



## **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 2 July 2018 at 4.00 pm**

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.

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**INVERCARGILL CITY COUNCIL ELECTED MEMBERS  
INTEREST REGISTER**

<b>ELECTED MEMBERS</b>		
<b>NAME</b>	<b>ENTITY</b>	<b>INTERESTS</b>
<b>RONALD LINDSAY ABBOTT</b>	Invercargill City Council Kiwi-Pie Radio 88FM Invercargill Invercargill Art Gallery Incorporated Invercargill Venue and Events Management (IVEM)	Councillor Director / Broadcaster Council Representative and Board Member. Director
<b>REBECCA R AMUNDSEN</b>	Invercargill City Council Arch Draught Ltd BP Orr Ltd Task Ltd Arts Murihiku Dan Davin Literary Foundation Heritage South Glengarry Community Action Group SMAG Board Venture Southland Southland Regional Heritage Committee	Councillor Director Director Director Trustee Trustee/Chair Contractor Events Co-ordinator (Volunteer) Council Representative Council Representative Council Representative
<b>ALLAN J ARNOLD</b>	Invercargill City Council	Councillor

Community Services Agenda - INTEREST REGISTER

<b>KAREN FRANCES ARNOLD</b>	Invercargill City Council Electricity Invercargill Ltd Powernet Ltd Pylon Ltd Invercargill Creative Communities Funding Scheme Southland Warm Homes Trust	Councillor Director Director Director Trustee/Chair Trustee
<b>TONI M BIDDLE</b>	Invercargill City Council Invercargill Venue and Events Management Limited Biddle & Malcolm Travel Southland Museum and Art Gallery Trust Board McIntyre and Dick	Councillor Director Ceased trading December 2017 Trustee Partner – Executive Team
<b>ALEX CRACKETT</b>	Invercargill City Council Ride Southland Southland Youth Futures Advisory Board Venture Southland and Sub-Committee	Councillor Chair Chair Council Representative
<b>LLOYD ESLER</b>	Invercargill City Council	Councillor
<b>GRAHAM LEWIS</b>	Invercargill City Council Invercargill City Holdings Limited	Councillor Director

Community Services Agenda - INTEREST REGISTER

<b>DARREN JAMES LUDLOW</b>	Invercargill City Council Radio Southland Invercargill City Holdings Limited Invercargill City Charitable Trust Invercargill Venue and Events Management Southland Museum and Art Gallery Trust Board Healthy Families Invercargill Murihiku Maori Wardens	Councillor Manager Director Trustee Director / Chairman Trustee  Board Member
<b>IAN POTTINGER</b>	Invercargill City Council Southland Electronics Limited	Councillor Director
<b>TIM SHADBOLT</b>	Invercargill City Council Invercargill Airport Limited Kiwi Speakers Limited SIT Ambassador	Mayor Director Director Contractor
<b>LESLEY SOPER</b>	Invercargill City Council Breathing Space Southland Trust (Emergency Housing) Omaui Tracks Trust National Council of Women (NCW) Active Communities Invercargill Public Art Gallery Citizens Advice Bureau Southland ACC Advocacy Trust	Councillor Chair Secretary/Treasurer Member Chair/Trustee Board Member Board Member Employee

Community Services Agenda - INTEREST REGISTER

<b>LINDSAY STEWART THOMAS</b>	Invercargill City Council Invercargill City Holdings Limited Invercargill City Property Limited HWCP Management Limited	Councillor Director Director Director
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<b>EXECUTIVE STAFF</b>		
<b>NAME</b>	<b>ENTITY</b>	<b>INTERESTS</b>
<b>PAMELA GARE</b>	Invercargill City Council	Director of Environmental and Planning Services
<b>CLARE HADLEY</b>	Invercargill City Council	Chief Executive
<b>DEAN JAMES JOHNSTON</b>	Invercargill City Council Invercargill City Holdings Limited Invercargill City Forests Limited Forest Growth Holdings Limited Netball South Crowe Howarth	Director of Finance and Corporate Services Chief Executive Chief Executive Director Director Donna (wife) is senior accountant
<b>CAMERON MCINTOSH</b>	Invercargill City Council	Director of Works and Services



Community Services Agenda - INTEREST REGISTER

<b>RACHEL REECE</b>	Invercargill City Council Reece Property Limited	HR Manager Sole Director
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**TO: COMMUNITY SERVICES COMMITTEE**  
**FROM: THE DIRECTOR OF WORKS AND SERVICES**  
**MEETING DATE: MONDAY 2 JULY 2018**

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

**SUMMARY**

Creative Studios Art Charitable Trust (C.S. Art) and Touch Southland have been invited to present to the Community Services Committee.
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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.

**COMMUNITY INITIATIVES**

**C.S. Art Charitable Trust**

Creative Studios for the Arts (C.S. Art) has been operating since 2004 and is an Invercargill based arts studio for people with disabilities. C.S. Art encourages students to create, giving them a voice in the community and a channel for communication.

Co-founder Michelle Dawson is a practicing artist with work in collections nationwide, and will be attending the Community Services meeting to present on this fantastic initiative and the services they provide.

**Touch Southland**

Touch Southland Incorporated was formed in 1993 to deliver and grow the sport of Touch as one of 18 provincial associations linked to Touch New Zealand.

Our Invercargill modules involve 2,600 participants playing each week in junior and adult modules. This makes Touch one of the largest summer sports played in the province.

Board Chairperson, John Evans, will attend the Community Services meeting to present on the programmes provided.

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**TO: COMMUNITY SERVICES COMMITTEE**  
**FROM: THE DIRECTOR OF WORKS AND SERVICES**  
**MEETING DATE: MONDAY 2 JULY 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 31 May 2018.
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**RECOMMENDATIONS**

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

**IMPLICATIONS**

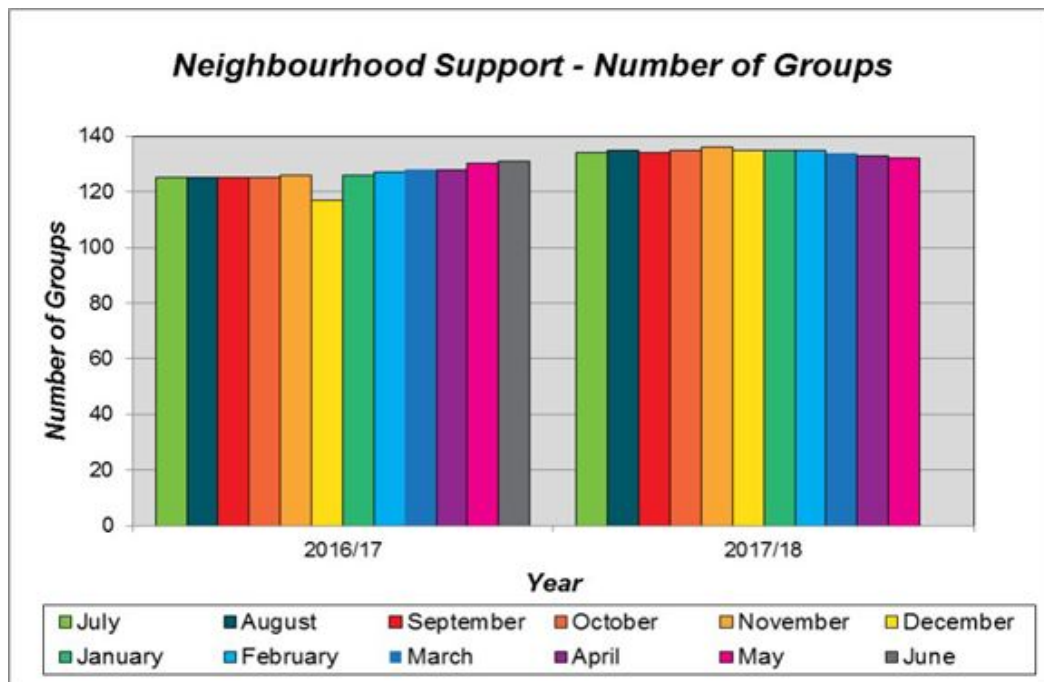
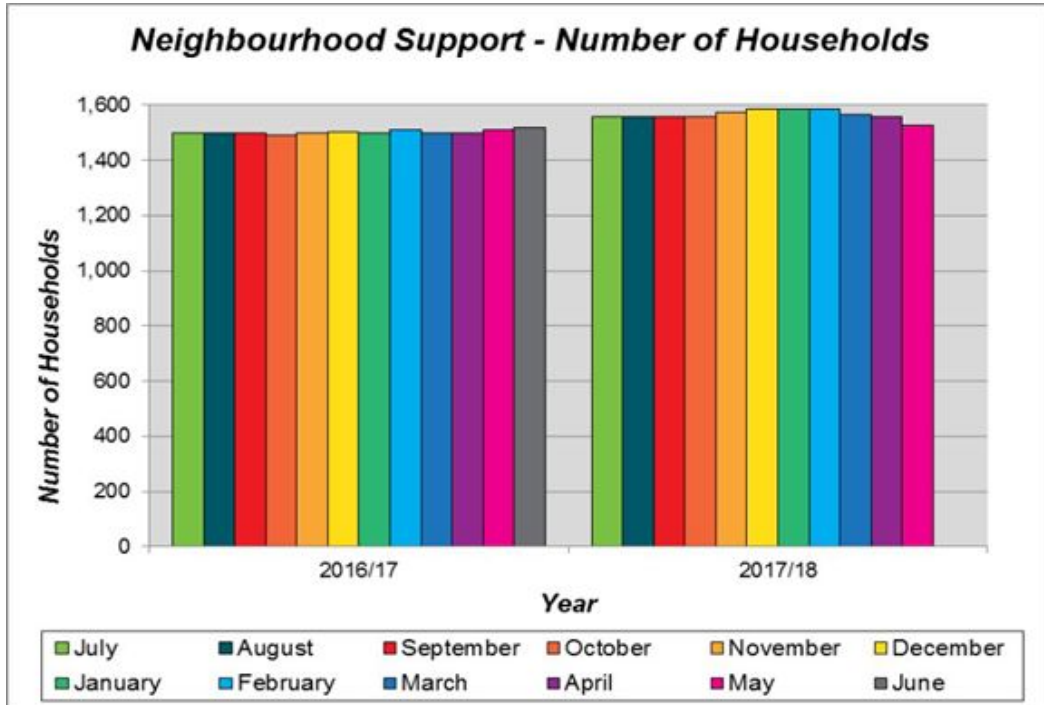
1.	<i>Has this been provided for in the Long Term Plan/Annual Plan?</i> The report monitors performance in relation to levels of service measures identified in the Long Term Plan and the Annual Plan.
2.	<i>Is a budget amendment required?</i> No.
3.	<i>Is this matter significant in terms of Council's 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 31 May 2018</b>
<b>Neighbourhood Support</b>	
Number of households involved in Neighbourhood Support	1,527
Number of groups involved in Neighbourhood Support	132

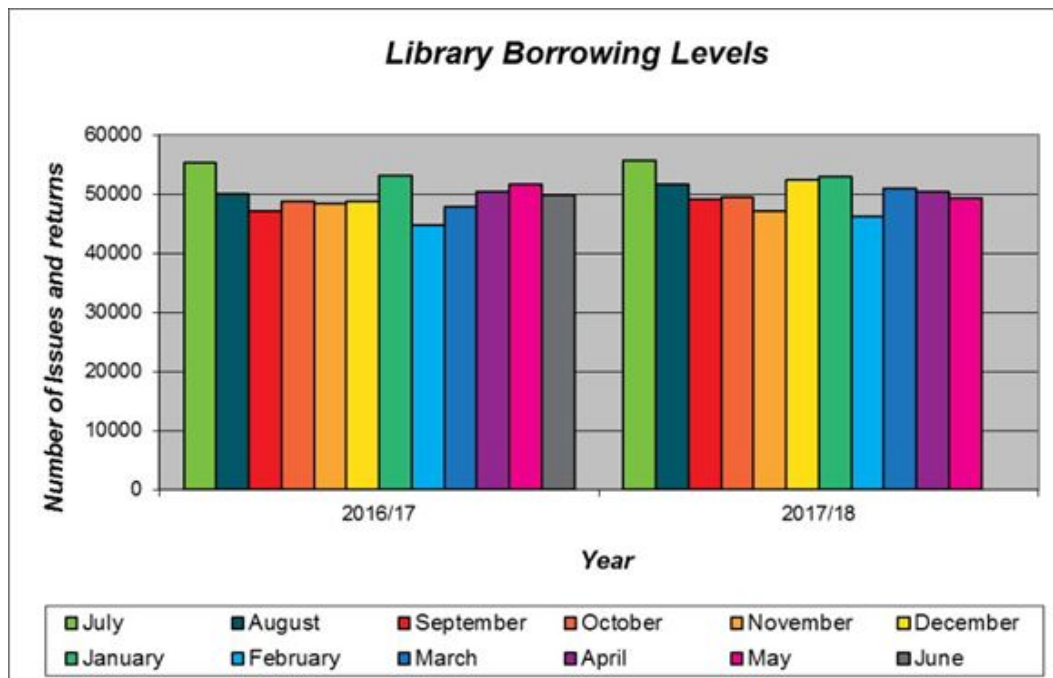


**COMMENTARY**

Neighbourhood Support membership continues to indicate a decline as the review of all groups continues. Three groups have been closed due to the contact people moving from the area and other members phone numbers have been disconnected or they are not responding to messages. Where we get one or two responses, these households join the increasing membership of the open group.

Commentary provided by Mary Napper  
Manager – Community Development

**LIBRARIES AND ARCHIVES**



*Graph of Library Services Borrowing Levels*

**COMMENTARY**

**Total Circulation**

All Items	2017	2018
April	50,414	50,366
<b>Total</b>	<b>50,414</b>	<b>50,366</b>
Total Year to Date	494,818	506,391

All Items	2017	2018
May	51,798	49,387
<b>Total</b>	<b>51,798</b>	<b>49,387</b>
Total Year to Date	546,616	555,778

Total circulation shows an increase of 1.6% for the year to date. There has been a decrease in May which reflects the start of the refurbishment project which included two days when the Library was closed to the public.

**Visitor Numbers**

	<b>2017</b>	<b>2018</b>
April	43,105	36,901
<b>Total</b>	<b>43,105</b>	<b>36,901</b>
Total Year to Date	419,720	417,508

	<b>2017</b>	<b>2018</b>
May	44,754	38,771
<b>Total</b>	<b>44,754</b>	<b>38,771</b>
Total Year to Date	464,474	456,279

Visitor numbers show a 1.7% decrease for the year to date which reflects the start of the refurbishment project and includes two days when the Library was closed to the public.

**Membership**

From	<b>Added April 2017</b>	<b>Added April 2018</b>
Invercargill	148	190
Bluff	0	6
Other	6	10
<b>Total</b>	<b>154</b>	<b>206</b>

From	<b>Added May 2017</b>	<b>Added May 2018</b>
Invercargill	170	162
Bluff	3	4
Other	3	10
<b>Total</b>	<b>176</b>	<b>176</b>

**Total Membership**

From	<b>2016/17</b>	<b>2017/18</b>
Invercargill/Bluff	2,181	2,185
Other	80	80
<b>Total</b>	<b>2,261</b>	<b>2,265</b>

Membership remains on target.

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

	<b>April 2017</b>	<b>April 2018</b>
e-Books	1,332	1,499
e-Audio	254	415
<b>Total</b>	<b>1,586</b>	<b>1,914</b>
Total Year to Date	15,654	17,432

	<b>May 2017</b>	<b>May 2018</b>
e-Books	1,324	1,243
e-Audio	376	409
<b>Total</b>	<b>1,700</b>	<b>1,652</b>
Total Year to Date	17,354	19,084

**Total for Year**

	<b>2016/17</b>	<b>2017/18</b>
e-Books	14,559	14,823
e-Audio	2,795	4,261
<b>Total</b>	<b>17,354</b>	<b>19,084</b>

Circulation shows an increase of 10% with the majority being an increase in eAudio.

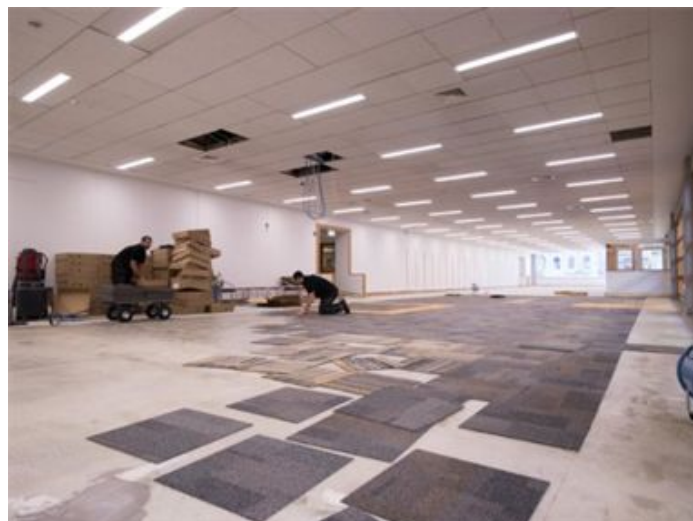
**Events/Programmes/Projects**

**Library Refurbishment Update**

Collections have been moved from Adults' Services across to Children's Services. Information Services is now open to the public. Hoarding is being placed in the foyer area which will mean there will be no seating available.

Stage 2 started on 15 June 2018:

- Access to Adults' Services will be closed from 17 June.
- The Returns will be on the Children's side of the foyer.
- Non-fiction and Biographies will be upstairs in Information Services.





All updates about changes will be available on our website <http://lilibrary.co.nz/library-refurbishment/>, Facebook page <https://www.facebook.com/invlibrary/> and notices in the library.

### Harry Potter Teen Event

Teen Librarian, Michelle Cunningham, ran 'A Night at Hogwarts' an after hours library event for teenagers on 19 May 2018. It was based around the world of J.K. Rowling, and included classes that tested their skills on capturing Fantastic Beasts, their J.K. Rowling knowledge and making potions. This idea was suggested at another teen event held and our teen volunteers jumped to help come up with the class activities and run the class. The volunteers were an asset to have when running a big event and coming up with an event with high interest for teens.

We had a record 49 teens attend, aging between 11 - 17 years of age. Most of who attended the event dressed in their house colours and the feedback we received ranged from very good to excellent. They loved the event and their only complaint was they wanted more of it, which would have been hard to squeeze into the three hours the event ran for. We even received feedback from parents who emailed in saying they loved that we were doing things for teens and looked forward to seeing what event we do next.



### Spark Jump

Spark Jump is a low cost and budget-flexible broadband connection for learning, funded by the Spark Foundation. Families with children under the age of 18 and who do not already have the internet in their home are eligible to access the programme. The cost to families is \$10 for 30GB of data. There is no fixed-term contract and you can top up every 30 days. To access the programme families must attend a Spark Jump Workshop and sign a Kawa of Care. They then receive a wireless modem loaded with their first 30GB of data. The Library is running workshops for Spark Jump every month under the umbrella of 'Stepping Up'.



**Author Visit 3 May 2018 – Emily Writes**

In collaboration with the Dan Davin Literary Foundation, Invercargill City Libraries hosted popular author, Emily Writes. Emily Writes shot to fame as a blogger who wasn't getting a lot of sleep and then reached further heights with the publication of her book, 'Rants in the Dark'. This informal session gave parents a chance to have a question and answer session in a relaxed setting. This also supported the Arts Festival with 29 people attending this session.



**Meeting Spaces**

	<b>2017</b>	<b>2018</b>
April	42	58
<b>Total</b>	<b>42</b>	<b>58</b>
Total Year to Date	502	522

	<b>2017</b>	<b>2018</b>
May	57	50
<b>Total</b>	<b>57</b>	<b>50</b>
Total Year to Date	559	572

Circulation shows an increase of 10% with the majority being an increase in eAudio.

From 7 May 2018 the First Floor Meeting Room will not be available for bookings until further notice as it is being used by the Library while the refurbishment project is ongoing. Learning and activity space is still being well used, though there has been a small reduction in May.

**Displays**

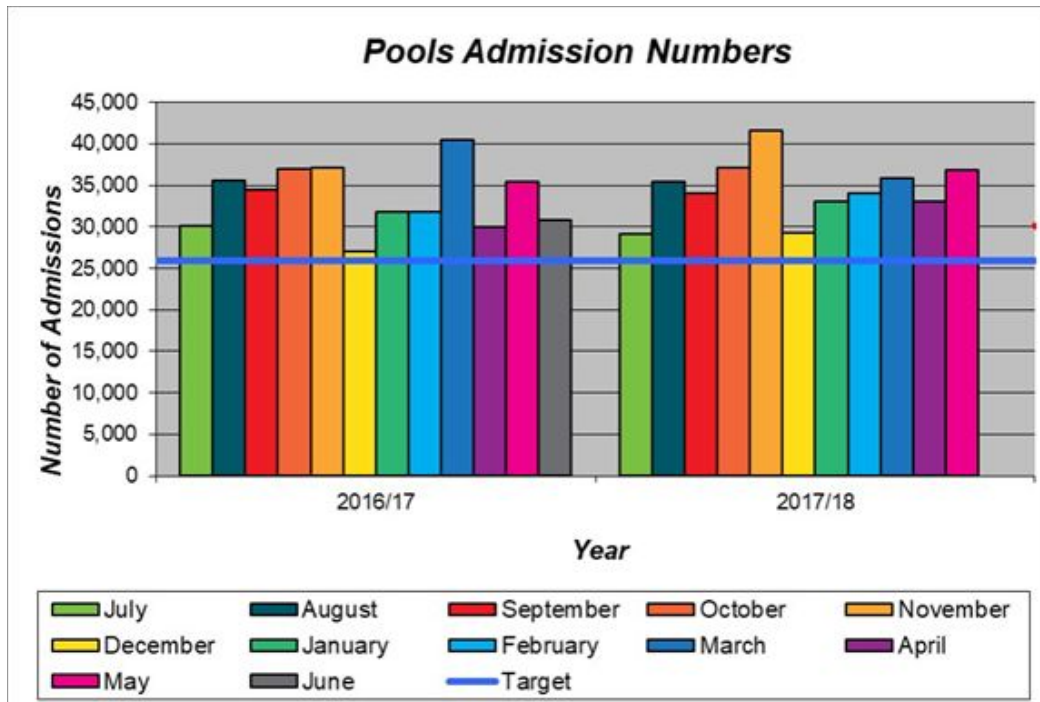
- AA
- Arts Festival Yarn Bombing
- Girl Guides
- Missions Without Borders
- SeniorNet South
- Southland Model Club

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**

**April 2018**

- Fri 6 April Murihiku Swimming Club Champs  
**Deep end of the main pool closed 6.00 pm - 7.30 pm, no aqua jogging space and limited lane swimming space**
- Sun 8 April Southland Primary and Secondary Schools Swimming Champs  
**Deep end of the main pool and hydroslide closed 9.30 am - 12.00 pm and 1.30 pm - 6.00 pm**
- Sat 16 April School Holiday Programme
- Wed 25 April ANZAC Day - Pool open 11.00 am - 4.00 pm
- Fri 27 April School Holiday Programme
- Sat 28 April Swim Southland Ribbon Day  
**Deep end of the main pool and hydroslide closed 2.00 pm - 6.00 pm**

**May 2018**

- Sun 6 May Waverley Swimming Club Age Group Meet  
**Deep end of the main pool and hydroslide closed 2.00 pm - 7.00 pm**

- Sat 12 May Waterpolo Training Camp  
**Deep end of the main pool closed 1.00 pm - 3.00 pm and 5.00 pm - 7.00 pm**
- Sun 13 May Waterpolo Training Camp  
**Deep end of the main pool closed 8.00 am - 10.00 am and 12.00 pm - 2.00 pm**
- Sat 19 May Waterpolo Training Camp  
**Deep end of the main pool closed 1.00 pm - 3.00 pm and 5.00 pm - 7.00 pm**
- Sun 20 May Waterpolo Training Camp with Otago  
**Deep end of the main pool closed 8.00 am - 10.00 am and 12.00 pm - 2.00 pm**
- Ascot Park Hotel Triathlon  
**Deep end of the main pool closed 10.00 am - 11.00 am**

### **DECLINED BOOKINGS DUE TO SPACE LIMITATIONS**

1. Swim club request for 50m training during weekdays
2. High School aqua class
3. School swim lesson change
4. Competitive swim meet
5. Dive Course booking
6. Club wanting more space for training

### **COMMENTARY**

During April three swim meets were held at Splash Palace; the Southland Primary and Secondary Schools Swim Meet attracted approximately 400 swimmers. Splash Palace also hosted the New Zealand Synchro team for their training camp. A very successful holiday programme was run during the holidays with children able to book in and complete a boat safety course. Given the success of this it may be expanded on for the next school holidays. Slide usage for the month of April shows extraordinary numbers, with the total number of slides recorded for the month at 66,133. This is in largely due to high usage during school holidays.

May was also busy with a swim meet, two Otago and Southland waterpolo training camps and the Southland Ascot Park Hotel Triathlon. During this month Splash Palace launched the new Aqua Aerobics timetable and programme; numbers to these classes have increased over the previous classes and feedback from customers has been very positive. The ILT Learn to Swim school programme was also very busy; collectively across April and May, 7,617 children took part in the lessons.

Since early May the construction at Splash Palace has meant that alternative access into the facility has been in use. This has also required a temporary reception area setup in the meeting room, which seems to be working well, with staff settled in and lots of positive feedback being received from customers. Despite the changes, the Splash Palace café and retail area is still in operation and performing well in these circumstances.

### **Health and Safety**

#### **April**

First Aid: 4  
Rescues: 2

#### **May**

First Aid: 3  
Rescues: 1

**Door Counters**

**April**

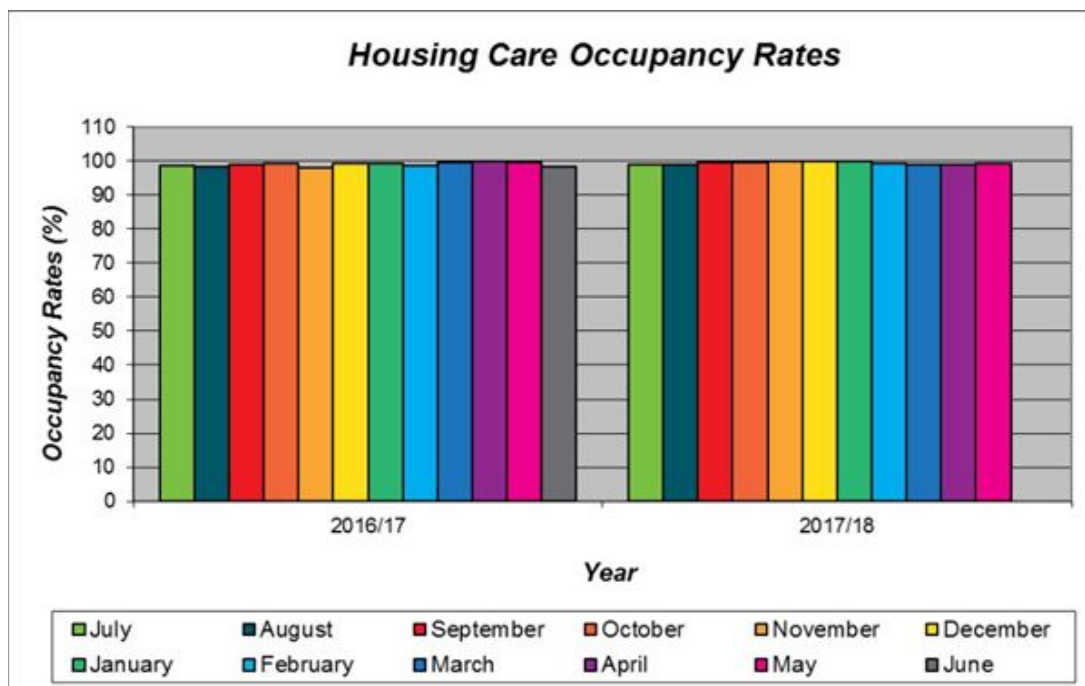
Entries: 32,070  
 Change rooms: 49,433  
 Hydroslide: 66,133

**May**

Entries: (removed for construction)  
 Change rooms: 50,410  
 Hydroslide: 31,506

Commentary provided by Peter Thompson  
 Manager – Aquatic Service

**HOUSING CARE SERVICE**



*Graph of Housing Care Occupancy Rates*

**Waiting List Activity**

	May 2018	April 2018	March 2018
Invercargill	12	13	14
Bluff	2	1	1
Invercargill Supplementary	29	29	29
Bluff Supplementary	2	1	1
<b>Totals</b>	<b>45</b>	<b>44</b>	<b>45</b>

	May 2018	April 2018	March 2018
Applications received	4	1	6
Tenancy Exits	2	2	2
Vacant Units	1	2	-

**COMMENTARY**

The occupancy levels were 99.05% and 99.04% respectively for April and May 2018. Public Housing wait lists continue to grow and have more than doubled since June 2015 to 8,108 applicants. There were 600 on the 'priority A list', just under 2,000 on the 'priority B list' and a further 1,819 waiting to be resized/transferred.

**Complex visits / maintenance**

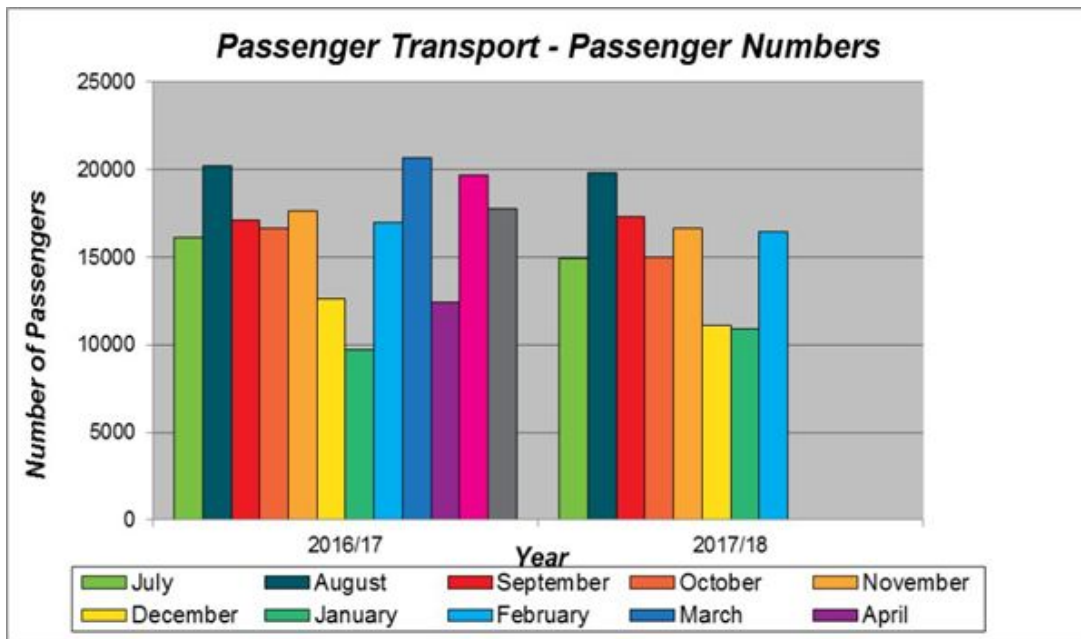
There were 17 annual inspections and one new inspection during May. Unit 42 at Elston Lea has had its bath removed and a new shower box, basin and toilet installed. This leaves just two baths still to be removed at Elston Lea. Moss proofing has been completed at Cairnmore (Leet Street), Neville Place and Aurora Place.

The weather walls at Maltby Street have been sealed with a sealant.

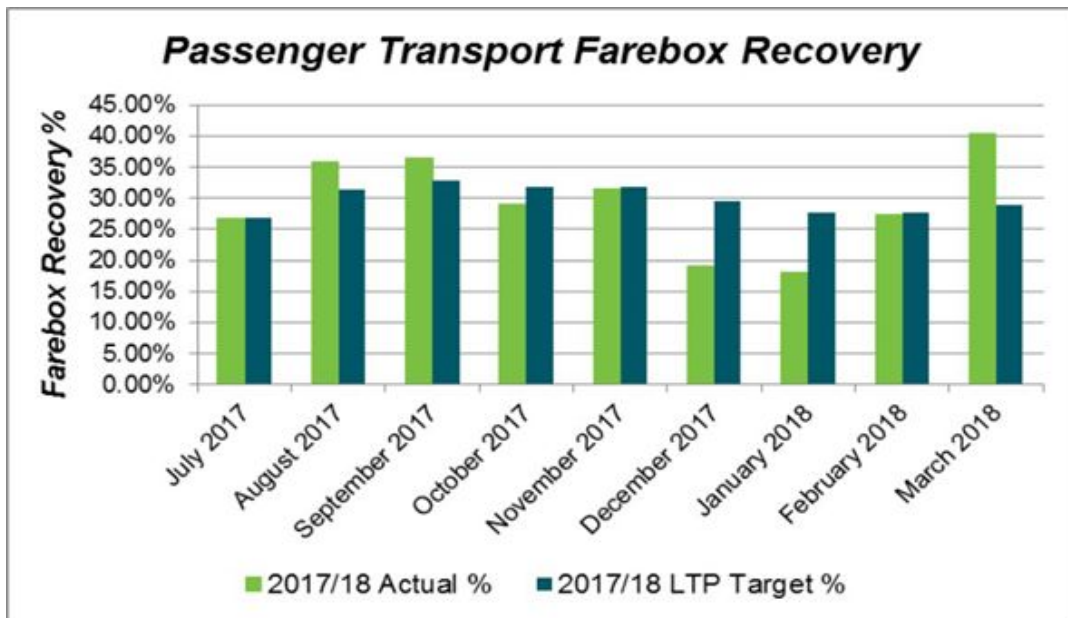
As advised previously, work to increase parking spaces at Conon Street is set to go ahead in July/August 2018.

Commentary provided by Stephen Ridden  
Corporate Services Manager

**BUS AND TRANSPORT**



**Graph of Passenger Transport Farebox Recovery**



**COMMENTARY**

The Public Transport data is still not available and accordingly is not reported. The system has had some issues over the last period, and whilst the data is not lost, it is being completed and checked this week and will be available for year-end reporting. The passenger boardings would appear to be consistent with previous years but this is relatively difficult to assess. The unavailability of data means that the farebox information as well as the passenger data cannot be reported.

Provided by Russell Pearson  
 Manager – Roding

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**TO: COMMUNITY SERVICES COMMITTEE**  
**FROM: THE DIRECTOR OF WORKS AND SERVICES**  
**MEETING DATE: MONDAY 2 JULY 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 ten month period to 30 April 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**

Ten months to 30 April 2018

	Apr YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	94,957	207,667	(112,709)	174,243	269,200
Fees & Charges Revenue	2,541,769	2,531,297	10,472	524,025	3,065,794
Grants & Subsidies Revenue	1,063,402	967,246	96,155	330,844	1,394,246
Financial Revenue	73,820	70,793	3,027	22,207	96,027
<b>Total Revenue</b>	<b>3,773,948</b>	<b>3,777,003</b>	<b>(3,055)</b>	<b>1,051,319</b>	<b>4,825,267</b>
Internal Expenditure	3,487,271	3,477,356	9,916	685,556	4,172,827
Staff Expenditure	3,445,864	3,440,439	5,425	627,247	4,073,111
Administration Expenditure	252,354	408,149	(155,795)	264,330	516,684
Financial Expenditure	(6,616)	6,080	(12,697)	13,913	7,296
Grants & Subsidies Expenditure	32,804	860	31,943	(31,771)	1,032
Repairs & Maintenance Expenditure	65,323	68,153	(2,830)	23,675	88,998
Operational Expenditure	1,778,476	2,053,006	(274,530)	772,563	2,551,039
Depreciation Expenditure	545,020	705,680	(160,660)	301,796	846,816
<b>Total Expenditure</b>	<b>9,600,495</b>	<b>10,159,723</b>	<b>(559,228)</b>	<b>2,657,308</b>	<b>12,257,804</b>
<b>Operating Surplus / (Deficit)</b>	<b>(5,826,547)</b>	<b>(6,382,720)</b>	<b>556,172</b>	<b>(1,605,990)</b>	<b>(7,432,537)</b>
Capital Expenditure	362,235	558,800	(196,565)	595,914	958,149
Capital Funding	104,053	2,881	101,172	(462,322)	(358,268)
Cash Back Depreciation	523,067	686,829	(163,763)	301,128	824,195
<b>Rates Required</b>	<b>5,769,769</b>	<b>6,257,571</b>	<b>(487,802)</b>	<b>1,438,454</b>	<b>7,208,223</b>

**Commentary:**

The Community Services Committee is \$487,802 under budget for the period ending April 2018.

A departmental breakdown and commentary follows -

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

Ten months to 30 April 2018

	Apr YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Grants & Subsidies Revenue	25,439	0	25,439	(25,439)	0
Financial Revenue	2,361	1,724	637	96	2,457
<b>Total Revenue</b>	<b>27,799</b>	<b>1,724</b>	<b>26,075</b>	<b>(25,342)</b>	<b>2,457</b>
Internal Expenditure	34,368	34,272	96	6,758	41,126
Staff Expenditure	131,536	127,162	4,374	18,765	150,301
Administration Expenditure	7,050	27,771	(20,721)	33,680	40,730
Financial Expenditure	2,731	4,198	(1,467)	2,307	5,038
Repairs & Maintenance Expenditure	247	2,722	(2,475)	3,020	3,266
Operational Expenditure	20,591	55,649	(35,058)	46,188	66,779
Depreciation Expenditure	308	500	(192)	292	600
<b>Total Expenditure</b>	<b>196,832</b>	<b>252,274</b>	<b>(55,442)</b>	<b>111,010</b>	<b>307,841</b>
<b>Operating Surplus / (Deficit)</b>	<b>(169,032)</b>	<b>(250,550)</b>	<b>81,518</b>	<b>(136,352)</b>	<b>(305,384)</b>
Capital Funding	3,184	3,741	(557)	557	3,741
<b>Rates Required</b>	<b>172,217</b>	<b>254,291</b>	<b>(82,074)</b>	<b>136,909</b>	<b>309,125</b>

### Commentary:

The Community Development Service is \$82,074 under budget for the first ten months of the year to April 2018.

The variances are:

There is a significant under spend at present. This is the result of a conference being moved to August 2018 from this financial year and a feasibility study for a community facility project being delayed. We anticipate that this money will be a carry forward at year end.

Advertising is underspent as social media advertising has been trialled this year. A new project will reduce this under spend by year end.

The Youth Council and Safe in the South have projects underway which will be completed by 30 June.

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

Ten months to 30 April 2018

	Apr YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Fees & Charges Revenue	101,840	126,405	(24,565)	50,293	152,132
Grants & Subsidies Revenue	448	4,646	(4,198)	4,198	4,646
Financial Revenue	10,242	27,296	(17,054)	19,591	29,833
<b>Total Revenue</b>	<b>112,530</b>	<b>158,347</b>	<b>(45,816)</b>	<b>74,081</b>	<b>186,611</b>
Internal Expenditure	931,901	931,901	0	186,380	1,118,281
Staff Expenditure	1,850,879	1,889,322	(38,444)	384,637	2,235,515
Administration Expenditure	129,193	170,833	(41,640)	75,806	204,999
Financial Expenditure	(9,348)	763	(10,111)	10,264	916
Repairs & Maintenance Expenditure	7,889	24,301	(16,413)	28,488	36,377
Operational Expenditure	152,151	160,264	(8,112)	40,165	192,317
Depreciation Expenditure	506,683	658,325	(151,642)	283,307	789,990
<b>Total Expenditure</b>	<b>3,569,348</b>	<b>3,835,710</b>	<b>(266,362)</b>	<b>1,009,048</b>	<b>4,578,395</b>
<b>Operating Surplus / (Deficit)</b>	<b>(3,456,817)</b>	<b>(3,677,363)</b>	<b>220,546</b>	<b>(934,967)</b>	<b>(4,391,784)</b>
Capital Expenditure	306,112	367,094	(60,982)	167,060	473,172
Capital Funding	0	0	0	(39,873)	(39,873)
Cash Back Depreciation	506,683	658,325	(151,642)	283,307	789,990
<b>Rates Required</b>	<b>3,256,247</b>	<b>3,386,132</b>	<b>(129,885)</b>	<b>778,845</b>	<b>4,035,092</b>

**Commentary:**

Library is \$129,885 under budget for the first ten months of the year to April 2018.

Variances include:

Income is below budget because the demand for services is down.

Staff expenditure is under budget as there is still a vacancy.

Administration Expenditure is under budget but a large subscription invoice is yet to be received.

Capital expenditure is under budget but is expected to be spent by year end.

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

Ten months to 30 April 2018

	Apr YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	94,957	207,667	(112,709)	174,243	269,200
Fees & Charges Revenue	1,354,772	1,290,601	64,170	201,935	1,556,707
Grants & Subsidies Revenue	183,723	100,000	83,723	(49,110)	134,613
Financial Revenue	60,342	41,773	18,570	3,394	63,737
<b>Total Revenue</b>	<b>1,693,794</b>	<b>1,640,041</b>	<b>53,754</b>	<b>330,462</b>	<b>2,024,256</b>
Internal Expenditure	1,608,249	1,598,430	9,819	309,867	1,918,116
Staff Expenditure	1,412,973	1,390,836	22,137	235,143	1,648,116
Administration Expenditure	95,626	112,700	(17,074)	39,614	135,240
Financial Expenditure	0	1,118	(1,118)	1,342	1,342
Grants & Subsidies Expenditure	32,804	860	31,943	(31,771)	1,032
Repairs & Maintenance Expenditure	34,862	41,129	(6,268)	14,493	49,355
Operational Expenditure	258,135	344,034	(85,899)	154,706	412,841
Depreciation Expenditure	21,645	18,351	3,294	376	22,021
<b>Total Expenditure</b>	<b>3,464,293</b>	<b>3,507,459</b>	<b>(43,166)</b>	<b>723,770</b>	<b>4,188,063</b>
<b>Operating Surplus / (Deficit)</b>	<b>(1,770,499)</b>	<b>(1,867,418)</b>	<b>96,919</b>	<b>(393,308)</b>	<b>(2,163,807)</b>
Capital Expenditure	8,952	17,206	(8,254)	11,696	20,647
Capital Funding	100,869	(860)	101,729	(101,853)	(984)
<b>Rates Required</b>	<b>1,880,320</b>	<b>1,883,764</b>	<b>(3,444)</b>	<b>303,151</b>	<b>2,183,471</b>

**Commentary:**

Pools is \$3,444 under budget for the first ten months of the year to April 2018.

The variances are:

Staff expenditure is over budget. This variance will continue for the rest of the year because the increase in minimum wage starting April is not included in the budget.

This variance has been offset by efforts to reduce operational expenditure.

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

Ten months to 30 April 2018

	Apr YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Fees & Charges Revenue	894,763	851,326	43,437	126,828	1,021,591
Financial Revenue	875	0	875	(875)	0
<b>Total Revenue</b>	<b>895,637</b>	<b>851,326</b>	<b>44,312</b>	<b>125,954</b>	<b>1,021,591</b>
Internal Expenditure	788,948	788,948	0	157,790	946,738
Staff Expenditure	30,740	33,119	(2,378)	8,438	39,178
Administration Expenditure	7,518	6,962	555	837	8,355
Operational Expenditure	4,773	5,377	(604)	1,680	6,452
<b>Total Expenditure</b>	<b>831,979</b>	<b>834,406</b>	<b>(2,427)</b>	<b>168,744</b>	<b>1,000,723</b>
<b>Operating Surplus / (Deficit)</b>	<b>63,659</b>	<b>16,920</b>	<b>46,739</b>	<b>(42,790)</b>	<b>20,868</b>
Capital Funding	0	0	0	20,868	20,868
<b>Rates Required</b>	<b>(63,659)</b>	<b>(16,920)</b>	<b>(46,739)</b>	<b>63,658</b>	<b>(0)</b>

**Commentary:**

Housing Care is \$46,739 under budget for the first ten months of the year to April 2018.

The variances are:

Rental income exceeds budget and expenditure is slightly down on what was budgeted. This trend should continue to year end.

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

Ten months to 30 April 2018

	Apr YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Fees & Charges Revenue	190,395	262,965	(72,571)	144,969	335,364
Grants & Subsidies Revenue	853,792	862,601	(8,809)	401,195	1,254,987
<b>Total Revenue</b>	<b>1,044,187</b>	<b>1,125,566</b>	<b>(81,379)</b>	<b>546,164</b>	<b>1,590,351</b>
Internal Expenditure	123,805	123,805	0	24,761	148,566
Staff Expenditure	19,736	0	19,736	(19,736)	0
Administration Expenditure	12,967	89,883	(76,916)	114,393	127,360
Repairs & Maintenance Expenditure	22,325	0	22,325	(22,325)	0
Operational Expenditure	1,342,826	1,487,682	(144,856)	529,824	1,872,650
Depreciation Expenditure	16,384	28,504	(12,120)	17,821	34,205
<b>Total Expenditure</b>	<b>1,538,044</b>	<b>1,729,874</b>	<b>(191,831)</b>	<b>644,737</b>	<b>2,182,781</b>
<b>Operating Surplus / (Deficit)</b>	<b>(493,857)</b>	<b>(604,308)</b>	<b>110,451</b>	<b>(98,573)</b>	<b>(592,430)</b>
Capital Expenditure	47,171	174,500	(127,329)	417,159	464,330
Capital Funding	0	0	0	(342,020)	(342,020)
Cash Back Depreciation	16,384	28,504	(12,120)	17,821	34,205
<b>Rates Required</b>	<b>524,644</b>	<b>750,304</b>	<b>(225,660)</b>	<b>155,891</b>	<b>680,535</b>

**Commentary:**

Passenger Transport is \$225,660 under budget for the first 10 months of the year to April 2018.

The variances are:

The RITS ticketing system (capex) has not been implemented on the planned timeline and funds allocated will need to be carried forward into the 2018-19 year. An allocation for advertising also associated with the project has also not been utilised but will be when implementation occurs and again a carried forward will be required.

Bus shelters planned for the year have yet to be committed whilst the network review was undertaken. These are likely to be committed before the end of year but will need to be installed in the following year when the route changes occur.

Total Mobility expenditure is under spent due to less than expected demand from users.

**TO: COMMUNITY SERVICES COMMITTEE**  
**FROM: THE DIRECTOR OF WORKS AND SERVICES**  
**MEETING DATE: MONDAY 2 JULY 2018**

<b>PASSENGER TRANSPORT PROJECTS UPDATE</b>
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**Report Prepared by:** Russell Pearson – Roading Manager

**SUMMARY**

The Passenger Transport area has a number of projects which are at various stages and this report provides an update.

All projects are within current budget allocations and whilst some delays have occurred these have not impacted the clients' access to services.

The Ridewise Total Mobility System will be live for customers from 1 July 2018 with the new card being the key change for clients.

**RECOMMENDATIONS**

**That Council notes that the timing of the projects updated in this report have changed.**

**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> Yes, previously through the Regional Public Transport Plan.
6.	<i>Has the Child, Youth and Family Friendly Policy been considered?</i> Yes, but previously consulted on.

**FINANCIAL IMPLICATIONS**

There have been small cost adjustments which have been required, but these are still within the project budgets.

## **BACKGROUND**

### **Regional Integrated Ticketing System (RITS)**

The ticketing system has been under development for some time. Its technical experts and the contractor (INIT) have all committed additional resources to complete the system design phase to minimise impact on the overall project timetable.

The Contractor has also agreed to provide additional business benefit in real time data to the consortium for its use.

The design has now reached a stage that it can proceed into the System Testing Phase. A specialist team and its technical experts will be attending factory acceptance testing at the INIT facilities in Karlsruhe Germany, beginning 25 June 2018. This is an important milestone.

Upon completion of the factory acceptance testing the schedule for the remaining stages of the project will be agreed. At this stage, this is anticipated that Invercargill will go live towards the end of October but is subject to confirmation.

The existing ticketing system contracts have been extended at current conditions and costs until this revised completion date.

### **New Fares Structure**

The new flat fare structure has not been able to be implemented. There has been technical issues with the current system which has meant that any changes to the system have not been able to be implemented. This has also caused delays in reports being available which has limited our ability to provide performance data for the current bus services. The service provider has been committed to making the necessary system changes and when this is complete a schedule to change the fare will be agreed.

The data from the buses is still being captured, and the processing of this is well underway and will be available shortly.

It is anticipated that the planned fare change will not be able to be implemented until mid-August 2018. Once a date is confirmed, additional advertising will go out to inform the customers of when the fare change will start.

### **Total Mobility – Ridewise Implementation**

The new Ridewise Total Mobility System implementation will commence 1 July 2018 with the new client cards being distributed prior to the commencement date. These cards are planned to be delivered to clients by post.

This process has worked well and the team have been busy receiving and processing nearly 1100 photographs to be printed on the cards.

There have been some issues with transport operators getting the necessary equipment for their vehicles but at the time of writing this report, all the assessors and operators have received training with Ridewise and should be ready come July. There may be a change in service provider in one area but these discussions are ongoing so that the Total Mobility service can be delivered to clients.



Preferably the cutover will be faultless but the reality of changing the system will cause some unexpected issues and the team are ready to address these with the operators as they appear.

The Ridewise Card will become a national card by 2019 giving an easier access for all users when they are out of town. The administrative efforts to manage the new system are more efficient, which is a welcome transition from the sticker and manual processes currently undertaken.

**Project NEXT**

A national ticketing system is being planned which is the next generation of the RITS system being installed and will incorporate Auckland, Wellington and Christchurch along with the 9 consortium members of RITS.

A national conceptual roadmap was agreed in 2016 and has the support of the participating Councils.

This project is the next logical step in having a fully integrated system for public transport.

The RITS consortium is being represented by the Otago Regional council on the governance group for the project.

The RITS system has been seen as an interim product through to 2021 at the earliest (and 2026 at the latest) with a transition occurring as the NEXT project is implemented.

The NEXT procurement process is commencing.

It is important that Council continues to participate in these projects and be part of the national solution. These works continue to receive elevated Financial Assistance Rate (FAR) from New Zealand Transport Agency (NZTA) and are within current project budgets. Invercargill's expected contribution is only a small amount during this investigation phase but in future budgets there may be additional implementation costs.

The efforts to establish the RITS scheme will be well utilised as NEXT becomes the national product and the knowledge and expertise will be transferable.

**CONCLUSION**

The Passenger Transport area has a number of projects which are at various stages and this report provides an update.

All projects are within current budget allocations and whilst some delays have occurred, these have not impacted the client's access to services.

The Ridewise Total Mobility System will be live for customers from 1 July 2018 with the new card being the key change for clients.

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