



## **NOTICE OF MEETING**

**Notice is hereby given of the Meeting of the  
Community Services Committee  
to be held in the Council Chamber,  
First Floor, Civic Administration Building,  
101 Esk Street, Invercargill on  
Monday 9 April 2018 at 4.00pm**

His Worship the Mayor Mr T R Shadbolt JP  
Cr R L Abbott (Chair)  
Cr A J Arnold (Deputy Chair)  
Cr T M Biddle  
Cr I L Esler  
Cr G D Lewis  
Cr L F Soper  
Cr Rowly Currie (Environment Southland) (Total  
Mobility and Passenger Transport)

EIRWEN HARRIS MITCHELL  
MANAGER, SECRETARIAL SERVICES

## **Council's Values:**

- Responsibility      Take ownership of decisions and outcomes, both collectively and individually.
- We willingly share our knowledge.
  - We acknowledge our mistakes, work to resolve them and learn from them.
  - We give and receive feedback in a constructive manner to resolve issues.
  - We do our job with total commitment.
- Respect              Everyone is important, as are their views.
- We support and care for each other.
  - We stop to listen, learn and understand.
  - We communicate in an honest, up-front and considerate manner.
  - We maintain confidences and avoid hurtful gossip.
- Positivity           Always look on the bright side of life.
- We are approachable, interested and friendly.
  - We are open and receptive to change.
  - We acknowledge and praise the efforts of others.
  - We work together as a team to get the job done.
- Above and Beyond   Take opportunities to go the extra mile.
- We take the initiative to improve our work practices to get the best results.
  - We challenge ourselves and each other to make it better.
  - We take pride in providing the best possible outcomes.
  - We are ambassadors for our Council at all times.

## **Council's Vision for the City:**

Enhance our City and preserve its character, while embracing innovation and change.

## **Council's Vision:**

We are an energised, fun and innovative team that makes it better for each other and our community.

## **Council's Mission:**

Making it better by making it happen.

# A G E N D A

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1.	<b>APOLOGIES</b>	
2.	<b>PUBLIC FORUM</b>	
2.1	<b>SMOKEFREE UPDATE</b>	
	Members of Smokefree Murihiku, the Invercargill Youth Council and Invercargill City Council to give an update on the development and roll out Smokefree signage in the city centre.	
	Representatives will be: Bridget Rodgers, Well South; Bridget Forsyth, Cancer Society; Janice Burton, Public Health South; Lauren Richardson, Healthy Families; Kari Graber, ICC City Centre Coordinator and Members of the Youth Council.	
3.	<b>MONITORING OF SERVICE PERFORMANCE</b>	
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**TO: COMMUNITY SERVICES COMMITTEE**  
**FROM: THE DIRECTOR OF WORKS AND SERVICES**  
**MEETING DATE: MONDAY 9 APRIL 2018**

<b>MONITORING OF SERVICE PERFORMANCE</b>
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**Report Prepared by:** Melissa Short - Manager, Strategy and Policy  
 Commentaries from individual managers

**SUMMARY**

Reporting on the Community Services Levels Of Service measures for the period comprising 1 July 2017 to 28 February 2018.
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**RECOMMENDATIONS**

**It is recommended that the report be received.**

**IMPLICATIONS**

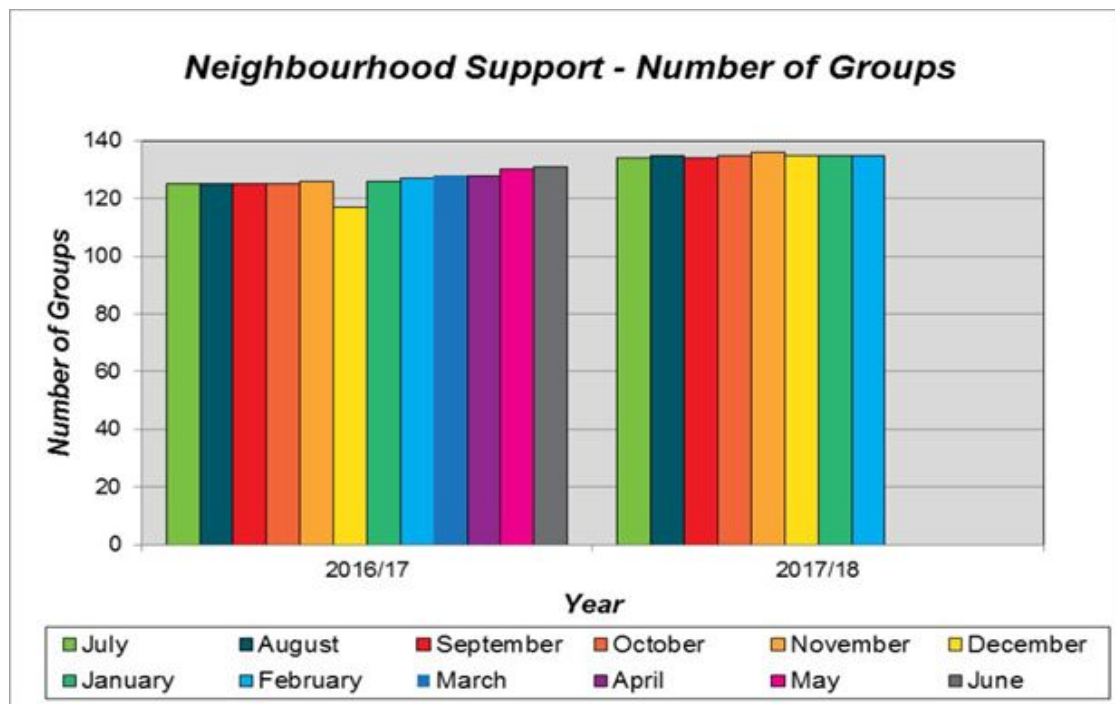
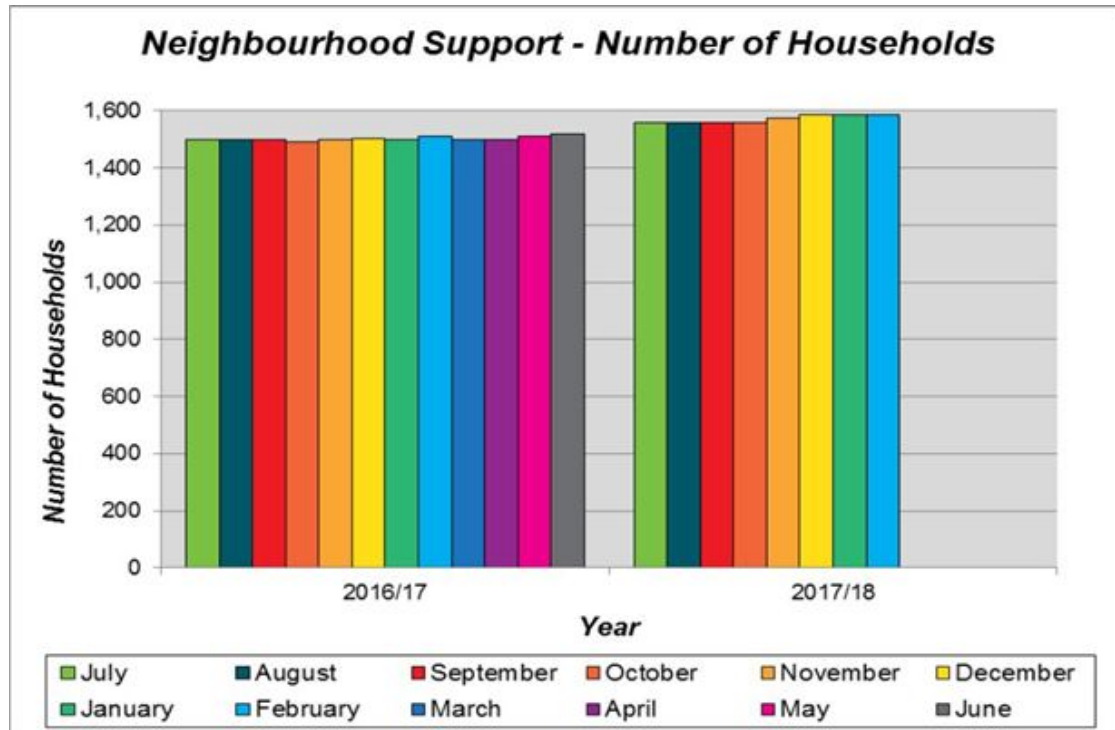
1.	<i>Has this been provided for in the Long Term Plan/Annual Plan?</i> This Report monitors performance in relation to Levels Of Service measures identified in the Long Term Plan and the Annual Plan.
2.	<i>Is a budget amendment required?</i> No.
3.	<i>Is this matter significant in terms of Council's Policy on Significance?</i> No.
4.	<i>Implications in terms of other Council Strategic Documents or Council Policy?</i> No.
5.	<i>Have the views of affected or interested persons been obtained and is any further public consultation required?</i> No.
6.	<i>Has the Child, Youth and Family Friendly Policy been considered?</i> Yes.

**FINANCIAL IMPLICATIONS**

No financial implications arise from this report.

**COMMUNITY DEVELOPMENT**

	<b>1 July 2017 to 28 February 2018</b>
<b>Neighbourhood Support</b>	
Number of households involved in Neighbourhood Support	1,587
Number of groups involved in Neighbourhood Support	135

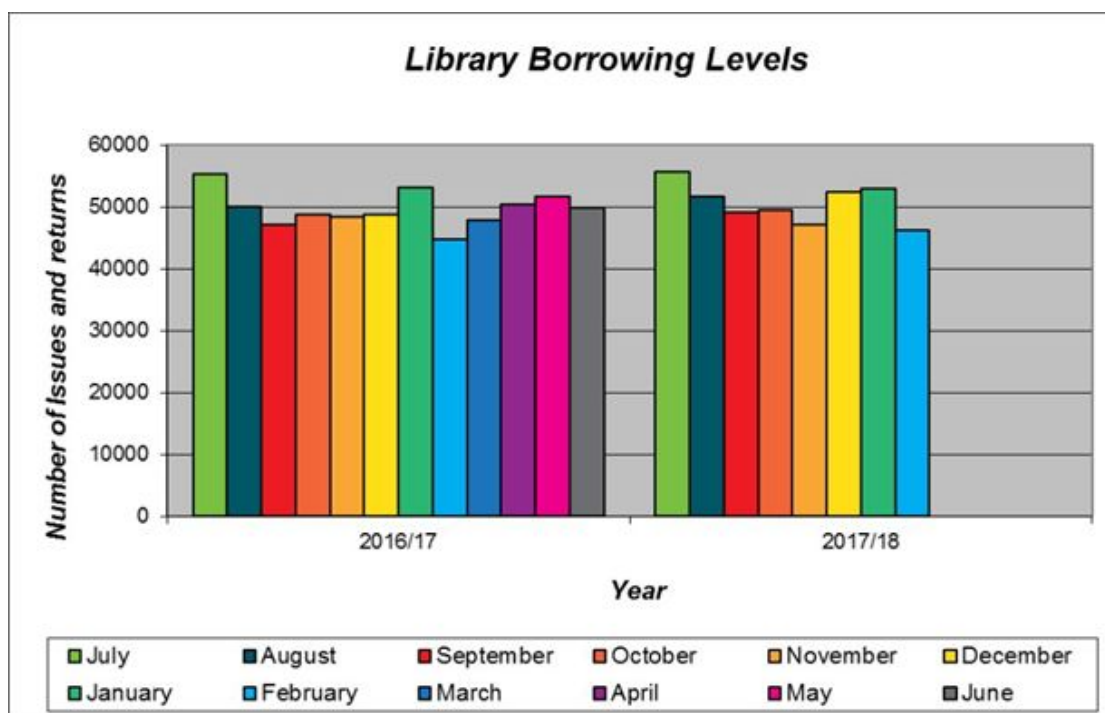


**COMMENTARY**

The Neighbourhood Support programme regularly reviews the membership of groups which have not indicated any changes in membership for some time. The contact person for the group is approached and when necessary meetings are held to re-establish the group. This process means that the number of new groups and members appears to be static. The next meeting with contact people is being held in late March. A guest speaker will present on drones and their increasing use in our community.

Commentary provided by Mary Napper  
 Manager – Community Development

**LIBRARIES AND ARCHIVES**



*Graph of Library Services Borrowing Levels*

**COMMENTARY**

**Total Circulation**

All Items	2017	2018
January	53,255	53,000
<b>Total</b>	<b>53,255</b>	<b>53,000</b>
Total Year to Date	351,813	358,786

All Items	2017	2018
February	44,715	46,283
<b>Total</b>	<b>44,715</b>	<b>46,283</b>
Total Year to Date	396,528	405,069

Total circulation shows a 2.1% increase for the year to date.

**Visitor Numbers**

	<b>2017</b>	<b>2018</b>
January	42,851	42,503
<b>Total</b>	<b>42,851</b>	<b>42,503</b>
Total Year to Date	291,211	298,848

	<b>2017</b>	<b>2018</b>
February	41,754	41,471
<b>Total</b>	<b>41,754</b>	<b>41,471</b>
Total Year to Date	332,945	340,319

Visitor numbers show a 2.2% increase for the year to date.

**Membership**

From	<b>Added January 2017</b>	<b>Added January 2018</b>
Invercargill	201	238
Bluff	3	4
Other	10	11
<b>Total</b>	<b>209</b>	<b>253</b>

From	<b>Added February 2017</b>	<b>Added February 2018</b>
Invercargill	193	223
Bluff	2	5
Other	7	7
<b>Total</b>	<b>202</b>	<b>235</b>

**Total Membership**

From	<b>2016/17</b>	<b>2017/18</b>
Invercargill/Bluff	1,313	1,612
Other	53	56
<b>Total</b>	<b>1,366</b>	<b>1,668</b>

Membership is now on target with the start of the new school year.

**E-Book/E-Audio Circulation Statistics**

	<b>January 2017</b>	<b>January 2018</b>
e-Books	1,508	1,305
e-Audio	260	335
<b>Total</b>	<b>1,768</b>	<b>1,640</b>
Total Year to Date	11,309	12,156

	<b>February 2017</b>	<b>February 2018</b>
e-Books	1,103	1,196
e-Audio	208	394
<b>Total</b>	<b>1,311</b>	<b>1,590</b>
Total Year to Date	12,620	13,746

**Total for Year**

	<b>2016/17</b>	<b>2017/18</b>
e-Books	10,680	10,708
e-Audio	1,940	3,038
<b>Total</b>	<b>12,620</b>	<b>13,746</b>



Circulation shows a 8.9% increase with the majority being an increase in e-Audio.

### **Events/Programmes/Projects**

*International Federation of Library Associations BibLibre International Library Marketing Award 2018*



International Federation of  
Library Associations and Institutions

The International Federation of Library Associations and Institutions (IFLA) is the leading international body representing the interests of library and information services, and their users. It is the global voice of the library and information profession with more than 1,300 members in 140 countries worldwide. The Headquarters is based in The Hague in the Netherlands.

The IFLA BibLibre International Marketing Award is presented by the IFLA Section on Management and Marketing in collaboration with the current award sponsor Biblibre. This award, in its 15th year, honors organizations which implement creative, results-oriented marketing projects or campaigns.

Invercargill City Libraries and Archives was awarded 2<sup>nd</sup> prize for their “Keeping up with the Librarians” campaign. Details of the prize winners are listed on their website <https://www.ifla.org/node/34315?og=75> . Second place receives 1000€ cash award and airfare, lodging and registration for the IFLA World Library and Information Congress 84th IFLA General Conference and Assembly, August 2018, Kuala Lumpur.

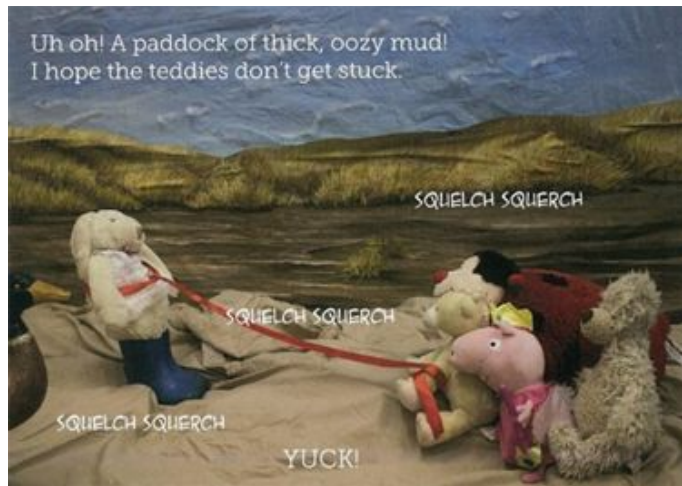
### *Teddy Bear Hunt*



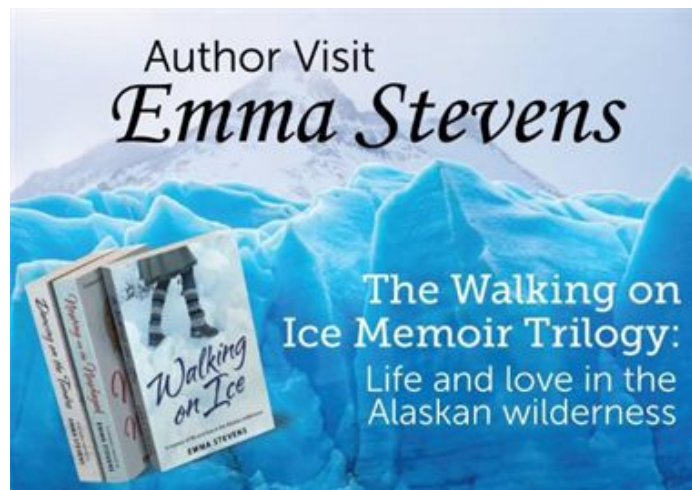
We had 20 children register and 17 attended on the night. This year the event was based around the book, ‘Going on a Bear Hunt’. Backdrops were used and photographs were taken of children’s teddys and a booklet was produced for each child to take home the next day showing the adventures their toys got up to overnight.

Feedback received:

- It was a fantastic event. My daughter absolutely loved her book. You all did an excellent job!
- The event is wonderful. My daughter turns 9 this year so it was the last she could attend. We're going to miss being able to come. Thanks for the wonderful experiences.
- The effort that went into the books my girls were given was amazing, thank you so much!
- This was well done and so creative!! James just loves looking at his book from this event. Asking when he can attend again.
- Love the smiles.



*Author Visit – Emma Stevens*



Emma Stevens has written a trilogy of books based around her experiences in Alaska as a teacher and wife of the principal. Emma enthralled a small audience of 11 people on Monday 19 February from 5.30pm - 7.00pm. She was an engaging speaker who kept the audience's attention for more than an hour, as she showed her memorabilia and recounted her adventures.

Emma spoke to a gathering of around 50 people at Rowena Jackson earlier the same afternoon.

The places Emma had received the largest audiences seemed to be where an RSVP was required for catering purposes, and a lunch/morning/afternoon tea was included. In future we will try an earlier time of the day, possibly over a lunch hour.

### *Ngāi Tahu Waitangi Day Celebrations*

Our Community Connections Coordinator Jay Coote attended the Waitangi Day celebrations at Te Rau Aroha marae in Bluff on Waitangi Day. Over 300 people attended the event which celebrated the history of Te Tiriti o Waitangi and many other historical interests. The event was attended by many Southland District Councillors, Mayors and other government officials, and also celebrated the signing of the newly created Awarua-Waituna Wetlands reserve trust deed. Attending this event provided plenty of opportunities to network with local and national government personnel and learn about some new innovative cultural tools such as the new Ngāi Tahu cultural mapping atlas which can be found at [www.kahurumanu.co.nz](http://www.kahurumanu.co.nz). The event started with a traditional pōwhiri to welcome the new visitors (manuhiri) to the marae, followed by lunch in the wharekai and then plenty of stalls and activities on show for people to attend and participate in.



*Jay Coote (left) and Riki Nyhon, both of Bluff, enjoy the festivities.*

### *SIT (Southern Institute of Technology) O-week 2018*

The Invercargill City Libraries & Archives attended the first day of the 2018 SIT O-week. This event was attended by most of the SIT students, and the Invercargill City Council and library services and facilities were being advertised with free giveaways. The library also had an activity called The Winning Wheel and this saw many students taking away a range of prizes such as a packet of noodles, toothbrushes and tissues.

### *Te Rōpū Whakahau Hui-a-tau*

Our Community Connections Coordinator Jay Coote attended a hui in Ōtaki on 13 February for three days. The hui was attended by about 30 librarians from around Aotearoa New Zealand and many Māori related topics were discussed throughout the week. There was a variety of speakers discussing the range of library programmes being implemented around the country such as the Auckland City Libraries mobile library service which covers the entire Auckland region and is such a successful service that they are issuing over 10,000 items (books, dvds, boardgames etc.) a week. During the hui the Te Rōpū Whakahau Annual General Meeting was held and discussions about trying to host the International Indigenous Library Forum in New Zealand for 2020. All of the hui participants were encouraged to speak Te Reo Māori and partake in many traditional Māori practices.

*Chinese New Year Dumpling Making*

This year the Invercargill Public Library hosted their first ever dumpling making event in the meeting room to celebrate Chinese New Year. The event occurred on 17/18 February and was held from 12.00pm - 2.00pm on both days. This was a free event and was attended by 75 people of mixed ethnic backgrounds and varying ages. The event was run to celebrate Chinese culture by sharing knowledge and food, and also to introduce local people to our Chinese community and help migrants improve their English via interaction and learning. Since this event a new adult programme has formed called The Chatter Nights and it is an extension of the regular Monday Chatter group. So far this extra Chatter group has been very popular and has attracted more migrants than the Monday Chatter session since the timeslot is a lot more convenient for the individuals who attend SIT during the day.

*February Kids Lucky Dip*

This year to celebrate the 'Blind date with a book' programme for children, it was changed to be a Lucky Dip competition to broaden the appeal. This resulted in 63% more entries into the competition in 2018 than 2017, this represented 44 actual entries by 30 children. The numbers are still below that of our inaugural year in 2015.

Some comments include:

- "Really fun unwrapping a book!"
- "This book has a good message about not giving up and was an amazing read"
- "Great idea, exciting opening 'presents'"
- "Wouldn't normally pick it up but glad I did "

As can be seen by the comments participants have found it fun as well as extending their reading choices.

**Meeting Spaces**

	<b>2017</b>	<b>2018</b>
January	28	32
<b>Total</b>	<b>28</b>	<b>32</b>
Total Year to Date	354	358

	<b>2017</b>	<b>2018</b>
February	43	41
<b>Total</b>	<b>43</b>	<b>41</b>
Total Year to Date	397	399

**Displays**

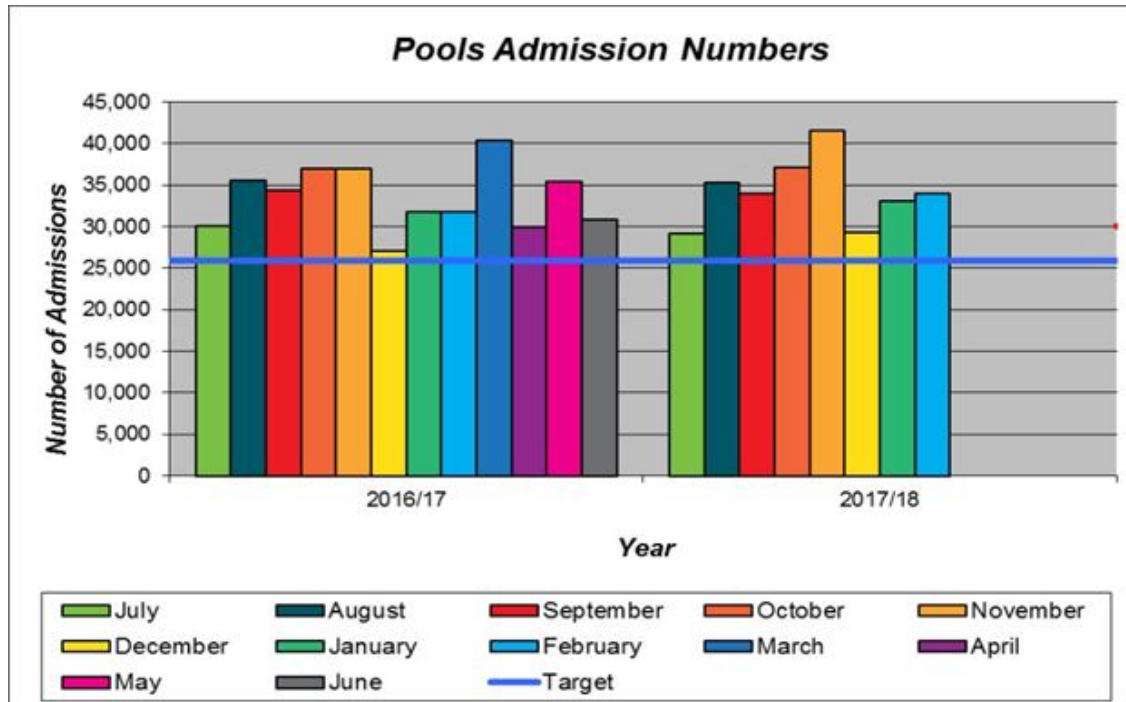
- Burt Munro
- Seniornet
- Southern Patchwork and Quilting Circle
- Southland Education
- Chinese New Year

Commentary provided by Marianne Foster  
Manager – Libraries and Archives

**POOLS**

**Use of Services**

Annual pool usage maintained at a minimum of six visits per head of population. (LTP measure)



**Graph of Pool Admission Numbers**

**EVENTS**

**January**

School Holiday Programme

Summer Swim School

**February**

Sat 10<sup>th</sup> Southland Age Group Swim Meet  
50m Main Pool, Learners Pool and Hydroslide **closed 2.00pm – 6.00pm**

Fri 23<sup>th</sup> School Water Polo begins 3.30pm – 6.00pm  
**No 25m lane space, Learners pool closed**

**DECLINED BOOKINGS DUE TO SPACE LIMITATIONS**

Mon 19<sup>th</sup> 1 booking  
Tue 20<sup>th</sup> 1 booking  
Wed 21<sup>st</sup> 2 bookings

**COMMENTARY**

Despite the low number of events for January and February limited space has meant that several bookings in February have had to be declined. During the school term lane space is especially difficult to book due to the high number of school students in the facility throughout

the day taking part in the ILT Learn to Swim Programme. This programme provides up to nine professional Learn to Swim lessons for every school child in Invercargill and up to 40,000 admissions come to Splash Palace annually through this programme. The 2018 programme began on 2 February 2018. Swimming clubs have now started for 2018 which also contributes to the heavy loading on lane space.

Friday night Flippa ball and Water Polo has begun for term one. This is an extremely popular and busy time in terms one and four with all lane space occupied by the water sports. Two 20m lanes are provided widthways across the main pool for aquajogging and swimming but due to the extremely close proximity to the Water Polo (and subsequently thrown water polo balls) we find that this space is often used instead by kids warming up for Water Polo. The carpark too at this time is absolutely full to overflowing with vehicles creatively parked in any space large enough to take a car. By way of example, for the period between 3.00pm and 6.00pm on a Friday there are between 900-950 people in the building; this is approaching the maximum building occupancy limit for Splash Palace.

Our three assessors have updated their NZRA qualifications and over the summer period trained 10 new lifeguard staff. These staff replace a number of our previous team who have left Splash Palace after gaining entrance to University, full time work or for travel.

**Maintenance**

Research has also begun into looking at a LED replacement for our 14 2kW uplights. These collectively use approximately \$23,000 worth of electricity a year whereas a suitable LED replacement would use an estimated \$9,500 worth of electricity. Whilst the initial installation costs would be high, the cost neutral period is less than four years with savings achieved after this.



Planning has also continued on the change room additions and foyer modifications with construction expected to begin within the next 8-10 weeks. Additional planning is also well underway for the replacement hydroslide project with finalised costs expected for this project by the end of April.

The galvanised steel guywires holding the acoustic tiles above the leisure pool have all been replaced after one snapped and others were found to be corroded. The guywires above the main pool have been inspected and will be replaced sometime during 2019.

**Health and Safety**

There were no major Health and Safety incidents during January and February.

**January**

First Aid: 2  
Rescues: 2

**February**

First Aid: 2  
Rescues: 0

**Door Counters**

**January**

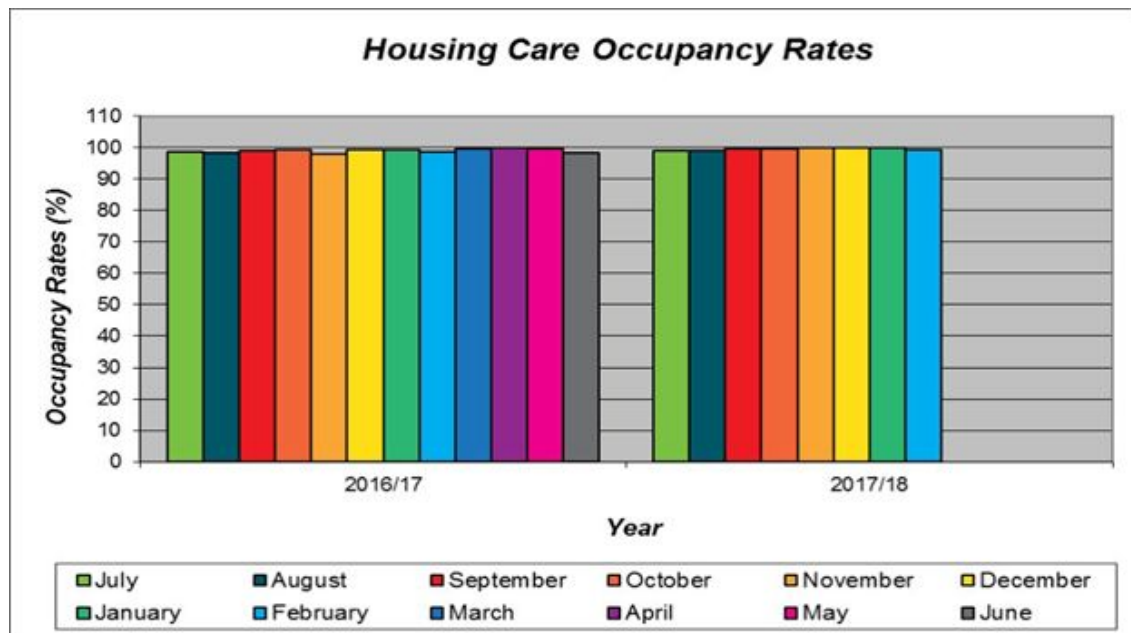
Entries: 29,543  
Change rooms: 47,952

**February**

Entries: 33,971  
Change rooms: 48,761

Commentary provided by Peter Thompson  
Manager – Aquatic Service

**HOUSING CARE SERVICE**



**Graph of Housing Care Occupancy Rates**

**Waiting List Activity**

	<b>February 2018</b>	<b>January 2018</b>	<b>December 2017</b>
Invercargill	16	16	12
Bluff	1	2	-
Invercargill Supplementary	25	24	22
Bluff Supplementary	-	-	-
<b>Totals</b>	<b>42</b>	<b>42</b>	<b>34</b>

	<b>February 2018</b>	<b>January 2018</b>	<b>December 2017</b>
Applications received	4	6	1
Tenancy Exits	3	-	1
Vacant Units	1	-	-

**COMMENTARY**

The occupancy level for February was 99.53% with a tenant going to rest home care late in the month. There were three other exits and three new tenancies signed, leaving our waiting list relatively static.

**Complex visits / maintenance**

There were 14 annual inspections for the month and a couple of minor tenant issues (parking/health).

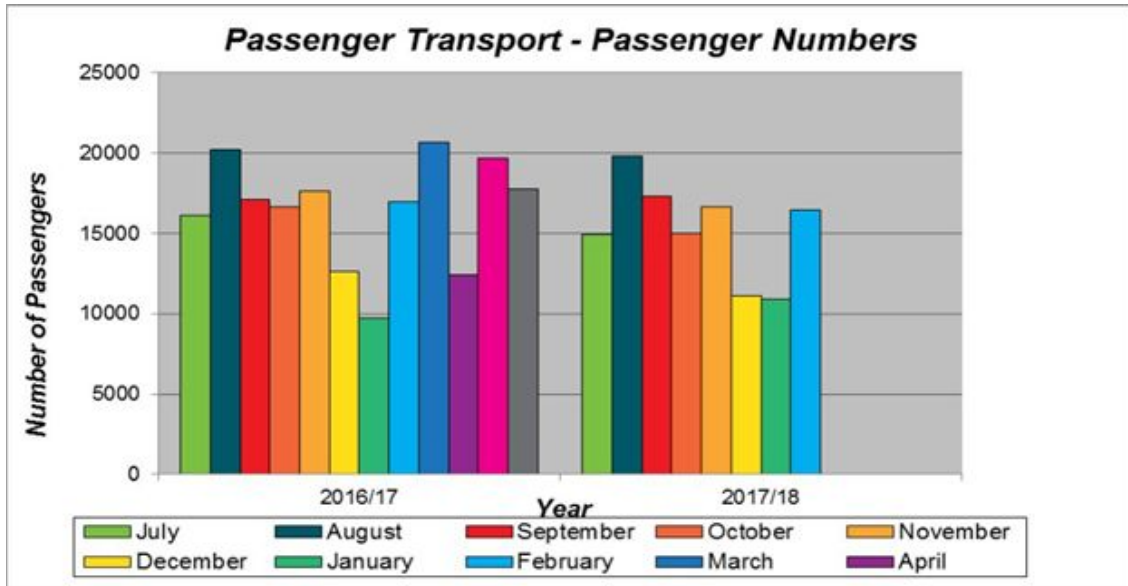
The Waverley complex has had fibre installed.

Parking at Conon Street has always been an issue, with 10 car parks for 22 units. A quote has been accepted to increase the number of car parks to 17. This work will probably be completed in April.

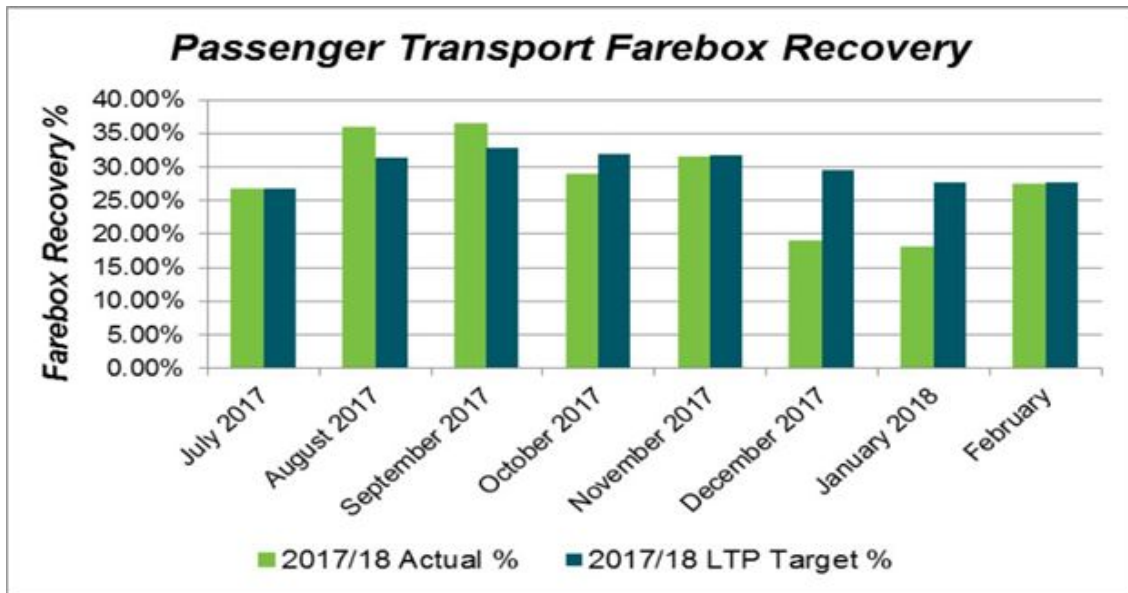
Commentary provided by Stephen Ridden  
Corporate Services Manager



**BUS AND TRANSPORT**



**Graph of Passenger Transport Farebox Recovery**



**COMMENTARY**

Passenger numbers remain low compared to targets which has a direct influence on the farebox revenue. The months over the Christmas period are always relatively low due to no school children (until February) and the reduced number of runs over the Christmas break. The January result is lower due to a one off payment (which is paid annually) and this increases the cost for the period.

Some advertising has been utilised during February. Although this increases awareness it does not have an immediate impact. All of the new bus fleet is now in use and is well received.

Provided by Russell Pearson  
Manager – Roading

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**TO: COMMUNITY SERVICES COMMITTEE**  
**FROM: THE DIRECTOR OF WORKS AND SERVICES**  
**MEETING DATE: MONDAY 9 APRIL 2018**

<b>MONITORING OF FINANCIAL PERFORMANCE</b>
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**Report Prepared by:** Cameron McIntosh – Director of Works and Services

**SUMMARY**

Financial commentary for activities reporting to the Community Services Committee for the eight month period to 28 February 2018.
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**RECOMMENDATIONS**

**That this report be received**

**IMPLICATIONS**

1.	<i>Has this been provided for in the Long Term Plan/Annual Plan?</i> Yes.
2.	<i>Is a budget amendment required?</i> No.
3.	<i>Is this matter significant in terms of Council’s Policy on Significance?</i> No.
4.	<i>Implications in terms of other Council Strategic Documents or Council Policy?</i> No.
5.	<i>Have the views of affected or interested persons been obtained and is any further public consultation required?</i> Not applicable.
6.	<i>Has the Child, Youth and Family Friendly Policy been considered?</i> Yes.

**FINANCIAL IMPLICATIONS**

The financial commentary and financial accounts are provided for information.

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Business Unit **100000 - Community Services**

	Feb YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	71,467	166,133	(94,667)	197,733	269,200
Fees & Charges Revenue	2,077,583	2,058,999	18,584	988,211	3,065,794
Grants & Subsidies Revenue	734,201	763,485	(29,284)	660,044	1,394,246
Financial Revenue	65,813	61,841	3,972	30,213	96,027
<b>Total Revenue</b>	<b>2,949,064</b>	<b>3,050,458</b>	<b>(101,394)</b>	<b>1,876,202</b>	<b>4,825,267</b>
Internal Expenditure	2,788,857	2,781,885	6,972	1,383,970	4,172,827
Staff Expenditure	2,662,921	2,661,127	1,794	1,410,189	4,073,111
Administration Expenditure	209,753	326,519	(116,766)	306,931	516,684
Financial Expenditure	(7,157)	4,864	(12,022)	14,454	7,296
Grants & Subsidies Expenditure	29,185	688	28,496	(28,152)	1,032
Repairs & Maintenance Expenditure	48,829	54,522	(5,693)	40,170	88,998
Operational Expenditure	1,418,763	1,642,404	(223,642)	1,132,276	2,551,039
Depreciation Expenditure	435,897	564,544	(128,647)	410,919	846,816
<b>Total Expenditure</b>	<b>7,587,047</b>	<b>8,036,555</b>	<b>(449,507)</b>	<b>4,670,756</b>	<b>12,257,804</b>
<b>Operating Surplus / (Deficit)</b>	<b>(4,637,983)</b>	<b>(4,986,097)</b>	<b>348,114</b>	<b>(2,794,554)</b>	<b>(7,432,537)</b>
Capital Expenditure	300,990	307,440	(6,450)	657,159	958,149
Capital Funding	(52,887)	1,871	(54,758)	(305,381)	(358,268)
Cash Back Depreciation	418,411	549,463	(131,053)	405,785	824,195
<b>Rates Required</b>	<b>4,467,675</b>	<b>4,745,944</b>	<b>(278,269)</b>	<b>2,740,548</b>	<b>7,208,223</b>

**Commentary:**

The Community Services Committee is \$278,269 under budget for the eight month period ending 28 February 2018. A departmental breakdown and commentary follows -

Business Unit **110000 - Community Services - Community Development**

	Feb YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Grants & Subsidies Revenue	23,439	0	23,439	(23,439)	0
Financial Revenue	2,011	1,724	287	446	2,457
<b>Total Revenue</b>	<b>25,449</b>	<b>1,724</b>	<b>23,725</b>	<b>(22,992)</b>	<b>2,457</b>
Internal Expenditure	27,571	27,417	153	13,555	41,126
Staff Expenditure	97,578	98,290	(712)	52,723	150,301
Administration Expenditure	5,314	22,217	(16,903)	35,416	40,730
Financial Expenditure	2,190	3,359	(1,168)	2,848	5,038
Repairs & Maintenance Expenditure	247	2,178	(1,931)	3,020	3,266
Operational Expenditure	13,804	44,519	(30,715)	52,975	66,779
Depreciation Expenditure	246	400	(154)	354	600
<b>Total Expenditure</b>	<b>146,950</b>	<b>198,380</b>	<b>(51,430)</b>	<b>160,891</b>	<b>307,841</b>
<b>Operating Surplus / (Deficit)</b>	<b>(121,501)</b>	<b>(196,656)</b>	<b>75,155</b>	<b>(183,883)</b>	<b>(305,384)</b>
Capital Funding	1,484	1,871	(387)	2,257	3,741
<b>Rates Required</b>	<b>122,985</b>	<b>198,527</b>	<b>(75,542)</b>	<b>186,141</b>	<b>309,125</b>

**Commentary:**

The Community Development Service is operating within budget. The Safe in the South programme and the Youth Council has major projects underway during the period ending 30 June 2018.

Business Unit **120000 - Community Services - Library**

	Feb YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Fees & Charges Revenue	83,105	101,033	(17,928)	69,027	152,132
Grants & Subsidies Revenue	448	4,646	(4,198)	4,198	4,646
Financial Revenue	10,428	26,558	(16,129)	19,405	29,833
<b>Total Revenue</b>	<b>93,981</b>	<b>132,236</b>	<b>(38,255)</b>	<b>92,630</b>	<b>186,611</b>
Internal Expenditure	745,521	745,521	0	372,760	1,118,281
Staff Expenditure	1,430,271	1,461,401	(31,130)	805,245	2,235,515
Administration Expenditure	107,143	136,666	(29,523)	97,856	204,999
Financial Expenditure	(9,348)	611	(9,959)	10,264	916
Repairs & Maintenance Expenditure	7,279	19,441	(12,162)	29,098	36,377
Operational Expenditure	121,714	128,211	(6,497)	70,602	192,317
Depreciation Expenditure	405,304	526,660	(121,357)	384,687	789,990
<b>Total Expenditure</b>	<b>2,807,884</b>	<b>3,018,511</b>	<b>(210,627)</b>	<b>1,770,512</b>	<b>4,578,395</b>
<b>Operating Surplus / (Deficit)</b>	<b>(2,713,902)</b>	<b>(2,886,274)</b>	<b>172,372</b>	<b>(1,677,882)</b>	<b>(4,391,784)</b>
Capital Expenditure	244,867	293,675	(48,808)	228,305	473,172
Capital Funding	0	0	0	(39,873)	(39,873)
Cash Back Depreciation	405,304	526,660	(121,357)	384,687	789,990
<b>Rates Required</b>	<b>2,553,466</b>	<b>2,653,289</b>	<b>(99,823)</b>	<b>1,481,626</b>	<b>4,035,092</b>

**Commentary:**

Libraries and Archives are \$99,823 under budget for the first eight months to February 2018. Income is \$38,255 under budget, but this is offset by savings in operational expenditure. Administration Expenditure is \$29,523 under budget, though there is an annual invoice due for payment in April bringing this closer to budget. Capital expenditure is \$48,808 under budget with the majority budgeted for the library refurbishment.

Business Unit **140000 - Community Services - Pools**

	Feb YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	71,467	166,133	(94,667)	197,733	269,200
Fees & Charges Revenue	1,111,059	1,066,227	44,832	445,648	1,556,707
Grants & Subsidies Revenue	25,000	56,455	(31,455)	109,613	134,613
Financial Revenue	52,536	33,559	18,977	11,200	63,737
<b>Total Revenue</b>	<b>1,260,062</b>	<b>1,322,374</b>	<b>(62,312)</b>	<b>764,194</b>	<b>2,024,256</b>
Internal Expenditure	1,285,563	1,278,744	6,819	632,553	1,918,116
Staff Expenditure	1,094,477	1,075,788	18,689	553,640	1,648,116
Administration Expenditure	79,987	90,160	(10,173)	55,252	135,240
Financial Expenditure	0	895	(895)	1,342	1,342
Grants & Subsidies Expenditure	29,185	688	28,496	(28,152)	1,032
Repairs & Maintenance Expenditure	22,775	32,903	(10,128)	26,579	49,355
Operational Expenditure	204,089	275,227	(71,138)	208,752	412,841
Depreciation Expenditure	17,240	14,681	2,559	4,781	22,021
<b>Total Expenditure</b>	<b>2,733,316</b>	<b>2,769,086</b>	<b>(35,770)</b>	<b>1,454,747</b>	<b>4,188,063</b>
<b>Operating Surplus / (Deficit)</b>	<b>(1,473,254)</b>	<b>(1,446,712)</b>	<b>(26,543)</b>	<b>(690,553)</b>	<b>(2,163,807)</b>
Capital Expenditure	8,952	13,765	(4,813)	11,696	20,647
Capital Funding	(54,371)	0	(54,371)	53,387	(984)
<b>Rates Required</b>	<b>1,427,835</b>	<b>1,460,476</b>	<b>(32,642)</b>	<b>755,636</b>	<b>2,183,471</b>

**Commentary:**

Pools are \$32,642 under budget for the first eight months to February 2018. Pools are 4.9% and 1.3% behind budget for Income and Expenditure respectively. This is largely due to revenue from membership sales which is typically reduced December through to February. Several grants have yet to be received but will balance once accounted for later in the year. Internal Revenue is showing a false outcome, as part of this ledger (\$106,667) is now accounted for under Fees and Charges Revenue. Whilst expenditure is currently under budget this will be affected when unbudgeted minimum wage increases take effect from 1 April 2018.

Business Unit **270000 - Community Services - Housing Care**

	Feb YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Fees & Charges Revenue	715,497	681,061	34,437	306,094	1,021,591
Financial Revenue	838	0	838	(838)	0
<b>Total Revenue</b>	<b>716,335</b>	<b>681,061</b>	<b>35,275</b>	<b>305,256</b>	<b>1,021,591</b>
Internal Expenditure	631,159	631,159	0	315,579	946,738
Staff Expenditure	23,554	25,648	(2,094)	15,624	39,178
Administration Expenditure	5,818	5,570	248	2,537	8,355
Operational Expenditure	4,773	4,301	471	1,680	6,452
<b>Total Expenditure</b>	<b>665,303</b>	<b>666,678</b>	<b>(1,375)</b>	<b>335,420</b>	<b>1,000,723</b>
<b>Operating Surplus / (Deficit)</b>	<b>51,032</b>	<b>14,382</b>	<b>36,650</b>	<b>(30,164)</b>	<b>20,868</b>
Capital Funding	0	0	0	20,868	20,868
<b>Rates Required</b>	<b>(51,032)</b>	<b>(14,382)</b>	<b>(36,650)</b>	<b>51,032</b>	<b>(0)</b>

**Commentary:**

Housing Care is \$36,650 under budget for the first eight months to February 2018. Rental income year to date is above what is budgeted - this is due to high occupancy levels, which was also the trend last financial year. Expenditure is tracking as per budgeted.

Business Unit **563400 - Community Services - Bus and Transport**

	Feb YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Fees & Charges Revenue	167,922	210,678	(42,756)	167,442	335,364
Grants & Subsidies Revenue	685,315	702,384	(17,070)	569,672	1,254,987
<b>Total Revenue</b>	<b>853,236</b>	<b>913,062</b>	<b>(59,826)</b>	<b>737,115</b>	<b>1,590,351</b>
Internal Expenditure	99,044	99,044	0	49,522	148,566
Staff Expenditure	17,042	0	17,042	(17,042)	0
Administration Expenditure	11,491	71,907	(60,416)	115,869	127,360
Repairs & Maintenance Expenditure	18,527	0	18,527	(18,527)	0
Operational Expenditure	1,074,383	1,190,145	(115,763)	798,267	1,872,650
Depreciation Expenditure	13,107	22,803	(9,696)	21,098	34,205
<b>Total Expenditure</b>	<b>1,233,594</b>	<b>1,383,899</b>	<b>(150,305)</b>	<b>949,187</b>	<b>2,182,781</b>
<b>Operating Surplus / (Deficit)</b>	<b>(380,357)</b>	<b>(470,837)</b>	<b>90,479</b>	<b>(212,072)</b>	<b>(592,430)</b>
Capital Expenditure	47,171	0	47,171	417,159	464,330
Capital Funding	0	0	0	(342,020)	(342,020)
Cash Back Depreciation	13,107	22,803	(9,696)	21,098	34,205
<b>Rates Required</b>	<b>414,421</b>	<b>448,034</b>	<b>(33,612)</b>	<b>266,114</b>	<b>680,535</b>

**Commentary:**

The Passenger Transport Areas are \$33,612 under budget for the first eight months to February 2018. This underspend is in part due to capital work not started and also lower than budgeted operating costs. This will even out as the year progresses.



**TO: COMMUNITY SERVICES COMMITTEE**  
**FROM: CHIEF EXECUTIVE**  
**MEETING DATE: MONDAY 9 APRIL 2018**

<b>COMMUNITY DEVELOPMENT PROJECTS</b>
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**Report Prepared by:** Mary Napper, Community Development Manager

**SUMMARY**

The minutes of the Child Youth and Family Friendly Sub-Committee are attached. The Community Development Team continue to work on a variety of projects.
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**RECOMMENDATIONS**

**That the report be received.**

**IMPLICATIONS**

1.	<i>Has this been provided for in the Long Term Plan/Annual Plan?</i> N/A.
2.	<i>Is a budget amendment required?</i> N/A.
3.	<i>Is this matter significant in terms of Council's Policy on Significance?</i> N/A.
4.	<i>Implications in terms of other Council Strategic Documents or Council Policy?</i> N/A.
5.	<i>Have the views of affected or interested persons been obtained and is any further public consultation required?</i> N/A.
6.	<i>Have the Child, Youth and Family Friendly Policy be considered?</i> Yes.

**FINANCIAL IMPLICATIONS**

N/A.

**CHILD, YOUTH AND FAMILY FRIENDLY SUB-COMMITTEE**

The Child, Youth and Family Friendly Sub-Committee minutes of 26 March 2018 meeting are attached.

The Sub-Committee are working on the review of the Child Youth and Family Friendly policy.

**TRUSTPOWER COMMUNITY AWARDS**

The 2018 TrustPower Community Awards are open for nominations and close on 31 May. Councillors are invited to nominate projects driven by volunteers online at <https://trustpower-awards.appspot.com/>. Suggested projects can also be given to community development staff who will enter them.

The Trustpower Youth Spirit Awards are also seeking nominations. This award is open to 17/18 year olds who are involved in volunteer work. Suggestions for nominations should be given to the Community Development staff.

**WELCOMING COMMUNITIES**

The Community Development Team is assisting Venture Southland with the development of the draft Welcoming Plan.

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**MINUTES OF A MEETING OF THE CHILD, YOUTH AND FAMILY FRIENDLY SUB-COMMITTEE HELD IN THE COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING, 101 ESK STREET, INVERCARGILL ON MONDAY 26 MARCH 2018 AT 4.00 PM**

**PRESENT:** Cr D Ludlow  
Cr A Crackett  
P Ereckson  
B McDermott  
R Thwaites  
M Sears

**IN ATTENDANCE:** Ms M Napper – Community Development Manager  
Ms G Crawford – Community Development Officer  
Ms L Kuresa – Governance Officer

1. **APOLOGIES**

R Amundsen, G Pope, A Knowles and A McSoriley.

Moved Cr Ludlow, seconded P Ereckson **RESOLVED** that the apologies be accepted.

2. **INTRODUCTION**

2.1 **Youth Council Representative**

Cr Ludlow introduced Maryanne Sears, the Youth Council representative.

3. **MINUTES OF THE MEETING HELD ON 12 FEBRUARY 2018**

Moved B McDermott, seconded P Ereckson and **RESOLVED** that the minutes be accepted as a true and correct record.

4. **MATTERS ARISING**

4.1 **Invercargill City Walk**

M Napper said that she would speak to Kari Graber to try and confirm where the initiative came from but she was 99% sure that it was a Healthy Families initiative that they worked with Ms Graber to get it instituted as she was the CBD Coordinator. It was raised at this meeting because someone had mentioned that the footsteps were too small and looked like it was just for children.

B McDermott said that after talking to the Healthy Families team, it was not necessarily their job to continue to repaint them. They also thought that the footprints were okay in size but people did not know what they were for.

After further discussions, it was agreed that this matter would be referred to Kari Graber.

**4.2 NZ Monitoring Report on UNCROC**

Cr Crackett said that Cr Ludlow asked the question at the previous meeting as to whether the Youth Council felt they were adequately heard or not. She suggested that perhaps the Youth Council could discuss this matter as the Child Youth and Family Friendly Policy was due to be reviewed.

**4.3 Fun Day at the Marae**

Cr Ludlow informed the meeting that this event went well. There was a good turn out and the weather was great. It was the first time that the Water Fill Station was used.

**4.4 Smokefree Areas Policy**

Copies of the smokefree signage were tabled for Committee Members information.

M Napper said the signage was done in different colours and they were now being put up around town in English and the Maori version. They were seen from afar and they made a statement, especially in Wachner Place.

**4.5 Water Fill Station**

The water fill station was launched at the Surf to City event. It was well received by everyone at the event.

B McDermott said that they had carried out some research with the company around the anti-bacterial nozzles and the nozzles were extremely safe and not needing to be wiped. They were not different to a fountain at a school or in the park, so he was not sure if the nozzles needed wiped during an event when people were busy trying to coordinate an event.

M Napper said it was raised by Cr Lewis and she had discussed the matter with him and pointed out that it was no different to all the water facilities in this building for example with people filling up their bottles and cups with water.

**4.6 Children's Urban Play Area**

M Napper said she was invited to the Regional Play Network which was held at the same time and invited Eve from Barnardos to speak to the whole group. Eve spoke about a project underway in Christchurch where a group of community organisations were working with the Christchurch City Council to have Child Friendly policy or accreditation implemented. Eve was interested in the friendly brand and had not known anything about it Information from the conference she had attended in London was also presented.

B McDermott asked if there were any discussions with HW Richardson's around the CBD development and play spaces. Cr Ludlow said that during a presentation HW Richardsons spoke about the opportunity for play equipment. It was about pursuing that to ensure that it became a reality. It was a concept at the moment, not at the planning stage.

5. **GENERAL BUSINESS**

The report had been circulated.

5.1 **Brand Update**

Cr Crackett asked if the Annual Southland Kids Tryathlon that was held in the weekend was branded "Friendly". Ms Crawford said that she did not know it was being held.

M Napper said that if she saw something advertised she would make Ms Crawford aware of it and if Ms Crawford saw something advertised, she would approach the organisers. It was difficult if events were not on the Events Calendar.

Cr Crackett suggested that a running register be set up of things that happened annually such as the Kids Tryathlon which had been held for the last 14 years.

M Napper said that people needed to tell her and Ms Crawford that the events were on and the event needed to meet the criteria before they were branded "Friendly". They also need at least two weeks lead in so that they could approach the organisers.

5.2 **Cycling**

The Committee discussed this matter with regard to teaching children the rules of safe bike riding.

M Napper said that there was a school's programme in Christchurch where children went out with instructors and were taught the safety aspects of cycling.

Cr Crackett informed the meeting that there was also a nation-wide NZTA initiative for cycling education that was about to be rolled out across the country. There were no certified mentors in the South Island. They were looking for opportunities to educate some assessors in Southland to be able to facilitate cycling education in schools, primary and intermediate level. There was a ride leading programme in Southland that Chris Foggin facilitates. They were actively working on cycling education as well.

5.3 **Policy Review**

The timeline to progress this was accepted.

Cr Ludlow asked if there were any changes that the Committee wanted to be made to the Policy.

M Napper said she had received approaches over the last six months from the group that looked after seniors in the Ministry of Social Development. They were encouraging councils to have a senior's policy. This Sub-Committee believed that seniors were part of the family and something child appropriate, would be seniors appropriate too, as far as accessibility went. It is wondered if the Committee should include statements that obviously included seniors.

Cr Ludlow said it was one of the things mentioned when the Policy was first introduced and one of the Councillors suggested that a policy for seniors should be done. It needed to be included in this Policy, so maybe it was around the

wording to ensure that feedback was received from senior citizens, Age Concern and Grey Power.

Cr Crackett endorsed this and said there was no secret that Invercargill had an aging population. The SORDS plans to increase the population and there were still the residents to think about.

After further discussions, M Napper suggested that this be left to Mr Cameron, the Policy Analyst, to consider.

Cr Crackett said that one amendment she wanted made to the Policy was where it said "Other Relevant Council Policies, Plans and Strategies", it would be important to add the Smokefree Areas Policy to the list.

M Sears raised the point that the elderly loved to talk and be listened to about their families and loved ones. P Ereckson agreed and said it was about having events that included seniors. It was about being proactive in the first instance.

M Napper said she would pass on the Committee's feedback from this meeting to Mr Cameron. Once the Policy was reviewed and adopted by Council, then the Committee could look at the other documents e.g. the branding templates to reflect what had been discussed.

P Ereckson said that the next thing would be culture and how it fitted into the Policy. He had received an email saying that there was now a new job seekers page for migrants to New Zealand that was free and paid for by the Government. It was becoming more prevalent that people needed to think about the different cultures in the community.

Cr Ludlow said that part of that involved Venture Southland's Welcoming Communities work. M Napper said that the first draft of the welcoming plan was to be sent to Wellington on Friday and she was working on the internal Council plan.

Cr Ludlow said that a separate meeting with Mr Cameron and the Youth Council would be held and in the meantime groups needed to bring feedback on the Policy for the May meeting.

B McDermott said that from listening to the discussions, the Committee was saying that children were the building blocks and then the Committee was saying that it was about inclusive communities, so what is "Friendly". He would hate it to be so wide that the Policy was trying to please everyone.

Cr Ludlow said that it was built around inclusiveness and B McDermott said that inclusive could fit very well with where SoRDS was headed and that could be where the friendly brand was.

#### 5.4 **Waikiwi Rest Home**

M Napper said that this item was a point of interest for the Committee.

**5.5 Sport New Zealand - Play Aspect**

M Napper said that she had a meeting last Friday with Scott McKenzie from Sport New Zealand who leads the play aspect of Sport New Zealand's work. She has been the play champion for a number of years for Invercargill City and Mr McKenzie was very excited about the brand and thought the 101 list was fantastic and had taken away the electronic version. It was good to get positive feedback from outside the usual networks. She and Nathan Burdon would be attending a Forum in Wellington around the "play" piece of work.

B McDermott said that the first two days of that Forum would be focusing on young people and then the "play" aspect on Friday.

**5.6 Understanding the Youth of Today**

M Sears asked that as a group of adults, what issues did the Committee understand youth were facing. As a youth she knew what issues she faced and the issues that she believed adults did not understand. She wanted to take feedback to the Youth Council for discussion.

The Committee discussed this matter and agreed that the big issue was information technology. It had created an entirely different landscape, good and bad, for today's youth. Technology had changed with regard to social media and how children socialised. Information was no longer the wholly grail because information was readily available at the tap of a few buttons. There was not a lot of face to face communication going on because of technology. The other issue was teen suicide and bullying. It was agreed that role modelling was very important for young people

**6. NEXT MEETING**

The next meeting is scheduled to be held Monday 7 May 2018.

There being no further business the meeting closed at 5.01 pm.

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