



## **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 20 February 2017 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

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6.	<b>URGENT BUSINESS</b>	
7.	<b>PUBLIC EXCLUDED SESSION</b>	

Moved, seconded that the public be excluded from the following parts of the proceedings of this meeting; namely

(a) *Report of the Chief Executive*

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

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
(a) Appointment of Funding Committee Members	To protect the privacy of natural persons, including that of deceased natural persons.	(7) (2) (a)
(b)		

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**TO: COMMUNITY SERVICES COMMITTEE**  
**FROM: THE DIRECTOR OF WORKS AND SERVICES**  
**MEETING DATE: MONDAY 20 FEBRUARY 2017**

<b>MONITORING OF SERVICE PERFORMANCES</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 2016 to 31 December 2016.
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**RECOMMENDATIONS**

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

**IMPLICATIONS**

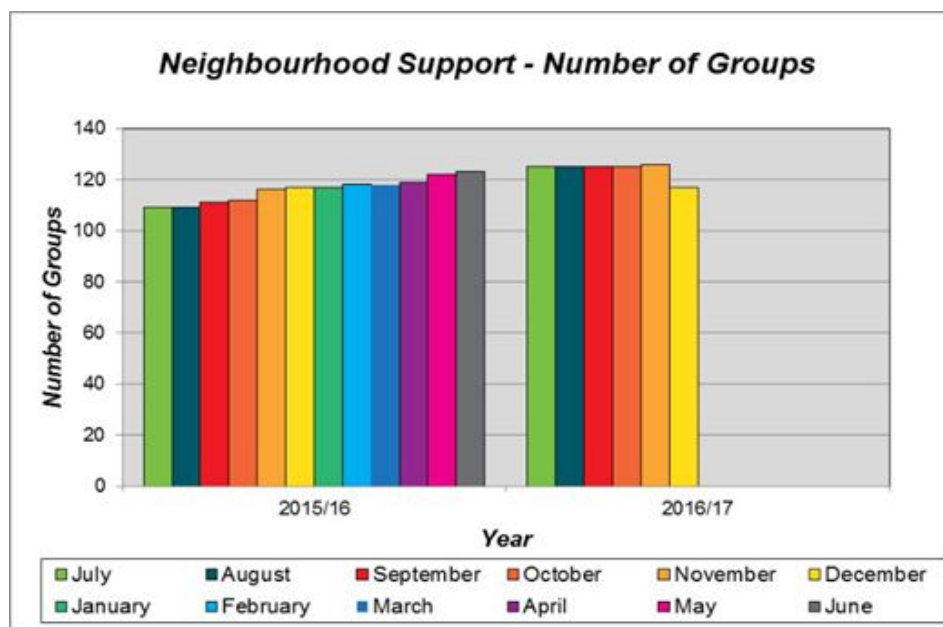
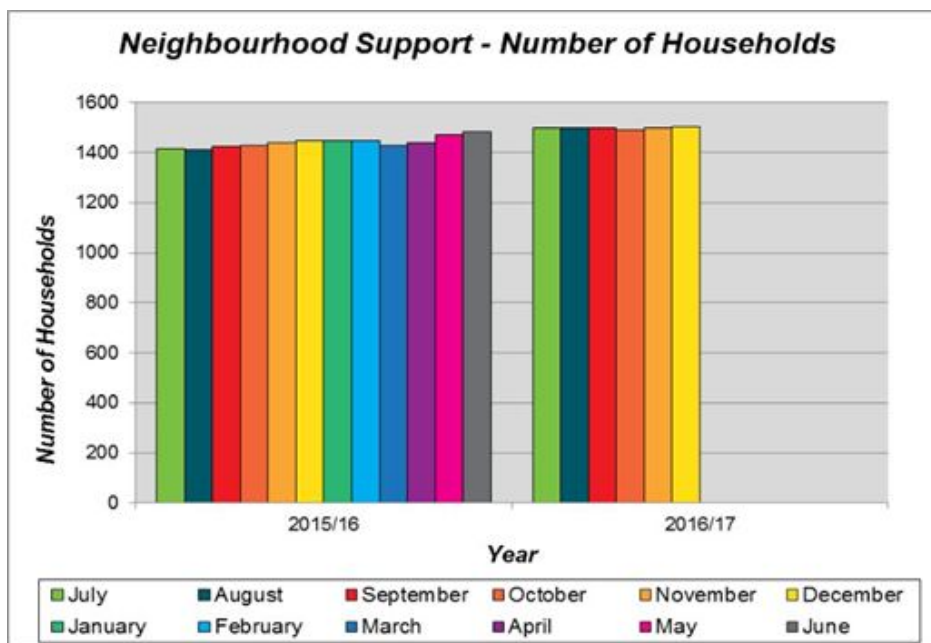
1.	<i>Has this been provided for in the Long Term Plan/Annual Plan?</i> The report monitors performance in relation to levels of service measures identified in the Long Term Plan and the Annual Plan.
2.	<i>Is a budget amendment required?</i> No.
3.	<i>Is this matter significant in terms of Council's 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 2016 to 31 December 2016</b>
<b>Neighbourhood Support</b>	
Number of households involved in Neighbourhood Support	117
Number of groups involved in Neighbourhood Support	1,502

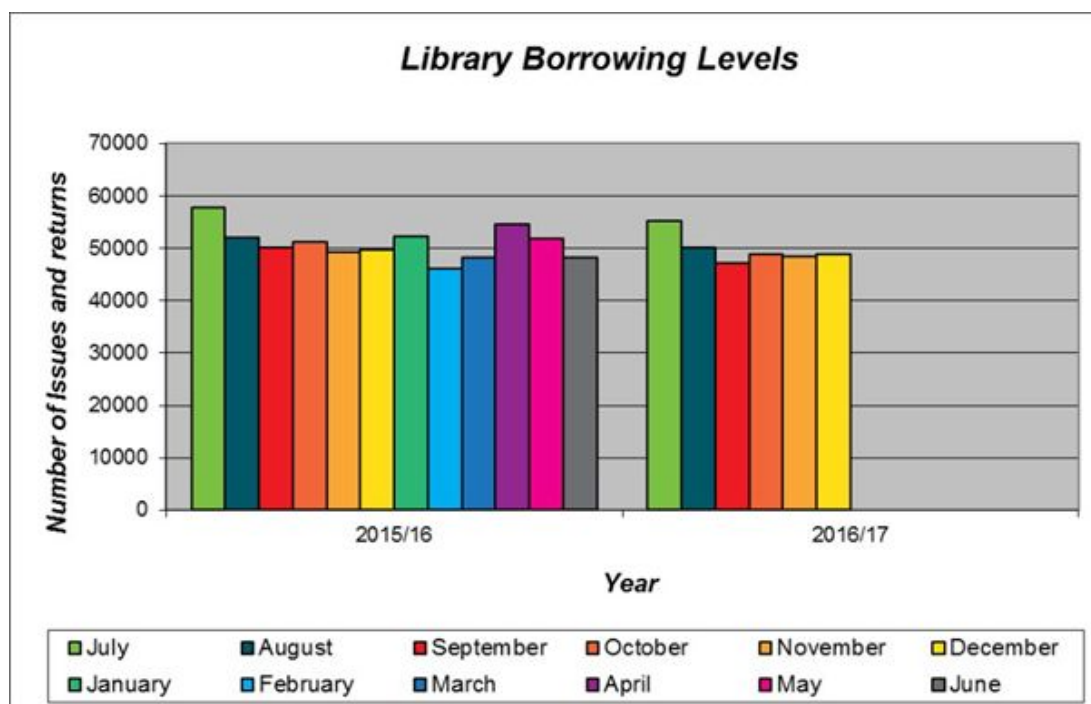


**COMMENTARY**

The number of groups has reduced due to a reluctance of members to volunteer to be a contact person. We will trial a new model which will allow residents to belong to a group without a designated contact person.

Commentary provided by Mary Napper  
Manager – Community Development

**LIBRARIES AND ARCHIVES**



*Graph of Library Services Borrowing Levels*

**COMMENTARY**

**Visitor Numbers**

	<b>2015</b>	<b>2016</b>
October	43,375	39,728
<b>Total</b>	<b>43,375</b>	<b>39,728</b>
Total Year to Date	179,057	172,452

	<b>2015</b>	<b>2016</b>
November	42,581	40,708
<b>Total</b>	<b>42,581</b>	<b>40,708</b>
Total Year to Date	221,638	213,160

	<b>2015</b>	<b>2016</b>
December	42,111	40,529
<b>Total</b>	<b>42,111</b>	<b>40,529</b>
Total Year to Date	263,749	253,689

Visitor numbers show a 3.8% decrease for the year to date.

**Membership**

From	<b>Added October 2015</b>	<b>Added October 2016</b>
Invercargill	157	204
Bluff	4	1
Other	19	4
<b>Total</b>	<b>180</b>	<b>209</b>

From	Added November 2015	Added November 2016
Invercargill	126	191
Bluff	0	4
Other	11	6
<b>Total</b>	<b>137</b>	<b>201</b>

From	Added December 2015	Added December 2016
Invercargill	152	151
Bluff	6	3
Other	8	3
<b>Total</b>	<b>166</b>	<b>157</b>

**Total Membership**

From	2015/16	2016/17
Invercargill/Bluff	445	554
Other	38	13
<b>Total</b>	<b>483</b>	<b>567</b>

Membership remains on target.

**Total Circulation**

All Items	2015	2016
October	51,207	48,877
<b>Total</b>	<b>51,207</b>	<b>48,877</b>
Total Year to Date	211,144	201,308

All Items	2015	2016
November	51,969	48,416
<b>Total</b>	<b>51,969</b>	<b>48,416</b>
Total Year to Date	260,541	249,724

All Items	2015	2016
December	49,727	48,834
<b>Total</b>	<b>49,727</b>	<b>48,834</b>
Total Year to Date	310,268	298,558

Circulation shows a 3.7% decrease for the year to date.

**E-Book/Eaudio Circulation Statistics**

	October 2015	October 2016
e-Books	1,338	1,323
e-Audio	169	258
<b>Total</b>	<b>1,507</b>	<b>1,581</b>
Total Year to Date	5,875	6,347

	November 2015	November 2016
e-Books	1,366	1,269
e-Audio	168	258
<b>Total</b>	<b>1,401</b>	<b>1,527</b>
Total Year to Date	7,276	7,874

	December 2015	December 2016
e-Books	1,131	1,381
e-Audio	194	286
<b>Total</b>	<b>1,612</b>	<b>1,667</b>
Total Year to Date	8,888	9,541

**Total for Year**

	<b>2015/16</b>	<b>2016/17</b>
e-Books	7,829	8,069
e-Audio	1,059	1,472
<b>Total</b>	<b>8,888</b>	<b>9,541</b>

Ebook and eAudio circulation shows an increase of 7%.

**Events/Programmes**

**The Food Lounge**



**Title of Event:** The Food Lounge  
**Date and Time:** Wednesdays 12:00 pm – 1:00 pm, starting 8 February 2017  
**Location:** Adult’s Non-Fiction  
**Costs:** Free - No registrations required

The Food Lounge is for people who have an interest in food and like to talk about and share knowledge and learn more. Learn about foods of the world, cooking ingredients (with basic recipes), the nutritional food groups of foods, how to buy food at its best and when it’s in season. There will be also be a chance to hear about food books/magazines that the library has, and a chance to browse them.

**Summer Reading Programme - The Great Escape - Summer Reading 2016**

With January coming to an end, we wrapped up our yearly The Great Escape Summer Reading Challenge. For the second year in a row this has been an all-ages-affair with programmes running from toddlers and children, to teens and adults alike. Our collaboration with School Library Association of New Zealand Aotearoa, Te Puna Whare Mātauranga a Kura, Southland District Libraries and Gore District Library saw even more people exposed to the event in the hopes of encouraging more people to spend their summer engrossed in a book.





The popular programme saw hundreds of books read, challenges created, and photos taken - all in the name of love; the love of reading. We had a total of 210 people participate; 15 pre-schoolers, 136 children, 28 teens and 31 adults. We have received some great feedback this year and will be using it to plan and evolve the programme for 2017.



**The Great Escape Winners 2017**

Preschool Prizepack Winners - Boaz Shupe, Villiamu Valoa-Jack, Kaylee Duncan, Ajay Sreeraj, Jimmy Watkinson.

**Childrens Prize Draw Winners**

Olivia Scarlett, Kadin Foster, Brooklyn Coats, Leo Cameron, Sasha Brown, Jaxxn Walker, Ella Clifford, Heidi Eyles, Fintan Mulligan, Raven Wriggley, Reuben Dollman, Lilly Clifford.

**Teens Prize Draw Winners**

Samuel Rodger-Foran, Charlotte Rodgers-Foran, Reuben Oosthuizen, Anna Oosthuizen

**Adults Bingo Prize Draw Winners**

Rebecca Short, Naida Mulligan, Paul McLeish

**Best Adults Review - Tracy Pasco**

**#librarylovers**

This year Public Libraries New Zealand is promoting #librarylovers in conjunction with Australian Library and Information Association. As part of this, Invercargill City Libraries is celebrating with a month long promotion for a Blind date with a book. This is an opportunity for readers/viewers to read the personal advert, select an item to issue sight unseen, and try out something new. This year the blind date could include a book, audiobook, magazine, dvd or graphic novel. The competition is open until 14 March 2017, all people need to do is 'rate their date' when the item is returned and they will go into a prize drawer for a movie and ILT voucher. There will be one draw for children and another for adults, all drawn on Wednesday, 15 March. There is also a display in ground floor foyer windows which highlights what some people around the world think of libraries and librarians. It showcases just how important libraries/librarians are to their communities and why the world needs libraries/librarians. We have made it interactive by leaving the names off the quotes and asking them to tell us the name of each person using their picture and quote.

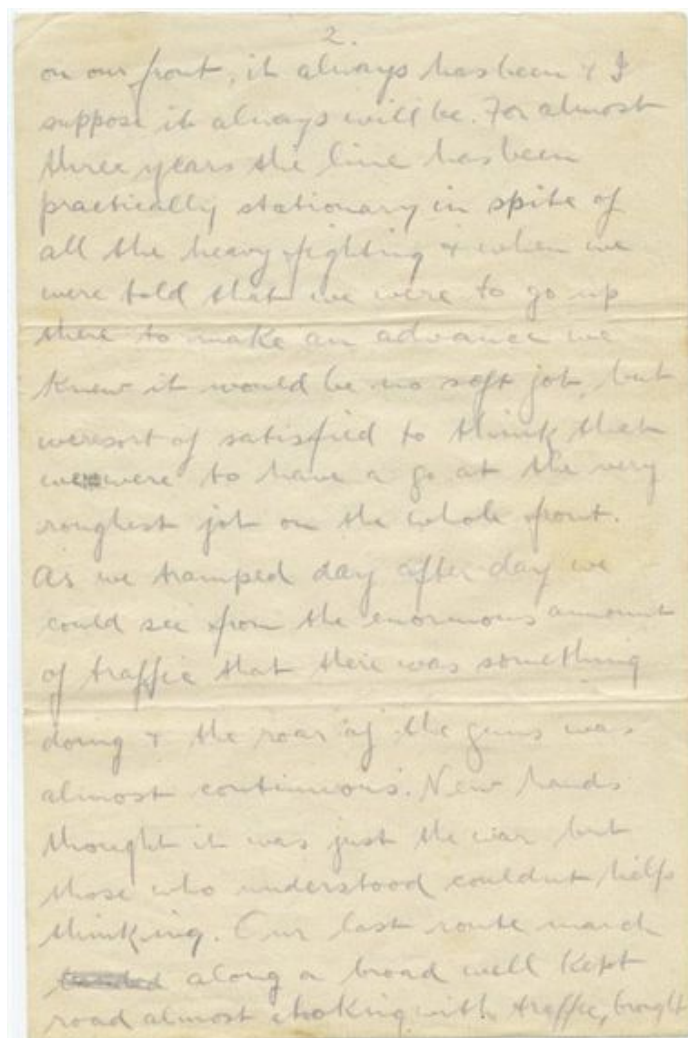


## Archives

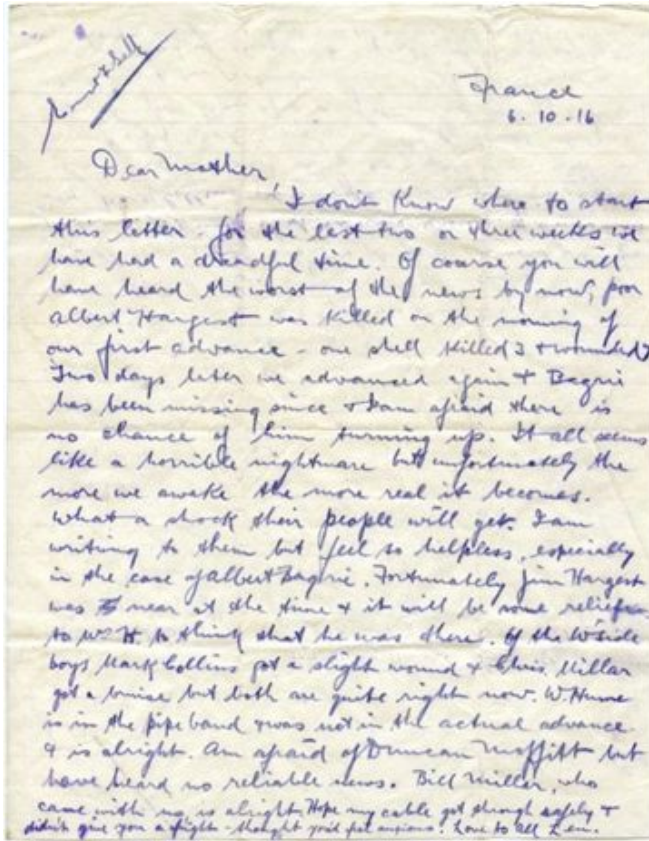
### Since writing you last – Southland World War 1 Letters

*Since writing you last...* is the culmination of two years of work by Archives staff and a team of volunteers to digitise and transcribe the WWI letters of four of our Southland Soldiers. These are Ernie and Charlie McIntyre from Thornbury, Len Shepard from Wendonside and John Hall from Glenham. Not only does the website let the casual observer experience the Great War through the words of the men fighting it, it will also introduce students to a raw primary source resource available at their fingertips online, anywhere, at any time. [www.sincewritingyoulast.co.nz](http://www.sincewritingyoulast.co.nz)

“As we tramped day after day we could see from the enormous amount of traffic that there was something doing and the roar of the guns was almost continuous. New hands thought it was just the war but those who understood couldn't help thinking.” – Cpl. A.L. Shepard, France 28/10/1917 [www.sincewritingyoulast.co.nz](http://www.sincewritingyoulast.co.nz)



“It all seems like a terrible nightmare but unfortunately the more we awake the more real it becomes” – Cpl. A.L. Shepard, France 6/10/1916 [www.sincewritingyoulast.co.nz](http://www.sincewritingyoulast.co.nz)



Final testing is now being done with the website set to go live on 1/3/2017 to celebrate Heritage Month.

**Meeting Spaces**

	2015	2016
October	29	65
<b>Total</b>	<b>29</b>	<b>65</b>
Total Year to Date	110	221

	2015	2016
November	32	87
<b>Total</b>	<b>32</b>	<b>87</b>
Total Year to Date	142	308

	2015	2016
December	19	47
<b>Total</b>	<b>19</b>	<b>47</b>
Total Year to Date	161	355

**Displays**

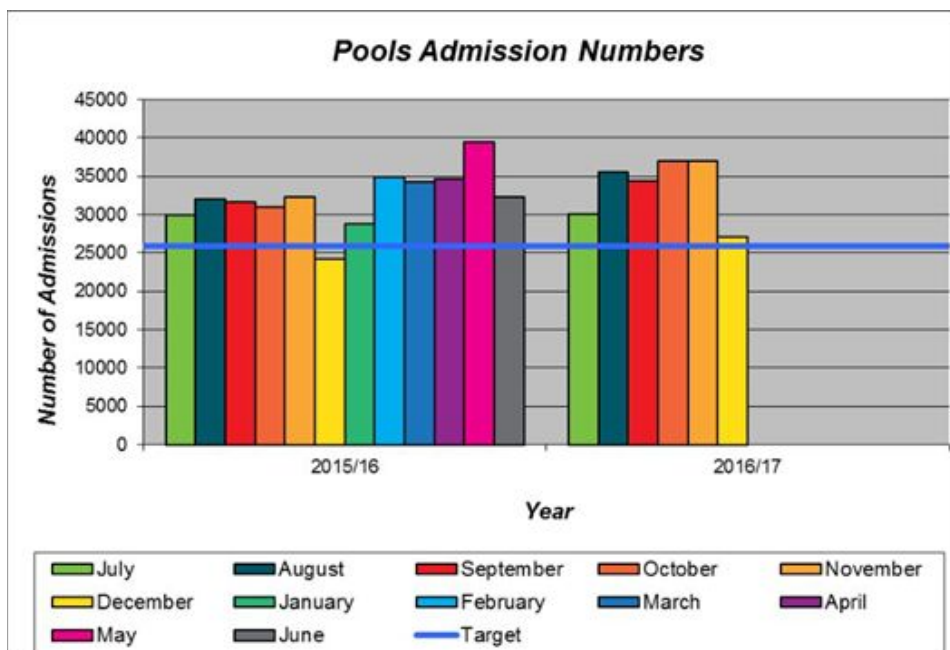
- 43 Authors – Display of photographs by Maja Moritz
- Inner Wheel North
- Nga Kete
- Stopping Violence Southland
- Well South

Commentary provided by Marianne Foster  
Manager – Libraries and Archives

**POOLS**

**Use of Services**

Annual pool usage maintained at a minimum of 7 visits per head of population. (LTP measure)



**Graph of Pool Admission Numbers**

**COMMENTARY**

Events October, November and December:

**October**

- 10 - 14 October Swimming Clubs start back
- 14 October Friday night Waterpolo begins
- 21 - 23 October Orca Labour Weekend Swim Meet
- 24 October Labour Day Pool open 11.00 am – 4.00 pm

**November**

- 6 November Foster Kids Fun Day 10.00 am – 2.00 pm
- 12 November Murihiku Swim Meet
- 17 November Special Olympics Swimming

**December**

- 15 - 18 December Southland Swimming Championships
- 25 December CLOSED
- 26 December - 3 January Reduced Hours (11.00 am – 4.00 pm)

**Additional LED Lighting**

During October/November additional LED lighting was installed near the deep end of the main pool. This was required to increase lux levels around the deep end itself, the diving boards and the hydroslide.

**CO2 Gas installation**

As part of the move to on site chlorine generation, CO2 gas pH treatment was installed during November. Initial results of water testing show an improvement in compliance as a result of this new initiative.

### Southland Swimming Championships

During the third week of December the Southland Swimming Championships were held at Splash Palace. This event saw in excess of 430 swimmers competing; a huge success that saw teams travelling here from all around the South Island.

### Christmas and New Years

The reduced hours of operation over the Christmas and New Year's period saw admission numbers slightly higher than average for this time of year. Anecdotally the weather may have played a part in this and it is expected that January admission numbers will also most likely be higher than average. The School Holiday programme provided a wide range of entertainment for families and individuals alike given the range of activities provided:

1. Hydroslide
2. Dive Boards
3. Wave Pool
4. Inflatables:
  - (a) PaddlePop Slide
  - (b) Torpedo
  - (c) Obstacle Course
5. Battery powered boats
6. 'Paddle' boats
7. Various games and competitions

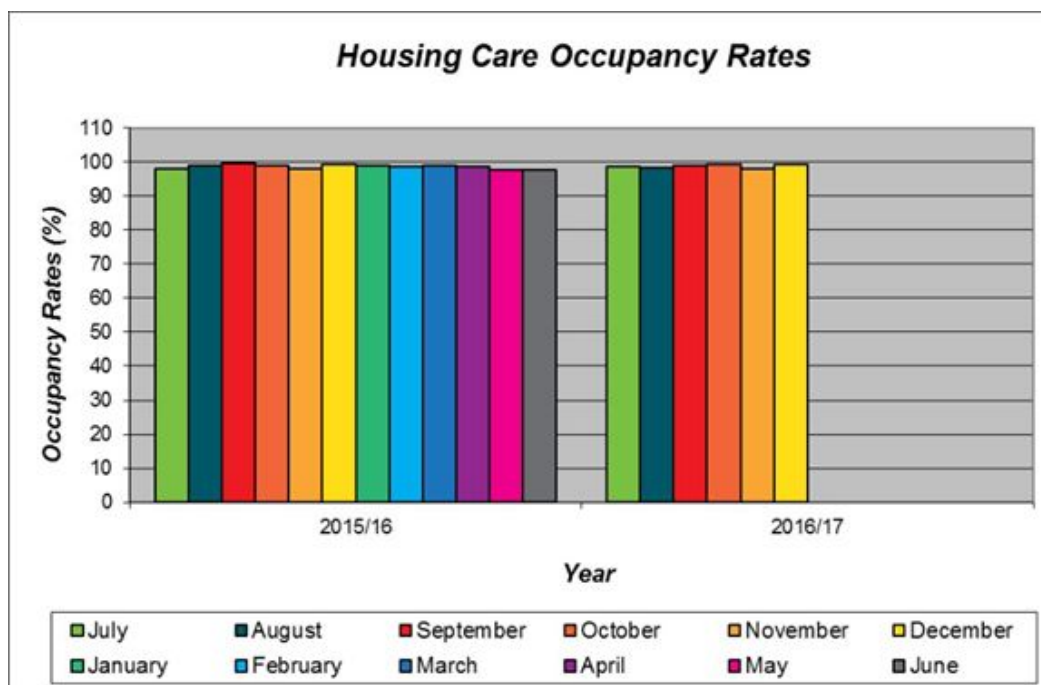


### Health and Safety

There have been no serious Health and Safety events at Splash Palace during October, November and December.

Commentary provided by Peter Thompson  
Manager – Aquatic Services

### HOUSING CARE SERVICE



*Graph of Housing Care Occupancy Rates*

### COMMENTARY

#### Waiting List Activity

	Dec 2016	Nov 2016	Oct 2016
Invercargill	12	13	12
Bluff	2	2	2
Invercargill Supplementary	14	13	13
Invercargill Registrations of Interest	12	11	11
Bluff Supplementary	-	-	-
Bluff Registrations of Interest	-	-	1
<b>Totals</b>	<b>40</b>	<b>39</b>	<b>39</b>

	Dec 2016	Nov 2016	Oct 2016
Applications received	6	4	6
Tenancy Exits	1	4	5
Vacant Units	1	4	5

Occupancy levels have remained high as we closed out the year with the numbers being October 99.17%, November 98.02% and December 99.13%. While our overall total waiting list numbers did not change much, there has been some significant turnover with 16 new applications and 10 exits during the last quarter.

**Complex Visits/Maintenance**

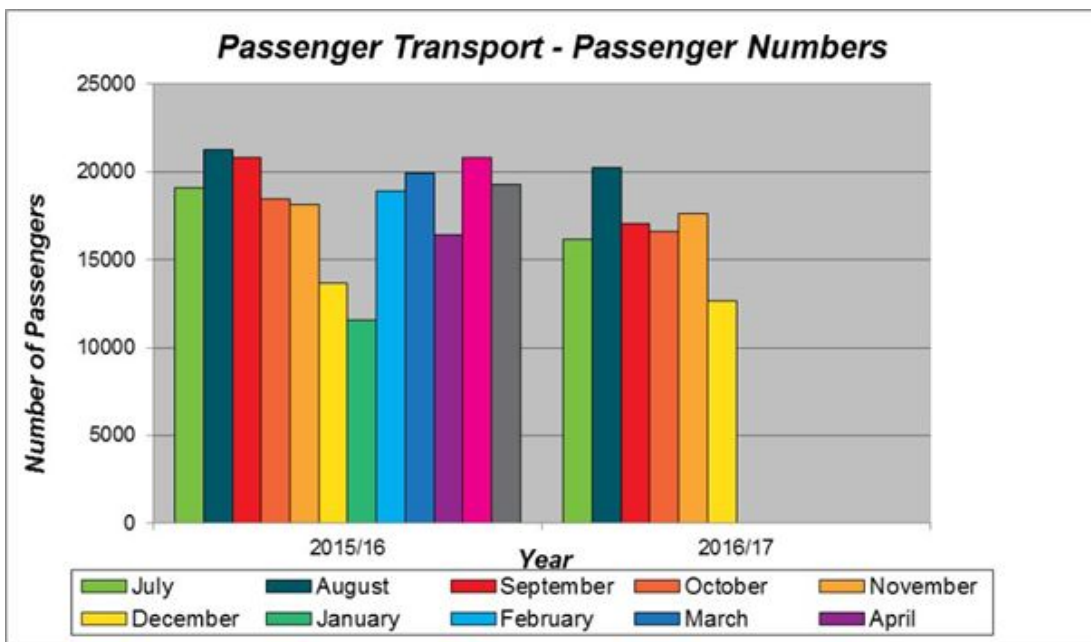
There were 58 inspections during the period and calendars were delivered to all units for Christmas.

Further to last month's report, a double unit at Adamson Crescent had the roof replaced prior to Christmas with the balance of the roofs scheduled to be replaced by the end of February.

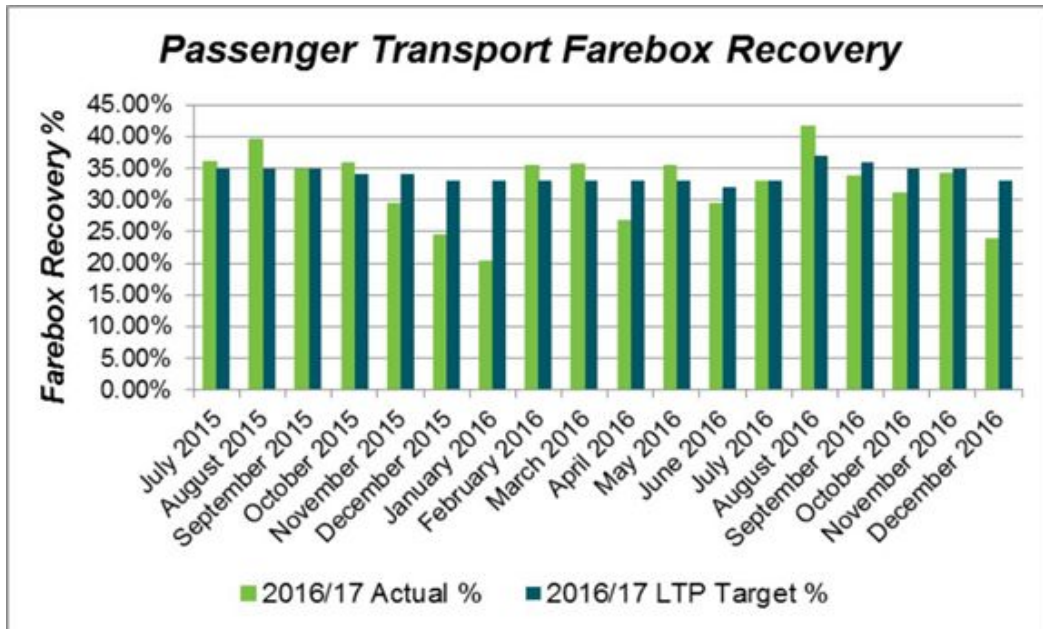
There has been positive feedback from tenants regarding the Parks Operation Unit takeover of the complex grounds contract. The Building Asset team are also pleased with their progress and efforts to date.

Commentary provided by Stephen Ridden  
Corporate Services Manager

**BUS AND TRANSPORT**



**Graph of Passenger Transport Farebox Recovery**



**COMMENTARY**

The passenger numbers continue to show a similar trend over the last few months. November and December are traditionally lower due to fewer services in December over the statutory period and the school bus service not operating.

As previously discussed with the Committee last year consultants are being engaged to assist with two pieces of work, a review of the network routes and review and preparation of the Regional Public Transport Plan (RPTP). These are necessary to assist with the preparation of the funding bid for 2018-2021. Additionally an Investment Logic Mapping Workshop has been run with key stakeholder participation which is a key input into the Better Business Case required for New Zealand Transport Agency (and our activity plans) and feeds into the Long-Term Plan. This workshop developed Problem Statements for why we have services and what the benefits are of solving the problems. This approach is part of the 'story' of why we have services, why we invest in them and focused the opportunities for better understanding how to improve them. The input from the Councillors and stakeholders was greatly appreciated. The discussion highlighted a number of key issues which can also be input into the network review and assist with identifying those changes which will help improve the service from a customer's perspective. The participants all brought a different view and I am hopeful that everyone gained a wider understanding of the services we provide and the issues faced.

A further element of the passenger transport services is the Total Mobility Activity. This continues to operate at a high level with wide use by the community. The numbers of trips utilised in this subsidised service continues to grow indicating that greater access is being made for that sector.

Commentary provided by Russell Pearson  
Manager – Roading

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**TO: COMMUNITY SERVICES COMMITTEE**  
**FROM: THE DIRECTOR OR WORKS AND SERVICES**  
**MEETING DATE: 20 FEBRUARY 2017**

<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 six month period to December 2016.
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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> N/A.
6.	<i>Has the Child, Youth and Family Friendly Policy been considered?</i> N/A.

**FINANCIAL IMPLICATIONS**

The financial commentary and financial accounts are provided for information.

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Business Unit **100000 - Community Services**

Six months to 31 December 2016

	Dec YTD			2016 / 17	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	158,595	108,775	49,820	58,955	217,550
Fees & Charges Revenue	1,423,269	1,556,605	(133,337)	1,648,471	3,071,740
Grants & Subsidies Revenue	492,319	621,033	(128,714)	835,134	1,327,453
Financial Revenue	38,419	29,977	8,443	57,285	95,704
<b>Total Revenue</b>	<b>2,112,602</b>	<b>2,316,390</b>	<b>(203,788)</b>	<b>2,599,846</b>	<b>4,712,448</b>
Internal Expenditure	2,049,606	2,049,554	53	2,049,501	4,099,107
Staff Expenditure	2,009,202	2,015,318	(6,116)	2,030,780	4,039,982
Administration Expenditure	166,714	268,893	(102,178)	371,071	537,785
Financial Expenditure	(1,573)	3,745	(5,317)	9,062	7,489
Grants & Subsidies Expenditure	770	512	258	255	1,025
Repairs & Maintenance Expenditure	53,101	33,029	20,073	12,956	66,057
Operational Expenditure	1,078,955	1,329,839	(250,884)	1,580,723	2,659,678
Depreciation Expenditure	450,891	524,264	(73,373)	597,637	1,048,529
<b>Total Expenditure</b>	<b>5,807,667</b>	<b>6,225,153</b>	<b>(417,486)</b>	<b>6,651,984</b>	<b>12,459,651</b>
<b>Operating Surplus / (Deficit)</b>	<b>(3,695,065)</b>	<b>(3,908,763)</b>	<b>213,698</b>	<b>(4,052,139)</b>	<b>(7,747,204)</b>
Capital Expenditure	206,037	356,576	(150,539)	537,114	743,152
Capital Funding	(66,655)	(20,847)	(45,808)	(232,442)	(299,097)
Cash Back Depreciation	436,356	513,111	(76,754)	589,865	1,026,221
<b>Rates Required</b>	<b>3,398,091</b>	<b>3,731,381</b>	<b>(333,290)</b>	<b>3,766,946</b>	<b>7,165,037</b>

**Commentary:**

The Community Services Committee is \$333,290 under budget for the first six months of the year. A departmental breakdown and commentary is provided.

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

Six months to 31 December 2016

	Dec YTD			2016 / 17	
	Actual	Budget	Variance	Remaining Budget	Budget
Grants & Subsidies Revenue	15,860	0	15,860	(15,860)	0
Financial Revenue	4,000	1,341	2,659	(1,562)	2,438
<b>Total Revenue</b>	<b>19,860</b>	<b>1,341</b>	<b>18,519</b>	<b>(17,422)</b>	<b>2,438</b>
Internal Expenditure	21,093	21,039	53	20,986	42,079
Staff Expenditure	68,279	74,377	(6,098)	80,475	148,753
Administration Expenditure	10,162	20,200	(10,039)	30,239	40,401
Financial Expenditure	2,095	2,823	(728)	3,550	5,645
Repairs & Maintenance Expenditure	0	1,621	(1,621)	3,242	3,242
Operational Expenditure	32,806	49,074	(16,268)	65,341	98,147
Depreciation Expenditure	268	0	268	(268)	0
<b>Total Expenditure</b>	<b>134,702</b>	<b>169,133</b>	<b>(34,432)</b>	<b>203,565</b>	<b>338,267</b>
<b>Operating Surplus / (Deficit)</b>	<b>(114,842)</b>	<b>(167,792)</b>	<b>52,951</b>	<b>(220,987)</b>	<b>(335,829)</b>
Capital Funding	(11,159)	1,753	(12,912)	(17,135)	(28,294)
<b>Rates Required</b>	<b>103,683</b>	<b>169,545</b>	<b>(65,863)</b>	<b>203,852</b>	<b>307,535</b>

**Commentary:**

Community Development is underspent six months into the year. Projects underway and planned for the upcoming six months will reduce the underspend.

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

Six months to 31 December 2016

	Dec YTD			2016 / 17	
	Actual	Budget	Variance	Remaining Budget	Budget
Fees & Charges Revenue	62,501	78,646	(16,145)	94,164	156,665
Grants & Subsidies Revenue	435	1,343	(908)	4,175	4,610
Financial Revenue	(51)	22,377	(22,428)	30,069	30,019
<b>Total Revenue</b>	<b>62,885</b>	<b>102,366</b>	<b>(39,481)</b>	<b>128,409</b>	<b>191,294</b>
Internal Expenditure	553,977	553,977	0	553,976	1,107,953
Staff Expenditure	1,051,192	1,110,621	(59,428)	1,172,049	2,223,241
Administration Expenditure	85,384	103,295	(17,911)	121,206	206,591
Financial Expenditure	(3,668)	256	(3,924)	4,180	512
Repairs & Maintenance Expenditure	6,261	7,940	(1,679)	9,619	15,880
Operational Expenditure	96,666	96,894	(228)	97,122	193,788
Depreciation Expenditure	424,495	496,208	(71,714)	567,922	992,417
<b>Total Expenditure</b>	<b>2,214,307</b>	<b>2,369,191</b>	<b>(154,884)</b>	<b>2,526,075</b>	<b>4,740,382</b>
<b>Operating Surplus / (Deficit)</b>	<b>(2,151,422)</b>	<b>(2,266,825)</b>	<b>115,403</b>	<b>(2,397,666)</b>	<b>(4,549,088)</b>
Capital Expenditure	204,273	228,831	(24,558)	253,388	457,662
Capital Funding	0	0	0	(15,000)	(15,000)
Cash Back Depreciation	424,495	496,208	(71,714)	567,922	992,417
<b>Rates Required</b>	<b>1,931,200</b>	<b>1,999,447</b>	<b>(68,247)</b>	<b>2,068,132</b>	<b>3,999,333</b>

**Commentary:**

Income remains under budget at \$39,481. This will be closer to budget as there is an annual invoice due next month as part of the Southlib consortia. Operational expenditure is under budget by \$115,403.

The overall rates required remains under budget by \$68,247. Savings have been made in staffing, printing and postage.

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

Six months to 31 December 2016

	Dec YTD			2016 / 17	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	158,595	108,775	49,820	58,955	217,550
Fees & Charges Revenue	715,008	777,765	(62,757)	822,777	1,537,784
Grants & Subsidies Revenue	0	0	0	128,992	128,992
Financial Revenue	34,284	6,258	28,025	28,964	63,248
<b>Total Revenue</b>	<b>907,886</b>	<b>892,798</b>	<b>15,088</b>	<b>1,039,687</b>	<b>1,947,574</b>
Internal Expenditure	921,983	921,983	0	921,983	1,843,966
Staff Expenditure	859,263	814,898	44,365	777,879	1,637,142
Administration Expenditure	61,885	70,047	(8,162)	78,209	140,094
Financial Expenditure	0	666	(666)	1,332	1,332
Grants & Subsidies Expenditure	770	512	258	255	1,025
Repairs & Maintenance Expenditure	31,211	23,468	7,743	15,725	46,936
Operational Expenditure	161,481	188,340	(26,859)	215,198	376,680
Depreciation Expenditure	14,267	11,154	3,114	8,040	22,307
<b>Total Expenditure</b>	<b>2,050,861</b>	<b>2,031,068</b>	<b>19,793</b>	<b>2,018,621</b>	<b>4,069,482</b>
<b>Operating Surplus / (Deficit)</b>	<b>(1,142,974)</b>	<b>(1,138,270)</b>	<b>(4,705)</b>	<b>(978,934)</b>	<b>(2,121,908)</b>
Capital Expenditure	2,800	10,245	(7,445)	17,690	20,490
Capital Funding	(55,496)	(22,600)	(32,896)	10,296	(45,200)
<b>Rates Required</b>	<b>1,090,278</b>	<b>1,125,915</b>	<b>(35,637)</b>	<b>1,006,920</b>	<b>2,097,198</b>

**Commentary:**

The pools operational account to the end of December is 1.7% and 0.9% higher for revenue and expenditure respectively. Increased staff expenditure continues to be a contributing factor, however this is currently being somewhat offset by increased revenue and operational savings elsewhere.

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

Six months to 31 December 2016

	Dec YTD			2016 / 17	
	Actual	Budget	Variance	Remaining Budget	Budget
Fees & Charges Revenue	496,164	529,363	(33,199)	525,427	1,021,591
Financial Revenue	186	0	186	(186)	0
<b>Total Revenue</b>	<b>496,350</b>	<b>529,363</b>	<b>(33,013)</b>	<b>525,241</b>	<b>1,021,591</b>
Internal Expenditure	475,123	475,123	(0)	475,123	950,246
Staff Expenditure	19,542	15,423	4,120	11,303	30,845
Administration Expenditure	3,929	1,600	2,329	(730)	3,199
Repairs & Maintenance Expenditure	4	0	4	(4)	0
Operational Expenditure	1,900	3,202	(1,301)	4,503	6,403
<b>Total Expenditure</b>	<b>500,498</b>	<b>495,347</b>	<b>5,151</b>	<b>490,196</b>	<b>990,694</b>
<b>Operating Surplus / (Deficit)</b>	<b>(4,147)</b>	<b>34,016</b>	<b>(38,164)</b>	<b>35,045</b>	<b>30,897</b>
Capital Funding	0	0	0	30,897	30,897
<b>Rates Required</b>	<b>4,147</b>	<b>(34,016)</b>	<b>38,164</b>	<b>(4,148)</b>	<b>(0)</b>

**Commentary:**

Rental income for December is understated by \$41,486 due to timing issues over the Christmas break. Our rental income continues to exceed budget owing to higher than budgeted occupancy levels.

Staff/administration expenditure will be up on budget following an increase in staff hours and the GST Exempt Supply adjustment cost.

Our expectation is that the Housing Care Service will continue to have a small surplus at years end.

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

Six months to 31 December 2016

	Dec YTD			2016 / 17	
	Actual	Budget	Variance	Remaining Budget	Budget
Fees & Charges Revenue	149,596	170,832	(21,236)	206,104	355,700
Grants & Subsidies Revenue	476,024	619,690	(143,666)	717,827	1,193,851
<b>Total Revenue</b>	<b>625,620</b>	<b>790,522</b>	<b>(164,901)</b>	<b>923,931</b>	<b>1,549,551</b>
Internal Expenditure	77,432	77,432	0	77,432	154,863
Staff Expenditure	10,925	0	10,925	(10,925)	0
Administration Expenditure	5,354	73,750	(68,396)	142,146	147,500
Repairs & Maintenance Expenditure	15,626	0	15,626	(15,626)	0
Operational Expenditure	786,102	992,330	(206,228)	1,198,558	1,984,660
Depreciation Expenditure	11,862	16,902	(5,041)	21,943	33,804
<b>Total Expenditure</b>	<b>907,300</b>	<b>1,160,414</b>	<b>(253,114)</b>	<b>1,413,527</b>	<b>2,320,827</b>
<b>Operating Surplus / (Deficit)</b>	<b>(281,680)</b>	<b>(369,892)</b>	<b>88,212</b>	<b>(489,597)</b>	<b>(771,276)</b>
Capital Expenditure	(1,036)	117,500	(118,536)	266,036	265,000
Capital Funding	0	0	0	(241,500)	(241,500)
Cash Back Depreciation	11,862	16,902	(5,041)	21,943	33,804
<b>Rates Required</b>	<b>268,782</b>	<b>470,490</b>	<b>(201,708)</b>	<b>492,190</b>	<b>760,972</b>

**Commentary:**

Passenger Transport and Total Mobility are \$201,708 under budget for the first six months of this year.

Part of this underspend is the Regional Ticket Project which is yet to have any funds paid. A number of capital elements including some bus shelters and hoist equipment have also yet to be committed and this results in a credit of \$118,000.

Income from Bus Smart revenue is approximately \$21,000 behind budget due to the lower than expected passengers using the services.

Operationally we have reduced the level of advertising expenditure which will be needed to fund the consultant to assist with network review and plan development.

**TO: COMMUNITY SERVICES COMMITTEE**  
**FROM: CHIEF EXECUTIVE**  
**MEETING DATE: MONDAY 20 FEBRUARY 2017**

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

**SUMMARY**

<p>The Invercargill Active Communities Fund and the Creative Communities Invercargill Fund have both allocated funding during December 2016. Workshops on the Gap Filter initiative, to fill empty sites in urban areas with creative, people-centred projects will be held on 28 and 29 March. The Child, Youth and Family Friendly Sub-Committee has been discussing how Council can support businesses and events which have been branded 'Friendly'.</p>
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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>Has the Child, Youth and Family Friendly Policy be considered?</i> Yes

**FINANCIAL IMPLICATIONS**

N/A.



**FUNDING ALLOCATIONS**

The Invercargill Active Communities funding programme allocated \$1,500 in December 2016. Applications requesting under \$1,000 close on the 15<sup>th</sup> of each month. Applications requesting over \$1,000 are considered quarterly. The next closing date is 15 February 2017.

Port Softball Club - Equipment including a line marker and drag base	\$1500.00
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Creative Communities Invercargill Funding Programme has allocated \$9,511 for art and cultural projects which will provide increased opportunities and a diversity of experience. The next funding round will close on 31 March 2017.

Venture Southland – Community Summer Concerts	\$3,000.00
R Ryan – Gallipoli to the Somme Oratorio	\$4,000.00
C S Art Charitable Trust – Workshops	\$787.00
Alzheimers Society Southland – Outdoor Music Concert	\$974.00
Southland Art Society – Wreck of Hope Exhibitions	\$750.00

**GAP FILLERS**

The Gap Filler initiative emerged out of the Christchurch earthquakes in 2010 and is a community-lead initiative aimed at (temporarily) filling empty sites in urban areas with creative, people-centred projects in order to create a more interesting, attractive and dynamic city/town. It’s about creating places for the community to come together. Gaps are filled by the community and volunteers, people can introduce their ideas and turn them, with the help of Gap Filler, into reality.

Anyone with an idea or initiative which will help revitalize our city is warmly invited to attend a free workshop on 28 or 29 March 2017. An advanced workshop for those already underway with a project will be held on the Wednesday afternoon and involves a minimal fee.

Tuesday March 28	Winton Salvation Army Auditorium	6.30 pm – 9.30 pm.....	FREE
Wednesday March 29	Invercargill Working Men’s Club	9.00 am – 12.00 pm....	FREE
Wednesday March 29	Invercargill Working men’s Club	12.00 pm – 4.30 pm	\$12.00

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

Minutes of the sub-committee are attached. Refer to *Appendix 1*.

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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 30 JANUARY 2017 AT 4.00 PM**

**PRESENT:** Cr D J Ludlow  
Cr A H Crackett (from 4.06 pm)  
R Amundsen  
B McDermott  
P Ereckson  
G Crombie  
A McSoriley  
A Knowles  
R Thwaites

**IN ATTENDANCE:** Cr T Biddle  
Ms M Napper – Community Development Manager  
Ms G Crawford – Community Development Officer  
Ms L Kuresa – Advisory Officer

1. **WELCOME**

Cr Ludlow welcomed all Members.

2. **INTRODUCTION**

Gemma Crawford, Community Development Officer and Brand Co-ordinator was introduced and welcomed by the Committee.

3. **APOLOGIES**

Cr A Crackett for lateness.

Moved B McDermott, seconded G Pope and **RESOLVED** that the apologies be accepted.

4. **MINUTES OF THE MEETING HELD ON 14 NOVEMBER 2016**

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

5. **MATTERS ARISING**

5.1 **SoRDS**

M Napper informed the meeting that the SoRDS Action Plan was now available. The Plan has been discussed at the Mayoral Forum. Cr D Ludlow explained that responsibility now sat with the Council's.

5.2 **Membership**

M Napper said that the Youth Council would appoint two members to this Committee.

Cr Ludlow said if Members were aware of other organisations that should be at the table, then they should speak to M Napper. R Amundsen was on the Committee as a Community representative and not as a Council representative. She had a lot of networks that would assist the Committee going forward.

6. **GENERAL BUSINESS**

The report had been circulated and the Committee went through it together.

6.1 **Healthy Families**

Cr Ludlow informed the meeting that B McDermott was the Chair of Healthy Families. He summarised what Healthy Families role was in the community for new Committee Members.

B McDermott said Healthy Families concentrated on the four areas, Activity, Nutrition, Smoking and Alcohol. It looked at reducing chronic disease through addressing those four areas and trying to establish a movement around changing behaviours as a community.

6.2 **CBD Projects**

Cr Ludlow said there had been discussions with Miss Graber around the food products that were available at the events. The CBD events had gone well but it was a case of how they could be improved with other options around treats for the Halloween event for example.

G Crawford said she was trying to co-ordinate a meeting with Kari Graber to brand as many CBD businesses as possible.

6.3 **101 Projects**

G Crawford said a lot had been happening. She had been compiling all the suggestions for family activities and Colleen Montgomery, Graphic Designer, is to design print-off pads for the community. She was hoping to launch them on Children's Day, which would be held on Sunday 5 March at the Fire Station at 11.15 am.

5.4 **Friendly Branding Goals**

M Napper took the meeting through this Item.

Cr Ludlow said discussions with the Richardson Group around Transport World and Mecca Motorcycle could be interesting and M Napper said they would come under the business communities branding. She said they were on the list to be approached.

B McDermott asked if there needed to be a component around educating people around what the friendly brand was about, and G Crawford said that was what the Don Street Library wanted to know about. They had drafted a new

brochure that talked about what being a “Friendly” business was all about. All businesses that had been branded “Friendly” would be receiving the brochure. The Committee discussed the fact that it would be great to have some tangible benefit (giving businesses an incentive to be part of it), e.g. free tickets to events at the Civic or Splash Palace. This could be put on the “Friendly” Facebook page where people could tag someone to win tickets which meant that the “Friendly” Facebook page was well known.

After further discussions, it was agreed that the challenge for the general public was that they did not understand the intricacies across Council departments and how they operate. If that barrier could be broken down and work as one that would be a great help. It was also agreed that having an incentive for businesses would be useful for breaking down some potential roadblocks.

Moved B McDermott, seconded A Knowles and **RESOLVED** that the Committee requests Council to allow Family Friendly branded events to be promoted on the Council Facebook Page and other Council social media.

6.4.1 ***APP for the Friendly Brand***

G Crawford asked Cr Crackett about the process of using the Friendly brand graphics on an APP for businesses that had already been branded Family Friendly.

Cr Crackett took the meeting through the guidelines and how to downsize it for APP appropriation.

6.5 **Events Calendar**

The Events Calendar was attached for Committee Members information and M Napper took the meeting through it.

7. **URGENT BUSINESS**

7.1 **Orientation Week**

A Knowles informed the meeting that the SIT Orientation Week would be held on the week of 13 February.

7.2 **Family Brand**

Cr Biddle said she had never heard of the “Friendly” brand as it was not recognised in the community. She did not know how to access it and she agreed with the tangibility of brand in terms of what businesses were going to get out of it.

Cr Ludlow said he would speak to the Manager of Communications to have the “Friendly” banner of the Friendly website and getting something back into the Community News.

Moved P Ereckson, seconded R Thwaites and **RESOLVED** that the Committee requests more opportunities for greater involvement with Council’s Communications Department on the Council website and the Council Bulletin to promote the “Friendly” brand.

8. **NEXT MEETING**

The next meeting is scheduled to be held Monday 13 March 2017.

There being no further business the meeting closed at 5.00 pm.

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