

Notice is hereby given that a Meeting of the Otautau Community Board will be held on:

**Date:** Thursday, 10 December 2015  
**Time:** 2pm  
**Meeting Room:** SDC Office  
**Venue:** Otautau

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## Otautau Community Board Agenda

### OPEN

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#### MEMBERSHIP

**Chairperson** Andre' Bekhuis  
**Deputy Chairperson** Tony Vincent  
**Members** Ken Davidson  
Peter Gutsell  
Peter Herrick  
Amber Joyce

**Councillor** Stuart Baird

#### IN ATTENDANCE

**Area Engineer** Greg Erskine  
**Area Officer** Kelly Tagg

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**Full agendas are available on Council's Website**  
[www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)

## **Terms of Reference for Community Boards**

This Community Board is a statutory body with delegated responsibility from Southland District Council. The board members are elected to represent their community and advocate on behalf of their community.

It can make decisions on:

- Tenders for leases of land and buildings within its area up to \$10,000. For tenders above that value, the board can make a recommendation to either the Group Manager Services and Assets or Council's Activities Performance Audit Committee.
- Managing local halls and cemeteries
- Managing reserves, plantings, drainage, footpaths, street lighting, camping grounds, wharves, jetties, lakeshores and slipways, litter control
- Stewart Island – governance of the Stewart Island Electrical Supply Authority
- Te Anau – management of the Te Anau Airport Manapouri

It can make recommendations to Council on:

- Estimates, traffic management, roading, recreation, elderly persons' housing, noxious plants control, pest destruction control, temporary road closures, local civil defence, local welfare, waste management, economic development, resource consent applications which are referred to the board for feedback, toilets and local assets.
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## COMMITTEE REPORTS

### 8.1 Local Liaison Person Report

The following is a list of portfolios held by each Member;

- |   |                               |                 |
|---|-------------------------------|-----------------|
| • | Works                         | Member Davidson |
| • | Parks & Reserves              | Member Herrick  |
| • | Cemeteries                    | Member Gutsell  |
| • | Hall                          | Member Gutsell  |
| • | Community Housing             | Member Vincent  |
| • | Emergency Management          | Member Vincent  |
| • | Promotions                    | Member Joyce    |
| • | Alex McKenzie Arboretum Trust | Member Davidson |

### 8.2 Chairman's Report

The Chairman, Member Bekhuis, to report on matters with which he has been involved since the Board's last meeting.

### 8.3 Councillor's Report

Councillor Baird to report on matters from the District Council table.



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**1 Apologies**

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

**2 Leave of absence**

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

**3 Conflict of Interest**

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

**4 Public Forum**

Notification to speak is required by 5pm at least two days before the meeting. Further information is available on [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz) or phoning 0800 732 732.

**5 Extraordinary/Urgent Items**

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

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

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

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

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

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

**6 Confirmation of Minutes**

6.1 Meeting minutes of Otautau Community Board, 05 November 2015

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## Otautau Community Board

# UNCONFIRMED OPEN MINUTES

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Minutes of a meeting of Otautau Community Board held in the SDC Office Otautau on Thursday, 5 November 2015 at 2pm.

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### PRESENT

|                    |   |
|--------------------|---|
| <b>Chairperson</b> | Andre Bekhuis   |
| <b>Members</b>     | Ken Davidson<br>Peter Gutsell<br>Peter Herrick<br>Amber Joyce |

|                   |              |
|-------------------|--------------|
| <b>Councillor</b> | Stuart Baird |
|-------------------|--------------|

### IN ATTENDANCE

|                              |              |
|------------------------------|--------------|
| <b>Area Engineer</b>         | Greg Erskine |
| <b>Manager, Area Offices</b> | Chris Dolan  |

## 1 Apologies

An apology for non-attendance was lodged by Member Vincent.

Moved Member Davidson, seconded Member Herrick and **resolved:**  
**That the Otautau Community Board accept the apology.**

## 2 Leave of absence

There were no requests for leave of absence.

## 3 Conflict of Interest

There were no conflicts of interest declared.

## 4 Public Forum

There were no members of the public requesting speaking rights in the Public Forum section of the meeting.

## 5 Extraordinary/Urgent Items

There were no extraordinary/urgent items to consider.

## 6 Confirmation of Minutes

### Resolution

Moved Member Gutsell, seconded Cr Baird

**Confirms the minutes of Otautau Community Board meeting held on 1 October 2015.**

## Reports

### 7.1 Action Sheet

**Record No: R/15/10/19348**

The Action Sheet from the Board's previous meetings was tabled.

Issues arising from the Action Sheet included;

#### Wallace Walkway Signage

It was reported to the meeting that the signs were unveiled on 30 October 2015; this project is now complete.

Otautau Town Hall Disposal

The Chairman reports that he has met with Mr Kevin McNaught (Strategic Property Manager) where he was informed that the tender documents will be released in late January 2016.

**Resolution**

Moved Member Joyce, seconded Member Herrick

**That the Otautau Community Board:**

- a) **Receives the report titled “Action Sheet” dated 30 October 2015.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**

**7.2 Works and Finance Report to Otautau Community Board for the period ended 30 September 2015**

**Record No: R/15/10/18643**

The Works and Finance Report prepared by Mr Greg Erskine (Area Engineer) for the period ending 30 September 2015, was tabled.

The following issues were reported to the Board;

- Work has been completed on the rail crossing on the walkway between Main Street and Slaughterhouse Road. Gratitude was expressed to Member Davidson for his involvement in this project.
- For the year to date there has been no unplanned expenditure exceeding the \$5,000 threshold.

**Resolution**

Moved Member Joyce, seconded Member Gutsell

**That the Otautau Community Board:**

- a) **Receives the report titled “Works and Finance Report to Otautau Community Board for the period ended 30 September 2015” dated 28 October 2015.**



### 7.3 Annual Plan 2016/2017 - Draft Estimates Report

Record No: R/15/10/17972

Tabled before the Board was a report which provided an overview of the forecasted services for the Otautau Community Board in 2016/17.

Staff advised that;

1. Council has streamlined its 2016/17 Annual Plan process and as a result the Board is only required to review the estimates for significant changes. In addition, consideration should be given to funding any significant changes from reserves where appropriate.
2. The draft estimates will be incorporated into the Council's Draft Annual Plan which will be released for consultation in February 2016. Once the plan is finalised (and subject to any changes resulting from submissions), the estimates shown for 2016/17 will be used to set rates for the year beginning 1 July 2016.

Issues of note that were drawn to the attention of the Board included projects which outlined the key variances from what was originally included in year two of the LTP and what is planned now. These key variances are as follows;

#### *Project Variances*

| Project Description                               | Annual Plan 2016/17 | LTP 2016/17 | Variance | Funding          |
|---|---------------------|-------------|----------|------------------|
| Alderly Street kerb and seal car park at BMX area | \$15,500            | -           | \$15,500 | Reserves         |
| Hulme Street seal complex car park                | \$18,000            | -           | \$18,000 | Reserves         |
| Mary Street construct and seal accessways         | \$15,000            | -           | \$15,000 | Reserves         |
| SCADA upgrade at four stations                    | \$80,000            | -           | \$80,000 | District Funding |

#### *Other Variances*

| Business Unit | Account                    | Annual Plan 2016/17 | LTP 2016/17 | Variance | Comments       |
|---------------|----------------------------|---------------------|-------------|----------|----------------|
| Library       | Maint assets under \$1,000 | \$750               | -           | \$750    | Two new chairs |

The Board confirmed the key variances as listed above and also the 2016/17 projects outlined in the report.

The Board noted the local rate for 2016/17 is proposed for a 0.45% decrease.

### Resolution

Moved Member Herrick, seconded Member Gutsell

**That the Otautau Community Board:**

- a) **Receives the report titled “Annual Plan 2016/2017 - Draft Estimates Report” dated 30 October 2015.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Approves variations in the Otautau estimates from year two of the Long Term Plan as outlined in the report tabled.**
- e) **Estimates for the year commencing 1 July 2016 be adopted for inclusion in the Council’s Draft Annual Plan.**
- f) **Requests the levy of the following rates and charges (including GST) for the year commencing 1 July 2016 based on the approved estimates in (e) above.**

| <b>Rate Description</b>       | <b>Rate (GST incl.)</b> |
|-------------------------------|-------------------------|
| Otautau CB - Commercial Rate  | \$73,533                |
| Otautau CB - Residential Rate | \$104,226               |
| Otautau CB - Rural Rate       | \$10,800                |
| Otautau Hall Rate             | \$12,370                |
| Otautau Pool Rate             | \$13,496                |

- g) **Identifies the key highlights for the 2016/17 financial year as follows;**
  - **Footpath upgrades**
  - **Sealing of Sports Complex carpark**
  - **New kerb and channel and sealing of carpark adjacent BMX Track on Alderly Street**
  - **SCADA upgrade for sewerage scheme**
  - **New sewer pumps**
  - **Repairs to reservoir**

## Committee Reports

## 8.1 Local Liaison Persons Report

Record No: R/15/10/19336

### Works

There were no issues identified of a works nature that required follow-up.

### Cemeteries

Member Gutsell covered issues relating to:

- Trees
- Awaiting Taskforce to trim trees adjacent Bayswater Road
- Pillars at Bayswater Road entrance to the cemetery
- Old Settlers Cemetery is in good order although broken headstones are a problem
- Area Engineer advised that any work carried out at the two cemeteries must be performed by an approved contractor

### Hall

An email from Ms Faimie McGlen requesting approval from the Board for a loan (free of charge if possible) of six trestles for the Otautau Three Churches Flower & Quilt Walk scheduled for 26/27 February 2016, was tabled.

The Board notes that the profits from the event will be supporting the St John Shuttle.

Moved Member Gutsell, seconded Chairperson Bekhuis

**resolved that Otautau Community Board resolves to;**

- a) Receive the email from Ms F McGlen requesting a loan of the Town Hall trestle tables.**
- b) Approve of the request and that Ms McGlen to liaise with the Hall liaison person, Member Gutsell.**

### Promotions

Member Joyce reported that the Street Party is set down for 11 December 2015. The Area Engineer is to ensure the Traffic Management Plan is in place for this event. The meeting was advised the Promotions Group are still working on the entry signs.

## 8.2 Chairman's Report

Record No: R/15/10/19337

Chairman Bekhuis reported on activities with which he has been involved since the Board's last meeting, these included;

- Installation of Walkway signs
- Governance Review meeting on 25 November
- Meeting with consultant for the camping ground project

- Removal of four plots adjacent to the Presbyterian Church to be included as an agenda item for the next meeting with the Area Engineer to provide costs (two nearest the town centre be retained).

### 8.3 Councillor's Report

Record No: R/15/10/19338

Councillor Baird reported on matters from the District Council table; these included;

- 2014/15 Annual Report has been released to the public
- Building Consent data
- Reorganisation Proposal

3.30 pm

CONFIRMED AS A TRUE AND CORRECT  
RECORD AT A MEETING OF THE OTAUTAU  
COMMUNITY BOARD HELD ON 5 NOVEMBER  
2015.

**DATE:**.....

**CHAIRPERSON:**.....

## Action Sheet

Record No: R/15/12/21902  
Author: Kelly Tagg, Otautau Area Officer  
Approved by: Kelly Tagg, Otautau Area Officer

Decision  Recommendation  Information

- 1 The Action Sheet from the Board's last meeting is circulated for Members' information.

## Recommendation

That the Otautau Community Board:

- a) Receives the report titled "Action Sheet" dated 4 December 2015.
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.

## Attachments

- A Otautau Community Board Action Sheet - 10 December 2015 [View](#)
- B Otautau Community Board InfoCouncil Action Sheet - 10 December 2015 [View](#)

## Action Sheet

### Otautau Community Board

Item 7.1 Attachment A

#### Wallace Community Board, 31-Jan-2013

##### 13.01.4.0 Otautau Sewerage Connections

The Board queried the sewerage connection status of several Otautau properties.

##### Name(s):

Marron, M

##### Dates:

Response  
01/03/16

##### Officer's comment

*Updated 30 October 2014*

*Council prosecuted the owner of a property on the Otautau Wreys Bush Road for failing to connect to the sewerage scheme in the Invercargill District Court on 24 October 2014. The defendants did not appear and were both convicted and fined.*

*Updated 4 December 2014*

*The Board is advised that the above property owner has informed Council he is trying to save money to connect; the owner has been advised that to avoid further Court action and costs he should arrange for a building consent for the sewer connection as soon as possible.*

*Updated 25 February 2015*

*Building consent was issued for a property on the Otautau Wreys Bush Road on 22 January 2015.*

*Updated 28 May 2015*

*The Board enquired if Council would consider connecting the property on the Otautau Wreys Bush Road and adding the charges onto the owner's rates or place a caveat over the title. Staff to investigate and report back to the Board.*

*Updated 8 June 2015*

*The Finance Manager advises that in relation to setting up an informal loan arrangement and registering a charge against the title, that Council has set up such arrangements in the past and these typically haven't worked in Council's favour with the debts still being outstanding 5+ years later and Council's only option being to incur legal costs to seek judgement (which may still not see payment being made promptly), or wait until the property is sold (which is often not likely in these type of cases).*

*The Finance Manager confirmed that this responsibility falls on the ratepayer and that Council is unable to assist in this instance.*

*Updated 9 July 2015*

*The Board requests that this item remain on the Action Sheet. Further Court action may ensue if the property is not connected prior to the building consent lapsing in January 2016.*

**Wallace Community Board, 22 August 2013****13.06.4.0 Playground Equipment – Centennial Park**

The Board was informed that a meeting with the Area Engineer, Chairperson & Plunket President has occurred where the purchase and installation of new playground equipment for Centennial Park was discussed. The equipment will cost approximately \$12,000 with the Board contributing \$5,000, Otautau Plunket \$3,000 and a funding application for the remaining \$4,000 will be completed by the Area Engineer

| <u>Name(s):</u> | <u>Dates:</u> |
|-----------------|---------------|
| Erskine, G      | Response      |
| Bekhuis, A      | 01/12/15      |

Officer's Comment

*Updated 31 October 2013*

*Area Engineer is meeting with Plunket Representatives prior to the next Board meeting to finalise the equipment to be installed. Venture Southland has submitted a funding application on behalf of the Board to assist with the costs of purchasing the equipment.*

*Updated 4 December 2013*

*The SDC Allocations committee have granted \$2,000 in funding to this project.*

*Updated 6 March 2014*

*Otautau Plunket has confirmed they have \$8,000 set aside and are awaiting the outcome of a further grant application in the amount of \$2,000. Once this is known a meeting with the Area Engineer will be arranged to sign off on the new equipment.*

*Updated 20 May 2014*

*The Board has received \$500.00 from the SDC Community Initiatives fund to assist towards extending the playground.*

*Updated 24 September 2014*

*Otautau Plunket Group have re-applied for a grant to the Ministry of Education; still awaiting their reply. Otautau Plunket Group is also waiting to hear the outcome of another couple of applications as well.*

*Updated 31 October 2014.*

*Plunket have received a grant of \$5,000 from the Ministry of Education; all funding is now in place and the finalising of equipment will be completed as soon as possible.*

*Updated 9 April 2015*

*New equipment has been agreed upon and will be installed by the end of June 2015.*

*Updated 3 July 2015*

*New equipment has arrived with the placement still to be confirmed. Weather has also delayed progress on this item. Equipment will be installed once weather improves.*

*Updated 25 September 2015*

*The siting of the equipment was discussed at a recent informal meeting; a location to the north of the junior playground is the new preferred site.*

*Updated 1 October 2015*

*Equipment will be installed by the end of November.*

Otautau Community Board, 10 July 2014**14.06.6.3 Street lighting**

The Board discussed the issue of lighting at the juncture of the Otautau-Drummond Road and Lindsay-Calcium Road; the Area Engineer advised a works order has been issued for this project as well a light at the corner of Boundary Road and Fairfax-Isla Bank Road.

| <u>Name(s):</u> | <u>Dates:</u> |
|-----------------|---------------|
| Hare, H         | Response      |
| Marshall, I     | 01/12/15      |

Officer's Comment

*Updated 25 September 2014*

*Lights have not been installed as yet.*

*Updated 25 February 2015*

*The Roding Asset Engineer advised PowerNet have quoted approximately \$30,000 to install the new light which is well in excess of the budget. Staff have investigated solar options and have had initial discussions with suppliers however the prices supplied have only been for the units. Staff are currently following up with Otago Power Services regarding the installation options and costs; a price is expected in the next two weeks.*

*Updated 5 March 2015*

*The Board expressed concern at the length of time taken to progress this item and noted there has already been a fatal accident at this intersection. The Board requested the Group Manager, Services and Assets be advised of the Board's concern and advising that the Board requests this light be installed as soon as possible, regardless of the cost.*

*Updated 22 April 2015*

*Staff pursuing options and working with NZTA. Quote for street lighting as requested is expected during the week beginning 28 April 2015.*

*Updated 28 May 2015*

*The Board was advised by Council's Roding Asset Management Engineer, Mr Hartley Hare, that a cost of approximately \$13,000 was received at the end of April to install a Solar LED light unit. Considering the improvement works already completed at the corner of the Otautau Drummond Road and Lindsay Calcium Road along with no further recorded crashes over the past five years, installation of a flag light at this cost cannot be justified on the crash history alone.*

*However, Mr Hare did comment that with Council wanting to move to LED lighting this intersection provides an ideal candidate to carry out a trial using Solar LED technology. This site has been chosen due to it being the only night-time intersections fatality site within Southland District Council area over the past five years.*

*The supply and installation of the unit is expected to take 3-4 months.*

*Updated 4 August 2015*

*The installation date has not been set; Roding Asset Management Engineer to follow up and advise.*

*Updated 23 September 2015*

*Mr Hartley Hare advises they have been ordered but the supplier can't confirm when they will be supplied as they are coming from overseas.*



*Updated 23 October 2015*

*The unit is in transit and due into Tauranga mid-November, it is hoped that it will be with the installer in mid to late November 2015.*

# Otautau Community Board Action Sheet

## Open Action Items

### Item 7.1 Attachment B

| Author                           | Due Date  | Subject   | Notes  |
|----------------------------------|-----------|---|--|
| Greg Erskine<br>Andre<br>Bekhuis | 1/12/2015 | Holt Park Camping Ground Upgrade                  | <p>Venture Southland will add anecdotal information to the report regarding the estimated current income of the camping ground and potential income for the township from blueberry pickers at the Otautau Blueberry Country Farm.</p> <p>A maintenance plan for the upgraded camping ground facilities should be done by the area engineer.</p> <p>Additional information has been provided by Venture Southland. Area Engineer still to complete maintenance plan.</p> <p><b>A copy of the "Camp Plan" is circulated with the agenda for Members information.</b></p>  |
| Roy<br>Clearwater                | 1/03/2016 | Request from Otautau School - Pedestrian Crossing | <p>A meeting with representatives from Otautau School and the Roding Department will be held when School recommences for the year.</p> <p>Mr McCallum from the Roding Team and the Area Engineer met with representatives of the school regarding the Main Street pedestrian crossing. He is going to investigate rules around flashing warning lights and other warning devices that may be useful.</p> <ul style="list-style-type: none"> <li>•Mr McCallum advises the Roding Department has been approached by several schools wanting variable speed limits within the Southland District. Staff are working towards putting a plan together regarding speed limits for school zones located within the District.</li> </ul> <p>A prioritisation chart to compare Southland schools based upon roll count, speed, road classification etc has been completed. From this chart Rimu School ranked highest which was backed up from a site visit and active warning school signs were installed at Rimu School as a 'trial'.</p> <p>The signs have now been up a couple of months and their effect on traffic and behaviour is being measured.</p> |

|                |            |                                 |   |
|----------------|------------|---------------------------------|---|
|                |            |                                 | <p>The Roding Department wishes to have some measurable data/statistics to help justify installing additional signs in the future at other schools (eg like Otautau);</p> <p>From the prioritisation chart that was prepared Otautau School is actually ranked 3rd on the list however, from an engineering point of view it is probably the next highest risk.</p> <p>The current active school signs will be monitored to ensure they are infact effective and not a hazard in their own right. Once Council has gathered the above evidence to support installing Active Warning School Signs - then the Roding Engineers will be back out to Otautau school to investigate this site further.</p>                               |
| Andre Bekhuis  | 01/12/2015 | Otautau BMX Track Upgrade       | <p>The Board agrees to consider any potential changes to the Otautau BMX Track at the Estimates meeting scheduled for 5 November 2015.</p> <p>The Chairman will raise the matter of establishing a BMX Track/Centennial Park Upgrade Subcommittee as part of the Chairman's Report.</p> <p>A subcommittee consisting of Members Bekhuis, Gutsell, Joyce and Vincent has been established and the first meeting has been held. Plans for the redevelopment are being prepared for consideration by the Board.</p> <p><b>Symons Contracting has been requested to carry out some ground work at the site to clear the existing track. A draft plan of the entire site is circulated with the agenda for Member's information.</b></p> |
| Greg Erskine   | 01/12/2015 | Dog Signs on Floodbank walkways | <p>The Board requests signage be installed on the floodbank walkways advising that dogs are to be "on-leash" at all times.</p> <p>Signs have been ordered and will be installed in November.</p>  |
| Kevin McNaught | 01/03/2016 | Otautau Town Hall Disposal      | <p>The Board requests that the Strategic Property Manager provide an update on progress concerning the disposal of the Otautau Town Hall.</p>   |

Item 7.1 Attachment B

|              |            |  |  |
|--------------|------------|--|--|
|              |            |  | <p>A draft document has been prepared and will be presented to the Board in due course.</p> <p>A meeting has been organised with Board Chairman to confirm the tender documents</p> <p><b>Tender documents will be released in late January 2016.</b></p>                      |
| Greg Erskine | 01/12/2015 | Footpath Repairs, Otautau Township                   | <p>The Board accepted Central Western Roding's contract price of \$100 per square metre to carry out footpath repairs in the Otautau Township to a maximum of \$15,000.</p> <p>Work to commence in November.</p>   |
| Greg Erskine | 01/12/2015 | Removal of four garden plots on Main Street, Otautau | <p>Area Engineer to provide costs for the removal of the four garden plots on Main St. The two plots nearest the town centre to be retained.</p> <p><b>A copy of a submission from a Member of the Public wishing the plots be retained is circulated with the agenda.</b></p> |

**Recently Closed Action Items**

| Author     | Completion Date | Subject      | Notes   |
|------------|-----------------|--------------|---|
| Kelly Tagg | 03/12/2015      | Action Sheet | <p>The Board agrees to meet the cost of the external consultant's fee up to a maximum of \$4,000 to prepare the Resource Consent application for the repairs to the floodbank at the base of Slaughterhouse Road; such costs to be a charge against the Roding Budget.</p> <p>The consultant did some investigations and advised the Board did not require a Resource Consent for the installation of the new floodbank. This work should be undertaken before Christmas. The Board also agreed not to pursue the gravel extraction below the Main Street bridge; Environment Southland have agreed to do some spraying and to remove the tree growing in the gravel island.</p> <p><b>Action completed. The repairs to the floodbank at the base of Slaughterhouse Road have now been completed.</b></p> |

|              |            |  |  |
|--------------|------------|--|--|
| Greg Erskine | 01/12/2015 | Event sign, Main Street, Otautau                 | <p>The Board agrees to replace the existing events signage on Main Street, Otautau with an updated version of same at a cost of approximately \$5,500; such costs to be a charge against Township Operating Costs - General Projects. The Signs company has original drawings to modify and provide minor changes as suggested by the board rep.</p> <p>Representatives of the Board met with Creation Signs to discuss options for the new sign. Draft sign options have been received and will be considered by the Board.</p> <p>Action completed. The new sign has been installed.</p> |
| Greg Erskine | 19/11/2015 | Annual Plan 2016/2017 - Draft Estimates Report   | <p>Action completed. Board approved of key variances as outlined in report (r/15/10/17972).</p> <p>Board also approves of rates and charges as outlined in report.</p>   |
| Kelly Tagg   | 01/12/2015 | Hire Trestle Tables for 2016 Flower & Quilt Walk | <p>Approval given for the loan of six trestles free of charge for the Otautau Three Churches Flower &amp; Quilt Walk on 26 &amp; 27 February 2016.</p> <p>Action completed: Flower &amp; Quilt Walk committee has been advised of the Board's decision.</p>  |
| Greg Erskine | 01/12/2015 | Otautau Promotions Street Party                  | <p>Area Engineer to ensure Traffic Management Plan is in place for the Otautau Promotions Street Party on 11 December 2015.</p> <p>Action completed: Traffic Management Plan has been organised.</p>   |
|              |            |  |  |



## Works and Finance Report to Otautau Community Board for the period ended 31 October 2015

Record No: R/15/11/21222  
Author: Greg Erskine, Area Engineer  
Approved by: Ian Marshall, GM - Services and Assets

Decision  Recommendation  Information

### Area Engineer's Report

- 1 Environment Southland has completed work on the stopbank on Slaughterhouse Road. This site will no longer be available for green waste disposal so a replacement is being looked into.
- 2 KiwiRail has upgraded the rail crossings on Hulme Street and Otautau Tuatapere Road.
- 3 Work is underway on the replacement sign in Main Street. The original sign was installed in 1994.
- 4 It is proposed to have the playground extension beside the Plunket area in place prior to Christmas.

### Water and Waste Engineer's Report

- 5 The monthly operations reports from Downer are provided to the Board Secretary as they are published. They include data on Downer's district-wide operations activities which is presented on a town by town basis.
- 6 For the year to date there has been no unplanned expenditure exceeding the \$5,000 threshold.

### Financial Considerations

#### Development and Financial Contributions

- 7 The table below outlines the balances of Development and Financial contributions for your community to date. Spending of these funds is considered by Council staff when projects are in the planning stage. Once identified as a potential funding source for a project, confirmation from the Group Manager Services and Assets is sought before undertaking the project to ensure that the relevant policy and legislative requirements are met.

|          |          |
|----------|----------|
| Sewerage | \$29,989 |
| Water    | \$5,489  |

#### Reserves

- 8 Please find the Reserves Report attached.

## Recommendation

That the Otautau Community Board:

- a) Receives the report titled “Works and Finance Report to Otautau Community Board for the period ended 31 October 2015” dated 3 December 2015.

## Attachments

- A Otautau Project List and Finance Reports, 31 October 2015 [View](#)



**Project List**

The table below shows all of the projects that are currently planned for Otautau in 2015/2016. Items in ***bold and italics*** are carried over from previous financial years:

| Activity                                | Project  | Type              | Year                | Budget                 | Status   | Officer's Comments   |
|---|--|-------------------|---------------------|------------------------|--|--|
| Council Buildings/<br>Property          | Upgrade camping ground -<br>sewerage connection, new ablution<br>block, new kitchen, new huts and<br>chalets | LOS               | 15/16               | \$240,000              | Preliminary<br>investigation   |  |
| Roading and Transport                   | Footpaths Upgrade  | REN               | 15/16               | \$12,092               | Design   |  |
| <b><i>Roading and<br/>Transport</i></b> | <b><i>Footpaths Upgrade</i></b>  | <b><i>REN</i></b> | <b><i>14/15</i></b> | <b><i>\$11,694</i></b> | <b><i>Not Started</i></b>  | <b><i>Contractor workload delayed<br/>commencement.</i></b>                        |
| <b><i>Parks and Reserves</i></b>        | <b><i>Township Walking Tracks<br/>Project</i></b>  | <b><i>LOS</i></b> | <b><i>14/15</i></b> | <b><i>\$5,294</i></b>  | <b><i>Started - Design<br/>complete but no<br/>physical work</i></b> | <b><i>Delay with KiwiRail plans/price<br/>for pedestrian crossing in fill.</i></b> |

## Otautau Community Financial Report

33.33% Of Year

For the Period Ended October 2015

| Income   | <u>Annual Budget</u> | <u>Actual Income to Date</u> | <u>Income to Date %</u> | <u>Full Year Projection</u> |
|--|----------------------|------------------------------|-------------------------|-----------------------------|
| 28900 Administration - Otautau                   | 28,178               | 8,786                        | 31%                     | 28,193                      |
| 28901 Library - Otautau                          | 29,041               | 9,687                        | 33%                     | 29,048                      |
| 28902 Operating Costs - Otautau                  | 6,194                | 2,068                        | 33%                     | 6,198                       |
| 28907 Street Works - Otautau                     | 20,838               | 6,859                        | 33%                     | 20,850                      |
| 28910 Refuse Collection - Otautau                | 7,745                | 2,586                        | 33%                     | 7,749                       |
| 28925 Cemetery - Otautau                         | 27,052               | 7,833                        | 29%                     | 25,867                      |
| 28926 Settlers Cemetery - Otautau                | 2,679                | 894                          | 33%                     | 2,680                       |
| 28928 Beautification - Otautau                   | 33,500               | 11,476                       | 34%                     | 33,810                      |
| 28932 Holt Park                                  | 17,440               | 6,356                        | 36%                     | 17,983                      |
| 28933 Holt Park Extension                        | 8,783                | 3,764                        | 43%                     | 9,620                       |
| 28934 Centennial Park                            | 2,545                | 8,350                        | 328%                    | 10,046                      |
| 28936 Baths - Otautau                            | 13,116               | 3,885                        | 30%                     | 13,130                      |
| 28949 Holt Park Camping Ground                   | 10,006               | 3,341                        | 33%                     | 10,012                      |
| 28950 Hall - Otautau                             | 10,490               | 3,574                        | 34%                     | 10,569                      |
| 28981 Plunket Rooms - Otautau                    | 1,823                | 609                          | 33%                     | 1,824                       |
| 28982 Bowling Club                               | 100                  | 0                            | 0%                      | 67                          |
| 28985 Forestry - Holt Park                       | 3,949                | 0                            | 0%                      | 3,949                       |
| <b>Subtotal Local Business Units</b>             | <b>223,479</b>       | <b>80,069</b>                | <b>36%</b>              | <b>231,593</b>              |
| 28913 Stormwater Drainage Otautau                | 37,809               | 10,389                       | 27%                     | 37,827                      |
| <b>Subtotal Water &amp; Waste Business Units</b> | <b>37,809</b>        | <b>10,389</b>                | <b>27%</b>              | <b>37,827</b>               |
| <b>Total</b>                                     | <b>261,288</b>       | <b>90,457</b>                | <b>35%</b>              | <b>269,420</b>              |

## Otautau Community Financial Report

33.33% Of Year

**For the Period Ended October 2015**

| <u>Expenditure</u>                               | <u>Annual Budget</u> | <u>Actual Spent to<br/>Date</u> | <u>Spent to Date<br/>%</u> | <u>Full Year<br/>Projection</u> |
|--|----------------------|---------------------------------|----------------------------|---------------------------------|
| 28900 Administration - Otautau                   | 26,313               | 7,883                           | 30%                        | 25,425                          |
| 28901 Library - Otautau                          | 24,797               | 8,155                           | 33%                        | 25,144                          |
| 28902 Operating Costs - Otautau                  | 6,194                | 1,649                           | 27%                        | 5,421                           |
| 28907 Street Works - Otautau                     | 8,450                | 5,840                           | 69%                        | 11,473                          |
| 28910 Refuse Collection - Otautau                | 7,745                | 2,888                           | 37%                        | 8,052                           |
| 28925 Cemetery - Otautau                         | 27,052               | 8,361                           | 31%                        | 26,395                          |
| 28926 Settlers Cemetery - Otautau                | 2,679                | 644                             | 24%                        | 2,144                           |
| 28928 Beautification - Otautau                   | 43,500               | 8,976                           | 21%                        | 37,976                          |
| 28932 Holt Park                                  | 17,440               | 5,379                           | 31%                        | 16,046                          |
| 28933 Holt Park Extension                        | 8,783                | 3,214                           | 37%                        | 6,880                           |
| 28934 Centennial Park                            | 2,545                | 938                             | 37%                        | 2,635                           |
| 28936 Baths - Otautau                            | 11,613               | 3,479                           | 30%                        | 8,011                           |
| 28949 Holt Park Camping Ground                   | 5,438                | 1,585                           | 29%                        | 4,891                           |
| 28950 Hall - Otautau                             | 10,487               | 5,077                           | 48%                        | 9,544                           |
| 28981 Plunket Rooms - Otautau                    | 1,823                | 1,269                           | 70%                        | 1,602                           |
| 28982 Bowling Club                               | 0                    | 375                             | 0%                         | 375                             |
| 28985 Forestry - Holt Park                       | 19,167               | 767                             | 4%                         | 13,081                          |
| <b>Subtotal Local Business Units</b>             | <b>224,026</b>       | <b>66,479</b>                   | <b>30%</b>                 | <b>205,095</b>                  |
| 28913 Stormwater Drainage Otautau                | 16,113               | 3,206                           | 20%                        | 13,865                          |
| <b>Subtotal Water &amp; Waste Business Units</b> | <b>16,113</b>        | <b>3,206</b>                    | <b>20%</b>                 | <b>13,865</b>                   |
| <b>Total</b>                                     | <b>240,139</b>       | <b>69,685</b>                   | <b>29%</b>                 | <b>218,960</b>                  |

Item 7.2 Attachment A

## Otautau Community Financial Report

33.33% Of Year

For the Period Ended October 2015

| Capital Expenditure                              | <u>Annual Budget</u> | <u>Actual Spent to Date</u> | <u>Spent to Date %</u> | <u>Full Year Projection</u> |
|--|----------------------|-----------------------------|------------------------|-----------------------------|
| 28901 Library - Otautau                          | 4,994                | 1,132                       | 23%                    | 4,461                       |
| 28907 Street Works - Otautau                     | 12,092               | 0                           | 0%                     | 8,061                       |
| 28928 Beautification - Otautau                   | 5,294                | 0                           | 0%                     | 3,529                       |
| 28949 Holt Park Camping Ground                   | 240,000              | 0                           | 0%                     | 160,000                     |
| <b>Subtotal Local Business Units</b>             | <b>262,380</b>       | <b>1,132</b>                | <b>0%</b>              | <b>176,052</b>              |
| <b>Subtotal Water &amp; Waste Business Units</b> | <b>0</b>             | <b>0</b>                    | <b>0%</b>              | <b>0</b>                    |
| <b>Total</b>                                     | <b>262,380</b>       | <b>1,132</b>                | <b>0%</b>              | <b>176,052</b>              |

Item 7.2 Attachment A

## Otautau Community Financial Report

33.33% Of Year

**For the Period Ended October 2015**

| Funding Adjustments<br>(Contributions, Loans, Provisions, Reserves,<br>Forestry Dividend) | <u>Annual Budget</u> | <u>Actual</u><br><u>Adjustments to</u><br><u>Date</u> | <u>Adjustments</u><br><u>to Date %</u> | <u>Full Year</u><br><u>Projection</u> |
|---|----------------------|---|--|---------------------------------------|
| 28900 Administration - Otautau  | (1,865)              | 0   | 0%                                     | (1,243)                               |
| 28901 Library - Otautau   | 750                  | 17  | 2%                                     | 517                                   |
| 28907 Street Works - Otautau  | 11,398               | 0   | 0%                                     | 7,599                                 |
| 28928 Beautification - Otautau  | 15,294               | 0   | 0%                                     | 10,196                                |
| 28936 Baths - Otautau   | (1,503)              | 0   | 0%                                     | (1,002)                               |
| 28949 Holt Park Camping Ground  | 235,432              | 0   | 0%                                     | 156,955                               |
| 28950 Hall - Otautau  | (3)                  | 0   | 0%                                     | (2)                                   |
| 28982 Bowling Club  | (100)                | 0   | 0%                                     | (67)                                  |
| 28985 Forestry - Holt Park  | 15,218               | 0   | 0%                                     | 10,145                                |
| <b>Subtotal Local Business Units</b>  | <b>274,621</b>       | <b>17</b>   | <b>0%</b>                              | <b>183,098</b>                        |
| 28913 Stormwater Drainage Otautau   | (21,696)             | 0   | 0%                                     | (14,464)                              |
| <b>Subtotal Water &amp; Waste Business Units</b>  | <b>(21,696)</b>      | <b>0</b>  | <b>0%</b>                              | <b>(14,464)</b>                       |
| <b>Total</b>  | <b>252,925</b>       | <b>17</b>   | <b>0%</b>                              | <b>168,634</b>                        |

Item 7.2 Attachment A

# Reserve Balances - Annual Plan

| Otautau                                 | Opening Balance | Current Budget | Forecast Budget | 2016/2017      | 2017/2018      | 2018/2019      | 2019/2020      | 2020/2021      | 2021/2022      | 2022/2023      | 2023/2024      | 2024/2025      | 2025/2026      |
|---|-----------------|----------------|-----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <b>Community Centre</b>                 |                 |                |                 |                |                |                |                |                |                |                |                |                |                |
| <i>Operating</i>                        |                 |                |                 |                |                |                |                |                |                |                |                |                |                |
| Otautau Town Hall - OPR                 | 9,581           | 9,584          | 9,584           | 9,587          | 9,590          | 9,593          | 9,596          | 9,599          | 9,602          | 9,605          | 9,609          | 9,613          | 9,613          |
| <b>Total Community Centre Operating</b> | <u>9,581</u>    | <u>9,584</u>   | <u>9,584</u>    | <u>9,587</u>   | <u>9,590</u>   | <u>9,593</u>   | <u>9,596</u>   | <u>9,599</u>   | <u>9,602</u>   | <u>9,605</u>   | <u>9,609</u>   | <u>9,613</u>   | <u>9,613</u>   |
| <b>Total Community Centre Balance</b>   | <u>9,581</u>    | <u>9,584</u>   | <u>9,584</u>    | <u>9,587</u>   | <u>9,590</u>   | <u>9,593</u>   | <u>9,596</u>   | <u>9,599</u>   | <u>9,602</u>   | <u>9,605</u>   | <u>9,609</u>   | <u>9,613</u>   | <u>9,613</u>   |
| <b>Local</b>                            |                 |                |                 |                |                |                |                |                |                |                |                |                |                |
| <i>Operating</i>                        |                 |                |                 |                |                |                |                |                |                |                |                |                |                |
| Otautau Baths                           | 43,702          | 45,205         | 45,205          | 46,771         | 48,403         | 50,103         | 51,874         | 53,719         | 55,642         | 57,645         | 59,732         | 61,907         | 61,907         |
| Otautau Brightwood Develop              | 14,364          | 254            | 254             | 254            | 254            | 254            | 254            | 254            | 254            | 254            | 254            | 254            | 254            |
| Otautau CB Conference                   | 8,361           | 1,323          | 1,323           | 1,329          | 1,336          | 1,343          | 1,350          | 1,357          | 1,365          | 1,373          | 1,381          | 1,390          | 1,390          |
| Otautau Forestry                        | 175,457         | 17,259         | 30,788          | 29,310         | 24,079         | 23,749         | 23,405         | 23,047         | 22,674         | 22,285         | 21,880         | 21,458         | 20,708         |
| Otautau General - OPR                   | 127,846         | 48,053         | 107,536         | 59,222         | 59,416         | 59,618         | 59,829         | 60,049         | 60,278         | 60,516         | 60,782         | 61,041         | 61,141         |
| <b>Total Local Operating</b>            | <u>369,730</u>  | <u>112,094</u> | <u>185,106</u>  | <u>136,886</u> | <u>133,488</u> | <u>135,067</u> | <u>136,712</u> | <u>138,426</u> | <u>140,213</u> | <u>142,073</u> | <u>144,029</u> | <u>146,050</u> | <u>145,400</u> |
| <b>Total Local Balance</b>              | <u>369,730</u>  | <u>112,094</u> | <u>185,106</u>  | <u>136,886</u> | <u>133,488</u> | <u>135,067</u> | <u>136,712</u> | <u>138,426</u> | <u>140,213</u> | <u>142,073</u> | <u>144,029</u> | <u>146,050</u> | <u>145,400</u> |
| <b>Stormwater</b>                       |                 |                |                 |                |                |                |                |                |                |                |                |                |                |
| <i>Operating</i>                        |                 |                |                 |                |                |                |                |                |                |                |                |                |                |
| Otautau Stormwater                      | 166,905         | 188,601        | 188,601         | 211,206        | 234,758        | 259,297        | 284,864        | 311,502        | 339,256        | 368,173        | 398,302        | 429,693        | 429,693        |
| <b>Total Stormwater Operating</b>       | <u>166,905</u>  | <u>188,601</u> | <u>188,601</u>  | <u>211,206</u> | <u>234,758</u> | <u>259,297</u> | <u>284,864</u> | <u>311,502</u> | <u>339,256</u> | <u>368,173</u> | <u>398,302</u> | <u>429,693</u> | <u>429,693</u> |
| <b>Total Stormwater Balance</b>         | <u>166,905</u>  | <u>188,601</u> | <u>188,601</u>  | <u>211,206</u> | <u>234,758</u> | <u>259,297</u> | <u>284,864</u> | <u>311,502</u> | <u>339,256</u> | <u>368,173</u> | <u>398,302</u> | <u>429,693</u> | <u>429,693</u> |
| <b>Total Otautau Reserve Balance</b>    | 546,216         | 310,279        | 383,291         | 357,679        | 377,836        | 403,957        | 431,172        | 459,527        | 489,071        | 519,851        | 551,940        | 585,356        | 584,706        |