

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

Date: Tuesday, 15 December 2015
Time: 5pm
Meeting Room: Waiau Hotel,
Venue: 47 Main Road, Tuatapere

Tuatapere Community Board Agenda

OPEN

MEMBERSHIP

Chairperson	Justin Lewis
Deputy Chairperson	Ann Horrell
Members	Stephen Crack
	David Norman
	Jo Sanford
	Margaret Thomas

Councillor	George Harpur
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IN ATTENDANCE

Area Engineer	Leighton Hare
Area Officer	Kelly Tagg

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Full agendas are available on Council's Website
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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UPDATES

8.1 Areas of Responsibilities

The following is a list of portfolios held by each Member; Members are only required to provide updates for the portfolios listed in bold.

- | | |
|------------------|---|
| • Member Crack | Works, Parks & Reserves , Hall, Pool redevelopment |
| • Member Norman | Tuatapere Domain, Rural Activities, Waiau River Liaison |
| • Member Horrell | Promotion & Communication, Playground , Youth Activities, Hall |
| • Member Thomas | Hall, Youth Activities , Promotion & Communication, Parks & Reserves |
| • Member Sanford | Borland Lodge, Community Housing , Youth Activities |
| • Member Lewis | Pool redevelopment , Works, Parks & Reserves, Amenities Trust |
| • Cr Harpur | Amenities Trust , Pool redevelopment |

8.2 Chairman's Report

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

8.3 Councillor's Report

Councillor Harpur to report on matters with which he has been involved since the Board's last meeting.

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 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 Tuatapere Community Board, 27 October 2015

Tuatapere Community Board

OPEN MINUTES

Minutes of a meeting of Tuatapere Community Board held in the Waiau Hotel on Tuesday, 27 October 2015 at 6pm.

PRESENT

Chairperson	Justin Lewis
Deputy Chairperson	Ann Horrell
Members	Stephen Crack
	David Norman
	Jo Sanford
	Margaret Thomas

IN ATTENDANCE

Area Engineer	Nick Lewis
Area Officer	Kelly Tagg

1 Apologies

An apology for non-attendance was lodged by Councillor Harpur.

Moved Member Crack, seconded Member Norman and **resolved:**
That the Tuatapere 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.

6 Confirmation of Minutes

Resolution

Moved Member Horrell, seconded Member Crack

Confirms the minutes of Tuatapere Community Board meeting held on 22 September 2015.

Reports

7.1 Action Sheet

Record No: R/15/10/18738

The Action Sheet from the Board's previous meeting was circulated for Members' information.

Resolution

Moved Member Thomas, seconded Member Norman

That the Tuatapere Community Board:

- a) **Receives the report titled “Action Sheet” dated 20 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 Tuatapere Community Board for the period ended 30 September 2015

Record No: R/15/9/17501

The Works and Finance report for the period ended 30 September 2015, was tabled.

The Board was informed as follows;

1. Replacement of some sections of the footpath as well as kerb and channel has been completed along Half Mile Road; property owners of two adjacent sections have taken the opportunity to concrete their accessways at the same time.
2. Crack Contracting (as subcontractor to SouthRoads) was requested to clear a fallen tree on Elder Drive.
3. On attending to a RFS relating to stormwater issues on Bridge Street it was discovered that three assumed sumps/drains are in fact “sand traps”; overflow from these flow down the kerb and channel to the bridge/river.
4. Routine spraying of the town streets by Watsons Contracting will commence in October as weather conditions allow; the mowing has started.
5. The township gardeners have completed some small projects such as the removal of vegetation overgrowing the footpath in King Street and replacement plantings in the vicinity of the Pipe Band/Water Tower as well as the odd filler one planned for opposite the school. The plantings in the recycle centre area have also been tidied up.

At this point, Board members queried when the internal painting of the RSA Hall is programmed to take place; the Area Officer will request that the Property Officer makes contact with the Hall Committee to advise.

Resolution

Moved Member Horrell, seconded Member Sanford

resolved that the Tuatapere Community Board:

- a) **Received the report titled “Works and Finance Report to Tuatapere Community Board for the period ended 30 September 2015” dated 9 October 2015.**
- b) **Requests that the Property Officer liaise with the Hall Committee concerning the budget and timeline for the internal painting of the RSA Hall**

A.1 Approval for an Approved Trading in Public Places Location - 39 Bates Road

Record No: R/15/10/18875

Report prepared by Ms Sarah Wilson seeking authorisation from the Tuatapere Community Board for a site to be used as a trading location under the Trading in Public Places Bylaw 2013, was tabled.

The Board was informed that the Trading in Public Places Bylaw controls trading in streets, reserves, recreation grounds and public places to ensure appropriate standards of convenience, safety and civic values are maintained. It also controls activities within public places which may have an adverse effect on other users of these facilities or adjoining areas.

The meeting was advised that the Trading in Public Places Bylaw (the Bylaw) enables licensees to sell goods in public places in the District, provided the locations and trading are acceptable to Council. Examples of trading in public places activities include stalls and mobile shops selling goods such as food, crafts, tattoo services, and also mobile services such as coffee cars and ice cream vans.

Ms Wilson advised the meeting that Environment Health Staff have received an application from an operator wanting to operate a mobile food shop and tourist booking office on the gravel area by the roadway to the Clifden Bridge. The applicant is Wairaurahiri Jet, Joyce Kolk. Furthermore, Council is seeking approval from the Board to approve this site as a suitable site to be used as a trading location under the Trading in Public Places Bylaw 2013.

The Board was provided with a schedule of locations which contains the specific conditions for each type of operation and for current approved locations within Te Anau, Winton, Lumsden and Otautau.

Ms Wilson advised that standard conditions are applied to all trading in public place licences. Generally the standard conditions are applied with the locations changed to suit what has been applied for but the conditions can be adjusted by staff according to the type of operation.

The meeting was informed that the proposed site has been discussed with the Area Engineer, Nick Lewis who raised no concerns with the site. Mr Lewis did suggest conditions relating to the removal of rubbish and not encroaching on to the roadway; Ms Wilson advised that the applicant has already agreed to such conditions in their application.

Member Thomas queried whether the existing toilet facilities would be adequate if the usage was to increase; Mr Lewis advised that Council may have to bring forward any planned upgrades to the toilet if problems arose.

A considerable period of discussions ensued with the Board ultimately deciding to grant approval to the application to trade at the Clifden Bridge site subject to the following conditions being met;

- Rubbish must be removed by the operator
- The mobile food shop and booking office must be removable and is to be removed from the site each evening.

Resolution

Moved Member Sanford, seconded Member Horrell

That the Tuatapere Community Board:

- a) Receives the report titled “Approval for an Approved Trading in Public Places Location - 39 Bates Road” dated 23 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 the site at 39 Bates Road, Tuatapere to be used as a trading locations under the Trading in Public Places Bylaw 2013 subject to the following conditions being met;**
 - Rubbish must be removed by the operator
 - The mobile food shop and booking office must be removable and is to be removed from the site each evening.

Updates

8.1 Areas of Responsibilities

Record No: R/15/10/18515

Members provided updates on their portfolios and some minor service request issues were identified which the Area Engineer, Mr Lewis, was requested to follow up and report back to the Board.

8.2 Chairman's Report

Record No: R/15/10/18517

The Chairman, Member Lewis, advised of matters with which he has been involved since the Board's last meeting which included attending a meeting concerning Council's proposed Organisational Review.

8.3 Councillor's Report

Record No: R/15/10/18519

Due to the absence of Councillor Harpur there was no Councillor's report.

7.30pm

CONFIRMED AS A TRUE AND CORRECT
RECORD AT A MEETING OF THE TUATAPERE
COMMUNITY BOARD HELD ON 27 OCTOBER
2015.

DATE:.....

CHAIRPERSON:.....

Action Sheet

Record No: R/15/12/22062
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 Tuatapere Community Board:

- a) **Receives the report titled "Action Sheet" dated 8 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 Tuatapere Community Board Action Sheet - 15 December 2015 [View](#)

Tuatapere Community Board Action Sheet

Open Action Items

Author	Due Date	Subject	Notes
Anne Robson	06/10/2015	Grant request from Tuatapere Community Baths Society Inc	The Board requested that the correspondence from the Pool Society relating to the Society's request for the remission of non-service rate charges and the water rate charge be forwarded to Council's Chief Financial Officer to generate a response.
Diana Zdravec	01/09/2015	Distribution of the pool rate	The Board wishes this item to lie on the table pending further discussions. A report advising on the operations of the Hauroko Valley Pool is circulated as item 8.3 of the agenda.
Graeme Hall	08/12/2015	Tuatapere Hall painting queries and garden sheds at Community Housing Complex.	Board members queried when the internal painting of the RSA Hall is programmed to take place and what the budget is for this project. The budget for 2016/17 for Interior & Exterior painting of the Hall was \$47,000. To date \$26,795 has been spent on the exterior. Balance is \$20,205. Also, the paint on the doors and windows of the RSA Hall & Library blistered following the external re-painting; Board Members enquired if this work is to be remedied. Contact has been made with the painter who will rectify when next in the Area. Members also enquired as to progress on the installation of new garden sheds for the community housing complex. Preliminary costs have come in at \$700/shed plus assembly. Further work required in order to progress this project.

Recently Closed Action Items

Author	Completion Date	Subject	Notes
Sarah Wilson	8/11/2015	Approval for an Approved Trading in Public Places Location - 39 Bates Road	The Board approved of the site at 39 Bates Road, Tuatapere subject to the following conditions being met; <ul style="list-style-type: none"> Rubbish must be removed by the operators The mobile food shop and booking office must be removable and is to be removed from the site each evening.

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

Record No: R/15/11/21215
Author: Leighton Hare, Area Engineer
Approved by: Ian Marshall, GM - Services and Assets

☐ Decision ☐ Recommendation ☒ Information

Area Engineer's Report

- 1 Routine maintenance works have continued to be carried out as required. Matters raised at 13 October informal meeting have been addressed.

Area Engineer's Financial Comments

Code	Cost Centre	Comment
28000	Admin	CB member salary.
28002	Operating	Unchanged from previous report period. Over expenditure due to one-off expense - donation to Hump Ridge Track as well as installing and removal of ANZAC flags.
28007	Streetworks	Only routine contractor costs eg litter bins. To date no small unforeseen maintenance required
28028	Beautification	Unchanged since previous report period. Wages traditionally submitted ad hoc at gardening staffs' discretion.
28032	Parks & Reserves	Maintenance requirements likely to increase during summer months.
28040	Waiau River Collection	Small amount % irrelevant/misleading - increase from budget of \$289 to actual \$349 - on-off for the year.
28048	Tuatapere Pool rate	\$8,000 paid out from a budget of \$10,250 - once off large amount.
28050	Hall	Property Department. Budget set for 2015/16 year however works/project brought forward to 2015/16 year
28013	Stormwater	Explanation unchanged from previous report period. Over expenditure due to unforeseen maintenance which could not be deferred. Blocked pipes at DTK yard and cleaning ditches at DTK yard as well as opposite fire station.
28007	Street Works Capital Project	Project in progress. Project will come in well under budget.

Water and Waste Engineer's Report

- 2 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.
- 3 For the year to date, there has been no unplanned expenditure exceeding the \$5,000 threshold.

4

Financial Considerations

Development and Financial Contributions

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.

Roading Contributions	\$12,600
Sewerage Contributions	\$10,547
Water Contributions	\$5,578
Te Waewae Bay Contributions	\$32,854

Recommendation

That the Tuatapere Community Board:

- a) **Receives the report titled “Works and Finance Report to Tuatapere Community Board for the period ended 31 October 2015” dated 27 November 2015.**

Attachments

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

Project List

The table below shows all of the projects that are currently planned for Tuatapere in 2015/2016. Items in ***Bold and Italics*** are carried over from previous financial years.

Activity	Project Name	Type	Year	Budget	Status	Officer's Comment
Community Centres	Exterior and interior repaint	MAINT PLAN	2015/2016	\$46,000	Partly complete	Exterior completed 14/15 year, interior has not begun yet.
Water Supply	Water Meter on Scout Den bore	LOS	2015/2016	\$7,000	Investigation	Work quoted.
Water Supply	Chlorine Metering	REN	2015/2016	\$14,187	Investigation	Work quoted.
Water Supply	Telemetry	REN	2015/2016	\$7,302	Investigation	Work quoted.
<i>Roading and Transport</i>	<i>Footpath upgrade</i>	<i>REN</i>	<i>2013/2014</i>	<i>\$50,000</i>	<i>Not Started</i>	<i>Adverse weather conditions delayed project completion.</i>
<i>Roading and Transport</i>	<i>Concrete kerbs</i>	<i>LOS</i>	<i>2013/2014</i>	<i>\$10,000</i>	<i>Not Started</i>	<i>Adverse weather conditions delayed project completion.</i>

Tuatapere Community Financial Report

33.33% Of Year

For the Period Ended October 2015

Income	<u>Annual Budget</u>	<u>Actual Income to</u> <u>Date</u>	<u>Income to</u> <u>Date %</u>	<u>Full Year</u> <u>Projection</u>
28000 Administration - Tuatapere	18,486	4,053	22%	18,481
28002 Operating Costs - Tuatapere	8,699	2,896	33%	8,696
28007 Street Works - Tuatapere	21,500	7,158	33%	21,491
28028 Beautification - Tuatapere	20,837	6,942	33%	20,833
28032 Tuatapere Parks & Reserves	12,995	4,326	33%	12,990
28040 Waiau River Collection	289	96	33%	289
28048 Tuatapere Ward Pool Rate	10,349	3,421	33%	10,353
28050 Hall - Tuatapere	14,444	4,670	32%	14,718
Subtotal Local Business Units	107,599	33,563	31%	107,851
28013 Stormwater Drainage Tuatapere	8,738	3,000	34%	8,825
28060 Water Supply - Tuatapere	28,489	17,614	62%	36,607
Subtotal Water & Waste Business Units	37,227	20,614	55%	45,432
Total	144,826	54,176	37%	153,283

Tuatapere Community Financial Report

33.33% Of Year

For the Period Ended October 2015

Expenditure	<u>Annual Budget</u>	<u>Actual Spent to Date</u>	<u>Spent to Date %</u>	<u>Full Year Projection</u>
28000 Administration - Tuatapere	12,173	3,675	30%	11,790
28002 Operating Costs - Tuatapere	8,699	4,013	46%	8,819
28007 Street Works - Tuatapere	11,500	1,443	13%	9,110
28028 Beautification - Tuatapere	20,837	3,040	15%	16,932
28032 Tuatapere Parks & Reserves	12,995	3,283	25%	11,396
28040 Waiau River Collection	289	349	121%	542
28048 Tuatapere Ward Pool Rate	10,250	8,000	78%	14,833
28050 Hall - Tuatapere	59,189	5,023	8%	41,718
Subtotal Local Business Units	135,932	28,827	21%	115,140
28013 Stormwater Drainage Tuatapere	8,738	4,529	52%	10,234
Subtotal Water & Waste Business Units	8,738	4,529	52%	10,234
Total	144,670	33,356	23%	125,375
Capital Expenditure	<u>Annual Budget</u>	<u>Actual Spent to Date</u>	<u>Spent to Date %</u>	<u>Full Year Projection</u>
28007 Street Works - Tuatapere	39,814	4,530	11%	31,073
Subtotal Local Business Units	39,814	4,530	11%	31,073
28060 Water Supply - Tuatapere	28,489	17,614	62%	36,607
Subtotal Water & Waste Business Units	28,489	17,614	62%	36,607
Total	68,303	22,144	32%	67,680

Tuatapere Community Financial Report

33.33% Of Year

For the Period Ended October 2015

Funding Adjustments (Contributions, Loans, Provisions, Reserves, Forestry Dividend)	<u>Annual Budget</u>	<u>Actual</u> <u>Adjustments to</u> <u>Date</u>	<u>Adjustments</u> <u>to Date %</u>	<u>Full Year</u> <u>Projection</u>
28000 Administration - Tuatapere	(6,313)	0	0%	(4,209)
28007 Street Works - Tuatapere	29,814	0	0%	19,876
28048 Tuatapere Ward Pool Rate	(99)	0	0%	(66)
28050 Hall - Tuatapere	44,745	0	0%	29,830
Subtotal Local Business Units	68,147	0	0%	45,431
Subtotal Water & Waste Business Units	0	0	0%	0
Total	68,147	0	0%	45,431

Reserve Balances - Annual Plan

Tuatapere

	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
Community Centre													
<i>Reserve</i>													
Tuatapere Community Centre - R	26,008	(18,737)	(18,737)	(18,393)	(18,035)	(17,662)	(17,273)	(16,868)	(16,446)	(16,006)	(15,548)	(15,071)	(15,071)
Total Community Centre Reserve	<u>26,008</u>	<u>(18,737)</u>	<u>(18,737)</u>	<u>(18,393)</u>	<u>(18,035)</u>	<u>(17,662)</u>	<u>(17,273)</u>	<u>(16,868)</u>	<u>(16,446)</u>	<u>(16,006)</u>	<u>(15,548)</u>	<u>(15,071)</u>	<u>(15,071)</u>
Total Community Centre Balance	<u>26,008</u>	<u>(18,737)</u>	<u>(18,737)</u>	<u>(18,393)</u>	<u>(18,035)</u>	<u>(17,662)</u>	<u>(17,273)</u>	<u>(16,868)</u>	<u>(16,446)</u>	<u>(16,006)</u>	<u>(15,548)</u>	<u>(15,071)</u>	<u>(15,071)</u>
Local													
<i>Reserve</i>													
Tuatapere General - RES	199,561	215,765	175,951	192,834	210,425	228,753	236,502	226,847	245,863	265,676	286,319	234,675	244,675
Tuatapere Pool - RES	12,941	13,040	13,040	13,143	13,251	13,363	13,480	13,602	13,729	13,861	13,999	14,143	14,143
Tuatapere Property - RES	2,644	2,753	2,753	2,866	2,984	3,107	3,235	3,369	3,508	3,653	3,804	3,961	3,961
Waiau River Collection - RES	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125
Total Local Reserve	<u>216,271</u>	<u>232,683</u>	<u>192,869</u>	<u>209,968</u>	<u>227,785</u>	<u>246,348</u>	<u>254,342</u>	<u>244,943</u>	<u>264,225</u>	<u>284,315</u>	<u>305,247</u>	<u>253,904</u>	<u>263,904</u>
Total Local Balance	<u>216,271</u>	<u>232,683</u>	<u>192,869</u>	<u>209,968</u>	<u>227,785</u>	<u>246,348</u>	<u>254,342</u>	<u>244,943</u>	<u>264,225</u>	<u>284,315</u>	<u>305,247</u>	<u>253,904</u>	<u>263,904</u>
Water													
<i>Reserve</i>													
Tua Water Meridian Contr- Res	6,311	6,311	6,311	6,311	6,311	6,311	6,311	6,311	6,311	6,311	6,311	6,311	6,311
Total Water Reserve	<u>6,311</u>	<u>6,311</u>	<u>6,311</u>	<u>6,311</u>	<u>6,311</u>	<u>6,311</u>	<u>6,311</u>	<u>6,311</u>	<u>6,311</u>	<u>6,311</u>	<u>6,311</u>	<u>6,311</u>	<u>6,311</u>
Total Water Balance	<u>6,311</u>	<u>6,311</u>	<u>6,311</u>	<u>6,311</u>	<u>6,311</u>	<u>6,311</u>	<u>6,311</u>	<u>6,311</u>	<u>6,311</u>	<u>6,311</u>	<u>6,311</u>	<u>6,311</u>	<u>6,311</u>
Total Tuatapere Reserve Balance	<u>248,590</u>	<u>220,257</u>	<u>180,443</u>	<u>197,886</u>	<u>216,061</u>	<u>234,997</u>	<u>243,380</u>	<u>234,386</u>	<u>254,090</u>	<u>274,620</u>	<u>296,010</u>	<u>245,144</u>	<u>255,144</u>

Venture Southland report about operations of the Hauroko Valley School Pool and comparison of operating budgets of pools in the Tuatapere area

Record No: R/15/12/21617

Author: Diana Zadravec, Community Development Planner

Approved by: Rex Capil, Group Manager, Policy and Community

☐ Decision

☐ Recommendation

☒ Information

- 1 Venture Southland prepared a report for the Tuatapere Community Board in August 2015 with considerations and recommendations about possible distribution criteria for the pool rate that is being collected for the three pools in the Board's area – Tuatapere, Blackmount and Hauroko Valley School Pools. The Board asked for further information, especially the operating cost for Hauroko Valley School Pool and how this pool is used.
- 2 The difficulty with the Hauroko Valley School Pool is that the cost of running this facility is incorporated into the school's general operational budget. In preparation of this report, Venture Southland staff undertook a desktop review of available information, met with Rosanne Allen, the Chair of the Hauroko Board of Trustees (BOT), and consulted Gavin McKenzie, the School Property Advisor for the Ministry of Education. Nevertheless, the budget for Hauroko cannot be as detailed as for the other two pools, for which much more detailed records are kept by the respective incorporated societies.

Hauroko Valley School Pool – use, operations and budget

- 3 Hauroko Valley School is a Year 0 – 6, decile 7 school with a current roll of 65 students. The roll has increased dramatically in the past few years (e.g. the roll was 48 in 2013). The 2013 census showed a 5.7% population increase from 2006 in the Te Wae Wae area unit. However, Mrs Allen attributed the significant increase in the school's roll mainly to farm succession; couples with young children are taking over the management of local farms.
- 4 The Hauroko School Pool is a typical primary school pool 16m long and 6m wide and less than 1m deep. It is used in Term 4 and Term 1 by the school. Mrs Allen said that teachers are encouraged to use the pool with their classes once a week. Hauroko School also benefits from the low-cost, 10-day Swim Safe programme delivered to all schools by Sport Southland with funding from the Government and local funders (the same programme is delivered also in Tuatapere).
- 5 Due to staffing issues the pool has not been available to the community via a key system for a few years, although this has been available in the past (family keys cost \$25 - \$30 per season). The fact the pool has not been operating during the summer holidays may account for the relatively high cost of chemicals (higher than at the larger Tuatapere and Blackmount Pools), and may also result in somewhat inefficient use of energy (the pool is left to cool down at the end of Term 4 and then heated up again in Term 1). While the pool has not been operating at the time of the meeting with Mrs Allen on 16 November 2015 and keys would not be offered this year, Mrs Allen said this will be considered for the future.
- 6 Mrs Allen was able to estimate only the direct cost of running the pool, such as electricity and cost of chemicals, as other costs are incorporated in the overheads of operating the school (such as rates, insurance, compliance, infrastructure maintenance etc). The pool is heated by a (new) heat pump and the cost is estimated at \$6,500 per season, and chemicals

- estimated at \$1,500 per season. An allowance of \$1,000 was made for other expenses to give an estimated operating budget of \$9,000 per year.
- 7 Gavin McKenzie, the School Property Advisor for the Ministry of Education, advised that every school receives funding in their general operating grant to provide swimming instruction as part of their curriculum requirements, although this funding is not specifically tagged for the operation of a pool (e.g. a school without a pool would use this funding to transport students to another pool and pay entry fees). Like every other school with a pool, Hauroko Valley School has to allocate the required funding from its general operating grant. Currently the school does not have any income from other users; in those years that keys were sold this contributed about \$750. The school does not undertake community fundraising for the operation of the pool.
- 8 As suggested by member Sanford, the question was put to Mrs Allen what level of support would be helpful from the Board. Mrs Allen did not name a specific amount but said “as much as possible” would be appreciated.
- 9 Every school also receives a maintenance payment for its swimming pool facilities. Hauroko Valley School receives \$15,787.60 over a 10 year period (at current criteria). This relieves the pressure on the school to have to find funds for on-going maintenance, which is something Tuatapere and Blackmount Pool groups have to do. Mrs Allen said that when more significant work has been undertaken on the pool in the past, the community did fundraise for it. The pool building was reclad within the past 5 years and the heat pump replaced in 2014 so no major capital expenditure is expected to be necessary in the next few years.
- 10 In the past few years staffing has been a significant issue for the school and the highest priority for the BOT. Mrs Allen is positive that these issues have now been resolved and the BOT will have the opportunity to focus on other matters, including the operation and the future of the pool. Mrs Allen said that at present there is a high number of pre-school children in the community which will enter and attend Hauroko School over the next few years. The Hauroko Valley School Pool would mainly service the needs of these families with pre-schoolers. One of the considerations for the future of the Pool could be whether there will be a continued need for a small pool as these children grow up and require deeper facilities to learn to swim.
- 11 Public use is understood to be the criteria for the Board to consider assisting with pool operating cost, and as keys are not being offered this criteria is not met at present. However, the Board may reconsider the level of the pool rate in anticipation of this being the case in the future.

Comparison of operational budgets for the three pools

- 12 To make the information about the three pools more comparable, their operating budgets have been presented in one table (Table 1). The main income and expense elements have been grouped, and the budgets for Tuatapere and Blackmount Pools have been updated with most recent available information (please refer to the sections at the end of this report).
- 13 It should be noted that a “break even” point should not be the benchmark for the level of support that may be considered by the Board. Pool Committees have to act as any prudent facility owner and anticipate that things may go wrong. While the Hauroko Valley School may have some flexibility within its overall budget, the community-operated Tuatapere and Blackmount Pool Committees have to be able to generate some surplus each year to build up contingency funds. Such funds will be used in case of an unexpected plant breakdown for instance, and to be able to leverage public funding for bigger, planned expenses. Expecting

these groups to only just break even will inevitably result in lack of planning and maintenance not being undertaken in time and the degradation of facilities over time.

14 **Table 1: Estimated operating budgets for Tuatapere, Blackmount and Hauroko Valley School Pools**

Income	Tuatapere	Blackmount	Hauroko
Pool hire/coaching	10,760.00	6,500.00	0
Key/ticket sales	4,700.00	2,500.00	0
Donations/grants	3,000.00	3,000.00	0
Fundraising	2,000.00	0	0
Donations in kind	0	3,900.00	0
Interest Received	70.00	2,000.00	0
Other income	1,500.00	1,600.00	9,000.00
Total income	22,030.00	19,500.00	9,000.00

Expenditure	Tuatapere	Blackmount	Hauroko
Heating/power/gas	16,500.00	6,300.00	6,500.00
Chemicals	900.00	1,000.00	1,500.00
Supervision	5,500.00	0	0
Fundraising costs	400.00	0	0
Coaching cost	0	4,500.00	0
Cleaning	0	1,500.00	1,000.00
Promotion	300.00	0	
Maintenance	1,800.00	2,500.00	
Sundry	200.00	200.00	
Accounting/review fees	500.00	1,250.00	
Insurance	1,850.00	1,650.00	
Compliance (fire alarm, water inspections)	600.00	0	
Rates	1,700.00	1,600.00	
Total expenditure	30,250.00	20,500.00	9,000.00

Operational shortfall	-8,220.00	-1000.00	0.00
Previous level of funding from Tuatapere Community Board	8,000.00		
Profit/(Loss)	-220.00		

- 15 The three pools differ significantly in who owns and operates them, the type and condition of facilities and plant, the area and number of people they serve, the services they offer, income they generate from users, their long-term sustainability, and the socio-economic circumstances of the communities they serve. These issues have been examined in detail in

the August report (R/15/6/9994). Tuatapere and Blackmount Pools are also experiencing significant operational changes due to the redevelopment in Tuatapere, and the pool ownership change in both cases. This will have effects on their operational budgets, and while some effects have been anticipated in the enclosed budgets they cannot be confidently foreseen at this stage. A review of the pool rate is therefore recommended in a year's time.

- 16 The review of the operational budgets of the three pools in the Board's area confirms the findings of the Yardstick benchmarking programme undertaken for pools across New Zealand in 2005 and 2006; heating and public session supervision (where offered) are the highest costs, and pools cannot operate on user income alone and require support from rating or other sources.
- 17 Pools heated with solar water systems have considerably lower operating expenses and this can assist significantly with their long-term sustainability. Blackmount Pool has solar water heating with diesel backup and the cost of heating and lighting is only about 40% of the cost at the comparably-sized Tuatapere Pool. An opportunity exists for Tuatapere and Hauroko Valley School Pools, which are heated with air-to-water heat pumps, to reduce heating cost with solar water heating. Both these pools have been included in a pool heating assessment programme commissioned by Venture Southland; potential for wood energy will also be explored as an alternative. These assessments are free to the pool groups and are due to start shortly; the Board will be informed of the outcomes.
- 18 For the Board's information, the rating arrangements and levels of rates for other pools in the Southland District area are also attached. When reading this table it should be noted that pool rates are for one pool each in all but this Board's area.

Blackmount Community Pool – updated budget

- 19 Venture Southland staff requested an updated operational budget from the Blackmount Community Pool Society for the purpose of this report and discussed it with Mike O'Brien, the Treasurer of the Blackmount Community Pool Society.
- 20 The pool operates approximately 6 months of the year on a key basis only; there are no public sessions. It serves predominately the local community although for many years the Pool Society has organised a very popular summer swimming programme that is attended by children from as far as Te Anau. Schools staying at Borland Lodge also use the pool occasionally.
- 21 Mr O'Brien provided an estimated operational budget of \$15,900 per year. Due to solar water heating the cost of heating is relatively low, and as there are no public sessions there are no supervision costs. However, the Pool Society pays a cleaner and relatively high fees for accounting. The ongoing maintenance costs are also considered to be quite high. The provided budget did not include about 2000 litres of diesel worth about \$3,000 that is currently donated each year by local farmers. As donated diesel is a hidden cost that nevertheless has to be covered, it was subsequently included on both income and expenditure side to make the comparison with other two pools meaningful.
- 22 With the closure of the school, the Pool Society will lose \$800 of operational income for the hire of the school. The school also used to pass on its funding for pool maintenance which was about \$1,800 per year. This lost income will result in the Pool Society going from making a small profit to having a deficit of about \$800 per year. Mr O'Brien said while this deficit could be covered by additional donations of diesel, support from the Board on this level would be appreciated by the Pool Society, especially as the pool has been essentially otherwise self-funding. The Pool Society does have significant savings (not shown in Table 1), however these have been used as investment to generate some of the income through interest. Part of these savings may have to be applied to the resurfacing of the pool which

will come at a significant cost. An expectation that these savings should be used before any assistance from the Board would be unfair to the Pool Society which raised these savings within the community.

- 23 As in Tuatapere, once the Blackmount Community Pool Society becomes the owner of the pool it will be liable for rates. As these have been included in the Tuatapere Pool budget, they have been also estimated and added to the Blackmount budget (\$1,600). With above changes incorporated the operating budget is estimated at \$20,500. The resulting larger deficit could be covered by a higher donation of diesel as Mr O'Brien suggested (e.g. \$3,900 now included in the Income), and a contribution from the Board.

Tuatapere Community Baths (Pool) – updated budget

- 24 At the time of this report, the major redevelopment of the Tuatapere Community pool is nearing completion, with the official opening ceremony scheduled for 20 December 2015. The delay was mainly due to the requirement for a resource consent. This was not considered necessary until the survey undertaken as part of the subdivision revealed that the pool was built over the property boundary. As a result of the delays the pool will be open for 15 weeks, just over half of the normal season. The Baths Society advised that this will likely result in significantly lower user income although the expenses will remain largely the same as previously identified, with some savings in electricity, chemicals and supervision costs.
- 25 To be comparable with the other two pools, the operational budget has been reviewed and is based on a normal operating period of about 27 weeks. A budget for purchase of equipment was removed as this is specific to the current year. Some amounts (such as electricity cost) were adjusted once the actual figures for 2014/15 became available.
- 26 The total operating budget is estimated at \$30,250. By far the largest cost is heating with a heat pump, at an estimated \$16,000 per year. The Society has been implementing measures to save electricity cost for some years (e.g. purchasing a better pool cover, checking that the pool cover has been replaced by keyholders etc). Further savings through operational measures are unlikely to be possible with the current plant. The second largest expense is supervision of public sessions, which is consistent with other pools in the region that offer public sessions. Insurance and compliance costs have increased as a result of the upgrade of the pool. Non-discounted rates are now included.
- 27 The Tuatapere Community Baths Society applied for \$9,000 towards the operating cost from the Tuatapere Community Board and \$8,000 was granted for 2015/16. This makes for a small deficit each year.

28

Recommendation

That the Tuatapere Community Board:

- a) **Receives the report titled “Venture Southland report about operations of the Hauroko Valley School Pool and comparison of operating budgets of pools in the Tuatapere area” dated 7 December 2015.**

Attachments

- A Comparison of rating for pools in Southland District [View](#)

Rating for pools in Southland District

Pool	SBU/Reserve	Rating started	Rating Area	Number of units	Rate per unit GST Excl for 15/16	Total GST Excl for 15/16	Arrangements for distribution
Edendale	SBU and Reserve	12/13	Separate Pool rating area	1,044	4.37	4,564	Paid out annually, on invoices
Fiordland	SBU, no Reserve	09/10	Separate Pool rating area	2,124	14.95	31,749	Paid out in full each year, on invoices
Gorge Road	Granted each year, no SBU	15/16*	Included in CDA Rate	197	10.00	1,970	Paid out annually, on invoice
Manapouri	SBU and Reserve	prior to 2005	Included in CDA Rate	286	19.40	5,538	SDC owns pool; rate covers rates & insurance, reminder held in reserves
Otautau	SBU and Reserve	14/15	Separate Pool rating area	634	18.26	11,577	Rate covers insurance, reminder held in reserves until planned upgrade
Riverton	SBU, no Reserve	09/10*	Separate Pool rating area	1,651	17.98	29,680	Paid out in full each year, on invoices
Takitimu	SBU and Reserve	14/15*	Separate Pool rating area	633	19.47	12,334	No formal process in place
Tuatapere Blackmount							The three pools apply to Community Board annually
Hauroko	SBU and Reserve	13/14	Separate Pool rating area	796	12.83	10,216	
Winton	SBU, no Reserve	10/11	Separate Pool rating area	1,336	10.00	13,355	Paid out in full annually, on invoice

SBU - separate business unit

* prior to that general rates were collected and distributed to pools as grants

Venture Southland report re Orawia war memorial restoration, including some consideration re Tuatapere Memorial Library

Record No: R/15/11/21303
Author: Diana Zadravec, Community Development Planner
Approved by: Rex Capil, Group Manager, Policy and Community

☐ Decision ☐ Recommendation ☒ Information

War memorials in the Tuatapere Community Board area

- 1 Condition and assessment reports have been commissioned by Venture Southland with funding from the Lottery Board for a number of war memorials in Southland. The aim of these reports is to provide professional assessment of the state of these memorials and make recommendations for repair methods and materials appropriate for the preservation of these structures. The timing of the reports aimed to assist communities that wished to undertake repairs on local memorials during the period that the beginning, major battles and the end of WWI are being remembered.
- 2 In the Tuatapere Community Board area there are two memorials, the Tuatapere Memorial Library and the Orawia war memorial, and condition and assessment reports have been prepared by architect and conservator Ian Bowman. The full reports are saved on the Southland District Council record system.
- 3 It is understood that the Tuatapere RSA is interested in the preservation of the Orawia war memorial, therefore the focus of this report is on this structure. Venture Southland staff obtained a quote for the restoration work on this memorial and believe that it can be funded fully from public funding. This may free up the resources of the Board, the RSA and other stakeholders to plan the completion of the restoration of the Tuatapere Memorial Library if this is the wish of the community. The Board is encouraged to hold these discussions with the stakeholder groups and plan accordingly. Some public funding would likely also be available for the Library project although this will depend on how subscribed the funders will be at the time. It is recommended that the Board and the stakeholders commit some funding to the Library project.

Ownership and responsibility for war memorials

- 4 Both memorials on Council owned land however war memorials are not funded on a district base. Council's Policy Review Committee on 12 October 2011 resolved that:
- 5 *"In considering options for War Memorial funding it was suggested the priority for such should be referred back to local communities for local solutions. Venture Southland Community Development staff work with and alongside community organisations to plan these projects so to align community projects with Community Boards and CDA sub-committees to develop a project and funding plan."*
- 6 *If War Memorial maintenance was to be considered a Council responsibility in the future it should be considered a responsibility at a local level and not at a district level - and this would provide the Community Boards with the opportunity to consider the projects alongside others when considering local rating requirements and annual plan estimates."*
- 7 This means that it is up to each community in the widest sense to decide who is responsible for a war memorial and how repairs and maintenance are to be funded. In some communities

this is the local RSA branch or a dedicated group, in others the local Board or CDA; in many communities the responsibility is jointly held by all these groups. This may be an appropriate model for the Tuatapere area and the Board is encouraged to discuss and make arrangements with the Tuatapere RSA and other community groups about the responsibility for the war memorials in its area.

Orawia war memorial

- 8 For the Board's information, attached is an excerpt from the Orawia war memorial condition and assessment report, listing the recommended repairs and the urgency with which these should be addressed.
- 9 The scope of the required work includes:
 - On the monument itself: repaint lettering, repoint granite joints, repair cracks in rendered plinth, remove overpainting, strip off paint and repaint all painted elements, remove vegetation (lichen).
 - Grounds: reconstruct (or reinstate) concrete posts, repair render, clean down and repaint.
- 10 To give the Board an idea of cost involved, a quote has been obtained from a stonemason from Dunedin that specialises in repairs of such structures. The quote is \$5,721.50 excl GST and this includes the cost of an Invercargill-based painter.
- 11 Some of the elements of the quote are estimates. The repair render job is an estimate as it is hard to judge the state of the painted plaster until it has been inspected. The repair of concrete posts is also an estimate. The stonemason advised that another, probably better option would be to remove the posts and reinstate them on steel dowels. This type of fixing would re-centre them and prevent them from coming loose again. The total cost in this case would be approximately \$6,051.50 excl GST.
- 12 The exterior of the fence and concrete wall are looking tired. It is assumed that the corrugated fence was erected to keep out stock and/or leaves and roadside debris from the memorial. The quote allows for repainting only. The Board and/or the RSA may wish to look at replacing the corrugated fence with another type of enclosure at some point, however this would be more costly.

Funding options

- 13 It is believed that funding for the restoration of the Orawia war memorial can be secured from public funders in full. Approach to two funders is recommended – the Community Trust of Southland and the Southland Regional Heritage Committee. If successful, the project could be fully funded by May 2016. The condition of the memorial is reasonably stable so this delay would not affect its state, although the actual work may have to be undertaken later, when the weather permits.
- 14 Venture Southland previously applied for funding from the Community Trust of Southland to assist with the restoration of war memorials in Southland. Up to \$3,000 could be allocated for the restoration of the Orawia war memorial. Applications for war memorial restoration projects are considered for funding by the Southland Regional Heritage Fund. Previous successful applications suggest that up to \$3,000 could be granted from this fund. The next funding round closes on 31 March 2016, outcome in late May 2016.
- 15 Should there be a shortfall, the Community Initiatives Fund could also be approached. The possible level of funding from this fund will probably be less than \$1,500. Funding rounds close on 31 March and 30 September each year.

- 16 Lottery World War One Commemorations, Environment and Heritage Committee is another funding option. Condition reports are prerequisite for applying for this funding, which is one reason Venture Southland undertook the assessment project. Evidence of other funding that is supporting the project is required to apply. This fund is a good opportunity for funding for this type of work however the applications are complex and the outcomes less predictable than with more local funders. The next funding round closes on 24 February 2016 (outcome in late May 2016) and it is unclear if this fund will continue beyond this date.

Tuatapere Memorial Library

- 17 The Board has undertaken some work on the Tuatapere Memorial Library earlier in the year, prior to the condition report being complete. The writer of this report is not familiar with the precise scope of the work that had been undertaken at the time.
- 18 For the Board's information, attached is an excerpt from the Tuatapere Memorial Library condition and assessment report, listing the recommended repairs and the urgency with which these should be addressed. One issue was identified in the reports as urgent; the investigation of rot in soffit on the west side of the building, and if this is found, the necessary repairs.
- 19 The Board may wish to discuss plans for further work (if any) on this building with other stakeholders. As this project involves building work, determining the scope of work and obtaining quotes will be more involved and may require the involvement of other, suitably skilled Council staff. The attachment should be read with the relevant full reports for this building.
- 20 The same funding avenues may apply for the Library although these are subject to the funders' criteria and availability of funds at the time. It is therefore recommended that the Board, the RSA and/or other stakeholders tag some funds if they wish to continue the restoration of the Library, as this will help with leveraging funding from public funders.

Recommendation

That the Tuatapere Community Board:

- a) **Receives the report titled "Venture Southland report re Orawia war memorial restoration, including some consideration re Tuatapere Memorial Library" dated 7 December 2015.**
- b) **Provide direction to Venture Southland staff in regards to the Orawia war memorial restoration.**


Attachments

- A Excerpt from Orawia war memorial report - condition and repairs [View](#)
- B Excerpt from Tuatapere Memorial Library report - condition and repairs [View](#)


2.0 Outline condition

There following is a summary of the visual inspection of the structure.

2.1 North elevation


Photo	Condition
	Algae and lichen growth on the column top, plinth, stepped pedestal and stepped rendered plinth
	Some lettering is worn and missing
	Missing pointing in the joints of the granite column and pedestal
	Overpainting on the granite base
	The rendered plinth is fractured
	Peeling and flaking paintwork
	Vegetation growth at the plinth of the memorial
	Chipped arris to the north east corner of the granite pedestal

2.2 West elevation


Photo	Condition
	Algae growth on the north and at the base of the column and on the stepped plinth
	Pointing is missing in granite joints
	The rendered plinth is fractured
	Vegetation growth at the plinth of the memorial
	Overpainting on the granite base




2.3 South elevation

Photo	Condition
	Algae growth at the base of the column and on the stepped plinth
	Lettering is worn and missing
	Pointing is missing in the granite mortar joints
	Excessive build-up of paint which is flaking and cracking
	Vegetation growth at the plinth of the memorial

2.4 East elevation

Photo	Condition
	Moss and algae growth on the shaft, the base of the column and each level of the granite pedestal as well as on the stepped and chamfered pedestal
	Lettering is worn and missing and has moss growth
	The rendered plinth is fractured
	Excessive build-up of paint which is flaking and cracking
	There is lichen growth over the rendered plinth

2.5 Grounds

Photo	Condition
	Concrete posts are fractured and dislodged from the wall
	Render is fractured and crazed
	Chains and fixings into posts are rusting
	Paint is flaking and cracking
	Paving is fractured
	Corrugated steel has algae growth and is dented on the street face

3.0 Repairs and priorities

Based on the findings of the condition survey, listed below are recommended repairs with priorities⁶.

Category	Condition and risk status	Action Required	Re-inspection required in
1 (very bad)	Hazardous/unstable	Intervention as soon as possible	Once repaired, after 5 years
2 (poor)	On-going deterioration	Intervention within 2-5 years	Prior to intervention and then after 5 years
3 (fair)	Some decay but generally stable	Intervention may be required in 5 years	After 5 years
4 (good)	Stable	No intervention required	After 5 years

3.1 Repairs

General

	<i>Category</i>
• repaint lettering	3
• repoint granite joints	3
• repair cracks in rendered plinth	3
• remove overpainting	3
• strip off paint and repaint all painted elements	3
• remove vegetation	3

North elevation

- as general

West elevation

- as general

South elevation

- as general

East elevation

- as general

⁶ English Heritage, *Caring for Historic Graveyard and Cemetery Monuments*, English Heritage, 2011, page 24



Grounds

• reconstruct concrete posts	2
• repair render	3
• clean down and repaint	3
• monitor paving cracking	3
• monitor corrugated steel	3


3.2 Timeframes for conservation

While there are different timeframes for different repairs, it is recommended that all repairs be carried out at the same time, where the budget allows. This will be more cost effective and will ensure that repairs are carried out in a consistent design of repair ensuring greater compatibility, colour and texture.


2.0 Outline condition

There following is a summary of the visual inspection of the structure.

2.1 North elevation


Photo	Condition
	Peeling paint from joinery
	Areas of unpainted render
	Large vegetation close to structure

2.2 West elevation

Photo	Condition
	Significant fracture above the door through the cornice and pediment, as well ass other less significant fractures with some free lime visible
	Minor algae growth on wreaths with staining
	Paint peeling and cracking from joinery with areas of loose and unpainted putty
	Rusting hinges to joinery
	Peeling and flaking paint from window sills
	Unpainted area of soffit which also has rusting nails
	Splitting fascia with paint peeling
	Algae and lichen growth around flashings to extension
	Staining of render around gutter ends with possible rot of soffit
	Worn paint to entry render
	Parting joints to doors




2.3 South elevation

Photo	Condition
	Rusty fixings to gutter
	Unpainted soffit
	Fracturing through base and ventilation grille
	Cracked pane of glass
	Rusting hinges
	Paint peeling and worn
	Algae growth at base

2.4 East elevation

Photo	Condition
	Debris in gutter
	Parting and damaged guttering
	Missing downpipe
	Rusting cast iron downpipe
	Damage vents
	Downpipe discharges onto ground
	Rusting fixings to downpipes

2.5 Surrounds

Photo	Condition
	Fractures to joints, top and within panels to back and front of memorial wall with spalling and missing render
	Steel fixings to memorial wall
	Peeling and flaking paint from memorial wall
	Algae growth on front and rear of memorial wall especially on the base of the south post

Item 7.4 Attachment B

Rusting fixings to flagpole



3.0 Recommended conservation

Based on the findings of the condition survey, the listed below are recommended repairs with priorities¹.

Category	Condition and risk status	Action Required	Re-inspection required in
1 (very bad)	Hazardous/unstable	Intervention as soon as possible	Once repaired, after 5 years
2 (poor)	On-going deterioration	Intervention within 2-5 years	Prior to intervention and then after 5 years
3 (fair)	Some decay but generally stable	Intervention may be required in 5 years	After 5 years
4 (good)	Stable	No intervention required	After 5 years

3.1 Repairs

General

Category

- clean down all painted surfaces to a good surface and repaint, treat rusting elements 3
- remove large vegetation from close proximity to structure 3
- monitor all fractures 3

North elevation

- as general

West elevation

- obtain advice from engineer on large fracture 3
- reputty areas of cracked and missing putty 3
- repair splitting fascia 3
- refix parting joints to doors
- investigate rot in soffit and if found, repair 1

South elevation

- replace damaged vent grille 3
- replace cracked pane of glass 3

¹ English Heritage, *Caring for Historic Graveyard and Cemetery Monuments*, English Heritage, 2011, page 24

<i>East elevation</i>		
•	replace damaged and missing guttering and piping	3
•	replace damaged vent grilles	3
•	investigate stormwater options for downpipes and advise owner	3
<i>Surrounds</i>		
•	monitor fractures as above	3
•	clean down and repaint painted areas as above	3

3.2 Timeframes for conservation

While there are different timeframes for different repairs, it is recommended that all repairs be carried out at the same time, where the budget allows. This will be more cost effective and will ensure that repairs are carried out in a consistent design of repair ensuring greater compatibility, colour and texture.



Annual Plan 2016/17 - Draft Estimates Report

Record No: R/15/10/19454
Author: Leighton Hare, Area Engineer
Approved by: Ian Marshall, GM - Services and Assets

☐ Decision ☒ Recommendation ☐ Information

Purpose

- 1 This report provides an overview of the forecasted services for the Tuatapere Community Board in 2016/17. It includes any variations from what was forecasted in year two of the Long Term Plan (LTP) 2015 - 2025.
- 2 Council has streamlined its 2016/17 Annual Plan process and as a result the Board is only required to review your estimates for significant changes. In addition, consideration should be given to funding any significant changes from reserves where appropriate.

Executive Summary

- 3 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.

Recommendation

That the Tuatapere Community Board:

- a) Receives the report titled “Annual Plan 2016/17 - Draft Estimates Report” dated 8 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.
- d) Approves variations in the Tuatapere Community Board estimates from year two of the Long Term Plan.
- e) Estimates for the year commencing 1 July 2016 be adopted for inclusion in the Council’s Draft Annual Plan (subject to any amendments made at the meeting).
- 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.

<u>Rate Description</u>	<u>Rate (GST incl)</u>
Tuatapere CB Rate	\$87,915
Tuatapere Hall Rate	\$15,106
Tuatapere Ward Pool Rate	\$12,082

- g) Request the setting of the hall fees and charges (including GST) for the year commencing 1 July 2016 as attached in Appendix 4, for inclusion in the 2016/17 Annual Plan.
- h) Identifies the key highlights for the local area (to be agreed at the meeting).

Content

Background

- 4 The draft estimates for the Tuatapere Community Board for 2016/17 have been based on forecasted information from year two of the LTP 2015 - 2025.
- 5 The objective of these estimates is to highlight variations from year two of the LTP and set rates for 2016/17.
- 6 This report has the following appendices:
 - Appendix 1: This section is broken into rate types and includes a list of business units that make up the rate type and financial summary statement which shows the expenditure and income and rates calculation.
 - Appendix 2: A list of projects to be undertaken in the 2016/17 year.
 - Appendix 3: A list of reserves with the opening balance and projected closing balance.
 - Appendix 4: A list of hall fees and changes for the 2016/17 year.

Issues

There are no key variances from what was originally included in year two of the LTP and what is planned now.

Tuatapere Pool Rate

- 7 Previously the Tuatapere Pool rate has been set at a fixed rate of \$14.75 (including GST) per unit charge. This rate needs to be confirmed either at \$14.75 to stay consistent with previous years or to change to \$15.24 as per Appendix 2.

Revaluations

- 8 Section 9(1) of the Rating Valuations Act 1998 requires Council to revise its District Valuation Roll at least every three years. Quotable Value Limited, Council's valuer, is currently re-valuing all rateable properties in Southland. Ratepayers will be notified in December of their proposed valuation and have until late January 2016 to lodge an objection. The final valuations will be provided to Council in February/March 2016, and these values will be the basis for the 2016/17 rates strike.
- 9 Please note, any 'rate in the dollar' calculations included in this report are based on the current District Valuation Roll (ie September 2012 valuations) and will be subject to change as a result of the 2015 valuation. Council anticipates that the draft 2016/17 Annual Plan will also be prepared based on the September 2012 valuations.

Hall Fees and Charges

- 10 As part of the 2016/17 Annual Plan process, Council are required to set all Council related fees and charges.
- 11 Council has a legislative requirement to publish all fees and charges imposed by Council or Council committees. This is achieved by way of Council's annual Fees and Charges booklet. The Fees and Charges booklet is a single document where ratepayers and Council staff can locate all charges in one place for the relevant financial year. The Fees and Charges booklet Council is currently preparing is for the 2016/17 year, and will take effect from 1 July 2016.

- 12 To assist with this process, Council requires you to advise of all the fees and charges for your halls for the year from 1 July 2016, and as such, I have included a recommendation to this effect in this report.

Stormwater Consenting Update

- 13 The Board will be aware from previous meetings that Council has discharge applications lodged with Environment Southland for a number of townships across the district. It is a requirement from Environment Southland that such discharges are consented in line with other authorities within the region.
- 14 Council staff have been in discussions with Environment Southland staff for some time to ensure that any conditions included within the consent are appropriate given the relatively small scale nature of the discharges and the impact these will therefore have on overall water quality.
- 15 Council staff have now received and are reviewing draft sets of conditions to understand the impact on individual townships. Initial impressions of the conditions are that they are largely favourable and reflect the discussions held around the nature and scale of the discharges. Some monitoring will be required but it is unlikely to be as onerous as previously indicated.
- 16 Once conditions have finally been agreed, it will then be necessary to meet with submitters to determine if the conditions address their concerns. If all submitters are happy that their concerns are being addressed and agree to withdraw their submissions, it is hoped that the consents can be issued without the need to go through a formal hearing process.

Factors to Consider

Legal and Statutory Requirements

- 17 The Annual Plan 2016/17 is a requirement of the Local Government Act 2002 and is also closely aligned with the Local Government (2002) Rating Act.

Community Views

- 18 Significant or materially different variances from the LTP will be included in a consultation document and released for consultation from 30 January 2016 to 29 February 2016. As a result of the submission process, amendments may be made prior to Council formally adopting the Annual Plan in June 2016.

Costs and Funding

- 19 All assumptions that were made when preparing the LTP have been applied in these estimates except the interest rate on borrowings. The interest rate on borrowings has been reduced from 6.25% per annum as per the 2015 - 2025 LTP, to 5.72% per annum to reflect the decline in market rates over the past year. This interest rate is based on the average BNZ three year fixed interest rate at the time of setting the LTP assumptions (August 2014) and now (October 2015). Please note, this interest rate is subject to confirmation by Council in December 2015, so could be subject to change. Interest on reserves has been calculated at 4.19% on the average of these balances at year end and is consistent with the 2015 - 2025 LTP. Inflation rates have also been kept consistent with BERL rates adopted in the 2015 - 2025 LTP.

Policy Implications

- 20 The LTP sets out the directions or outcomes the community desires and the activities of Council that will contribute to achieving these outcomes over 10 years. These estimates have been prepared using year two forecasted data in the LTP. Any differences between the LTP and Annual Plan budget have been identified and explained in the Issues Section of this report.

Analysis

Options Considered

- 21 The Engineer has reviewed the original LTP numbers and revised as necessary. The options are to accept the report or amend it.

Analysis of Options

Option 1 - Accept the estimates as proposed in this report

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">Enables an Annual Plan to be compiled in advance within the set timeframe.	<ul style="list-style-type: none">None.

Option 2 - Amend the estimates proposed in this report

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">Further changes can be made to the LTP budgets.	<ul style="list-style-type: none">Rates requirement may need to be recalculated.May impact the delivery of the Annual Plan within the set timeframe.

Assessment of Significance

- 22 The contents of this report is not deemed significant under the Significance and Engagement Policy.

Recommended Option

- 23 Option 1 - accept the estimates as proposed in this report - is recommended.

Next Steps

- 24 The estimates will be summarised in Council's Draft Annual Plan. Significant or materially different variances from the LTP will be included in a consultation document and released for consultation in February 2016. The final Annual Plan including changes made as a result of consultation will be adopted by Council in June 2016.

Appendix 1

CB Financial Summary			
	Actuals 2014/2015	Budget 2015/2016	Forecast 2016/2017
Operating Expenditure	(59,008)	(75,559)	(77,456)
Capital Expenditure	(47,803)	0	0
Non Cash Expenditure	1,939	328	328
Total Expenditure	(104,872)	(75,231)	(77,128)
<i>Less Funding</i>			
Net Reserve Movements	(6,499)	(16,313)	(16,996)
Other Income	38,245	16,732	17,676
Total Funding	31,746	419	680
Total Rates Required	73,126	74,812	76,448
GST	10,969	11,222	11,467
Rate (including GST)	84,095	86,034	87,915
\$ Increase/(Decrease)		1,939	1,881
% Increase/(Decrease)		2.31%	2.19%

CB Rates Calculation				
Rate Type	Basis of Rate	Actual 2014/2015	Actual 2015/2016	Proposed 2016/2017
Tuatapere CB Rate	Fixed Charge	196.83	195.85	202.06
Tuatapere CB Rural Rate	Fixed Charge	39.36	39.17	40.41

The Tuatapere CB Rate is comprised of the following business units:

28000 Administration	28028 Beautification
28002 Operating Costs	28032 Parks & Reserves
28007 Streetworks	28040 Waiau River Collection
28013 Stormwater	28048 Ward Pool Rate

Hall Financial Summary			
	Actuals 2014/2015	Budget 2015/2016	Forecast 2016/2017
Operating Expenditure	(38,007)	(59,189)	(13,546)
Total Expenditure	(38,007)	(59,189)	(13,546)
<i>Less Funding</i>			
Net Reserve Movements	23,846	44,745	(344)
Other Income	3,319	1,655	754
Total Funding	27,165	46,400	410
Total Rates Required	10,842	12,789	13,136
GST	1,626	1,918	1,970
Rate (including GST)	12,468	14,707	15,106
\$ Increase/(Decrease)		2,239	399
% Increase/(Decrease)		17.96%	2.71%

Pool Rates Calculation				
Rate Type	Basis of Rate	Actual 2014/2015	Actual 2015/2016	Proposed 2016/2017
Tuatapere Hall Rate	Unit Charge	34.25	39.54	40.94

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15 December 2015

Pool Financial Summary			
	Actuals	Budget	Forecast
	2014/2015	2015/2016	2016/2017
Operating Expenditure	0	(10,250)	(10,506)
Total Expenditure	0	(10,250)	(10,506)
<i>Less Funding</i>			
Net Reserve Movements	(10,571)	(99)	(103)
Other Income	412	99	103
Total Funding	(10,159)	0	0
Total Rates Required	10,159	10,250	10,506
GST	1,524	1,538	1,576
Rate (including GST)	11,683	11,788	12,082
\$ Increase/(Decrease)		105	294
% Increase/(Decrease)		0.90%	2.50%

Pool Rates Calculation				
		Actual	Actual	Proposed
Rate Type	Basis of Rate	2014/2015	2015/2016	2016/2017
Tuatapere Pool Rate	Unit Charge	14.75	14.75	15.24

Appendix 2

Tuatapere Project Report			
Project Description	Object	2016/2017 Funding	
739 Metering District Metered Site	65561	59,166	District Funding
733 Dosing Pump	65562	6,714	District Funding

Appendix 3

Tuatapere - Reserve Report			
	Opening Balance 1/07/2015	Forecast Budget 30/06/2016	Closing Balance 30/06/2017
Local			
Operating			
Tuatapere Community Centre	26,008	(18,737)	(18,393)
Total Local Operating	26,008	(18,737)	(18,393)
Total Local Balance	26,008	(18,737)	(18,393)
Local			
Reserve			
Tuatapere General	199,561	175,951	192,834
Tuatapere Pool	12,941	13,040	13,143
Tuatapere Property	2,644	2,753	2,866
Waiau River Collection	1,125	1,125	1,125
Total Local Reserve	216,271	192,869	209,968
Total Local Balance	216,271	192,869	209,968
Stormwater			
Operating			
Tua Water Meridian Contr	6,311	6,311	6,311
Total Stormwater Reserve	6,311	6,311	6,311
Total Stormwater Reserve	6,311	6,311	6,311
Overall Reserve Balance	248,590	180,443	197,886

Appendix 4

Tuatapere Hall Fees and Charges	
Description	As of 1 July 2016 Including GST
Weddings	\$ 115.00
Sports Teams	\$ 11.50

Attachments

There are no attachments for this report.