



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

**Date:** Tuesday, 30 June 2020  
**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**

<b>Chairperson</b>	Pam Yorke
<b>Deputy Chairperson</b>	Denise Fodie
<b>Members</b>	Pani Grey-Thomas
	Gay Munro
	Melanie Shepherd
	George Stevenson
	Andrea Straith
	Councillor Paul Duffy

### **IN ATTENDANCE**

<b>Committee Advisor</b>	Fiona Dunlop
<b>Community Liaison Officer</b>	Tina Harvey
<b>Community Partnership Leader</b>	Karen Purdue

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

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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.



<b>TYPE OF COMMITTEE</b>	Community board
<b>RESPONSIBLE TO</b>	<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>
<b>SUBCOMMITTEES</b>	As noted in section 8.5 of the delegations manual various subcommittees will report to specific community boards.
<b>LEGISLATIVE BASIS</b>	<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>
<b>MEMBERSHIP</b>	<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>
<b>FREQUENCY OF MEETINGS</b>	Every second month but up to ten ordinary meetings a year
<b>QUORUM</b>	Not less than four members
<b>KEY FUNCTIONS</b>	<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>
<b>DELEGATIONS</b>	<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>

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

## **Advocacy**

### 11) submissions

- a) authority to make recommendations to Council on matters to be considered in submissions Council may make to external organisations' regional or national policy documents, select committees
- b) authority to make submissions to Council or other agency on issues within its community of interest area
- c) authority to make submissions to Council on bylaws and recommend to Council the level of bylaw service and enforcement to be provided, having regard to the need to maintain consistency across the District for all Council bylaws.

### 12) authority to prepare a submission to Council on the proposed levels of service, income and expenditure within the community of interest area, for consideration as part of the long term plan/annual plan process

### 13) provide comment by way of the formal Annual Plan/Long Term Plan process on relative priorities for the delivery of District services and levels of service within the community board area.

District activities include:

- a) wastewater
- b) solid waste
- c) water supply
- d) parks and reserves
- e) roading
- f) libraries
- g) cemeteries
- h) emergency management
- i) stormwater
- j) public toilets
- k) community housing

### 14) Council will set the levels of service for District activities – if a community board seek a higher level of service they will need to recommend that to Council and it will need to be funded in an appropriate way (locally).

## **Community Assistance**

### 15) authority to establish prioritisation for allocation based on an overarching set of criteria from council to guide the scope of the activity

### 16) authority to grant the allocated funds from the Community Partnership Fund

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

#### **Northern Community Board**

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

#### **Unbudgeted Expenditure**

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

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

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

#### **Service Delivery**

##### **Local Activities**

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

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

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

Local activities include:

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

#### **Rentals and Leases**

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

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

#### **Environmental management and spatial planning**

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

	<p>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>
<b>LIMITS TO DELEGATIONS</b>	<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>
<b>CONTACT WITH MEDIA</b>	<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</p>

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

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**1 Apologies**

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

**2 Leave of absence**

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

**3 Conflict of Interest**

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

**4 Public Forum**

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

**5 Extraordinary/Urgent Items**

To consider, and if thought fit, to pass a resolution to permit the 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, 25 February 2020



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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 Tokanui Toi Tois Lions Hall, 42 Tokanui Haldane Road, Tokanui on Tuesday, 25 February 2020 at 7.03pm.

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### **PRESENT**

<b>Chairperson</b>	Pam Yorke
<b>Deputy Chairperson</b>	Denise Fodie
<b>Members</b>	Pani Grey-Thomas
	Gay Munro
	Melanie Shepherd
	George Stevenson
	Andrea Straith
	Councillor Paul Duffy

### **IN ATTENDANCE**

Mayor Tong (7.03pm – 8.03pm)  
Councillor Keast  
Committee Advisor - Fiona Dunlop  
Community Partnership Leader - Karen Purdue  
Community Liaison Officer – Tina Harvey

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**1 Apologies**

There were no apologies.

**2 Making and Attesting of Members' Declarations**

**Record No: R/20/2/3502**

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

I, KATHRYN GAY MUNRO, GEORGE VERNON STEVENSON AND ANDREA NOVA STRAITH, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of Southland District, the powers, authorities, and duties vested in, or imposed upon me as member of the Waihopai Toetoe Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

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

**Resolution**

Moved Denise Fodie, seconded Melanie Shepherd **and resolved:**

**That the Waihopai Toetoe Community Board:**

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

**3 Leave of absence**

There were no requests for leave of absence.

**4 Conflict of Interest**

There were no conflicts of interest declared.

**5 Public Forum**

There was no public forum.

**6 Extraordinary/Urgent Items**

There were no Extraordinary/Urgent items.

**7 Confirmation of Minutes**

**Resolution**

Moved Denise Fodie, seconded Melanie Shepherd **and resolved:**

**That the Waihopai Toetoe Community Board confirms the minutes of the held on 15 November 2019 as a true and correct record of that meeting.**

**Reports**

**8 Election of Chair and Deputy Chair**

**Record No: R/19/11/26843**

Committee Advisor – Fiona Dunlop and Mayor Tong took the Board through the process of electing a chair and deputy chair.

Moved Cr Duffy, seconded Pam Yorke the motion recommendations a to d.

The motion was put and declared carried.

Nominations for a Chair were called for.

Pam Yorke was nominated by Mel Shepherd and the nomination was seconded by Denise Fodie.

No more nominations were received and the motion for Pam Yorke to be chair was put and declared carried.

Nominations for Deputy Chair were called for.

Denise Fodie was nominated by Pam Yorke and the nomination was seconded by Andrea Straith.

No more nominations were received and the motion for Denise Fodie to be chair was put and declared carried.

**Resolutions**

**That the Waihopai Toetoe Community Board:**

- a) **Receives the report titled "Election of Chair and Deputy Chair" dated 12 February 2020.**
- b) **Determines that this matter or decision be recognised not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Agrees to use system A the election of the Chair and Deputy Chair.**
- e) **Elects Pam Yorke to be the Chair of the Community Board for the 2019/2022 triennium.**
- f) **Elects Denise Fodie to be the Deputy Chair of the Community Board for the 2019/2022 triennium.**

**9 Community Leadership Report for Waihopai Toetoe Community Board**

**Record No: R/20/2/3351**

Community Partnership Leader – Karen Purdue and Community Liaison Officer – Tina Harvey were present for this item.

The main points of the report highlighted were the community partnership fund, deadlines for funding rounds and community board plans.

The Board were appreciative of the report.

**Resolution**

Moved Melanie Shepherd, seconded Andrea Straith **and resolved:**

**That the Waihopai Toetoe Community Board:**

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

**10 Operational Report for Waihopai Toetoe Community Board**

**Record No: R/20/1/2860**

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

Mrs Ellis took the Board through the report.

**Resolution**

Moved Melanie Shepherd, seconded Gay Munro **and resolved:**

**That the Waihopai Toetoe Community Board:**

- a) **Receives the report titled “Operational Report for Waihopai Toetoe Community Board” dated 17 February 2020.**

**11 Chairperson's report**

**Record No: R/20/2/3806**

Chairperson Yorke introduced her report.

Mel Shepherd thanked Mrs Yorke for the work that she and others had undertaken during the recent flood event to ensure that Wyndham was evacuated.

Mayor Tong also thanked Mrs Yorke for the work she had done to ensure the safety of the residents of Wyndham during the February 2020 flood event.

Chairperson Yorke advised that there had been a report considered at the Community and Strategy Committee meeting on 11 February 2020 regarding the “use of the Fonterra contribution fund interest”. A recommendation in the report agreed to liaise with the Waihopai Toetoe Community Board and Fonterra on proposed criteria and the use of the funds.

Chairperson Yorke suggested that herself and Board members Mel Shepherd, Denise Fodie and Cr Duffy be the liaison team with Council to discuss the development of criteria for the use of the Fonterra contribution fund interest.

**Resolution**

Moved Interim Chair Yorke, seconded Melanie Shepherd **recommendation a and new b and c and resolved:**

**That the Waihopai Toetoe Community Board:**

- a) **Receives the report titled “Chairperson's report” dated 17 February 2020.**

**New b) Expresses its thanks to the Southland District Council staff and Fulton Hogan staff during and post the February 2020 flood event.**

**New c) Agree that Chairperson Yorke, Mel Shepherd, Denise Fodie and Cr Paul Duffy be the liaison team with Council to discuss the development of criteria for the use of the Fonterra contribution fund interest.**

**12 Council Report**

**Record No: R/20/1/2457**

Councillor Duffy took the Board through the Council report.

The Waste minimisation levy, libraries and speed limits were particular highlights during discussion.

**Resolution**

Moved Melanie Shepherd, seconded Andrea Straith **and resolved:**

**That the Waihopai Toetoe Community Board:**

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

(Mayor Tong left the meeting at 8.03pm.)

**13 Waihopai Toetoe Community Board Health and Safety update**

**Record No: R/20/1/2735**

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

Robust discussion was had during the update and the Board noted the content of the presentation.

**Resolution**

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

**That the Waihopai Toetoe Community Board:**

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

**14 Unbudgeted Expenditure - Gorge Road Recreation Reserve**

**Record No: R/20/1/1452**

Community Facilities Manager – Mark Day was in attendance for this item.

Mr Day advised that the purpose of the report was to discuss and approve unbudgeted expenditure for tree work in the area of the Gorge Road recreation reserve.

The Board noted that the report was being considered to assist the work that has been achieved in this area over many years by both the former Gorge Road and Districts Community Development Area Subcommittee and other stakeholders.

**Resolution**

Moved Gay Munro, seconded Andrea Straith **and resolved:**

**That the Waihopai Toetoe Community Board:**

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

**15 Unbudgeted Expenditure – Wyndham Memorial Archway**

**Record No: R/19/12/29623**

Community Facilities Manager – Mark Day was in attendance for this item.

Mr Day advised that the purpose of the report was to agree to unbudgeted expenditure of \$15,000 to refurbish the Wyndham Memorial Archway.

The Board noted that the Councillors of the former Waihopai Toetoes Ward had previously allocated \$10,000 towards the refurbishment of the Wyndham Memorial Archway and is not identified in the Long Term Plan.

During discussion on the matter, the Board identified various other sources to apply to for funding.

**Resolution**

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

**That the Waihopai Toetoe Community Board:**

- a) **Receives the report titled “Unbudgeted Expenditure – Wyndham Memorial Archway” dated 14 February 2020.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**

- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**

**New d) Agrees to apply to the following internal/external grants funds:**

- (i) Southland District Council community initiatives fund**
  - (ii) Maitua Licensing Trust**
  - (iii) Southland Regional Heritage Fund**
  - (iv) Community Trust Southland**
  - (v) Trusts Charitable Foundation**
  - (vi) Fonterra contribution fund interest.**
- e) **Approves the unbudgeted expenditure of up to \$15,000 to come from the Edendale Wyndham General Reserve subject to internal/external funding being unavailable as identified above in (d).**

## **16 Community Facilities Update**

**Record No: R/20/1/2752**

Community Facilities Manager – Mark Day was in attendance for this item.

Mr Day advised that the purpose of the report was to share information on locally funded community facility assets throughout the district.

The Board noted that the report was a generic overview for all nine community board areas with specific attachments to the Board area in which the report has addressed.

### **Resolution**

Moved Andrea Straith, seconded Gay Munro **and resolved:**

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

- a) **Receives the report titled “Community Facilities Update” dated 11 February 2020.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**

**17 Schedule of Meetings up to October 2022**

**Record No: R/20/1/926**

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

Miss Dunlop advised that the purpose of the report was to approve a schedule of meeting dates up to October 2022.

The Board agreed to the schedule of meetings and only approved a venue for the April 2020 meeting.

**Resolution**

Moved Chairperson Yorke, seconded Melanie Shepherd **recommendations a to c and d with changes (as indicated) and resolved:**

**That the Waihopai Toetoe Community Board:**

- a) **Receives the report titled “Schedule of Meetings up to October 2022” dated 15 January 2020.**
- b) **Determines that this matter or decision be recognised not as significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Agree to meet at 7pm on the following dates ~~at various locations across the Waihopai Toetoe Ward:~~**
  - **Tuesday 28 April 2020 – Edendale Presbyterian Church, Corner Melvin and Brydone Streets Edendale**
  - **Tuesday 30 June 2020 - TBC**
  - **Tuesday 25 August 2020 - TBC**
  - **Tuesday 27 October 2020 - TBC**
  - **Tuesday 15 December 2020 - TBC**
  - **Tuesday 23 February 2021 - TBC**
  - **Tuesday 27 April 2021 - TBC**
  - **Tuesday 29 June 2021 - TBC**
  - **Tuesday 31 August 2021 - TBC**
  - **Tuesday 26 October 2021 - TBC**
  - **Tuesday 14 December 2021 - TBC**
  - **Tuesday 22 February 2022 - TBC**
  - **Tuesday 26 April 2022 - TBC**
  - **Tuesday 28 June 2022 - TBC**
  - **Tuesday 30 August 2022 - TBC**

The meeting concluded at 9.57pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE WAIHOPAI TOETOE COMMUNITY  
BOARD HELD ON TUESDAY 25 FEBRUARY 2020.

**DATE:**.....

**CHAIRPERSON:**.....



## Request for Allocation of Grant - Edendale Community Pool Society and the Wyndham District Community Pool Incorporated

Record No: R/20/6/21892  
Author: Tina Harvey, Community Liaison Officer  
Approved by: Rex Capil, Group Manager Community and Futures

☐ Decision ☒ Recommendation ☐ Information

### Purpose

- 1 The purpose of the report is for the Waihopai Toetoe Community Board to consider and make a decision on requests from the Edendale Community Pool Society and the Wyndham District Community Pool Incorporated for the allocation of the grants.

### Executive Summary

- 2 As part of the local rate \$10,000 has been set aside for grants to community swimming pools. Requests are made on an annual basis to uplift this grant. Requests have been received from the Edendale Community Pool Society and the Wyndham District Community Pool Incorporated for the allocation of the grant. Detailed information from both pool committees is attached to this report.

### Recommendation

**That the Waihopai Toetoe Community Board:**

- a) **Receives the report titled "Request for Allocation of Grant - Edendale Community Pool Society and the Wyndham District Community Pool Incorporated" dated 23 June 2020.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Approves a grant of \$5,000 from the Edendale-Wyndham Administration Fund to both the Edendale Community Pool Society and the Wyndham District Community Pool Incorporated.**

### **Background**

- 3 The former Edendale-Wyndham Community Board recommended the removal of the Edendale pool rate from 2018/2019 onwards and instead agreed that a grant amount of \$10,000 be budgeted in the administration business unit to be collected as part of the local rate.
- 4 In order to uplift funds the Edendale Community Pool Society and the Wyndham District Community Pool Incorporated must apply to the Waihopai Toetoe Community Board for a grant advising how much they require and what funds will be spent on.
- 5 The Wyndham District Community Pool Incorporated are requesting \$5,000 to go towards spectator fans, pool slide installation and new lane ropes.
- 6 The Edendale Community Pool Society are requesting \$5,000 to go towards installing an electronic entry-exit door at the west end of the facility, which will assist with meeting health and safety requirements.

### **Issues**

- 7 No issues have been identified.

### **Factors to Consider**

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

- 8 There are no legal or statutory requirements.

#### **Community Views**

- 9 Both pools are used extensively by the community and as grants have been made in the past to both pools it is fair to assume that the community would have an expectation and be supportive of funding being given.

#### **Costs and Funding**

- 10 The total amount of applications for funding is \$10,000 and this has been budgeted for in the administration business unit as part of the local rate.

#### **Policy Implications**

- 11 There are no policy implications.

### **Analysis**

#### **Options Considered**

- 12 The options are to not approve the funding applications, to approve a grant of \$5,000 to each applicant or to offer a different amount that applied for by the applicants.

## **Analysis of Options**

### **Option 1 – Approve a \$5,000 grant for both the Edendale Community Pool Society and Wyndham District Community Pool Incorporated**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>both applicants will have received assistance to achieve the work required</li></ul>	<ul style="list-style-type: none"><li>there will be no funds available in the budget until next year</li></ul>

### **Option 2 – Approve a different amount than has been applied for**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>there will be funds in the budget should an emergency arise at either pool</li></ul>	<ul style="list-style-type: none"><li>some of the work may not be able to be done this year</li></ul>

### **Option 3 – Decline to approve 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**

- 13 This is not considered significant.

## **Recommended Option**

- 14 It is recommended that Option 1 be approved by the Waihopai Toetoe Community Board.

## **Next Steps**

- 15 Staff will arrange for \$5,000 to be transferred to the Edendale Community Pool Society and \$5,000 to the Wyndham District Community Pool Incorporated.

## **Attachments**

- A Edendale Pool Information for Waihopai Toetoe Community Board [↗](#)  
B Wyndham Pool Information for Waihopai Toetoe Community Board [↗](#)



President: Karen Milne  
15 Morton Street  
EDENDALE 9825  
Ph 027 640 5932

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

Monday 27th April 2020

Pam Yorke (Chair) Waihopai Toetoe Community Board

Thank you for the opportunity to present our annual report towards the allocation of rating funds for the operation of the Edendale Community Pool Society Inc. (ECPS), which serves to operate the Edendale School swimming pool for community use outside of school hours.

The ECPS is a dedicated team of 12 volunteers, 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 members come from Edendale, Wyndham, Mokoreta, Glenham, Tutarau, Brydone, Dacre, Seaward Downs, Morton Mains and Maitua.

**Summary of the 2019-2020 Season:**

TOTAL of 90 door-tag holders: 72 subscribed members\*, 12 volunteer/committee members, 3 school members, 3 complementary (LAP Aquatics x1, Fonterra x1, Edendale Dairy x1)

Not including our school/complimentary memberships, our 84 community members have indicated that their memberships give access to **approximately 370 individuals** (see below for locations).

The pool hosted weekly LAP Aquatics swimming lessons in Term Four of 2019 and again in Term One of 2020. There was also a block of booster lessons for one week in January. Unfortunately Term One's lessons had to end abruptly in March when the facility was closed due to Covid-19.

The pool is available for community groups and the Edendale Volunteer Fire Brigade held their annual family Christmas picnic at the pool in December. Other community users included: Fonterra (who used the pool for a training seminar), the Edendale Cubs, a group staying at Edenvue, and five

children's birthday parties. (The Matura ICONZ group was also booked for an evening session but the pool season abruptly closed early due to the Covid-19 lockdown.)

**MEMBERSHIP AS PER LOCATIONS (2018-2019)**

Address	Returning Members	New Members	Total
Edendale Township	x41 (x34)	x6 (x7)	<b>x47 (x41)</b>
Wyndham/RD1/RD2	x8 (x8)	x0 (x0)	<b>x8 (x8)</b>
RD3	x23 (x27)	x2 (x4)	<b>x25 (x31)</b>
Other	x6 (x6)	x4 (x4)	<b>x10 (x10)</b>
<b>TOTALS</b>	<b>78 (75)</b>	<b>12 (15)</b>	<b>90 (84)</b>

**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 opening/closing time volunteer entries or swimming lesson entries
- the average for the five and a half month season was 242 member entries per month.

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Total
<b>2019-20</b>	102*	305*	245*	363*	299*	141* (to 22nd Mar)	-	<b>1455*</b>
<b>2018-19</b> <i>Delayed opening date of Dec 22nd:</i>			76*	51*	414*	267*	58*	<b>866*</b>

The committee's plans to replace the pool roof have been taken over by the Ministry of Education (with no financial contribution required from the ECPS) so our focus has been redirected towards other aspects within the facility that we can assist with maintaining or improving. We installed a new, larger heat pump last season, with much support from the community; and new two-tiered seating has also been built, ready to be installed along the north wall to allow caregivers to have easier views of children in the water. We also intend to install a winding system to help with pulling on the main pool cover.

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 would use it this year towards installing an electronic entry-exit door at the west end of the facility, which will assist with meeting health and safety requirements.**

Regards, Karen Milne (Pres.) and Jenny Coyle (Sec/Treas)



### TEN YEAR MAINTENANCE PLAN 2020-2029

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

Year	Property Maintenance/Major Project
2020	<ul style="list-style-type: none"> <li>• Working bee to tidy before season opens.</li> <li>• Touch-up of painted surfaces (\$500?)</li> <li>• Clearlite above male changing rooms (\$1000)</li> <li>• Move pool cover switch on west wall to centre of wall (\$280 plus GST)</li> <li>• Winding pulley for main pool cover (\$500?)</li> <li>• Electronic entry/exit on west door (\$5000?)</li> <li>• Standalone circulation system for paddling pool (\$4,088.46 plus GST)</li> <li>• Cover for paddling pool (\$3000?)</li> <li>• Replace keypad for computerised door system panel (\$300?)</li> <li>• Check pool vacuum (\$300?)</li> <li>• Unexpected repairs (\$2000?)</li> </ul>
2021	<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 hot water cylinder for shower (\$1,000?)</li> <li>• Tidy up front grass area/shade cloth (\$1500?)</li> <li>• Replace chlorine dosing for paddling pool (\$2000?)</li> </ul>
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>• Replace door-tag reader interface (\$350?)</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> </ul>

<b>2024</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>2025</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> </ul>
<b>2026</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>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 sand filters (\$5,000?)</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>

**REVIEWER'S REPORT TO EDENDALE COMMUNITY POOL SOCIETY (INC)**

I have reviewed the financial statements of the EDEDALE COMMUNITY POOL SOCIETY (INC) for the year ended 30 June 2019 in accordance with the Review Engagement Standards issued by the New Zealand Society of Accountants.

A review is limited primarily to enquiries of trust personnel and analytical review procedures applied to financial data and thus provides less assurance than an audit. I have not performed an audit and, accordingly, I do not express an audit opinion.

Based on my review, nothing has come to my attention that causes me to believe that the accompanying financial statements, which have been prepared using the cash basis of accounting, do not give a true and fair view.



Wendy Whitson BCom

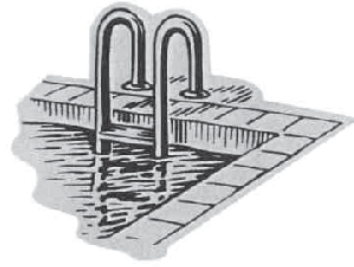
Address 5 Tutors Lane Brydone 4RD Gore 9774

Date 2nd September 2019

<b>Edendale Community Pool Society (Inc)</b>		
<b>Statement of Financial Performance for the Year Ended 30 June 2019</b>		
	<b>2019</b>	<b>2018</b>
Income we received		
Membership subscriptions	\$5,415.00	\$7,400.00
Donations- individuals	\$2,918.00	\$515.00
Donations- groups	\$18,700.00	
Pool Hire	\$10.00	
LAP Aquatic Swimming Lessons	\$975.00	\$450.00
Grants	\$27,000.00	
Fund Raising	\$568.03	\$866.20
Rates collected by Southland District Council	\$12,698.00	\$5,100.00
Shed Raid		\$7,063.10
less costs		-\$204.45
Insurance proceeds	\$11,651.04	
Ransfield roof repair repayment	\$500.00	
Interest received	\$73.37	\$18.64
	<b>\$80,508.44</b>	<b>\$21,208.49</b>
Payments we made		
Donation to Hospice Southland	\$0.00	\$552.00
Charities Commission Fee	\$51.11	\$51.11
Consumables		\$20.00
General Expenses	\$695.80	\$539.75
Insurance	\$1,577.92	\$1,338.72
Printing Stationery and postage	\$50.98	\$129.40
Repairs	\$16,104.56	\$8,508.67
Major Projects	\$47,144.36	
	<b>\$65,624.73</b>	<b>\$11,139.65</b>
Surplus for the year	<b>\$14,883.71</b>	<b>\$10,068.84</b>
Opening funds held	\$29,173.74	\$19,104.90
Plus surplus for the year	\$14,883.71	\$10,068.84
Closing Balance Funds held	<b>\$44,057.45</b>	<b>\$29,173.74</b>
Represented by		
Cheque account	\$20,703.45	\$24,339.72
Savings account	\$3,857.62	\$4,797.72
Savings account - roof	\$19,476.08	
Petty cash	\$20.30	\$36.30
	<b>\$44,057.45</b>	<b>\$29,173.74</b>

**WYNDHAM DISTRICT COMMUNITY POOL INC.**

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



30 March 2020

Waihopai Toetoes Community Board  
Southland District Council  
PO Box 903  
INVERCARGILL 9840

Dear Pam and Community Board Members

**Re Wyndham/ Edendale Pool Rate**

Please find attached the information required to assist you in your decision regarding allocation of the 2019/20 Pool Rate funds. I have also included some background information for the new board members. The current 2019/20 swimming season followed along similar lines as last season with a few less keys sold, similar usage by the current schools and preschool, but also an extra school hiring the pool in term one. The committee have discussed key sales and next season will put in place actions to increase these.

You will note that we are requesting \$ 5 000 from this fund with a predicted spend of over \$15 000. You will note from the initial quote received that the cost of the slide is a minimum amount. We are waiting on other quotes and further information to confirm these prices. We intend to undertake these projects during the winter ready for opening again next season. These figures do not include general maintenance that has occurred this season. The 10 year plan does not include the pool rate, hence the negative balance by the end of it. If the pool rate is not available at any stage the committee will modify this plan appropriately to prevent this.

We look forward to answering any questions you may have. As you will appreciate with the current situation we are unable to attend your April board meeting, but I can be contacted at the above email address.

Yours sincerely

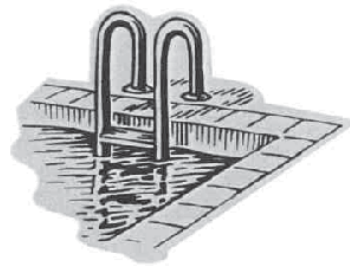
A very big thank you to our sponsors: 3 Rivers Bistro; Cleanflo; Eunson Plumbing; Lee's Dairy; Malloch McClean (Inv); Redan Valley Engineering; Rodgers Garage; Titiroa Transport; Udy's Grain and Feed; Vetco; Wyndham Electrical; Wyndham Engineering; Wyndham Freight; MLT.

Carlyn Stewart  
Secretary

A very big thank you to our sponsors: 3 Rivers Bistro; Cleanflo; Eunson Plumbing; Lee's Dairy; Malloch McClean (Inv); Redan Valley Engineering; Rodgers Garage; Titiroa Transport; Udy's Grain and Feed; Vetco; Wyndham Electrical; Wyndham Engineering; Wyndham Freight; MLT.

**WYNDHAM DISTRICT COMMUNITY POOL INC.**

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

**2019/20 FUNDING REQUEST SDC****SPECTATOR FANS**

Expenditure Fans	\$ 348	
Quote Installation	\$ 403	
Voluntary Labour	\$ 100	
Less Grants Received		
Wyndham Charitable Trust	\$ 428	
		\$ 423

**POOL SLIDE INSTALL WINTER 2020**

Minimum Quote Slide	\$ 6 900	
Framework	\$ 6 325	\$ 13 225

**NEW LANE ROPES**

Quote	\$ 1 725	
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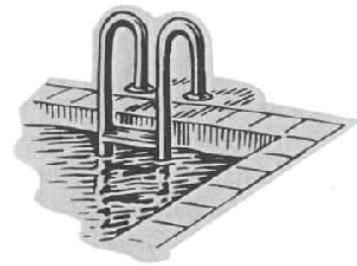
<b>TOTAL SPEND</b>	<b>\$ 15 373</b>	
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<b>TOTAL REQUESTED FROM THE COMMUNITY BOARD RATE</b>	<b>\$ 5 000.00</b>	
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A very big thank you to our sponsors: Cleanflo; Eunson Plumbing; Lee's Dairy; Malloch McClean (Inv); Mokoreta Contracting; 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.**

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

**QUOTE FOR FAN INSTALLATION****VERBAL QUOTE RECEIVED FROM WARREN BOURKE WYNDHAM ELECTRICAL**

Timer	\$ 130
Switches and Wiring	\$ 60
Labour	\$ 160
TOTAL	\$ 350
GST	\$ 52.50
<b>TOTAL</b>	<b>\$ 402.50</b>

A very big thank you to our sponsors: Cleanflo; Eunson Plumbing; Lee's Dairy; Malloch McClean (Inv); Nathan McDermott Building; Redan Valley Engineering; Rodgers Garage; Titiroa Transport; Udy's Grain and Feed; Vetco; Wyndham Engineering; Wyndham Freight; 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 committee of 10 consists of residents of Wyndham and surrounding districts who have a passion to see the pool operate for the benefit of our children and the community. This includes representatives from Menzies College and Wyndham School.

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

**POOL OPERATION**

The pool is operated from the beginning of term four to the end of term one. The pool is open between 6.30 am and 8 pm during week days, 7 am and 8 pm holiday week days, and 8 am to 8 pm on weekends and public holidays.

The day to day operation is controlled by the qualified operators and managed by volunteers. We work in conjunction with the Menzies College caretaker, utilising his significant knowledge of the pool to assist and train our volunteers. Qualified operators have passed a NZQA course on managing public pool water quality in a basic aquatic facility. Volunteers open, close and test the pool on a roster basis. There were 13 volunteers rostered on opening and closing the pool over the season.

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

This season along with routine maintenance, we repainted the pool prior to opening, replaced a sand filter and replaced the clearlite in the changing rooms.

In 2018/19, along with our annual tailing, we again hosted the Wyndham Fireworks Extravaganza. These events involved approximately 30 volunteer helpers in total. Support for the pool was also received from the local community through sponsorship, calf donation and grazing.

**POOL USAGE**

In 2018/19 the public purchased 54 keys, with over 280 registered swimmers. School usage remained similar to previous years with the continued use by Lower Maitua Valley for the primary swimming carnival. We also had a pre school hire the pool for several sessions. The community are invited annually to our open day at the start of the season where they are free to inspect the facilities and have a swim.

The weekly swimming lessons for primary school aged children ran one night per week, for 6 weeks each, in term four and term one with parent volunteers and students taking individual groups. A total of 42 children and 6 coaches were involved over the season. This provided an opportunity for children to learn to swim locally as well as Menzies students extending their learning and experience through teaching sessions.

**LOOKING FORWARD**

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

In 2019/20 we will continue to focus on providing an enjoyable, quality, safe experience for everyone in our community by effectively operating and maintaining the pool. This will include installing fans for spectator comfort.

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

**WYNDHAM DISTRICT COMMUNITY POOL  
INCORPORATED  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 30 JUNE 2019**

**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 2019 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

20 August 2019

## Wyndham District Community Pool Incorporated

## Entity Information

"Who are we?", "Why do we exist?"

For the year ended:  
30 June 2019

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 2019**

Mataura Licensing Trust grant \$4,000 each time we host the Wyndham fireworks. This covers the cost of the fireworks. Without this funding, the event would carry a lot more of a risk and only marginal potential profit. Southland District Council also provide grants when we apply for the purchase of non-operational goods and services. The Edendale/Wyndham Town Board have also given us a grant this year, and we will be able to apply for a grant from them each year. 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.

Fundraising Involves (in order of highest to lowest earner), holding the annual Wyndham Fireworks Extravaganza, taiting, and swimming lessons.

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 are also required to take part in the fundraising activities, such as taiting, swimming lessons and the open day. There are also members who supply the taiting jobs and have trained to become swimming instructors.

**Wyndham District Community Pool Incorporated****Entity Information****"Who are we?", "Why do we exist?"****For the year ended:  
30 June 2019**

The Wyndham District Community Pool Inc is a society run by the community for the community.

**Contact details****Physical Address:**

30 Florence Street, Wyndham

**Postal Address:****Phone/Fax:****Email/Website:**[wyndhampool@gmail.com](mailto:wyndhampool@gmail.com)

## Wyndham District Community Pool Incorporated

## Statement of Service Performance

"What did we do?"

For the year ended  
30 June 2019

## 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	1140		1365
Key sales	3764		4125
Rent pool to Wyndham Primary School annually	2000		4000
Sponsorship	4048		1600

## Additional Output Measures:

Fundraising - Fireworks and taiting.

## 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 2019

Notes	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
<b>Operating Receipts</b>			
Donations, fundraising and other similar receipts*	25,971		15,247
Fees, subscriptions and other receipts from members*	3,764		4,125
Receipts from providing goods or services*	6,398		5,640
Interest, dividends and other investment income receipts*	78		61
Other operating receipts			
<b>Total Operating Receipts</b>	<b>36,211</b>		<b>25,073</b>
<b>Operating Payments</b>			
Payments related to public fundraising*	7,981		6,987
Volunteer and employee related payments*	-		-
Payments related to providing goods or services*	-		-
Grants and donations paid*	-		-
Other operating payments	23,737		10,797
<b>Total Operating Payments</b>	<b>31,718</b>		<b>17,784</b>
<b>Operating Surplus or (Deficit)</b>	<b>4,493</b>		<b>7,289</b>
<b>Capital Receipts</b>			
Receipts from the sale of resources*	-		-
Receipts from borrowings*	-		-
<b>Capital Payments</b>			
Purchase of resources*	-		-
Repayments of borrowings*	-		-
<b>Increase/(Decrease) in Bank Accounts and Cash*</b>	<b>4,493</b>		<b>7,289</b>
Bank accounts and cash at the beginning of the financial year*	32,042		24,753
<b>Bank Accounts and Cash at the End of the Financial Year*</b>	<b>36,535</b>		<b>32,042</b>
<b>Represented by:*</b>			
Cheque account(s)			
Savings account(s)	36,535		32,042
Term Deposit account(s)			
Cash Floats			
Petty Cash			
<b>Total Bank Accounts and Cash at the End of the Financial Year*</b>	<b>36,535</b>		<b>32,042</b>

30 June 2019

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## 30 June 2019

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**Wyndham District Community Pool Incorporated****Notes to the Performance Report****For the year ended  
30 June 2019****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 2019

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

Receipt Item	Analysis	This Year \$	Last Year \$
Fundraising receipts	Fireworks	13,223	6,644
	Livestock Sales	-	2,303
	Open Day	-	81
	Swimming Lessons	1,140	1,365
	Tailing	2,480	2,351
	Total	16,843	12,747
Grants and donations	Southland District Council	6,000	2,500
	The Community Trust	2,700	-
	Wyndham Charitable Trust	428	-
	Total	9,128	2,500
Fees, subscriptions and other receipts from members	Key Sales	3,764	4,125
	Total	3,764	4,125
Receipts from providing goods or services	Rent	2,350	4,040
	Sponsorship	4,098	1,600
	Total	6,398	5,640
Interest, dividends and other investment income receipts	Interest	78	61
	Total	78	61
		This Year	Last Year

For the year ended  
30 June 2019

[illegible]

## Wyndham District Community Pool Incorporated

## Notes to the Performance Report

For the year ended  
30 June 2019

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

Payment Item	Analysis	This Year \$	Last Year \$
Payments related to public fundraising	Fireworks	7,331	6,987
	Open Day	-	56
	Swimming Lessons	650	540
	Total	7,981	7,583
Volunteer and employee related payments			
	Total	-	-
Payments related to providing goods or services			
	Total	-	-
Grants and donations paid			
	Total	-	-
Other operating payments	Advertising	145	59
	Annual Return Fee	201	-
	Insurance	1,409	1,323
	Key System	268	787
	Pool Chemicals	3,987	775
	Power	4,879	5,199
	Repairs & Maintenance	12,793	2,544
	Water Testing	55	110
	Total	23,737	10,797

For the year ended  
30 June 2019

	This Year	Last Year
Payment Item	\$	\$
Capital payments	-	-
Total	-	-

## Wyndham District Community Pool Incorporated

## Notes to the Performance Report

For the year ended  
30 June 2019

## 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 \$ Value of Transactions*	Last Year \$ Value of Transactions*	This Year \$ Amount Outstanding*	Last Year \$ 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 INC.  
BUDGET 2017 to 2027**

	2017/18*	2018/19*	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
<b>INCOME</b>										
Pool Key Membership 50 @ \$80	4 125	3 764	4 000	4 000	4 000	4 000	4 000	4 000	4 000	4 000
Wyndham School	2 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000
Outside Hire		350	200	200	200	200	200	200	200	200
Sponsorship (10 @ \$100)	1 600	1 800	1 000	1 000	1 000	1 000	1 000	1 000	1 000	1 000
Lamb Tailing 2400 @ \$1	2 350	2 480	2 400	2 400	2 400	2 400	2 400	2 400	2 400	2 400
Swimming Lessons	1 365	1 140	1 000	200	200	200	200	200	200	200
Fundraising	-315	5 892	1 500	1 500	1 500	1 500	1 500	1 500	1 500	1 500
Stock Drive	2 300	2 248		2 000						
Potential Grants		4 200	428		3 000	4 500	2 000	3 000		
Community Board	1 000	5 000								
<b>TOTAL INCOME</b>	<b>14 425</b>	<b>28 874</b>	<b>12 528</b>	<b>13 300</b>	<b>14 300</b>	<b>15 800</b>	<b>13 300</b>	<b>14 300</b>	<b>11 300</b>	<b>11 300</b>
<b>EXPENDITURE</b>										
Maintenance	2 545	758	2 500	2 500	2 500	2 500	3 000	3 000	3 000	3 000
Chemical	775	3 987	1 800	2 000	2 000	2 000	2 200	2 200	2 200	2 200
Electricity	5 200	4 879	5 000	5 250	5 250	5 250	5 250	5 250	5 500	5 500
Insurance	1 325	1 409	1 500	1 500	1 500	1 500	2 000	2 000	2 000	2 000
Administration	955	669	750	750	750	1 000	1 000	1 000	1 000	1 000
Heating (paid by Menzies College)	0	0	0	0	0	0	0	0	0	0
Swimming Instructors	540	650	500				3 225			
Equipment Service		3 115								
Pool Painting		8 920								
Pool Cover										
Pool Seals					8 835	9 590		6 315		
Painting Changing Rooms and Surrounds								1 000		
Pool Slide / Cover Winder			13 000	4 000						
<b>TOTAL EXPENDITURE</b>	<b>11 340</b>	<b>24 387</b>	<b>25 050</b>	<b>16 000</b>	<b>20 835</b>	<b>21 840</b>	<b>16 675</b>	<b>20 765</b>	<b>13 700</b>	<b>13 700</b>
<b>SURPLUS/ DEFICIT</b>	<b>3 950</b>	<b>4 487</b>	<b>-12 522</b>	<b>-2 700</b>	<b>-6 535</b>	<b>-6 040</b>	<b>-3 375</b>	<b>-6 465</b>	<b>-2 400</b>	<b>-2 400</b>
<b>BANK BALANCE / SAVINGS</b>		<b>36535</b>	<b>24 013</b>	<b>21 313</b>	<b>14 778</b>	<b>8 738</b>	<b>5 363</b>	<b>-1 102</b>	<b>-3 502</b>	<b>-5 902</b>

\*actual



Wyndham Pool <wyndhampool@gmail.com>

Pool slide  
2 messages

Sales <sales@playgear.co.nz>  
To: "wyndhampool@gmail.com" <wyndhampool@gmail.com>

Tue, Mar 24, 2020 at 11:26 AM

Hi Carlyn

Thanks for you enquiry about pool slides.



We may be able to make a custom made plastic tunnel slide but with the current situation I may not be able to get back to you until our business reopens.

Custom made tunnel slides could be anything upwards of \$6,000.00 + GST. Let me know if you would like to pursue this further and I can find out a price.

We would need more measurements and some photos please.

Kind regards

*Ruth Young*



Just following up on this quote. We have a meeting on Wednesday.

Thanks  
Carlyn  
[Quoted text hidden]

Aaron Taylor <aaron@proaquafit.co.nz>

To: Wyndham Pool <wyndhampool@gmail.com>

Hi Carlyn.. the lane ropes with tie off are \$750 +gst each....the latest I have out of china is \$180 rope each additional shipping, which I am trying to get a better deal and should know tonight...if no change..I will send through a quote in the morning.  
Regards

On 22/03/2020, at 8:38 AM, Wyndham Pool <wyndhampool@gmail.com> wrote:

Hi Aaron

Just following up on this quote. We have a meeting on Wednesday.

Thanks  
Carlyn

On Wed, Mar 4, 2020 at 5:04 PM Aaron Taylor <aaron@proaquafit.co.nz> wrote:

Hi Carlyn,  
I am just waiting on confirmation delivery pricing to your location.

On 3/03/2020, at 2:13 PM, Wyndham Pool <wyndhampool@gmail.com> wrote:

Good afternoon Aaron

We are looking for 2 lane ropes for our Community Pool.  
They will need to be 25m long each with extra tie off.

Would you please be able to quote these including delivery to Wyndham, Southland 9831.

Also do you have backstroke flags? If so please quote 2 at 6m plus tie offs.

Thanks very much  
Carlyn Stewart  
Secretary  
Wyndham District Community Pool Inc.

<pro-aquafit-sig-logo.jpg>

Mon, Mar 23, 2020 at 2:43 PM

## **Community Leadership Report for the Waihopai Toetoe Community Board**

**Record No:** R/20/4/9321

**Author:** Karen Purdue, Community Partnership Leader

**Approved by:** Janet Ellis, People and Capability Manager

☐ Decision

☐ Recommendation

☐ Information

### **Purpose**

- 1 To update the board on the community leadership activities in the area. Attached to this report are both the June and April reports due to the Covid-19 restrictions in place preventing meetings.
- 2 Also attached is a copy of the Covid-19 Response and Recovery Report which was presented to Council at its 20 May meeting. This report contains valuable information for the community around Council's response and recovery planning moving forward.

### **Recommendation**

**That the Waihopai Toetoe Community Board:**

- a) **Receives the report titled "Community Leadership Report for the Waihopai Toetoe Community Board" dated 18 June 2020.**

### **Attachments**

- A Community Leadership Report - April [↓](#)
- B Covid-19 Response and Recovery [↓](#)
- C Community Leadership Report - June [↓](#)



## What's happening in your area

### Community Partnership Fund

Work to progress the criteria for each community board is ongoing with all boards having this item on their March workshop agenda.

The boards are being asked to determine factors such as whether or not the fund is open year round or if there will be funding rounds; the types of projects that can be funded and if there is to be a cap on the amount of funds available for any one group, club, organisation or individual.

There has been a good level of engagement and discussion with the boards about their own criteria with some boards already planning an event to “launch” the fund in their community board area.

Below is the timeline for the rollout of this fund;

- March/April 2020 – workshops with community boards to determine local funding criteria
- 6 May 2020 – guiding principles and funding criteria for each community board presented to community and strategy for endorsement
- June 2020 – report to each community board setting out guiding principles and funding criteria for endorsement. Advertising of fund to commence
- 1 July 2020 – community partnership fund comes into effect.

### Community board plans

A workshop with the Waihopai Toetoe Community Board was held recently. The board reviewed the draft vision, outcomes and actions that were provided to them and agreed on the following;

Vision:

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

Outcomes:

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

The vision and outcomes for all boards were presented to Council's Community and Strategy Committee on 24 March and will also be shared internally with staff. It is anticipated that each Board's vision and outcomes will be used to assist in the development of Council's activity management plans which will also feed into the development of the Long Term Plan.

The board also discussed and made some amendments to the action plan and staff will amend the draft document and come back to the board for further discussions on the action plan.

Council recognises that a stronger relationship with iwi is essential and an approach has been made to iwi to discuss and plan a way forward for more meaningful engagement.

At the May workshops, the boards will have an opportunity to discuss local projects that they may wish to have included in the Long Term Plan with staff.

The Fiordland Community Board held a presentation in Te Anau on 10 March to talk about their vision and outcomes with the community. This was well attended and received a positive response with those in attendance. Several boards have also indicated they wish to have further discussions with their communities about their vision and outcomes and the development of actions/objectives that will be delivered in partnership. Staff will provide support throughout this process.

## Community well-beings

### **Engaged communities. How community-led development can increase civic participation**

The Helen Clark Foundation and BERL co publication discusses the notion that informed and engaged communities are central to a healthy democratic society and given their importance, local government should be striving to foster engaged communities.

The report talks about creating genuine opportunities for vibrant and authentic engagement which requires a focus on process. Local government has to walk the talk and step into their role as enablers of community led development to create space for communities to thrive and be engaged.

The recommendations address how local government can support different types of community – the communities of place, interest and identity all relate to people. Empowering community-led development is complex, iterative, long term in nature, requires patience and perseverance from all parties involved.

The report identifies that local government must commit to fostering genuinely engaged communities to improve the lives of the people they represent. A copy of the report can be found via following this link:

[https://berl.co.nz/sites/default/files/2019-12/BERL-THCF%20print%20version\\_0.pdf](https://berl.co.nz/sites/default/files/2019-12/BERL-THCF%20print%20version_0.pdf)

### **Education and staffing**

At the start of most calendar years there is much discussion around staffing issues at schools – nationally and regionally. This has again been highlighted here in Southland.

Schools play an important role in developing and building the social fabric of the communities they serve. This is very much the case in rural areas and certainly in Southland District. The following links reflect the issues and provide a local and national focus on the situation:

<https://i.stuff.co.nz/southland-times/southland-top-stories/118633550/southland-schools-have-relief-staff-on-standby-for-start-of-school-year>

[https://www.nzherald.co.nz/nz/news/article.cfm?c\\_id=1&objectid=12303016](https://www.nzherald.co.nz/nz/news/article.cfm?c_id=1&objectid=12303016)

**Health structure and resource pressures**

The government still awaits the final report from an independent panel reviewing New Zealand's health sector. There continues to be significant discussion about structural reform and what is needed to support the health system future requirements.

The following article provides a view to be considered in a hot bed of opinion and possibilities related to the health structure – especially pertaining to district health boards:

<https://www.newsroom.co.nz/2020/01/17/942860/why-dhbs-should-go-on-the-chopping-block#>

**Worker accommodation**

Housing issues and those specifically related to worker accommodation remain a topic of conversation, especially in areas of seasonal employment and tourist centres.

The following article provides an example of an industry and sector led approach developing a solution based on a well thought out problem definition:

<https://www.stuff.co.nz/business/103017338/queenstown-businesses-plan-more-staff-accommodation-as-housing-crisis-bites>

**For the after-comers**

The Maxim Institute has prepared a think piece which is timely in building on the recent discussions Council has had around community well-beings, value being related to values, the natural environment and how what we do now will shape the legacy we leave to the generations to come. It discusses the obligations related to being good stewards in taking care of something that belongs to someone else and passing it on undamaged or in an improved state.

The following link provides access to the article:

<https://flintandsteelmag.com/article/for-the-after-comers-2/>

**When will NZ be real about our scary future?**

Climate change impact continues to generate a lot of discussion and the following article provides insights for consideration relating to the topic and actions or inactions related to it.

The following link provides access to the article

<https://www.newsroom.co.nz/@comment/2020/02/03/1012805/when-will-nz-be-real-about-scary-future#>

**Migrant and cultural integration and identity**

Over recent times the cultural make-up of the New Zealand and Southland population has diversified with the increase of migrant labour and a more mobile and transient labour force.

Migration and the implications of such raise points related to integration and social mobility. It also brings to the forefront for community consideration issues related to cultural values, the essence of place and sense of belonging and societal change as a result of a more diverse population.

The Maxim Institute has recently republished some think piece articles which are timely in providing some insights and lessons from the past and from other countries.

The articles also consider cultural identity issues related to New Zealand and the results of colonisation and identity in New Zealand.

The following links provide access to the Maxim Institute think pieces:

<https://flintandsteelmag.com/article/the-challenges-of-integration-lessons-from-britain/>

<https://flintandsteelmag.com/article/reconciliation-colonisation-and-identity-in-aotearoa-new-zealand/>

## Local initiatives

### **Menzies Archway**

Staff are preparing funding applications for the restoration of the Menzies Memorial Arch. The arch is a significant memorial structure located in Wyndham.

### **South Catlins Charitable Trust – Extension to Smiths Bush Walking Track**

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

### **Wyndham Museum**

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

### **Tokanui Railway / Timber Heritage Project**

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

### **Wyndham / Edendale Proposed Local Skate /Cycle Park**

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

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

### **Strategy and policy**

#### **Speed Limits Bylaw**

Council will continue to deliberate on the draft Speed Limits Bylaw in April, and it is intended that the bylaw will be presented for adoption at the 7 May 2020 Council meeting.

#### **Keeping of Animals, Poultry and Bees Bylaw**

As the consultation process on the draft Keeping of Animals, Poultry and Bees bylaw ended up being conducted when New Zealand was in Alert Level 4 in response to COVID-19, Council may consider consulting again on the draft bylaw. This may help ensure that everyone who wishes to, has the opportunity to have their say on the draft bylaw.

If Council does decide to consult again, it will notify the public about when submissions can be made. This will include putting information on Council's website and on Council's Facebook page."

#### **Long Term Plan 2021-2031**

Discussions with the community around planning for the next 10 years through the 2021-2031 Long Term Plan will continue through to the end of the year. Formal consultation on the Long Term Plan is scheduled for February and March 2021. Council will be seeking input from our communities throughout 2020 to help develop the plan draft.

## **Communications and engagement**

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### **Southern Field-days**

Council shared a site with Environment Southland at the recent Southern Field-days at Waimumu to try to show the difference between what the two councils do. Feedback from visitors was positive, and there was a lot of interest in what both councils were doing. Visitors enjoyed being able to play the Go Southland game and win Waimumu dollars and then spend them on what Council activities they thought were priorities.

### **Annual Plan**

A document to inform our communities on changes in this year's Annual Plan is being created this month and will be available to the public in April. It will be on our website [southlanddc.govt.nz](https://southlanddc.govt.nz) and available in area offices. Feedback is welcome through our Facebook page, by phone or email, or by registering to speak at a public forum at a Council meeting.

## Covid-19 Response and Recovery

**Record No:** R/20/5/10979  
**Author:** Steve Ruru, Chief Executive  
**Approved by:** Steve Ruru, Chief Executive

☐ Decision

☐ Recommendation

☒ Information

### Purpose

- 1 The purpose of this report is to update Council on the range of measures that have been taken in response to the Covid-19 pandemic to date and to also identify areas in which further work is being considered.

### Executive Summary

- 2 Covid-19 has quickly escalated into a world-wide pandemic event that will have wide ranging health, economic and social consequences for communities.
- 3 One of the effects of the decisions that have been made is the reality that the New Zealand economy will move into an economic recession, which in turn will have a number of flow on social consequences for communities. Treasury are predicting that it will take three to four years for the economy to recovery to pre Covid-19 forecast levels. Government are and will continue to look at what support can be provided at a national level to support both the response and recovery phases of the event.
- 4 From a Council perspective a number of measures have been taken to manage the initial response to the event to date. A number of these are summarised in this paper. There are also a number of areas of work underway which are designed to ensure that Council can continue to support its communities in an appropriate manner. Feedback on any further areas for consideration is welcomed.

### Recommendation

#### That the Council:

- a) **Receives the report titled "Covid-19 Response and Recovery" dated 13 May 2020.**

### Background

- 5 Covid-19 has quickly escalated into a world-wide pandemic event that will have wide ranging health, economic and social consequences for communities.
- 6 The speed with which the event has unfolded from the original outbreak in China in late December has meant that there has been a need for businesses and communities to cope with a rapid level of change within very short timeframes. In this regard the tourism industry is an example of a sector that has changed dramatically 'overnight' as a result of the restrictions placed on international and national travel.

- 7 One of the effects of the decisions that have been made is the reality that the New Zealand economy will move into an economic recession which in turn will have a number of flow on social consequences for communities. At this stage New Zealand Treasury forecasts suggest that the level of economic activity (as measured by GDP) and unemployment levels could be affected for a period of three to four years. At the end of that four year period the forecasts effectively show the economy returning to the levels of economic activity that were forecast to occur pre Covid 19.
- 8 From a Council perspective a number of measures have been taken to manage our initial response to the event. This paper seeks to outline the steps that have been taken or which are under development to provide support to Southland ratepayers, local businesses such as contractors and the wider community. Further areas of work will be considered as we move into the recovery phase.

### **Ratepayer support**

#### **Rate payment arrangements**

- 9 It is expected that the number of ratepayers experiencing financial difficulty in meeting their rating and other financial commitments will increase as a result of the Covid-19 pandemic.
- 10 To date Council has adopted the approach of encouraging ratepayers, who might be having such challenges, to contact finance staff to discuss what options might exist for putting in place suitable alternative payment arrangements. These can include, for example, direct debit payments, the payment of rates over an extended period of time or postponement of rates. Where such arrangements are in place then Council will agree to waive penalties and there is also the ability, in extreme cases to remit part of the rates assessed in the case of residential properties.
- 11 Council's rates postponement policy currently allows for rates on a residential property to be postponed for a period of up to six years in cases of financial hardship. Similarly, the rates remission policy also allows for remission of rates in cases of extreme financial hardship.
- 12 At this stage staff are comfortable that the existing debt collection, along with the rate remission and rate postponement policies provide sufficient flexibility for staff to be able to work with individual ratepayers to develop customised solutions that recognise the challenges that individual ratepayers might be experiencing. If staff do find that it would be beneficial to have greater flexibility through a change to the existing policies then they will bring a report to Council for further consideration.

#### **Rate payment dates and penalties**

- 13 Following adoption of the annual plan each year, Council proceeds through the process of setting rates for the new financial year. This process will occur at the 23 June Council meeting for the 2020/21 financial year.
- 14 As part of the rate setting resolutions passed each year Council also confirms the different instalment dates and application of penalties for late payments. Council does have discretion over these dates and the level of penalties that might be applied. At this stage staff are of the view that Council should continue to apply its standard policies given that it can continue to work with individual ratepayers on a case by case basis as required.

**Ratepayer support services**

- 15 Staff are currently scoping a project looking at options available for providing guidance and support to ratepayers who might be struggling to pay their rates due to the effects of Covid-19. This will involve working internally with finance, communications and customer support teams to determine options available and to streamline processes.
- 16 It is also intended to seek information and work collaboratively with external organisations such as Age Concern, community workers, Citizens Advice Bureau, Rural Support Trust and other social agencies who are also able to provide support services to the community.

**Business support****Business support and assistance**

- 17 As part of annual letter of expectation and draft statement of intent process Council agreed at its 22 April meeting, to reallocate \$250,000 of the funding that it provides to Great South to the purchasing of business support services. This decision was made to ensure that the services provided by Great South could be targeted to the areas of need arising out of Covid-19.
- 18 The areas in which Great South has been asked to refocus its support to businesses include:
- expand and build on the NZTE funded Regional Business Partner Programme and other central government programmes and packages that are created and available in response to Covid-19
  - work with national, regional and local business advisory networks to establish a current/live inventory of business support packages, support agencies, advisory services available to SMEs
  - directly focus resource on aligning and linking SMEs in the Southland District area to appropriate agencies and programmes to offer targeted support
  - foster and promote business support programmes tailored to support and assist businesses in accommodation, hospitality, service sector support industries and rural communities
  - establish in conjunction with Iwi, ICC, SDC, GDC, Chamber of Commerce et al a Southland SME Business Recovery Taskforce.
- 19 The change in focus and the above priorities will be included in the final purchasing agreement agreed with Great South.

**Supplier payments**

- 20 To assist suppliers with their cashflow Council has implemented a more regular supplier payment regime rather than requiring them to wait until the 20<sup>th</sup> of the following month. The success of this regime is dependent upon the timely provision of invoices by suppliers and approval by the relevant staff member. Regular reminders are being sent to staff in this regard.

**Commercial lease arrangements**

- 21 Council has a number of commercial lease arrangements in place. Staff are working with any tenants that may be facing challenges, on a case by case basis, to come to a suitable arrangement about the payment of rents. These discussions also need to take account of the provisions of the lease agreements that apply in each case.

**Capital works programme**

- 22 As noted in the shovel ready projects report that is subject of a separate paper, central government are giving consideration to providing a level of assistance to expedite a range of capital works projects that could be used to stimulate the level of economic activity in the construction sector.
- 23 Irrespective of the decisions that government may make in relation to the shovel ready projects there is an argument for local authorities to identify a range of capital works projects that could be progressed in the short to medium term to stimulate increased economic activity and employment.
- 24 To the extent that such projects might also be consistent with a broader local or regional development objective then they can also have wider benefits. The Stewart Island/Rakiura jetties and a number of the community facility renewal projects that are being put forward for consideration as part of the 2021 LTP could be seen to fall into this category. The downside of any such initiatives is that they can have flow-on operating costs that need to be funded.
- 25 Once Council has greater clarity around the likely outcomes from the shovel ready process staff will give further consideration to the opportunities that might exist in this area and then bring a report through to Council.

**Community support****Local community support**

- 26 In response to the Covid-19 event it has been pleasing to see a number of communities ‘pulling together’ to implement locality based support mechanisms for members of their local community. In some cases local community boards and representative leaders have been a driving force behind these initiatives while in others, the local communities themselves have ‘stood up’. The community coming together to put in place local solutions to the challenges they face is a key part of the community led development model that has been a strategic priority for Council in recent years.
- 27 The community leadership team are continuing to provide support for local community initiatives as required. As part of this process they are looking at various funds or grants that may be able to be applied for to help Southland District communities. A recent example of funding being made available is the community funding of \$327,000 announced by Sport Southland to assist sporting groups.

**Community partnership fund**

- 28 The Community Partnership Fund has been established in each community board area to provide each board with the ability to provide grant funding to support what they see as worthy local projects or groups that would benefit from a level of additional support.
- 29 While the fund does not officially commence until 1 July 2020 there is no reason why local community boards could not provide support now if there is an area or group that has a clear need arising from Covid-19 that the board wants to support.
- 30 In addition to their main funding stream they each have also been allocated an additional \$20,000 ‘one off’ funding that could be used to support groups providing important support services in relation to the Covid-19 event.

## Emergency response

- 31 Emergency Management Southland (EMS) have had their operational centre active since the beginning of the alert level 4 lockdown period. In addition to their own resources EMS rely on staff from each of the four Southland councils to resource the operations centre. A number of our staff have been involved with providing support to EMS over this period.
- 32 Below is a table provided by Emergency Management Southland that shows the total number of calls they have received for the region and Southland District broken down into categories.

	Southland-District-total	Regional-total	Total-Southland-as-a-%-of-all-requests-seeking-this-type-of-assistance
Finance	18	78	23%
Medicine	10	35	29%
Accommodation	5	36	14%
Food	43	219	20%
Psychosocial	8	21	38%
Animal-welfare	5	36	14%
Other	5	41	12%

## Council response and recovery planning

### Research and analysis projects

- 33 Staff are undertaking a number of research and analysis work streams to better understand the likely impacts of Covid-19 on Southland communities. This work includes:
- an environmental scan looking at what impacts the pandemic is having on the District and its communities
  - an overview of the current structure of the Southland economy and consideration of potential economic consequences coming out of the event at both a District and community level
  - lessons to be learnt from previous events, such as the global financial crisis, that will be relevant for work moving forward including the recovery phase
  - implications for the corporate performance framework and the reprioritisation of current organisational objectives and priorities to reflect the change in priorities that needs to occur as a result of Covid 19.
- 34 The outputs from these workstreams will be used to inform future decision-making about how Council might respond to the impacts of Covid-19. This will include a review of Council's approach to implementation of its Strategic Framework and the short to medium term priorities.

### Recovery projects

- 35 The outputs from the research and analysis workstream, along with the other areas of work identified will also be helpful for informing the work that Council might need to do in relation to developing an overall recovery framework and work programme.

- 36 In addition to work that Council might support at the District and local community level there is also a number of initiatives being driven at the national and regional level. It will be important to ensure that any work that Council might progress is integrated with these wider workstreams and also takes into account areas of specific local need.

### **Financial implications**

- 37 Work is being progressed to consider the financial implications and risks created by the pandemic for Council. Issues such as a drop in the level of development activity that is occurring across the District, a reduction in electricity consumption for SIESA and a reduction in Stewart Island Visitor levy revenue are examples of areas in which there will be revenue implications.
- 38 The outcomes from the financial review will be incorporated into the next financial reforecast process.

### **Contract management**

- 39 Covid-19 and the way in which the different alert levels might affect the delivery of services, has implications for the way in which services are provided and obligations performed under the contracts that Council has with its external service providers.
- 40 For each contract for the provision of services, Council has had to and/or will need to continue to work with each of the individual contractors to decide the extent to which the services should or can continue to be provided and the way in which the financial burdens relating to the disruption to the provision of the service should be shared between Council and the contractor.
- 41 Council's general approach, in relation to the delivery of services is to seek information from the contractor concerned about whether they can (and if so how) continue to deliver their services at the different alert levels. In this way Council cannot be seen to be making a unilateral decision to suspend the contract.
- 42 From a contract law perspective there is a need to work with each contractor to identify the financial implications of the different alert levels and the responsibility that Council might carry for these costs.

### **Next Steps**

- 43 Staff will continue to report to Council as required on the range of initiatives being taken to respond to the Covid-19 pandemic.

### **Attachments**

There are no attachments for this report.



## What's happening in your area

The Waihopai Toe Toe Facebook page which was launched just prior to lockdown has received very good community support. The page was useful in getting positive messages of encouragement as well as keeping the community informed about Council services, emergency management messages and community board messages. Currently the page has 77 followers.

A big thank you to chair Pam and councillor's Keast and Duffy for their attendance at the Zoom meetings through lockdown and doing what they could to assist the community during the COVID-19 emergency.

## Community Partnership Fund

Staff continue to work alongside the nine community boards to establish criteria for the distribution of the Community Partnership Fund. Each board will set their own criteria in line with the guiding principles of the fund. Most have done this but some have been delayed due to workshops being cancelled during the lockdown. The fund will commence 1 July 2020. Staff are currently working with the communications team on a plan to distribute information about the fund in each community board area.

## Community board plans

Work on the development of the plans is ongoing with several sitting with the communications team so they can commence work on the design layout. Several boards have also indicated they wish to do more engagement across their areas prior to the actions being finalised.

The vision and outcomes for all boards have been agreed upon and were shared with councillors at the recent community and strategy meeting. The vision and outcomes will also be used in the development of the 2021-2031 Long Term Plan.

## Local initiatives

### Migrant and newcomer wellbeing

The community leadership team facilitated a Zoom conference to discuss migrant and newcomer wellbeing in light of Covid-19. Attendance included staff from MBIE/Immigration NZ, Invercargill City Council, Eastern Southland Newcomers Network, Emergency Management Southland, Red Cross, Southland Multicultural Council, Great South, English Language Partners, and Fiordland Community Board.

A number of issues were raised including a loss of jobs (specifically in the tourism sector), subsequent visa issues, and discussion around services available to them should they wish to seek assistance. Emergency Management Southland confirmed that their ability to provide support for communities had been further clarified and extended. Support criteria for the provision of food, emergency accommodation, household goods and services is the same for New Zealand residents/citizens and foreign nationals – regardless of visa status or reasons for being in the country.

There has been no official statement from the government regarding the future of migrants working in New Zealand, however informal comments made by politicians and rumours by the media have suggested a re-prioritisation of the workforce to ensure that New Zealanders are kept in jobs. This has caused a sense of panic and concern in the newcomer and migrant communities around their ability to continue to reside and work in New Zealand particularly for those who have called New Zealand home for a number of years and are well integrated into the community.

The agencies involved in the migrant and newcomer space are continuing to keep in touch and work together to address issues in the migrant and newcomer communities as they arise.

### **SDC holiday programme**

Council staff and Sport Southland delivered a report summarising the SDC holiday programme that was delivered by Sport Southland in January this year, which was very successful given the short time frame they had to pull it all together. Staff are now working with them on options for the next programme, which will be outlined to the Community and Strategy Committee at their July meeting.

### **Community leadership team liaison with Emergency Management Southland**

Over the last two months the Community Leadership Team has met regularly with the Welfare Team Leaders from Emergency Management Southland (EMS) via Zoom. It was an opportunity to exchange information about the issues that have been identified by various community networks. That was important for both EMS and the Council as it enabled us all to get a clearer picture of what was happening across the district and to access information that we could share with communities.

One thing that became very clear was the fact that communities were generally doing a great job of identifying and addressing the needs within their community. A community led response is always important but even more so in the 'lockdown' restrictions we have just experienced. It was fantastic to hear of the people in our communities who either stepped up for the first time or showed us again why they are already recognised for 'making things happen' in our communities.

### **Menzies Archway**

Funding applications have been prepared and submitted to the Community Initiatives Fund and the Southland Regional Heritage Fund.

\$3,000 has been secured from the Southland Regional Heritage Fund.

\$2,372 has been secured from Great South (Memorial Funding from Community Trust South which Venture Southland administered)

\$4,000 has been secured from the Southland District Council Community Initiatives Fund.

### **South Catlins Charitable Trust – Extension to Smiths Bush Walking Track**

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

Funding applications have been submitted to the Southland District Council Community Initiatives Fund and the Environment Southland Environmental Enhancement Fund.

\$8,000 has been granted from the Southland District Council Community Initiatives Fund. Currently awaiting outcome of funding request to Environment Southland. Further funding applications to be submitted moving forward.

### **Wyndham Museum**

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

\$2,500 was recently granted from the Southland District Council Community Initiatives Fund.

The historical society were also successful in securing funding from the Southland Regional Heritage Fund and the Lottery Environment and Heritage Fund to undertake the necessary planning and a feasibility study for the proposed new museum development option.

### **Edendale Rugby Club**

Staff worked alongside the Edendale Rugby Club to provide funding advice for the construction of an archgola at the rugby club rooms.

\$2,069 was granted from the Southland District Council Community Initiatives Fund.

### **Dacre Scholarship**

Staff are working alongside the Dacre Hall Committee with planning for the establishment of a scholarship for people living within the Dacre hall rating boundary area. Staff are currently working alongside the committee with advice on the potential criteria and potential legal entity requirements.

## **What's happening outside your area**

### **Strategy and policy**

#### **Bylaw and policy updates**

Council invites community boards to make a submission on the draft Keeping of Animals, Poultry and Bees bylaw between 8am on 17 June to 5 pm on 8 July 2020. This bylaw includes rules about where different animals (excluding dogs) can be kept, and about animal noise. Council has already consulted once on the draft bylaw, but that consultation period fell during New Zealand's recent response to COVID-19. Council has decided to consult again. Community boards can find further information and make a submission on the draft bylaw at <https://www.southlanddc.govt.nz/have-your-say>.

Staff will be seeking a decision from Council on 23 June, on whether it wants to review the current Combined Local Approved Products Policy with Invercargill City Council and Gore District Council. This policy outlines where retail outlets can sell approved products (legal highs).

Over the past 10 months Council has been undertaking a review of the Speed Limits Bylaw. Council deliberated on submissions received at the 20 May Council meeting. Council will be presented with the bylaw on 22 June for adoption, with implementation of speed limits intended in August 2020.

The combined Local Alcohol Policy between Invercargill City Council and Southland District Council enables local authorities to address local issues associated with the sale and supply of alcohol. The Policy was adopted 6 December 2019 and came into effect 31 March 2020.

#### **Long Term Plan**

Development of the Long Term Plan 2021-2031 is progressing with Council reaffirming at the 20 May meeting the draft strategic framework. This framework determines Council's mission, vision, community

outcomes and strategic priorities. Staff will engage with community boards over the coming months to contribute to discussions around the development of levels of service for communities.

Councils Annual Plan 2020/2021 will be presented to the Finance and Assurance Committee on 22 June and Council 23 June for adoption.

### **Communications and engagement**

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The team has been busy with COVID-19 information sharing and promotion of related information on the website and in social media. Staff have also been public information managers for Emergency Management Southland during this time as well.

#### **Anzac celebrations**

A Southland Anzac tributes page was created on Facebook to mark Anzac Day this year, because services were unable to take place. The page was popular with more than 300 people following it quickly. The page will remain open so people can continue to share their stories.

## Operational Report for Waihopai Toetoe Community Board

**Record No:** R/20/3/7120  
**Author:** Carolyn Davies, Executive Assistant  
**Approved by:** Matt Russell, Group Manager Services and Assets

☐ Decision ☐ Recommendation ☒ Information

### Purpose of Report

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

### Recommendation

**That the Waihopai Toetoe Community Board:**

- a) **Receives the report titled "Operational Report for Waihopai Toetoe Community Board" dated 18 June 2020.**

### Attachments

- A Operational Report - April 2020 [↓](#)  
B Operational Report - June 2020 [↓](#)



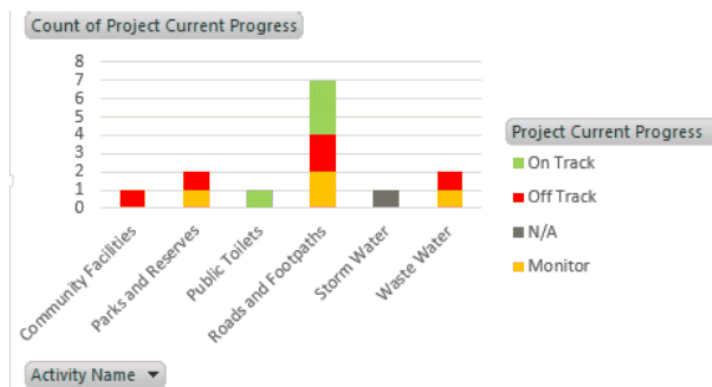
Staff are working to understand the implications of the Covid-19 pandemic on both operational and capital works programme activity. It is likely that the majority, if not all of Council's works programme will experience some degree of impact and delays. The extent of which is yet to be determined.

Staff are working closely with its contracting and stakeholder partners around how best to continue to provide critical services through this period of uncertainty and beyond.

With regard to the capital works programme staff are working to identify projects that are considered critical in order to maintain lifeline services such as water supply and wastewater service provision.

Once staff are better positioned to understand these implications, specific communication with Community Boards on this issue, and associated considerations will be forthcoming. Thank you for your understanding and patience.

## 1. Projects within current 19/20 financial year





ACTIVITY NAME	CODE	NAME	CURRENT PHASE	PROJECT CURRENT PROGRESS	PROJECT CURRENT COMMENT	TOTAL EXPENDITURE
<b>COMMUNITY FACILITIES</b>	P-10046	Exterior repaint walls at Mokoreta Hall	Business Case Phase	Off Track	Project being cancelled. There is only a budget of \$15,744 and this is probably \$10k - \$15K short. Kevin McNaught working with the hall committee to divest the management. Needs to be approved in next round of forecasting.	\$15,744.00
<b>PARKS AND RESERVES</b>	P-10133	Beautification due to tree felling on Wyndham Memorial Drive	Pre Delivery Phase	Monitor	Part of this work has been completed. A new fence and rehabilitation will be completed as a priority once lockdown is lifted.	\$15,110.00
<b>PARKS AND RESERVES</b>	P-10010	Install bell at War Memorial at Gorge Road	Business Case Phase	Off Track	Unbudgeted expenditure report to go to the Waihopai Toetoe Community Board to approve additional funds. If this is not approved the project will be cancelled.	\$10,000.00
<b>PUBLIC TOILETS</b>	P-10383	Replace Toilets at Wyndham Camping Ground	Pre Delivery Phase	On Track	Requested a pricing for the construction of the 10" container toilet, it will be 1 X standard pan and 1 X accessible both unisex. The accessible toilet will be fitted with a "baby changing table. The tender documents for the installation of the of the toilet block are being prepared for tender.	\$61,320.00
<b>ROADS AND FOOTPATHS</b>	P-10363	Niagara Tokanui Rehabilitation	Delivery Phase	On Track	Contract completion date adjusted by 4 weeks at this stage in line with the Covid 19 Alert Level 4 lock down requirements.	\$555,000.00



ACTIVITY NAME	CODE	NAME	CURRENT PHASE	PROJECT CURRENT PROGRESS	PROJECT CURRENT COMMENT	TOTAL EXPENDITURE
<b>ROADS AND FOOTPATHS</b>	P-10362	Eastern Southland Rehabilitation s 2019/20	Delivery Phase	Monitor	Practical completion was achieved on 29 January 2020	\$-
<b>ROADS AND FOOTPATHS</b>	P-10372	Replace Lake Waghorn Road bridge	Business Case Phase	Off Track	SDC has a commitment under the Waituna Trust to maintain access by replacing the Waghorn Road Bridge. WSP have been engaged to design and submit a resource consent.	\$600,000.00
<b>ROADS AND FOOTPATHS</b>	P-10143	Construct Alternative Coastal Route	Delivery Phase	Off Track	The final completion certificate has been issued to The Roding Company. Land acquisition consents and compensation amounts were sent out in late March and being returned to SDC. Legislation requirements will be completed once all have been returned.	\$9,561,458.00
<b>ROADS AND FOOTPATHS</b>	P-10145	Repair Chaslands Highway Slip	Delivery Phase	On Track	Retaining wall and guardrail complete. Road has been reopened to traffic in both lanes.	\$2,200,000.00
<b>ROADS AND FOOTPATHS</b>	P-10146	Replace George Road Bridge,	Delivery Phase	On Track	Practical completion has now been issued on this bridge.	\$225,308.00
<b>ROADS AND FOOTPATHS</b>	P-10322	Replace kerb and channel - East side of Flemington road, Woodlands	Pre Delivery Phase	Monitor	Waiting construction date which will be delayed due to national Covid-19 isolation.	\$55,000.00
<b>STORM WATER</b>	P-10380	Wyndham - Stormwater replacement Nightingale Street	Initiation Phase	N/A	Initiation phase only at this stage	\$-



ACTIVITY NAME	CODE	NAME	CURRENT PHASE	PROJECT CURRENT PROGRESS	PROJECT CURRENT COMMENT	TOTAL EXPENDITURE
WASTE WATER	P-10283	Consent Renewal & Treatment Upgrade-Tokanui	Pre Delivery Phase	Monitor	Survey plan for land acquisition has been sent to SDC for checking. Easement to be added.  Engineering plans and landscaping plans have been completed and sent to ES for approval and ES have approved April 2020.  Tender documents are to be prepared and tenders called.	\$99,408.00
WASTE WATER	P-10006	Upgrade of pond embankment work at Tokanui	Pre Delivery Phase	Off Track	The rock embankment budget will be used for the engineering out fall works and the landscaping works.  A new project will put into the LTP for the rock embankment works.  The work will be completed in the 22 /23 year.	\$70,000.34

## 2. Service Contracts

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
10/01 – Water and Waste Water Services Operation and Maintenance	All compliance targets met. One health and safety incident where an operator was assaulted by a member of the public. Several minor projects and process improvements underway.
13/04 – Edendale and Wyndham, Woodlands Area mowing	Mowing is progressing well.
14/43 – Wyndham office and library cleaning	No issues with this contract at all, very happy with it. Covid-19 has meant we are down to one clean per week to avoid unnecessary travel from the contractor.
14/54 – Mowing of Waikaka and Fortrose V01 – Tokanui, Weirs Beach	Contractor is working hard to keep up with the growth.
15/18 – Cleaning of Fortrose public toilets	There has been an increase of campers and our cleaner is doing extra cleans to keep the toilets at a good standard.



CONTRACT NAME	CONTRACT MANAGER COMMENTARY
15/32 – Cleaning of Gorge Road Public Toilet	Very little issues with this contract.
16/13 – Tokanui public toilet contract	Contract is going well.
17/01 - Foveaux Alliance Contract	There has been an increase of water deliveries to the tanks at the hall/toilets in Waikawa the pump has been replaced and a better quality version put in to stop it burning out when water level drops. The septic tanks require more frequent cleaning with the amount of visitors to the area.
17/01 Alliance Roading Contract	<p>February turned into a very busy month for the Foveaux team, the state of emergency early in the month left us with significant damage to Edendale Wyndham Road, Mataura Island and Tokanui George Road.</p> <p>The clean-up work is well under way, the team managed to divert the contractor already committed to an area wide treatment contract at Quarry hills to the Edendale Wyndham road – this was reinstated within two weeks of its loss – this also gave us the space we needed – as reported last month the team had organised to re-use the “cut to waste” material on the above area wide contract to build up some of the local gravel roads, our resource would not have been able to complete all these jobs at once, however with co-operation across three organisations we have managed to do just that.</p> <p>The stabi crew, through lost time and extra repair time was 2 weeks off their planned work, at the time they were ahead of plan and have now managed to only be 1 week behind pre-flood plans – meaning we are still confident to complete all pavement repairs this season (the team are managing to bring the cost /m2 down as well).</p> <p>Verge and noxious spraying continue behind program, the plan now has all roads sprayed by Easter with sealed roads having their normal twice yearly spray</p> <p>Grading beats are being covered by 2 graders while our 3rd helps with flooding repairs.</p>
18/16 – Mowing of Gorge Road Recreation Reserve	No major issues, given COVID19 restrictions we are expecting some catch up to occur once appropriate.



### 3. Request for service data 31 January 2020 – 6 April 2020

	<b>District wide</b>	
	<b>Requests for Service</b>	
	<b>31/1/20 – 6/4/2020:</b>	<b>1,050</b>
	<b>3 Waters Service requests</b>	
	<b>31/1/20 – 6/4/2020:</b>	<b>230</b>
	<b>Community Board</b>	
	<b>Requests for Service</b>	
	<b>31/1/20 – 6/4/20:</b>	<b>49</b>

REQUEST TYPE	COUNT
Council Housing/Flats - Repairs (routine)	2
Council Housing/Flats - Repairs (urgent)	1
Gardening Maintenance	1
Noise Control (not Animal Noises)	3
Playground Repairs and Maintenance	1
Repairs and Maintenance Council Property	1
Toilet Repairs and Maintenance	2
Vegetation Urban/Berm Mow/Overgrown/Visibility Issues	1
Vegetation Rural (Overgrown or Visibility issues)	4
Culverts Blocked - Rural	2
Debris on Sealed Roads (Safety)	2
Gravel Potholes and Corrugations - (Safety)	1
Gravel, Potholes/Corrugations and Grading	2
Other Road Hazards (Safety)	1
Repairs & Maintenance - Existing Rapid Numbers	1
Sealed Road - Potholes and Blowouts (Safety)	1
Single Street Light Out	1
Transport - Road Matters General	4
Urban Stormwater (The Drain)	4
Warning and Reg. Signs Existing (Speed, Curve etc)	1
Wheelie Bin New	2
Wheelie Bin Stolen	1
Wheelie Bin Collection Complaints	9
Wheelie Bin Tag Queries	1
<b>TOTAL</b>	<b>49</b>

#### 4. Local finance reporting

##### Edendale-Wyndham - Business Units as at 29 February 2020

Business Unit	Income			Expenses			Capital		
	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Administration - EdenWyn	\$18,480	\$18,485	\$28,620	\$5,034	\$18,485	\$27,728			
Operating Costs - EdenWyn	\$5,363	\$6,593	\$9,889	\$1,812	\$6,593	\$9,889			
Street Works - EdenWyn	\$34,805	\$34,812	\$52,218	\$6,795	\$26,458	\$39,481	\$75,433	\$2,844	\$75,433
Stormwater Drainage - EdenWyn	\$16,991	\$16,996	\$38,697	\$7,967	\$17,681	\$25,494			
Beautification - EdenWyn	\$41,343	\$41,351	\$62,027	\$42,860	\$39,499	\$62,027			
Recreation Reserve - EdenWyn	\$20,576	\$18,325	\$27,488	\$42,688	\$35,178	\$47,708			
Playground - EdenWyn	\$4,122	\$4,123	\$6,185	\$3,847	\$4,123	\$6,185			
Cemetery - Edendale	\$11,458	\$9,987	\$15,277	\$10,098	\$14,392	\$20,427	\$4,242	\$1,500	\$4,500
Pool - Edendale			\$21						
Hall - Edendale			\$3,703	\$2,989	\$4,178	\$4,743			
Cemetery - Wyndham	\$15,746	\$16,109	\$24,163	\$13,618	\$18,355	\$24,472			
Camping Ground - Wyndham	\$4,798	\$3,950	\$5,925	\$3,439	\$5,329	\$6,574			\$40,000
Hall - Edendale-Wyndham	\$9,125	\$9,044	\$13,568	\$14,090	\$10,009	\$12,525			
Museum - Wyndham	\$815	\$813	\$1,219	\$2,788	\$1,616	\$1,866			
<b>Total</b>	<b>\$183,622</b>	<b>\$180,588</b>	<b>\$289,000</b>	<b>\$158,027</b>	<b>\$201,896</b>	<b>\$289,119</b>	<b>\$79,675</b>	<b>\$4,344</b>	<b>\$119,933</b>

**Gorge Road - Business Units as at 29 February 2020**

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Administration - Gorge Road	\$1,602	\$8,293	\$12,894	\$457	\$8,293	\$12,440			
Street Works - Gorge Road	\$993	\$1,000	\$1,500	\$534	\$1,000	\$1,500			
Recreation Reserve -Gorge Road	\$6,113	\$2,867	\$4,300	\$8,522	\$6,879	\$8,482			
<b>Total</b>	<b>\$8,708</b>	<b>\$12,160</b>	<b>\$18,694</b>	<b>\$9,513</b>	<b>\$16,172</b>	<b>\$22,422</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Tokanui - Business Units as at 29 February 2020**

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Operating Costs - Tokanui	\$2,112	\$2,112	\$4,830	\$3,205	\$3,143	\$3,168			
Street Works - Tokanui	\$2,957	\$2,957	\$4,436	\$1,692	\$2,957	\$4,436			
Stormwater Drainage - Tokanui	\$2,498	\$2,498	\$3,747	\$666	\$2,519	\$3,747			
Beautification - Tokanui	\$2,591	\$2,591	\$3,886	\$6,142	\$3,588	\$3,951			
Playground - Tokanui	\$2,807	\$2,807	\$4,211	\$844	\$5,233	\$7,711			
Hall - Tokanui	\$4,343	\$4,311	\$6,716	\$6,077	\$5,423	\$6,466			
<b>Total</b>	<b>\$17,308</b>	<b>\$17,276</b>	<b>\$27,826</b>	<b>\$18,627</b>	<b>\$22,862</b>	<b>\$29,479</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Waihopai Toetoe - Business Units as at 29 February 2020**

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Community Leadership Waihopai				\$12,694					
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,694</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Woodlands - Business Units as at 29 February 2020**

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Operating Costs - Woodlands	\$153	\$153	\$2,659		\$153	\$230			
Street Works - Woodlands	\$1,000	\$1,000	\$1,500	\$7,083	\$7,230	\$10,845		\$23,333	\$35,000
Stormwater Drain - Woodlands	\$675	\$675	\$1,013	\$3	\$679	\$1,013			
Cemetery - Woodlands	\$8,586	\$10,879	\$16,318	\$6,938	\$12,543	\$16,841			
Beautification - Woodlands	\$5,249	\$5,249	\$7,874	\$3,457	\$5,424	\$8,174			
Septic Tank Cleaning Woodlands	\$1,898	\$1,898	\$3,097	\$2,908	\$2,557	\$3,836			
<b>Total</b>	<b>\$17,562</b>	<b>\$19,854</b>	<b>\$32,461</b>	<b>\$20,389</b>	<b>\$28,588</b>	<b>\$40,939</b>	<b>\$0</b>	<b>\$23,333</b>	<b>\$35,000</b>

Edendale-Wyndham income is \$3,034 above budget due to additional internment income in the Edendale cemetery and an unbudgeted grant of \$1,935 for the work on the Edendale memorial gravel area (in the recreation reserve business unit).

Edendale-Wyndham expenses are \$43,869 under budget. Administration is \$13,451 under budget due to board members' salaries and \$5,000 of grant funds not yet spent. Streetworks is under budget \$19,663 due to no interest charge in the current year \$4,758, refuse collection under budget by \$5,762 and maintenance under budget by \$8,729. Stormwater is under budget by \$9,713 with limited maintenance and monitoring occurring in the year to date. The recreation reserve is currently over budget by \$7,510. Project P-10133 has incurred \$32,000 and P-10134 has incurred \$10,620. Edendale-Wyndham hall is over budget by \$4,081 due to replacement burner being needed.

Edendale-Wyndham capital expenditure is \$75,331 over budget. Streetworks is \$72,589 over budget at February; however the footpath replacement has been completed within the annual budget, the budget has been spread evenly throughout the year. Edendale cemetery is \$2,742 over budget at February; however the beams have been completed within the annual budget, the budget has been spread evenly throughout the year. There has been no expenditure on the replacement toilet block at the camping ground.

Gorge Road administration income and expenditure are under budget due to the work to be undertaken on the bell tower. With no expenditure so far this year the grant income from the Waihopai Toetoe ward has not been received yet. Gorge road recreation reserve income and expenditure are both over budget due to grants of \$3,268 being received towards Rimu monument restoration and Gorge Road trail sign projects.

Tokanui beautification expenses are over budget by \$2,554 due to mowing costs. This is offset by \$4,388 underspend in the playground business unit.



Waihopai Toetoe has \$12,694 of unbudgeted board member remuneration costs. This is as a result of the representation review and is predominantly funded by the under-spend in the Edendale Wyndham business unit, where board member remuneration was originally budgeted.

Woodlands income and expenditure is under budget due primarily to no internments in the cemetery for the year to date. Capital is under budget due to nothing being incurred in relation to project P-10322.

As identified earlier in this report, there are a number of works programme targets that will no longer be met as a result of the Covid-19 pandemic, the extent of which is as yet unclear.



## Reserve Balances

RESERVE	30 JUNE 2019	BUDGET 30 JUNE 2020	FORECAST 30 JUNE 2020
Edendale Wyndham community centre	\$155,754	\$156,350	\$156,350
Edendale cemetery	\$11,951	\$3,307	\$3,307
Edendale Wyndham footpath	\$749	\$749	\$749
Edendale Wyndham general	\$53,237	\$38,143	\$29,664
Edendale Wyndham stormwater	\$406,790	\$419,993	\$419,993
<b>Total – Edendale Wyndham</b>	<b>\$628,481</b>	<b>\$618,563</b>	<b>\$610,063</b>
Gorge Road general	\$41,077	\$36,721	\$38,349
<b>Total – Gorge Road</b>	<b>\$41,077</b>	<b>\$36,721</b>	<b>\$38,349</b>
Tokanui community centre	\$7,665	\$7,915	\$7,915
Tokanui general	\$64,269	\$67,931	\$62,931
<b>Total - Tokanui</b>	<b>\$71,934</b>	<b>\$75,846</b>	<b>\$70,846</b>
Woodlands general	\$78,533	\$42,962	\$45,962
Woodlands septic tank	\$8,014	\$7,275	\$7,275
<b>Total – Woodlands</b>	<b>\$86,547</b>	<b>\$50,237</b>	<b>\$53,237</b>
<b>TOTAL RESERVES</b>	<b>\$828,039</b>	<b>\$781,367</b>	<b>\$772,495</b>



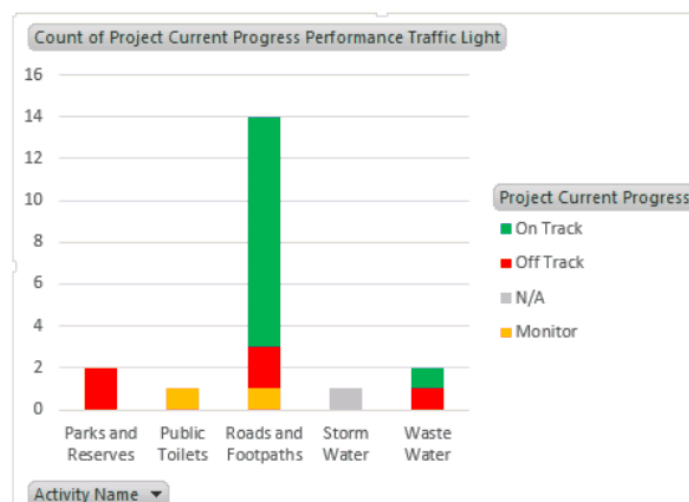
Staff are working to understand the implications of the Covid-19 pandemic on both operational and capital works programme activity. It is likely that the majority, if not all of Council's works programme will experience some degree of impact and delays. The extent of which is yet to be determined.

Staff are working closely with its contracting and stakeholder partners around how best to continue to provide critical services through this period of uncertainty and beyond.

With regard to the capital works programme staff are working to identify projects that are considered critical in order to maintain lifeline services such as water supply and wastewater service provision.

Once staff are better positioned to understand these implications, specific communication with community boards on this issue, and associated considerations will be forthcoming. Thank you for your understanding and patience.

## 1. Projects within current 2019/20 financial year





ACTIVITY NAME	CODE	NAME	CURRENT PHASE	PROJECT CURRENT PROGRESS PERFORMANCE TRAFFIC LIGHT	PROJECT CURRENT COMMENT	TOTAL EXPENDITURE
WASTE WATER	P-10006	Upgrade of pond embankment work at Tokanui	Pre Delivery Phase	Off Track	The rock embankment budget will be used for the engineering out fall works and the landscaping works. A new project will put into the LTP for the rock embankment works. The work will be completed in the 22 /23 year.	\$70,000.34
PARKS AND RESERVES	P-10010	Install bell at War Memorial at Gorge Road	Business Case Phase	Off Track	Part of this work has been completed. A new fence and rehabilitation will be completed as a priority once lockdown is lifted.	\$10,000.00
PARKS AND RESERVES	P-10133	Beautification due to tree felling on Wyndham Memorial Drive	Pre Delivery Phase	Off Track	Part of this work has been completed. A new fence and rehabilitation of the site is yet to be done.	\$15,110.00
ROADS AND FOOTPATHS	P-10143	Construct Alternative Coastal Route	Delivery Phase	Off Track	The final completion certificate has been issued to The Roding Company. Land acquisition consents and compensation amounts were sent out in late March and being returned to SDC. Legislation requirements will be completed once all have been returned.	\$9,561,458.00
ROADS AND FOOTPATHS	P-10145	Repair Chaslands Highway Slip	Delivery Phase	On Track	Retaining wall and guardrail complete. Road has been reopened to traffic in	\$2,200,000.00



					both lanes. A couple of items to be sorted prior to practical completion being issued.	
<b>ROADS AND FOOTPATHS</b>	P-10146	Replace George Road Bridge, Waimahaka 1057.001	Delivery Phase	On Track	Practical completion has now been issued on this bridge.	\$225,308.00
<b>WASTE WATER</b>	P-10283	Consent Renewal & Treatment Upgrade- Tokanui	Pre Delivery Phase	On Track	Engineering plans and landscaping plans have been approved by ES. Tender documents are to be prepared and tenders called.	\$99,408.00
<b>ROADS AND FOOTPATHS</b>	P-10322	Replace kerb and channel - East side of Flemington road, Woodlands	Pre Delivery Phase	On Track	Project started with Fulton Hogan. Letter drop completed. Majority of kerbing placed. Awaiting KiwiRail permit to install.	\$55,000.00
<b>ROADS AND FOOTPATHS</b>	P-10362	Eastern Southland Rehabilitations 2019/20	Business Case Phase	On Track	This contract has two sites. Brydone Glencoe Road that includes the repair of the historical slip and Edendale Wyndham Road. Practical completion certificate was issued 29/1/2020.	\$-
<b>ROADS AND FOOTPATHS</b>	P-10363	Niagara Tokanui Rehabilitation	Delivery Phase	On Track	Practical completion inspection undertaken 28/5/20.	\$555,000.00
<b>ROADS AND FOOTPATHS</b>	P-10372	Replace Lake Waghorn Road bridge	Business Case Phase	Monitor	SDC has a commitment under the Waituna Trust to maintain access by replacing the Waghorn Road Bridge. Proceeding with a structural evaluation and explore the	\$600,000.00



					possibility upgrading.	
<b>STORM WATER</b>	P-10380	Wyndham - Stormwater replacement Nightingale Street	Initiation Phase	N/A	Initiation phase only at this stage	\$-
<b>PUBLIC TOILETS</b>	P-10383	Replace Toilets at Wyndham Camping Ground	Pre Delivery Phase	Monitor	Priority. This toilet facility had a consultant condition assessment completed and the facility failed the condition assessment with major work or replacement required.	\$61,320.00
<b>ROADS AND FOOTPATHS</b>	P-10393	Southern Bridge 1 - Ashers Road	Delivery Phase	On Track	Part of Southern Bridges programme	\$-
<b>ROADS AND FOOTPATHS</b>	P-10394	Southern Bridge 2 - Waituna Lagoon Road	Delivery Phase	On Track	Part of Southern Bridges programme	\$-
<b>ROADS AND FOOTPATHS</b>	P-10395	Southern Bridge 3 - Moffat Road 1	Delivery Phase	On Track	Double T structure delivered to site and has been installed with the timber sight rails. The guard rails & 20m seal approaches to be finished early in the sealing season.	\$137,747.56
<b>ROADS AND FOOTPATHS</b>	P-10396	Southern Bridge 4 - Cook Road	Delivery Phase	Off Track	The abutments and double T structure are all in place with the timber sight rails in place. The guard rails & 20m seal approaches to be finished early in the sealing season.	\$152,549.58



<b>ROADS AND FOOTPATHS</b>	P-10397	Southern Bridge 5 - Braid Road	Delivery Phase	On Track	Part of Southern Bridges programme	\$-
<b>ROADS AND FOOTPATHS</b>	P-10399	Southern Bridge 7 - Hedley Road (provisional)	Delivery Phase	On Track	Part of Southern Bridges programme	\$-
<b>ROADS AND FOOTPATHS</b>	P-10414	Tokanui Gorge Road Pavement Rehab 2020/21	Initiation Phase	On Track	Initiation phase only at this stage	\$400,000.00

## 2. Service Contracts

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
10/01 – Water and Waste Water Services Operation and Maintenance	Essential services have continued throughout the Covid-19 levels. Some non-essential tasks had been deferred during level 4 but are now recommencing.
13/04 – Edendale and Wyndham, Woodlands Area mowing	Mowing has restarted after Covid-19 lockdown contractors will be working hard to catch up on growth
14/43 – Wyndham office and library cleaning	We are extremely happy with this contract. Current tender is out for all offices/libraries is currently being undertaken. The current contractor has indicated they wish to and will continue to work under the new contract.
14/54 – Mowing of Waikawa and Fortrose V01 – Tokanui, Weirs Beach	Contractor is working to catching up after the Covid-19 lockdown
15/18 – Cleaning of Fortrose public toilets	The toilets were very quiet during the Covid-19 lockdown.
15/32 – Cleaning of Gorge Road Public Toilet	Very little issues with this contract.
16/13 – Tokanui public toilet contract	Contract is operating well.
17/01 - Foveaux Alliance Contract	Council to work with community board to look at possibly installing cameras at Waikawa Hall due to increased water deliveries required.
17/01 Alliance Roothing Contract	<p>An extremely busy month for the team after a full return on 28 April from lockdown.</p> <p>Completion of the last flood repair site and our verge spray programme was a great effort. Unfortunately our mill used for pavement stab repairs suffered catastrophic failure at the start of May, the worst repairs required, on Invercargill Gorge Road, were repaired using a shallow</p>



CONTRACT NAME	CONTRACT MANAGER COMMENTARY
	<p>digout and AC method while the remaining one week's work will be picked up on the other side of winter with our "wash up" run.</p> <p>A large month on gravel application sees our programme largely completed with the last 1400m<sup>3</sup> planned for June.</p> <p>The team is now focused on Edgebreak/ low and high shoulder pre-seal repairs for the winter period. The last month of the financial year will see additional resource in our civil team complete the last of the bridging work that was planned for the March period but was delayed due to flooding. Our bi-annual tree cut through the Catlins area and our Noxious spray programme continue.</p> <p>Budgets will also need confirm for next year and planning for addition toilet cleaning and the adoption of Council's current cleaning staff will be the management team's focus for June.</p>
<b>18/16 – Mowing of Gorge Road Recreation Reserve</b>	No major issues, given Covid-19 restrictions we are expecting some catch up to occur once appropriate.

### 3. Request for service data 6 April 2020 15 June 2020

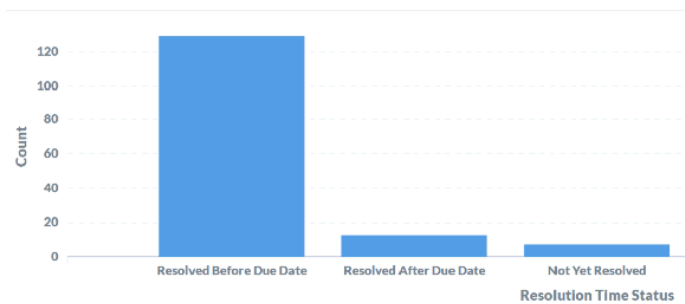
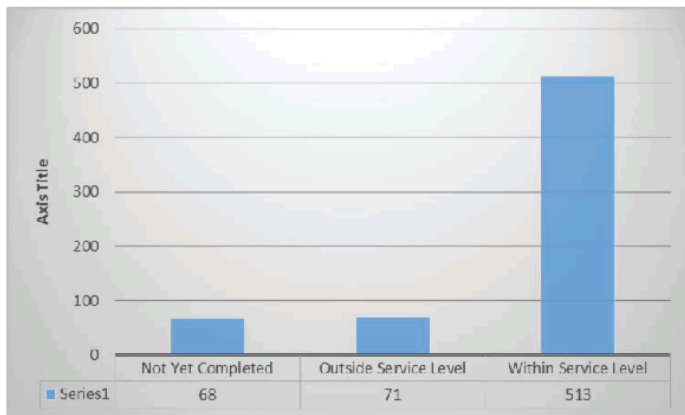


REQUEST TYPE	COUNT
Council Housing/Flats - Repairs (Routine)	2
Council Housing/Flats - Repairs (Urgent)	12
Noise Control (not Animal Noises)	3
Nuisance Complaints (Odour, Vermin, Neighbourhood)	1
Roadside Spraying - Noxious Weeds	1
Culverts Blocked - Rural	2
Debris on Gravel Roads (Safety)	1
Debris on Sealed Roads (Safety)	1
Footpaths Hazards - Trip/Hazard/Broken etc (Safety)	1
Gravel, Potholes/Corrugations and Grading	2
Information-Direction Signs (Road Names, Rest Area)	1
Manholes and Grates (Safety)	1
Transport - Road Matters General	7
Wheelie Bin Damaged	5
Wheelie Bin New	4
Wheelie Bin Stolen	1
Wheeliebin Collection Complaints	3
Sewer Lateral Blockage	2
Sewer Main (Pipe) Damaged	1
Sewer Main Blockage	1
Water Asset Leak - (Main, Hydrant, Valve, Meter)	1
Water Pressure Low	1
Water Toby Leak	2



REQUEST TYPE	COUNT
Water Toby Location	1
<b>TOTAL</b>	<b>57</b>

#### RFS count by completion time status



Note: RFS' that were not yet completed or outside the service level were due to factors including COVID 19 lockdown restrictions, further investigations/work required and extensions of time to complete the requests.



#### 4. Local finance reporting

<b>Edendale-Wyndham - Business Units as at 30 April 2020</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>
Administration - EdenWyn	\$23,110	\$23,107	\$28,620	\$5,915	\$13,119	\$15,743			
Operating Costs - EdenWyn	\$6,502	\$8,241	\$9,889	\$1,812	\$4,814	\$9,889			
Street Works - EdenWyn	\$43,520	\$43,515	\$52,218	\$7,657	\$27,022	\$32,344	\$75,433	\$3,555	\$4,266
Stormwater Drainage - EdenWyn	\$21,248	\$21,245	\$38,697	\$8,997	\$21,587	\$25,494			
Beautification - EdenWyn	\$51,695	\$51,689	\$62,027	\$51,135	\$56,786	\$62,027			
Recreation Reserve - EdenWyn	\$23,801	\$22,907	\$27,488	\$41,251	\$41,585	\$47,708			
Playground - EdenWyn	\$5,155	\$5,154	\$6,185	\$4,096	\$5,154	\$6,185			
Cemetery - Edendale	\$14,994	\$12,484	\$15,277	\$11,537	\$17,697	\$20,427	\$6,553	\$2,828	\$4,242
Pool - Edendale			\$21						
Hall - Edendale			\$3,703	\$3,262	\$4,460	\$4,743			
Cemetery - Wyndham	\$23,204	\$20,136	\$24,163	\$16,981	\$23,658	\$26,257	\$2,311		
Camping Ground - Wyndham	\$5,786	\$4,938	\$5,925	\$3,547	\$5,952	\$6,574			
Hall - Edendale-Wyndham	\$11,216	\$11,305	\$13,568	\$14,935	\$11,267	\$12,525			
Museum - Wyndham	\$1,017	\$1,016	\$1,219	\$2,895	\$1,741	\$1,866			
<b>Total</b>	<b>\$231,248</b>	<b>\$225,735</b>	<b>\$289,000</b>	<b>\$174,020</b>	<b>\$234,844</b>	<b>\$271,782</b>	<b>\$84,298</b>	<b>\$6,383</b>	<b>\$8,508</b>

Gorge Road - Business Units as at 30 April 2020									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Administration - Gorge Road	\$2,009	\$10,367	\$12,894	\$457	\$10,367	\$12,440			
Street Works - Gorge Road	\$1,243	\$1,250	\$1,500	\$534	\$1,250	\$1,500			
Recreation Reserve - Gorge Road	\$6,830	\$5,372	\$6,446	\$9,158	\$7,815	\$8,482			
Total	\$10,081	\$16,988	\$20,840	\$10,150	\$19,432	\$22,422	\$0	\$0	\$0

Tokanui - Business Units as at 30 April 2020									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Operating Costs - Tokanui	\$2,640	\$2,640	\$4,830	\$3,205	\$3,155	\$3,168			
Street Works - Tokanui	\$3,697	\$3,697	\$4,436	\$1,733	\$3,697	\$4,436			
Stormwater Drainage - Tokanui	\$3,123	\$3,123	\$3,747	\$1,188	\$3,133	\$3,747			
Beautification - Tokanui	\$3,238	\$3,238	\$3,886	\$8,392	\$3,869	\$3,951			
Playground - Tokanui	\$3,509	\$3,509	\$4,211	\$7,928	\$6,472	\$7,711			
Hall - Tokanui	\$5,428	\$5,388	\$6,716	\$6,132	\$5,945	\$6,466			
Total	\$21,635	\$21,595	\$27,826	\$28,579	\$26,270	\$29,479	\$0	\$0	\$0



Waihopai Toetoe - Business Units as at 30 April 2020									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Community Leadership Waihopai				\$14,902					
Total	\$0	\$0	\$0	\$14,902	\$0	\$0	\$0	\$0	\$0

Woodlands - Business Units as at 30 April 2020									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Operating Costs - Woodlands	\$191	\$191	\$2,659		\$192	\$230			
Street Works - Woodlands	\$1,250	\$1,250	\$1,500	\$8,640	\$9,038	\$10,845		\$29,167	\$35,000
Stormwater Drain - Woodlands	\$844	\$844	\$1,013	\$3	\$846	\$1,013			
Cemetery - Woodlands	\$10,733	\$13,598	\$16,318	\$8,558	\$13,931	\$15,341			
Beautification - Woodlands	\$6,562	\$6,562	\$7,874	\$4,438	\$7,422	\$8,174			
Septic Tank Cleaning Woodlands	\$2,373	\$2,373	\$3,097	\$2,908	\$3,197	\$3,836			
Total	\$21,953	\$24,818	\$32,461	\$24,548	\$34,625	\$39,439	\$0	\$29,167	\$35,000

Edendale-Wyndham income is \$5,513 above budget due to unbudgeted grants towards the Edendale and Wyndham cemeteries remembrance headstones (\$4,622) as well as an unbudgeted grant of \$1,935 for the work on the Edendale memorial gravel area (in the recreation reserve business unit).

Edendale-Wyndham expenses are \$60,824 under budget. Administration is \$7,204 under budget due to grant funds not yet spent (\$8,333). Streetworks is under budget \$19,366 due to underspends in maintenance (\$7,503) and refuse collection (\$7,051) and no interest charge in the current year \$4,398. Stormwater is under budget by \$12,590 with limited maintenance and monitoring occurring in the year to date. Both Edendale and Wyndham cemeteries are under budget in moving and maintenance costs. Edendale-Wyndham hall is over budget by \$3,668 due to a replacement burner being needed.



Edendale-Wyndham capital expenditure is \$77,915 over budget. Streetworks is \$71,878 over budget at April; however the footpath replacement has been completed within the annual budget, the budget has been spread evenly throughout the year. Edendale cemetery is \$3,725 over budget at April; this is comprised of the remembrance headstones (\$2,311), which were fully funded via a grant as noted above, and the beams replacements, which have been completed within the annual budget. Wyndham cemetery is \$2,311 over budget due to the unbudgeted remembrance headstones, which were fully funded via a grant as noted above.

Gorge Road administration income and expenditure are under budget due to the work to be undertaken on the bell tower. With no expenditure so far this year the grant income from the Waihopai Toetoe ward has not been received yet. Gorge Road recreation reserve income and expenditure are both over budget due to grants of \$3,268 being received towards Rimu monument restoration and Gorge Road trail sign projects.

Tokanui beautification expenses are over budget by \$4,524 due to mowing costs. The playground expenditure is over budget by \$1,456 due to the grant paid to the Tokanui skate park development being more than budgeted. These overspends are partially offset by \$3,908 underspend in the streetworks and stormwater business units.

Waihopai Toetoe has \$14,902 of unbudgeted board member remuneration costs. This is as a result of the representation review and is predominantly funded by the under-spend in the Edendale Wyndham business unit, where board member remuneration was originally budgeted.

Woodlands income and expenditure are under budget due primarily to no internments in the cemetery for the year to date. Capital is under budget due to nothing being incurred in relation to project P-10322.

As identified earlier in this report, there are a number of works programme targets that will no longer be met as a result of the Covid-19 pandemic, the extent of which is as yet unclear.



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Edendale Wyndham general	\$53,237	\$38,143	\$47,753
Edendale Wyndham stormwater	\$406,790	\$419,993	\$419,993
<b>Total – Edendale Wyndham</b>	<b>\$628,481</b>	<b>\$618,543</b>	<b>\$628,409</b>
Gorge Road general	\$41,077	\$36,721	\$34,740
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Tokanui community centre	\$7,665	\$7,915	\$7,915
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Woodlands septic tank	\$8,014	\$7,275	\$7,275
<b>Total – Woodlands</b>	<b>\$86,547</b>	<b>\$50,237</b>	<b>\$54,737</b>
<b>TOTAL RESERVES</b>	<b>\$828,039</b>	<b>\$781,347</b>	<b>\$788,732</b>



## Council Report - April 2020

Record No: R/20/3/6019

Author: Karen Purdue, Community Partnership Leader

Approved by: Janet Ellis, People and Capability Manager

☐ Decision

☐ Recommendation

☒ Information

### Chief Executive

#### Adverse Weather Event

1. In early February the Southland region was affected by a significant rainfall event that led to the declaration of a regional civil defence emergency. The event began with a period of high rainfall in Milford Sound on 3 February coinciding with high tides that caused some backflow flooding and inundation in the Milford Village lower car parks and closure of SH94 Milford to Te Anau.
2. The event subsequently intensified significantly causing widespread damage to SH94, the Hollyford Valley and a number of Department of Conservation tracks. The heavy rainfall also spread into the Southland region upper catchments, particularly affecting the Maitara river. This led to a need to evacuate parts of Gore, Maitara and Wyndham.
3. The regional civil defence emergency was lifted on Tuesday 18 February, some two weeks after it was originally put in place. At that stage the focus will move into the recovery phase.
4. The effects of a significant civil defence emergency, such as the one that the region has just experienced, on the people that are directly affected and communities themselves cannot be under-estimated. The flow-on effects for some individuals can be expected to continue for quite some time. It will be important for Council, and the other relevant agencies to work with the affected communities to provide the support that they need to get through the event itself and then as we move into the recovery phase.
5. A regional recovery manager has been appointed to lead this stage of the process. We have also appointed a recovery manager to lead the recovery effort across the Southland District. There will be a number of flow-on issues affecting the Fiordland community in particular that Council will need to manage.
6. The full cost of the damage caused to Council's infrastructure is still being assessed and will be covered in separate reports to Council at an appropriate time.

#### Infrastructure Commission

7. The NZ Infrastructure Commission has recently released a new report, titled 'Lifting Our Gaze' which discusses the challenges relating to addressing the challenges associated with the increased infrastructure demand and development. The report looks at the infrastructure outcomes that are being delivered, the barriers and challenges that New Zealand faces looking forward and how these might be addressed. A copy of the report is available on the Commission's website (<https://infracom.govt.nz/assets/Uploads/Lifting-our-gaze-EY-Infracom.pdf>).

8. The report also discusses the ‘opportunity cost’ that can be associated with the current narrow focus on delivery of projects, without consideration of broader outcomes, such as social, economic and environmental.
9. The desirability of adopting a broader outcomes focus has been included in updated government procurement rules and changes to the better business case framework. While staff will give consideration to these developments in reviewing Council’s procurement policies we can also expect to see the broader approach reflected in the procurement policies used by the NZ Transport Agency, which local authorities also need to meet to obtain funding for local works.

### 3 Waters

10. Reform in the three waters sector has been progressing for some time. However, since the Havelock North incident in 2016 it has become an area of high priority for central government.
11. Following the Havelock North incident, the government commenced a formal inquiry, which recommended a Three Waters Review be undertaken. The review considered options for improving regulatory and service delivery arrangements for drinking water, wastewater and stormwater services (Three Waters) to better support New Zealand’s prosperity, health, safety and environment. Most three waters assets and services, but not all, are owned and delivered by local authorities.
12. Taumata Arowai - the Water Services Regulator Bill was introduced to Parliament on 11 December 2019, and had its first reading on 17 December. It is now sitting with the health select committee and public submissions are being sought. The bill is relatively simple in that its focus is on establishing the new water regulator as a crown entity, under the Crown Entities Act 2004. The bill also outlines the agencies objectives, functions, operating principles and governance arrangements and is expected to be enacted by mid-2020.
13. A separate bill will give effect to the decision to implement system-wide reforms to drinking water regulation, alongside targeted reforms to improve the regulation and performance of wastewater and stormwater networks.
14. The Minister for Local Government took a paper to cabinet in late January, canvassing options for greater collaboration in water services delivery. The paper is yet to be released, but is understood to reiterate the Minister’s desire for greater council collaboration in Three Waters service delivery. Accordingly, DIA is preparing further advice for councils on the stages of regional investigations the crown wants to see. It can be expected that the provision of any crown funding to support reform in this area will require local authorities to be taking actions which are consistent with that desired by the crown.
15. In an endeavour to proactively address the range of service delivery options that might exist the Otago Mayoral Forum has initiated a working group process, with external consultant assistance, to explore the range of delivery options that might exist in relation to the delivery of water services across the Otago region. They have also invited the Southland councils to participate in this work. Staff have indicated that this Council is keen to participate.
16. The range of options that will need to be considered as part of this process range from effectively an enhanced status quo model through to the formation of a standalone council controlled organisation. Support for development of a business case exploring these options is being sought

from the Department of Internal Affairs, who have recently called for expressions of interest in this area.

## **Funding of Fire and Emergency NZ**

17. Fire and Emergency New Zealand (FENZ) have been undertaking consultation to seek initial views on options for how fire and emergency services should be funded in the future. The consultation document can be downloaded from (<https://www.dia.govt.nz/firefundingreview#Supporting>).
18. The review is split over two phases and is not expected to be completed until 2024 with the implementation of a new funding model. Following consideration of the views expressed via the initial phase, consideration will be given to the development of a new preferred funding model which will be subject to a subsequent consultation process.
19. The creation of FENZ has highlighted the shortcomings associated with the current insurance-based funding model. In particular its lack of universality and the fact that some sectors, which benefit directly from the service, such as motorists, do not contribute in proportion to the cost. The government's challenge is to find a funding model that allocates cost in accordance with the beneficiary principle and in a way that the opportunity for 'free-riding' is minimised.
20. The main users of FENZ services currently, are:
  - a. Medical emergencies;
  - b. Structure (building) fires;
  - c. Vegetation fires;
  - d. Hazardous substances and emergencies; and
  - e. Motor vehicle incidents.
21. To give effect to a beneficiary principle it would seem important for each of the above sectors to be significant contributors to the cost of running fire and emergency services. In some cases, such as motorists and property owners, it is practical and efficient to apply a direct levy. In other cases, such as medical emergencies and hazardous substance emergencies, the contribution should come from taxpayers through the appropriate vote, such as Health and Environment.
22. As part of the work being undertaken there has been a suggestion that local government could be responsible for collecting the property based component through its rating systems. This approach would, however, undermine an accountability principle that would come with FENZ being responsible for collecting its own funding directly from property owners.

## **Resource Management Reform**

23. The government has appointed an independent review panel, led by the Hon Tony Randerson QC, to undertake a comprehensive review of the resource management system.
24. In November 2019 the panel released an issues and options paper (<https://www.mfe.govt.nz/sites/default/files/media/RMA/comprehensive-review-of-the-resource-management-system-opportunities-for-change-issues-and-options-paper.pdf>) outlining what they see as the key issues that need to be considered in the review process.

25. The review has a dual focus on improving outcomes for the natural environment and improving urban and other development outcomes. The underlying causes of poor outcomes are seen as being wide ranging, including the legislation, the ways it has been implemented and how the institutions are arranged. In seeking to improve these outcomes, the review will need to ensure provisions for central and local government decision-making, Iwi/Māori and broader public involvement are all fit for purpose. It will also consider the linkages between the RMA and other key pieces of legislation such as the Local Government Act 2002, Land Transport Management Act 2003 and Climate Change Response Act 2002.

## **Disability Employment Action Plan**

26. In November 2019 the Ministry of Social Development (MSD) released for public consultation a Disability Employment Action Plan. A copy of the document is available on the Ministry for Social Development website (<https://www.msd.govt.nz/what-we-can-do/disability-services/disability-employment-action-plan/index.html>).
27. The draft action plan proposes a set of actions to tackle the employment gap based around two overarching goals:
- disabled people and people with health conditions have an equal opportunity to access good work
  - employers are good at attracting and retaining disabled people and people with health conditions.

## **Community and Futures**

### **Strategy and Policy**

#### **Policy and Bylaw Updates**

28. There are a number of Council bylaws and policies currently being reviewed and updated, and a number of bylaws due for review in the next 12 months. Deliberation and adoption of the draft Speed Limits Bylaw is scheduled for March 2020.
29. Staff have been involved in the review of the combined Local Alcohol Policy (LAP), in collaboration with Invercargill City Council. Following consultation, hearings and deliberation, a joint committee of the two councils endorsed a provisional LAP for public notification. No appeals were lodged and the LAP was automatically adopted on 6 December 2019. Council will be asked at its meeting 4 March 2020 to bring the LAP into force with an operational date of 31 March 2020.
30. Staff have been working to produce a draft procurement policy and manual, which would introduce changes to the way Council purchases goods and services. Feedback on the draft will be sought from the executive leadership team, prior to the draft policy being discussed with the finance and assurance committee.
31. Preliminary work has begun reviewing the combined Local Approved Products Policy. This policy is about restricting the sale of psychoactive substances. Council currently has a combined policy with Invercargill City Council and Gore District Council. The next steps are to ascertain whether Council is keen to continue having this joint policy.

32. In relation to Council strategies, staff have undertaken a stocktake on the strategies that have been adopted by Council, and also the strategies in place for the Southern region. Team members are currently investigating whether further Council strategies are required, and the structure and type of strategies that might be appropriate.

### **Community Futures Research and Analysis Work Programme – Strategy Development**

33. Council supports the continuation of research and analysis work to inform and support its decision making and to assist in leading the development of Council's overall approach to the management of change and preparation for what the future might hold for the District and its communities. Identifying priorities for investing in community future planning has included socio-demographics, climate change, levels of service, rating affordability, land and water plan implications, community assistance and funding, and technological change. This on-going work identifies the need for Council to understand the potential impacts that mega trends and technological change may have on communities, industries, work patterns, land use and lifestyle choices. This is integral to supporting the approach of the research and analysis work programme, particularly in relation to prioritisation and future service provision requirements, social cohesion and engagement.
34. The decision to invest in research and analytics is critical if Council wishes to plan for the future. Undertaking big picture research and analysis work will position Council to better understand the decisions it needs to make for the future of the District.

### **Risk Management Framework**

35. Council continues to identify the need to invest in and develop its risk management processes and approach. The objective of the risk management framework is to create a framework to effectively understand, plan for, and mitigate risk across all levels and activities within the organisation that can provide assurance to Council, the Southland District community and stakeholders that critical risks are identified and managed effectively.
36. Updates to the finance and assurance committee and Council have utilised the risk management framework for the September and December 2019 quarterly reports and both committee and Council have indicated their approval of the process. The review process is underway for the current quarter and will be presented to the finance and assurance committee at its 23 March 2020 meeting.
37. As part of the review process, the executive leadership team met on 10 February 2020 to undertake review of the priority weightings given to each of Council's priority strategic and corporate risks. A report outlining the reviewed register will be presented to the finance and assurance committee for endorsement at its meeting 22 June 2020.

### **Annual Plan 2020/2021**

38. The Local Government Act 2002 requires Council to prepare and adopt an Annual Plan in the second and third years between development of the Long Term Plan. The purpose of the Annual Plan is to consider and approve any variations to the Long Term Plan for that financial year. Once finalised, the direction given for 2020/2021 will be used to set rates for the year beginning 1 July 2020 and deliver any additional projects or initiatives identified. A report was presented to Council on 30 January to approve the project plan for the 2020/2021 Annual Plan. Following

the recent state of emergency declared in Southland, rationalisation and prioritisation of project delivery will be assessed in the immediate to short term future.

### **Annual Report 2018/2019**

39. The Annual Report project team are awaiting confirmation of the proposed audit dates before finalising the timetable for the 2019/2020 Annual Report. A report on the Annual Report 2018/2019 audit recommendations is expected to be presented at the finance and assurance Committee meeting in March 2020.

## **Environmental Services**

### **Group Managers Update**

40. The policy team have been working on a submission for the Draft National Policy Statement for Indigenous Biodiversity (NPSIB) which will be with Council in March.
41. Normally, January is a quieter time for consent applications, however, this year there has been a steady stream of applications for both planning and building. MBIE have indicated a desire to visit Council to review our Earthquake Prone Building processes and progress towards identification of those buildings at risk during an earthquake.
42. MBIE also brought to the building manager's and GM's attention a report carried out in early 2019 regarding the Territory Authority (TA) responsibilities and recommendations that Council needs to ensure are followed up on.
43. We are establishing a small team to assist with this additional backlog of TA work which mainly includes swimming pool barrier inspections, compliance schedules, and Building Warrant of Fitness audits (BWof's).

### **Environmental Health**

44. The Ministry for Primary Industries (MPI) was required to complete a review of Council food verification functions, the review being required by s.138 of the Food Act 2014. Councils have had exclusivity in the provision of food verification services in their respective boundaries, for certain types of business; that is, that only Councils can provide this service for those food businesses (including most retail food businesses).
45. MPI has completed this review, and MPI has decided that Councils will retain this exclusivity. Not only does this give some certainty to future planning of the service, but also there is reduced pressure to obtain accreditation of our verification services. Options going forward for the environmental Health team include going ahead with accreditation, or implementing a quality system minus the IANZ audits.

## **Animal Control**

46. The team has convened an early planning meeting with relevant staff for this year's dog registration cycle. Significant changes to the way that we manage the process will be implemented this year, in line with Council's direction towards online services. The proposed changes are:
- i. introducing an online service for the registration of new dogs. This year dog owners will be able to register their new dogs using "PayIt" on Council's website. Dog owners can already renew dog registrations using PayIt, so this means that all dog registrations will be able to be done using PayIt.
  - ii. emailing of dog registration forms. Until now dog registration renewal forms have been posted to dog owners (around 6,000 forms). This year we propose to email the forms, other than to those dog owners that have already advised that they prefer receiving by post – this will always be an option going forwards.

## **Resource Management**

47. Ongoing work is occurring on the regional work streams for Climate Change, Biodiversity, Landscapes and Natural Character. The Climate Change report was presented to Council on 22 May 2019 and wider communication of climate change was endorsed. Joint work on the next phases of climate change is currently being scoped. Internal climate change work has commenced to inform the initial phase of the next LTP process. Work on the biodiversity, landscapes and natural character projects is ongoing and they are likely to be released in 2020.
48. Council was part of the territorial authority reference group providing feedback to the Ministry of the Environment on the proposed National Policy Statement on Indigenous Biodiversity and the proposed New Zealand Biodiversity Strategy.
49. Consultation on the NPS for Indigenous Biodiversity opened in November 2019, initial indications are that achieving the requirements of the strategy will require a significant body of work identifying potentially Significant Natural Areas, mapping them and revising rules within the District Plan to protect and enhance them. Submissions on the strategy close in March 2020.
50. Giving effect to the NPS and identifying Significant Natural Areas is going to be an expensive process. There is estimated to be 1.7 million hectares of potentially significant biodiversity which equates to 57% of our District. Approximately 94,000ha of this area is indicated to be on private land. Council has provided input into the LGNZ submission and Southland District Council is one of the case study councils forming part of that submission. It is clear, however, that the introduction of the new Biodiversity NPS will come at a significant cost, which will not be funded by central government.
51. It is anticipated that the National Policy Statement will be gazetted prior to the general election in September.

## Building Solutions

52. Post the early February Southland flood event, on Friday, 7 February the building solutions team provided three inspectors as requested to assist the Gore District Council. A total of 105 residential dwellings were visited and assessed by the three inspectors, with nine of those having sustained flooding above floor level.
53. Reconnaissance in the District was carried out on 7, 8, and 10 February, taking in Wyndham, Mātaura Island, Fortrose, Pyramid, Riversdale, Ardlussa, Freshford, Waikaia, and Piano Flat areas, by the building solutions team. A large area was covered, in which 36 dwellings were visited, with two found to have sustained flooding above floor level.
54. A total of nine building solutions team members were involved, assisted by one environmental health team member. Staff from both departments also provided additional support.

## Services and Assets

### Commercial infrastructure

55. Ashby Brown has joined the team as commercial infrastructure manager.
56. Working with project delivery and community facilities teams to progress potential changes to new community services contracts as a result of 17A review. Initial workshops with incumbent contractors are scheduled to gauge market information and optimise procurement approach. With more complete market information, communities can then be consulted regarding various commercial options and the most appropriate approach moving forward.

### Forestry (IFS)

57. Various factors including flow-on effects from the coronavirus in China have created recent market challenges in the New Zealand forest industry. However, Council forest interests have benefited from a 12-month fixed price and volume contract direct with China. This contract is almost halfway through and has reduced exposure to the current market volatility.

### Around the Mountains Cycle Trail

58. The recent flood event has caused some trail damage which is currently being assessed. Based on preliminary inspections there is likely to be significant repair work required. However, early discussions with MBIE indicate that potential exists for additional funding to be provided to assist with reinstatement following this adverse event.

## Strategic Water and Waste

### Land and Water Plan Implementation

59. Environment Southland released their proposed Land and Water Plan last year.
60. In total 25 appeals were received by Environment Southland of which Council has identified 10, which it will join as a section 274 party. Council has also lodged an appeal to the decision. The basis of Council's appeal, is largely around the 'non-complying' activity status on wastewater discharges to water. The latest direction issued from the Environment Court outlines a proposed path, where appeals to object will be heard ahead of mediation, by grouped topic on policies and rules. Evidence in support of the appeals have been filed with the Environment Court.

61. The first stage of the hearing around Objectives and Farming Policies commenced on 4 June with Council staff and experts presenting evidence on 11 June.
62. The first stage has now been completed and it is anticipated that the court will release interim decisions on the evidence presented prior to undertaking the second stage of the appeal process.
63. Further strengthening of environmental and water supply regulation is anticipated following release of cabinet papers on Three Waters Reforms and Ministry for the Environment (MfE) release of its approach to taking Action for Healthy Waterways, including a revised NES on source protection for water supplies and a proposed new NES on Wastewater Discharges. At this stage it is not fully understood if these amendments will have any implications for the plan process.
64. Interim decisions were released by the Environment Court in late December with a recommendation that further expert conferencing be undertaken in early 2020.

### **Property Services**

65. Property management is ongoing with numerous daily queries and transactions being processed. This is a result of considerable economic activity both internal and external.
66. External activity is generating a considerable amount of queries about Council properties including potential disposal, unformed roads and potentially affected party approvals for resource consents where Council is a landowner in close proximity.
67. Internal activities included providing advice to other operational departments either for their day to day activities, or projects being undertaken. There has been a temporary spike in vacant community housing units which has taken considerable time to allocate and process new tenants. The recent abandoned land tender also required a significant amount of staff time given the number of properties, queries and actual tenders to be processed.

### **Community Facilities**

68. The capital works programme is progressing with a number of projects having been completed, a number in progress and some just starting after Council approval for additional funding being gained.
69. The high winds experienced prior to the emergency event has resulted in some remedial work being undertaken on the Invercargill office with the potential for additional work being required.
70. The community facilities' assets came off lightly in the flood event, with only the Fortrose toilet being inundated with water causing minor damage only.

## Project Delivery Team

71. The project delivery team have been incredibly busy over the last few weeks assisting all teams with wind and then flood damage which has slowed progress on some capital works projects. This shouldn't significantly affect the final end delivery as a lot of the smaller projects have now been completed and the focus is on reviewing year end forecasts to see what projects can progress. Major projects such as the bridge replacement and new water mains in Otautau and Te Anau are progressing well.
72. Discussions have now started with asset team managers on next year's workload and key projects.

## Strategic Transport

### Road Safety

73. The team and our contractors have been working hard over the past few weeks with the flooding and emergency event. Staff have been out with contractors inspecting the network and prioritising repair work with the main focus being the reopening of key roads and ensuring people have access to their houses.
74. While all the key roads are open there is still a reasonable amount of tidy up work to be completed across the District in the coming weeks and even months before things return to a degree of normality.

### National Land Transport Programme 2021

75. A Council representative attended an information session on the National Land Transport Programme presented by NZ Transport Agency.
76. As Council starts to focus on developing its Long Term Plan so too is the Ministry of Transport currently developing the 2021 Government Policy Statement on Land Transport, for consultation in 2020.
77. In preparation for the NLTP the NZ Transport Agency are reviewing and will be seeking feedback on a number of documents such as:
  - The National Road Safety Strategy (Road to Zero)
  - Arataki (NZTA 10 year view)
  - Investment Decision Making Framework.
78. In conjunction with these, the Regional Land Transport Plans (RLTP) is also under development which will require input from Council. This document describes the region's long-term vision and identifies its short to medium-term investment priorities to move towards this vision. It also includes a regional programme of transport activities proposed for funding over the next three to six years.
79. RLTPs are the primary mechanism for discussing and agreeing a clear set of regional outcomes, priorities and improvement projects in land transport. They describe the gap between where we are and where we need to get to, along with the programme of activities needed to bridge that gap. Therefore, RLTPs tell a powerful story about a region and its aspirations.
80. Council will have an opportunity for input into the RLTP through a range of mechanisms such as Activity Management Plans and its elected representative on Regional Land Transport Committee.

### **District Wide Renewals Programme**

81. Despite recent weather events, good progress is still being made on the delivery of the rehabilitation programme.
82. Downer is also progressing the seal resurfacing programme. As part of this work they will be bringing in crews from the rest of the South Island as required to ensure the programme is delivered.
83. The two bridge design build contracts have been awarded for the replacement of up to 19 bridges. Construction of the units is underway with the first of the bridges expected to be installed in mid-March.

### **Recommendation**

**That the Waihopai Toetoe Community Board:**

- a) **Receives the report titled "Council Report - April 2020" dated 12 June 2020.**

### **Attachments**

There are no attachments for this report.



## Council Report - June 2020

Record No: R/20/6/13534

Author: Karen Purdue, Community Partnership Leader

Approved by: Janet Ellis, People and Capability Manager

☐ Decision

☐ Recommendation

☒ Information

## Chief Executive

### Covid-19

1. Council has continued to manage its response to the Covid-19 pandemic. From an organisational operations perspective all staff have continued to work from home where practical for the period of the alert level 4 lockdown. With the move to alert level 3 there has also been the ability to start the delivery of a number of field based services. As indicated previously, it will take time for the relevant contractors and staff to 'catch-up' on the backlog of work that has not been able to be progressed during the alert level 4 lockdown period.
2. In the current environment it is also expected that there will be a number of ratepayers who may experience problems with paying rates or other Council fees and charges for different services provided. There are a wide range of alternative payment and or rates postponement options that can be put in place under existing policy settings. Hence, ratepayers are encouraged to contact rating or customer support staff who are able to discuss a range of options that might work best for each individual's set of circumstances.
3. Below is a table provided by Emergency Management Southland that shows the total number of calls they have received for the region and District broken down into categories.

	Southland- District-total	Regional- total	Total-Southland-as-a- %of-all-requests- seeking-this-type-of- assistance
Finance	18	78	23%
Medicine	10	35	29%
Accommodation	5	36	14%
Food	43	219	20%
Psychosocial	8	21	38%
Animal-welfare	5	36	14%
Other	5	41	12%

### Water Management

4. The Office of the Auditor General (OAG) has recently released a report, **reflecting on our work about water management**, which provides a summary of the lessons to be learnt from the work that the office has completed in recent years to review the management of freshwater and the

delivery of 3 waters services. A copy of the report is available on the OAG website (<https://oag.parliament.nz/2020/water-management>).

5. The report notes that while there is some good work being done, not all of the elements they see as being needed to build an effective system are in place. There was not clear agreement across central and local government about the vision for New Zealand's water resources or the goals that need to be achieved to realise that vision.
6. The lack of clarity about what the issues are, how to address them, and who will deliver the required programmes of work increases the risk that public organisations are not directing their efforts towards the same outcomes. It also notes that the understanding that public entities have of water resources and water assets needs to improve and there is also a need for greater national leadership.

### **Infrastructure Commission**

7. The Infrastructure Commission is a new crown owned entity tasked with providing advice to government on how it can deliver a 'step change' in New Zealand's planning and delivery of infrastructure, its systems and settings. A significant part of the policy work needed to identify the changes needed will be outlined in a New Zealand 30 year infrastructure strategy, which the commission is tasked with developing by September 2021.
8. The commission will be looking to engage with the local government sector as it progresses development of the strategy over the next 18 months. This will include a series of regional workshops in the third quarter of 2020.

### **Waste Management**

9. Work is underway at a national level to investigate opportunities to implement a standardised national approach to kerbside recycling and residual waste collection.
10. The aim of this work is to identify how standardising recycling can contribute to higher quality recyclable materials via reduced contamination. In addition, kerbside collections of residual rubbish and organic waste will be considered as part of the project. There will be a level of engagement with local authorities and contractors directly involved with the delivery of these services before a report is finalised.
11. The Government is also considering the implementation of amendments to the Basel Convention to better manage the international trade in plastic waste (Basel Amendment). These amendments would be introduced via new regulations and require that permits for importation of export waste would require a permit from the Environmental Protection Authority (EPA) as well as the receiving country.
12. The amendments will bring a degree of added complexity to the export of recycled plastics from New Zealand that has not existed in the past.

### **Greenhouse Gas Inventory**

13. The Ministry for the Environment (MFE) have recently released a new Greenhouse Gas Inventory report which provides an updated stocktake on New Zealand's total emissions. A copy of the report is available on the MFE website ([www.mfe.govt.nz/publications/climate-change/new-zealands-greenhouse-gas-inventory-1990-2018](http://www.mfe.govt.nz/publications/climate-change/new-zealands-greenhouse-gas-inventory-1990-2018)).

14. The agriculture and energy sectors contributed the most to New Zealand's emissions at 47.8 per cent and 40.5 per cent of gross emissions in 2018, respectively. Emissions from road transport made up 19.1 per cent of gross emissions.
15. New Zealand's gross emissions have increased by 24 per cent (15,271 kt CO<sub>2</sub>-e) since 1990. The five emission sources that contributed the most to this increase were:
  - methane from dairy cattle
  - fuel use in road transport (carbon dioxide)
  - agricultural soils, from increased fertiliser use (nitrous oxide)
  - industrial and household refrigeration and air-conditioning systems from increased use of hydro fluorocarbon - based refrigerants that replaced ozone depleting substances (fluorinated gases)
  - fuel use in manufacturing industries and construction from increased production due to economic growth (carbon dioxide).

### **Resource Management Amendment Bill**

16. The Environment Select Committee have recently reported back to Parliament on the Resource Management Amendment Bill, which aims to reduce complexity and improve environmental outcomes before more comprehensive changes to the Resource Management system are considered following the Resource Management Review Panel's recommendations later this year.
17. The Bill will introduce a new planning process for regional plan changes to support the delivery of the Government's Essential Freshwater programme, as indicated during the Action for Healthy Waterways consultation last year. This is expected to assist regional councils to protect rivers, lakes and aquifers from pollution, by getting new water quality standards in place years earlier than they otherwise would be. The Select Committee has proposed some technical amendments to this process in light of submissions.
18. Changes are also proposed in the Bill to enable local government decision makers to consider climate change mitigation under the Resource Management Act (RMA). These amendments will:
  - formally link the Climate Change Response (Zero Carbon) Amendment Act 2019 (ZCA) and the RMA by including emissions reduction plans and national adaptation plans under the ZCA, once these are in place, in the lists of matters councils must have regard to when making regional plans, regional policy statements and district plans (sections 61, 66 and 74), and
  - repeal the sections (70A, 70B, 104E and 104F) of the RMA that prohibit local authorities from considering emissions.
19. The above changes are proposed to come into force on 31 December 2021, to align with the publication of the first emissions reduction plan.
20. The Ministry for the Environment will begin scoping national direction (such as national environmental standard and/or national policy statement) to support implementation of these changes. In the meantime, the statutory barriers to considering climate change mitigation will not apply to decision-makers on matters called in as proposals of national significance.

## Auditor-General Annual Plan

21. Each year the Auditor-General prepares an Annual Plan outlining his proposed priority work areas for the upcoming financial year. He has recently released a draft of his proposed 2020/21 Annual Plan, a copy of which is available on the OAG website (<https://oag.parliament.nz/2020/draft-annual-plan>).
22. The work programme included in it proposes that his office will look at issues relating to the work of the broader public sector on improving the lives of New Zealanders, including examination of how well the system is working as a whole in addressing issues such as family violence, improving outcomes in housing, health, and education, resilience to climate change, and investment in infrastructure.
23. They also intend to progress work on looking at the overall performance of the public sector as a whole. This stream of work will place a particular focus on the implementation of a well-being focus and how this contributes to sustainable development, resilience and climate change, integrity in public organisations, procurement and investment in infrastructure. All of these issues are of direct relevance to local government and will include targeted reviews with selected local authorities as case studies.
24. In addition the Auditor-General is also proposing that his office will look at developing an understanding of the impacts of, and how the public sector is responding to, Covid-19.

## Building

25. We've been hearing a lot of frustration in the building community as work resumed under alert level 3. There's been an expectation that our building team would have been able to deal with consent applications as fast as they came in. We've done our best, but the reality is we're up against it at the moment.
26. In the first week of alert level 3 we received 122 Covid-19 building site safety plans to assess, along with the inspection bookings. This is a lot of extra administration to absorb into our small team.
27. We have a reduced workforce of building inspectors. Some of our team members are vulnerable and cannot be exposed to the risk of contracting the virus. This takes them off the road. We also have contractors outside the region we would normally call on at pinch times such as this but they can't do the work for us because of the restriction on inter-regional travel.
28. Because of the extra layer of communication relating to health and safety before an inspector can set foot on to site, we're down from an average five or six inspections per inspector per day, to just four. We've had to introduce new systems and commit staff from within our small team to book inspections. Our existing system wasn't set up for the additional administration of dealing with health and safety site plans.
29. Our new GoGET software, which allows our inspectors to process consent applications online, went live in the first week of May. In normal times this would be a tremendous help to us speeding up processing consents, but these aren't normal times. It will take a few weeks for our team to become familiar with the system when they are already feeling pressure to carry out more inspections.

30. Our inspectors are working long hours trying to meet customer expectations, and this is not sustainable. We are looking at a number of ways to fill this resource gap.

## **Resource Consents and Policy**

31. Covid-19 has not noticeably affected incoming workloads. Incoming resource consent applications remain consistent with pre-Covid levels and if anything the volume of incoming building consents and customer enquiries have increased during lockdown. There has also been a vacancy within the team which has impacted on getting consents issued within timeframes.
32. Up until the alert level 4 restrictions coming into force, ongoing policy focused work was occurring on the regional work streams for Climate Change, Biodiversity, Landscapes and Natural Character. It is unclear, in a national space, what impact the Covid-19 pandemic will have on anticipated national direction as government was signalling significant changes were going to be gazetted prior to the election. It is expected that some of the anticipated changes may get delayed or reprioritised. The majority of Council's policy work in this space still needs to progress due to it already being a legislative requirement but the timeframe to deliver may vary.
33. Three Council staff (Jenny Green, Rebecca Blyth and Marcus Roy) and two Councillors (Cr Menzies and Cr Ruddenklau) attended and completed the "making good decisions" training which makes them all Commissioners and able to sit on panels for resource management decision making. Particular congratulations needs to go to the two Councillors who had no prior background in resource management decision making. Their initial disadvantage had to be overcome by hard work and persistence.
34. Council was part of the territorial authority reference group providing feedback to the Ministry of the Environment on the proposed National Policy Statement on Indigenous Biodiversity and the proposed New Zealand Biodiversity Strategy. Consultation on the NPS for Indigenous Biodiversity closed in March 2020. Council submitted stating that in its view, achieving the requirements of the Statement will require a significant body of work identifying potentially Significant Natural Areas, mapping them and revising rules within the District Plan to protect and enhance them. It is anticipated that there will be a significant cost associated with this. There is estimated to be 1.7 million hectares of potentially significant biodiversity which equates to 57% of our District. Approximately, 94,000ha of this area is indicated to be on private land. Council has provided input into the LGNZ submission and SDC is one of the case study councils forming part of that submission. It was anticipated that the National Policy Statement will be gazetted prior to the general election in September but this may change now the country is dealing with Covid-19.
35. Resource consent data for previous few months:
- February – 21 applications received, 19 decisions issued.
  - March – 22 applications received, 23 decisions issued.
  - April - 24 applications received, 14 decisions issued.

## Environmental Health

### Dog Control

36. Staff approached Gore District and Invercargill City Councils suggesting a shared communications campaign for this year's dog registration renewals in June. They agreed, and this is hoped to give all three councils better coverage for money spent, along with ensuring alignment for due dates.
37. The software module to allow new dogs to be registered online went live. This means that all dog registration matters can now be done using Council's website. This includes renewing registrations, and notifying changes to dog details. Staff will be heavily promoting online registrations during the busy June/July dog registration renewal period, and hope to see a marked increase in the number of dog owners registering online during this time.

### Environmental Health

38. Staff are proceeding with implementation of a new system from Datacom, that permits food verifications to be conducted on a tablet, using software that is being used by a number of councils in New Zealand, the closest being Dunedin. Benefits include efficiency, consistency among Council's verifiers and also with other councils, increased quality, and the ability to upload verifications automatically to the Ministry of Primary Industries portal.

## Customer Delivery

### Group Manager's Update

39. The past month has demonstrated the customer delivery group is committed to supporting our customers and colleagues to succeed no matter the circumstances. From the implementation of new systems, continued access to our 0800 service, direct community engagement via our District customer support staff and access to records and information, I have nothing but praise for my team and their resilience. Their efforts, and those of all our colleagues throughout the organisation, mean we have continued to work as efficiently as we can with minimal disruption for our customers.

### Libraries

40. During the lockdown, staff who normally work in our district libraries have been busy finding new ways to reach out to our customers. Part of the team have spent many hours on the phone calling our regular and elderly borrowers to check in on them and inform them about our online services. This creates an opportunity for members of our community to get help from our staff if they have been experiencing issues accessing one of our electronic resources or experiencing other technical issues.
41. We have been busy increasing our eBook and eAudio collections to give our borrowers enough variety to access from the safety of their homes. Due to this we have experienced a large increase in new registered users for our electronic resources.
42. Preparations have been worked on during the lockdown to ready our library team for offering new types of services to the public once it is safe to do so. Our team has been busy laying the ground work for home delivery and click and collect services.

43. District based customer support staff have also been updating customer contact details and reconciling borrower records. Courtesy calls to our borrowers has instigated conversations with those wishing to move to direct debit payments for rates, and identified vulnerable patrons who require home delivery assistance.
44. Our interments team has received a steady number of interments throughout our District that required stringent compliance with Covid-19 regulations and liaison with funeral homes and contractors.

## **Community and Futures Group**

### **Governance and Democracy**

45. Council and committees of Council have successfully met via Zoom throughout alert levels 4 and 3. All meetings have been recorded and streamed live to ensure that Council meets its legislative requirements under the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.

### **Community Leadership**

46. Over the last month the team has continued to carry out a mixture of business as usual tasks and tasks related specifically to the Covid-19 outbreak.
47. Continuing to build on and develop relationships with our communities and key stakeholders has remained a key focus which the majority of community boards having “met” via Zoom during this period. The team have also maintained regular contact with EMS, Great South, MBIE, DIA, Public Health South, Immigration New Zealand and community funders to name but a few.
48. The community leadership team has also been undertaking research on the concept of “community-led recovery” in response to Covid-19 and its impacts on Southland District. This research has included (but is not limited to) reading widely, taking part in webinars, media watch and reviewing recovery scenarios from other large disruptors such as the Canterbury earthquakes.
49. It should be noted that community-led recovery focuses on building capacity in communities and supporting them to make the best decisions in relation to recovery. This contrasts with traditional disaster recovery models which are often a top-down government driven “cookie-cutter” approach to recovery in its communities.
50. Community-led recovery is a concept that directly follows on from the community-led development approach that Council has previously endorsed and the community leadership team has been diligently working to implement it across the District.
51. During the period of alert levels 4 and 3 the team have been engaging regularly with community boards, councillors, internal and external stakeholders in order to understand the current situation with regards to the impacts of Covid-19 locally, at a Southland District level, regionally, nationally and internationally.
52. Another key aspect of this work will be around the development of a community recovery taskforce which will aim to link a District overarching approach with the local community led approaches that we are seeing develop.

## Rates Relief

53. The team is also scoping a project looking at options available for providing guidance and support to ratepayers who might be struggling to pay their rates due to the effects of Covid-19. This will involve working internally with finance, communications and customer support teams to determine options available and to streamline processes.
54. It is also intended to seek information and work collaboratively with external organisations such as Age Concern, community workers, Citizens Advice Bureau, Rural Support Trust and other social agencies who are also able to provide support services to the community.

## Strategy and Policy

55. Staff have prepared draft research reports around Covid-19 specific priority work. This will be presented to the executive leadership team in May and then to Council as soon as practicable following. The research includes analysis and assessment including a District wellbeing scan, district assessment of the regional destination strategy, analysis of the significant forecasting assumptions, and the principles that may determine if and/or why reprioritisation of work streams could be considered.
56. Staff have taken a broader whole of District perspective, as well as specifically seeking input from Council's community leadership team to ensure that specific community and localised issues are taken into consideration. This research will help inform some of the short to medium term issues that may face the District following Covid-19, alongside ensuring the focus on Council's long term vision and broader strategic direction is maintained.
57. The Annual Plan draft is near completion and will be presented to Council at 23 June 2020 for adoption. As Council is not consulting on the 2020/2021 Annual Plan, an information booklet has been distributed and made available throughout the District via electronic means. Members of the public are encouraged to provide feedback either in person, or through social media platforms to Council.

## Covid -19 Incident Management Team

58. The Incident Management Team (IMT) continues to provide oversight and an adaptive leadership role for the organisation as a response to the Covid-19 pandemic.
59. As New Zealand moved from alert level 4 to alert level 3 the IMT developed a set of SDC principles which aligned to the NZ Government range of measures for alert level 3. These SDC principles were then applied by the activity managers and service delivery managers to support the approach for the implementation of the services delivered by Council. This approach and process will be replicated when it is confirmed New Zealand moves out of alert level 3.
60. It is recognised that Council's day to day work continues to be the responsibility of the activity managers and relevant group manager. The group manager highlights any issues and potential risks to Council as a result of Covid-19 to the IMT through a twice weekly SitRep.
61. The IMT currently meets twice weekly. The frequency of meetings has reduced from meeting daily as the organisation has adapted to the situation and new way of working.
62. The IMT continues to also focus its efforts on ensuring the lines of communication – internally and externally – are as clear as possible. Again as the situation has evolved the chief executive's internal staff emails and elected members emails are now distributed weekly. These continue to

be well received and support the positive messaging and creation of a positive environment for staff and our communities.

## **Services and Assets**

### **Group Manager's Update**

63. The Services and Assets group continues to operate well through the Covid-19 alert levels. The Group is working to determine how the transition between each of the levels is best undertaken with appropriate protocols and practices in a bid to ensure redundancy and resilience in the provision of these services.
64. Daily communication and coordination with Council's incident management team is ongoing. Further, lifeline coordination with EMS has also been activated to ensure Regional oversight and support is assured.
65. The wider group activities continue with slight amendments to business as usual activities. The teams are using this time as an opportunity to get ahead with Activity Management Planning and Infrastructure Strategy development in the lead up to the LTP 2031. Further, there is also a focus on understanding the contractual impact for each project associated with the capital works programme.

### **Forestry (IFS)**

66. Forestry services are not considered an essential service. As such, the maintenance of the Council forestry portfolio was put on hold through the Covid-19 lockdown period. Under Alert level 3, onsite operations have resumed. The bulk of remaining work for the 19/20 financial year is completing pruning and thinning operations in Gowan Hills before planting starts in early June.

### **Around the Mountains Cycle Trail**

67. Notifications, including online, have been updated consistent with Alert level 3 requirements. This allows for exercise within local area. Two applications have been lodged which cover funding of repairs relating to the February flood event and funding of the cycle trail manager position.

### **Property**

68. Operating with team at home to an acceptable level of success. The use of regular zoom meetings is working well in the continued ability to discuss and resolve issues as well as allowing out of bubble conversations to help offset some of the negative aspects of the lockdown. Document scanning and executions are being worked around to achieve outcomes when required.
69. With the limited ability to travel, property inspections, onsite meetings and issues associated with changing tenancies are being impacted however these will be resolved over time once these rules move to a more relaxed position.
70. Some requests for rent relief, to recognise the impacts of Covid-19, have been received and processed with the individual arrangements to be reviewed at the end of August.

## Strategic Water and Waste

71. Remote working largely going well despite constraints around printing, scanning etc.
72. Daily zoom meetings with WasteNet team to ensure solid waste collections continue as critical service. Transfer stations are now open under level 3 albeit on a limited basis to begin with. This will be reviewed and amended accordingly if demand exceeds capacity.
73. The team are also supporting the team on Stewart Island and ensuring they have sufficient and appropriate resources and PPE to continue their services.
74. Water and wastewater team along with Downer developed a continuity plan with Downer and have identified a range of critical tasks that have been prioritised over the business as usual type tasks. With the move to alert level 3 the team is also reviewing the capital works programme with a view to restarting certain projects.

## Project Delivery Team

75. Despite the lockdown the PDT team has been very busy, firstly shutting down sites and making them safe but now with the restart and getting contractors and suppliers up to speed with level 3 and 2 requirements, along with dealing with the then contractual matters associated with Covid - 19 and looking at what projects can start or advance has been a big piece of work.
76. As of level 3 all major projects have recommenced including the bridge replacements, Otatau watermain, Te Anau pipeline and the tower block reroof.
77. The team's focus will also be to start looking at the 20-21 works programme.

## Community Facilities

78. The community facilities team has all, bar one, been working from home through the lock-down period. The availability of toilets, community housing and cemetery services are all deemed essential services. These services have been supervised by the contract managers with the assistance of Graeme Hall. Graeme has been our eyes and ears out in the District, staying in touch with our community housing tenants, checking Council's facilities and making sure that those who are working have the appropriate PPE.
79. The community taskforce team has not been able to work in the field under level 4 but were available as back up to our toilet cleaners if our contractors were no longer able to provide this service. The team is now able to undertake work under level 3.
80. The team went into lock-down with a plan to work on projects that had been put on the back burner while they were deep in the operational side of their roles. The reality is that with the rapidly evolving environment of the covid-19 issue they have spent more time responding to issues that have come through from IMT. The change in working environment has also impacted on their ability to function with an increase in email correspondence and technology issues definitely having an impact on their ability to work efficiently.
81. There has been a big piece of work done in conjunction with the commercial infrastructure team to get the tender documents for the cleaning contracts ready to go out to the market. This is the culmination of a big piece of work under the guise of the Section 17A review for community facilities.

82. Staff are now working with our contractors and making sure that they are working within the guidelines of level 3 and looking at how the team will operate once we move into level 2.
83. The transport team are still predominantly working from home and are reasonably well setup for this. The roading contract managers have been Council's main eyes and ears on the network. Overall the roading network has held up well during level 4 lockdown despite continued heavy vehicle activity such as milk collection.
84. With the move to level 3 all the roading alliance maintenance contractors have largely resumed normal operation with the appropriate safe work practise in place.
85. The move to level 3 has also allowed for some other operation to commence such as the posted bridge inspection and engineering survey and design of the 2020/21 pavement rehabilitation programme.

## **Recommendation**

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

- a) **Receives the report titled "Council Report - June 2020" dated 19 June 2020.**

## **Attachments**

There are no attachments for this report.



## Chairperson's report

**Record No:** R/20/4/9283  
**Author:** Fiona Dunlop, Committee Advisor  
**Approved by:** Janet Ellis, People and Capability Manager

☐ Decision ☐ Recommendation ☐ Information

### Purpose of report

- 1 The purpose of the report is to provide an update the Waihopai Toetoe Community Board on activities that the chairperson has been involved since the establishment of the board on 15 November 2019. This report covers from 13 February 2020 to 14 April 2020 with an update to cover the post Covid-19 lockdown.
- 2 The report also provides an opportunity for the board chairperson to present an overview of the issues he/she has been involved with.
- 3 Items of interest that the chair is report on are as follows:

### Covid-19

With the flooding in February 2020 which hit our area, then Covid-19 effecting countries around the world. The reality of which hit us on the 24 March with total lockdown on the 26 March, it is difficult to quantify what this will mean for our community board area but we do know that:

- tourism in the Catlins disappeared overnight
- significant farming based industries have had to adjust to the requirements of being an "essential service" and what health and safety measures this requires
- the education sector has closed, as well as numerous small businesses in our area.

Thank you for responding advising of the businesses you are aware of in your area. We were up to approx. 250 of these.

As the seriousness of Covid-19 set in the following was initiated:

- advising all hall committees/custodians of hall closures
- checked with all organisations that they were aware of not holding events over 100 people
- spoke to representatives of Lions Clubs and Maitāwhiri Licensing Trust representatives to gather information on over 65's in our area
- arranged for volunteers to take over delivery of meals for people receiving Meals on Wheels in the Wyndham/Edendale area
- organised with community partnership leader to get Waihopai Toetoe Facebook page up and going
- checked with community housing reps that residents are all OK
- visited businesses in Wyndham and Edendale area that they understood the new requirements, claimed wage subsidy if applicable, and looked at business initiatives

- have had two Zoom meetings to date with community partnership leader Karen Purdue and community liaison officer – Tina Harvey and Councillors Duffy and Keast, discussing weekly updates
- community partnership leader Karen Purdue is doing a great job giving updates on the Waihopai Toetoe Facebook page with the latest Covid-19 information
- I am having weekly conversations with Emergency Management Southland regarding any concerns/issues.

### **General**

A week prior to lockdown I attended the community board chairs meeting in at the Southland District Council office in Invercargill with the chairs from the other community boards, executive leadership team, Mayor Tong and Councillors Duffy, Keast and Kremer.

This was very informative, and open and frank discussions were held and is a great initiative.

We were given an update from chief executive Steve Ruru on the challenges moving forward. Some or all of the information presented, I'm sure will now be getting revisited.

Group manager services and assets - Matt Russell presented some more sobering information around asset replacement and management.

### **Update**

Have had two very informative workshops with both the assets and finance departments of Southland District Council, around long term planning and understanding the process around this.

During the lockdown period, Councillors Duffy, Keast and I have worked on a map of our community board area showing all our assets, public facilities, reserves etc.

We have also been working on a proposed mowing area for the whole Community Board and trying to line up levels of service.

Have visited with Wyndham Harness Racing Club, after receiving a complaint regarding an area of the floodbank by the Mataura River. Paperwork is now being drawn up to extend their lease area, with specific conditions.

Written a letter of support for Wyndham Harness Racing Club regarding the closure of the facility for race days only.

### **Recommendation**

**That the Waihopai Toetoe Community Board:**

- a) Receives the report titled "Chairperson's report" dated 23 June 2020.**

### **Attachments**

There are no attachments for this report.

## **Details on the Financial and Reserve Contribution Fund**

**Record No:** R/20/2/4195  
**Author:** Shelley Dela Llana, Accountant  
**Approved by:** Anne Robson, Chief Financial Officer

☐ Decision ☒ Recommendation ☐ Information

### **Purpose**

- 1 The purpose of this report is to provide a breakdown of the financial and reserve contribution fund, outlining what the fund is made up of and any conditions or commentary around the funds remaining and what they can be used on.
- 2 It will also seek to get the Board's support for the partial use of the fund towards the purchase of reserve land at Curio Bay.

### **Executive Summary**

- 3 The financial and reserve contribution fund is made up of financial contributions collected under the Resource Management Act 1991 (RMA) and collected via the Southland District Plan (principally from Fonterra) with interest allocated to the reserve annually.
- 4 This report seeks to provide information around the fund for the Board and provide an update on the contributions from Fonterra as per an earlier request by the previous Edendale-Wyndham Community Board.
- 5 Two key issues discussed in the report include:
  - what to do with funds previously allocated for the Edendale hall and school layby project that have been since cancelled
  - background to the request from the Board to look at funding options for the purchase of reserve land at Curio Bay
- 6 A third issue, looking at changes to the process of allocation of monies remaining in this fund, will be discussed in a separate report.
- 7 At the 30 June 2019, the reserve had \$619,704. \$402,173 of this was remaining contributions from Fonterra of which \$400,095 has been allocated. The balance of \$217,531 is related to interest earned on the reserve over the years.
- 8 As part of issuing resource consents to Fonterra or its namesakes in the past, Council and Fonterra had a number of discussions and/or noted in the resource consent correspondence potential uses of the fund or guidance on the manner in which some would be allocated. This is noted further in the report.

## **Recommendation**

**That the Waihopai Toetoe Community Board:**

- a) Receives the report titled “Details on the Financial and Reserve Contribution Fund ” dated 12 June 2020.**
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) Notes the discussions and comments sent to or had with Fonterra as part of the resource consent approval process on the potential use of financial contributions paid by them or the process that would enter into around any allocation.**
- e) Requests that feedback as to your support of the use of Fonterra financial contributions to fund the land at Curio Bay for a public reserve before Council makes the final decision on how the Financial and Reserve contribution reserve is to be allocated.**
- f) Requests that feedback as to your support of the use any interest earned on remaining Fonterra contributions to be allocated to the interest portion being separated for the Waihopai Toetoe Community Board to make recommendations on expenditure.**

## **Background**

- 9 As part of the grant funding review being undertaken, Council’s financial team have undertaken a review of the monies received and granted to date. As part of this process, Council staff have identified any correspondence with contributors that further identified the use of the contributions received or the ways in which Council would be looking to distribute the monies.
- 10 Staff have subsequently identified that a number of the resource consents issued with Fonterra and its namesakes, noted or made comment about how each would be spent in the correspondence sent to them on issuing of the consent or, in one case, as a result of the appeal of the financial contribution charged.

- 11 As at 30 June 2019, the fund had a total reserve of \$619,704. A breakdown of this reserve indicates the following:

<b>Analysis of Financial &amp; Reserve Contribution Reserve</b>		<b>\$</b>
Unallocated Fonterra contributions		\$2,078
Fonterra funds allocated to the building of a new Edendale hall, since returned due to the decision not to proceed with the hall		\$198,750
Fonterra funds allocated for the Edendale School layby project		\$100,436
Fonterra funds allocated for the Edendale water supply scheme		\$100,909
		\$402,173
Interest earned		\$217,531
Total		<b>\$619,704</b>

- 12 The table below provides further analyses and outlines the six financial contributions that have been received from Fonterra or its equivalent namesakes since 1997 totalling \$894,018 (GST excl). The table details the amount spent to date, the funds remaining as well as any relevant correspondence identified regarding the use of the funds.

Year	Contribution excl GST	Amount Spent	Amount Remaining	Discussions/Consent letter comments relating to amounts remaining
1997	\$2,933	\$2,933	-	
1998	\$171,907	\$171,907	-	
1999	\$15,333	\$13,255	\$2,078	Nothing identified.
2002	\$225,000	\$155,000	\$70,000	Discussion that \$90k for district wide activities and \$135k for use in the Edendale/Wyndham area. The remaining \$70k was for the Edendale hall upgrade that has been cancelled.
2003	\$277,500	\$148,750	\$128,750	Letter where the committee declined to resolve how the money was to be allocated however noted that prior to any allocation consultation by Council staff would occur with the Edendale and Wyndham Community Boards.
2008	\$201,345	-	\$201,345	Letter identifying \$100,436 to Edendale School for the school layby project and \$100,909 for the purposes of a community water supply scheme.
	<b>\$894,018</b>	<b>\$491,845</b>	<b>\$402,173</b>	

- 13 Council is legally bound by the conditions it imposed as part of the resource consent. The narrations above were not part of the conditions but were included in the correspondence with Fonterra either:
- advising of the consent; or
  - the appeal to the consent by Fonterra; or
  - in correspondence by the Resource Consent Hearing committee at times about the potential use of funds
- 14 Staff recognise that although Council is not bound by these discussions, they recognise the value Council places on the relationship with Fonterra. Accordingly Council representatives have met with Fonterra and had a discussion around the unspent contributions.

- 15 The interest that has been earned on the reserve has no restrictions attached to it. However this does not stop the Council from establishing some criteria around its future use.
- 16 For background, Attachment One includes a schedule of the monies allocated to date.
- 17 In 2002 the manager of resource planning at the time presented a report to the Policy Committee. This report outlined the background to the \$225,000 financial contribution charged and the reasons why the Resource Planning committee identified specific projects the money was to be used on as part of the consent correspondence. It drew the committee's attention to Section C and D of the District Plan over the purpose and use of the funds, which is detailed in the legal and statutory section below. The report also noted the legal cases that were occurring at the time and the potential cost and delay in the decision making process should it have gone to the Environment Court. It then went on to outline the projects that had been agreed for the \$225,000 and the company's strong desire to see a substantial amount of its contribution targeted towards the Edendale and Wyndham areas.

### **Issues**

- 18 There are potentially three discussion points/issues that needs consideration and provide direction over:
- discussion around the current committed funds for the Edendale School layby project of \$100,436 and monies remaining from the Edendale hall project cancellation of \$198,750
  - the potential application of funds towards the purchase of part lot 300 dp526128 at Curio Bay, further to a resolution of Council
  - the future use of the funds and any application criteria the Council may see as relevant for the granting of funds taking into account correspondence with Fonterra over how the monies would be spent or with whom consultation would occur.
- 19 Additionally monies tagged for the Edendale water supply scheme will be allocated to the appropriate Council reserve for spending on the scheme.

### Edendale School layby project and Edendale hall

- 20 Discussions with Councillor Duffy indicate that this project was in response to safety concerns by the school given its location immediately beside state highway one.
- 21 Indications are that the layby planned was to enable the dropping off and picking up of school children safely. By all accounts this project was put on hold when NZTA announced the potential re-alignment of the state highway. This realignment has recently been completed.
- 22 Funds were also set aside for the Edendale hall. Following many years of investigation the decision was made at the Edendale-Wyndham Community Board meeting on the 22 March 2016 not to proceed with the development of the hall.

- 23 Given that both of these projects have been cancelled, the funds previously committed would now be available for other uses in line with the purpose of collection as noted in the District Plan.

Purchase of reserve land at Curio Bay

- 24 On the 14 November 2019, Council resolved to “*purchase part lot 300 DP 526128 containing 4500 square metres more or less for \$319,800 plus gst for a recreation reserve to be funded by way of a district wide loan against the curio bay district reserve*”. Additionally it also “*request staff to investigate additional funding sources to reduce the amount of the loan such as funding from the Reserve and Development Contributions and that where additional funding is obtained that this is used to reduce the loan*”.
- 25 This property is in the Porpoise Bay/Curio Bay area and has seen significant growth in visitors, with over 100,000 per annum. Council owns or administers the adjacent land to the south and the Curio Bay Reserve including the adjacent camping ground. Regarding the purchase of lot 300, it was stated that it provides a better configuration for future land management overall, especially given the increasing pressure for physical space in this locality.
- 26 As noted in Schedule 6.22 of the District Plan 2001, subsection 2.6(d);
- (a) *The use of the financial contribution shall be for one or more of the following in the Edendale Township, its environs or the District generally;*
- *Offsetting additional demands on infrastructure and utility services by Council.*
  - *Offsetting additional demands on community and recreational facilities.*
  - *Restoring or enhancing amenity values.*
  - *Restoring or enhancing open space and landscaping*
- 27 As such, the purchase of the land is in line with the use defined in the District Plan.
- 28 Given this and Council’s earlier resolution to purchase the land, staff are recommending that the Fonterra contributions be used to fund the balance of the property up to \$319,800 after the application of any other funding sources currently being investigated.
- 29 If the Council supports the purchase of the land from this fund, it is proposed to use the balance of Fonterra contributions first, with the use of any interest accrued to make up the difference.

**Factors to Consider**

**Legal and Statutory Requirements**

- 30 Under section 108(2)(a) of the RMA, financial contribution conditions can be imposed subject to section 108(10) which states,
- A consent authority must not include a condition in a resource consent requiring a financial contribution unless*
- (a) *The condition is imposed in accordance with the purposes specified in the plan... and*
- (b) *The level of the contribution is determined in the manner described in the plan...*

- 31 The District Plan 2001, section 6, schedule 6.22 Edendale Dairy Plant Development Concept Plan, subsection 2.6 para a to d state;
- (a) The Council may impose a financial contribution for developments in the Edendale Dairy Plant Development Concept Plan Area the value of which exceed \$500,000*
  - (b) The financial contribution shall not exceed 0.5% of the value of the development*
  - (c) The purpose of the imposition of the financial contribution shall be to remedy, mitigate or offset adverse effects arising from, in consequence of, or in association with, any development.*
  - (d) The use of the financial contribution shall be for one or more of the following in the Edendale Township its environs or the District generally*
    - *Offsetting additional demands on infrastructure and utility services provided by Council*
    - *Offsetting additional demands on community and recreational facilities.*
    - *Restoring or enhancing amenity values*
    - *Restoring or enhancing open space and landscaping*

### **Community Views**

- 32 The contributions collected are done so under the Resource Management Act. As noted under the legal and statutory requirements section above, the District Plan outlines the criteria under which monies are collected and the reasons for the collections of the monies.
- 33 Having said this and, keeping in mind the previous correspondence and discussions with Fonterra. Council representatives have met with Fonterra regarding the use of funds for purchasing reserve land at Curio Bay and they were in support of the use of funds for this purpose. They also indicated that some more community visibility around where the existing money had been spent would be good as the contributions have been flowing into the community without much understanding from the general public.
- 34 Feedback from the Waihopai Toetoe Community Board from this report will be used to make a final decision by Council.

### **Costs and Funding**

- 35 There are no costs associated with this report.

### **Policy Implications**

- 36 Discussion around the relevant sections of the District Plan are noted in the legal and statutory section above.

### **Analysis**

#### **Options Considered**

- 37 The options are to either support or not support the funding of the purchase of land for a reserve at Curio Bay from the financial and reserve contribution reserve up to \$319,800, noting that other sources of funding are still being investigated.

## Analysis of Options

**Option 1 – Support the funding of land to be purchased for a reserve at Curio Bay from the financial and reserve contribution reserve up to \$319,800 noting that other sources of funding are still being investigated**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>The purchase is in line with the use of the funds identified in the District Plan.</li></ul>	<ul style="list-style-type: none"><li>The funds will not be available for any other purpose the Council may consider desirable.</li></ul>

**Option 2 – Not support the funding of land to be purchased for a reserve at Curio Bay from the financial and reserve contribution reserve up to \$319,800 noting that other sources of funding are still being investigated**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>The funds will be available for other projects identified by the Council which are in line with the District Plan uses.</li></ul>	<ul style="list-style-type: none"><li>Rates funding will be needed to fund the loan repayments for the purchase of the land which will still be purchased.</li></ul>

## Assessment of Significance

- 38 In terms of Council's significance policy, this issue is not considered significant. Notwithstanding this, the Waihopai Toetoe Community Board do have a specific interest in this matter and as such, Council is liaising with them, informing them of the proposed use of funds and seeking any feedback before making a final decision on the use of the funds collected from Fonterra. As Council has also done with Fonterra as they have an interest in this matter.

## Recommended Option

- 39 Option 1 – Support the funding of land to be purchased for a reserve at Curio Bay from the financial and reserve contribution reserve up to \$319,800 noting that other sources of funding are still being investigated.

## Next Steps

- 40 Give Fonterra and the Board's feedback back to Council to make the final decision.
- 41 Continue to investigate the other funding sources available to fund the purchase of the land.

## Attachments

- A Allocations paid to date from Financial & Reserve Contribution Fund [📄](#)

**Attachment 1 - Financial Contribution Allocations**

	\$
Biodiversity Initiatives Grant	20,000
Curio Bay Toilets	100,000
Lumsden Toilet	15,000
Riversdale First Response unit	2,500
District Wide amenity fund - Manapouri Frasers Beach	20,000
District Wide amenity fund - Moturua Gardens	8,000
District Wide amenity fund - Greenheart	10,000
District Wide amenity fund	17,000
Edendale Bowling Club whiteware upgrade	1,000
Edendale Volunteer fire brigade replace vehicle	11,500
Edendale Community Pool	12,000
Edendale Darts club - exterior painting & Interior	1,000
Edendale Presbyterian building upgrade	15,000
Edendale Primary School Playground	15,000
Edendale Primary School Tennis Court	30,000
Edendale Rugby Club hot water upgrade & Storage	8,000
Edendale Scout Group	25,000
Edendale Scouting Assn Hall repairs	600
Edendale Seaward Road Stormwater Upgrade	48,000
Edendale Township Water Supply upgrade	10,000
Edendale Vintage Machinery	33,750
Edendale First Response Units	2,500
Wyndham/Edendale Stormwater upgrade	40,000
Wyndham Edendale Comm Trust - Defibrillator & Laptop	5,995
Wyndham and Districts Rest Home	20,000
Wyndham Playground	20,000
	<b>491,845</b>

**Summary**

	\$	%
<b><u>Waihopai Toetoes Ward</u></b>		
Edendale Projects	213,350	
Wyndham Projects	40,000	
Edendale/Wyndham Projects	45,995	
Curio Bay Toilet	100,000	
	<b>399,345</b>	<b>81%</b>
<b><u>District Wide</u></b>		
District Wide Amenity Fund	55,000	
District Wide - Biodiversity Fund	20,000	
District Wide Toilets (Lumsden)	15,000	
District Wide - First respons unit (Riverton)	2,500	19%
	<b>92,500</b>	
	<b>491,845</b>	<b>100%</b>



## Freedom Camping in the Catlins

**Record No:** R/20/2/4607  
**Author:** Michael Sarfaiti, Environmental Health Manager  
**Approved by:** Fran Mikulicic, Group Manager Environmental Services

☒ Decision ☒ Recommendation ☐ Information

### Purpose

- 1 For the board to consider solutions on freedom camping issues in the Catlins, and to make recommendations and decisions.

### Executive Summary

- 2 The Weirs Beach freedom camping site has been over-crowded, and there are not enough toilets there. To reduce pressure at this site, it is proposed to request camping app providers to remove the site from their maps.
- 3 The Waikawa freedom camping site has wet weather problems. Council's community facilities team chose to fund the sealing and fencing of the area next to the toilets at Waikawa. It is proposed to shift the designated freedom camping to this new sealed area.

### Recommendation

**That the Waihopai Toetoe Community Board:**

- a) **Receives the report titled "Freedom Camping in the Catlins" dated 12 June 2020.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Recommend to the Regulatory and Consents Committee to endorse the removal of the presence of the Weirs Beach designated site from apps and Council's website.**
- e) **Recommend to the Regulatory and Consents Committee to seek to change the self-contained designated site in Waikawa from the existing site, to the new sealed area beside the toilets.**
- f) **Agrees that the board funds new signage at Waikawa 50:50 with environmental health, should the board accept (e) above.**

### Background

- 4 Council reviewed freedom camping in 2015 resulting in the Freedom Camping Bylaw 2015.

- 5 The bylaw generally permits freedom camping on Council controlled land, but has local rules. These are illustrated by way of maps in the schedule to that bylaw – see Attachment A.
- 6 The local rules from those maps are in summary:
- a) No camping permitted in Curio Bay (other than the camping ground) and Tokanui
  - b) Self-contained camping permitted in Edendale and Wyndham townships, and at designated sites at Waikawa and Fortrose (seasonal only at Fortrose, for whitebaiters)
  - c) Non-self-contained camping permitted in designated sites at Fortrose and Weirs Beach (“Haldane” map)

Also, DOC has two sites in the area that are permitted for non-self-contained camping, though they are not actively promoted. These are at Waipohatu and Waipapa.

## **Issues**

### **Covid**

- 7 It is expected that freedom camping numbers will be affected in the short term due to reduced tourism. However the recommendations in this report are still applicable, in terms of improving the management of freedom camping in the area moving forwards.

### **Weirs Beach**

- 8 This location has a designated site for all types of freedom camping. Council retained freedom camping at this site in the 2015 review, being a popular spot for locals. Since then the site has increased in popularity to the extent that it is over-crowded, and more toilets are needed. There are usually between 30 and 50 vehicles there every day.
- 9 Options to address this issue are discussed below.

### **Waikawa**

- 10 This location has a designated site for self-contained camping. Council received funding from the Tourism Infrastructure Fund (TIF) to upgrade the toilet disposal field. As part of the project, Council’s community facilities team chose to fund the sealing and fencing of the area next to the disposal area, with the intention of this new area to be used for freedom camping, being supported by the local councillors.
- 11 The new sealed area is larger than the existing, and is shown in Attachment B.
- 12 The existing designated camping area is a problem, including for the reason that locals are having to pull campers out in wet weather (no reception to phone tow truck), and flooding problems. Also, the new sealed area is desirable as it is closer to the toilets (self-contained campers do use them).

- 13 Options to address this issue are discussed below.

### **Factors to Consider**

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

- 14 Legal advice has been obtained concerning the recommended options of this report.

#### **Weirs Beach**

- 15 The proposed measure to manage overcrowding by requesting the removal of the site from apps does not require a full consultation process, and is lawful.
- 16 This action is not actually exercising any statutory power, and the act does not address the way that the sites are administered or managed by Council staff in these circumstances. This proposed action is to help manage the effects of the overcrowding being experienced at present.
- 17 This also does not require approval with a Council resolution, unless management requests it.

#### **Waikawa**

- 18 The Waikawa camping area can be amended, by transferring the designated site from one to the other, by a publicly notified resolution, as a minor amendment as per section 11(6) of the Freedom Camping Act 2011 (act).
- 19 Direct neighbours of the Waikawa camping area ought to be consulted and their feedback provided being made available to Council when making its decision.
- 20 Council might consider planting flaxes along the Larne Street road boundary of the site to seek to mitigate the effects of this shift on nearby properties; should concerns be raised.

#### **Community Views**

- 21 Concerning the recommendations in this report, the direct neighbours of the Waikawa camping area will be consulted and their feedback provided being made available to Council when making its decision.

#### **Costs and Funding**

- 22 Staff time to progress these matters is funded by existing budgets. It is suggested that the board co-funds the new signage by 50% with environmental health.

#### **Policy Implications**

- 23 There are no policy implications.

### **Analysis**

#### **Options Considered**

- 24 The following are the options for addressing the issues in this report.

## **Analysis of Options**

### **Option 1 – Recommend to the Regulatory and Consents Committee to endorse the removal of the presence of the Weirs Beach designated site from apps and Council’s website**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• may reduce the overcrowding at this site</li> <li>• any problems arising from this, could be reversed by adding the site back on to the apps</li> </ul>	<ul style="list-style-type: none"> <li>• increasing numbers of campers at other locations may become a problem; for example DOC may elect to close their two sites, or Fortrose could become overcrowded</li> </ul>

### **Option 2 – Recommend to the Regulatory and Consents Committee to seek to change the self-contained designated site in Waikawa from the existing site, to the new sealed area beside the toilets**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• utilises a suitable area that has been recently developed</li> <li>• eliminates the problem of vehicles getting stuck in the existing area in wet weather</li> </ul>	<ul style="list-style-type: none"> <li>• none, assuming locals do not object</li> </ul>

### **Option 3 – The board agrees to fund new signage at Waikawa 50:50 with environmental health, should Option 2 be favoured by the board**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• Suitable signage erected on site</li> <li>• Clear funding decision</li> </ul>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>

### **Option 4 – Recommend to the Regulatory and Consents Committee to remove Weirs Beach and Waikawa as being permitted for freedom camping; or changing their rules (eg Weir’s Beach changing to self-contained only)**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• eliminates or reduces freedom camping problems in these two locations</li> <li>• cost savings in maintaining these sites</li> </ul>	<ul style="list-style-type: none"> <li>• would require a full consultation process</li> <li>• Council unlikely to authorise a review of the bylaw at this time</li> </ul>

**Option 5 – Recommend to the Regulatory and Consents Committee that more toilets should be provided at Weirs Beach**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• resolves the sanitary concerns</li><li>• would make the site suitable</li></ul>	<ul style="list-style-type: none"><li>• may not reflect the vision that Council has for that site, as holiday spot for locals, not the tourist market</li></ul>

**Option 6 – Do nothing**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• avoids unintended consequences that may arise from Option 2</li></ul>	<ul style="list-style-type: none"><li>• does not resolve the issues raised in this report</li></ul>

**Assessment of Significance**

- 25 Not significant.

**Recommended Option**

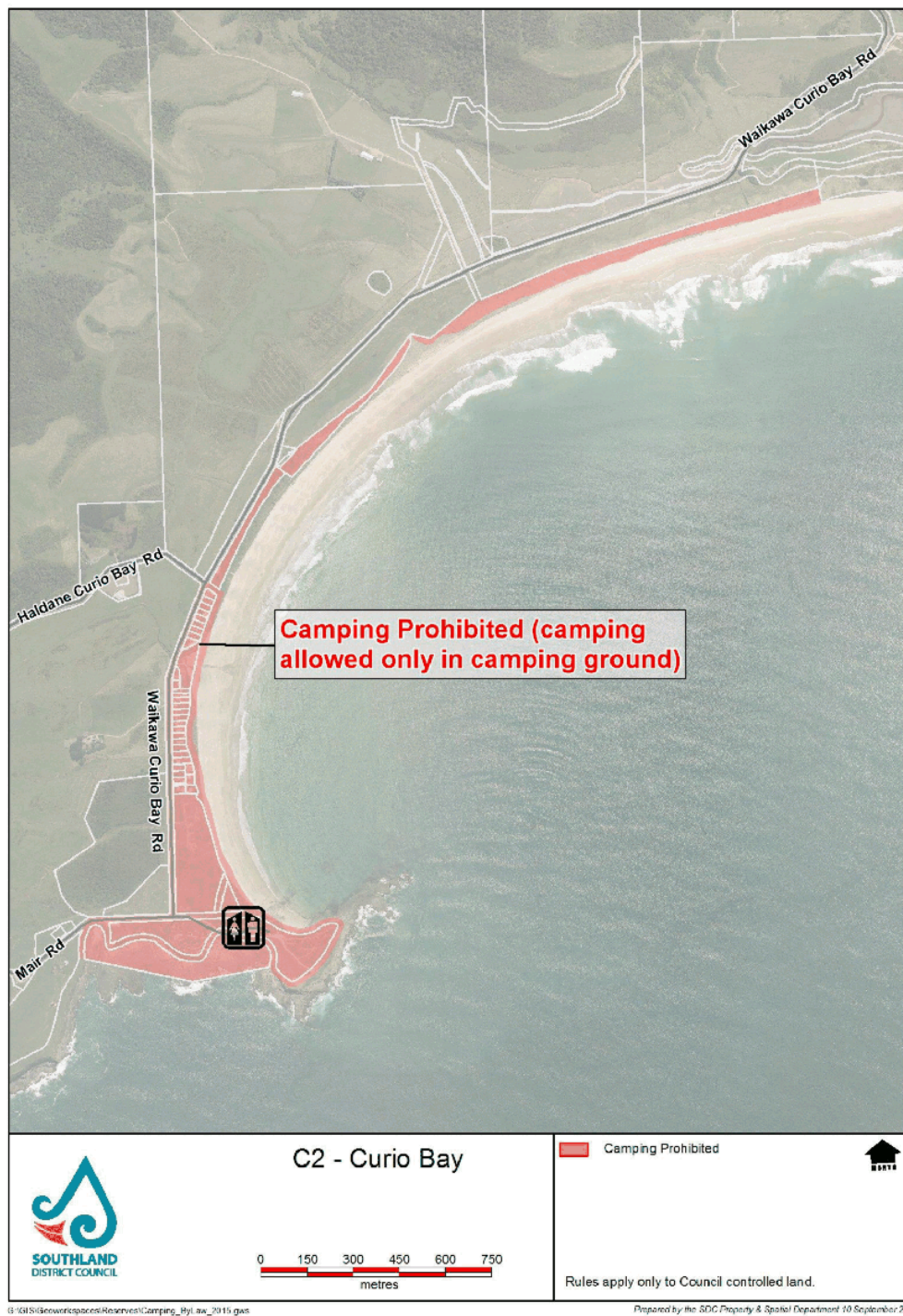
- 26 Options 1 to 3.

**Next Steps**

- 27 If the board endorses these recommendations, then these will be considered by Council's Regulatory and Consents Committee.

**Attachments**

- A Local maps from the Freedom Camping Bylaw in the Catlins area [↓](#)  
B New sealed area at Waikawa [↓](#)



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Prepared by the SDC Property & Spatial Department 10 September 2018

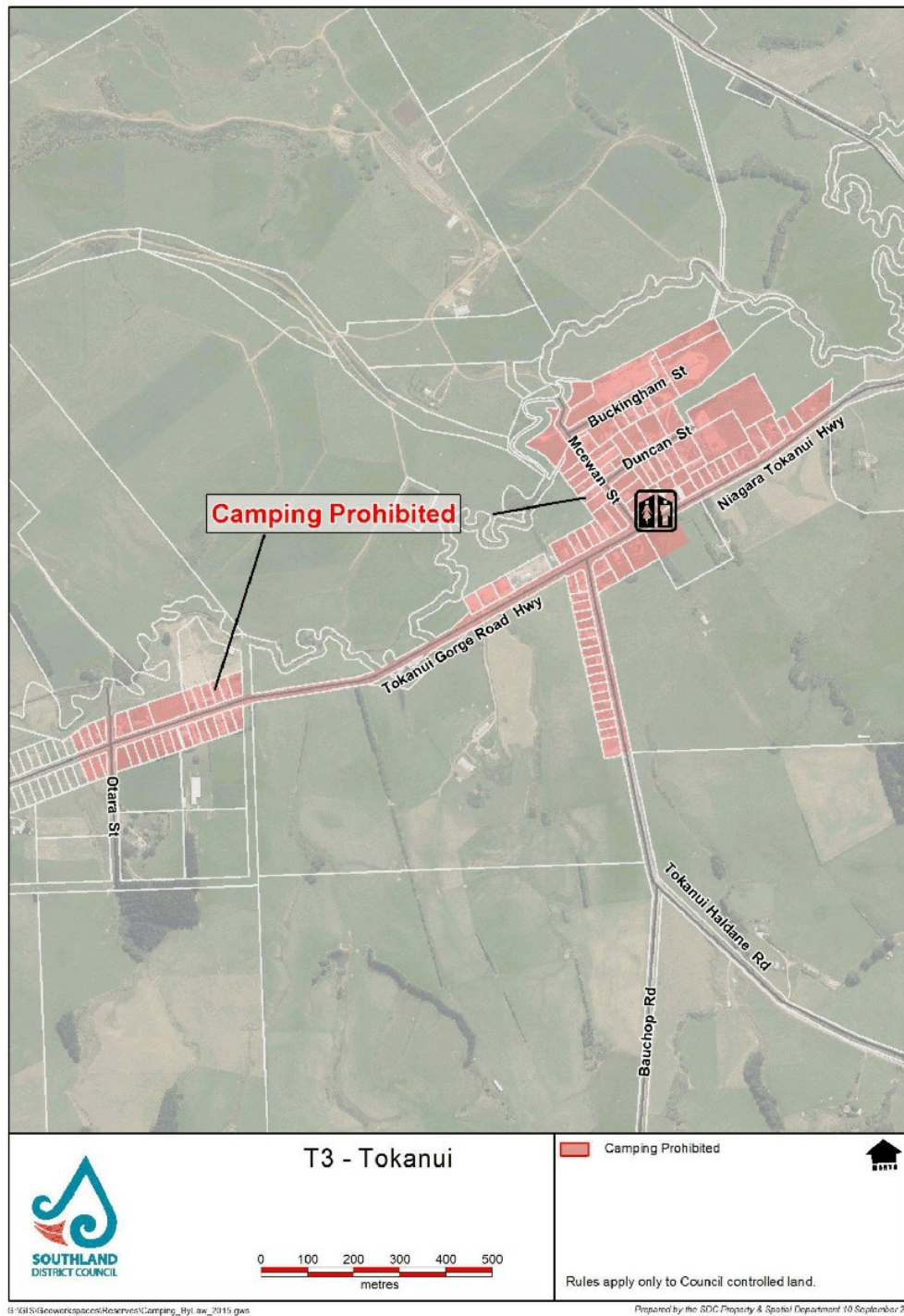






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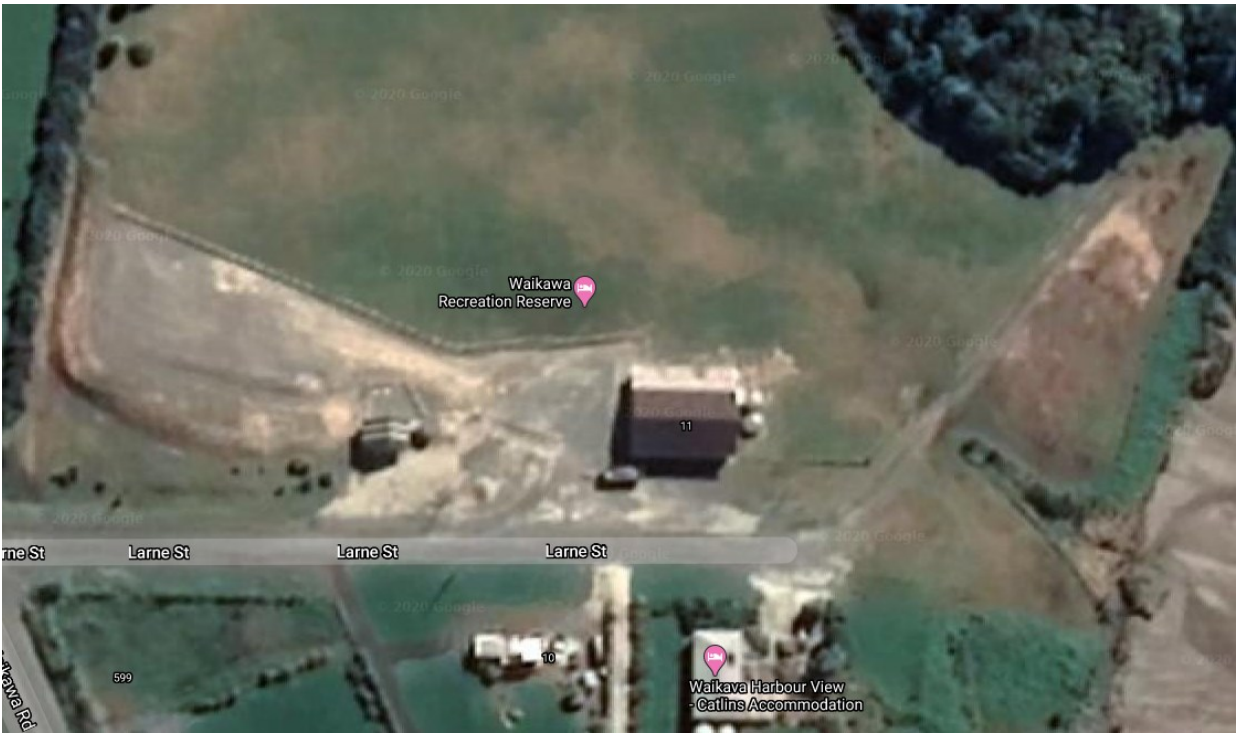






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Prepared by the SDC Property & Spatial Department 10 September 2018





## Naming of a no exit road in Edendale

**Record No:** R/20/4/8416

**Author:** Hartley Hare, Strategic Manager Transport

**Approved by:** Matt Russell, Group Manager Services and Assets

☒ Decision

☐ Recommendation

☐ Information

### Purpose

- 1 As a result of the new Edendale bypass a section of the Edendale Woodlands Hwy (SH 1) and a section of Salford St (SH 1) has been left isolated and is now a no exit road. This no exit road now requires its own road name.

### Executive summary

- 2 The effectively newly created no exit road in Edendale requires a name (Attachment A).
- 3 Currently, this no exit road is part of the Edendale Woodlands Hwy (SH 1) and part of Salford St (SH 1). With both the Edendale Woodlands Hwy and Salford St names already existing, this no exit road requires its own name to avoid any confusion. The proposal from the two local residence on this street is to name the no exit road Rose Lane.
- 4 Councils guidelines for road names include the following:
  - name duplications are to be avoided
  - long names are to be avoided
  - similar sounding or spellings are to be avoided to reduce confusion
  - LINZ and Geographic Board guidelines
- 5 The recommendation is to approve the no exit road name of Rose Lane for adoption.

## **Recommendation**

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

- a) **Receives the report titled “Naming of a no exit road in Edendale” dated 23 June 2020.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Approves the naming of the no exit road from Salford Street (former State Highway 1) in Edendale as Rose Lane.**

## **Background**

- 6 With the new Edendale bypass the effectively created no exit road running from Salford Street (former State Highway 1) requires a road name (attachment A).
- 7 The name suggested is Rose Lane.
- 8 The proposal is to name this no exit road Rose Lane as this no exit road leads to the Southern Roses nursery.

## **Issues**

- 9 Not naming the road could lead to confusion as Salford Street would end up with two legs. One leg which leads West in the direction of Sothorn Roses nursery and the other which forms a leg north to the newly created roundabout.
- 10 There are no issues identified with the name provided.

## **Factors to consider**

### **Legal and statutory requirements**

- 11 Council has a requirement to comply with the LINZ/Geographic Board guidelines for naming.

### **Community views**

- 12 Those property owners directly affected have been contacted and written support received for the proposed road name (attachments B and C).
- 13 No additional community views have been requested or required at this point in time.

### **Costs and funding**

- 14 The road sign is to be supplied, installed and maintained by Council as this road already exists.

**Policy implications**

- 15 The suggested name has to be approved by the Waihopai Toetoe Community Board before it can be legalised. Council's guidelines for road names are as follows:
- name duplications are to be avoided
  - similar sounding or spellings are to be avoided to reduce confusion
  - names are to be easily spelt and readily pronounced
  - long (no more than 25 characters maximum) names are to be avoided
- 16 There are no issues with the proposed name.

**Analysis****Options considered**

- 17 The three main options that have been considered below. These are to not support the proposed name, support the proposed name or to support the name with amendments.

**Analysis of Options****Option 1 – Not to Support**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• none</li></ul>	<ul style="list-style-type: none"><li>• cannot supply individual house numbers</li><li>• makes it more difficult for emergency services to locate required dwellings</li></ul>

**Option 2 – Support with amendments**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• the Road can be assigned individual name and house numbers</li><li>• makes it easier for the likes of emergency services to locate the correct dwelling</li></ul>	<ul style="list-style-type: none"><li>• increase the risk that the process for street naming will have to be worked through again prolonging the process</li></ul>

**Option 3 –Support proposed names**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• reduces the risk of having to work through the street naming process again</li><li>• the Road can be assigned individual names and house numbers</li><li>• makes it easier for the services such as first responders to locate the correct dwelling</li></ul>	<ul style="list-style-type: none"><li>• none</li></ul>

**Assessment of significance**

- 18 Not considered significant.

**Recommended option**

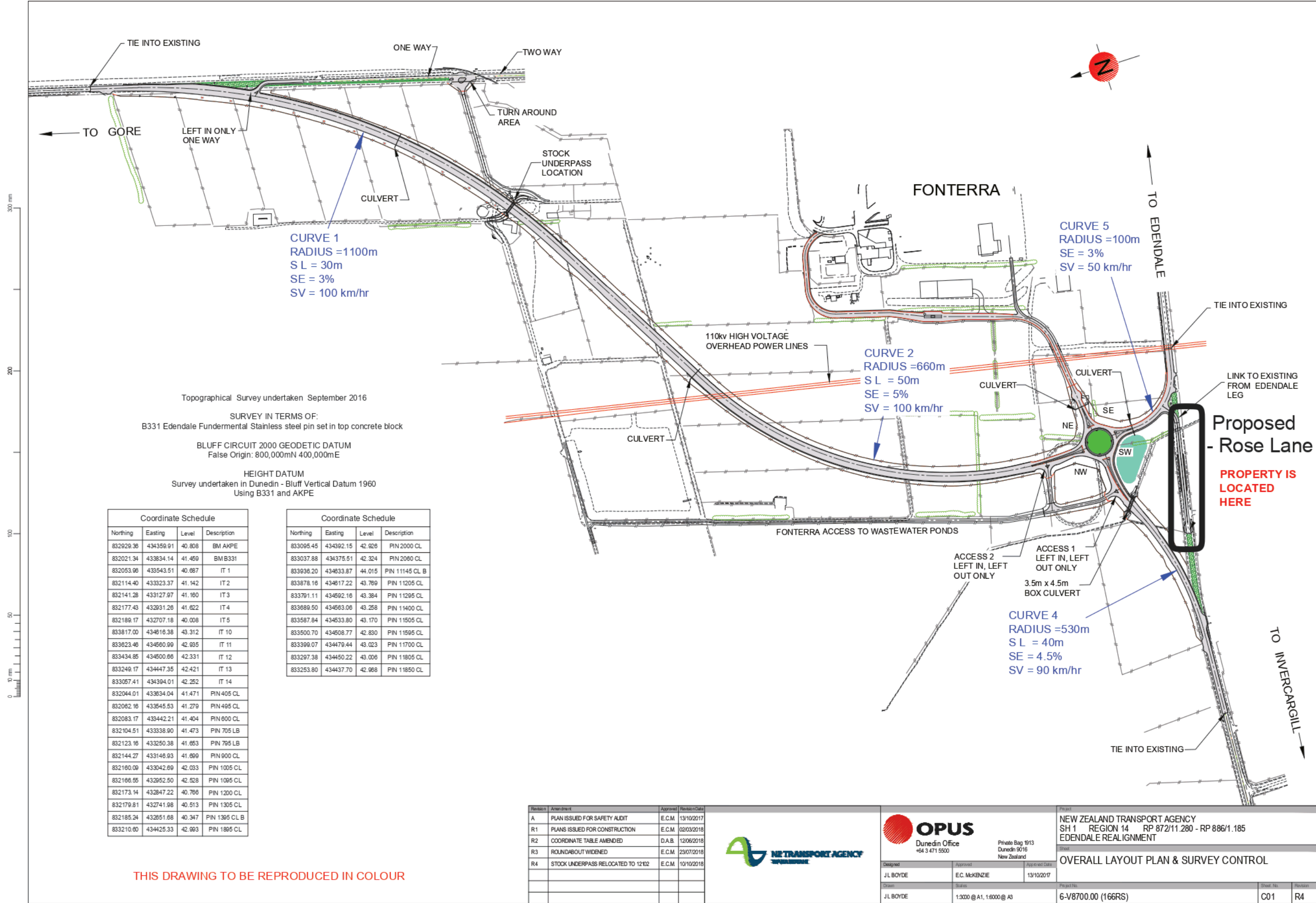
- 19 Approve the naming of the no exit road running West of Salford Street as Rose Lane.

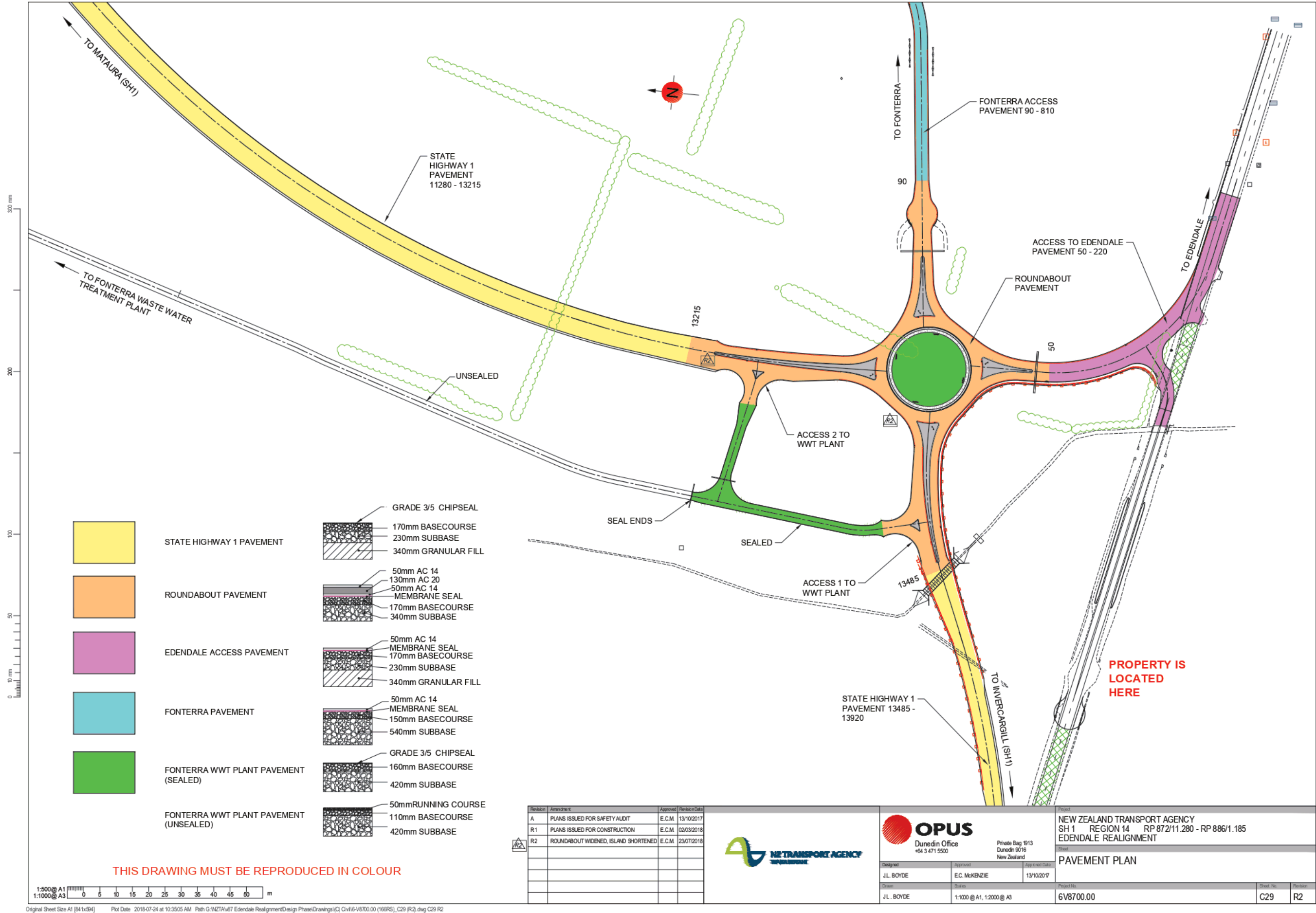
**Next steps**

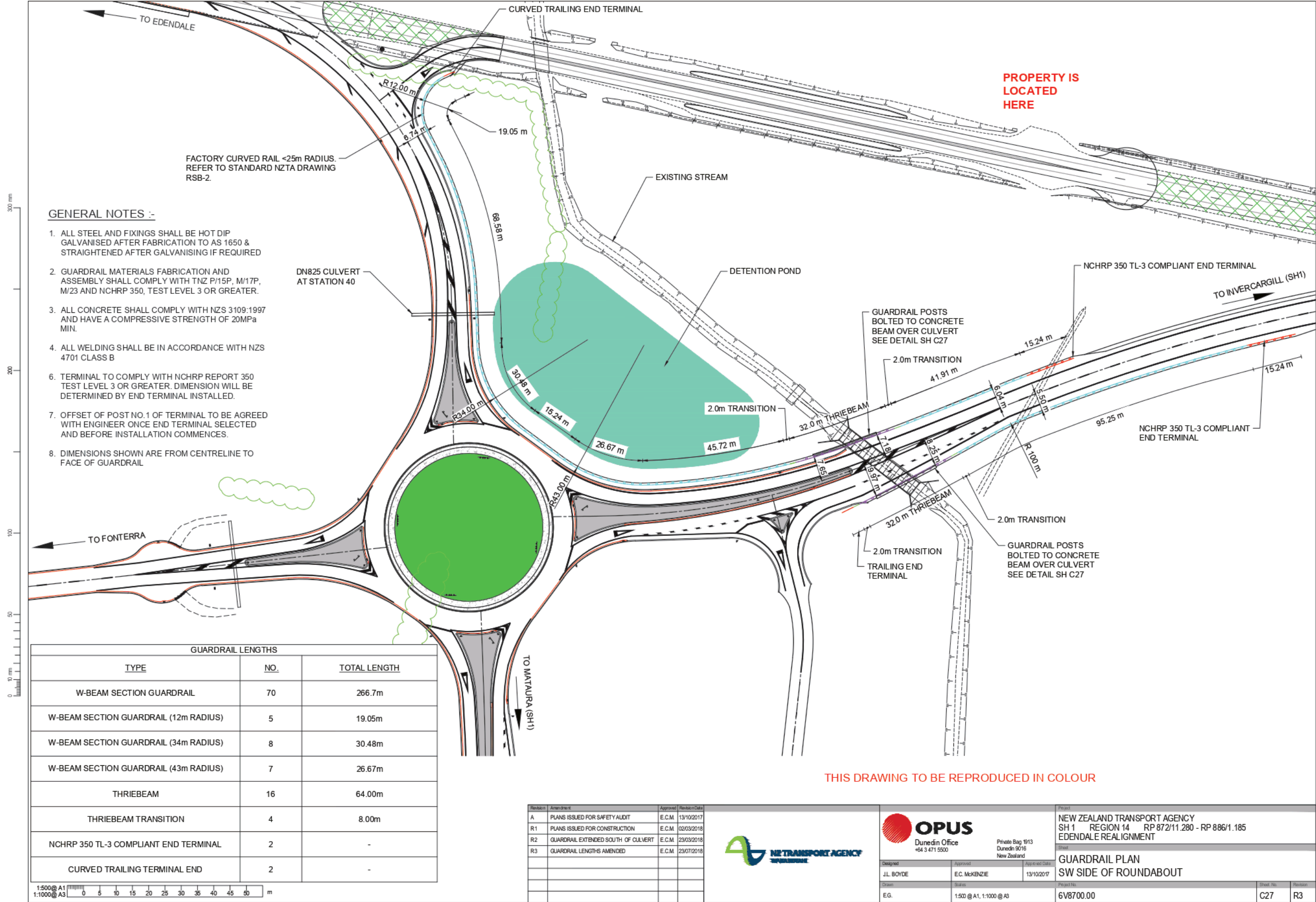
- 20 Notify the affect land owners, LINZ and NZ Post of the approved name

**Attachments**

- A Edendale Realignment Plan - Rose Lane [↓](#)
- B Road name change suggestion - Rose Lane Edendale [↓](#)
- C Road naming letter of support - Rose Lane Edendale [↓](#)









**From:** Southern Roses <info@southernroses.co.nz>  
**Sent:** Wednesday, 11 December 2019 3:58 p.m.  
**To:** Hartley Hare  
**Subject:** road changes/ Alignment Edendale

**Importance:** High

Hi Hartley Hare,

I have received your contact details from Jason Forbes. He is the Project Manager for the realignment in Edendale.

I wish to contact you as we have a suggestion for the 'lane we are living on right now.

At this stage our address is still 1966 Edendale Woodlands Highway. However we are cut off this highway and also off Salford Street.

As our 'private lane' is with a dead end I would to suggest a new name for this 'lane' namely; **Rose Lane.**

We believe it is an appropriate name and most people I talked to do agree.

Would you please be so kind and take our suggestion into consideration when time is coming around to look at this?

My husband and I are looking forward to hear from you.

Kind regards,

Wilma van de Laak-Verhaegh

### **Southern Roses**

P.O. Box 15

Edendale 9848

New Zealand

Ph/Fax: 0064-(0)3 206 6026

Website: [www.southernroses.co.nz](http://www.southernroses.co.nz)

E-mail: [info@southernroses.co.nz](mailto:info@southernroses.co.nz)



Perfect roots for quality

Stuart & Donna Donald  
1966 B Edendale Woodlands Highway  
Edendale, Southland

Date: 11<sup>th</sup> December 2019

**Subject:** Street name proposal

Dear to Whom it May Concern,

I Stuart Donald and my wife Donna, neighbours of Geert and Wilma van de Laak-Verhaegh and their daughter Rose, do support the proposed name of 'Rose Lane' to be the new name for the short road which has come off the State Highway one, this due to the road alignment in Edendale.


Feel free to contact us if you have any further query in regards of the street name proposal.

We can be contacted on: Stuart Donald: 027 687 8136

Yours Sincerely,

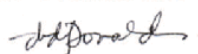
Stuart Donald

11<sup>th</sup> December 2019



Donna Donald

11<sup>th</sup> December 2019



## Waihopai Toetoe Community Board Criteria for Community Partnership Fund

Record No: R/20/6/12990

Author: Tina Harvey, Community Liaison Officer

Approved by: Rex Capil, Group Manager Community and Futures

☐ Decision

☒ Recommendation

☐ Information

### Purpose

- 1 The purpose of this report is to seek endorsement and confirmation from the Waihopai Toetoe Community Board for the criteria for the Community Partnership Fund as a result of correspondence and discussion with board members.

### Executive Summary

- 2 A review of Southland District Council's community assistance activity was completed in early 2019. It was recommended that there should be a significant change in the way that Council administers the Community Initiatives Fund. Subsequently, in July 2019 Council resolved to disestablish the Community Initiatives Fund and to establish the Community Partnership Fund.
- 3 The Community Partnership Fund will be distributed by each of the community boards as of 1 July each year.
- 4 Guiding principles for the distribution and administration of this fund have been created and endorsed by Council.
- 5 The community leadership team have been working alongside the community boards to develop the criteria for distributing this fund.
- 6 This report confirms the criteria for the Waihopai Toetoe Community Board.

## **Recommendation**

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

- a) Receives the report titled “Waihopai Toetoe Community Board Criteria for Community Partnership Fund” dated 17 June 2020.**
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) Confirms the criteria for the distribution of the Community Partnership Fund for the Waihopai Toetoe Community Board.**

## **Background**

- 7 Southland District Council’s community assistance activity seeks to contribute to a District of ‘proud, connected communities that have an attractive and affordable lifestyle’ by enabling Southland’s communities to be desirable places to live, grow up, work, run a business, raise a family and enjoy a safe and satisfying life. Through providing financial assistance by way of grant funding, community groups and individuals are supported to undertake their desired activities.
- 8 A review of the community assistance activity was completed in early 2019. The purpose of this review was to ensure that Council is providing assistance in a considered and prudent manner to ensure efficient and effective outcomes for the communities they support.
- 9 It was recommended that there should be a significant change in the way that Council is providing assistance in a considered and prudent manner to ensure efficient and effective outcomes for the communities they support.
- 10 It was recommended that there should be a significant change in the way that Council administers the Community Initiatives Fund and to establish the Community Partnership Fund.
- 11 The most significant change is that the Community Partnership Fund will be distributed by community boards who have the authority to grant funds for local applications.
- 12 Guiding principles for the Community Partnership Fund have been developed and endorsed by Council. These were distributed to board members via email on 3 April 2020.

**13 Criteria**

The following are criteria for distribution of the Community Partnership Fund:

- funding rounds – there is to be two funding rounds per annum. Applications close 31 March and 30 September each year
- consideration will be given to all funding requests however requests must be not for profit purposes and demonstrate community benefit
- salaries and operating costs are ineligible
- there is no cap on the amount requested per application
- no set co-funding amount required
- the board can grant money ‘subject to the balance of the funding being secured’
- more than one quote is preferable, but if not possible to get more than one quote an explanation why will be sufficient
- applicants do not have to be a legal entity to apply
- applicants may be requested to speak to the board about their funding request
- funding distributed from the Community Partnership Fund is to align with the outcomes of the Waihopai Toetoe Community Board Plan where possible. These being:
  - a thriving, healthy and safe community with access to quality facilities, amenities and services
  - our community is connected and engaged
  - our unique, natural environment is healthy and protected
  - our communities have the opportunity to celebrate their history and heritage.

**Issues**

- 14 There are no issues with the setting of this criteria.

**Factors to Consider**

**Legal and Statutory Requirements**

- 15 There are no legal and statutory requirements to consider.

**Community Views**

- 16 No community views were sought in the development of this criteria. Community board members are representatives of the community.

### **Costs and Funding**

- 17 No additional costs associated with the reallocation of funding from the Community Initiatives Fund to the Community Partnership Fund. Funds available to the Waihopai Toetoe Community Board for funding allocation in the 2020/2021 financial year is \$36,686.

### **Policy Implications**

- 18 There are no policy implications.

### **Analysis**

#### **Options Considered**

- 19 The options are to endorse and confirm the criteria for distribution or to not endorse the criteria for distribution.

### **Analysis of Options**

#### **Option 1 – Endorse and confirm the criteria for distribution of the Community Partnership Fund**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• criteria is set and distribution of the fund can commence</li></ul>	<ul style="list-style-type: none"><li>• no disadvantages</li></ul>

#### **Option 2 – Do not endorse and confirm the criteria for the distribution of the Community Partnership Fund**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• no advantages</li></ul>	<ul style="list-style-type: none"><li>• the board will need to reconsider their criteria which could jeopardise or delay the distribution of the fund.</li></ul>

### **Assessment of Significance**

- 20 This is not considered significant.

### **Recommended Option**

- 21 That the Waihopai Toetoe Community Board endorse and confirm the criteria for distribution of the Community Partnership Fund.

### **Next Steps**

- 22 If the criteria is confirmed by the community board, the next step is a report by Council staff to the Community and Strategy meeting in July for Council endorsement.

### **Attachments**

- A Community Partnership Fund - guiding principles [↓](#)



## Community Partnership Fund

### Guiding Principles

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

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## **i. Background**

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

A review of the community assistance activity was completed in early 2019. The purpose of this review was to ensure that Council is providing assistance in a considered and prudent manner to ensure efficient and effective outcomes for the communities they support.

It was recommended that there should be a significant change in the way that Council administers the Community Initiatives Fund. Subsequently, in July 2019 Council resolved to disestablish the Community Initiatives Fund and to establish the Community Partnership Fund.

As a part of this resolution, it was decided that the Community Partnership Fund would be allocated in two parts. The first part being district applications which will be heard through the Community and Strategy Committee. While the second part being distributed by community boards who have the authority to grant funds for local applications. In order to do this, community boards have been delegated the authority to establish prioritisation criteria based on the guiding principles set by council.

Additionally, community boards will also have the discretion to recommend a local grants rate that allows them to increase the amount available to allocate to local community groups, agencies, projects or events as the community boards deem appropriate.

This new method of funding allocation supports Council's community-led development approach by providing community boards with greater autonomy to fulfil the needs specific to their local communities.

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**ii. Purpose**

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The purpose of the Community Partnership Fund is to enable local decision-making by providing community boards with the opportunity to distribute funding to enable communities to provide for their own local needs, aspirations, and goals in line with the principles of community-led development.

Community-led development is a citizen-centric approach that is underpinned by a philosophy of empowerment. It is integral to the wellbeing of communities and good local government practice. Council has placed an intentional focus on community-led development and is supporting communities to be leaders in this space.

Community-led development is based on five core principles:

1. Shared local visions drive action and change
2. Using existing strengths and assets
3. Many people, groups and sectors working together
4. Building diverse and collaborative local leadership
5. Working adaptively, learning informs planning and action

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**iii. Key outcomes**

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The Community Partnership Fund seeks to achieve the following key outcomes:

1. Increased communication and relationship-building between community boards and their communities.
2. Community boards have a heightened knowledge and awareness of community needs, aspirations, and goals.
3. Increased alignment between community board strategic plans and community visions.
4. Funding decisions are devolved and made at a grass-roots level.
5. Community boards are role models for collaborative decision making through consensus building when making funding decisions.
6. Community boards take ownership and are accountable to their local communities for all funding decisions.
7. Community boards have increased means to carry out their “community well-being” and “community leadership” delegations.

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#### iv. Guiding principles for funding allocation

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**Equity** – All community organisations will have an equitable opportunity to be considered for funding. Community boards will ensure applicants are treated fairly and are provided with any support they may reasonably require in order to apply for funding. The legal status of a community organisation will not be a barrier to funding so long as the organisation can demonstrate that it is established and operating as a not-for-profit and can provide final accountability.

**Avoidance of conflicts of interest** – It's not uncommon for community board members to be a part of various community organisations and projects. Community board members are required to declare a conflict of interest if a community group they belong to is applying for funding. Any community board member with a conflict of interest must abstain from voting on the funding request.

**Transparency** – The Community Partnership Fund will be operated transparently in all stages of the process while protecting applicant confidentiality where required. Clear information on funding opportunities, dates, and criteria will be provided to communities in a timely manner. The community board will provide feedback to unsuccessful applicants.

**Strategic alignment** – Priority shall be given to funding applications that align with the outcomes of the community board plan for that area.

**The four well-beings** – Decisions on funding should consider how the funding request promotes the social, economic, environmental, and cultural well-being of the community in the present or in the future (Local Government (Community Well-being) Amendment Act 2019).

The four well-beings are reflected in council's proposed community outcomes for the 2021-2031 long term plan. These are as follows:

- Environment – kaitiakitanga for future generations
- Culture – inclusive, connected communities
- Economic – a diverse economy creating healthy and affordable lifestyles
- Social – empowered communities with the right tools to deliver the best outcomes

**Consensus building** – Community boards will seek to achieve consensus on all funding decisions in order to achieve and role-model collaboration.

**Accountability** – Community boards will be accountable to their communities for all funding decisions made. It is important for community boards to deliver good value for residents by supporting initiatives that are effective and which can produce clear benefits. All funding recipients will be required to account for how they have spent funds and report on what they have achieved.

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**v. Common approach to administration and accountability**

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- All community boards will be required to develop criteria for the distribution of funds. This criteria must align with the guiding principles for the fund and also with the outcomes of the community board plan for the area. Criteria must be available to potential applicants.
- This criteria should be reviewed upon the swearing in of a new community board and may be reviewed more frequently.
- There will be a standardised funding application and accountability form across all community boards to enable administrative consistency.
- Application information will be included in the community boards meeting agenda.
- Each applicant will be given an opportunity to speak to their application if they choose to.
- When making decisions, community boards will use their criteria to assess applications.
- Unspent money from the Community Partnership Fund cannot be carried over to the next year.
- Each community board has the delegated authority to consider a rate to increase the amount available for distribution – this needs to be recommended to Council.
- When consensus cannot be reached and all attempts to reach consensus have been exhausted, a decision may be made by a simple majority.
- Total funding amounts for the 2020/21 financial year for each Community Board can be found in Appendix A.

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**vi. Timeline**

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**11 February 2020** – A draft of the Community Partnership Fund Guiding Principles is presented to the Community and Strategy Committee for endorsement.

**March/April 2020** – Workshops are held with community boards to develop their funding criteria for the Community Partnership Fund.

**6 May 2020** – Funding criteria for each community board is presented to the Community and Strategy Committee for endorsement.

**1 July 2020** – Community Partnership Fund comes into effect.

## Appendix A

The following table illustrates the 2020/2021 allocation of the Community Partnership Fund for each of the Community Boards.

Council agreed at its July 2019 meeting to change the way they allocate funding to community groups.

As of 1 July 2020, each community board has a one-off allocation of \$25,473 to be spent in the 2020/2021 year from the Community Initiatives Fund reserve (refer to column B in the table below). Additionally, each community board will receive an annual amount calculated on an equal share of 50% of the funds, and the remaining 50% allocated on population base (refer to column A in the table below).

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

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

Community Board	50% pa population and 50% pa equal distribution (A)	One-off contribution to boards from community initiatives reserve (B)	Total funding available for 2020/2021 (C)
Ardlussa	\$6,338	\$25,473	\$31,811
Fiordland	\$7,988	\$25,473	\$33,461
Northern	\$6,069	\$25,473	\$31,542
Oraka Aparima	\$7,136	\$25,473	\$32,609
Oreti	\$13,672	\$25,473	\$39,145
Stewart Island/Rakiura	\$4,387	\$25,473	\$29,860
Tuatapere Te Waewae	\$5,898	\$25,473	\$31,371
Wallace Takitimu	\$8,020	\$25,473	\$33,493
Waihopai Toetoe	\$11,213	\$25,473	\$36,686