



Notice is hereby given that an Ordinary Meeting of Southland District Wallace Takitimu Community Board will be held on:

Date: Thursday, 25 March 2021  
Time: 5pm  
Meeting Room: Southland District Council Otautau Office  
Venue: 176 Main Street  
Otautau

---

Wallace Takitimu Community Board Agenda  
Late Item  
OPEN

---

---

## TABLE OF CONTENTS

ITEM	PAGE
REPORTS	
7.4 Operational Report for Wallace Takitimu Community Board	3

---

## Operational Report for Wallace Takitimu Community Board

Record No: R/21/3/13123  
Author: Carolyn Davies, Executive Assistant  
Approved by: Janet Ellis, People and Capability Manager

Decision

Recommendation

Information

---

### Purpose of Report

- 1 The purpose of the report is to update the board on the operational activities in the Wallace Takitimu Community Board area.

### Recommendation

That the Wallace Takitimu Community Board:

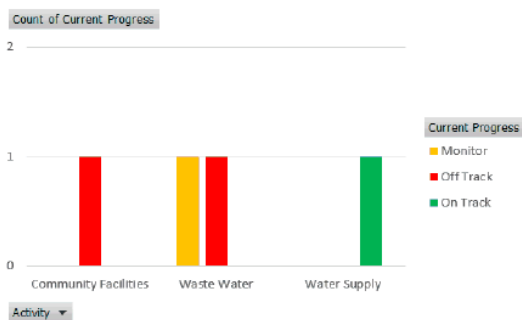
- a) **Receives the report titled “Operational Report for Wallace Takitimu Community Board” dated 24 March 2021.**

### Attachments

- A Report to Wallace Takitimu community board - 25 March 2021 - Operational report [↓](#)



## 1. Projects within current 2020/2021 financial year



## 2. Progress since last reporting period

### CLARIFICATION OF FUNDING SOURCES

Local funded: Stormwater, cemeteries, footpaths, SIESA, water structures and community halls.

District funded: Water, wastewater, public toilets and roading.

Local or District funded (dependent on service): Community facilities, parks and reserves.

ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET VALUE
<b>WASTE WATER</b>	P-10003	Upgrading UV/ treatment at Ohai (sewer)	Delivery phase	Off track	A budget has been included in year 1 of the LTP for installation of new UV unit. 2020/21 remaining budget is allocated to Environment Southland and consultancy fees. Scope will continue and installation will commence in new financial year.	\$50,930



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET VALUE
<b>WASTE WATER</b>	P-10267	Sewer trickling filter - Ohai	Pre delivery phase	Monitor	Delays occurring in supply of parts. Programmed for completion this financial year.	\$61,500
<b>WATER SUPPLY</b>	P-10279	Consent renewal water - Ohai	Pre delivery phase	On track	Consent renewal process has begun and is being led by consultant.	\$20,972
<b>COMMUNITY FACILITIES</b>	P-10314	Resurface netball courts at Otautau	Business case phase	Off track	Community board have agreed due to funding and scope changes for this project to be deferred to 2021/22.	\$28,119

### 3. Service Contracts

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
<b>10/01 – Water and waste water services operations and maintenance</b>	The water and waste water contract is operating well. Minor capital works awarded to Downer are progressing on programme.
<b>14/39 – Grass area maintenance Otautau</b>	Mowing contractor has improved the standard since the contract was first let.
<b>19/9 – Central area gardening (Nightcaps and Ohai)</b>	Progressing well. Ohai is out for tender this week.
<b>20/01 – Office and library cleaning Otautau office. (as part of new district wide contract).</b>	No reported issues, outcomes are as expected, good communication from the OCS contract manager. A joint QA is to occur before winter.
<b>17/02 Central Alliance toilet contracts</b>	Otautau toilets have had a number of intentional blockages with hay. The contract manager has been in discussions to improve the LOS for cleaning at this toilet. No issues reported with the Nightcaps and Ohai toilets, QR codes have been placed at the toilets.
<b>TD Dahlenburg gardening (Otautau)</b>	Council will be working with the existing contractor to procure a longer term contract.
<b>17/02 - Central Alliance roading contract</b>	Fourth round of mowing has commenced. The changeable weather has contributed to significant growth around the network. Reports of road signs being hit and stolen continue to be a constant. Logging activity has commenced on Scotts Gap Feldwick Road. Otautau Tuatapere has a section on “Rackles Hill” down to Temporary Speed Limit (TSL) 50km. This is a rehab site programmed for construction in the 2021/22 season. Bryce Road flood repairs completed in January. Another round of spraying has been undertaken with sealed roads completed and unsealed 90% completed.

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
	OGEM and Stabi crews are programmed to be in the Central Alliance undertaking pre reseal repairs weather dependant starting in March.

#### 4. Request for Service data 6 January 2021 – 23 March 2021

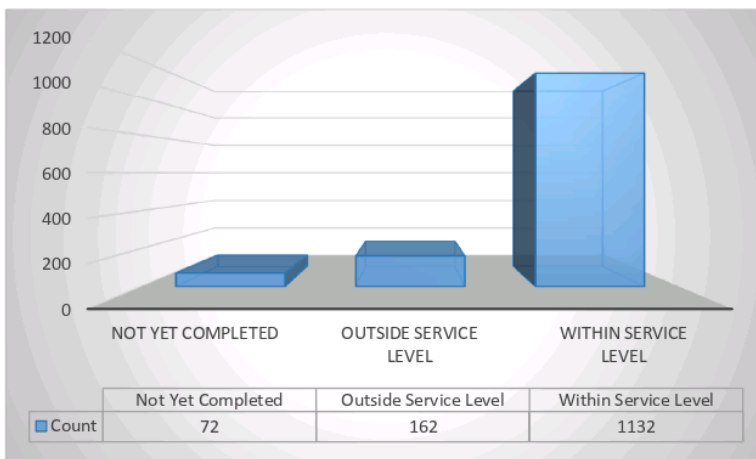


REQUEST TYPE	COUNT
Cemeteries repairs and maintenance	2
Council housing/ flats - application	1
Council housing/ flats - repairs (routine)	2
Council housing/ flats - repairs (urgent)	1
Culverts blocked - rural	3
Debris on sealed roads (safety)	1
Freedom camping complaints	2
Gardening maintenance	2
Gravel road slumps/dips and heaves/raised	1
Gravel, potholes/corrugations and grading	2
Hall cleaning and maintenance	2
Licensed premise queries or complaints	7
Nuisance complaints (odour, vermin, neighbourhood)	7
Other road hazards (safety)	1
Parks and reserves r&m	4
Playground repairs and maintenance	1
Repairs and maintenance council property	1
Roadside spraying - noxious weeds	2
Rural water - no water supply	1
Rural water asset leak	1
Rural water low water pressure	4
Single street light out	1
Slumps and heaves sealed roads	2
Stormwater general - non urgent	1
Toilet cleaning	2



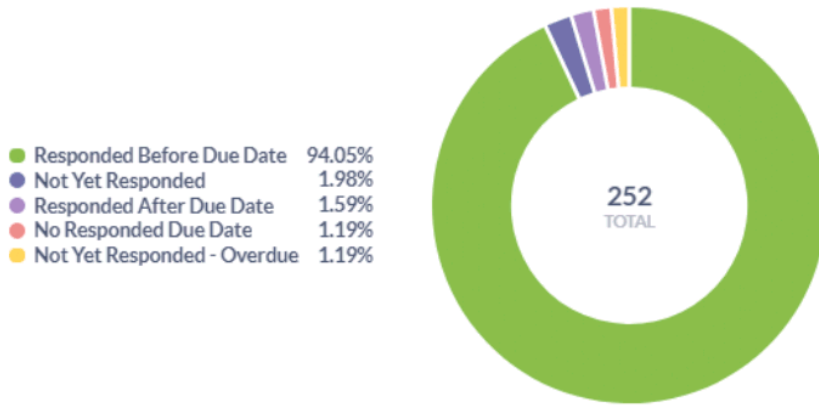
REQUEST TYPE	COUNT
Toilet repairs and maintenance	4
Transport - road matters general	10
Urban stormwater (the drain)	3
Vegetation urban/berm mow/overgrown/visibility issues	16
Vegetation rural (overgrown or visibility issues)	1
W/bin cancelled - rural/comm/additional bins only	2
Warning and reg. signs existing (speed, curve etc)	1
Water asset damaged (main, hydrant, valve, meter)	3
Water asset leak - main, hydrant, valve, meter)	14
Water pressure low	3
Water quality: smell, taste, colour, clarity	2
Water toby leak	8
Water toby location	2
Wheelie bin damaged	3
Wheelie bin new	9
Wheelie bin collection complaints	3
<b>TOTAL</b>	<b>138</b>

#### RFS count by completion time status





IPS Requests, Response Time Status



Note: RFS' that were not yet completed or outside the service level were due to factors including further investigations/work required and extensions of time to complete the requests.



## 5. Local finance reporting

<b>Drummond Village - Business Units as at 28 February 2021</b>									
	Income			Expenses			Capital		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>
Street Works - Drummond	\$367	\$367	\$879		\$367	\$550			\$0
Drummond Rec Reserve Committee	\$1,539	\$943	\$1,905	\$1,710	\$367	\$550			\$0
Beautification-Drummond	\$2,621	\$2,621	\$3,931	\$2,721	\$2,621	\$3,931			
<b>Total</b>	<b>\$4,527</b>	<b>\$3,931</b>	<b>\$6,715</b>	<b>\$4,431</b>	<b>\$3,354</b>	<b>\$5,031</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Drummond village expenditure remains over budget year to date with the recreation reserve being over budget due to tree topping and tile cleaning being carried out.

<b>Wallace Takitimu - Business Units as at 28 February 2021</b>									
	Income			Expenses			Capital		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>
Operating Costs - Wairio			\$176	\$164				\$0	\$0
Recreation Reserve - Wairio			\$212	\$1,708	\$201	\$301		\$0	\$0
Recreation Reserve - Glenburn	\$7,911	\$7,911	\$12,303	\$6,548	\$8,053	\$11,866		\$0	\$0
Takitimu Pool	\$8,284	\$8,250	\$13,239	\$11,611	\$12,375	\$12,375		\$0	\$0
Community Leadership Wallace T			\$8,020	\$40,873	\$36,799	\$63,572	\$0	\$0	\$0
<b>Total</b>	<b>\$16,195</b>	<b>\$16,161</b>	<b>\$33,950</b>	<b>\$60,904</b>	<b>\$57,428</b>	<b>\$88,114</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Wallace Takitimu expenditure is \$3,476 over budget year to date with this overspend being due to the amount of community partnership fund grants being approved in November – the remaining funds for the February 2021 funding round will be allocated at the boards meetings on 25 March 2021.



<b>Nightcaps - Business Units as at 28 February 2021</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>
Administration - Nightcaps	\$1,166	\$1,165	\$2,334	\$1,164	\$1,165	\$1,747			
Operating Costs - Nightcaps	\$2,783	\$2,780	\$4,170	\$3,486	\$3,567	\$4,170			
Street Works - Nightcaps	\$7,848	\$7,839	\$11,759	\$4,111	\$16,230	\$19,259			
Stormwater Drainage-Nightcaps	\$15,188	\$15,171	\$23,035	\$4,486	\$14,082	\$21,046			
Beautification - Nightcaps	\$2,766	\$2,766	\$4,149	\$7,481	\$5,529	\$8,293			
McGregor Park	\$13,677	\$10,648	\$20,057	\$6,405	\$8,069	\$11,408			
Dr Woods Memorial Park				\$843	\$1,897	\$2,845			
Hall - Nightcaps	\$11,236	\$12,090	\$18,309	\$8,578	\$12,592	\$18,323			
<b>Total</b>	<b>\$54,663</b>	<b>\$52,459</b>	<b>\$83,813</b>	<b>\$36,554</b>	<b>\$63,130</b>	<b>\$87,091</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Nightcaps' expenses remain under budget year to date particularly in the area of street works with only minimal maintenance being required so far this year. Stormwater also remains under budget with no monitoring or maintenance being required so far this year.



### Ohai - Business Units as at 28 February 2021

Business Unit	Income			Expenses			Capital		
	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Administration - Ohai	\$1,166	\$1,165	\$5,280	\$1,164	\$1,165	\$1,747			
Operating Costs - Ohai	\$4,362	\$4,357	\$6,536	\$2,779	\$5,046	\$6,536			
Street Works - Ohai	\$8,065	\$8,055	\$12,083	\$2,778	\$24,422	\$36,083			
Stormwater Drainage - Ohai	\$12,471	\$12,456	\$23,951	\$2,208	\$12,500	\$18,684			
Beautification - Ohai	\$10,771	\$10,766	\$16,149	\$9,122	\$10,766	\$16,149			
Recreation Reserve - Ohai									
Playground - Ohai	\$2,694	\$2,693	\$4,039	\$527	\$2,764	\$4,146			
Hall - Ohai	\$9,633	\$10,076	\$15,267	\$10,713	\$11,307	\$15,764	\$8,000	\$6,667	
<b>Total</b>	<b>\$49,162</b>	<b>\$49,568</b>	<b>\$83,305</b>	<b>\$29,292</b>	<b>\$67,969</b>	<b>\$99,109</b>	<b>\$8,000</b>	<b>\$6,667</b>	<b>\$0</b>

Income for Ohai is slightly below budget year to date due to lower than anticipated hall hire income. Expenditure remains significantly under budget particularly in the area of street works with no maintenance being required so far this year. Stormwater is also under budget with no monitoring or maintenance being required so far this year.

The capital expenditure relates to the purchase of new chairs for the hall that were originally funded by way of a grant from the Ohai Railway Fund.



<b>Otautau - Business Units as at 28 February 2021</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>
Administration - Otautau	\$18,373	\$18,326	\$28,005		\$345	\$517			
Operating Costs - Otautau	\$5,040	\$4,647	\$6,970	\$5,340	\$5,744	\$8,247			
Street Works - Otautau	\$16,417	\$16,375	\$24,563	\$16,898	\$41,247	\$60,998			
Refuse Collection - Otautau	\$6,354	\$6,337	\$9,506	\$7,608	\$6,844	\$10,266			
Stormwater Drainage - Otautau	\$17,608	\$17,563	\$34,856	\$8,034	\$17,616	\$26,345			
Cemetery - Otautau	\$13,708	\$21,447	\$32,171	\$8,930	\$21,881	\$32,822			
Settlers Cemetery - Otautau	\$2,177	\$2,174	\$3,261	\$200	\$2,372	\$3,261			
Beautification - Otautau	\$23,080	\$23,050	\$34,575	\$36,093	\$28,015	\$35,495			
Holt Park	\$13,943	\$14,095	\$21,142	\$12,417	\$15,010	\$21,670			
Holt Park Extension	\$6,969	\$7,159	\$10,739	\$7,147	\$10,284	\$14,097			\$28,119
Centennial Park	\$2,619	\$2,612	\$3,918	\$1,729	\$2,397	\$7,595			
Baths - Otautau	\$8,595	\$8,580	\$15,339	\$27,862	\$9,660	\$10,670			
Holt Park Camping Ground	\$8,578	\$8,400	\$12,600	\$3,855	\$12,442	\$18,382			
Hall - Otautau	\$17		\$892						
Plunket Rooms - Otautau	\$1,329	\$1,325	\$1,988	\$1,614	\$1,702	\$1,988			
Bowling Club		\$67	\$130						
Forestry - Holt Park			\$147	\$1,284	\$2,910	\$3,932			
<b>Total</b>	<b>\$144,808</b>	<b>\$152,158</b>	<b>\$240,803</b>	<b>\$139,011</b>	<b>\$178,470</b>	<b>\$256,285</b>	<b>\$0</b>	<b>\$0</b>	<b>\$28,119</b>

Otautau income is under budget by approximately \$8,000 which is largely due to lower than anticipated cemetery interment income. Similarly, cemetery expenditure is also under budget for the same reason. Expenditure is almost \$40,000 under budget year to date particularly in the areas of street works and stormwater as previously reported. These are offset by beautification being over budget due to the purchase order for mowing for the period October to June being included in the total. The swimming pool business unit is also over budget by \$18,202 due to the payment of a grant to the pool in November as approved by the Board.

The capital expenditure project relates to the resurfacing of the tennis courts which has now been shifted to the 2021/22 financial year.

**Reserve Balances**

<b>RESERVE</b>	<b>30 JUNE 2020</b>	<b>BUDGET 30 JUNE 2021</b>	<b>FORECAST 30 JUNE 2021</b>
Drummond general	\$10,895	\$11,224	\$11,224
Drummond recreation reserve	\$15,517	\$16,872	\$16,872
<b>Total – Drummond</b>	<b>\$26,412</b>	<b>\$28,096</b>	<b>\$28,096</b>
Takitimu pool	\$13,948	\$14,812	\$14,812
Wairio recreation reserve	\$7,355	\$7,266	\$7,266
<b>Total – Takitimu</b>	<b>\$21,303</b>	<b>\$22,078</b>	<b>\$22,078</b>
Nightcaps community centre	\$12,498	\$12,672	\$12,672
Night caps McGregor park	\$80,175	\$82,680	\$67,272
Nightcaps general	\$23,381	\$16,468	\$9,275
Nightcaps stormwater	\$10,194	\$10,472	\$10,472
<b>Total - Nightcaps</b>	<b>\$126,247</b>	<b>\$122,292</b>	<b>\$99,691</b>
Ohai community centre	\$100	\$253	\$253
Ohai general	\$114,813	\$94,346	\$87,779
Ohai stormwater	\$156,135	\$161,402	\$161,402
<b>Total - Ohai</b>	<b>\$271,048</b>	<b>\$256,001</b>	<b>\$249,434</b>
Otautau town hall	\$28,320	\$29,212	\$29,212
Otautau baths	\$23,015	\$27,684	\$4,669
Otautau Brightwood development	\$16,679	\$16,679	\$16,679
Otautau community board conference	\$6,570	\$6,570	-
Otautau forestry	\$166,165	\$166,312	\$166,312
Otautau general	\$75,748	\$36,529	\$34,901
Wallace bowling club	\$113	\$143	\$143
Otautau stormwater	\$242,699	\$251,210	\$251,210
<b>Total – Otautau</b>	<b>\$559,309</b>	<b>\$534,339</b>	<b>\$503,126</b>
<b>TOTAL RESERVES</b>	<b>\$1,004,319</b>	<b>\$962,806</b>	<b>\$902,425</b>