



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

Date: Tuesday, 27 April 2021
Time: 7pm
Meeting Room: Memorial Hall Wyndham, 44 Balaclava Street,
Venue: Wyndham

Waihopai Toetoe Community Board Agenda OPEN

MEMBERSHIP

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

IN ATTENDANCE

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

Contact Telephone: 0800 732 732
Postal Address: PO Box 903, Invercargill 9840
Email: emailsdc@southlanddc.govt.nz
Website: www.southlanddc.govt.nz

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

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

Terms of Reference – Community Boards

TYPE OF COMMITTEE	Community board
RESPONSIBLE TO	<p>Council</p> <p>Each community board will have a relationship with the committees in section 8.4.2 to 8.4.5 of the delegations manual based on the scope of the activities/functions delegated to each committee.</p>
SUBCOMMITTEES	As noted in section 8.5 of the delegations manual various subcommittees will report to specific community boards.
LEGISLATIVE BASIS	<p>Resolution made by Council through the representation arrangements as per the Local Electoral Act 2001.</p> <p>Role, status and membership as per subpart 2 of Part 4 of the Local Government Act 2002 (LGA).</p> <p>Treaty of Waitangi as per section 4, Part 1 of the LGA.</p> <p>Opportunities for Maori to contribute to decision-making processes as per section 14 of Part 2 of the LGA. Community boards delegated powers by Council as per schedule 7, clause 32, LGA.</p> <p>Appointment of councillors to community boards as per section 50, LGA.</p>
MEMBERSHIP	<p>Oreti and Waihopai Toetoe Community Boards have seven members elected by the local authority triennial elections plus a member appointed by Council. All other community boards have six members plus a member appointed by Council.</p> <p>The chairperson is elected by the community board.</p> <p>Councillors who are not appointed to community boards can only remain for the public section of the community board meeting. They cannot stay for the public excluded section unless the community board agrees.</p>
FREQUENCY OF MEETINGS	Every second month but up to ten ordinary meetings a year
QUORUM	Not less than four members
KEY FUNCTIONS	<ul style="list-style-type: none"> • to promote the social, economic, environmental and cultural well-being of local communities and in so-doing contribute to the realisation of Council's vision of one District offering endless opportunities • to provide leadership to local communities on the strategic issues and opportunities that they face • to be advocates and representatives for their local community and in so doing ensure that Council and other agencies have a clear understanding of local needs and aspirations • to be decision-makers on issues that are delegated to the board by Southland District Council

	<ul style="list-style-type: none"> • to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community • to maintain an overview of the services Council delivers to its communities and assess the extent to which these services meet community needs • to recommend the setting of levels of service and budgets for local activities.
DELEGATIONS	<p>The community board shall have the following delegated powers and be accountable to Council for the exercising of these powers.¹</p> <p>In exercising the delegated powers, the community board will operate within:</p> <ol style="list-style-type: none"> 1) policies, plans, standards or guidelines that have been established and approved by Council 2) the needs of the local communities; and 3) the approved budgets for the activity. <p>Power to Act</p> <p>The community board will prepare and implement programmes of work, which will be reflected in its community board plan, which are relevant to the purposes of the community board that are consistent with the long term plan and annual plan processes of Council. Such programmes are to include budgetary provision for all costs associated with the work.</p> <p>Community Well-Being</p> <ol style="list-style-type: none"> 4) to develop local community outcomes that reflect the desired goals for their community/place 5) to monitor the overall well-being of local communities and use the information gathered to inform development of local strategies to address areas of need 6) work with Council and the community to develop a community board plan for the community of interest area – working in with any community plans that may exist. <p>Community Leadership</p> <ol style="list-style-type: none"> 7) communicate and develop a relationship with community organisations, local groups, and special interest groups within the local community of interest 8) identify key issues that will affect their community of interest's future and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities 9) promote a shared vision for the community of interest area and develop and promote ways to work with others to achieve positive outcomes 10) provide a local community perspective on Council's long term plan key performance indicators and levels of service

¹ Local Government Act 2002, s.53

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

Advocacy

11) submissions

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

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

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

District activities include:

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

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

Community Assistance

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

- 16) authority to grant the allocated funds from the Community Partnership Fund
- 17) authority to allocate bequests or grants generated locally consistent with the terms of the bequest or grant fund

Northern Community Board

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

Unbudgeted Expenditure

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

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

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

Service Delivery

Local Activities

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

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

	<p>national importance (Section 6 Resource Management Act 1991); or</p> <ul style="list-style-type: none"> involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise. <p>Local activities include:</p> <ol style="list-style-type: none"> community leadership local halls and community centres (within Council's overarching policy for community facilities) wharves and harbour facilities local parks and reserves parking limits and footpaths Te Anau/Manapouri Airport (Fiordland Community Board) Stewart Island Electricity Supply Authority (SIESA) (Stewart Island/Rakiura Community Board) <ol style="list-style-type: none"> for the above two local activities only recommend levels of service and annual budget to the Services and Assets Committee monitor the performance and delivery of the service <p>19) naming reserves, structures and commemorative places</p> <ol style="list-style-type: none"> authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places. <p>20) naming roads</p> <ol style="list-style-type: none"> authority to decide on the naming for public roads, private roads and rights of way <p>21) assist the chief executive by providing comment (through the board chairperson) to consider and determine temporary road closures applications where there are objections to the proposed road closure.</p> <p>Rentals and Leases</p> <p>In relation to all leases and licences of land and buildings for local activities within their own area, on behalf of Council;</p> <ol style="list-style-type: none"> accept the highest tenders for rentals more than \$10,000 approve the preferential allocation of leases and licenses where the rental is \$10,000 or more per annum. <p>Environmental management and spatial planning</p> <ol style="list-style-type: none"> provide comment on behalf of the relevant community/communities on resource consent applications referred to the community board for comment. recommend to Council the level of bylaw service and enforcement to be provided within the community, having regard to the need to maintain consistency across the District.
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	<p>24) provide advice to Council and its committees on any matter of interest or concern to the community board in relation to the sale of alcohol where statutory ability exists to seek such feedback.</p> <p>25) provide input into regulatory activities not otherwise specified above where the process allows.</p> <p>26) recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the board has made submissions; ability to provide input to support the development of community planning for a civil defence emergency; and after an emergency event, to provide input and information to support community response efforts.</p>
LIMITS TO DELEGATIONS	<p>No financial or decision making delegations other than those specifically delegated by Council.</p> <p>The community board shall only expend funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its Long Term Plan/Annual Plan. In accordance with the provisions of section 39(2) of Schedule 7 the board may not incur expenditure in excess of the approved budget.</p> <p>Matters which are not Delegated</p> <p>Southland District Council has not delegated to community boards the power to:</p> <ul style="list-style-type: none"> • make a rate or bylaw • acquire, hold or dispose of property • direct, appoint, suspend or remove staff • engage or enter into contracts and agreements and financial commitments • institute an action for recovery of any amount • issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like; • institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the community board has made submissions.
CONTACT WITH MEDIA	<p>The community board chairperson is the authorised spokesperson for the board in all matters where the board has authority or a particular interest.</p> <p>Board members, including the chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the board's delegations.</p> <p>The assigned Executive Leadership Team member will manage the formal communications between the board and its</p>

	<p>constituents and for the board in the exercise of its business. Correspondence with central government, other local government agencies or official agencies will only take place through Council staff and will be undertaken under the name of Southland District Council.</p>
REPORTING	<p>Community boards are unincorporated statutory bodies which are elected to represent the communities they serve.</p> <p>The boards maintain bound minute books of their own meetings.</p>

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1 Apologies

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

2 Leave of absence

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

3 Conflict of Interest

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

4 Public Forum

Notification to speak is required by 12noon at least one clear day before the meeting. Further information is available on 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, 23 February 2021



Waihopai Toetoe Community Board

OPEN MINUTES

Minutes of a meeting of Waihopai Toetoe Community Board held in the Memorial Hall Wyndham, 44 Balaclava Street, Wyndham on Tuesday, 23 February 2021 at 7.03pm. (7.03pm – 9.27pm)

PRESENT

Chairperson	Pam Yorke
Deputy Chairperson	Denise Fodie
Members	Pani Grey-Thomas
	Gay Munro
	Melanie Shepherd
	George Stevenson
	Andrea Straith (7.03pm – 9.23pm, 9.25pm – 9.27pm)
	Councillor Julie Keast

IN ATTENDANCE

Mayor Tong (7.03pm – 7.07pm)
Councillor Duffy
People and Capability Manager - Janet Ellis
Governance and Democracy Manager – Melissa Brook
Committee Advisor - Fiona Dunlop
Community Partnership Leader - Karen Purdue
Community Liaison Officer - Tina Harvey

1 Apologies

There were no apologies.

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

Council had made a decision at the meeting on 1 November 2019 that Councillor Duffy would be the Ward councillor appointed to the Board until 31 January 2021 and that Councillor Keast would take over that role from 1 February 2021.

Mayor Tong was present to witness the declaration from Councillor Keast to be the councillor appointed to the Board from the Waihopai Toetoe Ward.

Councillor Keast made her declaration as follows:

I, JULIE ANN KEAST, 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.

Chair Yorke thanked Councillor Duffy for his contribution and assistance over the time he has been the Ward councillor appointed to the Board.

Councillor Keast advised that she looked forward to being the councillor appointed to the Board for the remainder of the triennium.

(Mayor Tong left the meeting at 7.07pm.)

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 Andrea Straith, seconded Melanie Shepherd and resolved:

That the Waihopai Toetoe Community Board confirms the minutes of the meeting held on 24 November 2020 as a true and correct record of that meeting.

Reports

8.1 Community Update - February 2021

Record No: R/21/2/5559

- 1 Gail Poole – Community Connector, wider Eastern Southland, Connected Eastern Southland spoke to the meeting about her role. She advised that her area to **“connect” is Wyndham/Edendale, Riversdale and Tapanui. She is joined by other** Community Connectors in Southland. Ms Poole also advised that her role is to give assistance to understand and complete forms and documents in either written or online, support to book appointments, source information to help make informed decisions and referrals made to other support services and agencies.
- 2 Jo Brand – Education/Community Development Kaitoko Maturanga with the **Hokonui Rūnanga addressed the meeting about her role with the rūnanga. She explained that Hokonui is one of 18 rūnanga of Ngāi Tahu iwi, and is the only one** located inland. The runanga was established in 1987 and has about 14,000 to provide well-being for members through the guidance and management of members spiritual, cultural, educational, moral, social and economic needs. The **rūnanga exists to ensure a safe and secure future for our next generations.**

Resolution

Moved Councillor Keast, seconded Melanie Shepherd and resolved:

That the Waihopai Toetoe Community Board:

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

8.2 Community Leadership Report

Record No: R/20/11/65021

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

Resolution

Moved Gay Munro, seconded Andrea Straith and resolved:

That the Waihopai Toetoe Community Board:

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

8.3 Community Leadership Report

Record No: R/21/2/6476

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

Resolution

Moved Gay Munro, seconded Andrea Straith and resolved:

That the Waihopai Toetoe Community Board:

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

8.4 Council Report

Record No: R/20/11/67084

Councillor Keast was in attendance for this item.

Resolution

Moved Melanie Shepherd, seconded Julie Keast and resolved:

That the Waihopai Toetoe Community Board:

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

8.5 Council Report

Record No: R/21/1/3129

Councillor Keast was in attendance for this item.

Resolution

Moved Melanie Shepherd, seconded Julie Keast and resolved:

That the Waihopai Toetoe Community Board:

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

8.6 Operational Report for Waihopai Toetoe Community Board (December 2020)

Record No: R/20/11/68895

Community partnership leader – Karen Purdue and Community facilities manager – Mark Day were in attendance for this item.

Concern was raised over the use of the old flag/banner brackets on power poles in Wyndham and Edendale as there had been use of them which Council was not aware of.

Sometime back Council installed "FlagTrax" which made for easier erection of flags/banners. People/groups wishing to put up flags/banners in Edendale and Wyndham need to contact Council to arrange for them to be put on the "FlagTrax" and then taken down. The Board requested a report on the ownership of the old flag/banner brackets located on poles in Wyndham and Edendale.

There was also interest in how the freedom camping ambassador programme had worked in the Catlins area over the 2020/2021 summer. A report was requested on this.

Resolution

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

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled "Operational Report for Waihopai Toetoe Community Board (December 2020)" dated 1 February 2021.**
- b) Request that the Chief Executive report to the Board on:
 - (i) **the ownership of the "old" flag/banner brackets located on poles in the Wyndham and Edendale areas; and**
 - (ii) the 2020/2021 summer statistics on the freedom camping ambassador programme in the Catlins area.

8.7 Operational Report for Waihopai Toetoe Community Board

Record No: R/21/1/3898

Community partnership leader – Karen Purdue and Community facilities manager – Mark Day were in attendance for this item.

Resolution

Moved Melanie Shepherd, seconded Councillor Keast and resolved:

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled "Operational Report for Waihopai Toetoe Community Board" dated 15 February 2021.**

8.8 Chairperson's Report

Record No: R/20/11/68050

Chair Yorke took the Board through her report.

During discussion on the report which contained a comment regarding Board members arranging for contractors to undertake work which does not have the approval of Council to be done or is not in the Annual Plan, it was clear that there was a need for officers to report to the Board on what members are able to do and not do as part of their role.

The Board also sought reports explaining the trimming of the hedge at the Gorge Road Domain and also an updated overview of the Wyndham Wildlife refuge.

(Andrea Straith left the meeting at 9.23pm and returned at 9.25pm.)

Resolution

Moved Chairperson Yorke, seconded Pani Grey-Thomas recommendation a and a new b (as indicated) and resolved:

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled “Chairperson's Report” dated 15 February 2021.**
- b) Request that the Chief Executive prepare a report to the Board on:
 - (i) the responsibilities of Board members relating to what they are able to do in the capacity of a Board member;
 - (ii) an explanation on the trimming of the hedge a Gorge Road Domain; and
 - (iii) an updated overview of the Wyndham Wildlife refuge.

The meeting concluded at 9.27pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE WAIHOPAI TOETOE COMMUNITY
BOARD HELD ON TUESDAY 23 FEBRUARY 2021.

DATE:.....

CHAIRPERSON:.....

Community Update - April 2021

Record No: R/21/3/14450

Author: Fiona Dunlop, Committee Advisor

Approved by: Janet Ellis, People and Capability Manager

☐ Decision

☐ Recommendation

☒ Information

Community Partners

- 1 Constable Julie Russell – Wyndham Constable New Zealand Police

Recommendation

That the Waihopai Toetoe Community Board:

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

Attachments

There are no attachments for this report.

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

Record No: R/21/2/8120

Author: Tina Harvey, Community Liaison Officer

Approved by: Matt Russell, Group Manager Services and Assets

☐ Decision

☒ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is for the Waihopai Toetoe Community Board to consider and make a decision on a request from the Wyndham and District Community Pool Incorporated for the allocation of a grant.

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 these funds. A request has been received from the Wyndham District Community Pool Incorporated for the allocation of the grant. Detailed information from Wyndham Pool is attached to this report.

Recommendation

That the Waihopai Toetoe Community Board:

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

- 5 The Wyndham District Community Pool Incorporated are requesting \$5,000 to go towards the costs associated with the purchase of a new pool cover.

The Edendale Community Pool Society made a decision to not request any funding in this financial year.

Issues

- 6 No issues have been identified.

Factors to Consider

Legal and Statutory Requirements

- 7 There are no legal or statutory requirements.

Community Views

- 8 Community views have not been sought in relation to the grant applications. However, the Wyndham pool gets a lot of use by the local community and as grants have been made in the past to both pools it is fair to assume that the community would be supportive of funding being approved.

Costs and Funding

- 9 The total amount of available funding is \$10,000. This has been budgeted for in the administration business unit as part of the local rate. The Wyndham District Community Pool Incorporated is seeking \$5,000 from this fund.

Policy Implications

- 10 There are no policy implications

Analysis

Options Considered

- 11 The options are to approve a grant of \$5,000 to the Wyndham District Community Pool Incorporated or to not approve the grant.

Analysis of Options

Option 1 – Approve a grant of \$5,000 to the Wyndham District Community Pool Incorporated

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

Option 2 – Do not approve the funding request by the Wyndham District Community Pool Incorporated

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

Assessment of Significance

- 12 This is not considered significant.

Recommended Option

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

Next Steps

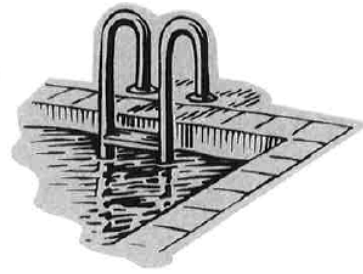
- 14 Staff will notify the Wyndham District Community Pool Incorporated and arrange for payment to be transferred to the society.

Attachments

- A Wyndham District Community Pool Inc information for Waihopai Toetoe Community Board
[↓](#)

WYNDHAM DISTRICT COMMUNITY POOL INC.

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



5 March 2021

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 2020/21 Pool Rate funds. We are looking at replacing the pool cover prior to next season and are therefore requesting funds to help cover this.

The pool closed a couple of weeks early in April 2020 due to Covid19. This had little effect on our operation with all income already being received for the 19/20 season. Swimming lesson participants were offered a refund but nobody took us up on this. The uncertainty this season may have had a slight impact, but at this stage we have not had to close the pool. If COVID returns to the South Island we will have to re evaluate this position and there may be a financial impact depending on how much of the season we lose.

As you will see from the attached documentation, this winter did not go to plan. Our lane rope supplier no longer exists and the slide plan turned very expensive. Along with this, and concerns regarding Health and Safety we have put the slide on the back burner. With the aged pool pump giving up the ghost we have reallocated the rate spend to this as well as covering an increase in the quoted cost of installing the fans.

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

Yours sincerely

Carlyn Stewart
Secretary

WYNDHAM DISTRICT COMMUNITY POOL INC.

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

Our Vision

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

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

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

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

SEASON STATISTICS

	20/21	19/20	18/19
Key Sales	52	48	54
Average Public Weekly Key Swipe			
- Term	33	23	31
- Holidays	44	32	47
School Users	Menzies College Wyndham Glenham Mokoreta Preschool	Menzies College Wyndham Glenham Mokoreta Preschool	Menzies College Wyndham Mokoreta Preschool
Swimming Lessons	JC Swimmers (private)	WDCP 38 kids	WDCP 42 kids
Committee Members	13	13	10
Opening Volunteers	11	13	13
Fundraising	Fireworks Cattle Grazing Sponsorship	Fireworks Cattle Donation Cattle Grazing Sponsorship Tailing	Fireworks Cattle Donation Cattle Grazing Sponsorship Tailing
Upgrades	New Pump	Fans	Pool Painting Filter
Events	Open Day LMV Swimming	Open Day LMV Swimming	Open Day LMV Swimming

WYNDHAM DISTRICT COMMUNITY POOL INC.

BUDGET 2018 to 2028

	2018/19*	2019/20*	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
INCOME										
Pool Key Membership 50 @ \$80	3 764	3 120	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	60	200	200	200	200	200	200	200	200
Sponsorship (5 @ \$100)	1 800	700	500	500	500	500	500	500	500	500
Lamb Tailing 2400 @ \$1	2 480	1 983	2 400	2 400	2 400	2 400	2 400	2 400	2 400	2 400
Swimming Lessons	1 140	1 050	500	500	500	500	500	500	500	500
Fundraising	5 892	6 401	2 100							
Stock Drive	2 248	7 032	2 500							
Potential Grants	4 200	5 428	2 000		4 400		3 000		4 500	
Community Board	5 000	5 000								
TOTAL INCOME	28 874	32 774	13 800	9 600	14 000	9 600	12 600	9 600	14 100	9 600
EXPENDITURE										
Maintenance	758	502	1 000	2 500	2 500	3 000	3 000	3 000	3 000	3 000
Chemical	3 987	1 614	2 000	2 000	2 000	2 200	2 200	2 200	2 200	2 200
Electricity	4 879	4 034	5 250	5 250	5 250	5 250	5 250	5 500	5 500	5 500
Insurance	1 409	1 409	1 409	1 500	1 500	2 000	2 000	2 000	2 000	2 000
Administration	669	219	750	750	1 000	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	650	150				3 225				
Equipment Service	3 115									
Pool Painting	8 920				9 455				10 022	
Pool Cover										
Pool Seals				8 750						
Painting Changing Rooms and Surrounds							6 315			
Fans / Pump / Cover Winder							1 000			
TOTAL EXPENDITURE	24 387	7 928	12 356	25 750	21 705	16 675	20 765	13 700	23 722	13 700
SURPLUS/ DEFICIT	4 487	24 846	1 444	-16 150	-7 705	-7 075	-8 165	-4 100	-9 622	-4 100
BANK BALANCE / SAVINGS		52 062	53 506	37 356	29 651	22 576	14 411	10 311	689	-3 411

*actual

WYNDHAM DISTRICT COMMUNITY POOL INC. MAINTENANCE PLAN

Year	Action	Estimated Cost	Bank	Fundraising	Voluntary Labour	Potential Grants
2014*	Pool Seals	\$ 5 488		\$ 1 288	\$ 1 200	\$ 3 000
	Pool Painting	\$ 8 050		\$ 3 050		\$ 5 000
	Pool Cover	\$ 7 995		\$ 2 995		\$ 5 000
	Painting Changing Rooms and Surrounds	\$ 1 649		\$ 349	\$ 1 300	
	General Repairs	\$ 4 215		\$ 535	\$ 680	\$ 3 000
	Pool Door	\$ 1 408		\$ 408		\$ 1 000
	Electronic Key	\$ 4 443	\$ 2 000	\$ 1 443		\$ 1 000
2015*	Pool Step Installation	\$ 3 482	\$ 852	\$ 630		\$ 2 000
	Rinse Shower Installation	\$ 3 802		\$ 302		\$ 3 500
	Replace Vents (insurance)	\$ 500	\$ 500			
2016*	Swimming Equipment and Cage	\$ 910	\$ 352			\$ 558
	End Door and Mesh	\$ 1 291	\$ 1 291			
2017*	Matting	\$ 240	\$ 240			
	General Maintenance	\$ 2 304	\$ 2 304			
2018*	Pool Filter	\$ 3 115	\$ 1 115			\$ 2 000
	Clearlite Changing Rooms Partition/ Handrail	Donated			Donated	Donated
	Pool Painting	\$ 8 920	\$ 720			\$ 4 200
2019*	Fans	\$ 1 999			\$ 100	\$ 428
	General Maintenance	\$ 502				\$ 2 073
2020	New Pump	\$ 1 947				\$ 1 947
	General Maintenance	\$ 1 000	\$ 20			\$ 980
2021	Pool Cover	\$ 8 750	\$ 8 750			
	Cover Winder	\$ 5 000	\$ 5 000			
2022	Pool Painting	\$ 9 455	\$ 5 055			\$ 4 400
2023	Pool Equipment Service	\$ 3 225	\$ 3 225			
2024	Pool Seals	\$ 6 315	\$ 3 315			\$ 3 000
	Painting Changing Rooms and Surrounds	\$ 1 900	\$ 1 000		\$ 900	
2025						
2026	Pool Painting	10 022	\$ 5 522			\$ 4 500
2027						
2028	Pool Equipment Service	\$ 3 470	\$ 3 470			
	Pool Cover	\$ 9 770	\$ 5 000			\$ 4 770

*Actual Figures

Actual SDC Rate

Increase in Costs Calculation

Assume inflation of 1.5% per year

Pool Painting	6% over 4 years
Equipment Service	7.5% over 5 years
Pool Cover	10.5% over 7 years
Pool Seals	15% over 10 years
Painting Surrounds	15% over 10 years

Fiona MacGregor

11:10 AM (24
minutes ago)

to me

Good Morning Carlyn,

I am pleased to provide you with the following quote for your replacement pool cover.

25.2m x 6.4m Duokote \$8750.00 incl. GST and freight.
Your colour choices are: Sky blue/Royal blue/Grey/Black.

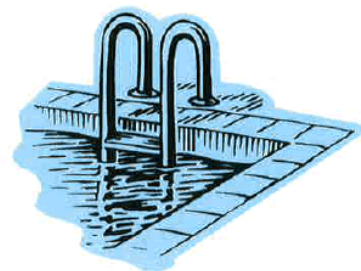
I look forward to assisting you with your project.

Regards,
Fiona

13 Lyne Street
Gore
9710
(03) 208 9898
www.polythenepvc.co.nz

WYNDHAM DISTRICT COMMUNITY POOL INC.

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

**2020/21 FUNDING REQUEST SDC****POOL COVER**

Quote \$ 8 750

TOTAL EXPENDITURE \$ 8 750

TOTAL REQUESTED FROM THE COMMUNITY BOARD RATE \$ 5 000.00

SUMMARY OF 19/20 RATE SPEND**SPECTATOR FANS**

Due to the installation of the fans being 3x the quote total rate spend was \$1571 versus the \$423 predicted

LANE ROPES

Due to COVID-19 the supplier of the lane ropes quoted disappeared with no further communication. Other suppliers were significantly more expensive, so we have gone no further with this.

NEW PUMP AND INSTALLATION

We purchased and installed a new pump, when the existing one started leaking prior to the beginning of the season. Total Cost \$ 1 947

GENERAL MAINTENANCE AND REPAIRS

General maintenance for 2019/20 was \$502. This year is expected to be \$ 1 000

TOTAL ESTIMATED SPEND \$ 5 020

COMMUNITY BOARD RATE \$ 5 000

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

**WYNDHAM DISTRICT COMMUNITY POOL
INCORPORATED
FINANCIAL STATEMENTS
FOR THE YEAR ENDING 30 JUNE 2020**

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 2020 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

7 September 2020

Wyndham District Community Pool Incorporated**Performance Report****For the year ended:
30 June 2020****Contents**

	Page
Non-Financial Information:	
Entity Information	1
Statement of Service Performance	4
Financial Information:	
Statement of Receipts and Payments	5
Statement of Resources and Commitments	6
Notes to the Performance Report	8

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

-MLT Grant \$4K.

Wyndham District Community Pool Incorporated**Entity Information****"Who are we?", "Why do we exist?"****For the year ended:
30 June 2020**

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 2020****Main Sources of the Entity's Cash and Resources:***

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.

Main Methods Used by the Entity to Raise Funds:*

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

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

The Wyndham District Community Pool Inc relies strongly on the volunteers. The Wyndham Fireworks Extravaganza requires extensive organizing for months and the whole committee and their friends on the night. The committee members 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 2020**

Additional Information*

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



Wyndham District Community Pool Incorporated
Statement of Service Performance
"What did we do?"
For the year ended
30 June 2020

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	1050		1140
Key sales	3120		3764
Rent pool to Wyndham Primary School annually (failed to invoice \$2k for the 2020 year, will be received in the 2021 year)	0		2000
Sponsorship	700		4048

Additional Output Measures:

Fundraising - Fireworks, stock sales 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 2020**

	Notes	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
Operating Receipts				
Donations, fundraising and other similar receipts*		29,108^		25,971^
Fees, subscriptions and other receipts from members*		3,120^		3,764^
Receipts from providing goods or services*		760^		6,398^
Interest, dividends and other investment income receipts*		8^		78^
Other operating receipts		-		-
Total Operating Receipts		32,996	-	36,211
Operating Payments				
Payments related to public fundraising*		7,792^		7,981^
Volunteer and employee related payments*		-		-
Payments related to providing goods or services*		-		-
Grants and donations paid*		-		-
Other operating payments		9,677^		23,737^
Total Operating Payments		17,469	-	31,718
Operating Surplus or (Deficit)		15,527	-	4,493
Capital Receipts				
Receipts from the sale of resources*		-		-
Receipts from borrowings*		-		-
Capital Payments				
Purchase of resources*		-		-
Repayments of borrowings*		-		-
Increase/(Decrease) in Bank Accounts and Cash*		15,527	-	4,493
Bank accounts and cash at the beginning of the financial year*		36,535		32,042
Bank Accounts and Cash at the End of the Financial Year*		52,062^	-	36,535^
Represented by:*				
Cheque account(s)				
Savings account(s)		52,062		36,535
Term Deposit account(s)				
Cash Floats				
Petty Cash				
Total Bank Accounts and Cash at the End of the Financial Year*		52,062	-	36,535

Wyndham District Community Pool Incorporated
Statement of Resources and Commitments
 "what the entity owns?" and "what the entity owes?"
 As at
 30 June 2020

SCHEDULE OF RESOURCES	This Year \$	Last Year \$
Bank Accounts and Cash (from Statement of Receipts and Payments)*	52,062	36,535/1
Money Held on Behalf of Others*		
Description*	Amount*	Amount*
Money Owed to the Entity*		
Description*	Amount*	Amount*
Other Resources*		
Description and Source of Value* (cost or current value required if practicable to obtain)	Cost or Current Value*	Cost or Current Value*

SCHEDULE OF COMMITMENTS	This Year \$	Last Year \$
Money Payable by the Entity*		
Description*	Amount*	Amount*

Wyndham District Community Pool Incorporated
Statement of Resources and Commitments
 "what the entity owns?" and "what the entity owes?"
 As at
 30 June 2020

Other Commitments*

Description*	Amount*	Amount*
--------------	---------	---------

Guarantees*

Description*	Amount*	Amount*
--------------	---------	---------

SCHEDULE OF OTHER INFORMATION

	This Year \$	Last Year \$
Grants or Donations with Conditions Attached (where conditions not fully met at balance date)*	Amount*	Amount*

Resources Used as Security for Borrowings*

Wyndham District Community Pool Incorporated
Notes to the Performance Report
For the year ended
30 June 2020

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 2020****Note 2 : Analysis of Receipts "How was it funded?"**

Receipt Item	Analysis	This Year	Last Year
Fundraising receipts	Fireworks	\$ 14,043/	\$ 13,223
	Livestock Sales	7,032/	-
	Swimming Lessons	1,050/	1,140
	Tailing	1,983/	2,480
	Total	24,108	16,843
Grants and donations	Menzies College	\$ 4,000/	\$ -
	Southland Building Society	1,000/	-
	Southland District Council	-	6,000
	The Community Trust	-	2,700
	Wyndham Charitable Trust	-	428
	Total	5,000	9,128
Fees, subscriptions and other receipts from members	Key Sales	This Year \$ 3,120/	Last Year \$ 3,764
	Total	3,120/	3,764/
Receipts from providing goods or services	Rent	This Year \$ 60/	Last Year \$ 2,350
	Sponsorship	700/	4,048
	Total	760/	6,398/
Interest, dividends and other investment income receipts	Interest	This Year \$ 8/	Last Year \$ 78
	Total	8/	78/

Note 2 : Analysis of Receipts "How was It funded?"

Page 10

Wyndham District Community Pool Incorporated**Notes to the Performance Report**For the year ended
30 June 2020**Note 3 : Analysis of Payments "What did it cost?"**

Payment Item	Analysis	This Year \$	Last Year \$
Payments related to public fundraising	Fireworks	7,642	7,331
	Swimming Lessons	150	650
	Total	7,792^	7,981^
Payment Item	Analysis	This Year \$	Last Year \$
Volunteer and employee related payments			
Total		-	-
Payment Item	Analysis	This Year \$	Last Year \$
Payments related to providing goods or services			
Total		-	-
Payment Item	Analysis	This Year \$	Last Year \$
Grants and donations paid			
Total		-	-
Payment Item	Analysis	This Year \$	Last Year \$
Other operating payments	Advertising	40	145
	Annual Return Fee	104	201
	Insurance	1,409	1,409
	Key System	20	268
	Pool Chemicals	1,614	3,987
	Power	4,034	4,879
	Repairs & Maintenance	2,401	12,793
	Water Testing	55	55
	Total	9,677^	23,737^

Wyndham District Community Pool Incorporated

Notes to the Performance Report

**For the year ended
30 June 2020**

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

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

Page 13

Wyndham District Community Pool Incorporated**Notes to the Performance Report**For the year ended
30 June 2020**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 Wildlife Refuge - History and Status.

Record No: R/21/3/11483

Author: Kevin McNaught, Manager Property Services

Approved by: Matt Russell, Group Manager Services and Assets

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 The Wyndham Wildlife Refuge is under the Control and Management of the Southland District Council. The purpose of the report is to provide the Board with details of the property's history and status.

Executive Summary

- 2 To better understand the current situation in regards the ownership and future management of the Wyndham Wildlife Refuge, knowledge of the history will be beneficial.
- 3 The refuge is held for recreation purposes even though it has not been classified as such under the Reserves Act 1977. However, irrespective of this, the control and management is the responsibility of the Southland District Council. The property has also been declared a Wildlife Refuge under the Wildlife Act 1953.
- 4 The property is currently considered to be a local park or reserve as opposed to a district one, and under the current Southland District Council delegations to Community Boards it is to be treated and managed as a Local Activity and as such the delegations to this Board apply.

Recommendation

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled "Wyndham Wildlife Refuge - History and Status." dated 1 April 2021.**
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.

Background

- 5 At the request of the Board Chair, this report is presented to the Board for information only, in regards to the history and status of the Wyndham Wildlife Refuge.

- 6 The property consists of two parcels of land as shown on the attached plan. Section 66 is the internal portion surrounded by Section 80 which is the “lagoon portion”.
- 7 Section 66 was acquired in 1884 pursuant to Section 144 of the Land Act 1877 as recorded in the New Zealand Gazette 1884 page 1718 for the purposes of recreation. In 1885 pursuant to the Public Reserves Act 1881 as recorded in New Zealand Gazette 1885 page 121, the section was brought under the Public Domains Act 1881 and managed by the Wyndham Town Board as the Domain Board.
- 8 Section 80 was acquired in 1899 pursuant to the Land Act 1892 as recorded in New Zealand Gazette 1899 page 1053 as a reserve for public recreation. In the same year pursuant to the Public Reserves Act 1881 and New Zealand Gazette 1899 page 1762 declared that the lagoon be an addition to the Wyndham recreation ground and brought under the Public Domains Act 1881 and be managed by the Wyndham Town Board as the Domain Board.
- 9 By virtue of New Zealand Gazette 1966 page 2025, both Sections 66 and 80 were declared to be a Wildlife Refuge and be subject to the Wildlife Act 1953. It should be noted that this declaration did not change or affect the land status, but only restricts the use and activities on the land.
- 10 In 1978 the Wyndham Town Board was united with the Southland County Council and in 1989 the Southland County Council formed part of the now Southland District Council.
- 11 The Reserves Act 1977 is quite clear that lands which were Domains at 1 April 1978 shall be managed as if they were recreation reserves pending their classification. Where the Domain Board is the local authority (as is this case given the Southland District Council is the successor to the Wyndham Town Board) then the Council has a control and management role. I can find no record of and classification of the lands as recreation reserve which would have vested the lands in Council as the owner.
- 12 This means that the wildlife refuge is owned by the Crown (DOC) but the daily activities are controlled and managed by the Southland District Council through the Waihopai Toetoe Community Board. The daily management is still subject to the Reserves Act 1977 and the Wildlife Act 1953. This only applies to Sections 66 and 80 and no other adjacent lands.

Issues

- 13 The issue relating to the lands are in regards to “control and management”. There are four important actions that have happened in regards to this.
- 14 The first was the adoption of the “Wyndham Wildlife Refuge Management Plan 1997 -2007” which set out in detail the future development and management of the reserve.
- 15 The second was action in 1999 in regards the creation of a committee to implement the Wildlife Refuge management Plan. Attached are the Terms of reference for that committee which included that the initial committee will be made up of three members one of which must be a member of the Community Board.
- 16 The Wyndham Community Board at its meeting on 23 March 1999 approved of the committee including confirmation that Mr Alan Leitch had agreed to be the Community Board representative along with Mr Bob Wood and Jenny Sloan to fill the other two committee positions.

- 17 The fourth action was the 2002 District Wide Reserve Management Plan which superseded the Wyndham Wildlife Refuge Management Plan 1997. This 2002 plan did comment that the 1997 Plan provides excellent background and recommendations to the ongoing management of the reserve. It also stated that continued support for the committee is required to work through the recommendations of the 1997 Plan.
- 18 The 2002 Management Plan is still current in regards to how the reserve is to be controlled and managed, however the status and current existence of the committee is unknown.

Factors to Consider

Legal and Statutory Requirements

- 19 The application of the Reserve Management Plans and compliance with the Reserves Act 1977 and the Wildlife Act 1953 only apply to the actual reserve only and not to any other lands.

Community Views

- 20 None required for an information only report.

Costs and Funding

- 21 Not applicable

Policy Implications

- 22 Not applicable

Analysis

Options Considered

- 23 No options required.

Assessment of Significance

- 24 Not considered significant

Recommended Option

- 25 Not applicable

Next Steps

- 26 For the Board to receive the report.

Attachments

- A Aerial Photograph of Wyndham Wildlife Refuge. [↓](#)
B 1999 Terms of Reference for Wyndham Wildlife Refuge Reserve Committee [↓](#)



Report to Wyndham CB

3

1410/53

TERMS OF REFERENCE FOR THE WYNDHAM WILDLIFE REFUGE RESERVE COMMITTEE

PURPOSE AND FUNCTIONS OF THE WYNDHAM WILDLIFE REFUGE RESERVE COMMITTEE

To re-establish the Wyndham Wildlife Refuge as a healthy wildlife refuge according to the policy and action points of the operative Reserve Management Plan.

The primary function of the Wyndham Wildlife Refuge Reserve Committee (“the Committee”) is to re-establish the reserve as a refuge site for wildlife in the area.

The committee will drive the development of this reserve in liaison with the Wyndham Community Board.

The Committee will undertake whatever steps are reasonably required to ensure that the project is completed. This includes organising working bees, fundraising, resource consent applications and making decisions on minor developments.

The Committee will be required to formally report to the Community Board bi-annually on the progress of the project.

COMMITTEE STRUCTURE

1. The Committee will be a recognised committee of the Community Board established under Section 101ZU of the Local Government Act 1974.
2. The Committee will initially be of three members, one of which must be a member of the Community Board.
3. The quorum for the Committee will be set at three.

DELEGATED AUTHORITY

- (a) The day to day management of the reserve will remain the responsibility, including funding, of the Community Board and will do so in perpetuity. However the Community Board may nominate that the Committee undertake this work on behalf of the Community Board.
- (b) The Committee will have the ability to make decisions regarding the development of the reserve, within the parameters of the Operative Reserve Management Plan.

KB1798:re r/10/3/3643 [kk]

Report to Wyndham CB

4

1410/53

- (c) The Committee will have the ability to seek funding outside the rating base and retains the right to expend this for the purposes of benefiting the Wyndham Wildlife Refuge Reserve Development.
- (d) Any major works to be carried out must have the approval of the Community Board, Reserves Management Planner and Urban Engineer.
- (e) The Committee is bound by the policies set out in the Southland District Council “Guidelines for Reserves Committee’s”.

KB1798:re r/10/3/3643 [kk]

Community Leadership Report

Record No: R/21/3/11723

Author: Karen Purdue, Community Partnership Leader

Approved by: Janet Ellis, People and Capability Manager

☐ Decision

☐ Recommendation

☒ Information

Purpose

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

Recommendation

That the Waihopai Toetoe Community Board:

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

Attachments

- A Community Leadership Report [↓](#)



What's happening in your area

Community Partnership Fund

The Waihopai Toetoe Community Partnership Fund closed on 31 March 2021. At the time of preparing the report three applications were received. The board has \$13,276 to distribute in this round. A meeting will be scheduled to hear from applicants and consider the applications.

Funding

Upcoming funding deadlines

The John Beange Fund is currently accepting applications. Applications close 30 April 2021.

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

Community Trust South major grants round

Community Trust South have announced a major grants round for 2021, investing \$1 million into the community for grant requests over \$75,000. Funding applications are done in a two-stage process – the first stage is submitting an expression of interest, and any successful applicants will then be required to submit a full funding application. Expressions of interest are open now, and due by 20 April 2021. Any organisations invited to submit an application will need to do so by 30 September 2021.

Local initiatives

Wyndham Rugby Club

Staff continue to work alongside the Wyndham Rugby Club with ongoing support for the funding of the lights at the Raglan Street Reserve. Funding applications have been submitted to the Lottery Community

Facilities Fund and Community Trust South. Further funding requests are underway to The Trusts Community Foundation / Maitara Licensing Trust and the Transpower Community Care Fund.

What's happening outside your area

District/regional Initiatives

Ministry of Education meeting regarding swimming pools

Staff from the community leadership team met with a representative from the Ministry of Education to develop a better understanding of how ministry owned swimming pools are funded and maintained.

The ownership of pools on school land is a mixture of 100% ministry owned pools and others with a shared ownership of say 60/40 between the Ministry and the community.

The ministry advised that schools receive funding through from the Ministry each year for pool maintenance and the type of funding used depends on whether it's a capital project or operational maintenance.

Capital projects can be funded via the 10-year property plan (10YPP) and operational funding is also available through the property maintenance grant.

Schools may opt to do larger projects with regards to heating and filtration via the 5YA (five-year agreement) but they will have to prioritise with other projects required eg carpet for classrooms.

Operational funding can be used for pool chemicals, water charges, heating charges, water testing charges, painting the pool and surrounds, fence repairs, repairing and servicing the filtration plant, caring for ancillary buildings like changing rooms, storage sheds and roofing structures, repairing pool covers and the salary of training of the person responsible for maintaining pool hygiene and maintenance, such as the caretaker (ground staff get \$4.40 per day for looking after a pool).

This funding is calculated on the actual square metres of the pool. Operational funding for heat, light, and water doesn't cover costs of running a pool outside school hours.

More information about the amount of the property management grants for schools with pools can be found at <https://property.education.govt.nz/pmg/ViewSchoolInfo>

The Ministry wishes to ensure that pool roofs are trafficable and is working through a programme of replacing all translucent verandas and roofs that are no longer trafficable. The ministry is fully funding the replacements on ministry owned pools and working with the community where there is shared ownership.

If the roofs can't be replaced in the short term, netting must be installed as a safety measure.

Another focus for the ministry is around leases and user agreements for swimming pools.

More seeking country life

The dynamics of country living are changing as more urban dwellers ditch the city for the provinces. The shift to smaller towns and centres came as Covid-19 changed people's work habits, as well as soaring house prices and living costs in major cities.

This was highlighted in an Infometrics analysis released late last year, which showed 11 out of 67 districts all had increases in population growth from internal migration

<https://farmersweekly.co.nz/section/agribusiness/view/more-seeking-country-life>

What we can expect of the New Zealand economy, and life in general in 2021.

Having put 2020 behind us, it's time to consider how much the economy, and life in general, will return to normal by the end of 2021. Infometrics updated economic forecasts were published in early February, and the outlook for the next 12-18 months will be considerably stronger than was previously being anticipated. However, the uncertainty around that outlook remains highly elevated. This article canvases some of the key factors that will determine outcomes in 2021.

<https://www.infometrics.co.nz/from-the-beach-2021/>

Brief explores covid's impact on agriculture

Agriculture has performed well during the Covid-19 pandemic, but briefing papers to the incoming cabinet ministers warns the outlook is challenging.

https://farmersweekly.co.nz/section/agribusiness/view/brief-explores-covids-impact-on-ag?utm_source=GlobalHQ&utm_campaign=7dcca085d3-EMAIL_CAMPAIGN_09122020_STAFF_COPY_01&utm_medium=email&utm_term=0_4f497899e6-7dcca085d3-193644923

The live lobster export industry

The live lobster export industry is one of many businesses to feel the effects of Covid-19. Fiordland Lobster Company has seen both extremes, from months of complete shutdown, to booming sales for the rest of the year.

<https://www.facebook.com/294604540645182/posts/3233856763386597/?d=n>

Taking time to thrive

Southland dairy farmer Loshni Manikam is on a mission to help farming women get more out of life. Her new free ebook "12 Tips to Help You Thrive" shares practical advice on how women can take time for their own needs, while juggling multiple responsibilities.

<https://farmersweekly.co.nz/section/dairy/view/taking-time-to-thrive>

What's coming up?

Policy and strategy

Bylaw and policy work

Staff have been revising the Procurement Policy and developing a draft Procurement Manual. The formal consultation period for the policy was 4 November to 4 December 2020. Submissions were presented to Council on 28 January 2021 and it is anticipated Council will adopt the policy on 14 April 2021. It is likely both the policy and manual will come into effect on 1 July 2021.

Council is reviewing its Alcohol Licensing Fee-Setting Bylaw. Consultation for this was run from 12 to 26 March 2021. All alcohol licence holders were directly contacted to advise them of this process and encouraged to provide feedback. Submissions are likely to be received by Council on 27 April 2021.

Staff are also working on the Asset Management and Contract Management Policies. Review of the Elected Members' Remuneration and Reimbursements Policy, the Vehicle Policy, Fraud Policy and the Sensitive Expenditure Policy is underway.

At its meeting on 28 January 2021, Council adopted the Revenue and Finance Policy, and on 10 March 2021 adopted the Policy on Development and Financial Contributions and the Significance and Engagement Policy.

The Stewart Island Levy Subcommittee met in February 2021 to work with staff in developing a 10 year funding plan for allocation of visitor levy funds, in line with the Stewart Island/Rakiura Visitor Levy Policy. A draft funding plan was presented to the Community and Strategy Committee on 23 March 2021 for its feedback.

Corporate risks

Risk management reporting is underway for the March 2021 quarter. Staff and ELT have updated the quarterly risk register, and the quarterly reports were presented to the Finance and Assurance Committee in March 2021, and will be presented to Council in April 2021. As part of an annual review process, the Finance and Assurance Committee considered and discussed one of the top strategic risks at the conclusion of their March meeting.

Staff and ELT will meet 30 March 2021 to undertake the annual review of Council's top strategic and corporate risks. The revised weightings will form the draft risk register to be presented to the committee when it meets in June 2021 and to Council for adoption.

Other Work

He Pou a Rangi/the Climate Change Commission have produced draft advice for consultation. He Pou a Rangi are seeking and incorporating feedback on their advice, before it is formally presented to the government. The draft advice outlines changes needed in particular sectors and recommends 17 critical actions the government must take to reach its climate goals.

The advice also includes information about transitioning to a low emissions society, and the impacts of doing so. Staff have worked with councillors to produce a submission on the advice, and this has been lodged with He Pou a Rangi. Anyone is able to make a submission on the draft advice before submissions close.

Long Term Plan

At the 10 March 2021 Council meeting, the Long Term Plan Consultation Document was adopted and made available for release to the public. At 9am on Friday 12 March 2021, submissions officially opened and the information is now available on Council's website. The consultation document has been delivered to households with submissions closing at 5pm on Wednesday 14 April 2021. At that same meeting, the supporting documentation for the Long Term Plan was adopted and is available on the Council website.

Stakeholder updates

Waka Kotahi update

There was some feedback that boards would like to know more about the reasons for the temporary speed limits (TSL's) in place for resealing, during the different stages of the work. There are a number of

reasons, mostly related to the health and safety of the workers and road users, but also to protect the seal once installed so that we don't have to come back and fix damage to the seal, causing more disruption to your communities.

1. Initially when the site is being sealed, TSL's are in place for safety reasons to protect the workers and road users traveling through the site.
2. Chipseals can take 24-48 hours for the chip to fully embed into the binder. To assist with adhesion and reduce the chance of damage, a TSL is kept in place to help manage traffic within the site. The site isn't fully swept or line marked at this point, so the TSL is still required to keep the users safe, help protect the seal and should also mitigate damaged windscreens if the TSL is complied with.
3. Once the site is swept and line-marked it is considered appropriate to be opened back up to normal operating speeds. Note in urban areas the permanent speed limit is already lower, so TSL's may not be in place for the same extent as rural areas, depending on the environment / hazards.

This season we have noticed an alarming number of users not complying with road works signs / TSL's both attended and unattended by workers, so it is important to get the message out there that there are a number of reasons why these are in place. Not complying with this signage puts the safety of the road users and workers at risk, and can damage the work being done, which results in us having to come back and fix causing further delays which could've been easily avoided. We work hard to make sure signs are taken down when they are not required – this is an area we are focusing on.

We appreciate that there have been some community concerns regarding the road pavement rehabilitation near Mossburn recently and note that this has been a challenging site due to the material required to be used and the length and location of the site. The good news is that this is due to be sealed by Easter (weather permitting), and the second site on SH94 within a fortnight after that. We thank the community in this area for their patience while we improve the safety of the highway here.

We acknowledge that there have been a high number of worksites this summer and appreciate your patience at these sites. A fairly wet summer has meant condensing our work into a smaller window which has created a situation requiring multiple worksites in areas. However, our construction season is coming to an end shortly, as the dropping temperatures mean many pavement works are not possible.

Before winter sets in our next priority is the felling of dangerous trees around Southland state highways, so there will be temporary traffic management in place in various areas to allow this. These trees are being felled as they are either dangerous and in danger of falling on or near the highway, or are creating hazards for road users.

Wandering stock on the highways continues to be of concern. If stock is spotted on state highways we encourage calling 0800 4 HIGHWAYS (0800 44 44 49) so that this can be actioned immediately. We are following up with landowners in 'hot spot's' to encourage them to check fencing and have had a very positive response to this.

Finally, there will be a moratorium on work happening on state highways over the Easter break/Southland anniversary day, with all non-essential work closing down at noon on April 1 and commencing again after 7am on April 7. Road users and communities are encouraged to call 0800 4 HIGHWAYS (0800 44 44 49) if they see anything of concern on state highways over this break.

Operational Report for Waihopai Toetoe Community Board

Record No: R/21/3/12961
Author: Carolyn Davies, Executive Assistant
Approved by: Janet Ellis, People and Capability Manager

☐ Decision

☐ Recommendation

☒ Information

Purpose of Report

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

Recommendation

That the Waihopai Toetoe Community Board:

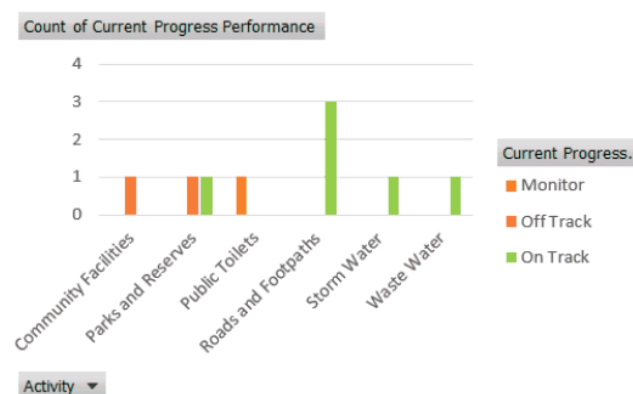
- a) **Receives the report titled “Operational Report for Waihopai Toetoe Community Board” dated 15 April 2021.**

Attachments

- A Report to Waihopai Toetoe Community Board 27 April 2021 - Operational report [📄](#)



1. Staff projects within current financial year



CLARIFICATION OF FUNDING SOURCES

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

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

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

ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	2020/21
WASTE WATER	P-10283	Consent renewal and treatment upgrade - Tokanui	Pre-delivery phase	On track	Temporary bridge required for transport of rock is due to be established in April. Entirety of works will be completed following this installation.	\$47,468



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	2020/21
PUBLIC TOILETS	P-10383	Replace toilets at Wyndham camping ground	Pre delivery phase	Monitor	Council has approved the unbudgeted expenditure. Design is currently being undertaken and construction will be deferred to next financial year.	\$180,400
ROADS AND FOOTPATHS	P-10414	20/27 Tokanui Gorge Road pavement rehab 2021/22	Delivery phase	On track	Design completed. Programmed for construction 2021/22 season.	\$400,000
ROADS AND FOOTPATHS	P-10620	19/13 - Fortrose-Otara Road seal widening	Delivery phase	On track	Practical completion inspection undertaken and results sent to contractor. Culverts to be installed April (awaiting variation pricing). On target to be completed under budget.	\$850,000
COMMUNITY FACILITIES	P-10298	External recladding of Waikawa/ Niagara hall	Delivery phase	Off track	Waiting for the delivery of the windows before the project can progress. These have been delayed due to supply chain issues.	\$52,224
PARKS AND RESERVES	P-10782	Edendale Wyndham beautification	Initiation phase	Off track	Scope being determined and will be presented to the community board when finished.	\$5,222
ROADS AND FOOTPATHS	P-10397	Southern Bridge 5 - Braid Road	Delivery phase	On track	Bridge is practically completed; defects liability will end October 2022.	\$151,000
PARKS AND RESERVES	P-10311	New playground equipment at Rata Park, Tokanui	Business case phase	On track	Minor works to begin April 13 and will be completed by June 2021.	\$10,445



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	2020/21
STORM WATER	P-10431	Wyndham Stormwater replacement - includes subsoil - Multi-year project (SF)	Pre delivery phase	On track	Stimulus Funding Project. WSP currently doing the design. Will go to the contractor panel for construction in next financial year 2021/22 construction.	\$0.00

2. Service Contracts

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
10/01 – Water and waste water services operation and maintenance	The water and waste water contract is operating well. Minor capital works awarded to Downer are progressing on programme.
13/04 – Edendale and Wyndham, Woodlands area mowing	The new mowing tender has been awarded to DELTA, contract commences on 1 July.
20/01 - Wyndham office cleaning	No issues with this contract
14/54 – Mowing of Waikawa and Fortrose V01 – Tokanui, Weirs Beach	The new mowing tender has been awarded to DELTA, contract commences on 1 July.
15/18 – Cleaning of Fortrose public toilets	No issues at the toilets.
12/10 - Waikawa toilets	The Waikawa toilets have had new gully traps installed due to the plastic ones being broken by campers and chemical toilets being tipped into them. This resulted in blockages in the tanks with a large amount of wipes and the filter being pushed off. As a result, the reading at the disposal field was higher than previous readings. Council closed the toilets to remedy these issues and signs are being made to direct campers to Tokanui dump station this is an area that will need to be monitored. QR codes are being placed in the toilets in this area.
16/13 – Tokanui public toilet contract	Contract operating well.
17/01 - Foveaux Alliance contract	The RFSs have been minor maintenance for March. The contract manager is pricing a new pump for Garston as the current pump is old and requiring more ongoing work, we will then retain the old pump as a backup. Overall more audits of the amenities are helping with identifying possible issues before they become a more major repair.
17/01 Alliance roading contract	Still a larger number of RFSs in February. Rain towards the end of January would have had an impact on that.



CONTRACT NAME	CONTRACT MANAGER COMMENTARY
	<p>2021/22 reseal sites programme has been finalised. Stabi crew working on them now. They are on track to complete the programme late April, weather permitting.</p> <p>We have continued with noxious spraying throughout February and started verge spraying, the sealed section early March. Weather has been a bit better but still not great.</p> <p>We got 1280m3 of maintenance metal done in February. This is still roughly 1000m3 short of where we wanted to be. We will ramp up the delivery.</p> <p>90% of our grading programme has been achieved for February.</p>
18/16 – Mowing of Gorge Road recreation reserve	The new mowing tender has been awarded to DELTA, contract commences on 1 July
General	<p>Several trees have been identified by PowerNet that are in power wires and require trimming or felling. These include Pera Street, Inkerman Street, and Ferry Road in Edendale. Environment Southland has requested that two rows of trees at the north end of the race course are felled so improvements can be undertaken on the stopbanks.</p> <p>The trees at the Gorge Road recreation reserve have been felled and chipped onsite. It is intended to offer the chip to the groups that maintain the plantings at the western end of the reserve as a mulch option for around the plants. Any remaining chip will be spread over the area where the trees were removed. The Waihopai Toetoe Community Board and staff met with community representatives to discuss future development at the reserve, the war memorial and the bell tower proposal. The community board is now waiting on the community to come back to them with their recommendations for any future development in the town.</p>

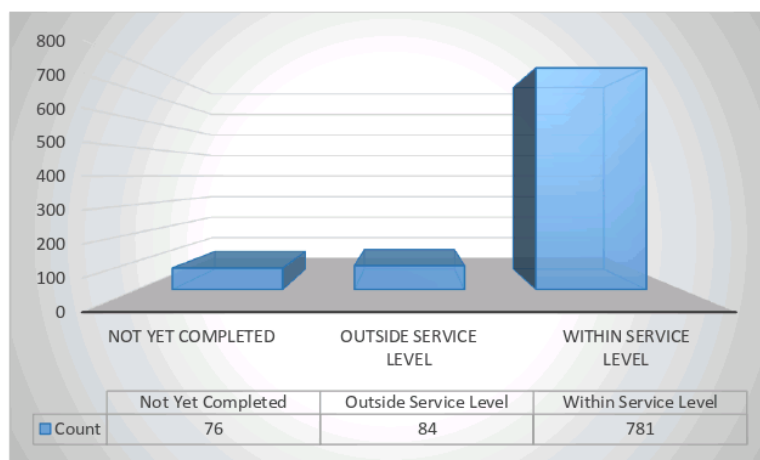
3. Request for service data 2 February 2021 to 30 March 2021



REQUEST TYPE	COUNT
Cemeteries repairs and maintenance	1
Complaint/ follow up from customer re work expected or completed	1
Council housing/ flats - repairs (routine)	4
Council housing/ flats - repairs (urgent)	1
Culverts blocked – rural	3
Gravel potholes and corrugations (safety)	1
Gravel road slumps/dips and heaves/raised	1
Gravel, potholes/corrugations and grading	4
Hall cleaning and maintenance	3
Information-direction signs (road names, rest area)	3
Licensed premise queries or complaints	1
New sign requests (where none existed before)	1
Noise control (not animal noises)	1
Notify transport after a crash (use EMEACC for emergency)	1
Nuisance complaints (odour, vermin, neighbourhood)	2
Roadside spraying - noxious weeds	2
Sewer lateral blockage	5
Toilet repairs and maintenance	2
Transport - road matters general	8
Urban stormwater (the drain)	1
Vegetation urban/berm mow/overgrown/visibility issues	1
Vegetation rural (overgrown or visibility issues)	3
Water asset leak (main, hydrant, valve, meter)	2
Water toby damaged (not safety issue)	1
Water toby leak	2
Wheelie bin new	6
Wheelie bin stolen	1
Wheelie bin collection complaints	2
Wheelie bin swap	1
TOTAL	65

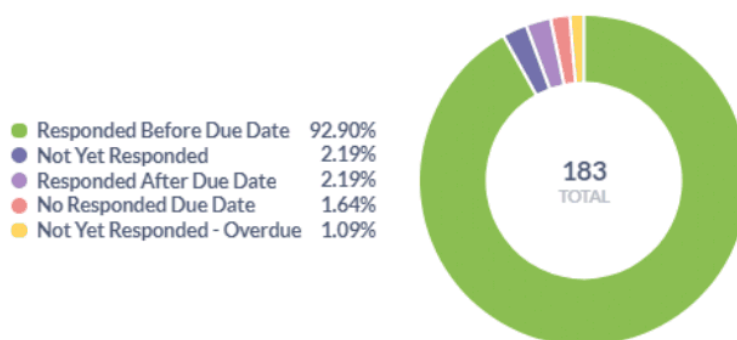


RFS count by completion time status



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

IPS Requests, Response Time Status





4. Local finance reporting

Edendale-Wyndham - Business Units as at 28 February 2021									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Administration - EdenWyn	\$18,758	\$18,745	\$28,785	\$412	\$7,445	\$11,168			
Operating Costs - EdenWyn	\$5,060	\$6,738	\$10,107	\$1,601	\$6,738	\$10,107			
Street Works - EdenWyn	\$25,961	\$25,949	\$38,923	\$12,195	\$24,247	\$36,307			
Stormwater Drainage - EdenWyn	\$157,869	\$17,371	\$39,694	\$18,901	\$17,505	\$26,057	\$140,486		
Beautification - EdenWyn	\$48,529	\$48,100	\$72,150	\$49,028	\$57,528	\$72,150			
Recreation Reserve - EdenWyn	\$20,210	\$18,729	\$28,094	\$22,931	\$26,745	\$33,316			
Playground - EdenWyn	\$4,217	\$4,214	\$6,321	\$2,475	\$4,214	\$6,321			
Cemetery - Edendale	\$14,505	\$10,303	\$15,689	\$13,736	\$10,661	\$15,991			
Pool - Edendale			\$21						
Hall - Edendale			\$3,721	\$1,089	\$1,089	\$1,634			
Cemetery - Wyndham	\$11,837	\$16,463	\$24,694	\$14,163	\$16,463	\$24,694			
Camping Ground - Wyndham	\$6,518	\$6,515	\$9,773	\$3,439	\$6,221	\$8,352			
Hall - Edendale-Wyndham	\$9,975	\$9,483	\$14,226	\$12,515	\$11,447	\$14,635			
Museum - Wyndham	\$832	\$830	\$1,245	\$1,911	\$1,544	\$1,892			
Total	\$324,269	\$183,441	\$293,443	\$154,395	\$191,847	\$262,624	\$140,486	\$0	\$0



Gorge Road - Business Units as at 28 February 2021									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Administration - Gorge Road	\$1,643	\$8,293	\$12,909	\$438	\$6,493	\$21,780			
Street Works - Gorge Road	\$1,005	\$1,000	\$1,500		\$1,644	\$2,466			
Recreation Reserve -Gorge Road	\$2,881	\$2,867	\$4,300	\$3,192	\$3,533	\$5,300			
Total	\$5,530	\$12,160	\$18,709	\$3,629	\$11,671	\$29,546	\$0	\$0	\$0

Tokanui - Business Units as at 28 February 2021									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Operating Costs - Tokanui	\$2,159	\$2,159	\$4,684	\$3,216	\$3,212	\$3,238			
Street Works - Tokanui	\$3,022	\$3,022	\$4,533	\$217	\$5,155	\$7,733			
Stormwater Drainage - Tokanui	\$2,553	\$2,553	\$3,830	\$942	\$2,559	\$3,830			
Beautification - Tokanui	\$2,757	\$2,757	\$4,135	\$6,703	\$2,761	\$4,135			
Playground - Tokanui	\$3,774	\$3,774	\$5,661	\$1,412	\$3,216	\$4,683			\$10,445
Hall - Tokanui	\$5,833	\$5,833	\$9,007	\$9,679	\$6,565	\$9,007			
Total	\$20,098	\$20,097	\$31,850	\$22,170	\$23,469	\$32,626	\$0	\$0	\$10,445



Waihopai Toetoe - Business Units as at 28 February 2021									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Community Leadership - Waiho			\$11,213	\$39,926	\$44,492	\$75,909			
Rec Reserve - Waihopai-Toetoe									
Administration - WaihopaiToe	\$47,781	\$47,771	\$74,275	\$47,864	\$47,771	\$71,657			
Operating Costs - WaihopaiToet	\$10,997	\$16,841	\$25,262	\$14,094	\$25,412	\$64,965			
Recreation Reserve - WaihopaiT	\$9,965	\$9,963	\$14,944	\$14,422	\$9,963	\$14,944			
Total	\$68,743	\$74,575	\$125,694	\$116,306	\$127,637	\$227,475	\$0	\$0	\$0

Woodlands - Business Units as at 28 February 2021									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Operating Costs - Woodlands	\$153	\$153	\$2,163		\$153	\$230			
Street Works - Woodlands	\$1,000	\$1,000	\$1,500	\$7,732	\$10,597	\$15,895	\$12,381		
Stormwater Drain - Woodlands	\$675	\$675	\$1,013	\$378	\$676	\$1,013			
Cemetery - Woodlands	\$13,388	\$11,030	\$16,545	\$12,617	\$11,379	\$17,068			
Beautification - Woodlands	\$5,328	\$5,328	\$7,992	\$8,474	\$5,528	\$8,292			
Septic Tank Cleaning Woodland	\$2,030	\$2,030	\$3,272	\$6,179	\$2,616	\$3,924			
Total	\$22,574	\$20,217	\$32,485	\$35,380	\$30,949	\$46,422	\$12,381	\$0	\$0



Edendale-Wyndham income is above budget (\$140,829), predominantly due to receipt of an unbudgeted grant from the Department of Internal Affairs towards stormwater capital works (\$140,486) as part of the three waters stimulus package.

Edendale-Wyndham expenses are \$37,452 under budget. Administration is under budget \$7,034 as a result of no pool grants paid yet for the year to date. Operating costs are under budget (\$5,137) due to general project and work scheme costs being lower than anticipated at this point of the year. Street works is under budget \$12,052 due to underspends in maintenance (\$4,857) and refuse collection (\$4,704) and no interest on loans required to be paid (\$2,068). Beautification is under budget by \$8,501 due to there being no expenditure to date in spraying, general projects and tree and hedge maintenance. Recreation reserve is \$3,814 under budget due to underspends in electricity, mowing, general projects and tree and hedge maintenance. Edendale cemetery is over budget (\$3,075) due to increased mowing costs and higher than anticipated general maintenance costs. The only capital expenditure for the year to date is for the Wyndham stormwater project (\$140,486). This project is being funded from a grant (refer comments on revenue above).

Gorge Road income and expenditure are under budget by \$6,630 and \$8,041 respectively. This is due to no grants being received to date (\$6,667) and no planned maintenance or streetworks costs being incurred for the year to date (\$6,227 and \$1,644 respectively). The grant relates to the bell tower project and has been phased to the end of the year.

Tokanui income is as budgeted, however expenditure is slightly under budget (\$1,299). The playground improvements are planned to occur in June 2021.

Waihopai Toetoe income is \$5,832 under budget due to no Wyndham memorial archways grant income being received to date in the operating costs business unit. Expenditure is \$11,332 less than budget due to the Waituna lagoon, Tokanui heritage and other grants not being paid to date (\$13,135), as well as elected members' remuneration being lower than budgeted (\$4,632). This is offset by an overspend in refuse collection (\$2,867), recreation reserve mowing (\$1,770) and various other minor overspends.

Woodlands' income is \$2,357 over budget due primarily to higher internment revenue in the cemetery business unit for the period to date. Woodlands' expenditure is \$4,432 over budget due to actual septic tank cleaning costs being higher than budgeted (\$3,563), increased cemetery and beautification mowing costs (\$2,902 and \$1,923 respectively) offset by underspent budgets in street works (\$2,864). Street works capital expenditure is \$12,381 over budget due to further work completed on Flemington Road kerbing.



Reserve Balances

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

Community Service Awards - Procedures and Guidelines

Record No: R/21/3/8766

Author: Megan Seator, Community Liaison Officer

Approved by: Trudie Hurst, Group Manager Customer Delivery

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 The purpose of this report is to inform the Waihopai Toetoe Community Board of the new procedures and guidelines for the Southland District Council community service awards.

Executive Summary

- 2 Southland District Council's community service awards are a mechanism to acknowledge individuals and groups who have contributed outstanding community service to their community.
- 3 In 2020, staff from the communications, governance and democracy, and community leadership teams undertook a review of the community service awards.
- 4 It was identified that clarification is needed on the award criteria, who can nominate an individual, who makes allocation decisions, the type of celebration that will be provided, and how the associated costs are paid for. This is to ensure consistency across community boards, clarity for the public, and to provide staff with a standardised method of administration.
- 5 A copy of the procedures and guidelines approved by the Community & Strategy Committee on 9 February 2021 are attached to this report.

Recommendation

That the Waihopai Toetoe Community Board:

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

Attachments

- A Southland District Council community service awards - procedures and guidelines [↓](#)

Community Service Awards

Procedures and guidelines

Purpose

The purpose of the Southland District Council community service awards is for community boards to recognise individuals and groups who have provided significant and outstanding contribution to their community board area through leadership, volunteering, or community service.

Criteria

Any person or group residing within the Southland District, who by their significant and outstanding contribution to their community board area through leadership, volunteering, or community service, is eligible to be nominated for a community service award.

The definition of 'significant and outstanding contribution' focuses on the quality of service and does not preclude individuals on age or length of service.

Nominees contribution to the community may be in the education, youth, health, sport, heritage, art, culture, environment, social wellbeing, or similar sectors.

Joint awards (ie partners & groups) are acceptable and can be considered as one nomination.

Nomination process

There will be one nomination round per year closing 30 September (special exceptions may apply in extraordinary circumstances).

Members of the community can nominate individuals by submitting the prescribed application form to Southland District Council before the closing date.

Late nominations will not be accepted and will be deferred to the next nomination round.

Award allocation

Following the closure of the nomination round each year, community boards will receive a report outlining the nominations from their community board area. This report will enable community boards to review and select up to a maximum of two individuals to receive community service awards for that year.

The mayor will be notified of community boards decisions

Presentations

Presentations of the awards are to be made at a community board meeting, workshop, or community event by the community board chair. Recipients will be presented with a framed certificate and they may invite friends and family to be present.

Funding

Costs associated with the awards will be funded from the grants and donations budget. This will go towards the framing of the certificates, catering costs, or flowers (up to \$200 per community board per year).

Publicity

The recipients of community service awards will be published in the First Edition. Publicity may also be done through the Southland District Council website and Facebook page. Additionally, local media will be notified should they wish to run a story on the awards.

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

Recommendation

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

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

C8.2 Tokanui Hall Toilet Repairs - Retrospective Unbudgeted Expenditure

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

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