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## NOTICE OF MEETING

**Notice is hereby given of the Meeting of the  
Community Wellbeing Committee to be held in the  
Council Chamber, First Floor, Civic Administration  
Building, 101 Esk Street, Invercargill  
on Tuesday 14 March 2023 at 3.00 pm**

Cr D J Ludlow (Chair)  
Mayor, W S Clark  
Cr R I D Bond  
Cr P M Boyle  
Cr T Campbell  
Cr A H Crackett  
Cr G M Dermody  
Cr P W Kett  
Cr I R Pottinger  
Cr L F Soper  
Cr B R Stewart  
Rev E Cook – Māngai – Waihopai  
Mrs P Coote – Kaikaunihera Māori – Awarua

MICHAEL DAY  
ACTING CHIEF EXECUTIVE

# Community Wellbeing Committee Agenda - Public

14 March 2023 03:00 PM

<b>Agenda Topic</b>	<b>Page</b>
1. Apologies	
2. Declaration of Interest	
a. Members are reminded of the need to stand aside from decision-making when a conflict arises between their role as an elected representative and any private or other external interest they might have.	
b. Elected members are reminded to update their register of interests as soon as practicable, including amending the register at this meeting if necessary.	
3. Public Forum	
3.1 Update from South Alive - Courtney Ellison and Beryl Wilcox	
4. <a href="#">Minutes of the Community Wellbeing Committee Meeting Held on 14 February 2023 (A4342114)</a>	4
5. <a href="#">Minutes of the Extraordinary Meeting of the Community Wellbeing Fund Subcommittee Held on 14 February 2023 (A4357213)</a>	9
6. <a href="#">Minutes of the District Licensing Committee - January and February Meetings 2023 (A4411569)</a>	11
7. <a href="#">Active Communities Fund Update (A4353753)</a>	15
7.1 <a href="#">Appendix 1 - Active Communities New Fund Report for ICC (A4398614)</a>	17
8. <a href="#">Activities Report (A4357558)</a>	20
9. Public Excluded Session	

**Public Excluded Session**

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

- a) *Confirmation of Minutes of the Public Excluded Session of the Community Wellbeing Committee Held on 14 February 2023*
- b) *Receiving of Minutes of the Extraordinary Public Excluded Session of the Community Wellbeing Fund Subcommittee Held on 14 February 2023*

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

<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) Confirmation of Minutes of the Public Excluded Session of the Community Wellbeing Committee Held on 14 February 2023	<b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7
b) Receiving of Minutes of the Extraordinary Public Excluded Session of the Community Wellbeing Fund Subcommittee Held on 14 February 2023	<b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

**MINUTES OF COMMUNITY WELLBEING COMMITTEE, HELD IN THE COUNCIL CHAMBERS,  
FIRST FLOOR, CIVIC ADMINISTRATION BUILDING, 101 ESK STREET, INVERCARGILL ON  
TUESDAY 14 FEBRUARY 2023 AT 3.00 PM**

**Present:** Cr D J Ludlow (Chair)  
Mayor W S Clark  
Cr R I D Bond  
Cr P M Boyle  
Cr A H Crackett  
Cr G M Dermody  
Cr P W Kett  
Cr I R Pottinger  
Cr L F Soper  
Cr B R Stewart  
Rev E Cook – Māngai – Waihopai  
Mrs P Coote – Kaikaunihera Māori – Awarua

**In Attendance:** Cr A J Arnold  
Mrs C Hadley – Chief Executive  
Mr M Day – Group Manager – Finance and Assurance  
Ms T Hurst – Group Manager – Customer and Environment  
Mr S Gibling – Group Manager – Leisure and Recreation  
Mrs P Christie – Chief Financial Officer  
Mr A Cameron – Strategic Advisor/GM – ICHL  
Ms J Hutton – Manager – Customer Services  
Ms R Suter – Manager – Strategy and Policy  
Mr S Cook – Manager – Splash Palace  
Ms L Knight – Manager – Strategic Communications  
Mr G Caron – Digital and Communications Advisor  
Ms M Cassiere – Executive Governance Officer

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## 1. Apologies

Cr Campbell, Cr Soper for lateness.

Moved Cr Pottinger, seconded Cr Boyle and **RESOLVED** that the apologies be accepted.

## 2. Declaration of Interest

Nil.

### **3. Public Forum**

#### **3.1 Rebecca Amundsen – Just Transitions Community WorkStream**

Ms Rebecca Amundsen provided a brief background of Just Transitions and said that it came to Southland 18 months ago and had seven workstreams under it, of which one was called Community Capability Building Workstream. A working group had been established to oversee that workstream. The purpose of the workstream was about building resilience in the communities and that strong communities was what all wanted to ultimately see.

Ms Amundsen said that as a part of that process, they underwent a period of community engagement which was done in April and May last year. The workstream had been charged with developing a vision and framework for community capability building for Southland. She said that through engagements with various groups the problem of connecting with each other became apparent and to solve this problem, an online platform would be developed to provide services. She noted that they had modelled their platform on Taraniki's platform and would provide services such as information around resources, subscription list to get news about what's happening in the community, and in case of events, to be able to quickly reach out to each other.

Ms Amundsen spoke about receiving funding from MBIE who requested that they get co-funding. She explained that the funding could be support in kind or resource in kind and not necessarily in cash. There would be a coordinator for the platform who would find the information, coordinate this, and other activities. She noted that this could be a great tool for the community. She said that this project was developed through a community led approach.

In response to a query about how much was required from Invercargill City Council, it was noted they did not have a dollar figure at the moment.

Note: Cr Soper joined the meeting at 3.11 pm.

In response to a query about what success would look like, it was noted that this would allow for networking and connecting with other people to be easier. Also, in a community which was well connected and people know who was doing what and why, the response would be faster and quicker.

In response to a query about the timeframe, it was noted that the proposal to MBIE would be made by the end of this month, and that it would depend on what they would say.

In response to a query about what type of in kind resources would be required such as furnishings, computer, etc., it was noted that office space, use of technology, vehicle, and communications would be the type of in kind resources.

In response to a query that Citizens Advisory Bureau had a similar database, it was noted that the platform would be more than a database and instead it would be used to connect with the community and voluntary sectors.

The Chair thanked Ms Amundsen for taking the time to attend the meeting.

**4. Minutes of the Meeting of Community Wellbeing Committee held on Tuesday 24 January 2023**

A4252701

Moved Cr Soper, seconded Mayor Clark and **RESOLVED** that the minutes of the Community Wellbeing Committee held on Tuesday 24 January 2023 be confirmed.

**5. Minutes of the Meeting of Community Wellbeing Fund Subcommittee held on Thursday 26 January 2023**

A4259264

Moved Cr Boyle, seconded Cr Bond and **RESOLVED** that the minutes of the Community Wellbeing Fund Subcommittee held on Thursday 26 January 2023 be received.

**6. Minutes of the Extraordinary Meeting of Community Wellbeing Committee held on Tuesday 31 January 2023**

A4263361

Moved Rev Cook, seconded Cr Soper and **RESOLVED** that the minutes of the Extraordinary meeting of Community Wellbeing Committee held on Tuesday 31 January 2023 be confirmed.

**7. Activities Report**

A4305472

Ms Trudie Hurst spoke to the Customer and Environment aspect of the report. She noted that December was traditionally a quieter month due to the legal close down that takes place prior to Christmas. She noted that this close down includes LIMs as well. She said that planning consents had improved from the previous years, that LIMs were well within four days from getting out, and that the Bluff Service Centre provided a great multi-faceted service. It was noted that clarification would be required about the communications data in the report.

Mr Steve Gibling spoke to the Leisure and Recreation aspect of the report. He noted that whilst the participation rates had not gone back to pre-covid levels they were tracking well towards the new targets.

In response to a question regarding the level of engagement of young people, youth and families in the service it was noted that a report would be brought back about how young and new users were engaging with the books, or whether they were mainly making use of the digital services. The report would also seek to clarify whether the same families and younger children were coming to the library or whether there were new members as well.

It was noted that usage for e-books had increased, however the statistics were not yet available on the users. A report would be brought back to this Committee once this information could be gathered through the loan management system.

In response to a query whether the change in the location of the bus hub was a cause of impact on participation at the library, it was noted that they did not have the information and would have to check with the passenger transport team. The information would be brought back to the next meeting.

In response to a query about how long it would take to move the collection from the pyramid to Tisbury, it was noted that it would take just under four months.

A discussion took place around the artefacts contained in the collection and whether it contained items which would not go to Tisbury but could instead be given away.

A query was raised around the tracks and trails and whether the users were first timers or regular users. It was noted that the data collected was only capturing the access, and that if demographic information was requested then an on-site survey would have to be developed.

Moved Mayor Clark, seconded Cr Soper and **RESOLVED** that the Community Wellbeing Committee:

1. Receives the report "Activities Report".

## 8. Public Excluded Session

Moved Cr Pottinger, seconded Rev Cook and **RESOLVED** that the public be excluded from the following parts of the proceedings of this meeting, namely:

- a) *Confirmation of Minutes of the Public Excluded Session of the Community Wellbeing Committee Held on 24 January 2023*
- b) *Receiving of Minutes of the Public Excluded Session of the Community Wellbeing Fund Subcommittee Held on 26 January 2023*
- c) *Splash Palace Reduction of Weekend Operating Hours*

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

<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) Confirmation of Minutes of the Public Excluded Session of the Community Wellbeing Committee Held on 24 January 2023	<b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including	<b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

commercial and industrial negotiations)

- b) *Receiving of Minutes of the Public Excluded Session of the Community Wellbeing Fund Subcommittee Held on 26 January 2023*

**Section 7(2)(i)**  
 Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

**Section 48(1)(a)**  
 That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

- c) *Splash Palace Reduction of Weekend Operating Hours*

**Section 7(2)(i)**  
 Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

**Section 48(1)(a)**  
 That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

There being no further business, the meeting finished at 3.54 pm.



**MINUTES OF THE EXTRAORDINARY COMMUNITY WELLBEING FUND SUBCOMMITTEE,  
HELD IN THE COUNCIL CHAMBERS, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING,  
101 ESK STREET, INVERCARGILL ON TUESDAY 14 FEBRUARY 2023 AT 2.00 PM**

**Present:** Cr P M Boyle (Chair)  
Cr R I D Bond  
Cr P W Kett  
Mr N Burdon

**In Attendance:** Cr G Dermody  
Ms G Crawford – Engagement and Partnerships Officer  
Mrs T Amarasingha – Governance Support Advisor

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**1. Apologies**

Cr Campbell  
Miss Smith  
Miss M Bartlett – McBride  
Cr Crackett for lateness

Moved Cr Bond, seconded Mr Burdon and **RESOLVED** that the apologies be accepted.

**2. Declaration of Interest**

Nil.

**3. Public Excluded Session**

Moved Cr Bond, seconded Cr Kett and **RESOLVED** that the public be excluded from the following parts of the proceedings of this meeting, namely:

- (a) Assessment Scoring of Application
- (b) Funding Application 32 - New Zealand Red Cross - Southland Cheese Roll 2023
- (c) Deliberations and Resolutions

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

<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) Assessment Scoring of Application	<p><b>Section 7(2)(i)</b> To enable any local organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	<p><b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.</p>
(o) Funding Application 32 - New Zealand Red Cross - Southland Cheese Roll 2023	<p><b>Section 7(2)(i)</b> To enable any local organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	<p><b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.</p>
(p) Deliberations and Resolutions	<p><b>Section 7(2)(i)</b> To enable any local organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	<p><b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.</p>

There being no further business, the meeting finished at 2.13 pm.

## **MINUTES OF THE DISTRICT LICENSING COMMITTEE - JANUARY AND FEBRUARY MEETINGS 2023**

**Present:** Ms Catherine Howard  
Cr Darren Ludlow

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### **1. New Licences - Approved by DLC Chair Cr Ludlow**

#### **1.1 Auction House**

Approved – 16 February 2023

#### **1.2 Asian Garden Hospitality Ma San**

Approved – 23 February 2023

### **2. Licence Renewals - Approved by DLC Chair Cr Ludlow**

#### **2.1 First in Windsor**

Approved – 19 January 2023

#### **2.2 Industry Cafe**

Approved – 19 January 2023

#### **2.3 Lone Star**

Approved – 09 February 2023

#### **2.4 Vintage Car Club**

Approved – 09 February 2023

#### **2.5 Bluff Rugby Club**

Approved – 16 February 2023

### **3. Temporary Authority - Approved by DLC Chair Cr Ludlow**

#### **3.1 Frankton Pizzeria**

Approved – 03 February 2023

#### **3.2 Osborn Hospitality Group**

Approved – 23 February 2023

#### **4. Manager - New License - Approved by DLC Chair Cr Ludlow**

##### **4.1 2023/231/2023**

Approved – 19 January 2023

##### **4.2 73/CERT/25/2023**

Approved – 23 February 2023

##### **4.3 73/CERT/20/2023**

Approved – 23 February 2023

#### **5. Manager – Renewal of License - Approved by DLC Chair Cr Ludlow**

##### **5.1 2023/253/2015**

Approved – 19 January 2023

##### **5.2 2023/219/2023**

Approved – 19 January 2023

##### **5.3 2023/19/2017**

Approved – 19 January 2023

##### **5.4 2023/305/2016**

Approved – 19 January 2023

##### **5.5 2023/221/2012**

Approved – 19 January 2023

##### **5.6 2023/303/2016**

Approved – 19 January 2023

##### **5.7 2023/305/2016**

Approved – 19 January 2023

##### **5.8 15/2023**

Approved – 09 February 2023

##### **5.9 2023/282/2018**

Approved – 09 February 2023

##### **5.10 2023/206/2021**

Approved – 09 February 2023

##### **5.11 2023/20/2021**

Approved – 09 February 2023

##### **5.12 CERT/1/2022**

Approved – 16 February 2023

**5.13 CERT/42/2019**

Approved – 16 February 2023

**5.14 CERT/242/2022**

Approved – 16 February 2023

**5.15 CERT/233/2022**

Approved – 16 February 2023

**5.16 CERT/07/2023**

Approved – 16 February 2023

**5.17 CERT/6/2023**

Approved – 16 February 2023

**5.18 73/CERT/21/2021**

Approved – 23 February 2023

**5.19 73/CERT/10/2022**

Approved – 23 February 2023

**6. Special Licences - Approved by DLC Chair Cr Ludlow**

**6.1 Arts Murihiku Charitable Trust**

Approved – 19 January 2023

**6.2 Mash Catering – Valentine’s Day**

Approved – 03 February 2023

**6.3 Mash Catering – High Tea and Long Lunch**

Approved – 03 February 2023

**6.4 Mash Catering – High Tea and Long Lunch**

Approved – 03 February 2023

**6.5 IPAG He Waka Tuia – Late Special Licence**

Approved – 16 February 2023

**6.6 Hop’N’Vine**

Approved – 16 February 2023

**6.7 Squash City Invercargill**

Approved – 16 February 2023

**6.8 Southland Stock Car Drivers**

Approved – 16 February 2023

**6.9 Mash Catering LTD**

Approved – 16 February 2023

**6.10 Mash Catering LTD**

Approved – 23 February 2023

**6.11 Bluff RFC**

Approved – 23 February 2023

**6.12 Waihopai Bowling Club**

Approved – 23 February 2023

**Other Business**

**19 January 2023**

- Vintage Car Club - Discussion around the deck area.
- Collegiate RFC - Club Licence extension of time to reinstate the incorporated status.
- Collegiate RFC - Southern Grilles & Gasoline Car and Bike Show – not applying for a special this year.
- Invercargill Bridge Club - Discussion around BYO.
- Webinar 1 February 2023 starts at 8.30 am.

**03 February 2023**

- Frankton Pizzeria discussion.
- Late special licence application for Squash City accepted by District Licensing Committee Chairperson.

**09 February 2023**

- Amend issued Special Licence for Invercargill Musical Theatre.
- Horse Base – Cellar Door Licence
- He Waka Tuia – Very late special license.
- Mash Catering discussion.
- Sale and Supply of Alcohol Legislation Handbook 2020 – Requires further instruction.

**23 February 2023**

- District Licensing Committee meeting discussion.
- Special License enquiry.

## ACTIVE COMMUNITIES FUND UPDATE

<b>To:</b>	Community Wellbeing Committee
<b>Meeting Date:</b>	Tuesday 14 March 2023
<b>From:</b>	Rhiannon Suter, Manager – Strategy and Policy
<b>Approved:</b>	Michael Day – Acting Chief Executive
<b>Approved Date:</b>	Tuesday 28 February 2023
<b>Open Agenda:</b>	Yes

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### Purpose and Summary

This report provides Council with an update on the completion of transfer of funding and administration of Active Communities grants process to Active Southland.

### Recommendations

That the Community Wellbeing Committee:

1. Receive the report “Active Communities Fund Update.”

### Background

In 2021, following a review of all funding, the Performance, Policy and Partnerships Committee determined to pass responsibility for the fund and grants administration funding to Active Southland (then Sports Southland) on the basis that they are better placed to administer the fund aimed at supporting sports groups and enabling Invercargill residents to participate in physical activity.

Following this direction, the Invercargill Community Recreation and Sports Trust determined to wind up its operations and pass the funding it held to Active Southland. This legal process was completed in June 2022.

The Active Communities Committee held their last committee meeting to administer grants and accept accountabilities on 13 December 2021 and since then, the grants round has been closed.

### Update

Active Southland has completed the process of reviewing the fund, recruiting the new Board which will make funding decisions, and the fund has now reopened.

The Active Communities Fund will consider applications for programme delivery, volunteers / officials' training, access for disadvantaged young people, and travel costs.

The Fund Board includes Cr Darren Ludlow representing Council. Other members include three internal (Active Southland) and three external community representatives including Māori. The Chair is yet to be determined.

Active Southland plan to make \$150,000 available over the next 18 months through multiple grants rounds.

The first funding round will close on 5 April 2023.

Please see further information about the fund from Active Southland in the attached document.

### **Next Steps**

Council's formal involvement with the Active Communities Fund is now complete. Officers supporting the Community Wellbeing Fund and Creative Communities Fund, will continue to work closely with the Active Southland team to ensure that applicants are able to access the most appropriate funding for their needs.

### **Attachments**

1. 2023 02 22 – Active Southland – Active Communities New Fund Report for ICC (A4398614)





## Invercargill Active Communities Fund 2023/2024

### Introduction

Active Southland will open the Invercargill Active Communities Fund on 1 March 2023. The purpose of the fund is: *To provide funding that reduces barriers, increases opportunities, and improves the quality of experience for Invercargill residents to participate in physical activity (including sport, active recreation and play).*

\$150,000 will be made available to the community to apply for over the next 18 months.

### Guiding Principles

We will be well informed about our community, their needs, aspirations and motivations, and the barriers some face to participate in physical activity.

We will trust that organisations understand their own communities and are best placed to identify the best solutions to support and fulfil their needs.

We acknowledge the importance of Māori being able to participate and succeed as Māori, and we will recognise and support Māori physical activities.

We recognise physical activity in the outdoors as being included as active recreation and are supportive of these activities being accessible and affordable.

We will be proactive in our promotion of available funds, focussing on those that can contribute to our priority areas.

The fund will aim to remain agile to enable response to changes in demand and community need.

The fund will operate within local and regional plans and strategies and will co-operate with other funders for the benefit of the community.

The following priorities have been identified for 2023 / 2024 and 2024/2025:

**Programme delivery** – those costs involved in the delivery of new or expanded opportunities that support people to participate in physical activity. This includes sport, active recreation and play initiatives. It includes costs such as venue hire, equipment, transport to event, and staff/volunteer costs (Age range: All ages)

**Volunteers / Officials** - projects aiming to improve the quality of physical activity opportunities. This is including but not limited to volunteer and paid staff training and development, co-design activities, and club development (Age range: All ages).

**Supporting access to opportunities** - resources that individuals who face financial difficulties may need to participate in physical activity opportunities. This may include the likes of equipment and clothing, membership fees, and transport costs (Age range: 5 to 25 years old). Organisation such as RSO and community agencies will apply on behalf of individuals for this fund. (Schools will not be eligible to apply for this fund at this time. This will be reviewed after 18 months).

**Travel** – up to \$500 per individual to support non-professional / non-national representative athletes or participants who are based in Invercargill to attend an event elsewhere in NZ (Age range: 5 to 25 years old) – up to \$2000 per team to support non-professional / non-national representative athletes or participants who are based in Invercargill to attend an event elsewhere in NZ (Age range: 5 to 25 years old).

Note also that higher priority will be given to applications:

That will result in increased opportunities or provide greater equity to opportunities for those who experience barriers to participation or are currently missing out and from organisations supporting high deprivation communities.

### **What can and cannot be funded**

1. Applications must primarily benefit the Invercargill City area.
2. Projects must involve sport, active recreation or play, or result in reduced barriers, increased opportunities, or improved quality of experiences for Invercargill residents (primarily) to participate in sport, active recreation or play.
3. The following will not be considered for funding:
  - a. Cost associated with professional athletes, professional sports teams, academies, or representative teams.
  - b. Equipment needed for capital repairs and maintenance (e.g. lawn mowers).
  - c. Projects or activities that have already commenced or have been completed.
  - d. Projects or activities outside of Invercargill City unless there is a clear benefit to the residents of Invercargill City.
  - e. Events or activities for the purpose of fundraising, lobbying, or religious instruction.

### **Composition and appointment of the panel**

Active Southland will appoint a panel consisting of both internal (Active Southland) and external that are representative of the community, including Invercargill City Council representation, Māori, and have some subject matter expertise related to physical activity (including play, active recreation or sport).

A4398614

The panel will have representation from 3 Community members and 3 Active Southland staff members. Invercargill City Council (Council representative) will be Councillor Darren Ludlow.

The Panel will consider applications for the Active Communities fund and make recommendations to the Chief Executive of Active Southland about successful applicants and the amount of funding to be approved. The Panel will provide local insights into the needs of the community and apply their subject matter expertise in the consideration of applications for support, including the capability and capacity of applicants to apply the funding for the purposes sought

Application information and community guidelines are being finalised and the fund will be open 1 March 2023 with the first panel meeting to be held mid-April and meet bi-monthly.

Active Southland will work closely with ICC communication and community engagement team to ensure successful promotion of the fund.

Further information and application forms can be found at [www.activesouthland.co.nz](http://www.activesouthland.co.nz)

## ACTIVITIES REPORT

<b>To:</b>	Community Wellbeing Committee
<b>Meeting Date:</b>	Tuesday 14 March 2023
<b>From:</b>	Group Managers
<b>Approved:</b>	Michael Day – Acting Chief Executive
<b>Approved Date:</b>	Tuesday 28 February 2023
<b>Open Agenda:</b>	Yes
<b>Public Excluded Agenda:</b>	No

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### Purpose and Summary

This report provides an update on a wide range of activities across Council.

### Recommendations

That the Community Wellbeing Committee:

1. Receive the report "Activities Report".

### Customer and Environment

#### Customer Services - Civic Administration Building

	JANUARY 2022	JANUARY 2023
Emails	831	749
Call Centre	3410	3366
Concierge	461	611
Cashiers	903	1120
Building Desk	195	234

#### Customer Services - Administration

	JANUARY 2023
Code Compliance Certificates Issued	14
Building Consents Issued	71
Inspections Booked	331
Requests For Service Received	1071
Calls Answered Within Two Minutes To Call Centre	98.3%

- The Civic Administration Building re-opened on 9 January 2023 after the break. During this time calls were answered by the water tower team who provide our after-hours service and emails were monitored by library administration.
- The top requests for service were property file requests 229, WasteNet 137, dogs and animals 131, roading 97 and noise complaints 83
- Total visitors to Bluff Service Centre increased by 18% compared to January 2022

### Bluff Service Centre

	JANUARY 2023
Concierge	358
Cashiers	61
NZ Post	1117
Kiwibank	279
Lotto	1243
Library	183
Retail	460

### Property Records Team

	JANUARY 2022	JANUARY 2023
Land Information Memorandum (LIM) Lodgements	37	37
LIMs Lodged Electronically	100%	67%
Average days to issue a LIM (Compared with 10 Day Statutory time)	2.54 days	2.69 days
LIMs processed within Statutory Time Frames	100%	100%
Property File Requests	284	229
Consentium Notifications/Lodgements	0	7

### Building

FUNCTION	JANUARY 2022	JANUARY 2023
Building Consents issued within 20 working days	97%	98%
Code Compliance certificates issued within 20 working days	100%	100%

### Planning

	JANUARY 2022	JANUARY 2023
% of Non-notified Resource Consents issued within 20 working days	57%	80%

### Environmental

#### Compliance

	JANUARY 2022	JANUARY 2023
Noise	92	108
Litter	4	3
Overgrown Sections	29	26
Animals (ex dogs)	3	2
Parking Complaints	18	82
Abandoned Vehicles	19	Not used

It has been a busy month for parking complaints with a large number from one complainant regarding the blocking of footpaths at night.

170 parking disputes were received and dealt with in January. The communications, compliance and customer services teams are working together on a public education campaign, including developing brochures, mailed ratepayer flyers and digital promotion to share more information about our new parking kiosks. The library will also offer public education sessions on how to operate the machines.

We also received a higher number of complaints regarding overgrown sections with the warm weather and the public concerned about the fire risk associated with this.

### **Animal Control**

	<b>JANUARY 2022</b>	<b>JANUARY 2023</b>
Registrations	138	103
RFS received	183	152
Infringements	1	3
Prosecution	0	0
Impounded	21	33
Rehomed	3	1
Dogs Returned	18	31

Of the 33 impoundments in January 2023, 21 were returned home as a first or second offence

### **Environmental Health**

	<b>JANUARY 2022</b>	<b>JANUARY 2023</b>
Verifications Completed	12	19
New Food Applications	1	4
Health Licences	1	0
Alcohol Licences Issued	17	15

### **Communications**

#### **January 2023**

January has been a typical month across website, social and media, with light coverage to ease into the year.

There has been positive and encouraging media and social media interest in the Project 1225 museum redevelopment project, as well as the City Streets Upgrade.

The visit of Japanese delegates from Invercargill's sister city Kumagaya was covered by media and well received by the community.

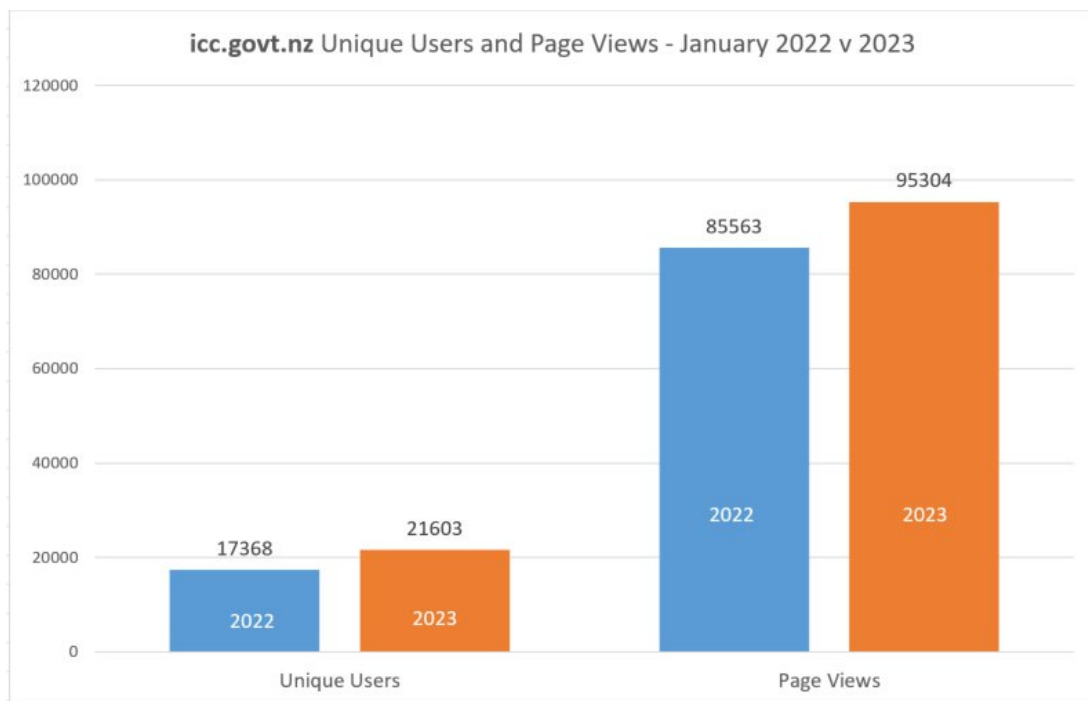
A new digital media platform, The Southland Tribune, was launched in January by prominent local journalist Logan Savory, which features a 'Council Watch' section that has largely focused on Invercargill at this stage. This has included stories on rates, the Mayor and the City Streets Upgrade project, as well as a look at the ongoing bubbles prank at the Feldwick Gates fountains.

There is likely to be ongoing media interest in the coming weeks and months regarding water restrictions.

Website and social media views through January continue to increase over previous years, and reach on Council's Facebook page is significantly higher than in the past.



### Invercargill City Council Website

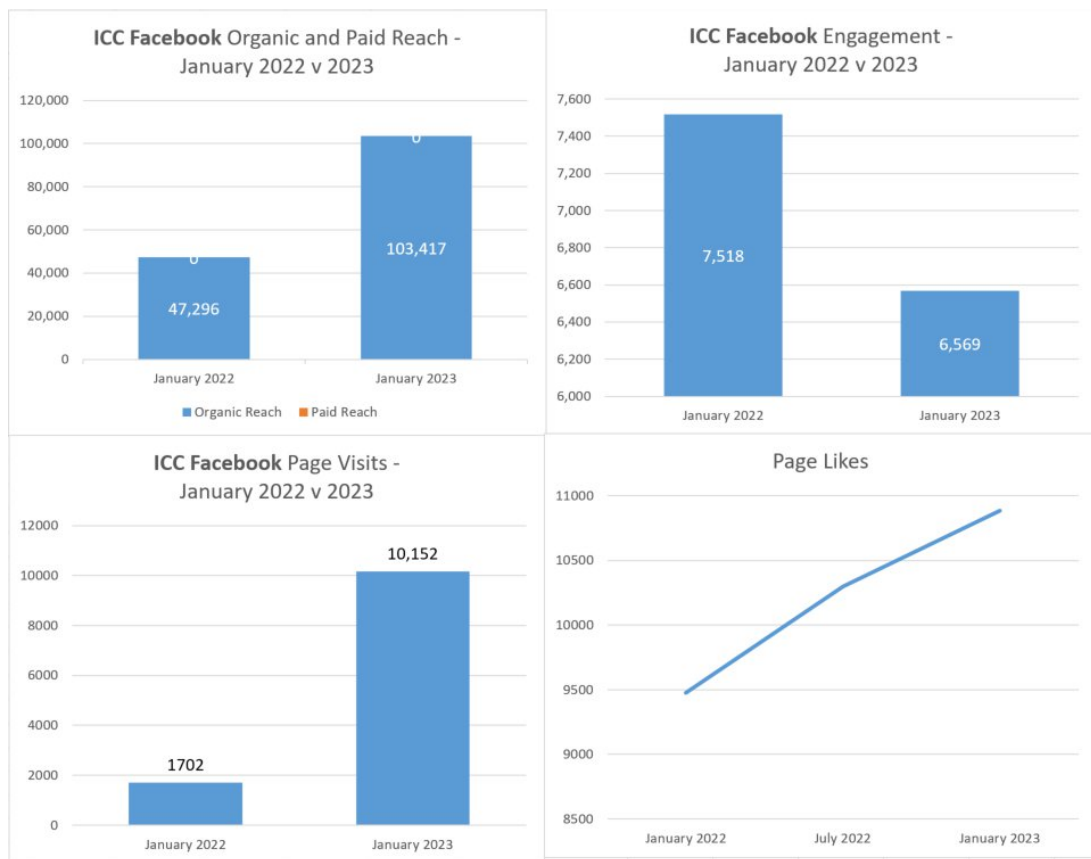


Page Views: The total number of pages viewed by visitors to our website.  
Unique Users: The number of unique visitors or people who visited our website.

**January 2023 top 10 pages**

1. Home Page
2. Cemetery Search
3. Splash Palace
4. Rates Search
5. Splash Palace Fees and Charges
6. Buses
7. Parking
8. Community Maps
9. A to Z
10. Rates

**Invercargill City Council Facebook Page**



**Reach:** The number of people who saw our posts at least once.  
**Engagement:** The number of times that people engaged with your post through reactions, comments, shares, views and clicks.



### Top Facebook Posts January 2023

**Invercargill City Council**  
Published by Sarah McCarthy · 12 January at 09:47 · 🌐

Grow on you good thing! Silverbeet, celery and chives are now available for our community to harvest from our INCRedibles spray-free display at Queens Park, near the Japanese garden. With our friends from Healthy Families Invercargill and Murihiku Kai Collective 🌱

- 🌱 Wash before eating
- 🌱 Respect the garden beds
- 🌱 [See more](#)



**Interactions** ⓘ

👍	1.3 K	❤️	526	😂	0	😱	12	😭	0	😡	0
😊 Reactions	1,792										
💬 Comments	290										
🖱️ Link clicks	1										
➦ Shares	159										
🖱️ Other clicks	2,533										

**Invercargill City Council**  
Published by Betty Hofstad · 18 January at 09:08 · 🌐

We're moving closer to a new museum 🏛️

From Monday 23 January, teams will be onsite to remove five macrocarpa trees that are near the site of the new build, between the current museum and the bowling club.

While this work is underway, the car park to the Northend Bowling Club will be closed. These works will finish on Saturday 28 January.

Keep up to date with the work on Project 1225 and sign up for our emails here <https://icc.govt.nz/community/museums/project-1225/>



**Interactions** ⓘ

👍	196	❤️	5	😂	2	😱	3	😭	1	😡	2
😊 Reactions	209										
💬 Comments	99										
🖱️ Link clicks	49										
➦ Shares	16										
🖱️ Other clicks	2,377										

**Invercargill City Council**  
Published by Sarah McCarthy · 11 January at 11:00 · 🌐

🚧 Our teams are back at work on Esk St as part of the City Streets Upgrade after the Christmas break. We're all looking forward to getting into this last big push to completion in a few months. If you're cruising around town please remember that Esk St is closed to all traffic at this time 🚫



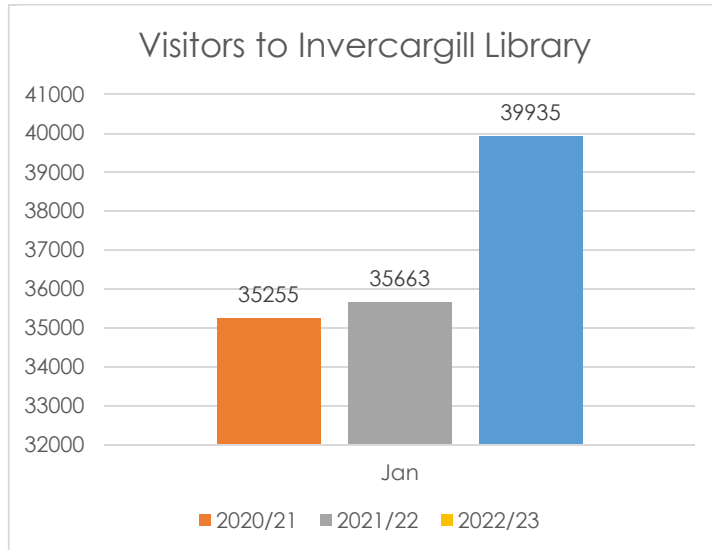
**Interactions** ⓘ

👍	183	❤️	5	😂	1	😱	1	😭	0	😡	0
😊 Reactions	190										
💬 Comments	159										
🖱️ Link clicks	2										
➦ Shares	12										
🖱️ Other clicks	2,567										

## Leisure and Recreation

### Libraries

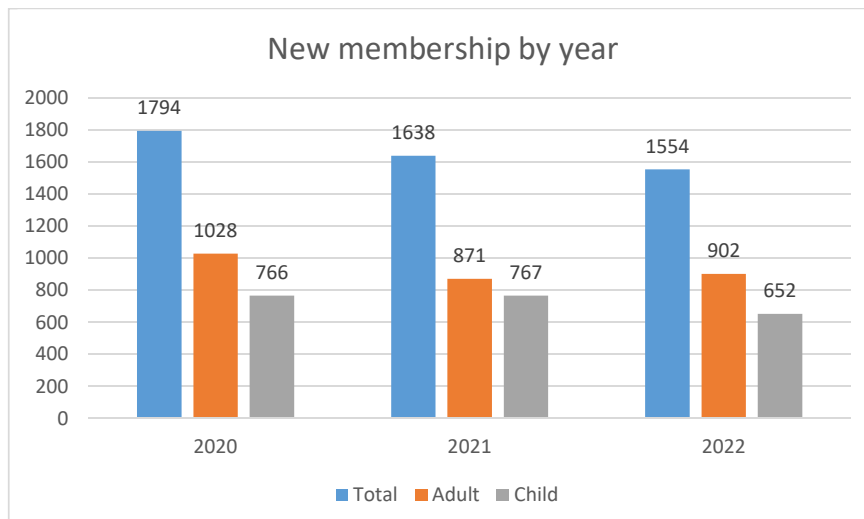
#### Library Visits



Library visits have shown an increase from the previous January with holiday programmes and summer reading challenge updates proving popular. On completing the challenge every participant was able to choose a book to keep. Visitor numbers have now finally reached comparable pre-Covid participation numbers and we are expected to remain static or increase as the public is now used to the "new normal".

As requested by the previous Community Wellbeing Committee the table below shows new membership with an average of 1662 per year made up of 56% adults and 44% children.

#### Membership



Active membership is approximately 22,000 with many being family groups who visit on a regular basis through new membership has remained steady over the most recent 3 years.



At present youth (aged 13-19) make up 11% (2,309) of total active memberships (21,089). Most become members as children and transition to adult membership at 18. The above graph shows the number who join as teens rather than as children. This has been between 160-175 new memberships per year which are between 9-11% of total new memberships.

**Programmes**

**Volunteens**

The Library runs a Volunteen programme where youth are able to organise and contribute to library programmes and events. There are also specific holiday programmes aimed at teens with the most recent being Minecraft, canvas art and a session on how to create a stop motion video. After school clubs vary according to popularity with Minecraft currently being the most popular. There is also a regular Dungeons and Dragon group of approximately 25 who meet in the Library on Friday afternoons.



**Events**

Planning is underway for four teen events to be held in 2023. As an example, in 2022, there were two main events held for teenagers – Halloween and Stranger Things escape rooms.

**School Visits**

School visits are set to begin in February 2023 and are aimed at promoting use of collections specifically the young adult, manga and graphics collections.

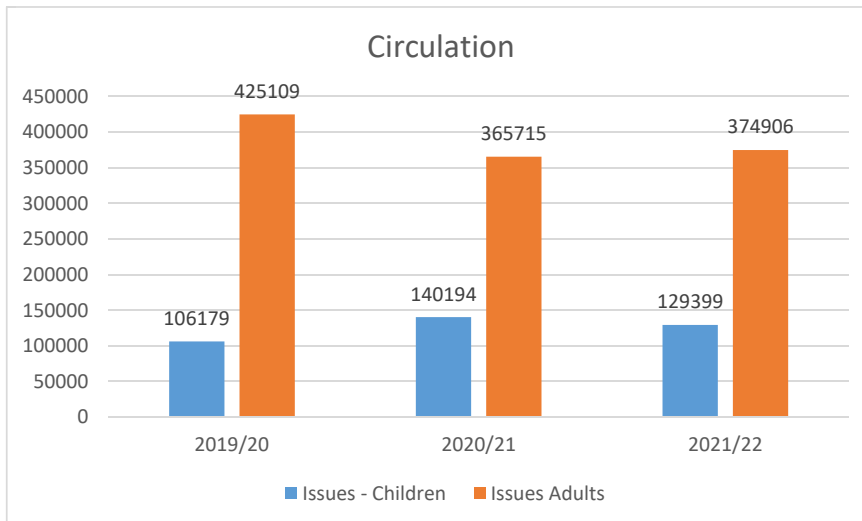
Digital engagement

The Library provides access to virtual reality equipment and games, 3D printing and PlayStation equipment and games. The current PlayStation is in the process of being upgraded to a PS5. VR sessions are also held during school holidays and taken out to pop-up spaces such as the A & P show.

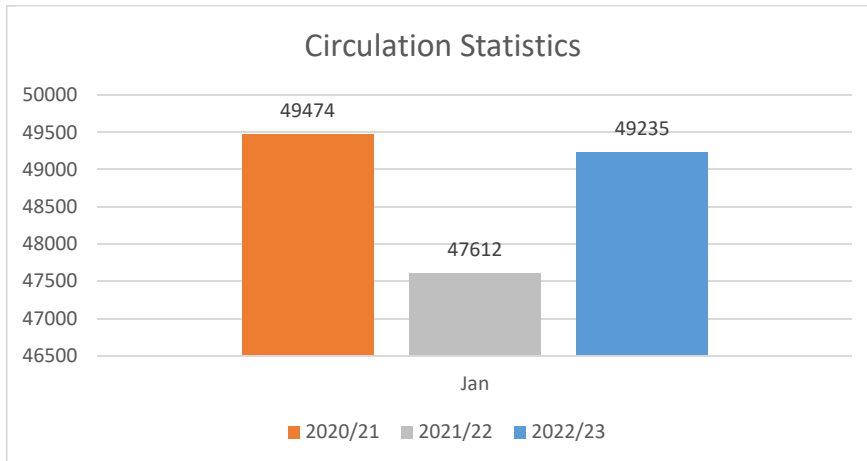


The teen demographic is a difficult one to capture and Invercargill is similar to other libraries around the country in investigating trends to improve services to this group of users.

**Library Circulation**

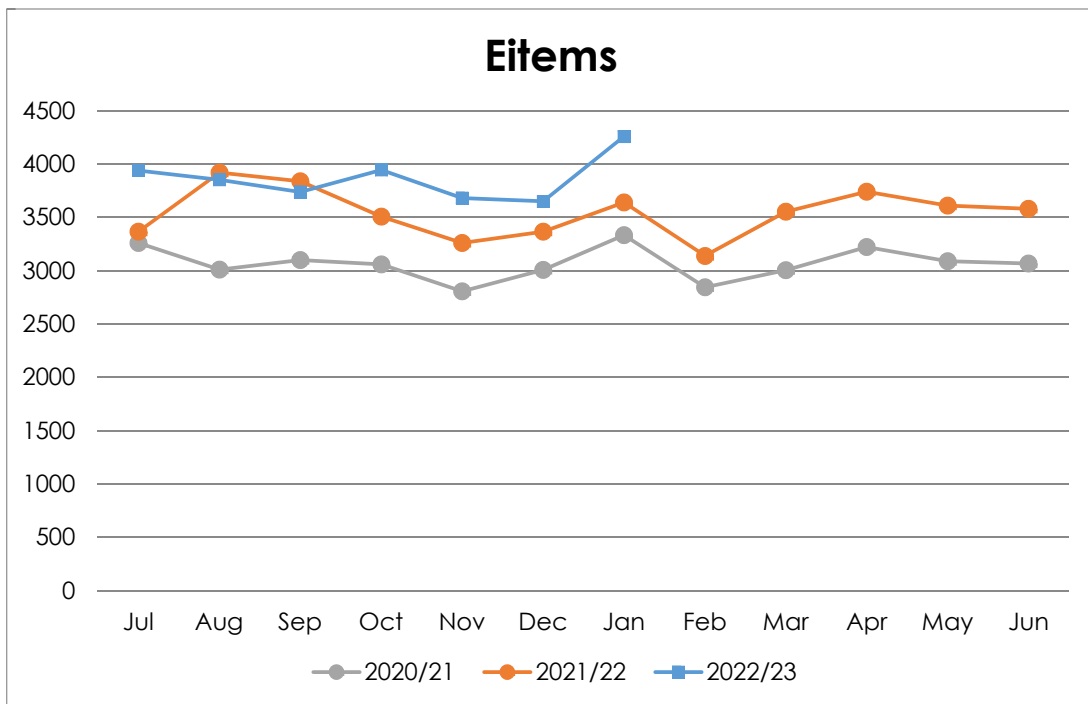


The removal of overdue fees for children in 2019 resulted in the increase from 19% of total circulation to 27% in the following year. This has now decreased to 25% which matches the total membership profile.



Circulation has returned to pre Covid-19 levels with a 0.4% difference between January 2020 and January 2023.

**Digital circulation**



EBooks and eAudio have increased with 4,257 items downloaded in January 2023. The increase in circulation is primarily from the addition of magazines to the Bolinda Borrowbox collection – 91 were borrowed since being made available in January 2023.

The eBook and eAudio collections were initially concentrated on the purchase of adult fiction and non-fiction. This now extends to material for all age groups with authors such as JK Rowling, Anthony Horowitz and Suzanne Collins are as popular in eBook format as physical format. In 2022 11% of content borrowed was aimed at youth and 14% was aimed at children. Unfortunately the reports available from eBook providers concentrate on the content rather

than the user therefore there is no report available which breaks circulation down by type of user.

In summary children and youth are still making use of physical collections and are also using digital resources in much the same way adults are.

**Arts Culture and Heritage Services**

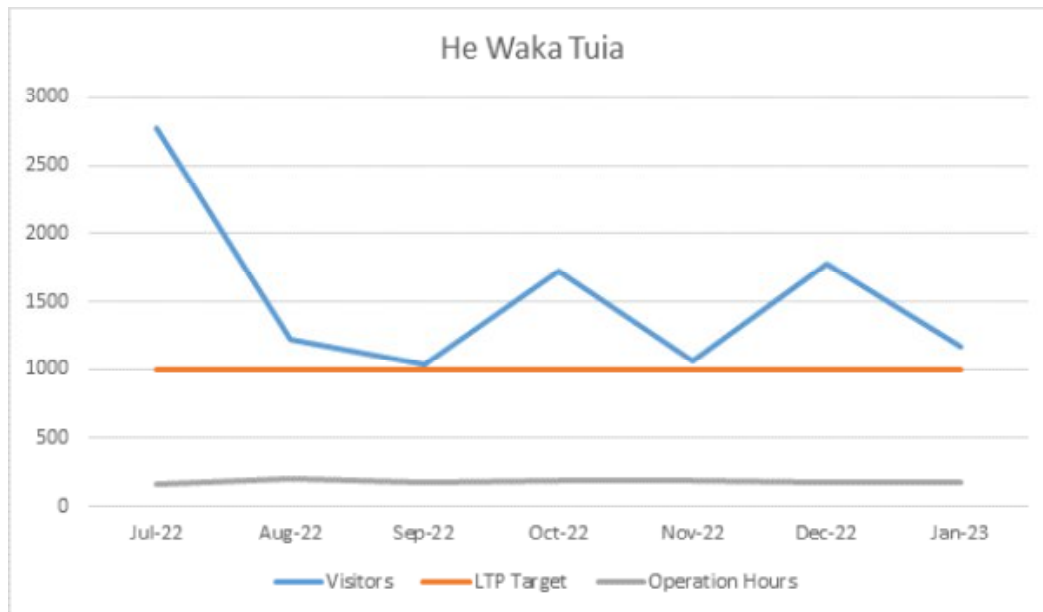
**Collection**

The team have now completed the packing of the geology collection. Social history continues to be a focus with the team highlighting potential items for collection rationalisation as part of the process. The Taoka Maori collection held on the ground Level has now been relocated for packing to the Top Store. The collection now has less than 10,000 objects requiring significant packing, which will enable the target date for relocation beginning December 2023 to be met.

**Highlights**

- Archaeological collections have now been relocated from the Top Store. Over 10.4 tonnes of “dirty” archaeological collections have been boxed and are ready for relocation.
- The glass plate negative collection, with the exception of the Campbell Collection (4,000 images) has now been completed and is packed for relocation. The Campbell Collection will be finished in April 2023.

**He Waka Tuia – Management Contract with Invercargill Public Art Gallery (IPAG)**



**South Sea Spray – from 5 December 2022 – 12 February 2023**

This exhibition was extended from the original end date of January 22 to February 12 due to the popularity of both the exhibition and the street art mural walk.

### Public Programmes (January 2023)

- Community pickup point for the street art maps.
- A large graffiti wall is set up in the exhibition space where visitors can have a go at street art.
- South Sea Spray worksheets and colouring in activities available from He Waka Tuia Creation Corner

### Venues and Events Services

January is traditionally a slow month for touring shows so the focus is largely on the maintenance of the equipment and assets in the venues portfolio. All theatrical lights and equipment are tested and tagged for safety over this time as well as annual safety inspections. During January an audit of stock, equipment and consumables is also conducted and rationales if necessary.

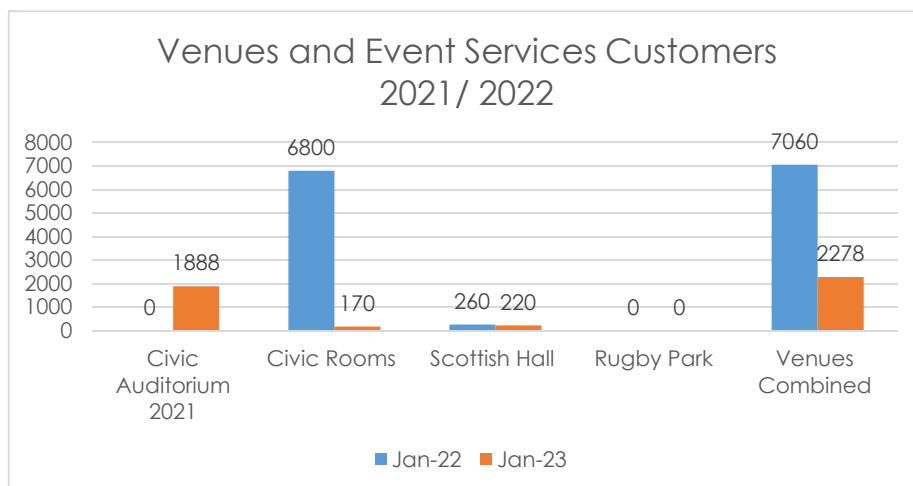
The first order from the Civic Collaboration with The Serious Good Chocolate Co. has arrived as have the postcards of the Civic. The Chocolates will be available at the Civic and have the option to bespoke imagery to be show or event specific as well as wholesale to national tours. The postcards are at the Civic, Council service centres and work is underway on some selected commercial sites.



"Jimmy Carr's Terribly Funny" was performed to 1,888 patrons and tested the Civic's logistical capacity to deliver two shows in one night with a quick turnaround. The learnings from this event will help inform operational procedures that will allow more multi-event evenings enabling more efficient use of resources such as hospitality and front of house staff.

The Venues team has entered a strategic partnership with Arts Murihuku to assist in the delivery of the Arts on Tour programme of cultural product that will be staged monthly around the cultural facilities of Invercargill. All events will be ticketed through Ticketek and jointly promoted by all parties. This initiative helps deliver on the Whakawhanaukatak/Kotahitaka themes and outcomes of the Arts Culture and Heritage Strategy to encourage participation, showcase diverse communities whilst working in partnership and increasing community participation.

**Participation and visitation stats**



Note: The data collected for the Civic Rooms 2022 includes vaccination clinic visitation and therefore skew year on year comparisons.

**Upcoming Key Events - Major Events only**

EVENT	GENRE	EVENT TYPE
<b>KPI: Increase public use through a range of community events and touring productions</b>		
Winding Up - 12 - 13 March	Play	National Touring
David Strassman – 14 March	Comedy	International Touring
NZSO - 15 March	Classical Concert	National Touring
Leaving Jackson – 16 March	Tribute Band	International Touring
Highlanders vs Western Force – 19 March	Sport	Regional/ International
Chamber Music NZ – 24 March	Chamber Music	National Touring
Youth Triathlon – 26 March	Sport	Youth, Local
The Exponents/ Dance Exponents – 12 April	Band Concert	National Touring
The 10 Tenors – 15 April	Pop Opera	International Touring
Operatunity – 21 April	Opera Concert	National Touring
Kita Mean – Delightfully Camp – 27 April	Comedy, Drag	National Touring
Don McLean – The Anniversary Tour - 4 May	Pop Concert	International Touring
Grand Kyiv Ballet - 6 May	Ballet	International Touring

**Looking Ahead**

A Highlanders v's Western Force (Perth) match is scheduled for 19 March at Rugby Park. This event coincides with Otago anniversary weekend so is anticipated to attract a higher than usual Otago contingent who will stay for the weekend. An onsite intercept survey will capture business intelligence on audience profiles and attitudes towards Invercargill as a destination attraction.



**Parks and Recreation**

**Tracks and Trails**

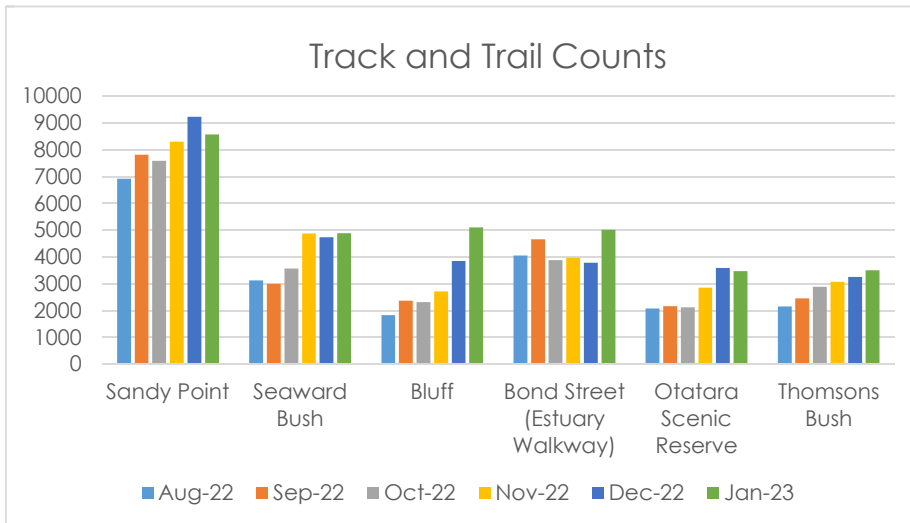


Figure 1: Track and Trail Count

While slightly down in overall numbers compared to the December period, this is typically due to the first couple of weeks in January being a quiet period as people are on holiday.

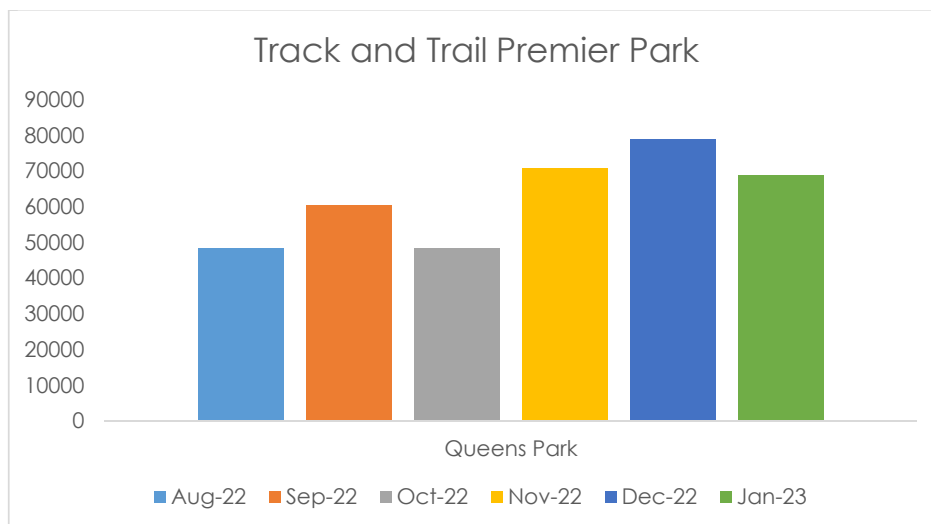


Fig 2: Track and Trail Count Premier Park

**IncrEDIBLES and Sister City – Kumagaya visit**

Residents were invited to help themselves to silver beet, celery and chives from planting displays in Queens Park. There were very positive responses on Facebook and in the Park with people harvesting leaves and some entire chive plants.

The delegation from Kumagaya was extremely impressed with this community garden concept, with the area currently alongside the Japanese Garden where the new tree was planted.



*Before harvest*



*During harvest*

The delegation from our sister city of Kumagaya undertook a short tour at Queens Park, met some of our feathered friends at the Aviary, learning about the ICC role in the captive breeding programme of Kākā. Then they planted a new commemorative weeping maple tree at the Japanese Garden in Queens Park. This garden was opened in 1997 to further the friendship link between the two cities.





### **Elizabeth Park – BMX Track Construction Update**

This project is entering into the final stages, with the laying of the asphalt and concrete start ramp complete. The first regional meet is planned for April and the club has started this preparation. The next phase in the landscaping and formalising the surrounding facilities to support this new regional and nationally significant recreation asset.



### **Play**

The perimeter fence has been completed at Russell Square Playground and families are appreciating the security provided for their children. The fence keeps vehicles out and prevents children running onto the road. Informal feedback from South Alive based on comments they have received “people really pleased and the board is happy”.

A new slide has been installed at Palmer Street Playground to replace an aging slide damaged by a person driving on the reserve.



**Surrey Park - Softball Redevelopment**

In the culmination of this significant project, establishment of turf and the car park development has been completed. Waihopai Association Football Club will be using the fields this winter.



### Aquatic Services

The weather in Invercargill through January was excellent which would have contributed to the increased participation at Splash Palace.

The learn to swim school offered two weeks of swimming lessons in the holidays to approximately 60 children.

Splash Palace offered fun activities during the holiday period with inflatables, diving boards and hydro slides all operating.



### Participation and Visitor Stats

The weather in Invercargill through January was excellent which would have contributed to the increased participation, however it also means that more people are out at beaches and rivers as well. January 2023 participation was approximately a 12% increase on participation in January 2022 and at a similar level to that of January 2021. Although, participation has not reached pre Covid-19 levels, it is heading in the right direction. The Splash Palace team are continually working on ways to increase engagement and participation.

### Café and Retail

The café in January had an average spend per participation of \$1.59. This is the highest spend per participation yet and shows how much work the team at Splash Palace are doing to increase sales and revenue.

Retail sales are still performing well showing an increase in revenue from the previous two years. Revenue for January was slightly above average for 22/23 being \$17,869, also being the best month of sales since July 2022.

