2009 *Specification for Road Safety Barrier Systems*. Council does replace Texas twist terminals on a risk basis by way of a prioritised deficiency database, but we would like to see the process accelerated (a higher budget allocated, or risk assessments reviewed).
- Hazard markers – these are inconsistently used. Hazard markers (W20-4) provide warning to drivers of the presence of unshielded, non-frangible hazards in the rural verge, generally within 4-6m of the traffic lane. The absence of a marker may falsely imply the absence of the hazard - drivers rely on a consistent message. Utility poles are a commonly signed hazard but while well marked on some Southland District roads (or lengths of roads) they were not marked (or only intermittently marked) elsewhere. Hazard markers were also missing from some guardrail barrier end terminals.
- SCRIM sites – a number of signed SCRIM sites were observed where remedial work was not yet programmed. Signage does not replace the maintenance of skid resistance.
- Loose material on intersections, bends and straights, including migration of gravel from unsealed intersecting roads and property accesses.

<sup>2</sup> Refer to <https://www.nzta.govt.nz/resources/chipsealing-new-zealand-manual/chipsealing-in-new-zealand.html>

<sup>3</sup> Refer to <https://www.nzta.govt.nz/assets/resources/road-safety-barrier-systems/docs/m23-road-safety-barrier-systems-appendix-a.pdf>



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<ul style="list-style-type: none"> <li>Minor incidences of stripping, scabbing and edge break were noted.</li> </ul>	
Recommendations	<p><b>We recommend that Council:</b></p> <p>R2.1 Ensures compliance with Waka Kotahi requirements for net present value (NPV) analysis for drainage renewal projects.</p>
Suggestions	<p><b>We suggest that Council:</b></p> <p>S2.1 Confirms failure mode with testing, where chipseal layer instability is suspected.</p> <p>S2.2 Reviews seal selection processes to ensure provision of maximum level of service to the road user at minimum whole-of-life cost.</p> <p>S2.3 Increases cross fall on flat unsealed roads to within the range of 4 to 6%.</p>
Southland District Council's comment	<p>Council notes the requirement to carry out NPV calculation for this activity however it should be noted that to date the bulk of drainage renewals are treated reactively with unexpected culvert failures and therefore pressure to maintain LOS means replacement (with climate change considerations) is the only option available. However, works are currently underway to remedy this with the aim of a more proactive approach which will allow for NPV analysis where deemed appropriate to do so – Council recommends a more pragmatic approach where the project value exceeds a certain value (due to the likely volume of upcoming replacements) or a “generic NPV” based on size of culvert vs road classification for example.</p>

\* \* \*

### 3. Activity Management Planning

Effective

#### Activity Management Plan

Council has an active 2018-28 Roads and Footpath Activity Management Plan (AMP) that incorporates the programme business case for maintenance operations and renewals programmes of work. The key issues identified are:

- Aging network of sealed roads
- Increasing number of seal layers
- Impact of posted bridges (102) on achieving key objectives
- Increasing amount and weight of heavy traffic
- Width of sealed roads
- Subsidy from Waka Kotahi (note: funding assistance rate (FAR) is 51% in 2018-21 and will increase to 52% in 2021-24).

Other issues highlighted in the AMP included data integrity, customer understanding of level of service, forestry traffic and resourcing for the One Network Framework (ONF).

Our brief review of the current AMP found:

- Discussion on seal extensions did not include an analysis of the consequential renewal and opex costs. Some councils have found that sealed roads cost 2-3 times as much to maintain per year. We suggest undertaking robust benefit cost analysis based on whole of life cost and ensuring

that the forecast increases in maintenance, operation and renewal costs are carried through in all future maintenance budget regimes.

- No mention of guide, tourism or information signs in the management strategies section. These sign types are essential in a district with significant visitor traffic.
- Streetlighting performance is measured by customer satisfaction – lux surveys may provide more quantifiable feedback.
- No business case for low cost, low risk (LCLR) programme.
- Overall, some very good discussion regarding the maintenance of asset groups in local conditions.

Council's Transport Activity Management Plan 2021-2031 has recently been submitted to Waka Kotahi in support of their 2021-24 NLTP bid. This AMP has been positively reviewed by the Transport Services team. Their assessment summary was "This AMP is sufficient for purposes and delivers appropriate detail".

### **General Observations**

Council manages a local road network of approximately 5,000 kilometres (the second largest in New Zealand, behind Auckland Transport) and covers a land area of 30,000 km<sup>2</sup>. Maintenance and renewal activity is delivered through three alliance-style contracts. Feedback from staff portrays effective relationships with alliance partners, a shared commitment to achieving good outcomes on the network and a positive and supportive working team environment. The audit team was impressed by the effective blend of experience, knowledge, skills and abilities.

The aging bridge stock was identified in the AMP as a key issue for Southland District. Some 160 bridges have been assessed as having less than ten years useful life and, to maximise that life, 77 bridges are posted to restrict loading. Council has developed a bridge renewal/upgrade programme which considers all options including upgrading, replacement, divestment and removal. A key factor in decision making is the availability of acceptable alternative routes. We commend Council on being proactive in this area and note again the good quality of the works already undertaken (refer to Section 2 Network Condition and Management). With regard to the 77 posted bridges, we suggest a different approach to the posting process. Posting by public notice, issued under regulation 11 of the Heavy Motor Vehicle Regulations 1974, is most applicable to temporary restriction situations where the intention is to carry out strengthening works to reinstate the bridge to full loading capacity (usually within the year). Where the restriction is likely to be permanent (or semi-permanent), it is worth considering the alternative process of regulating the weight of vehicles using the bridge through a bylaw made under section 22AB(1)(zh) of the Land Transport Act 1998, pursuant to the process set out in the Local Government Act 2002. While this approach saves the costs of annually obtaining an engineer's certificate for each bridge and the publication of the posting notification, it is strongly recommended that a programme of regular risk-based inspections is continued for these vulnerable structures.

Coastal erosion is another key issue identified in the AMP. We observed a number of examples where Council is repeatedly repairing and reinstating coastal roads impacted by flooding from the sea (inundation) and coastal erosion. In two instances (Colac Foreshore Road and Ringaringa Road (Stewart Island)), roads were partially closed when reinstatement became uneconomic (and access/alternative routes were available). This is a difficult decision to make and we support Council's judicious approach in these two situations. Our changing climate will only increase the risk of coastal erosion as well as the ongoing cost of reinstatement. Re-routing of these infrastructure



assets would require a permanent alternative to be developed. If this is not planned for in advance, then communities may become isolated or services may be disrupted before an alternative can be put into place. Roading infrastructure would be only one factor in any adaptation plan to address this risk, but in the meantime prudent decision making is necessary regarding the level of investment in roads which may ultimately be retreated or otherwise closed. In low lying areas, retreating may be an option that will allow the reconstruction of a larger beach and dune system, which together should provide greater protection against erosion. Sustainable coastal adaptation is possible and could deliver multiple benefits. However, it requires a long-term commitment and proactive steps, including to inform and facilitate change in social attitudes.

Our inspection tours included some new subdivisions and other developments, where we noted that many features don't align with current best practice (e.g. mountable kerb) or with sustainable maintenance/renewal practice (e.g. decorative lamp posts, AC used on access / low volume streets). Other concerns included carriageway and footpath widths, planted traffic islands, speed treatments and standard of work (some surfaces show signs of early failure). The team was concerned that a lack of control of these design aspects will lead to a marked increase in compliance costs to meet and maintain standards (e.g. ongoing maintenance from poor drainage feature design; cost of adding or upgrading pedestrian facilities for accessibility). It is suggested that Council reviews their subdivision development standards and updates them as required, including strengthening linkages to the District Plan and NZS 4404. The completion of a comprehensive review of asset design specifications and detailed drawings will facilitate cost effective maintenance/ renewal and ensure best whole of life costs by standardising the asset specifications.

The inspection tour also included Stewart Island, where staff informed us that transport constraints across Foveaux Strait mean that heavy plant cannot be feasibly used on the island and that costs for supplying labour, equipment and materials result in very high maintenance activity cost. The transport network includes some 20 km of road, 1.3 km of footpath, 41 streetlights and other associated facilities. The standard of the network is perforce less than the standard on the mainland. Drainage on the road network is however inadequate and we suggest an improvement strategy be developed to address this. Staff take a tactical approach to optimise delivery of maintenance services – including regular inspections and bundling of work activities (e.g. resurfacing all sealed roads at the same time). We agree that in the current environment this is the best approach. In the longer term, Council may wish to work with residents to develop a local level of service that could incorporate some innovative and unique aspects. For example, Stewart Island has an opportunity to become an ecologically liveable and beautiful settlement that is also a hub of innovation in renewable energy and climate change resilience.

Recommendations	No recommendations.
Suggestions	<p><b>We suggest that Council:</b></p> <p>S3.1 Considers the long-term restriction of heavy vehicles on vulnerable bridges by means of a Bylaw process.</p> <p>S3.2 Considers working with relevant parties to develop an adaptation strategy for Southland District that includes forward planning for coastal roads.</p> <p>S3.3 Considers a review of development standards (technical specifications and detailed drawings) to reduce the variety and ensure the quality of asset types to be maintained by Council.</p>
Southland District Council's comment	Audit suggestions are appreciated and noted. As the restricted bridges are inspected annual and reported the Bylaw process is unlikely provide much of more value for the current approach. We see the value in the bylaw approach when bridges are designed to a lower standard or restriction are unlikely to change for a substantial period of time.

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4. Data Quality	Effective
<p><b><u>Performance Monitoring</u></b></p> <p>Road Efficiency Group's (REG) 2019/20 data quality report has scored Council with 82/100 (a score of 100 is achieved by having all metric results at the expected standard level). The ONRC PMRT indicates (as at August 2020) that there are still high importance areas for improvement (i.e. have major data issues) and they relate to:</p> <ul style="list-style-type: none"> <li>• accuracy of pavement records</li> <li>• timeliness of pavement renewal as-built data</li> <li>• accuracy of pavement and surface maintenance activity location.</li> </ul> <p>Provision of timely as-built data is a contractual requirement, but Council has a role in ensuring both compliance and that the records are accurate. It is important that Council investigates, identifies and resolves these and other data gaps highlighted in the REG data quality report. Doing so will improve reporting at an individual level and allow Council to accurately compare its ONRC performance with its peers.</p> <p><b><u>Condition Rating</u></b></p> <p>Condition Rating is generally complying. Council undertakes condition rating surveys on a two-yearly basis for the full sealed network. It was last done in January 2019. Knowledge Base<sup>4</sup> states "Roughness and condition rating surveys of all sealed roads must be undertaken at least every second year. Condition rating surveys of all sealed roads carrying more than 2,000 vehicles per day are to be undertaken annually". For Southland District, this latter requirement affects some 5-6 km of the network. To achieve full compliance cost effectively, Council might consider approaching neighbouring road controlling authorities to aggregate work packages for the higher volume surveys.</p> <p><b><u>General</u></b></p> <p>Queries run from RAMM involving maintenance costs highlighted some anomalies in the data. Activities such as core maintenance relating to environment, surfacing, traffic facilities, etc, should be reasonably consistent from year to year, but the data showed large gaps in expenditure on these activities and an occasional unexplainable peak. There were also 5,967 entries costed at \$0, no entries at all for 2020/21 and 142 records relating to an activity called "???" under the cost group "Other" (at a total cost of \$17,657). Robust maintenance costs facilitate invaluable analysis of network expenditure trends by year, by kilometre, by classification and by road - the measure of the actions taken to maintain the network inventory. They also provide a network-specific maintenance cost history that can be used in NPV calculations to justify renewal activity. It is suggested that Council works closely with its contractors to ensure a consistent understanding and approach to the recording of maintenance cost data.</p>	
Recommendations	<p><b>We recommend that Council:</b></p> <p>R4.1 Resolves the data issues identified in the REG Data Quality report to improve data accuracy and timeliness.</p>

<sup>4</sup> Refer to <https://www.nzta.govt.nz/planning-and-investment/planning-and-investment-knowledge-base/202124-nltp/2021-24-nltp-activity-classes-and-work-categories/other-work-categories/2021-24-nltp-wc-151-network-and-asset-management/>

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Suggestions	<p><b>We suggest that Council:</b></p> <p>S4.1 Investigates options for cost-effective compliance with Waka Kotahi funding rules regarding the undertaking of annual condition rating surveys on higher volume roads.</p> <p>S4.2 Reviews the relevant processes and specifications to ensure that maintenance cost data added to the RAMM database is timely, accurate and complete.</p>
Southland District Council's comment	Data quality is an ongoing focus area and will remain so for some time. The latest round of REG data quality reports showing a 10 point increase from the previous year which demonstrates positive progress is being made in this area.

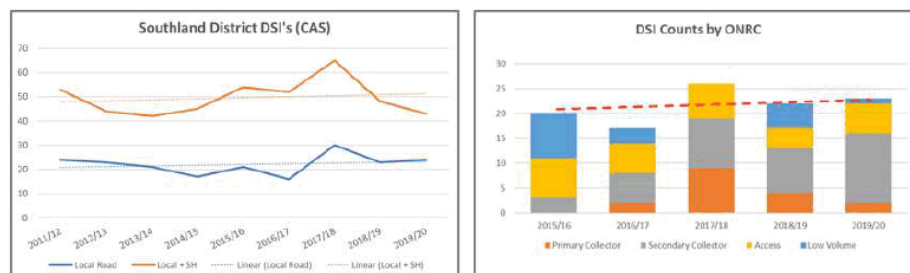
\* \* \*

## 5. Road Safety

Some Improvement Needed

### Performance Monitoring

The annual number of deaths and serious injuries (DSIs), listed in New Zealand's Crash Analysis System (CAS) as occurring in Southland District, has been gradually trending upwards over recent years – this appears to be driven partly by crashes on Secondary Collector roads (see graphs below). Over the last five years, CAS records show 94 crashes which have resulted in 114 DSI's. Of these 94 crashes, 26% occurred on a Saturday, 90% were within open road (100 kph) speed areas, 51% were loss of control or head-on on a bend, 30% were on unsealed roads, 26% were at night and 22% involved a motorcycle. Investigation is required to identify common factors in crashes and develop potential engineering solutions. Note that solutions can reduce the likelihood of a crash occurring or they can reduce/mitigate the consequences if the crash is the result of non-roading factors.



The levels of collective risk (crashes per km) for the various road classifications are notably lower than the rural network peer group averages (for 10 yrs up to 2019/20). Personal risk (crashes by traffic volume) is also lower than peer group averages, with the exception of Low Volume rural roads which are a little higher.

The Communities at Risk Register 2019<sup>5</sup> identifies no areas of high concern for Southland District but areas of medium concern are "young drivers", "pedestrian involved" and "fatigue".

<sup>5</sup> Refer to <https://www.nzta.govt.nz/assets/resources/communities-at-risk-register/docs/communities-at-risk-register-2019.pdf>



### **Road Safety Audits**

Road safety audit reports were viewed for:

- **Riversdale Pyramid Road Bridge Replacement - Preliminary Design Stage** (July 2018)
  - Well written, insightful report.
  - The audit team comprised a single auditor who is a Council staff member – “Road safety auditors must be independent of the client, designer or contractor, so that the project outcome is viewed with fresh eyes and is unbiased”.<sup>6</sup>
  - The report is not complete – *Client Decision* and *Action Taken* fields are not filled in.
  - Given the concerns raised at the preliminary design stage, an audit should have been undertaken at all subsequent stages for this project.



- **SDC Rehab Projects 18/19 - Post Construction Safety Audit** (August 2019)
  - Draft report with much of the template not updated for the project.
  - Risk fields are not filled in.
  - *Designer Response*, *Safety Engineer*, *Client Decision* and *Action Taken* fields are not filled in.
- **Alternative Coastal Route Seal Extension – Post Construction Safety Audit** (March 2019)
  - Good report – valid concerns, particularly regarding the significant and moderate risks.
  - Risk fields are not filled in.
  - *Designer Response*, *Safety Engineer*, *Client Decision* and *Action Taken* fields are not filled in.

Council is commended for undertaking Road Safety Audits for improvement and relevant renewal projects. However, we are concerned that:

- None of the reports viewed (above) had been completed (despite being undertaken some 2-3 years ago and identifying moderate and/or significant issues)
- It is apparent that subsequent stages of projects have proceeded prior to the closing out of the Road Safety Audit for the previous stage (e.g. Pyramid Road Bridge Replacement).

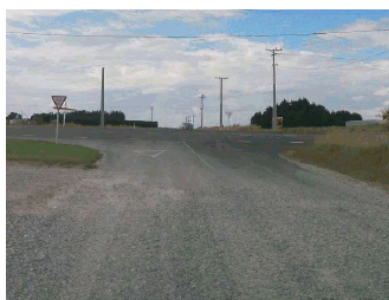
<sup>6</sup> Refer to <https://www.nzta.govt.nz/assets/resources/road-safety-audit-procedures/docs/road-safety-audit-procedures-tfm9.pdf>

Waka Kotahi requires Road Safety Audits to be undertaken, or exemption declarations completed, at key stages of "any improvement or renewal activity that involves vehicular traffic, and/or walking and/or cycling, proposed for funding assistance from the NLTP"<sup>7</sup>.

### General Observations

Based on CAS data, nearly half (45 crashes or 48%) of all DSI crashes over the past 5 years occurred on bends on 100 kph open roads. And 38% of these (or 18% of the total DSI crashes) occurred on unsealed roads. This high rate of crashes on curves on rural roads, as well as crashes at night (30 DSI crashes occurred at night/twilight), highlights the need for correct delineation and effective advisory signage on out of context curves. While we observed many examples of high standard, complying signage on curves, reflecting Council's upgrading strategy, both road delineation (edge marker posts, centrelines, edge lines) and curve warning signage on the rural network are inconsistently applied along routes and across classification types. Ensuring consistent application and maintenance of road and curve delineation, based on road classifications, is an essential step in reducing the risk of death and serious injury crashes. This includes ensuring that appropriate speed advisory values are implemented and that all out of context curves are appropriately signed. Guidance on the use and placement of delineation devices can be found in Part 5 of the TCD manual<sup>8</sup>.

Gravel migration (loose gravel from unsealed side roads) was repeatedly observed migrating onto the sealed through road (or intersection), reducing traction and erasing road marking. A preferred method to improve safety, road condition and reduce maintenance costs is to chip seal the side road approach. The optimal seal back distance is calculated based on the safe stopping distance for a heavy vehicle approaching the intersection. Sealing back provides further safety benefits such as facilitating the installation of full intersection makings, reducing dust and eliminating corrugations formed by acceleration and braking forces. Increased sealing back should also be considered on single lane bridge approaches and on rural driveways and farm entrances to minimise gravel migration and edge break at these locations. It is noted that Council is aware of this issue and currently undertakes seal backs on bridges and intersections as budgets and priorities allow, usually in conjunction with adjacent pavement rehabilitations. Our suggestion is that this response be extended into a proactive and prioritised programme of treatments.



We noted too that many intersections on both the rural and the urban networks are uncontrolled. Controls can improve conspicuity, define vehicle path and reduce confusion at intersections.

### Recommendations

#### We recommend that Council:

- R5.1 Ensures that Road Safety Audits for renewal and improvement projects are fully and completely undertaken (except where endorsed as exempted) in alignment with project staging.

<sup>7</sup> Refer to <https://www.nzta.govt.nz/planning-and-investment/planning-and-investment-knowledge-base/activity-classes-and-work-categories/road-improvements-other-road-related-funding-policies-guidance/road-safety-audit/>

<sup>8</sup> Refer to <https://www.nzta.govt.nz/roads-and-rail/traffic-control-devices-manual/part-5-traffic-control-devices-for-general-use-between-intersections/>

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	R5.2 Develops and implements a programme to upgrade rural road delineation, with a strong focus on curve warning, to ensure a safe and consistent driving environment during both day and night.
Suggestions	<b>We suggest that Council:</b>  S5.1 Considers a prioritised programme of sealing back unsealed road approaches to rural intersections.
Southland District Council's comment	With funding pressure on safety improvement funding and priority given to road to zero strategy for the immediate future it is unlikely that there will be opportunity for council to shift from its current strategy of sealing back gravel road intersections when undertaking pavement rehabilitation works in the same area.

\* \* \*

3.0 APPENDICES

APPENDIX A

Network Field Inspections





**APPENDIX B****Sample of Audit Photos**

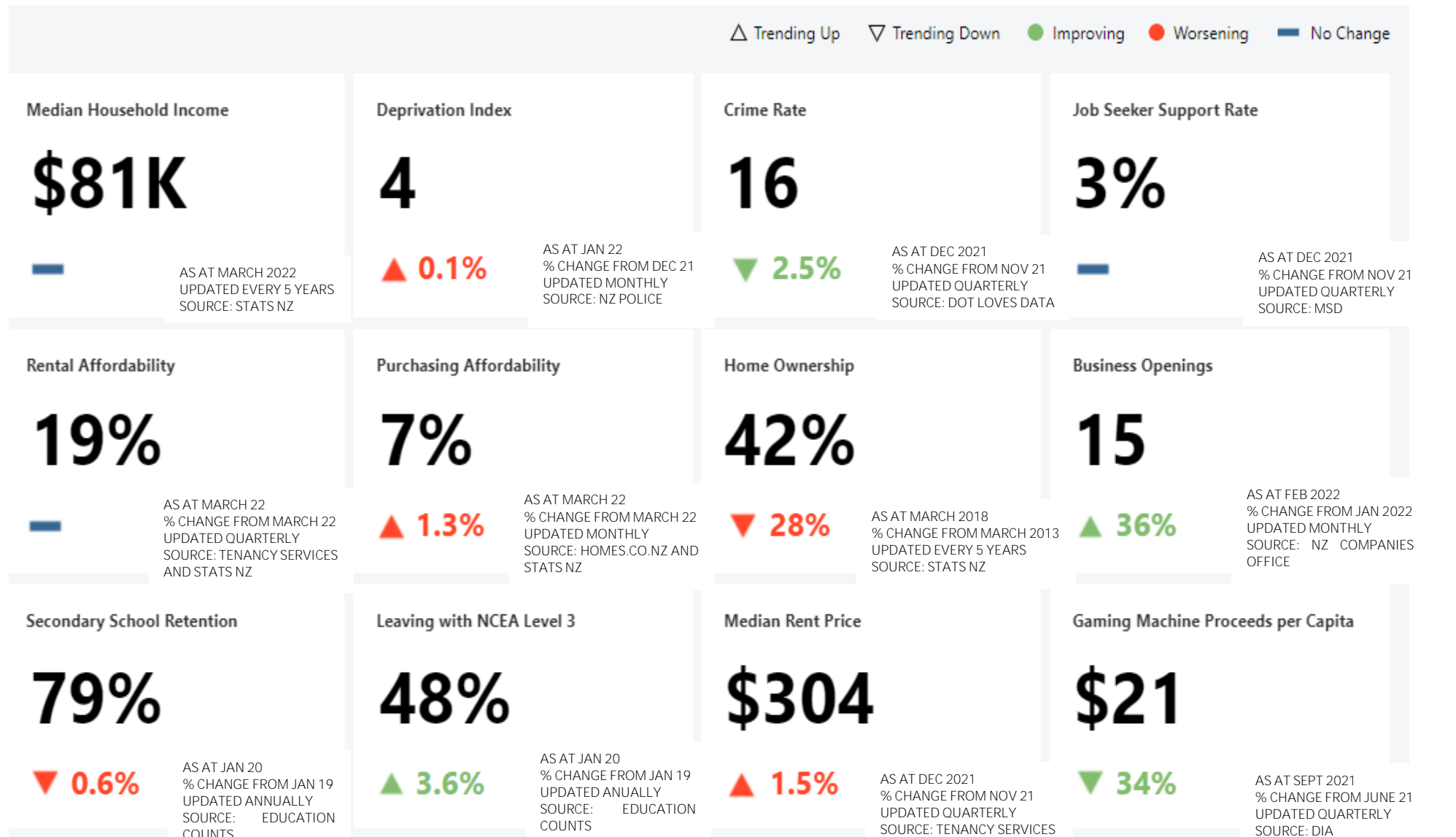
Highlights from the audit included (clockwise from top left) a good standard of temporary traffic management on roadwork sites; directional arrows to assist foreign tourists; water cutting / blasting to remove excess binder and restore surface texture; use of delineators; good standard of completed renewal projects (e.g. Balfour Ardlussa Road pavement rehabilitation); sign layout compliance (e.g. single chevrons, EMPs, etc); and effective programme of bridge replacements (e.g. Mararoa Rd bridge).



Some of the challenges are (clockwise from top left) high level of carriageway flushing; inconspicuous intersections (e.g. Otautau Nightcaps Road intersection with Hundred Line Road West); gravel migration from unsealed side roads; Texas twist guardrail terminal ends; lack of consistent delineation, particularly on curves; and flat crossfalls on unsealed roads along with inadequate drainage channels.



## Southland District snapshot





## Operational Report for Waihopai Toetoe Community Board - February 2022

Record No: R/21/12/64046

Author: Brendan Gray, Project delivery manager

Approved by: Fran Mikulicic, Group manager democracy and community

☐ 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:

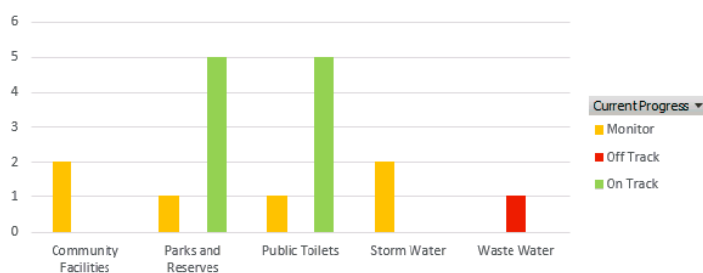
- a) **Receives the report titled “Operational Report for Waihopai Toetoe Community Board - February 2022” dated 1 March 2022.**

### Attachments

- A Report to Waihopai Toetoe Community Board - 22 February 2022 - Operational report [↓](#)



## 1. Staff projects within current financial year as at 3 February 2022



## 2. Progress since last reporting period

### CLARIFICATION OF FUNDING SOURCES

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

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

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

ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
COMMUNITY FACILITIES	P-10580	Tokanui hall - painting	Delivery phase	Monitor	Work is scheduled to start late February/March.	\$37,361
COMMUNITY FACILITIES	P-10870	Wyndham - hall kitchen upgrade	Delivery phase	Monitor	Work will start in March 2022.	\$39,000
PARKS AND RESERVES	P-10311	New playground equipment at Rata Park, Tokanui	Delivery phase	On track	Climbing net will be replaced once school goes back. The ground works to reinstate the grass surrounds is scheduled to be completed February/March.	\$3,876

Report to Waihopa Toetoe Community Board  
22/02/2022

Southland District Council  
Te Rohe Pōtae o Murihiku

PO Box 903  
15 Forth Street  
Invercargill 9840

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



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
<b>PARKS AND RESERVES</b>	P-10862	Edendale Wyndham - multi-use track	Delivery phase	On track	The contract has been awarded, work will start in February and should be completed end of June.	\$10,000
<b>PARKS AND RESERVES</b>	P-10866	Edendale - drinking fountain	Delivery phase	Monitor	The traffic management plan is now signed off, Downer is waiting on an updated plan on where the connection is to go.	\$10,000
<b>PARKS AND RESERVES</b>	P-10867	Waikawa walking tracks - investigation project	Delivery phase	On track	This contract has been awarded and work will start in February, the project should be completed by the end June.	\$10,000
<b>PARKS AND RESERVES</b>	P-10928	Edendale - walking track upgrade	Delivery phase	On track	This project is completed, we are just waiting on the invoice for the work undertaken.	\$15,000
<b>PARKS AND RESERVES</b>	P-10942	Fortrose - investigation project	Delivery phase	On track	This contract has been awarded and work will start in February, the project should be completed by the end June.	\$20,000
<b>PUBLIC TOILETS</b>	P-10383	Replace toilets at Wyndham camping ground	Pre-delivery phase	On track	Toilet programmed to be installed in April.	\$118,461
<b>PUBLIC TOILETS</b>	P-10618	Curio Bay camping ground toilet - refurbishment	Pre-delivery phase	On track	The laying of the new floor for the toilets started in January.	\$15,000
<b>PUBLIC TOILETS</b>	P-10622	Edendale recreation reserve toilet - renewal	Delivery phase	Monitor	Toilets renewal will be starting March.	\$200,000
<b>PUBLIC TOILETS</b>	P-10623	Edendale Seaward Road toilet - refurbishment	Delivery phase	On track	Work has started and is scheduled for completion in March.	\$50,000
<b>PUBLIC TOILETS</b>	P-10654	Tokanui toilet - water source	Delivery phase	On track	Bore has been installed and is now operational.	\$40,000





ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
<b>PUBLIC TOILETS</b>	P-10658	Waikawa toilet - refurbishment	Pre-delivery phase	On track	Internal wood panels to be treated and re-oiled. The new water tank is ordered and the arrival date is early March 2022.	\$100,000
<b>STORM WATER</b>	P-10431	Wyndham stormwater replacement - includes subsoil - multi-year project	Pre-delivery phase	Monitor	Contractor has started on the project.	\$637,545
<b>STORM WATER</b>	P-11012	Woodlands stormwater upgrade	Pre-delivery phase	Monitor	Contractor has been selected and enabling works occurred during the January school holidays, the bulk of the works will start in the April school holidays to reduce disruption to the school.	\$414,213
<b>WASTEWATER</b>	P-10454	Edendale/ Wyndham wastewater consent renewal	Pre-delivery phase	Off track	Initial design meeting has taken place with Council and consultant GHD. The report for stage one of the proposals should be ready in February. We will apply for consent in March, with a construction timeline in line with the Long Term Plan 2022/2023 and 2023/2024.	\$200,000

### 3. Service contracts

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
<b>10/01 – Water and wastewater services operation and maintenance</b>	Contract continues to run well across the community. Planning continues to be in place for essential services delivery to continue under the traffic light system.
<b>20/53 –Edendale and Wyndham, Woodlands, Waikawa, Fortrose, Tokanui, Gorge Road reserve and Weirs beach mowing areas</b>	The recent warm weather has slowed down the grass growth, and in conjunction with some tidy up work by Fulton Hogan staff the towns are looking tidier.



CONTRACT NAME	CONTRACT MANAGER COMMENTARY
17/01 Alliance roading contract	<p>RFS for the month at 24, with the Christmas holiday break a contributing factor.</p> <p>We have graded 330kms for the month.</p> <p>We spread 526m3 of maintenance metal for the month.</p> <p>Heavy maintenance team is helping out in other areas and will be back soon to start the next seasons pre-reseal repairs.</p>



#### 4. Request for service data to 24 November 2021 – 20 January 2022

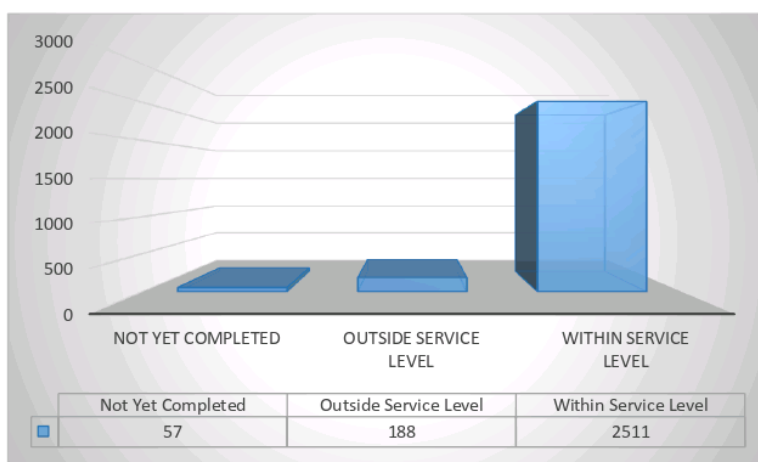
 <p><b>Community Board</b></p> <p><b>Requests for Service</b> 24/11/21 – 20/1/22 <b>213</b></p>	<p><b>District wide</b></p> <p><b>Requests for Service</b> 24/11/21 – 20/1/22 <b>2,756</b></p> <p><b>3 Waters Service requests</b> 24/11/21 – 20/1/22 <b>528</b></p>
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REQUEST TYPE	COUNT
3 or more street lights out - in a row	1
Community facilities - halls - repairs/maintenance	4
Community facilities general	4
Council facilities - offices, depots, libraries rm	1
Council housing - application	2
Council housing - repairs and maintenance	20
Council property enquiry	6
Culverts blocked - rural	12
Edge break/low shoulders sealed roads	1
Flooding roads	2
Footpaths hazards - trip/hazard/broken etc (safety	3
Gravel road faults	6
Gravel road slumps/dips and heaves/raised	2
Hazards	6
Litter matters rural (not state highway)	1
Manholes and grates (safety)	1
Multiple street lights out	1
New sign requests	1
Paper roads	2
Parks and reserves - playground repairs/maintenance	1
Parks and reserves - repairs & maintenance	5
Roadside spraying - noxious weeds	2
Sealed road - potholes & blowouts (safety)	1
Sealed road faults	3
Sewer lateral blockage	3
Sewer overflow urgent	1
Signs repairs	2
Slumps and heaves sealed roads	2
Stormwater general – non-urgent	1
Streetscape - vegetation	1
Toilets - cleaning, repairs and maintenance	7

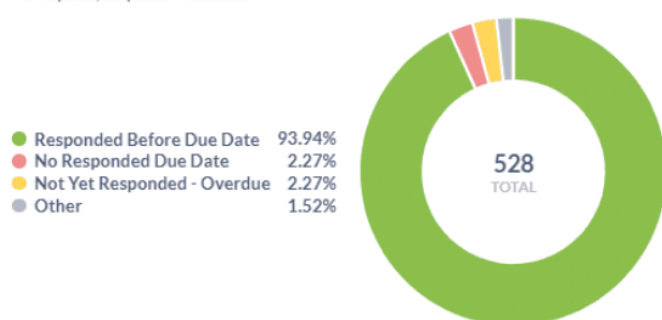


REQUEST TYPE	COUNT
Transport general enquiries	38
Urban stormwater (manholes, grates)	3
Vegetation rural (overgrown or visibility issues)	1
Warning and reg. signs existing (speed, curve etc)	1
Water and waste general	24
Water asset leak (main, hydrant, valve and meter)	5
Water toby leak	13
Wheelie bin cancel/damaged/stolen	6
Wheelie bin collection complaints	6
Wheelie bin general enquiry	1
Wheelie bin new/size change/additional	10
<b>TOTAL</b>	<b>213</b>

### RFS count by completion time status - district

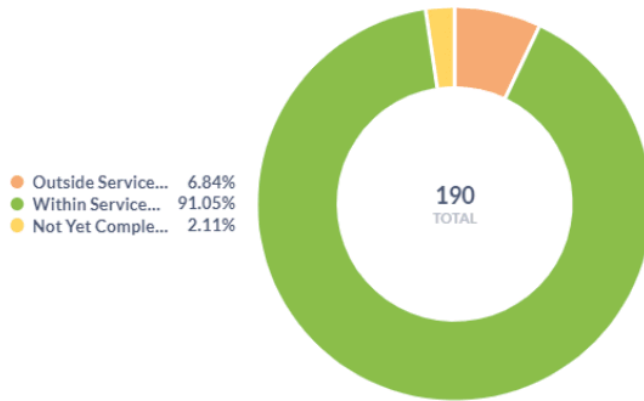


IPS Requests, Response Time Status

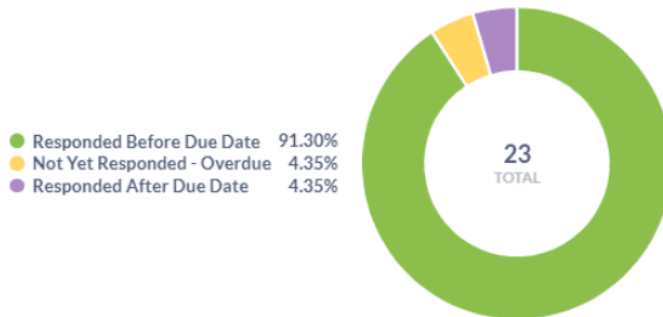


**RFS count by completion time status – local**

RFS Completion Time Status Summary, All Services and Assets



IPS Requests, Response Time Status



Note: RFS 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.





## 5. Local finance reporting

<b>Edendale-Wyndham - Business Units as at 31 December 2021</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Expenses YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>
Street Works - EdenWyn	\$844	\$843	\$1,825		\$843	\$1,687			\$29,900
Refuse Collection - EdenWyn	\$9,493	\$9,486	\$18,971	\$2,669	\$9,485	\$18,971			
Beautification - EdenWyn	\$28,111	\$32,871	\$66,479	\$14,871	\$28,186	\$75,743			
Recreation Reserve - EdenWyn	\$22,657	\$32,842	\$65,684	\$29,678	\$37,552	\$70,906			
Playground - EdenWyn	\$6,313	\$11,307	\$22,615	\$8,143	\$6,788	\$13,115	\$1,563	\$2,000	\$12,600
Cemetery - Edendale	\$5,838	\$5,833	\$11,846	\$4,001	\$6,528	\$13,057			
Hall - Edendale			\$1,873						
Cemetery - Wyndham	\$7,913	\$7,959	\$15,918	\$6,399	\$8,075	\$16,149			
Camping Ground - Wyndham	\$5,872	\$3,176	\$6,351	\$3,491	\$4,980	\$6,762			
Hall - Edendale-Wyndham	\$10,074	\$9,246	\$18,493	\$10,901	\$12,645	\$57,904			
Museum - Wyndham	\$764	\$759	\$1,519	\$1,950	\$1,772	\$2,166			
<b>Total</b>	<b>\$97,880</b>	<b>\$114,323</b>	<b>\$231,574</b>	<b>\$82,103</b>	<b>\$116,854</b>	<b>\$276,460</b>	<b>\$1,563</b>	<b>\$2,000</b>	<b>\$42,500</b>

Edendale-Wyndham income is \$97,880, \$16,443 below budget, predominantly due to no grants being received for beautification, recreation reserve and playground projects for the period to date. This is offset by the Wyndham camping ground receiving \$2,174 of additional income from the sale of a container.

Expenditure is \$82,103, \$34,751 less than budget. Refuse collection is underspent by \$6,816 as a result of minimal refuse collection costs to date. Beautification, recreation reserve, Edendale playground, Wyndham camping ground and Edendale and Wyndham cemeteries are all under budget due to minimal maintenance and moving costs incurred for the period to date. The majority of this work occurs in spring/summer months. Edendale-Wyndham hall is \$1,744 under budget due to less electricity and cleaning costs to date.

Capital expenditure is \$1,563, slightly less than budget as a result of the progress on the Edendale drinking fountain project (P-10866). As mentioned above this project is waiting on confirmation of fountain placement.



### Gorge Road - Business Units as at 31 December 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
Street Works - Gorge Road	\$360	\$360	\$720		\$360	\$720			\$966
Recreation Reserve -Gorge Road	\$5,305	\$5,300	\$11,251	\$2,547	\$5,800	\$21,600			
<b>Total</b>	<b>\$5,665</b>	<b>\$5,660</b>	<b>\$11,971</b>	<b>\$2,547</b>	<b>\$6,160</b>	<b>\$22,320</b>	<b>\$0</b>	<b>\$0</b>	<b>\$966</b>

Gorge Road income is \$5,665, which is on budget.

Expenditure is \$2,547, \$3,613 less than budget predominantly as a result of a general maintenance underspend for the year to date (\$5,264).

### Tokanui - Business Units as at 31 December 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
Street Works - Tokanui	\$360	\$360	\$720		\$360	\$720			\$15,760
Refuse Collection - Tokanui	\$841	\$840	\$1,680	\$70	\$840	\$1,680			
Beautification - Tokanui	\$10,536	\$10,526	\$21,961	\$5,548	\$12,125	\$21,052			
Playground - Tokanui	\$4,348	\$4,344	\$8,687	\$4,173	\$5,590	\$10,873	\$2,700	\$1,938	\$3,876
Hall - Tokanui	\$6,382	\$6,336	\$12,746	\$5,787	\$8,527	\$50,033			
<b>Total</b>	<b>\$22,467</b>	<b>\$22,406</b>	<b>\$45,794</b>	<b>\$15,577</b>	<b>\$27,442</b>	<b>\$84,358</b>	<b>\$2,700</b>	<b>\$1,938</b>	<b>\$19,636</b>

Tokanui income is \$22,467, slightly above budget (\$61).

Expenditure is \$15,577, \$11,865 less than budget primarily due to lower mowing and rates costs in the beautification business unit (\$6,577), less playground maintenance (\$1,418) and less than anticipated hall maintenance to date (\$2,740).

Capital expenditure is \$2,700, \$762 above budget due to the progress of the playground project (P-10311). This project has been carried forward from 2020/2021 and is expected to be completed in February/March.



### Waihopai Toetoe - Business Units as at 31 December 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
Community Leadership - Waihopa	\$6,256	\$6,250	\$23,713	\$5,773	\$5,775	\$23,713			
Streetworks - Waihopai-Toetoe				\$1,376	\$1,376	\$2,751			\$3,000
Rec Reserve - Waihopai-Toetoe	\$26,407	\$24,884	\$50,718	\$21,598	\$28,346	\$129,767			
Recreation Reserve - WaihopaiT				-\$13					
Waihopai Toetoes Community Poo	\$13,782	\$13,667	\$27,333		\$13,667	\$27,333			
<b>Total</b>	<b>\$46,445</b>	<b>\$44,800</b>	<b>\$101,764</b>	<b>\$28,734</b>	<b>\$49,163</b>	<b>\$183,564</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,000</b>

Waihopai Toetoe income is \$46,445, \$1,645 above budget. This is primarily due to the recreation reserve receiving rental income of \$1,500 that historically was received by an operating business unit, however the budget was not moved.

Expenditure is \$28,734, \$20,429 less than budget. Minimal mowing and maintenance costs have been incurred for the recreation reserve (\$6,748). The community pool is \$13,667 underspent due to no grants being paid out to date. These grants are expected to be paid out in April/May.

### Woodlands - Business Units as at 31 December 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
Street Works - Woodlands	\$360	\$360	\$720	\$5,131	\$5,070	\$10,139			\$27,640
Cemetery - Woodlands	\$5,705	\$5,700	\$11,400	\$3,875	\$5,961	\$11,923			
Beautification - Woodlands	\$5,449	\$5,444	\$11,829	\$3,100	\$5,444	\$10,888			
<b>Total</b>	<b>\$11,514</b>	<b>\$11,504</b>	<b>\$23,949</b>	<b>\$12,106</b>	<b>\$16,475</b>	<b>\$32,950</b>	<b>\$0</b>	<b>\$0</b>	<b>\$27,640</b>

Woodlands income is \$11,514, which is on budget.

Expenditure is \$12,106, \$4,369 less than budget. The cemetery and beautification business units are underspent by \$2,086 and \$2,344 respectively due to the majority of mowing and maintenance occurring in spring/summer.



<b>Other Halls - Business Units as at 31 December 2021</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Expenses YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>
Hall - Menzies Ferry			\$152						
Hall - Fortrose	\$4,894	\$4,894	\$9,849	\$1,376	\$19,701	\$38,261			
Hall - Maitaia Island			\$93						
Hall - Mokoreta/Redan	\$2,628	\$2,628	\$5,611	\$2,852	\$3,928	\$5,257			
Hall - Waikawa	\$6,819	\$6,624	\$13,247	\$2,183	\$5,116	\$10,059			\$20,313
<b>Total</b>	<b>\$14,341</b>	<b>\$14,146</b>	<b>\$28,952</b>	<b>\$6,411</b>	<b>\$28,746</b>	<b>\$53,577</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,313</b>

Other hall income is \$14,341, slightly above budget (\$195).

Expenditure is \$6,411, \$22,335 less than budget, primarily due to minimal maintenance costs incurred to date for the Fortrose (\$18,325), Mokoreta/Redan (\$1,076) and Waikawa (\$2,933) halls.

**Reserve balances**

RESERVE	ACTUAL 30 JUNE 2021	BUDGET 30 JUNE 2022	FORECAST 30 JUNE 2022
Edendale Wyndham community centre	\$111,544	\$83,417	\$74,417
Edendale cemetery	\$7,435	\$7,615	\$7,615
Edendale Wyndham footpath	\$35,582	\$21,873	\$21,873
Edendale Wyndham general	\$77,679	\$78,415	\$70,593
Edendale Wyndham stormwater**	\$444,302	\$453,119	\$453,119
<b>Total – Edendale Wyndham</b>	<b>\$676,542</b>	<b>\$644,439</b>	<b>\$627,617</b>
Gorge Road general	\$37,415	\$38,066	\$37,100
<b>Total – Gorge Road</b>	<b>\$37,415</b>	<b>\$38,066</b>	<b>\$37,100</b>
Tokanui community centre	\$1,675	\$1,749	\$1,749
Tokanui general	\$55,720	\$45,401	\$40,384
<b>Total – Tokanui</b>	<b>\$57,395</b>	<b>\$47,150</b>	<b>\$42,133</b>
Woodlands general	\$55,522	\$28,823	\$28,823
Woodlands septic tank	\$4,079	\$3,648	\$3,648
<b>Total – Woodlands</b>	<b>\$59,601</b>	<b>\$32,471</b>	<b>\$32,471</b>
Menzies Ferry hall	\$8,437	\$8,589	\$8,589
Fortrose hall	\$3,447	\$3,508	\$3,508
Mataura Island hall	\$5,928	\$6,021	\$6,021
Mokoreta/Redan hall	\$21,104	\$21,458	\$21,458
Waikawa hall	\$0	\$0	\$0
<b>Total – Other halls</b>	<b>\$38,916</b>	<b>\$39,576</b>	<b>\$39,576</b>
<b>TOTAL RESERVES</b>	<b>\$869,869</b>	<b>\$801,702</b>	<b>\$778,897</b>

**District reserve balance of interest**

DISTRICT RESERVE	30 JUNE 2021	BUDGET 30 JUNE 2022	FORECAST 30 JUNE 2022
Allocation Committee Waihopai Toetoe*	\$248,827	\$248,827	\$248,827

\* Please note utilisation of this reserve must be approved by Council.

\*\* Please note changes to stormwater reserves as discussed below are not included in the table above.

**Stormwater reserve balance**

Report to Waihopai Toetoe Community Board  
22/02/2022

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As part of reviewing how and what local community boards rate during the Long Term Plan process, boards asked staff how the stormwater reserves that were collected by each community were going to be treated going forward, once they were district wide rate funded. At the time staff indicated it was something Council needed to consider.

Staff presented to Council at its December 2021 meeting a report that outlined the different approaches communities within the district had used for collecting and funding stormwater projects and then how any surplus funds were held. This report highlighted that many communities hold reserves in specific stormwater reserves and others are holding funds within their general community reserves.

Legally, Council is required to use the funds collected by each rate for the activities that were being rated for. The local community rates was how funds were collected for stormwater and this rate was for activities within the community including stormwater, parks and reserves, streetworks etc. As such it has been a community decision whether to have any funds collected by this rate in a specific local reserve or in a general reserve and Council and community can decide to amalgamate these reserves or not.

In considering its proposed approach to these community stormwater reserves, Council wanted to ensure fairness to any proposed decision they made. As a result, Council has agreed the following steps in regards to separate stormwater reserves held by any community at this time.

1. That any interest earned on any local stormwater reserve balance that is still unspent since creation should be added to the local general reserves.
2. That where any community has an existing stormwater loan as well as an existing stormwater reserve, the stormwater loan will be repaid back to the extent of the balance remaining in the stormwater reserve. Three towns have local stormwater reserve balances and also have local stormwater loans. Given the decision to drawdown the loan was made prior to district funding, it was agreed that the reserve is used to repay the loans in accordance with historical funding decisions. Going forward any stormwater loans will be funded by the district stormwater rate.
3. That the remaining balance of the stormwater reserve be transferred to the local community general reserve.

The reserve transfer is effective as at 1 July 2021. This means that the general reserve will be increased by the amount shown in the table below and will be available to fund any local project within the activities rates for within that community.

Please note the transfer will be processed in February 2022 therefore the full reserve table below as yet does not reflect this change.

Community board and area	Balance 30/06/2021	Interest component	Net of interest balance 30/06/2021	Loan repayments	Net of loan balance 30/06/2021	Total transfer to general reserve
<b>Waihopai Toetoe Community Board</b>						
Edendale/Wyndham	\$444,302	\$206,838	\$237,464	-	\$237,464	<b>\$444,302</b>

## Operational Report for Waihopai Toetoe Community Board - April 2022

Record No: R/22/2/5423

Author: Brendan Gray, Project delivery manager

Approved by: Fran Mikulicic, Group manager democracy and community

☐ 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:

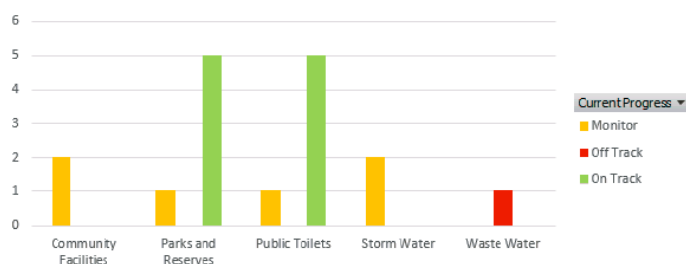
- a) **Receives the report titled “Operational Report for Waihopai Toetoe Community Board - April 2022” dated 13 April 2022.**

### Attachments

- A Report to Waihopai Toetoe Community Board - 26 April 2022 [↓](#)



## 1. Staff projects within current financial year as at 24 March 2022



## 2. Progress since last reporting period

### CLARIFICATION OF FUNDING SOURCES

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

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

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

ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
COMMUNITY FACILITIES	P-10580	Tokanui hall - painting	Delivery phase	On track	Builder completed remedial repairs to flashings and gable ends.	\$37,361
COMMUNITY FACILITIES	P-10870	Wyndham - hall kitchen upgrade	Delivery phase	Off track	Hall closed from 1 April to 30 April - reminder sent.	\$39,000
PARKS AND RESERVES	P-10311	New playground equipment at Rata Park, Tokanui	Delivery phase	Monitor	Climbing net has been ordered. The ground works to reinstate the grass surrounds is scheduled to be completed late March/early April.	\$3,876



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
<b>PARKS AND RESERVES</b>	P-10862	Edendale Wyndham - multi-use track	Delivery phase	Monitor	The contractors have had an initial meeting with the board chairperson and are now proceeding with community consultation, that will then be presented back to the community board as a draft report.	\$10,000
<b>PARKS AND RESERVES</b>	P-10867	Waikawa walking tracks - investigation project	Delivery phase	Monitor	The contractors have had an initial meeting with the board chairperson and are now proceeding with community consultation, that will then be presented back to the community board as a draft report.	\$10,000
<b>PARKS AND RESERVES</b>	P-10942	Fortrose - investigation project	Delivery phase	Monitor	The contractors have had an initial meeting with the board chairperson and are now proceeding with community consultation, that will then be presented back to the community board as a draft report.	\$20,000
<b>PUBLIC TOILETS</b>	P-10383	Replace toilets at Wyndham camping ground	Pre-delivery phase	On track	Programmed to be installed during April.	\$118,461
<b>PUBLIC TOILETS</b>	P-10618	Curio Bay camping ground toilet - refurbishment	Delivery phase	On track	The painting has been completed and the plumbing should be done finished end of March/early April.	\$15,000
<b>PUBLIC TOILETS</b>	P-10622	Edendale recreation reserve toilet - renewal	Delivery phase	Monitor	Toilet renewal will be starting late March/early April.	\$200,000
<b>PUBLIC TOILETS</b>	P-10623	Edendale Seaward Road toilet - refurbishment	Delivery phase	On track	Work has started and is scheduled for completion late March/early April.	\$50,000
<b>PUBLIC TOILETS</b>	P-10654	Tokanui toilet - water source	Delivery phase	Off track	Plumber locating the pipework from the neighbouring property to	\$40,000



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
					close off, this is taking some time to complete due to issues finding the pipes.	
<b>PUBLIC TOILETS</b>	P-10658	Waikawa toilet - refurbishment	Delivery phase	On track	The new tank has been installed.	\$100,000
<b>STORM WATER</b>	P-10431	Wyndham stormwater replacement - includes subsoil - multi-year project	Pre-delivery phase	On track	Works are 80% completed, with a short delay due to the archaeological stand down period. The contractor is due to start again on late March/early April.	\$637,545
<b>STORM WATER</b>	P-11012	Woodlands stormwater upgrade	Pre-delivery phase	Monitor	Contractor has been selected and enabling works occurred during the January school holidays, the bulk of the works will start in the April school holidays to reduce disruption to the school.	\$414,213
<b>WASTEWATER</b>	P-10454	Edendale/ Wyndham wastewater consent renewal	Pre-delivery phase	On track	Initial design meeting has taken place with Council and consultant GHD. The report for stage one of the proposals should be ready late March/early April. We will apply for consent late April/early May, with a construction timeline in line with the Long Term Plan 2022/2023 and 2023/2024.	\$200,000

### 3. Service contracts

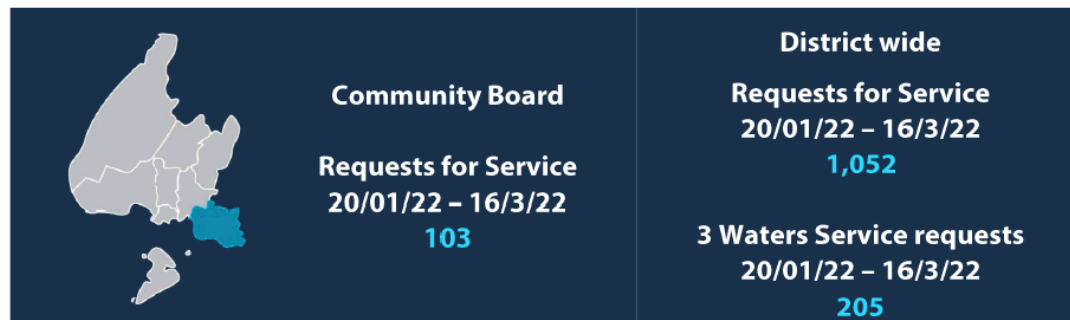
CONTRACT NAME	CONTRACT MANAGER COMMENTARY
<b>10/01 – Water and wastewater services operation and maintenance</b>	The contract continues to run smoothly across the communities with no significant issues of note this reporting period. Protocols remain in place to protect operations staff from Covid-19 and will remain in place as long as it is in the community
<b>20/53 –Edendale and Wyndham, Woodlands, Waikawa, Fortrose, Tokanui,</b>	The mowing is meeting the required standards in all the townships even with minor changes for Covid-19 intrusion.





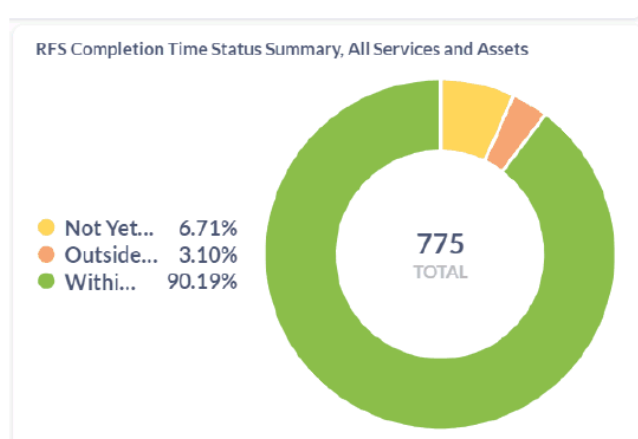
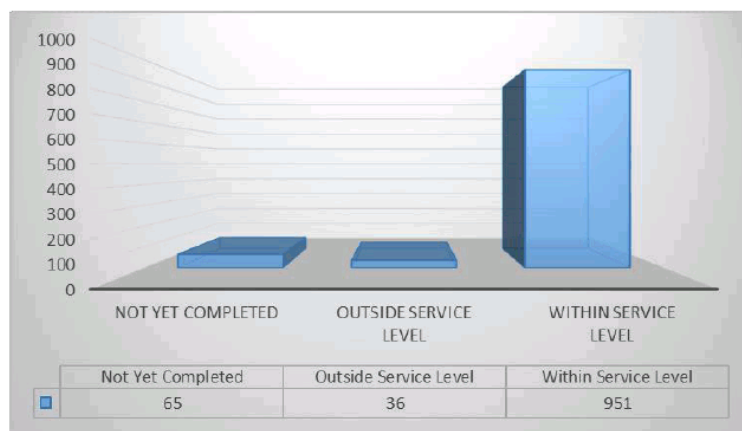
CONTRACT NAME	CONTRACT MANAGER COMMENTARY
Gorge Road reserve and Weirs beach mowing areas	The stumps on Alma Street have been levelled and are ready for grass seeding.
17/01 Alliance roading contract	<p>RFSs for the month at 31. We have graded 365kms for the month. We are slightly under last year's average \$/km overall. The dry weather is affecting our metal roads which is leading to more corrugations than normal.</p> <p>We spread 1971m3 of maintenance metal for the month. We are slightly above last year's average \$/m3 overall.</p> <p>Our heavy maintenance team started back in March and have got a couple of months' worth of pavement repair works ahead of them, including the pre-seals for the coming year.</p> <p>Near misses - four for the month. We managed four temporary traffic management audits for the month - no failed audits and three safety audits. Carbon footprint for the month is below the same month in 2021.</p> <p>Noxious spraying round has just started, something that has been a focus the contractor has changed chemical and has an improved tracking system in place to help ensure nothing is missed.</p>

#### 4. Request for service data to 20 January 2022 – 16 March 2022

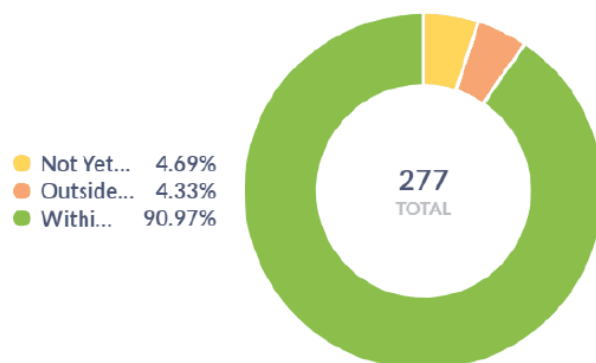


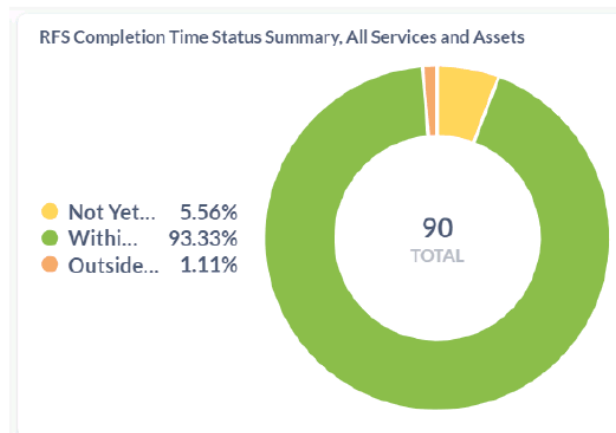
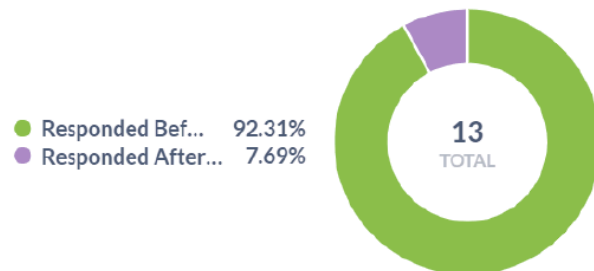
REQUEST TYPE	COUNT
Community facilities - halls - repairs/maintenance	4
Community facilities general	2
Council housing - repairs and maintenance	11
Council property enquiry	2
Disposal of abandoned land	1
Footpaths	1
Gravel road faults	6
Paper roads	3
Parks and reserves - repairs and maintenance	6
Rapid numbers - new	1
Road markings	1
Roadside spraying - noxious weeds	1
Signs repairs (not stop/give way)	1
Streetscape -vegetation	2
Toilets - cleaning, repairs and maintenance	6
Transport - road complaints	2
Transport general enquiries	13
Urban stormwater (manholes, grates)	2
Vegetation rural (overgrown or visibility issues)	3
Water and waste general	10
Water asset leak (main, hydrant, valve and meter)	1
Water toby damaged (not safety issue)	1
Water toby leak	11
Wheelie bin cancel/damaged/stolen	4
Wheelie bin collection complaints	3
Wheelie bin general enquiry	2
Wheelie bin new/size change/additional	3
<b>TOTAL</b>	<b>103</b>

### RFS count by completion time status - district



### RFS Completion Time, Services and Assets Group, not street address



**RFS count by completion time status – local****IPS Requests, Response Time Status**

Note: RFS 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.



## 5. Local finance reporting

<b>Edendale-Wyndham - Business Units as at 28 February 2022</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Expenses YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>
Street Works - EdenWyn	\$1,126	\$1,125	\$1,825		\$1,125	\$1,687			\$29,900
Refuse Collection - EdenWyn	\$12,662	\$12,647	\$18,971	\$3,913	\$12,647	\$18,971			
Beautification - EdenWyn	\$37,732	\$43,829	\$66,479	\$26,642	\$37,581	\$75,743			
Recreation Reserve - EdenWyn	\$28,447	\$43,789	\$65,684	\$45,356	\$53,596	\$70,906			
Playground - EdenWyn	\$8,423	\$15,077	\$22,615	\$9,169	\$8,897	\$13,115	\$1,563	\$2,000	\$12,600
Cemetery - Edendale	\$7,786	\$7,777	\$11,846	\$9,407	\$8,705	\$13,057			
Hall - Edendale			\$1,873						
Cemetery - Wyndham	\$10,655	\$10,612	\$15,918	\$8,483	\$10,766	\$16,149			
Camping Ground - Wyndham	\$6,931	\$4,234	\$6,351	\$3,559	\$5,574	\$6,762			
Hall - Edendale-Wyndham	\$13,762	\$12,329	\$18,493	\$27,114	\$14,731	\$57,904			
Museum - Wyndham	\$1,016	\$1,013	\$1,519	\$2,058	\$1,903	\$2,166			
<b>Total</b>	<b>\$128,542</b>	<b>\$152,431</b>	<b>\$231,574</b>	<b>\$135,701</b>	<b>\$155,525</b>	<b>\$276,460</b>	<b>\$1,563</b>	<b>\$2,000</b>	<b>\$42,500</b>

Edendale-Wyndham income is \$128,542, \$23,889 below budget, predominantly due to no grants being received for beautification, recreation reserve and playground projects for the period to date. This is offset by the Wyndham camping ground receiving \$2,174 of additional income from the sale of a surplus shipping container, and \$1,434 of additional hall hire income for the Edendale-Wyndham hall.

Expenditure is \$135,701, \$19,824 less than budget. Refuse collection is underspent by \$8,734 as a result of no refuse collection costs to date (\$3,891), however, street litter bin costs are slightly over budget (\$247). Beautification, recreation reserve, Wyndham camping ground and Wyndham cemetery are all under budget due to less maintenance and mowing costs incurred for the period to date. Edendale-Wyndham hall is \$12,383 over budget due to payment of the deposit for the new kitchen





joinery (\$17,168) which will be installed in April. This project is currently budgeted for as a maintenance project however is now deemed to be capital work, the costs will be recoded to a capital code in April. This is partially offset by less electricity and cleaning costs to date.

Capital expenditure is \$1,563, slightly less than budget as a result of the progress on the Edendale drinking fountain project. This project was completed on 27 February 2022 however, the final costs were not received until March 2022.

<b>Gorge Road - Business Units as at 28 February 2022</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Expenses YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>
Street Works - Gorge Road	\$481	\$480	\$720		\$480	\$720			\$966
Recreation Reserve - Gorge Road	\$7,078	\$7,067	\$11,251	\$4,177	\$7,733	\$21,600			
<b>Total</b>	<b>\$7,558</b>	<b>\$7,547</b>	<b>\$11,971</b>	<b>\$4,177</b>	<b>\$8,213</b>	<b>\$22,320</b>	<b>\$0</b>	<b>\$0</b>	<b>\$966</b>

Gorge Road income is \$7,558, which is on budget.

Expenditure is \$4,177, \$4,036 less than budget predominantly as a result of minimal reactive maintenance required for the year to date at the recreation reserve.

<b>Tokanui - Business Units as at 28 February 2022</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Expenses YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>
Street Works - Tokanui	\$481	\$480	\$720		\$480	\$720			\$15,760
Refuse Collection - Tokanui	\$1,121	\$1,120	\$1,680	\$194	\$1,120	\$1,680			
Beautification - Tokanui	\$14,057	\$14,035	\$21,961	\$7,925	\$15,100	\$21,052			
Playground - Tokanui	\$5,800	\$5,791	\$8,687	\$4,520	\$7,351	\$10,873	\$2,700	\$2,584	\$3,876
Hall - Tokanui	\$8,510	\$8,448	\$12,746	\$6,278	\$8,242	\$50,033			
<b>Total</b>	<b>\$29,969</b>	<b>\$29,874</b>	<b>\$45,794</b>	<b>\$18,917</b>	<b>\$32,294</b>	<b>\$84,358</b>	<b>\$2,700</b>	<b>\$2,584</b>	<b>\$19,636</b>

Tokanui income is \$29,969, slightly above budget (\$95).



Expenditure is \$18,917, \$13,377 less than budget primarily due to lower mowing and rates costs in the beautification business unit (\$7,175), less playground maintenance (\$2,831) and less than anticipated hall maintenance to date (\$1,964).

Capital expenditure is \$2,700, \$116 slightly above budget due to the progress of the new playground equipment project at Rata Park.

<b>Waihopai Toetoe - Business Units as at 28 February 2022</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Expenses YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>
Community Leadership - Waihopa	\$8,346	\$8,333	\$23,713	\$5,773	\$5,775	\$23,713			
Streetworks - Waihopai-Toetoe				\$1,834	\$1,834	\$2,751			\$3,000
Rec Reserve - Waihopai-Toetoe	\$34,730	\$33,178	\$50,718	\$26,735	\$35,486	\$129,767			
Recreation Reserve - WaihopaiT				\$1,347					
Waihopai Toetoes Community Pool	\$18,365	\$18,222	\$27,333		\$13,667	\$27,333			
<b>Total</b>	<b>\$61,442</b>	<b>\$59,733</b>	<b>\$101,764</b>	<b>\$35,689</b>	<b>\$56,762</b>	<b>\$183,564</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,000</b>

Waihopai Toetoe income is \$61,442, \$1,708 above budget. The main contributing factor is an additional \$1,500 of rental income in the recreation reserve business unit, which was historically budgeted for in a, now inactive, operating business unit.

Expenditure is \$35,689, \$21,073 less than budget. Less mowing and maintenance costs compared to budget have been incurred for the recreation reserve (\$7,404). Mowing costs are under budget primarily due to the timing of when the invoices are being received each month and there has also been less reactive maintenance required. The community pool is \$13,667 underspent due to no grants being paid out to date. These grants are expected to be paid out in April/May.



<b>Woodlands - Business Units as at 28 February 2022</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Expenses YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>
Street Works - Woodlands	\$481	\$480	\$720	\$6,701	\$6,759	\$10,139			\$29,140
Cemetery - Woodlands	\$7,609	\$7,600	\$11,400	\$6,126	\$7,949	\$11,923			
Beautification - Woodlands	\$7,270	\$7,259	\$11,829	\$4,634	\$7,259	\$10,888			
<b>Total</b>	<b>\$15,360</b>	<b>\$15,339</b>	<b>\$23,949</b>	<b>\$17,462</b>	<b>\$21,967</b>	<b>\$32,950</b>	<b>\$0</b>	<b>\$0</b>	<b>\$29,140</b>

Woodlands income is \$15,360, which is on budget.

Expenditure is \$17,462, \$4,505 under budget. The cemetery and beautification business units are underspent by \$1,823 and \$2,625 respectively due to less mowing and reactive maintenance costs occurring to date.

<b>Other Halls - Business Units as at 28 February 2022</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Expenses YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>
Hall - Menzies Ferry			\$152						
Hall - Fortrose	\$6,525	\$6,525	\$9,849	\$1,376	\$3,331	\$38,261			
Hall - Maitua Island			\$93						
Hall - Mokoreta/Redan	\$3,505	\$3,505	\$5,611	\$2,852	\$4,371	\$5,257			
Hall - Waikawa	\$9,092	\$8,831	\$13,247	\$2,857	\$6,764	\$10,059			\$20,313
<b>Total</b>	<b>\$19,122</b>	<b>\$18,861</b>	<b>\$28,952</b>	<b>\$7,085</b>	<b>\$14,466</b>	<b>\$53,577</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,313</b>

Other hall income is \$19,122, slightly above budget (\$260).

Expenditure is \$7,085, \$7,381 less than budget, primarily due to minimal reactive maintenance costs incurred to date for the Fortrose (\$1,955), Mokoreta/Redan (\$1,519) and Waikawa (\$3,907) halls.

**Reserve balances**

<b>RESERVE</b>	<b>ACTUAL 30 JUNE 2021</b>	<b>BUDGET 30 JUNE 2022</b>	<b>FORECAST 30 JUNE 2022</b>
Edendale Wyndham community centre	\$111,544	\$83,417	\$74,417
Edendale cemetery	\$7,435	\$7,615	\$7,615
Edendale Wyndham footpath	\$35,582	\$21,873	\$21,873
Edendale Wyndham general	\$77,679	\$78,415	\$523,712
Edendale Wyndham stormwater	\$444,302	\$453,119	\$0
<b>Total – Edendale Wyndham</b>	<b>\$676,542</b>	<b>\$644,439</b>	<b>\$627,617</b>
Gorge Road general	\$37,415	\$38,066	\$37,100
<b>Total – Gorge Road</b>	<b>\$37,415</b>	<b>\$38,066</b>	<b>\$37,100</b>
Tokanui community centre	\$1,675	\$1,749	\$1,749
Tokanui general	\$55,720	\$45,401	\$40,384
<b>Total - Tokanui</b>	<b>\$57,395</b>	<b>\$47,150</b>	<b>\$42,133</b>
Woodlands general	\$55,522	\$28,823	\$27,323
Woodlands septic tank	\$4,079	\$3,648	\$3,648
<b>Total – Woodlands</b>	<b>\$59,601</b>	<b>\$32,471</b>	<b>\$30,971</b>
Menzies Ferry hall	\$8,437	\$8,589	\$8,589
Fortrose hall	\$3,447	\$3,508	\$3,508
Mataura Island hall	\$5,928	\$6,021	\$6,021
Mokoreta/Redan hall	\$21,104	\$21,458	\$21,458
Waikawa hall	\$0	\$0	\$0
<b>Total – Other halls</b>	<b>\$38,916</b>	<b>\$39,576</b>	<b>\$39,576</b>
<b>TOTAL RESERVES</b>	<b>\$869,869</b>	<b>\$801,702</b>	<b>\$777,397</b>

**District reserve balance of interest**

<b>DISTRICT RESERVE</b>	<b>30 JUNE 2021</b>	<b>BUDGET 30 JUNE 2022</b>	<b>FORECAST 30 JUNE 2022</b>
Allocation Committee Waihopai Toetoe*	\$248,827	\$248,827	\$248,827

\* Please note utilisation of this reserve must be approved by Council.





## Council report - February 2022

Record no: R/22/1/1400

Author: Karen Purdue, Community partnership leader

Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision☐ Recommendation☒ Information

### Recommendation

That Waihopai Toetoe Community Board:

- a) **Receives the report titled “Council report - February 2022” dated 1 March 2022.**

### Chief executive update

The review into the Future for Local Government has released its interim report. It is called Ārewa ake te Kaupapa.

The review panel will meet with each council to discuss the review and seek feedback. At this stage the dates are not known, but it is expected that for Southland District Council, the meeting will happen in the first quarter of 2022. As soon as the dates are finalised the information will be shared with all elected members of Council and community boards.

### Legislative reforms

The Ministry for the Environment has provided some additional information on the environmental reform. The select committee have released its report after about 3000 submissions were received on the exposure draft of the Natural and Built Environment Bill. The report recommends changes to the purpose, Te Tiriti provisions, environmental limits and clarifying outcomes among other things. It is anticipated more feedback will be sought with local government on the roles and responsibilities of regional committees and also the proposed National Policy Statement of Indigenous Biodiversity.

### Projects

The total project budget for 2021/2022 (including carry forwards and approved unbudgeted expenditure) is \$50 million.

PROJECT	DESCRIPTION	PLANNING, INCLUDING CONSENTING	PHYSICAL WORK STARTED	ESTIMATED COMPLETION
<b>Generator unit 2</b>	SIESA	Complete	Complete	Complete
<b>Centre Hill erosion</b>	Cycle trail, at Centre Hill	Yes		
<b>Pavement improvements</b>	Te Anau Airport, Manapouri	Yes – preliminary groundwater monitoring taking place		

PROJECT	DESCRIPTION	PLANNING, INCLUDING CONSENTING	PHYSICAL WORK STARTED	ESTIMATED COMPLETION
WATER				
<b>Water supply treatment plant upgrade</b>	Manapouri	Design work continues		
<b>Water supply treatment plant upgrade</b>	Eastern Bush Otahu Flat	Pre-design investigation		
<b>Water supply treatment plant upgrade</b>	Tuatapere, aerator	Complete	Complete	Complete
<b>Water supply booster station upgrade</b>	Sandy Brown Road, Te Anau	Planning complete		
<b>Water supply treatment plant upgrade</b>	Riverton, UV treatment room	Complete	Started	
<b>Water supply</b>	Mossburn, wellhead improvements	Complete	Complete	Complete
<b>Water supply treatment plant upgrade</b>	Winton, pH correction	Design phase		
WASTEWATER				
<b>Wastewater treatment plant</b>	Edendale- Wyndham \$3 million budget	Revised strategy – consultant to look at options, key change to disposal		
<b>Wastewater treatment plant</b>	Manapouri \$4 million budget	Pond drop test, sludge surveys done, drone contouring planned, working group ongoing		
<b>Wastewater treatment plant</b>	Riversdale \$2.6 million	Planning complete, land purchase approved		
<b>Wastewater treatment plant</b>	Winton \$25 million	Strategy revised and more work being done		
<b>Disposal field</b>	Stewart Island \$300,000	Design completed	Early in the new year	
<b>Pipes</b>	Gap Road East	Completed	Bridge crossing only	

PROJECT	DESCRIPTION	PLANNING, INCLUDING CONSENTING	PHYSICAL WORK STARTED	ESTIMATED COMPLETION
			outstanding item	
<b>Stimulus project</b>	Throughout Southland – programme extended to 30 June 2022	Two under design, three with completed design	Seven under way	16 complete
<b>Taramea Bay phase 1</b>	Walking track from playground to Pilot Hill	Contract awarded (about \$100,000)		
<b>Toilet replacements</b>	Across Southland \$1.9 million	Tender awarded		
ROADING				
<b>Road rehabilitation</b>	Five projects throughout Southland worth \$3.2 million	One tender still to be let	Four underway	
<b>Bridge replacement</b>	Across Southland, \$2.5 million	Tenders about to be let	To begin in new year	

## Water and waste operations

- several mains burst, some of which have required significant repairs
- good compliance results at treatment plants are performing well, with good compliance results.
- recent mains bursts in Lumsden highlight vulnerability of network - staff investigating possibility of replacing large section of main.

## Project delivery team

- another seven new contractors added to pre-approved subcontractor pool.

## Community facilities

- difficulty in attracting contractors to carry out smaller value projects - a risk to ability to deliver all projects
- open spaces work programme being prepared
- mowing started throughout the District with Delta and McDonough working on their new areas
- two gardening contracts (Tuatapere and Otautau) still to be finalised. Working within the road corridor and complying with the traffic management requirements is proving to be the biggest hurdle to get the local contractors approved.

## District wide roading programme

- footpath review and reassessment of footpath renewal completed and going to boards
- ongoing preliminary work and engagement with Kiwi Rail about Waianiwa Bridge on Argyle Otahuti Road
- resurfacing programme started on 1 October and runs through until 30 March.

## Finance

- every three years, Council must value all properties in the District for rating purposes. Council's independent valuers, Quotable Value Limited (QV), analyse the District's property market through sales, resource and building consent information
- originally QV was expected to complete the revaluation at the end of November 2021 with notices of the revised values due to be sent to owners in early December. However, this process has been delayed following an audit of the revised values by officer of the valuer general (OCG) in November 2021. While the audit found that the revaluation of land use categories generally meet the standard required in the rules, the lifestyle category requires further statistical testing and review. QV are currently carrying out a review of this category and will resubmit the files to the auditors at an agreed date (likely to be early next year). Once finalised and approved the revised values will be deemed to be the value as at 1 August 2021 and will be effective in the District Valuation Roll ("DVR"). QV will then send notices to owners to advise them of their revised property value and the process to follow if they wish to object
- the new valuations will be used to calculate rates from 1 July 2022 (with the new capital value used to share out the costs of the general rate and roading rate). The revaluation won't affect the total amount of money Council collects from rates, but it may affect how the rates are shared out across the District. An increase in property value does not automatically mean properties will pay more in rates. An increase in rates is more likely where a property's value increases more than the average increase across the District. If a property increases in value but this increase is below the average, the property will pay less in rates
- more information on the rating impact of the revaluation will be prepared as part of the 2022/2023 Annual Plan.

## Around the Mountains Cycle Trail

- 38 official partners signed up for this season
- trail trust established
- charter trips on Kingston Flyer
- new event – Race the Train – 15 January.

## Property

- rent review and renewal of Riverton Harbour Endowment farming leases – happens every 21 years.

## Environmental policy

- review of District Plan landscapes chapter continuing, with plan change likely to be notified in the new year
- guidance material being prepared on district plan interpretation and planning processes

## Environmental health

- ten new food businesses started up in past two months
- hearing successful for Travellers Rest Tavern, who responded well to concerns raised by agencies
- hearing to be held for proposed bottle store in Winton, no date set.

## Stewart Island visitor levy numbers

- from July 2020 to June 2021, the number of visitors (over 18 years of age and excluding exemptions to the visitor levy) to Stewart Island Rakiura were 41,938. This was an increase of 5,328 on the previous period (July 2019 to June 2020) and nearly back to pre Covid levels (July 2018-June 2019) of 43,991.

## Libraries

- preparation for RIFD (radio frequency identification) project rollout is close with most libraries having been tagged with new RFID chips and then scanned into the system – only Te Anau, Stewart Island and our stored items from the Winton library to be done.

## Customer support

- 3490 calls during November, with an average wait time of 21 seconds
- staff being trained in online registrations and updating NAR records
- first stage of RFS review almost complete with only transport and water and waste to bring over to the new system
- charges for credit card payments introduced in October – some negative feedback.

## Building consents

- four building consents exceeded timeframes due to system error and higher than usual demand for inspections
- 142 building consents being processed by Council (65 of those waiting for further information). In November 66% of consents required further information – an improvement from last month
- 14% of all building warrant of fitness audits have been completed to date

## Attachments

There are no attachments for this report.





## Council report - April 2022

Record No: R/22/3/12051

Author: Karen Purdue, Community partnership leader

Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision

☐ Recommendation

☒ Information

### Recommendation

That Waihopai Toetoe Community Board:

- a) **Receives the report titled “Council report - April 2022” dated 13 April 2022.**

### Chief executive update

#### Future for local government

- This government led review is in its second stage with the panel meeting with councils via Zoom.
- Southland District Council met with the panel last week and shared its views around future governance proposals based on our experience of providing services to a relatively small population spread over a very large district.
- The next report from the panel is expected to be delivered to government in late October or November this year.

#### Covid-19

- Recent announcements about the border reopening are welcome news for parts of our District that have been affected by the lack of visitors. Great South is coordinating applications for kick start funding for eligible businesses to restart for the return of visitors.
- At the time of writing the Covid-19 outbreak has yet to peak in southland but hopefully this is not far away
- The IMT are closely monitoring the situation and we are looking forward to resuming face to face meetings as soon as is safe to do so.

### Water and waste operations

#### Operations and maintenance contract 10/01

- The contract is continuing to operate well with no reported non-conformances for KPIs across February.
- There is an ongoing occasional issue regarding the taste of potable water in Riverton. This is due to the extended dry summer and low river flow. Please note that other than the taste the water does still meet the current New Zealand Drinking Water Standards.
- Leak detection work has recently been completed in Otatau. Results show an estimated combined township leakage rate of 171 l/min. Downer have been made aware of locations

inside Council land to repair leaks and letters to fix have been delivered to residential properties where leaks were detected.

- Given that Omicron is now rampant in the community and cases have been reported in Southland, the limiting of non-essential staff to wastewater and in particular water treatment plants remains in place. Both Downer and water and waste have Covid protocols in place regarding this. This will likely remain in place for future months with the aim of protecting Downer operators who are vitally important critical workers.
- It should also be noted that delivery of equipment and materials are beginning to experience growing delays and is an extra consideration that Downer and Southland District Council need to be aware of going forward.

#### Water

- Final design underway on the Manapouri water treatment plant upgrade project.
- Pre-design investigation work continues on the Eastern Bush Otahu Flat water treatment plant upgrade.
- The Sandy Brown Road booster station upgrade will start construction phase in April.
- Riverton water treatment plant UV treatment awaiting final electrical commissioning.
- Winton water treatment plant pH correction project is still progressing through design

#### Wastewater

- Riversdale wastewater treatment upgrade has all the necessary consents required to proceed, and the land acquisition has been completed. The final design of this project is being completed, with the procurement planned to commence in June 2022 and construction to begin late 2022 and be completed within the summer months of 2023
- Winton wastewater planning has progressed and a business case with the shortlisted options is close to being finalised.
- The work with design options and consultation with the local working group is continuing.

#### Te Anau wastewater treatment plant upgrade

- The newly constructed and completed Te Anau wastewater membrane plant and Kepler disposal fields are operating well, with Downer operating the plant 100%.
- The dry Southland summer has prevented a second baleage cut from occurring on the non-disposed area, but a second cut was required for the 30-hectare disposed area, with an additional cut planned prior to winter.

#### Stimulus programme

- All of the asbestos cement water main renewal projects have been completed which is a great achievement for our Southland District Council team and the panel contractors and designers.

- The condition assessment panel is tracking well. Works packages have been completed in Te Anau, Winton and Riverton. January to March will see the commencement of works in Lumsden, Balfour and Otautau.
- The Caswell Road sewer main (and water main) upgrade is well underway and progressing ahead of programme. Similarly, the Wyndham stormwater upgrade has now been completed ahead of programme. Enabling works for the Woodlands stormwater upgrade have been completed and the contractor is due to establish onsite in mid-April in line with the school holidays.
- Both the Stewart Island/Rakiura disposal field work for the waste water treatment and the Main Street stormwater improvement work are behind schedule through design but are both due to start construction in March and April respectively.
- Orepuki stormwater has gone through a change in design alignment to better suit the needs of the township, and we are expecting full design completed by the end of March for construction to begin April, May.
- We are confident that we will deliver the stimulus programme in full by the end of June deadline.

### Project delivery team

- The assistant project manager vacancy has now been filled. The successful applicant is Kelsey Baker who is working fulltime from the office at 20 Don Street and will focus on community facility projects for a start whilst she comes to terms with Council policies, procedures and operations. The project manager role is still outstanding.
- The TIF project funding prerequisite requirements are still progressing with an opportunity and agreement from MBIE to apply for partial funding for those projects where no resource or building consents are required. At this stage that only covers off the View Street carpark and walkway upgrade but within the next two weeks we hope to have the majority of the building consents for the new toilets approved and a partial funding agreement in place. Following on from this will be the remainder of the funding to be applied for once we have the resource consents in place for the boat ramps and the Frasers Beach toilet.
- Covid-19 continues to be a challenge to work through as product delays are realised and labour shortages occur within project deliverables. We are extending deliverable timeframes to include these delays where known and ensuring specific materials used within project scopes are available at time of tendering.

### Community facilities

- Staff are starting to see some progress in the delivery of projects. A number of the toilet projects have been completed and consultants are starting the investigation projects. We will be working with the communications team to share some of these stories with the community. The work scheme team are providing assistance with some of the smaller projects which have not been able to be picked up by the local contracting community.

- This comment is even more relevant now as we start to see community transmission of Covid-19. The team is finding that it is difficult to attract contractors to carry out the smaller value projects and although there was interest from contractors at the drop-in sessions the one-off projects do not appear to be of interest to them at the moment. Either we aren't getting any responses from the market or the prices submitted exceed the budget. With 81 projects to deliver this is something that needs to be highlighted as a risk to our ability to deliver all of these projects this financial year. Staff are working with the project delivery team to see if there are alternative ways to market these projects so that they are more palatable to potential contractors.
- Staff have completed a number of projects and an update on progress of all of the projects will be delivered to services and assets committee at the next available time. Staff are also looking at providing the services and assets committee an update on the following pieces of work at the May services and assets workshop: Open spaces, hall online booking system and the tree plan.
- Staff presented a report to Council with the proposed concept for delivering the open spaces project over the next seven years. This was received favourably by councillors and paves the way for some exciting opportunities. Staff have carried out interviews for the open spaces position and the position was offered to and accepted by an internal applicant.
- Mowing has slowed down with the lack of rain and the towns are looking neat and tidy. There are some issues with the spraying that were identified prior to the end of last year that have now been resolved with the contractors.
- Project scoping documents for the 2022/2023 financial year have been sent out to all of the community boards for comment prior to being submitted for approval at the next available round of community board meetings. Communication has gone out to the communities so that they are also aware of what projects will be completed in their local areas and can raise any issues with the community boards. Our intention is to front foot next year's projects so that staff are in a position to have the work out to the market as soon as possible to avoid delays in delivery.

## Forestry (IFS)

- The rearrangement of the harvest plan to minimise the effect of losses from the windthrow damage in Waikaia and Ohai forest was successful with good recovery.
- Planting, and land preparation is almost complete in both Waikaia and Ohai.

## Around the Mountains Cycle Trail

- The cycle trail was busy in March with three large events utilising the Around the Mountains Cycle Trail. God Zone, Sound 2 Sounds and Tour Aotearoa.
- Pre-development project work to address the Centre Hill erosion is continuing and Council is liaising with Landcorp to identify suitable solutions including appropriate survey instruments for the site.



- An independent audit of the cycle trail was conducted in December by Southern Land, and they have provided a report with recommendations.
- New Zealand Cycle Trails have a signage project for all 22 great rides around New Zealand, we are liaising with land owners about signage installation.
- Around the Mountains Cycle Trail Trust – The trust is holding monthly meetings, and see a key aspect and priority for the trust is developing a strategic vision for the trail.

## Property

- The property management team continue to be extremely busy. Queries and enquiries relate to the numerous Council properties which include unformed roads around the District. As people look at dealing with issues related to their properties, and with the more easily availability of information online, like photos and boundary locations, this means that many issues or proposal require communications with Council as a property owner.
- Internally the increase in Council projects, as well as referrals of resource and building consents has resulted in increased demand on staff time to ensure Councils input as a landowner is being considered and protected as appropriate.
- On top of that, business as usual work including lease administration, acquisitions, disposals, community housing tenancies and general advice to staff and elected representatives is also consuming much time.
- Larger activities completed or nearing completion are finalisation of the leases and rentals for the Kepler disposal field, getting the Luxmore development land to market and getting the acquisition of the Riversdale disposal field extension to settlement stage.

## Environmental health

- A District Licencing Committee hearing is to be held on 5 and 6 April (remotely) regarding the application for a bottle store in Winton.
- The appeal of the District Licencing Committee's decision to decline the off-licence for a proposed premise in Riverton is not expected to have a hearing date set for some time due to Covid-19 restrictions.
- In conjunction with the customer services team we're getting ready to kick off the annual dog registration process.
- We're about to begin reviewing the Agency and Gambling Venue Policy (to be completed by 22 August).

## Libraries

- The libraries team is currently waiting on hardware for our RFID project to land in Auckland from Melbourne. The major disruptions to the New Zealand freight/courier system is expected to delay this hardware reaching Invercargill in the short term. Once the hardware arrives we will begin looking at rolling out the new system to each of our libraries, one at a time over a two week period. The rollout to Winton may be delayed further due to

IT equipment shortages that have delayed sourcing networking equipment for our IT cabinet within the refurbished library.

- The Winton library refurbishment is getting near to completion. We have had a number of setbacks including Covid-19 impacting many of our contractor teams. The lynch pin of the refurbishment has been our archival shelving units which have now been installed, this has allowed the team to begin the shift out of Brandon Street (where the lease expires at the end of the month) and into the refurbished library. We are hoping to have fully exited Brandon Street by Monday, 28 March resulting in four staff members being permanently based in the new building. The shift from the RSA will not occur till mid-late April.

## Customer support

- 3,160 calls for February – average wait 27 seconds.
- Continuing work on NARS (name and address register) and data cleansing.

## Building consents

- The team issued 96 building consents in February 2021 (92% within statutory timeframe) and made 55 CCC decisions (98% within statutory timeframe).
- Only seven of eight decisions exceeded timeframes due to capacity challenges in the team which have been exacerbated by Covid-19 in the community. One consent which exceeded timeframe was due to human error.
- Council continue to receive a higher volume of consents than average with 90 consents received during February 2022 (14% more than February 2021) and 95% more than January 2022.
- 180 building consents are currently being processed by Council (76 of those waiting for Further Information). In February 2021 72% of consents received by Council required further information prior to being issued.
- Inspection volumes reduced slightly with 478 inspections completed in February 2022 at a pass rate of 83%.
- 14% of all building warrant of fitness audits have been completed to date and the team continue to be on track to achieve the annual target of 20%.
- The teams remote IANZ Accreditation Assessment was completed in mid-February 2022 with seven general non-conformance (GNC) issued in total. The team are in the process of clearing these non-conformances, with full clearance due by May 2022.
- The building team introduced a customer survey at the bottom of each email in an attempt to receive timely and relevant feedback from the industry and community alike.

## Resource management

### Resource consents

- Initial indications are that the volume and complexity of resource consents will continue for the rest of 2022 with a number of large-scale projects seeking consent. Two projects in the

media currently are the DataGrid and the New Brighton coal mine which are likely to be lodged with Council for processing in the first half of 2022. In February this year the team processed 46 consent decision which is the highest on record for a number of years.

#### Environmental policy

- Work is continuing on the review of the landscapes chapter of the Operative Southland District Plan 2018. The next component of this work is to continue drafting the new section of the District Plan, workshopping it with the Regulatory and Consents Committee and iwi then initiating preliminary consultation with affected land owners. It's anticipated that notification of the plan change will occur in the last portion of 2022. Additional policy capacity in the team has been focused on preparing guidance material to support consultants and our communities on district plan interpretation and planning processes following the identification of some opportunities in this space.

#### Enforcement

- In the enforcement space, there was a successful prosecution on a land owner who was collecting wrecked cars on a property in Dipton. The court imposed a \$25,000 fine, court costs and also the costs associated with a contaminated land report. This is a success across multiple fronts including testing the District Plan in this way, the result for the adjoining neighbours and also the precedent effect to deter others from doing the same.

#### Legislative reforms

- An Otago/Southland planning managers hui was held in Alexandra on 24 February. Mike Theelen and Rachel Brooking attended and provided an update on the reform from what they're seeing at the local government steering group and select committee level. The reforms are seeking to co-ordinate and reconcile a massive number of complex environmental, social, commercial, cultural, intergenerational and climate change factors in order to establish regional spatial strategies and regional environmental plans. The new legislation is proposed to be introduced to parliament towards the end of this year.

#### Attachments

There are no attachments for this report.



## Chairperson's report

Record no: R/22/4/14150

Author: Fiona Dunlop, Committee advisor

Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision

☐ Recommendation

☒ Information

### Purpose of report

- 1 The purpose of the report is to provide an update to the Waihopai Toetoe Community Board on activities that the chairperson has been involved with since December 2021.
- 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 service awards

- 4 The recipient of the Community Service awards have all been notified, and unfortunately have still not been able to receive their awards. Hopefully we can sort this now that we have moved to Orange traffic light setting for Covid.

### Edendale enhancements

- 5 Enhancements in our area are progressing nicely, the Edendale water fountain is finished, the walking track around Turner Street and McKinnon Road is starting to settle down now with some rain. We had been getting mixed messages regarding this surface with it still being soft in some areas particularly the west end of Turner Street for prams, and children on bikes.

### Kamahi reserve

- 6 The Kamahi Reserve, had a car park installed after last winter, when vehicles made a lot of mess going in and out, with mud and ruts etc. This parking area will be getting made bigger again, and the vegetation to the south will be getting cut back, to make pulling out onto the road easier.
- 7 We are now getting complaints of people not cleaning up behind their dogs, so more signage will go up, increased communication around this, also a request for the dog control people to visit to educate people, and lastly we should install dog poo bags if required.

### Edendale recreation reserve toilets

- 8 The toilets on the Edendale reserve are due to be installed in the near future, and the toilets at the Wyndham Camping Ground/reserve also. Wraps for the toilets are being finalised.



### **Wyndham hall**

- 9 The kitchen in the Wyndham hall is being installed, and hopefully there will be photos to view at the meeting.

### **Catlins Strategic Plan**

- 10 Councillors Keast, Duffy and I, along with Community partnership leader – Karen Purdue have been having meetings regarding the Catlins Strategic Plan. This is a plan that was instigated by Catlins Coast, for the Catlins area, as it has cross boundary requirements both Clutha District Council, Southland District Council, Department of Conservation, Iwi, Great South and Clutha Destination are involved. These groups have asked for this to be updated.

### **Matariki project – Slope Point**

- 11 Council have applied for TiFF funding for a Matariki project, which includes Slope Point for a toilet and shelter, hopefully they will be successful in receiving some money for this.

### **Long Term Plan projects**

- 12 Consultants have been engaged from Dunedin to undertake the planning, reporting of the three projects we have in the LTP for this year
- a) Edendale-Wyndham walkway
  - b) Fortrose foreshore
  - c) Waikawa walkway(s).
- 13 I can't wait to get to the reporting stage to see what they identify.

### **School citizenship awards**

- 14 On reading through some old notes, one of the suggestions from when we had the Principal from Menzies College and the Lead for the majority of the primary schools in our area speak, was the suggestion of citizenship cups for all schools, and/or sponsorship for end of year prizes. What are your thoughts on this?

### **Flood banks**

- 15 I have had no more contact from Environmental Southland regarding the flood banks, but have heard this may not happen this year.

### **Wyndham library**

- 16 I was concerned to read in an advert lately that the advertised Library hours, have dropped the evening Thursday session. When I met with staff in Invercargill, my understanding was this was being ceased due to the local staff member leaving, and having staff covering from town, so wasn't really an option until the staff member was replaced. I understand that this is being looked into and hopefully a return to a Thursday night opening for the library will occur soon. I have asked staff to come and talk to us about this as we need a plan to move forward to relook at the library/hall proposal to enhance the services.

### **Wyndale Transfer Station**

- 17 In the LTP submissions, one of my points was around the ability to have recycling outside of hours at the transfer stations.
- 18 In the response to this, this was looked on favourably, so how do we move on with this?
- 19 Recently, I have visited every transfer station in Southland, everyone has a recycling container, with access out of transfer station hours. We had previously been told there were very few of these. We are the only area that doesn't have one and this is very disappointing.
- 20 Conversations in recent times with Council staff seem to miss the importance of asking the question, will this add value to the community? Or has this been discussed in the Community? This will be a cost to the community!

### **Open spaces**

- 21 In the Open Spaces area, Council has identified Curio Bay as an area of importance. Obviously we were well aware of this. Hopefully, there will be some money available for some incentives. Community consultation will be important around this, and we have already identified this area in the LTP for more potential.

### **Freedom camping**

- 22 We received a Freedom Camping Report in the 2020/2021 year. Hopefully we will be receiving one for the 2021/2022 year?

### **Holiday programme**

- 23 It has also come to my attention that for some reason Council did not run the annual holiday programme that it holds in January in the rural areas this year. I would be interested to understand why this was changed. Southland District is Southland District and is all rurally orientated.

### **Community facilities grant applications**

- 24 Unfortunately, we haven't been able to meet our local community facilities applicants in person, or the pool representatives, but hopefully with modern technology, this has worked out ok.

### **ANZAC day**

- 25 Thank you to everyone who was actively involved in their local ANZC Day services, with the declining number of local RSA members, it seems to fall on the Community Board, and locals to make this happen.
- 26 I hope you all have been able to stay safe and well and take care everyone.

## Recommendation

That the Waihopai Toetoe Community Board:

- a) **receives the report titled “Chairperson's report” dated** 14 April 2022.

## Attachments

There are no attachments for this report.