



Notice is hereby given that an Ordinary meeting of Southland District Wallace Takitimu Community Board will be held on:

Date: Thursday, 3 June 2021
Time: 5pm
Meeting room: Southland District Council Otautau Office
Venue: 176 Main Street
Otautau

Wallace Takitimu Community Board agenda OPEN

MEMBERSHIP

Chairperson	André Bekhuis
Deputy Chair	Maureen Johnston
Members	David Cowie
	Kelly Day
	Bev Evans
	Peter Gutsell
	Councillors Don Byars

IN ATTENDANCE

Community liaison officer	Kathryn Cowie
Committee advisor	Fiona Dunlop
People and capability manager	Janet Ellis
Community partnership leader	Kelly Tagg

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

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

Terms of Reference – Community Boards

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

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

¹ Local Government Act 2002, s.53

Advocacy

11) submissions

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

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

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

District activities include:

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

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

Community Assistance

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

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

Northern Community Board

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

Unbudgeted Expenditure

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

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

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

Service Delivery

Local Activities

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

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

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

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

Local activities include:

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

Rentals and Leases

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

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

Environmental management and spatial planning

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

	<p>24) provide advice to Council and its committees on any matter of interest or concern to the community board in relation to the sale of alcohol where statutory ability exists to seek such feedback.</p> <p>25) provide input into regulatory activities not otherwise specified above where the process allows.</p> <p>26) recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the board has made submissions; ability to provide input to support the development of community planning for a civil defence emergency; and after an emergency event, to provide input and information to support community response efforts.</p>
LIMITS TO DELEGATIONS	<p>No financial or decision making delegations other than those specifically delegated by Council.</p> <p>The community board shall only expend funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its Long Term Plan/Annual Plan. In accordance with the provisions of section 39(2) of Schedule 7 the board may not incur expenditure in excess of the approved budget.</p> <p>Matters which are not Delegated</p> <p>Southland District Council has not delegated to community boards the power to:</p> <ul style="list-style-type: none"> • make a rate or bylaw • acquire, hold or dispose of property • direct, appoint, suspend or remove staff • engage or enter into contracts and agreements and financial commitments • institute an action for recovery of any amount • issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like; • institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the community board has made submissions.
CONTACT WITH MEDIA	<p>The community board chairperson is the authorised spokesperson for the board in all matters where the board has authority or a particular interest.</p> <p>Board members, including the chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the board's delegations.</p>

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

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1 Apologies

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

2 Leave of absence

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

3 Conflict of interest

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

4 Public forum

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

5 Extraordinary/urgent items

To consider, and if thought fit, to pass a resolution to permit the Community Board to consider any further items which do not appear on the agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the chairperson must advise:

- (i) the reason why the item was not on the agenda, and
- (ii) the reason why the discussion of this item cannot be delayed until a subsequent meeting.

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

"Where an item is not on the agenda for a meeting,-

- (a) that item may be discussed at that meeting if-
 - (i) that item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further **discussion."**

6 Confirmation of minutes

6.1 Meeting minutes of Wallace Takitimu Community Board, 25 March 2021



Wallace Takitimu Community Board

OPEN MINUTES

Minutes of a meeting of Wallace Takitimu Community Board held in the Southland District Council Otautau Office, 176 Main Street, Otautau on Thursday, 25 March 2021 at 5.02pm. (5.02pm – 6.11pm)

PRESENT

Chairperson	André Bekhuis
Deputy Chair	Maureen Johnston
Members	Kelly Day
	Bev Evans (5.02pm – 5.04pm, 5.05pm – 6.11pm)
	Peter Gutsell
	Councillor Don Byars (5.02pm – 5.47pm)

APOLOGIES

David Cowie

IN ATTENDANCE

Councillor Kremer	Janet Ellis
People and Capability Manager	Fiona Dunlop
Committee Advisor	Kelly Tagg
Community Partnership Leader	Kathryn Cowie
Community Liaison Officer	

1 Apologies

There was an apology from David Cowie.

Resolution

Moved Peter Gutsell, seconded Kelly Day and resolved:

That the Wallace Takitimu Community Board accept the apology.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

1. André Bekhuis declared a conflict of interest in relation item 7.3 Community Partnership Fund Applications - February 2021 round regarding the application from the Otautau Golf Club. He advised that he would not take part in discussion or debate on the issue.
2. Maureen Johnston declared a conflict of interest in relation item 7.3 Community Partnership Fund Applications - February 2021 round regarding the application from the Otautau School. She advised that she would not take part in discussion or debate on the issue.
3. Kelly Day declared a conflict of interest in relation item 7.3 Community Partnership Fund Applications - February 2021 round regarding the application from the Takitimu District Pool. She advised that she would not take part in discussion or debate on the issue.

4 Public Forum

Jamie Shepherd spoke to the Board regarding the proposal for a pump track in Nightcaps.

(During public forum Bev Evans left the meeting at 5.04pm and returned at 5.05pm.)

5 Extraordinary/Urgent Items

Chairman Bekhuis advised that there was a late which was the Operational Report for Wallace Takitimu Community Board. He advised that the item was not on the agenda as the information was not available when the agenda was prepared and that it is prudent to consider the item at this Board meeting as when the Board next meets the information will be out of date.

Moved Chair Bekhuis, seconded Kelly Day the motion that the Wallace Takitimu Community Board considers the Operational Report for Wallace Takitimu Community Board.

The motion was put and declared carried.

6 Confirmation of Minutes

Resolution

Moved Peter Gutsell, seconded Deputy Chair Johnston and resolved:

That the Wallace Takitimu Community Board confirms the minutes of the meeting held on 4 February 2021 as a true and correct record of that meeting.

Reports

7.1 Community Service Awards - Procedures and Guidelines

Record No: R/21/3/8767

Community Liaison Officer – Kathryn Cowie was in attendance for this item.

Mrs Cowie advised that the purpose of the report was to update the Board on the new procedures and guidelines for the Southland District Council community service awards.

Resolution

Moved Kelly Day, seconded Bev Evans and resolved:

That the Wallace Takitimu Community Board:

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

7.2 Community Leadership Report

Record No: R/21/3/11701

Community Partnership Leader – Kelly Tagg was in attendance for this item.

Resolution

Moved Kelly Day, seconded Peter Gutsell and resolved:

That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Community Leadership Report” dated 17 March 2021.**
- b) **Requests that staff prepare a report for the board’s next meeting concerning the Nightcaps pump track proposal.**

7.4 Operational Report for Wallace Takitimu Community Board

Record No: R/21/3/13123

Community Partnership Leader – Kelly Tagg and Community Facilities Manager – Mark Day were in attendance for this item.

(During discussion on the operational report, Councillor Byars left the meeting at 5.47pm.)

Resolution

Moved Peter Gutsell, seconded Kelly Day and resolved:

That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Operational Report for Wallace Takitimu Community Board” dated 24 March 2021.**

7.3 Community Partnership Fund Applications - February 2021 round

Record No: R/21/3/9934

Community Liaison Officer – Kathryn Cowie was in attendance for this item.

Mrs Cowie advised that the purpose of the report was to allocate grants to various applicants who applied for funding to the Community Partnership Fund.

Moved Chair Bekhuis, seconded Bev Evans recommendations a to d.

The motion was declared CARRIED.

Moved Maureen Johnston, seconded Peter Gutsell, recommendation e as follows:

- e) Approves/~~declines~~ a grant of \$3,000 to the Drummond Golf Club to assist with replacing the clubhouse roof.

The motion was declared CARRIED.

Moved Maureen Johnston, seconded Bev Evans, recommendation f as follows:

- f) Approves/~~declines~~ a grant of \$1,287 to the Otautau and Districts Community Charitable Trust to assist with purchasing a smartphone and office stationery.

The motion was declared CARRIED.

Chair Bekhuis withdrew from the table due to a conflict of interest and Deputy Chair Johnston assumed the chair.

Moved Maureen Johnston, seconded Kelly Day, recommendation g as follows:

- g) Approves/~~declines~~ a grant of ~~\$960~~ ~~\$1,300~~ to the Otautau Golf Club to assist with purchasing new cutter bars for the club fairway mower.

The motion was declared CARRIED.

Chair Bekhuis returned to the table.

Maureen Johnston withdrew from the table due to a conflict of interest.

Moved Peter Gutsell, seconded Kelly Day, recommendation h as follows:

- h) Approves/~~declines~~ a grant of \$1,586 to Otautau School to assist with creating a breakfast space at the school.

The motion was declared CARRIED.

Maureen Johnston returned to the table.

Kelly Day withdrew from the table due to a conflict of interest.

Moved Maureen Johnston, seconded Bev Evans, recommendation i as follows:

- i) Approves/~~declines~~ a grant of ~~\$4,634~~ ~~\$15,000~~ to the Takitimu District Pool to assist with replacing their filtration system.

The motion was declared CARRIED.

Kelly Day returned to the table.

Final resolution

That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Community Partnership Fund Applications - February 2021 round ” dated 19 March 2021.**
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.

-
- d) Receives the applications from the following:
 - 1. Drummond Golf Club Inc.
 - 2. Otautau and Districts Community Charitable Trust
 - 3. Otautau Golf Club
 - 4. Otautau School
 - 5. Takitimu District Pool
 - e) Approves a grant of \$3,000 to the Drummond Golf Club to assist with replacing the clubhouse roof.
 - f) Approves a grant of \$1,287 to the Otautau and Districts Community Charitable Trust to assist with purchasing a smartphone and office stationary.
 - g) Approves a grant of \$960 to the Otautau Golf Club to assist with purchasing new cutter bars for the club fairway mower.
 - h) Approves a grant of \$1,586 to Otautau School to assist with creating a breakfast space at the school.
 - i) Approves a grant of \$4,634 to the Takitimu District Pool to assist with replacing their filtration system.

The meeting concluded at 6.11pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE WALLACE TAKITIMU COMMUNITY
BOARD HELD ON THURSDAY 25 MARCH 2021.

DATE:.....

CHAIRPERSON:.....

Community Update - June 2021

Record No: R/21/5/21798
Author: Fiona Dunlop, Committee Advisor
Approved by: Trudie Hurst, Group Manager Customer Delivery

☐ Decision ☐ Recommendation ☒ Information

Community Update

- 1 Paul Matheson and Jenni Templeton from Bathurst Resources Limited

Recommendation

That the Wallace Takitimu Community Board:

- a) Acknowledges the attendance of representatives from Bathurst Resources Limited at the meeting.

Attachments

There are no attachments for this report.

Project scope confirmation - 2021/2022 locally funded projects

Record No: R/21/5/22780
Author: Mark Day, Community Facilities Manager
Approved by: Nick Hamlin, Group Manager Programme Delivery

☒ Decision

☐ Recommendation

☐ Information

Purpose

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

Executive summary

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

Recommendation

That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Project scope confirmation - 2021/2022 locally funded projects” dated 20 May 2021.**
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Agrees to approve the scope of the projects identified in the attachments to this report.

Background

- 7 The Wallace Takitimu community has a number of community funded projects that have been approved in the Long Term Plan to be delivered in the 2021/2022 financial year.
- 8 The community board has the delegation to approve the scope of locally funded projects. Refer to the policy implications below.
- 9 With an increase in the number of both locally and district funded projects identified in the 2021-2031 Long Term Plan, staff are working to improve the efficiency of delivery.
- 10 One of the ways staff are seeking to achieve increased efficiency is to ensure projects are scoped and approved ahead of the year identified for delivery. In doing so, staff consider the primary advantage is the early identification of required internal and external resources and supplies enabling timely programming and procurement. Staff consider this approach will provide the best opportunity to deliver the committed works programme.
- 11 The scoping documents relevant to the Wallace Takitimu Community Board delegation are attached to this report.
- 12 Staff worked with the community board to discuss and identify projects at their workshops as part of the planning for the inclusion in the 2021-2031 Long Term Plan.
- 13 The community board chairperson was sent the list of the projects that the community facilities team is responsible for in the 2021/2022 financial year for their information on 19 April 2021. This included both local and district funded projects.
- 14 Project scope definitions have been sent out in May 2021 prior to the board meeting.
- 15 The foot path projects have been discussed with the community board at their meeting held on 25 March 2021.
- 16 The projects were consulted on through the 2021-2031 Long Term Plan review process.

Factors to consider

Legal and statutory requirements

17 None.

Community views

18 The projects that are covered in the attached scoping documents have been included within the 2021-2031 Long Term Plan and subsequently consulted on. Each of these projects were developed and submitted as part of the LTP in conjunction with the community board. As such, community views are considered to have been well canvassed.

19 Staff note that no submissions regarding these projects were received through the LTP consultation process.

Costs and funding

20 These projects have all been identified in the approved 2021-2031 Long Term Plan and will be funded by way of reserves, loans or a combination of both.

Policy implications

21 For projects within the Long Term Plan the delegation manual, states under Service delivery, Local activities

- section d) approve project definitions/business cases for approved budgeted expenditure up to \$300,000
- section e) recommend to the Services and Assets Committee the approval of project definitions/business case and procurement plan for capital expenditure over \$300,000 and /or any unbudgeted capital expenditure.

22 For district funded projects refer to the delegation manual under Advocacy

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

23 The community board can make a recommendation to Council on district funded projects.

Analysis of options

Option 1 - Agrees to approve the scope of the projects identified in the attachments to this report

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

Option 2 – Does not agree to approve the scope of the projects identified in the attachments to this report

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

Assessment of significance

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

Recommended option

- 25 The staff recommendation is Option 1.

Attachments

- A SDC Upgrade - Dr Woods Memorial reserve playground Nightcaps, playsafe [↓](#)
- B SDC Playground Upgrade Methodology playsafe [↓](#)
- C Nightcaps - Dr Woods Memorial playsafe play area inspection report [↓](#)
- D Project Scope P-10900 P10910 Footpath Programme 2021-2022 (Wallace Takitimu) [↓](#)
- E Project Scope P-10920 Streetlight LOS Programme 2021-2022 (Wallace Takitimu) [↓](#)



Southland District Council
15 Forth Street
Invercargill 9840

12th April 2021

RE: Playground Upgrade - Dr Woods Park Play Area, Nightcaps

Existing Play Area Summary

The Dr Woods Play area is a large community play area that contains a good cross section of play elements that focuses largely on Junior equipment such as a Toddler's Multiplay Structure featuring sliding, climbing, and interactive games. A Tower Slide multiplay complete with climbing wall, slide, climbing wall and 2 Bay Swing.

In my opinion there is a lack of physically challenging activities for Senior children, currently only a climbing wall and upper body monkey bars exist.

A range of freestanding dynamic elements including seesaws, rocker, spinner, monorail and a recently installed Flying fox complement the modular structures.

The existing surface is hard, compact Brown bark that fails to meet the minimum depth or suitability requirements NZS5828. The main surface area no doubt has ponding / wet drainage issues largely due to the semi in-ground pit design of the surfaces coupled with the degraded brown bark that is past its lifespan.

The Tower slide multiplay structure has severe rot / degradation to the timber support posts of the structure as well most of the equipment needing remedial repairs, corrosion treatment or replacement and improvement / upgrade.



Main play equipment - front entrance



Main play equipment - Rear entrance



Flying Fox



Junior Multiplay



Tower Slide multiplay and Swing



Senior upper Body Bars

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





















Kiwi Playground Safety Specialists



PLAY CATERGORIES

Dr Woods Park Play Area, Nightcaps

Children's play activities can take two different forms: structured play and unstructured play. Both are vital for a child's well-being, learning and growth. The following is a gauge of what the existing play area provides in regard to fundamental play features & types and then an indication what the improvements could be following the proposed upgrade.

Current Play Offering:			Current Playspace Type:								
Neighborhood	Current	Upgraded	Active	Current	Upgraded	Social	Current	Upgraded	Reflective	Current	Upgraded
											
Community	Current	Upgraded	Sensory	Current	Upgraded	Creative	Current	Upgraded	Imaginative	Current	Upgraded
											
Destination	Current	Upgraded		Current	Upgraded		Current	Upgraded		Current	Upgraded
											

There are many types of play offering. This guide provides a basic interpretation of category based mainly on the size, location and typical use.

Neighborhood playgrounds typically offer the essentials of play including Swings, slide and some basic physical challenges.

Community play areas can offer a multitude of benefits that go beyond the basics giving kids something fun to do.

Destination play areas typically include themes and imaginative concepts with large scale unique design creating a one of a kind experience that is a focal point for attracting families and visitors.

Different types of play and ways for children to use their bodies and minds and interact with the environment and others.

Active play - Allows kids to improve their motor skills, build strength, fitness and confidence and take risks within safe limits.

Sensory play - Different interesting textures, smell flowers/plants, hearing music/ sound, tasting edible plants as well as shapes colors.

Creative play - Drawing, singing, drumming. Creative expression allows children to communicate and connect.

Imaginative Play - Make-believe, and pretend play. Building, molding, manipulating, sifting, pouring, scooping, stacking, combining, and altering.

Social play - Talking, sharing, cooperating, taking turns, following 'rules,' and playing sports.

Reflective play - Watch, rest, reflect, think and daydream.

Inclusiveness:					
Physical Accessibility	Current	Upgraded	Age & developmental appropriateness	Current	Upgraded
					
			Sensory-stimulating activities	Current	Upgraded
					

Some children with disabilities or developmental differences do not interact with playgrounds in the same way as typical children. Considering these needs will help improve interest and accessibility. Efforts should also be made to not only accommodate children with physical needs but also on the autism spectrum, who may find playgrounds overstimulating or who may have difficulty interacting with other children.

Current Structured Play Activities:									
Climbing		Balance		Crawling		Upperbody		Sliding	
Current	Upgraded	Current	Upgraded	Current	Upgraded	Current	Upgraded	Current	Upgraded
✓	✓	✗	✓	✗	✗	✓	✓	✓	✓
Spinning		Rocking		Swinging		Sensory / Sound		Other Dynamic	
Current	Upgraded	Current	Upgraded	Current	Upgraded	Current	Upgraded	Current	Upgraded
✓	✓	✓	✓	✓	✓	✗	✓	✗	✓

Children's play activities can take two different forms: structured play and unstructured play. Both are vital for a child's wellbeing, learning and growth. Structured play, also known as goal-oriented play, generally involves using logic to solve problems, while unstructured play, or free play is creative and open-ended. Unstructured play, sometimes called free play, is creative and improvised with no set goal and unlimited possibilities. The categories above represent the Structured play activity component.

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PLAY UPGRADE PROPOSAL

Dr Woods Park Play Area, Nightcaps

Proposed Upgrade

Considering the play area type, existing play elements offered, current condition and ultimately the long term-lifespan expectation, I would recommend a combination of equipment renewal including some new physically challenging equipment and some existing equipment upgrade/ improvement would give the best play value / long term outcome for Infrastructure Strategy.

This includes excavating and replacing the compacted and boggy Brown Bark surface with a new local sourced certified woodchip that will provide a far superior lifespan, drainage solution and most importantly impact performance in the event of inevitable falls.

The proposed equipment renewals would see the timber tower slide removed to waste (many issues - rotten timber, exposed fiberglass, non-compliant swing / overlapping impact areas).

In place of this I would recommend a feature play structure like the Mega Cube with Wave Slide that has a focus on climbing and physical challenge.

This would also see the Swings replaced with a new 4 bay set (both Junior /Senior and Basket).

This would include the incorporation of a Basket Swing which provides an inclusive dynamic activity that has proved very popular with accommodating children with physical needs but also on the autism spectrum.

Other basic remedial and compliance upgrades for the remaining equipment can be completed at the same time including a refurbishment of the Junior Multiplay structure - reinstate the telefunnel activity which will add a sensory sound element to the play area (for very little cost). Some basic equipment repairs and an upgrade to the Seesaw including new buffers and pivot mechanism.

Proposed Upgrade Recommendation / Breakdown

1. Remove Fort/ tower slide and swing to waste.
2. Excavate all brown bark from main play area (300mm deep around all equipment).
3. Remove and relocate Frog rocker and seesaw (if required to achieve fallzones).
4. Overhead Ladder - chip out concrete foundation around posts within surface depth.
5. Install new play equipment items.
6. Replace Seesaw tyres with buffers.
7. Install new weedmat / geocloth to entire area.
8. Fill area with Certified woodchip (initial install 350mm depth).
9. Install scuff mats to existing spinner and new swings.
10. Junior Multiplay upgrade - refurbish: reinstate missing sensory telefunnel, install missing post cap and resolve slide toggle entrapment and bolt cap covers.
11. Waterblast/ clean all existing equipment and if budget permits repaint existing steel work (worn or faded powder coating).

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Southland District Council
15 Forth Street
Invercargill 9840

1st March 2021

RE: Playground Upgrade / Renewal Methodology

Dear Angie,

Please find the following Playground Upgrade / Renewal Methodology designed to support SDC in writing RFQ / tender scope for the playground upgrades as planned as part of the Infrastructure Upgrade.

New Equipment / Replacement

Any new play equipment should conform to the current standard NZS5828:2015. The manufacturer/supplier shall provide information concerning the safety of the installation prior to the acceptance of the order as follows:

Play Equipment - Information to be provided to the customer by the manufacturer/supplier as Per NZS5828:

- 6.1.2 Pre-Information Certification evidence of conformity with NZS5828:2015 standard (Equipment compliance certs)
- 6.1.3 Installation information The manufacturer/supplier shall supply an equipment delivery parts list with the equipment and installation instructions for the correct assembly, erection and placing of the equipment.
- 6.1.4 Inspection and maintenance information - Instructions for maintenance which shall include a statement that the frequency of inspection will vary with the type of equipment.
- The above information should be retained with the project records along with product warranty and a copy of these should be given to the Level 3 Inspector prior to final Post-Installation inspection.

Upgrading Existing Equipment

When upgrading any existing play items, the outcome should be to achieve a safe, fun, and maintainable asset for 10+ year lifespan. When altering or modifying existing equipment, the intention is to retrospectively upgrade/ improve to meet the current requirements of the NZS5828:2015 (where practically possible).

There are however some technical non-compliance's that based on a very Low risk assessment can be maintained with no change. You will find a list of these compliance expectations within marked 'Playground Upgrade Expectations'.

Disclaimer: This file has been prepared for supporting information only and is not to be relied upon as an accurate document. Although care is taken by Playsafe in the preparation of the data included, we take no responsibility for its content, accuracy of any text, format and linked formulas that it may include.

Regards,

Adam Stride

Director | RPII L3 Outdoor & L4 Enclosed Play Area Consultant

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Playground Upgrade Expectations

When upgrading any existing play items, the outcome should be to achieve a safe, fun, and maintainable asset for 10+ year lifespan. When altering or modifying existing equipment, the intention is to retrospectively upgrade/ improve to meet the current requirements of the NZS5828:2015 (where practically possible). There are however some technical non-compliance's that based on a very Low risk assessment can be maintained with no change.

Upgrade Expectation	Repair or Upgrade to meet NZS5828:2015 Compliance	Low risk non-compliance to remain (maintain)
Removals	Any equipment being removed must have existing footings / foundations removed / excavated (no cut offs).	
Structural Issues	Address any existing equipment structural concerns including rot / degradation, rust, and corrosion etc. e.g Replace rotten posts or install sleeve mounts, treat rust etc.	
Edgings	Timber edging to be constructed to the SDC/Playsafe specification drawing.	
Loosefill Surface Material	All loosefill surfacing should meet the minimum depth and suitability requirements of the NZS5828 / EN1177. Initial installation depth of loosefill should be 350mm (allows 50mm for initial settlement and compaction). Loosefill surface particulates should be pre-certified.	
Loosefill Surface Depth	Achieve min 300mm compacted depth (350mm depth installation) of compliant particulate.	
Scuff Mats	Scuff mats to be installed to the SDC/Playsafe specification drawing. (attached)	
Fallzones / Falling Spaces / Impact Areas	Achieve min falling space required by NZS5828:2015. Move or relocate play items to suit.	
Ground Clearances	Flying fox traveller min 400mm laden ground clearance and swing seats min 350mm laden ground clearance (recommend 550mm).	
Hard Objects in the falling space	Upgrade – Add impact pads to any platforms and steps under upper body overheads, adjacent platforms, and any high climbers greater than >1.0m FHF.	
Slide Toggle Entrapment	Upgrade - silicone gaps around entry.	
Slide guard rail	Upgrade – install / add guard rail to slides over 1.0m high.	
Fibreglass Slides	Replace or re-gelcoat if glass fibres are visually exposed.	
Head & neck gap entrapment (between 89mm -230m)		No change to handles barriers and ladder gaps.
Fire poles Diameter	Site Specific – Level 3 Inspector to assess.	
Head & Neck Wedge entrapment	Upgrade – Resolve wedge gaps.	
Finger entrapment	Upgrade – fill / cap any holes >8mm - <25mm. (regardless of height and/or accessibility)	
Protrusions	Cut-off / grind smooth all exposed bolt threads. Caps cover all bolt heads / nuts.	
Tunnel – Foot & Leg Entrapment	Upgrade - Fill / re-gap boards to <30mm max gap in the direction of travel.	
Hardware / components	Replace /weld fill any sacrificial or worn components at 40% wear factor.	
Hardware – S'Hooks	Upgrade – Replace with stainless Hex drive flush pin 8mm shackles.	
Hardware – Chain & Hose	Upgrade – Replace with compliant 7mm SL Galv Chain (eliminate hose going forward)	
Hardware – Bucket Swing Seats	Upgrade with high back and long triangle seats (improves stability and tipping)	
Seesaws – Seat Height	Reduce seat height if greater than 1.0m. (either modify, reinstall, or increase surface level)	
Seesaw – Falling Space / Impact Area		Should be 2.0m between seats on double seesaws however acceptable if min of 1.5m between.
Seesaw – Buffers / ground clearance	Replace tyres with commercial Seesaw Buffers ensuring beam to ground clearance is min 230mm dia (Head Probe).	
Swings	Ensure clevis pivots are commercial grade / fit for purpose, upgrade all swing chain and shackles with compliant 7mm SL Galv Chain and stainless Hex drive flush pin 8mm shackles (eliminate hose going forward).	
Lichen / Moss / Mould	Waterblast/ clean and Wet & Forget.	
Repainting	Repaint equipment <i>if budget permits</i> (treat any rust / corrosion prior to painting)	
Play Area Perimeter Fencing	Recommended if the play equipment perimeter is within 20m from a roadway. Balustrade height min 1.2m. Dimensional gaps within the fencing should be less than <89mm if lower horizontal rail of fence is more than >600mm from the ground / surface.	

V1 Feb 2021

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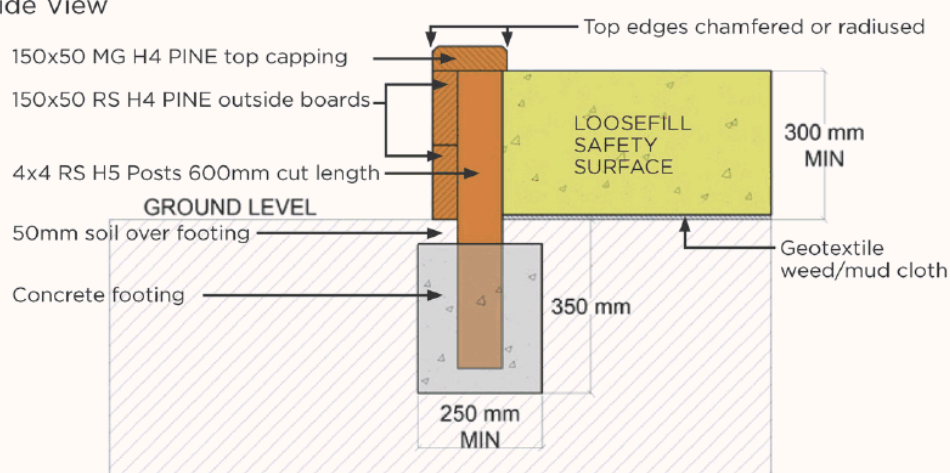
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Playground Timber Edging Construction

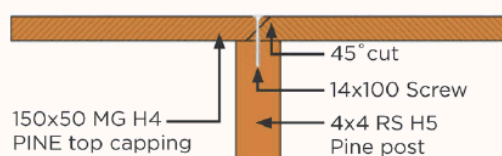


Side View

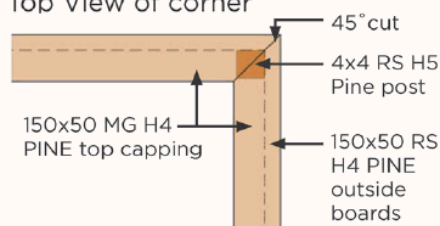


Join details

Front View of Straight Capping Joins



Top View of corner



- Posts: 4x4 Rough sawn H5 PINE 600mm long.
- Top Capping: 150x50 Machine Gauge (MG) H4 PINE.
Top edges chamfered or radiused to remove sharp edge.
- Outside boards: 150x50 Rough sawn (RS)H4 PINE.
- Fastenings: 14x100 Bugle Batten Purlin screws. T17 CL4.
- Geo-textile weed/mud cloth to be used between ground level and loosefill safety surface.

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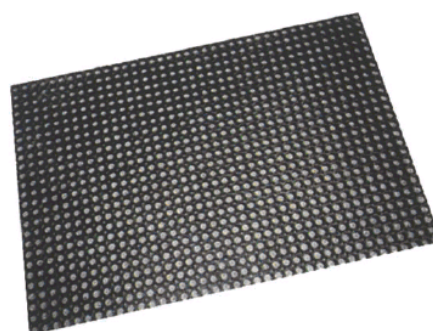
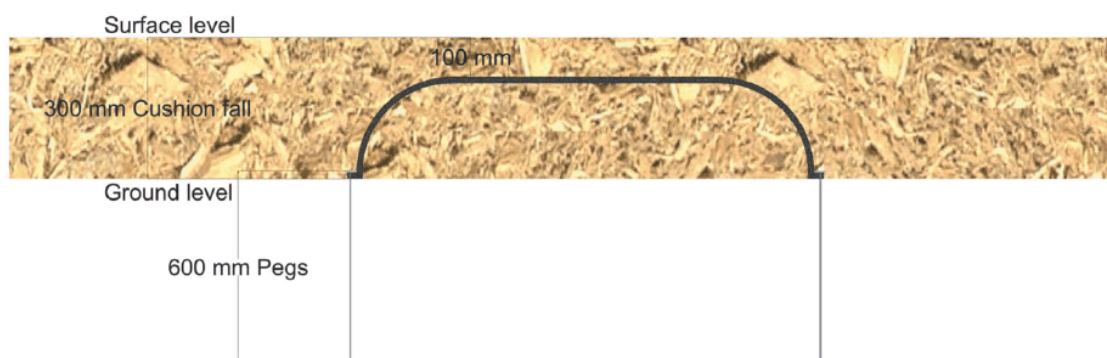


Playground Loosefill Preservation Scuff Mat

Use: Ideal for high-wear areas, typically under swings, end of slides and around Spinners. Size: Mats are typically 1m x 1.5m x 25mm thick

Installation Method:

- Dig perimeter of mat size to bottom of loosefill level
- create mound of loosefill to ensure finished mat height is appropriate for item of equipment
- Lay mat and peg all four corners and all four sides (8x pegs)
- Cover mat with loosefill



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Kiwi Playground Safety Specialists



Play Area Assessed:

Nightcaps
Dr Woods Park

Play Area Inspection Report

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

Prepared for:
Southland District Council
July 2020

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Southland District Council - Playground Asset & Surface Information Report

Nightcaps - Dr Woods Memorial Park

Complete

Client Details

Playground	Nightcaps - Dr Woods Memorial Park
Location	2 Wamphray Street Southland Nightcaps 9630 New Zealand (-45.97089339126347, 168.03364424636032)

Inspection

Inspection Date / Time	16th Jul, 2020 10:37 AM NZST Adam Stride
Report Document Number	SDC000021

Disclaimer**DISCLAIMER**

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

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

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

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Surface Impact Test Certificate

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

Issued to:

Southland District Council

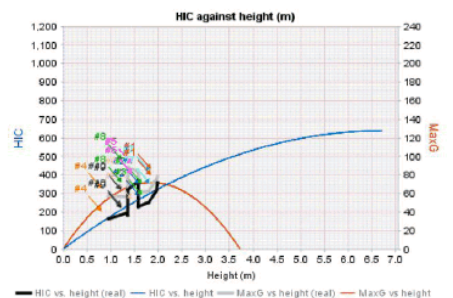
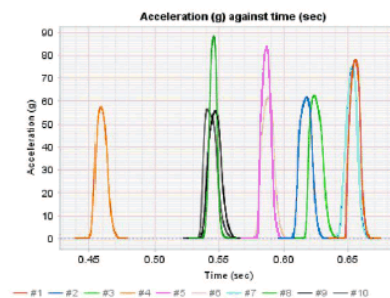
Playground Surface Tested:

Nightcaps - Memorial Park



Position		Session	
Position:	Southland- Nightcaps Dr Woods Mem	Session date:	2020-07-16 11:21 (Thu)
Position description:		Critical HIC:	1000.00
Surface type:		Critical MaxG:	200.00
Surface type descr.:		Description:	Nightcaps dr woods mem

Measurement #	HIC	HIC time	Drop height	Acceleration	Fall time	Remarks
#1	359	10.170 ms	1.98 m	78 G	0.636 sec	Hand toe wall
#2	247	11.730 ms	1.75 m	62 G	0.597 sec	Monorail
#3	251	12.060 ms	1.80 m	62 G	0.606 sec	Overhead ladder
#4	162	9.690 ms	0.95 m	57 G	0.441 sec	Red slide exit
#5	368	8.880 ms	1.59 m	84 G	0.568 sec	Swing
#6	229	11.580 ms	1.59 m	62 G	0.569 sec	Swings
#7	314	10.380 ms	1.96 m	75 G	0.633 sec	Stairs of fort
#8	320	6.630 ms	1.37 m	88 G	0.528 sec	Spinner and seesaw
#9	182	12.090 ms	1.36 m	56 G	0.527 sec	Flying fox
#10	194	11.610 ms	1.35 m	56 G	0.524 sec	Flying fox



Limits Used:
Critical HIC: 1000.00
Critical MaxG: 200.00

Issue Date: 30/7/2020

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



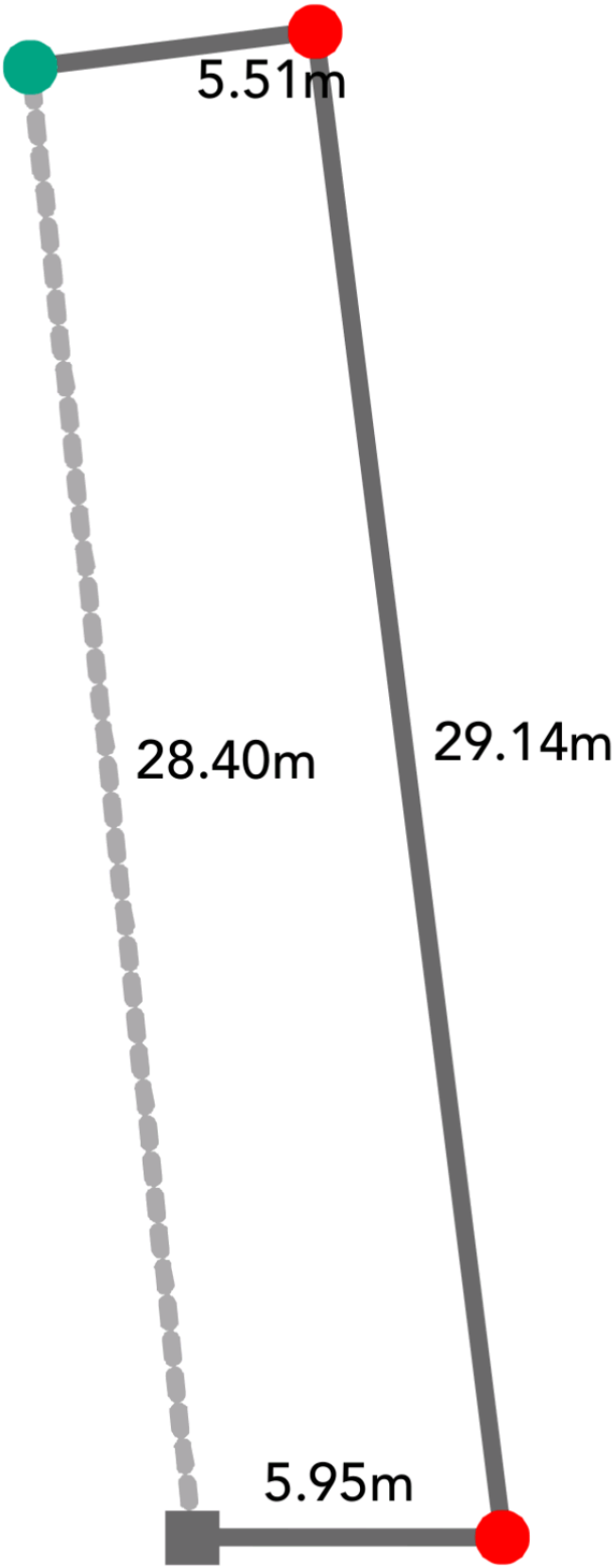
Results: The severity of the impact is measured per drop in terms of the Head Injury Criteria (HIC) equal to or less than 1000 and a gmax of no more than 200 from a drop equal to the Free Height of Fall (FHF) of equipment above it. On the basis of statistical analysis of data the Head Injury Criterion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

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

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

Method Used: 2 as per EN1177:2008. Limits of HIC 1000 and gmax 200 used. This report can only be used to confirm the performance of the surfacing in the specific situation at the time of the test. The uncertainty of this result under controlled laboratory conditions is $\pm 7\%$. Under site conditions the uncertainty may be greater.

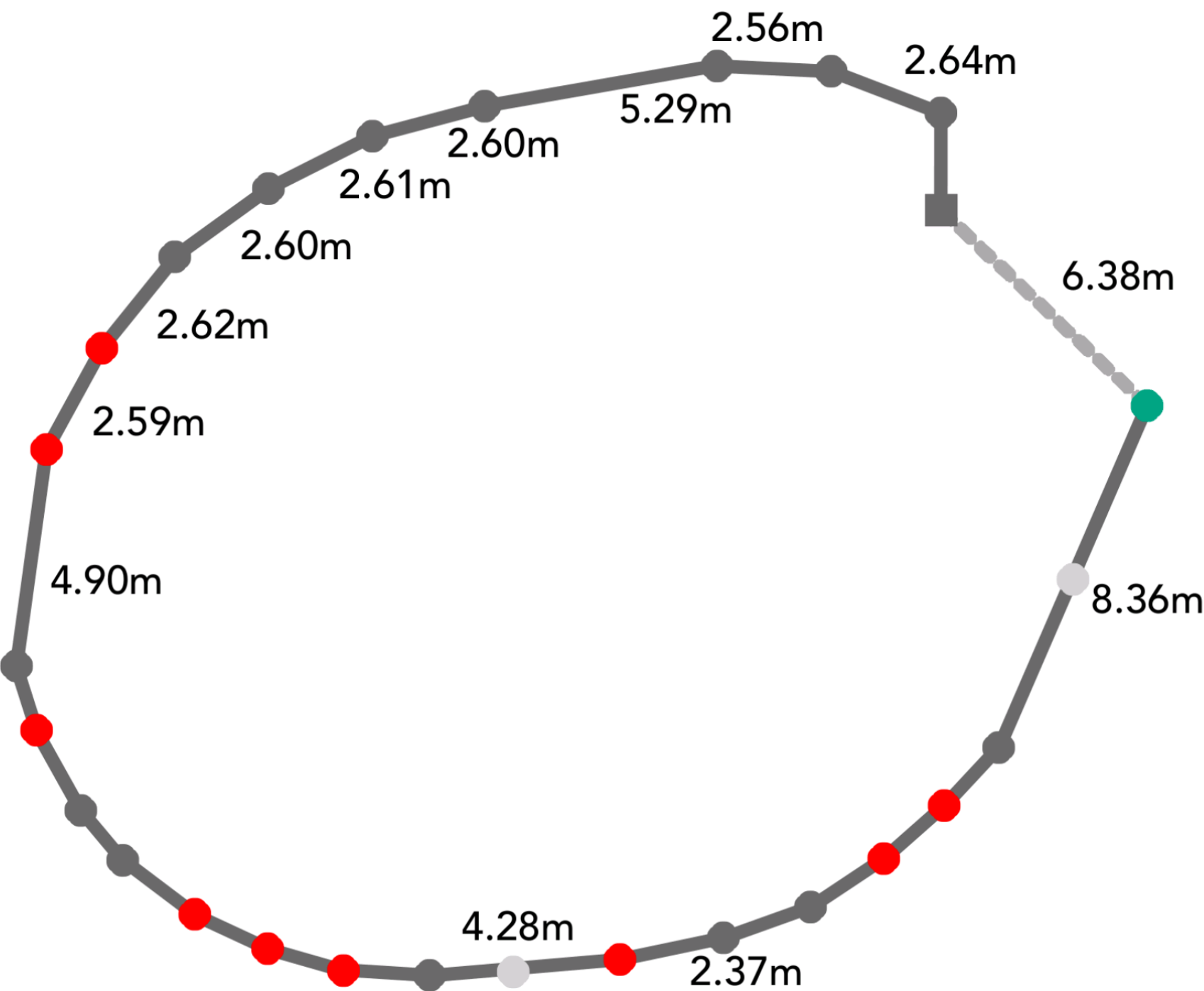
Flying Fox



moasure

69.00m 164.312m²

Main Play Surface



moasure 72.19m 384.289m²

Play Equipment & Surfacing

Play Area Photo:

Play Area Photos:



Photo 1



Photo 2

Equipment (Item)

Equipment (Item) 1

Equipment Description:

Freestanding - Flying Fox

Equipment Photos



Photo 3

Equipment Supplier:

Proludic

Playco

Original Construction Standard:

NZS5828:2015 (EN1176:2008)
Playground Equipment and Surfacing.NZS5828:2015 - EN 1176.4.2008
Cableways

NZS5828:2015 Classification (Current):

NZS5828:2015 - EN 1176.1.2008 General

NZS5828:2015 - EN 1176.4.2008
Cableways

Structural Assessment Grading:

1 - AS NEW: As new, no degradation, corrosion or decay noted. Structural integrity Level: Sound / Excellent. Does not currently present an immediate risk of deterioration or stability to asset. Brand new condition requiring regular monitoring. Replacement likely to be required 20+ years.

Equipment (Item) 2

Equipment Description:

Overhead Activity

Monorail

Ladder

Equipment Photos

Photo 4



Photo 5

Equipment Supplier:

Park Supplies & Playgrounds

Original Construction Standard:NZS5828:2004 / (EN1176:1998)
Playground Equipment and Surfacing.**NZS5828:2015 Classification (Current):**

NZS5828:2015 - EN 1176.1.2008 General

NZS5828:2015+ Appendix D - Overhead
Upper Body Equipment**Structural Assessment Grading:**

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

Equipment (Item) 3**Equipment Description:**

Fort / Swing

Equipment Photos

Photo 6



Photo 7

Equipment Supplier:	Unknown
Original Construction Standard:	No known standard believed to be originally considered.
NZS5828:2015 Classification (Current):	NZS5828:2015 - EN 1176.1.2008 General NZS5828:2015 - EN 1176.2.2008 Swings - swing with one rotational axis (Type 1)
Structural Assessment Grading:	5 - VERY POOR: Signs of excessive corrosion or decay noted. Significant rust and/or rot. Coatings: Serious issues, major defects in protective finishes affecting the asset it protects and causing unacceptable appearance. Structural integrity Level: Compromised. Significant degradation / deterioration resulting in a risk of stability to asset. Compromised asset. Corrosion and decay significant. Significant deterioration and past practical serviceable life parameters. End of serviceable life, immediate replacement required 0-1 years.



Photo 8

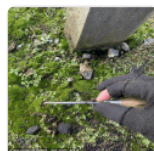


Photo 9

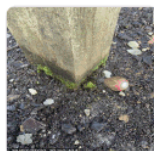



Photo 10

Equipment (Item) 4

Equipment Description:	Freestanding - Spinner
Equipment Photos	
	
Photo 11	
Equipment Supplier:	Park Supplies & Playgrounds
Original Construction Standard:	NZS5828:2004 / (EN1176:1998) Playground Equipment and Surfacing.

NZS5828:2015 Classification (Current):

NZS5828:2015 - EN 1176.1.2008 General

NZS5828:2015 - EN 1176.5.2008
 Carousels - carousel type B Classic
 Carousel. Carousel with a closed rotating platform whose user stations are defined by the upper side of the platform itself and/or by additional seats or handholds that are rigidly fixed on the platform and/or the central shaft.

NZS5828:2015 - EN 1176.11.2008 Spatial
 Network

Structural Assessment Grading:

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

Equipment (Item) 5**Equipment Description:**

Freestanding - Seesaw

Equipment Photos

Photo 12

Equipment Supplier:

Unknown

Original Construction Standard:

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

NZS5828:2015 Classification (Current):

NZS5828:2015 - EN 1176.6.2008 Rocking
 - axial seesaw (Type 1). Equipment in which only vertical movement can take place.

Structural Assessment Grading:

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

Equipment (Item) 6**Equipment Description:**

Freestanding - Rocker

Equipment Photos

Photo 13

Equipment Supplier:

Galloways

Original Construction Standard:

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

NZS5828:2015 Classification (Current):

NZS5828:2015 - EN 1176.1.2008 General

NZS5828:2015 - EN 1176.6.2008 Rocking
- single-point seesaw/single-point rocking
equipment (Type 2A and 2B) equipment
with a single-point supporting
component.

Structural Assessment Grading:

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

Equipment (Item) 7

Equipment Description:

Multiplay Structure

Equipment Photos



Photo 14

Equipment Supplier:

Park Supplies & Playgrounds

Original Construction Standard:

Pre 1998 ASTM??

NZS5828:2015 Classification (Current):

NZS5828:2015 - EN 1176.1.2008 General

Structural Assessment Grading:

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

Surface

Surface 1

Surface Photos



Photo 15



Photo 16

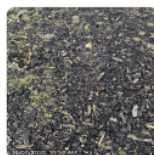


Photo 17

Surface Type

Brown Bark

Main Area

Loose Particulate Material Suitability Grading	Inadequate loosefill example exists - top up surface with certified loosefill.
Average Depth: (Red probe marks indicate 50mm increments)	Approx 50mm
Topup Depth Required	Approx 250mm

Surface 2

Surface Photos



Photo 18

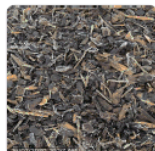


Photo 19

Surface Type	Brown Bark & Woodchip Mix
Loose Particulate Material Suitability Grading	D7 - D8 POOR : Presence of needle-like slender sharps, evenly spread among chip. Longer particles may present splintering hazards.
Average Depth: (Red probe marks indicate 50mm increments)	Approx 100mm
Topup Depth Required	No

Findings

Specific Activity

Specific Activity 1

Photos



Photo 20

Activity	Freestanding - Flying Fox
Issue	.
Free height of fall (Max FHF) or Swing Pivot Height	1.10m
Cable height centre (unladen) 3.0m Seat height unladen 0.75m	
Falling space / Fallzone / Impact Area (Current/existing):	5.00m
Falling Space / Fallzone / Impact Area Required:	4.00m
Falling Spaces / Fallzones - Compliant?	Yes
Risk Assessment	Low Risk
Recommendation	Monitor / Maintain current condition

Specific Activity 2

Photos



Photo 21



Photo 22



Photo 23



Photo 24

Activity	Upperbody Overhead Activities (Hanging Position)
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Issue	<p>Exposed Concrete foundations. These foundations form a hard object in the falling space of the elevated play equipment above. All foundations should be finished at 400mm under top of finished surface level as per the requirements of NZS 5828:2015 standard.</p> <p>There are potential falls to lower blunt hard objects possible. Hard objects in the falling space do not meet the NZS 5828:2015.</p>
Free height of fall (Max FHF) or Swing Pivot Height:	F1800 - Free height of Fall 1.80m - Surface area fallzone should extend min 1.70m around this item to meet the minimum requirements of fallzone distance as per NZS 5828:2015.
Falling space / Fallzone / Impact Area (Current/existing):	2.00m
Falling Space / Fallzone / Impact Area Required:	1.70m
Falling Spaces / Fallzones - Compliant?	Yes
Risk Assessment	Low Risk
Recommendation	Rectify

Specific Activity 3

Photos



Photo 25

Activity	Swing / Fort
Issue	
Free height of fall (Max FHF) or Swing Pivot Height:	F2100 - Free height of Fall 2.10m - Surface area fallzone should extend min 1.90m around this item to meet the minimum requirements of fallzone distance as per NZS 5828:2015.
Hand toe wall, stairs deck and slide 2.1m fhf	
Falling space / Fallzone / Impact Area (Current/existing):	2.10m

Falling Space / Fallzone / Impact Area Required:	2.10m
Falling Spaces / Fallzones - Compliant?	Yes
Risk Assessment	Low Risk
Recommendation	Rectify

Specific Activity 4

Photos



Photo 26

Activity	Freestanding - Swing Set
Issue	.
Free height of fall (Max FHF) or Swing Pivot Height	SLF2600 - Pivot Height 2.60m - Falling Space / Impact area should extend min 4.11m either side of the swing. as per NZS 5828:2015 Part 2.
Falling space / Fallzone / Impact Area (Current /existing):	4.05m
Falling Space / Fallzone / Impact Area Required:	4.05m
Falling Spaces / Fallzones - Compliant?	Yes
Risk Assessment	Low Risk
Recommendation	Monitor / Maintain current condition

Specific Activity 5

Photos



Photo 27

Activity	Freestanding - Rocker
Issue	.
Free height of fall (Max FHF) or Swing Pivot Height	<0.60m

Falling space / Fallzone / Impact Area (Current/existing):	2.00m
Falling Space / Fallzone / Impact Area Required:	1.0m
Falling Spaces / Fallzones - Compliant?	Yes
Risk Assessment	Low Risk
Recommendation	Monitor / Maintain current condition

Specific Activity 6

Photos



Photo 28

Activity	Freestanding - Spinner Freestanding - Seesaw
Issue	These items have overlapping freespace and falling space. Forced movement activities should not share freespace. Does not meet the minimum requirements of fallzone distance as per NZS 5828:2015.
Free height of fall (Max FHF) or Swing Pivot Height:	.
	Seesaw needs 1.0m and spinner needs 2.0m non shared falling space
Falling space / Fallzone / Impact Area (Current/existing):	2.80m
Falling Space / Fallzone / Impact Area Required:	3.00m
Falling Spaces / Fallzones - Compliant?	No
	Fail - Minor Discrepancy
Risk Assessment	Low/ Medium Risk
Recommendation	Monitor / Maintain current condition

Specific Activity 7

Photos



Photo 29

Activity	Multiplay Structure
Issue	.
Free height of fall (Max FHF) or Swing Pivot Height:	0.90m
Highest platform 0.9m fhf Lowest platform 0.3m fhf	
Falling space / Fallzone / Impact Area (Current/existing):	2.00m
Falling Space / Fallzone / Impact Area Required:	1.50m
Falling Spaces / Fallzones - Compliant?	Yes
Risk Assessment	Low Risk
Recommendation	Monitor / Maintain current condition

Specific Activity 8

Photos



Photo 30



Photo 31

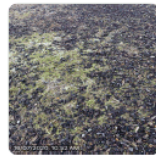


Photo 32

Activity	Surface - Loosefill
Issue	<p>The surface is hard and compact for the majority of the depth. NZS 5828:2015 loosefill surface requirement is for minimum 300mm depth of quality loosefill.</p> <p>It is essential that the loosefill surface complies to the minimum depth requirements of the standard as falls from these heights could pose life-threatening head, neck or back injury.</p>
Free height of fall (Max FHF) or Swing Pivot Height:	.
Risk Assessment	Medium Risk

Recommendation	Rectify
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Summary

Inspector

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



Playsafe Consulting Ltd | Playground Safety Specialists New Zealand

www.playsafe.co.nz | adam@playsafe.co.nz | +64 21 720 490

Appendix



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6

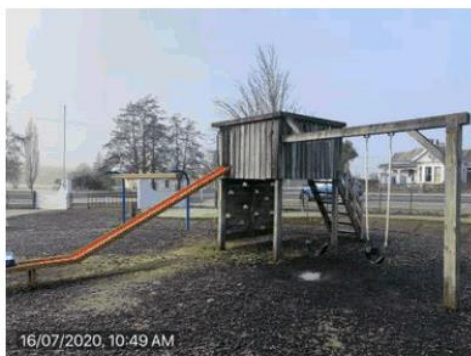


Photo 7



Photo 8



Photo 9



Photo 10



Photo 11



Photo 12



Photo 13



Photo 14



Photo 15



Photo 16



Photo 17



Photo 18



Photo 19



Photo 20



Photo 21



Photo 22



Photo 23



Photo 24



Photo 25



Photo 26



Photo 27



Photo 28





Photo 29

Photo 30




Photo 32



Photo 31

Footpath Renewal - Johnston Street (Nightcaps)

	BUDGET	\$19,322.92 (Local share \$9,275 & Waka Kotahi share \$10,047.92)
	ACTIVITY	Transport Code: P-10900 & P-10910
	COMMUNITY BOARD	Wallace Takitimu Community Board
	PROGRAMME	July 2021 – June 2021

DESCRIPTION

Replacement of existing concrete footpath 58m x 3m (like for like replacement)

SCOPE

As part of the 2021/2022 District Wide Footpath Program, the above area has been identified through the footpath condition surveys due to the deterioration of the asset. This section will include the renewal of the existing footpath as like for like. The scope of this project does not include kerb and channel renewals.

RISK

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

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

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?

The project has been identified and included as part of routine footpath renewals program. Adjacent properties will be notified prior to construction commencing.

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

Footpath Renewal – Alderly Street (Otatau Toilets)

	BUDGET	\$1500
	ACTIVITY	Transport Code: P-10920
	COMMUNITY BOARD	Wallace Takitimu Community Board
	PROGRAMME	July 2021 – June 2021

DESCRIPTION

The installation of a LED streetlight on an existing power pole

SCOPE

As part of the 2021/2022 District Wide Streetlight Program, the above area has been identified as requiring a streetlight. This scope includes the installation of a luminaire and an out reach onto an existing PowerNet power pole.

RISKS

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

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

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

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?

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

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

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

Record No: R/21/4/20288

Author: Kathryn Cowie, Community Liaison Officer

Approved by: Trudie Hurst, Group Manager Customer Delivery

☒ Decision

☐ Recommendation

☐ Information

Purpose

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

Executive summary

- 2 The Wallace Takitimu Community Partnership Fund has completed its first year with two funding rounds (August 2020 and February 2021).
- 3 \$33,393 was distributed to various applicants in the Wallace Takitimu Community Board area.
- 4 For the 2021/2022 financial year, the amount to distribute has reduced to \$18,020.
- 5 It is therefore timely that the Wallace Takitimu Community Board take this opportunity to review the funding rounds and criteria for the Community Partnership Fund for the next financial year.

Recommendation

That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Community Partnership Fund - Funding rounds and criteria from 1 July 2021” dated 24 May 2021.**
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Agrees to continue with the funding criteria set by the Wallace Takitimu Community Board at its meeting on 4 June 2020 as follows:
 - consideration will be given to all funding requests on a case by case basis
 - the board will give preference to applications that directly benefit the community board area and link to the community board plan outcomes
 - there is no cap on the amount applicants can request
 - co-funding is preferable, but not essential
 - two quotes are preferable for capital works. If it is not possible to get more than one quote an explanation why will be sufficient
 - if appropriate applicants are to come to a board meeting and speak to their application
 - groups do not have to be a legal entity to apply
- e) Agrees that the current funding round of two rounds per year is reduced to one funding round with a closing date to be determined and this change be effective from 1 July 2021.
- f) Agrees to communicate this change to the community board area through the community board Facebook page and local community newsletters.

Background

- 6 In July 2019 Southland District Council resolved to establish the Community Partnership Fund. This decision sought to bring funding decisions to a grass-roots level and enable community leadership.
- 7 The Wallace Takitimu Community Partnership Fund had two funding rounds (August and February) over the 2020/2021 financial year.
- 8 There was \$33,493 available to distribute for the 2020/2021 financial year.
- 9 The funding criteria set by the Wallace Takitimu Community Board is as follows:
 - consideration will be given to all funding requests on a case by case basis

- the board will give preference to applications that directly benefit the community board area and link to the community board plan outcomes
- there is no cap on the amount applicants can request
- co-funding is preferable, but not essential
- two quotes are preferable for capital works. If it is not possible to get more than one quote an explanation why will be sufficient
- if appropriate applicants are to come to a board meeting and speak to their application
- groups do not have to be a legal entity to apply

Issues

- 10 The Wallace Takitimu Community Board needs to decide whether to keep the funding rounds and criteria the same as the 2021/2022 financial year given that the amount available for distribution has reduced to \$18,020.

Factors to consider

Legal and statutory requirements

- 11 There are no legal or statutory requirements.

Community views

- 12 The board, as representatives of the Wallace Takitimu Community Board area will take local community views into consideration.

Costs and funding

- 13 The amount available for distribution for the 2021/2022 financial year is \$18,020.

Policy implications

- 14 There are no policy implications.

Analysis

Options considered

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

Analysis of options

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

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• reviewing the funding rounds and/or criteria gives the community board the opportunity to make appropriate changes, having now had the experience of one year of funding,	<ul style="list-style-type: none">• no disadvantages.

and given that the amount of funds to distribute has altered from the first year of operation.	
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Option 2 – to review funding rounds and/or criteria for the Wallace Takitimu Community Partnership Fund and not make any changes

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

Assessment of significance

- 16 Not considered significant.

Recommended option

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

Next steps

- 18 Funding applications and advertising will be adjusted as necessary.

Attachments

There are no attachments for this report.

Community leadership report

Record No: R/21/5/24185
Author: Kelly Tagg, 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 Wallace Takitimu Community Board:

- a) **Receives the report titled “Community leadership report” dated 26 May 2021.**

Attachments

- A Community leadership report [↓](#)



What's happening in your area

Community Partnership Fund

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

Community service awards

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

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

Nightcaps pump track project

The board enjoyed a presentation by Jaime Shepherd at their last meeting about building a pump track in Nightcaps at McGregor Park. The board was supportive in principal and is awaiting further information about the project.

Dog park

There have been some recent discussions on social media calling for more space to exercise dogs off leash in Otautau. Suggestions have included allowing part of Holt Park to become an off-leash exercise area. This has been met with mixed views but generally there is still support in the community for a safe off-leash exercise area.

The current bylaw can be found here <https://www.southlanddc.govt.nz/assets/Dog-control-areas/Otautau-Dog-Control.jpg>

Currently the only off leash areas are on either side of the railway lines on Main Street. This is a heads up for the board so they can consider any future requests and/or suggestions from the community.

Community board plans

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

Recent funding outcomes

Wallace Takitimu Community Partnership Fund

Drummond Golf Club – new roof	\$3,000
Otautau Community Charitable Trust – new phone	\$1,287
Otautau Golf Club – new mower cutter bars	\$960
Otautau School – breakfast/multi-use area	\$1,586
Takitimu Community Pool – new filtration system	\$4,634

Ohai Railway Fund

Nightcaps Squash Club – upgrade of heating & hot water	\$2,000
Southland Life Education Trust – operating costs	\$1,800
Takitimu Community Pool – new filtration system	\$25,000
Olivia Church – tertiary education	\$1,000
Cameron-Leigh Murphy – tertiary education	\$1,000

Local initiatives

Halls

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

What's happening outside your area

National initiatives

The future for local government

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

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

District/regional Initiatives

Welcoming Communities

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

Public Health South

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

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

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

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

Thriving Southland

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

Leadership Academy

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

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

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

More information about the Lumsden academy can be found here:

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

What's coming up?

Policy and strategy

Bylaw and policy work

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

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

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

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

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

Corporate risks

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

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

Long Term Plan

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

Interim performance report

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

Governance and democracy

Delegations manual

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

Elected Members Remuneration and Reimbursement Policy

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

Stakeholder updates

Highways South

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

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

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

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

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

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

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

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



Operational Report for Wallace Takitimu Community Board

Record No: R/21/3/12957
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 Wallace Takitimu Community Board area.

Recommendation

That the Wallace Takitimu Community Board:

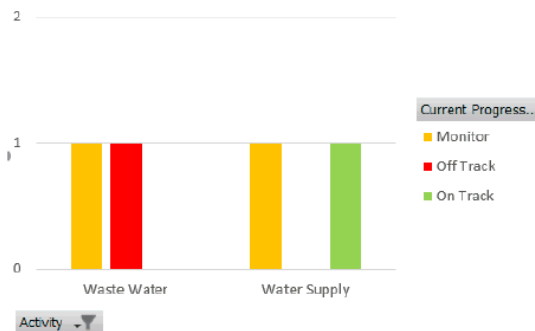
- a) **Receives the report titled “Operational Report for Wallace Takitimu Community Board” dated 27 May 2021.**

Attachments

- A Report to Wallace Takitimu Community Board - 3 June 2021 - Operational report [↓](#)



1. Projects within current 2020/2021 financial year



2. Progress since last reporting period

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	BUDGET
WASTE WATER	P-10003	Upgrading UV/ treatment at Ohai (Sewer)	Delivery phase	Off track	Installation of the UV unit will happen in next financial year. This year's remaining budget has been allocated to ES and consultant for scoping.	\$50,930.00



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
WATER SUPPLY	P-10256	Otautau - water main replacement north of bridge	Evaluation and close	On track	Defects liability period ends in October 2022.	\$207,676.00
WASTE WATER	P-10267	Sewer trickling filter - Ohai	Pre delivery phase	Monitor	Fabrication will be completed by the end of May, with construction scheduled in June.	\$61,500.00
WATER SUPPLY	P-10279	Consent renewal water - Ohai	Pre delivery phase	Monitor	Consent renewal process has begun and is being led by consultant.	\$20,972.00

3. Service Contracts

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
10/01 – Water and waste water services operations and maintenance	The water and waste water contract is operating well. Ongoing stormwater investigations in Nightcaps.
14/39 – Grass area maintenance Otautau	This contract ends on 30 June 2021. Thanks to Waynrit for completing the nine-month interim contract.
19/9 – Central area gardening (Nightcaps and Ohai)	Tenders are being evaluated for Ohai, Nightcaps will continue with the current contractor.
20/01 – Office and library cleaning Otautau office. (as part of new district wide contract).	Contract is tracking well and no issues this period.
17/02 Central Alliance toilet contracts	Toilet contracts are all working well in this area.
TD Dahlenburg gardening (Otautau)	Council is working with the existing contractor to procure a longer-term contract.
17/02 - Central alliance roading contract	<p>Pre-reseal repairs are marked up for 2021/2022 and underway. Otautau main street had a lot of recent activity with stabilisations and dig outs.</p> <p>OGEM and stabi crews are shared between Central and Waimea. OGEM crew completed 310m² of depressions as well as 1,034m of edge break. Alliances. Stabi crew completed 1,352m² of stabis including non-pre-reseal repair work.</p> <p>Central digger crew has moved up to Waimea alliance to assist with flood repairs and urgent culvert replacements.</p> <p>Reclamation work to widen footpaths in Nightcaps has been a focus.</p>

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
	<p>Autumn leaves are a challenge at this time of year covering sumps in our urban areas.</p> <p>Ice/grit signs are in the process of being folded down.</p> <p>A section of Otautau Nightcaps (Rackles Hill) is currently posted at 30km/hr. There is some work programmed to improve the texture of the pavement in this section of road. This section of road is programmed for a rehab 2021/2022 construction season.</p> <p>Council has signed off a recent traffic management plan for tree felling at the Drummond Golf Course which should benefit Otautau Drummond Road from some current shading.</p>

4. Request for Service data 23 March 2021 – 7 May 2021

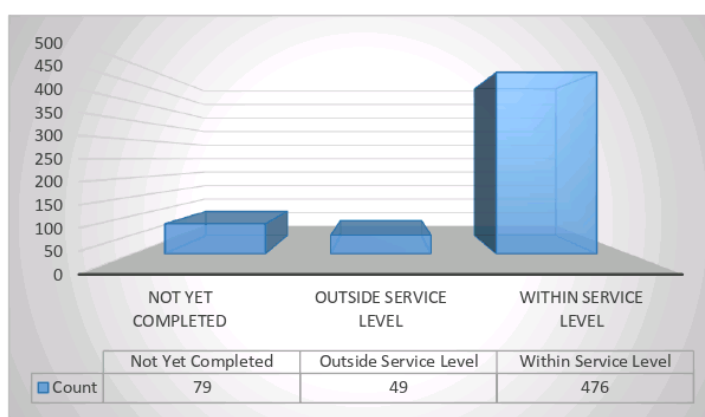


REQUEST TYPE	COUNT
Cemeteries mowing	2
Cemeteries repairs and maintenance	2
Council housing/ flats - repairs (routine)	2
Culverts blocked - rural	1
Debris on sealed roads (safety)	1
Hall cleaning and maintenance	1
Licensed premise queries or complaints	2
Liquor licensing	1
Noise control (not animal noises)	2
Nuisance complaints (odour, vermin, neighbourhood)	2
Parks and reserves R&M	1
Playground repairs and maintenance	1
Repairs and maintenance council property	1
Road markings (faded)	1
Rural water - no water supply	1
Rural water tank disconnect	1
Sewer overflow urgent	1
Stormwater general - non urgent	1

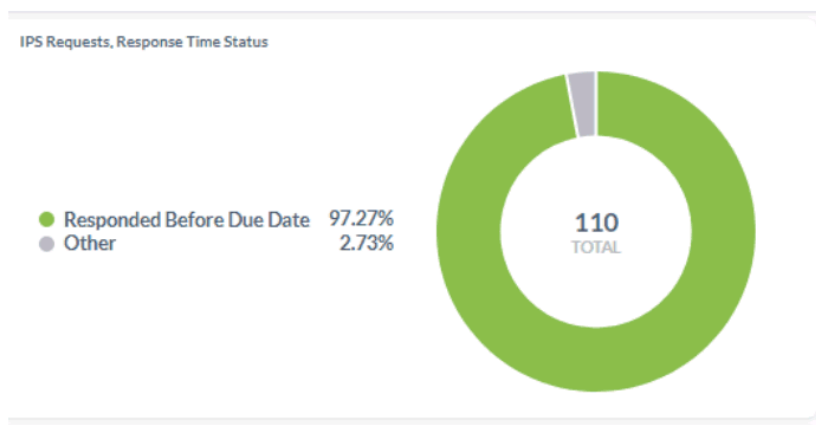


REQUEST TYPE	COUNT
Transport - road matters general	4
Urban stormwater (the drain)	1
Vegetation Urban/berm mow/overgrown/visibility issues	1
Vegetation rural (overgrown or visibility issues)	1
Water asset leak (main, hydrant ,valve, meter)	6
Water no supply	1
Water quality: Smell, taste, colour, clarity	1
Water toby leak	1
TOTAL	40

RFS count by completion time status



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



5. Local finance reporting

Drummond Village - Business Units as at 30 April 2021									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Street Works - Drummond	\$458	\$458	\$879		\$458	\$550			\$0
Drummond Rec Reserve Commi	\$1,789	\$1,179	\$1,905	\$1,710	\$458	\$550			\$0
Beautification-Drummond	\$3,276	\$3,276	\$3,931	\$2,365	\$3,276	\$3,931			
Total	\$5,523	\$4,913	\$6,715	\$4,075	\$4,192	\$5,031	\$0	\$0	\$0

Drummond village expenditure overall is tracking on budget. The recreation reserve is over budget due to tree topping and tile cleaning being carried out.

Wallace Takitimu - Business Units as at 30 April 2021									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Operating Costs - Wairio			\$176	\$164				\$0	\$0
Recreation Reserve - Wairio			\$212	\$1,139	\$3,251	\$3,901		\$0	\$0
Recreation Reserve - Glenburn	\$9,889	\$9,888	\$12,303	\$7,548	\$9,960	\$11,866		\$0	\$0
Takitimu Pool	\$10,346	\$10,313	\$13,239	\$11,611	\$12,375	\$12,375		\$0	\$0
Community Leadership Wallace			\$8,020	\$58,125	\$58,559	\$63,572	\$0	\$0	\$0
Total	\$20,235	\$20,201	\$33,950	\$78,586	\$84,144	\$91,714	\$0	\$0	\$0

Wallace Takitimu expenditure is under budget year to date. This is particularly around the Wairio recreation reserve mowing being underspent and Glenburn recreation reserve pruning budget not having been used yet. Both budgets are expected to be used by the end of the financial year, 30 June 2021.



Nightcaps - Business Units as at 30 April 2021									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Administration - Nightcaps	\$1,457	\$1,456	\$2,334	\$1,455	\$1,456	\$1,747			
Operating Costs - Nightcaps	\$3,478	\$3,475	\$4,170	\$3,486	\$3,868	\$4,170			
Street Works - Nightcaps	\$9,808	\$9,799	\$11,759	\$6,649	\$9,799	\$11,759		\$10,488	\$12,586
Stormwater Drainage-Nightcaps	\$18,981	\$18,964	\$23,035	\$12,481	\$17,564	\$21,046			
Beautification - Nightcaps	\$3,458	\$3,458	\$4,149	\$7,376	\$8,288	\$9,945			
McGregor Park	\$18,069	\$13,310	\$20,057	\$6,076	\$9,739	\$11,408			
Dr Woods Memorial Park				\$1,194	\$2,371	\$2,845			
Hall - Nightcaps	\$13,984	\$15,113	\$18,309	\$9,875	\$15,458	\$18,323			
Total	\$69,234	\$65,574	\$83,813	\$48,593	\$68,542	\$81,243	\$0	\$10,488	\$12,586

Nightcaps income is above budget year to date due to McGregor Park rentals being more than the year to date budget.

Nightcaps' expenses remain under budget year to date particularly around the hall and stormwater. The Hall is due to minimal operating costs required and stormwater due to no monitoring or maintenance being required so far this year.

Ohai - Business Units as at 30 April 2021									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Administration - Ohai	\$1,457	\$1,456	\$5,280	\$1,455	\$1,456	\$1,747			
Operating Costs - Ohai	\$5,452	\$5,447	\$6,536	\$2,779	\$5,791	\$6,536			
Street Works - Ohai	\$10,079	\$10,069	\$12,083	\$3,425	\$10,069	\$12,083		\$20,458	\$24,550
Stormwater Drainage - Ohai	\$15,585	\$15,570	\$23,951	\$2,693	\$15,592	\$18,684			
Beautification - Ohai	\$13,395	\$13,458	\$16,149	\$14,996	\$13,458	\$16,149			
Recreation Reserve - Ohai				-\$108					
Playground - Ohai	\$3,367	\$3,366	\$4,039	\$1,389	\$3,455	\$4,146			
Hall - Ohai	\$12,192	\$12,595	\$15,267	\$10,705	\$13,535	\$15,764	\$8,000	\$8,333	\$10,000
Total	\$61,526	\$61,960	\$83,305	\$37,335	\$63,356	\$75,109	\$8,000	\$28,792	\$34,550

Ohai expenditure remains significantly under budget particularly in the area of stormwater with minimal monitoring and no maintenance being required so far this year. Street works and the hall are also under budget due to minimal maintenance and operating costs being required so far this year.

The capital expenditure in street works relates to footpath work that is expected to be completed in June 2021, weather dependant. The capital expenditure associated to the hall is the purchase of new chairs that were originally funded by way of a grant from the Ohai Railway Fund.



Otautau - Business Units as at 30 April 2021									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Administration - Otautau	\$22,963	\$22,908	\$28,005		\$431	\$517			
Operating Costs - Otautau	\$6,204	\$5,808	\$6,970	\$5,920	\$6,548	\$7,710			
Street Works - Otautau	\$20,518	\$20,469	\$24,563	\$14,586	\$12,505	\$15,006		\$39,053	\$46,864
Refuse Collection - Otautau	\$7,941	\$7,922	\$9,506	\$8,184	\$8,555	\$10,266			
Stormwater Drainage - Otautau	\$22,007	\$21,954	\$34,856	\$9,168	\$21,981	\$26,345			
Cemetery - Otautau	\$16,461	\$26,809	\$32,171	\$7,900	\$27,352	\$32,822			
Settlers Cemetery - Otautau	\$2,721	\$2,718	\$3,261	\$200	\$2,817	\$3,261			
Beautification - Otautau	\$28,847	\$28,813	\$34,575	\$38,012	\$31,755	\$35,495			
Holt Park	\$17,326	\$17,618	\$21,142	\$16,063	\$18,340	\$21,670			
Holt Park Extension	\$8,285	\$8,949	\$10,739	\$8,212	\$12,190	\$14,096			
Centennial Park	\$3,273	\$3,265	\$3,918	\$5,493	\$2,996	\$7,595			
Baths - Otautau	\$10,740	\$10,725	\$15,339	\$27,862	\$33,180	\$33,685			
Holt Park Camping Ground	\$10,682	\$10,500	\$12,600	\$4,818	\$15,412	\$18,382			
Hall - Otautau	\$17		\$892						
Plunket Rooms - Otautau	\$1,661	\$1,657	\$1,988	\$1,614	\$1,845	\$1,988			
Bowling Club	\$100	\$83	\$130						
Forestry - Holt Park			\$147	\$1,284	\$3,421	\$3,932			
Total	\$179,747	\$190,198	\$240,803	\$149,316	\$199,327	\$232,770	\$0	\$39,053	\$46,864

Otautau income is under budget by approximately \$10,500 which is predominantly due to lower than anticipated cemetery interment income.

Similarly, cemetery expenditure is also under budget for the same reason. Expenditure is \$50,000 under budget year to date particularly in the areas of stormwater due to minimal monitoring or maintenance being required so far this year. The baths are under budget due to the \$7,600 grant budget not having been used. Holt Park camping ground is under spent due to all the operational and maintenance budget no longer being required. These are offset by beautification being over budget due to the purchase order for mowing for the period October to June being included in the total.



The capital expenditure is under budget due to the footpath work that is expected to be completed in June 2021, weather dependant. The project to resurface of the tennis courts has now been shifted to the 2021/2022 financial year.

Reserve Balances

RESERVE	30 JUNE 2020	BUDGET 30 JUNE 2021	FORECAST 30 JUNE 2021
Drummond general	\$10,895	\$11,224	\$11,224
Drummond recreation reserve	\$15,517	\$16,872	\$16,872
Total – Drummond	\$26,412	\$28,096	\$28,096
Takitimu pool	\$13,948	\$14,812	\$14,812
Wairio recreation reserve	\$7,355	\$7,266	\$3,666
Total – Takitimu	\$21,303	\$22,078	\$18,478
Nightcaps community centre	\$12,498	\$12,672	\$12,672
Night caps McGregor park	\$80,175	\$82,680	\$65,620
Nightcaps general	\$23,381	\$16,468	\$9,275
Nightcaps stormwater	\$10,194	\$10,472	\$10,472
Total - Nightcaps	\$126,248	\$122,292	\$98,039
Ohai community centre	\$100	\$253	\$253
Ohai general	\$114,813	\$94,346	\$87,779
Ohai stormwater	\$156,135	\$161,402	\$161,402
Total - Ohai	\$271,048	\$256,001	\$249,434
Otautau town hall	\$28,320	\$29,212	\$29,212
Otautau baths	\$23,015	\$27,684	\$4,669
Otautau Brightwood development	\$16,679	\$16,679	\$16,679
Otautau community board conference	\$6,570	\$6,570	-
Otautau forestry	\$166,165	\$166,312	\$166,312
Otautau general	\$75,748	\$36,529	\$34,901
Wallace bowling club	\$113	\$143	\$143
Otautau stormwater	\$242,699	\$251,210	\$251,210
Total – Otautau	\$559,309	\$534,339	\$503,126
TOTAL RESERVES	\$1,004,320	\$962,806	\$897,173

Council report

Record No: R/21/5/24146
Author: Kelly Tagg, Community Partnership Leader
Approved by: Janet Ellis, People and Capability Manager

☐ Decision

☐ Recommendation

☒ Information

Chief Executive Update

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

Environmental Services

Animal Control

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

Environmental Health

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

Resource Management

8. Minister for the Environment – David Parker has announced that the Resource Management Act will be repealed and replaced with three new acts being the Natural and Built Environments Act, Strategic Planning Act and Climate Change Adaptation Act. The reforms have an aggressive timetable

with minimal opportunities for public input. An exposure draft of the Natural and Built Environments Act is anticipated in June. Council is looking to be part of a joint submission from councils across Otago and Southland.

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

Community and Futures

Community Leadership

Public Health South

11. Staff met with representatives from Public Health South recently to discuss ways in which we can increase partnership and collaboration opportunities between our two organisations. As a starting point we will work together to review Council's Smoke Free Open Spaces Policy with a further meeting scheduled for mid-May. The public health team also provided further food for thought with regards to the placement of drinking fountains around the District and how to incorporate them into projects going forward. Discussions were also had around some smoke free issues identified on Stewart Island/Rakiura with regards to the wharves.

Thriving Southland

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

Community Board Plans

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

Leadership Academy

14. The Leadership Academy, facilitated by Commerce South, commenced on Tuesday April 13. The Academy has attracted fifteen participants and is being held at Fonterra, Edendale. Commerce South are very pleased with the diversity of participants in this intake. The final session and graduation is scheduled for Tuesday 25th May. The next Leadership Academy is scheduled to be held in Lumsden, commencing on Tuesday 8th June. More information about the Lumsden academy can be found here <https://southlandchamber.co.nz/events/46030/>

Stewart Island Rakiura Helipad

15. Otago Rescue Helicopters are looking at the possibility of an instrument flight rules route with an approach and departure onto the island from Dunedin/Kew hospital. This would be a major step forward for safety and patient care and would reduce the times the helicopter cannot fly because of weather conditions. All costs associated with this instrumentation will be met by Otago Helicopters. They also note the increase in the number of medical evacuations from the island.

In addition, Otago Helicopters would like a dedicated permanent helipad and have requested financial assistance from the Stewart Island community. Staff are working with the Stewart Island/Rakiura Community Board and Otago Helicopters to facilitate a way forward and a meeting is scheduled, on the island, for Monday May 10.

Winton Dog Park

16. A resident of Winton approached the Oreti Community Board about the possibility of having a dog park located in the township. At the request of the board, staff have identified possible locations, which will be further discussed by the board.

Stewart Island Rakiura Visitor Levy Visitor Numbers

17. For the period April 2020 to March 2021, thirty four thousand, nine hundred and twenty eight visitors (34,928) were recorded to the island. The comparison period, April 2019 to March 2020 recorded forty two thousand, three hundred and ninety three visitors (42,393). This is a net loss in 2020/2021 of seven thousand, four hundred and sixty five (-7,465). The periods with the greatest decrease in visitor numbers were April and May 2020, (-6,220) which is understandable as the country was in lockdown and February 2021 (-4304).

Stewart Island Rakiura Visitor Levy Applications

18. Applications to the fund closed on 31 March 2021. Three applications have been received.

Welcoming Communities

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

Community Service Awards

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

Community Partnership Fund

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

Services and Assets

Stewart Island Electrical Supply Authority (SIESA)

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

Forestry (IFS)

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

Around the Mountains Cycle Trail

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

Te Anau Manapouri Airport

31. 3,000m of crack sealing has been completed on the runway. The intention is to continue this programme in subsequent years to maintain the sealed surface and pavement structure.
32. Additional spraying and sweeping operations on the runway are being programmed in this season to correct excess growth not addressed in previous seasons.
33. Due to a backlog of work at CAA toward the end of 2020, and therefore a delay in the Safety Management System (SMS) audit, an exemption to the SMS was obtained through to 30 September 2021.

Property

34. With staff on extended sick leave and the upswing in workload, this has meant that many requests for work or input into projects, have had to be prioritised to best achieve Council's

overall objectives. The down side to this however is that a significant amount of work is being added to the uncompleted list of actions which is not sustainable given the ongoing requests for staff input on many different fronts.

35. What has been completed is the new leases for the Winton medical centre and maternity unit which were both long overdue, and due to be commenced is the renewal of all the Riverton Harbour Endowment farming leases which happen every 21 years. This is a project that will take some time working through with each of the 10 lessees.

Strategic Water and Waste

Asset Management

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

Resource Consent Renewals

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

Stimulus

40. Work continues with the Stimulus programme, and 2020/2021 LTP capex programme packages with a number of projects completed, another six underway and approximately 10 to start in the May/June months.
41. There are another six projects currently under design.
42. We are confident that the programme will be delivered on time, in line with our forecasted programme as we are using the Stimulus Contracting Panel (made up of six local contracting companies) for our delivery.
43. The day to day operational and maintenance in water and waste is progressing well with good performance and relationship with Downer, the provider.
44. We are collectively putting a greater emphasis on the storm water network, and where a major design and investigation is not required we are fixing many of the minor issues we are made aware of as we go. We will endeavour to be more proactive than reactive in storm water activities in the future.

Project Delivery Team (PDT)

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

Community Facilities

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

Strategic Transport

National Land Transport Plan

56. The transport team have continued to work and provide input into the Regional Land Transport Plan and refine the transport programme including budgets which have been included into the funding application to Waka Kotahi NZ Transport Agency as part of the National Land Transport Plan.
57. This is all part of Council's bid to obtain its share of Waka Kotahi NZ Transport Agency funding for the period 2021-2024. The next three-year funding cycle sees an increase in the funding

requested. It remains to be seen if all of Council's funding application is approved. Nationally the Land Transport Fund is under increasing pressure and is significantly over subscribed.

District Wide Roothing Programme

58. The 2020/2021 programme is the final year of the three-year Waka Kotahi NZ Transport Agency approved funding programme. Any budgets from Waka Kotahi NZ Transport Agency which are not fully utilised during this financial year cannot be carried forward into the next funding period (2021-2023). This makes 2020/2021 a critical year for achieving works programmes and maximising approved funding. Currently the overall programme is well on track.
59. The annual resealing programme has been completed for the season with around 1 million square metres of road being resurfaced.
60. The bulk of the pavement rehabilitation have also been completed for the construction season with one subsection of the Central Area package to be sealed.
61. Works on repairing the last section of the Lower Hollyford is back in full swing following the tragic incident with one of the truck drivers on route to the construction site which resulted in works being temporarily halted.
62. WSP as Council's new structures service provider has also commenced the next round of bridge inspections. This information will be used to help refine work programmes priorities as well as the annual bridge posting restrictions. A report outlining and affirming the bridge restriction will be presented to Council in due course.
63. Bridge replacement programme has been tracking well with the full programme of works on track to be delivered. With the programme running well and very little unknown construction issues coming to light additional bridges have been commissioned through the design build packages to utilise available contingency funds to maximise the Waka Kotahi NZ Transport Agency funding.

Customer Delivery

Libraries

64. Our libraries team welcomed three new team members; Natasha Edgar, James Godfrey and Belinda Forde. Natasha, our new culture and community co-ordinator, joined us from Auckland and has made a major impact on our programming. Our recently finished school holiday program had over 120 enrolments, a record as far as we know. James, our digital co-ordinator, has been linking in with other community organisations to help focus on digital banking and helping our community find new ways to access their banks with the closure of more rural branches and the removal of cheques. James has also been supporting our LTP process by providing drop in sessions in the District for our community to learn how to make an online submission. Belinda Forde has joined us as our new customer support partner/mobile librarian and has hit the ground running. She is already been able to provide a great level of assistance to our existing team to help relieve some of the pressure as we focus on getting back into the Winton library.

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

Knowledge Management

72. LIM numbers remained steady from November through to February with a monthly average in the mid-thirties. March saw a huge increase with the team lodging 59 and issuing 62 LIM's. The number of property files has increased in 2021 by over 100% with up to 70 being processed a week. Property files can at times result in a LIM. Te Anau, Winton and Riverton are the most popular areas for both.
73. Application integration between Pathway and Records Manager was implemented for the building team at the end of last year and resource planning this last week. Environmental Services is the next integration and currently being tested. NAR integration has been tested and will be implemented with the upgrade to Records Manager to Content Manager.
74. Other work in the team includes information inventory (cataloguing) to understand the level of physical documentation remaining in the organisation followed by plans on reduction. Data cleansing and monitoring and development of disposal schedules continues. The legal review of the LIM optimisation projects has been completed with the template review to follow.

Business Solutions

75. Service Desk: 1 January 2021 – 22 April 2021

The service desk continues to average around 600 tickets per month with a majority of these related to support for the numerous software systems that we operate. There has been a reduction in the number of backlog tickets and total unresolved tickets.

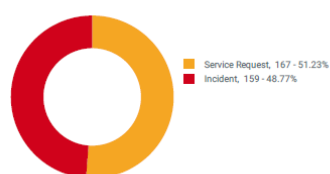
Received Tickets	Resolved Tickets	Backlog Tickets	Reopens	Reassigns	SLA %	FCR
326	266	60	49	48	81.29%	68.71%

Average Response Time
4.09 Hours

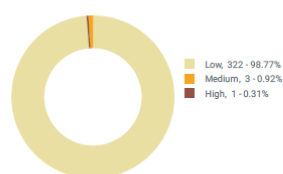
Average First Response
4.27 Hours

Average Resolution Time
4.98 Hours

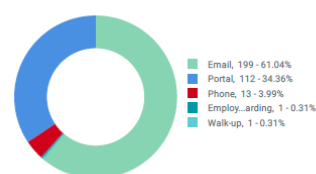
Ticket by Type



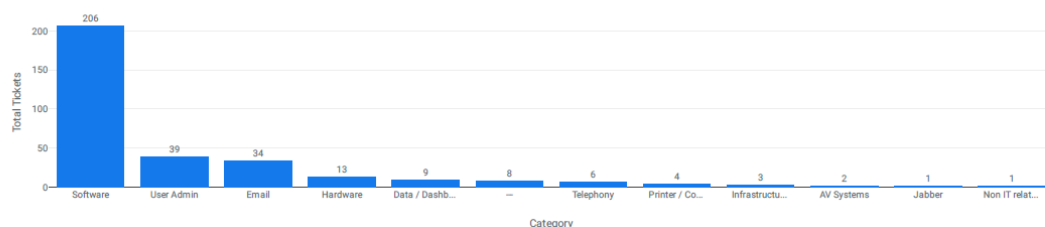
Ticket by Priority



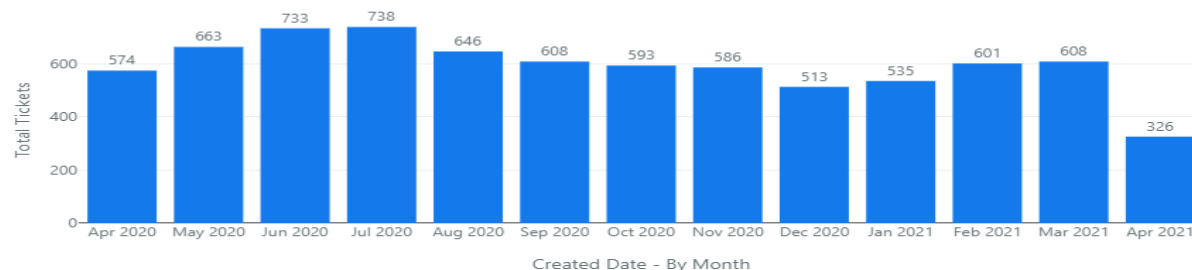
Ticket by Source



Ticket by Category



TicketsByMonth



76. Work has begun on requirements gathering for a new Financial Management Information System (FMIS) and we are in the process of finalising the requirements for a new Human Resource Information System (HRIS).

77. New cyber security initiatives have been started including a vendor engagement to create a Cyber Security strategy and an IT shared services cyber security assessment to be conducted using the ALGIM SAM for compliance framework.
78. Work still continues with moving staff around Forth Street. Resource management moved in April with environmental health and customer services planned to move in May.
79. We continue to extend our range of online and mobility services, with the implementation of online lodgement for resource consents. The team worked closely with the resource management team and the transition to online went smoothly. We are investigating Pathway mobile inspections and IPS field inspector.
80. The request for service (RFS) review continues with Jane and Sandra working closely with the organisation to simplify and streamline these processes. Customer service RFS's were the first to be changed and has resulted in positive feedback from staff
81. Disaster recovery is still a major focus for the team as we continue to develop a new disaster recovery plan and the associated run books. This is an ongoing initiative and will require regular testing and updating.
82. The decommissioning of our old Citrix environment is underway with 70% of staff no longer needing to access this. The team is working closely with remaining staff to understand what needs to be resolved before they can move away from using Citrix.

IT Project's Monthly Report: April 2021

Legend:

Project is tracking severe issues and requires Council intervention - delivery of projects highly unlikely

Project is tracking major issues, impact on delivery timelines, Project sponsor and/or EIT intervention required

Project is tracking minor risks - impact on project team managing

There are no risks and issues impacting the project - project is tracking on target

High level black plan					Forecast project completion														
Trend	Last Month	This Month	Next Month	Commentary	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21
Microsoft Teams Timeline																			
Initiative: Microsoft Teams	Overall	↑	↑	↑	Project is on hold due to resource constraints														
This work is rolling out MS Teams to SDC, provide training and set up policy of use	Scope	↑	↑	↑	No change to scope at this stage														
	Schedule	↑	↑	↑	On hold until IT resources are available														
	Cost	n/a	n/a	n/a	No project budget for this piece of work														
Initiative: Master Data	Overall	↓	↑	↑	No change from last month as this is still Amber due to increased cost to the project and the later delivery of the project														
This is to move Community Facilities asset information into DPS	Scope	↑	↑	↑	No change to the scope of the project														
	Schedule	↑	↑	↑	Data has been imported into the system. Decision to continue to do the GIS work to be determined														
	Cost	↑	↑	↑	There will be a cost overrun in this project. Projected \$40k														
Dog Registration Review Timeline																			
Initiative: Dog Registration Review	Overall	↑	↑	↑	Work has now been handed to back to Environmental Health to manage														
Ensure that there is consistency & understanding of process across SDC	Scope	↑	↑	↑															
	Schedule	↑	↑	↑															
	Cost	n/a	n/a	n/a															
Integration Timeline																			
Initiative: Integration	Overall	↑	↑	↑	Working through what the next integration piece is														
Use IDN product to integrate systems within SDC & integrate any other services	Scope	↑	↑	↑	No change to scope														
	Schedule	↑	↑	↑	No change to schedule														
	Cost	n/a	n/a	n/a	No budget allocated														
HRIS Timeline																			
Initiative: HRIS	Overall	↑	↑	↑	This is returned as part of the core systems work. Requirements are being finalized														
Provide integrated HR system to SDC such as payroll, performance management, recruitment etc.	Scope	↑	↑	↑	Stakeholders are happy with the high-level scope														
	Schedule	↑	↑	↑	This will change due to the priority of the FMIS work														
	Cost	↑	↑	↑	There has been no spending on this budget as yet														
FMIS Timeline																			
Initiative: FMIS	Overall	↑	↑	↑	Overall this is given as workshops are progressing and still on target for forecasted timeline														
Provide financial certainty. Be effective, efficient and secure	Scope	↑	↑	↑	Requirements gathering underway. This will determine final scope														
	Schedule	↑	↑	↑	High level timeline has been agreed to														
	Cost	↑	↑	↑	There has been no spending on this budget as yet														
Data Model Timeline																			
Initiative: Data Model	Overall	n/a	↑	↑	Time line for this to start is still to be finalized as there has been a change in leadership														
	Scope	n/a	↑	↑	Scoping work is underway														
	Schedule	n/a	TBD	↑	Schedule is still in the development stage														
	Cost	n/a	n/a	n/a	There is no budget for this work														

Final timeline to be determined

Development

Deploy

Review

Training

Currently forecast to complete in 2022

Requirements gathering

Vendor selection & deployment of modules (complete 2022)

Requirements gathering

Vendor selection & deployment of modules (complete 2022)

No timeline as yet

Recommendation

That Wallace Takitimu Community Board:

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

Attachments

There are no attachments for this report.

Chairperson's Report

Record No: R/21/5/25038
Author: Fiona Dunlop, Committee Advisor
Approved by: Janet Ellis, People and Capability Manager

☐ Decision ☐ Recommendation ☒ Information

Purpose of report

- 1 The purpose of the report is to provide an update to the Wallace Takitimu Community Board on activities that the chairperson has been involved since the establishment of the board on 20 November 2019. This report covers from April to June.
- 2 The report also provides an opportunity for the board chairperson to present an overview of the issues he has been involved with.
- 3 Items of interest that the chair is reporting on are as follows:
 - met with residents in Ohai regarding drainage problems with the hall. Officers to follow up.
 - attended ANZAC day parades
 - involved with the Isla Bank war memorial rededication
 - Community Board familiarisation tour
 - tree clearing at Holt Park
 - met with Elizabeth Hughes and other Board members regarding the “health check” for Community Boards
 - met with the Mayor regarding earthquake prone buildings in the Board’s area.

Recommendation

That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Chairperson's Report” dated 27 May 2021.**

Attachments

There are no attachments for this report.