



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

Date: Monday, 19 April 2021  
Time: 5.30pm  
Meeting Room: Winton Library, ANZAC Room, 186 Great North  
Venue: Road, Winton

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## Oreti Community Board Agenda OPEN

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### MEMBERSHIP

Chairperson	Brian Somerville
Deputy Chairperson	Natasha Mangels
Members	Andrew Dorricott
	Geoffrey Jukes
	Peter Schmidt
	Colin Smith
	Treena Symons
	Councillor Darren Frazer

### IN ATTENDANCE

Group Manager, Services and Assets	Matt Russell
Committee Advisor	Fiona Dunlop
Community Partnership Leader	Karen Purdue
Community Liaison Officer	Tina Harvey

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Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. Should Members require further information relating to any reports, please contact the relevant manager, Chairperson or Deputy Chairperson.



## Terms of Reference – Community Boards

TYPE OF COMMITTEE	Community board
RESPONSIBLE TO	<p>Council</p> <p>Each community board will have a relationship with the committees in section 8.4.2 to 8.4.5 of the delegations manual based on the scope of the activities/functions delegated to each committee.</p>
SUBCOMMITTEES	As noted in section 8.5 of the delegations manual various subcommittees will report to specific community boards.
LEGISLATIVE BASIS	<p>Resolution made by Council through the representation arrangements as per the Local Electoral Act 2001.</p> <p>Role, status and membership as per subpart 2 of Part 4 of the Local Government Act 2002 (LGA).</p> <p>Treaty of Waitangi as per section 4, Part 1 of the LGA.</p> <p>Opportunities for Maori to contribute to decision-making processes as per section 14 of Part 2 of the LGA. Community boards delegated powers by Council as per schedule 7, clause 32, LGA.</p> <p>Appointment of councillors to community boards as per section 50, LGA.</p>
MEMBERSHIP	<p>Oreti and Waihopai Toetoe Community Boards have seven members elected by the local authority triennial elections plus a member appointed by Council. All other community boards have six members plus a member appointed by Council.</p> <p>The chairperson is elected by the community board.</p> <p>Councillors who are not appointed to community boards can only remain for the public section of the community board meeting. They cannot stay for the public excluded section unless the community board agrees.</p>
FREQUENCY OF MEETINGS	Every second month but up to ten ordinary meetings a year
QUORUM	Not less than four members
KEY FUNCTIONS	<ul style="list-style-type: none"> <li>to promote the social, economic, environmental and cultural well-being of local communities and in so-doing contribute to the realisation of Council's vision of one District offering endless opportunities</li> <li>to provide leadership to local communities on the strategic issues and opportunities that they face</li> <li>to be advocates and representatives for their local community and in so doing ensure that Council and other agencies have a clear understanding of local needs and aspirations</li> <li>to be decision-makers on issues that are delegated to the board by Southland District Council</li> </ul>

	<ul style="list-style-type: none"> <li>• to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community</li> <li>• to maintain an overview of the services Council delivers to its communities and assess the extent to which these services meet community needs</li> <li>• to recommend the setting of levels of service and budgets for local activities.</li> </ul>
DELEGATIONS	<p>The community board shall have the following delegated powers and be accountable to Council for the exercising of these powers.<sup>1</sup></p> <p>In exercising the delegated powers, the community board will operate within:</p> <ol style="list-style-type: none"> <li>1) policies, plans, standards or guidelines that have been established and approved by Council</li> <li>2) the needs of the local communities; and</li> <li>3) the approved budgets for the activity.</li> </ol> <p><b>Power to Act</b></p> <p>The community board will prepare and implement programmes of work, which will be reflected in its community board plan, which are relevant to the purposes of the community board that are consistent with the long term plan and annual plan processes of Council. Such programmes are to include budgetary provision for all costs associated with the work.</p> <p><b>Community Well-Being</b></p> <ol style="list-style-type: none"> <li>4) to develop local community outcomes that reflect the desired goals for their community/place</li> <li>5) to monitor the overall well-being of local communities and use the information gathered to inform development of local strategies to address areas of need</li> <li>6) work with Council and the community to develop a community board plan for the community of interest area – working in with any community plans that may exist.</li> </ol> <p><b>Community Leadership</b></p> <ol style="list-style-type: none"> <li>7) communicate and develop a relationship with community organisations, local groups, and special interest groups within the local community of interest</li> <li>8) identify key issues that will affect their community of interest's future and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities</li> <li>9) promote a shared vision for the community of interest area and develop and promote ways to work with others to achieve positive outcomes</li> <li>10) provide a local community perspective on Council's long term plan key performance indicators and levels of service</li> </ol>

<sup>1</sup> Local Government Act 2002, s.53

as detailed in the long term plan, and on local expenditure, rating impacts and priorities.

### **Advocacy**

#### 11) submissions

- a) authority to make recommendations to Council on matters to be considered in submissions Council may make to external organisations' regional or national policy documents, select committees
- b) authority to make submissions to Council or other agency on issues within its community of interest area
- c) authority to make submissions to Council on bylaws and recommend to Council the level of bylaw service and enforcement to be provided, having regard to the need to maintain consistency across the District for all Council bylaws.

#### 12) authority to prepare a submission to Council on the proposed levels of service, income and expenditure within the community of interest area, for consideration as part of the long term plan/annual plan process

#### 13) provide comment by way of the formal Annual Plan/Long Term Plan process on relative priorities for the delivery of District services and levels of service within the community board area.

District activities include:

- a) wastewater
- b) solid waste
- c) water supply
- d) parks and reserves
- e) roading
- f) libraries
- g) cemeteries
- h) emergency management
- i) stormwater
- j) public toilets
- k) community housing

#### 14) Council will set the levels of service for District activities – if a community board seek a higher level of service they will need to recommend that to Council and it will need to be funded in an appropriate way (locally).

### **Community Assistance**

#### 15) authority to establish prioritisation for allocation based on an overarching set of criteria from council to guide the scope of the activity

- 16) authority to grant the allocated funds from the Community Partnership Fund
- 17) authority to allocate bequests or grants generated locally consistent with the terms of the bequest or grant fund

### **Northern Community Board**

- 18) make decisions regarding funding applications to the Northern Southland Development Fund. The Northern Community Board may invite a representative of the community of Dipton to take part in the decisions on applications to the Northern Southland Development Fund.

### **Unbudgeted Expenditure**

Approve unbudgeted operating expenditure for local activities of up to \$20,000.

Approve up to a \$20,000 increase in the projected cost of a budgeted capital works project/item that is included in the annual plan/LTP.

Authority to delegate to the chief executive, when approving a project definition/business case, over-expenditure of up to \$10,000 for capital expenditure against the budget detailed in the Annual Plan/LTP.

### **Service Delivery**

#### **Local Activities**

For activities within the local activities category, the community board shall have authority to:

- a) recommend to Council levels of service for local activities having regard to Council budgets within the Long Term Plan and Annual Plan process
- b) recommend to Council the rates and/or user charges and fees to fund the local activities
- c) accept donations of a local asset eg a gas barbeque, park bench, etc with a value of less than \$20,000.
- d) approve project definitions/business cases for approved budgeted capital expenditure up to \$300,000
- e) recommend to the Services and Assets Committee the approval of project definitions/business case and procurement plan for capital expenditure over \$300,000 and/or any unbudgeted capital expenditure
- f) monitor the performance and delivery of the service in meeting the expected levels of service
- g) facilitate the development of local management plans (for subsequent recommendation to Council), where required by statute or in support of District or other plans for reserves, harbours, and other community facilities, except where powers:
  - have been delegated to Council officers; or
  - would have significance beyond the community board's area or otherwise involves a matter of

	<p>national importance (Section 6 Resource Management Act 1991); or</p> <ul style="list-style-type: none"> <li>involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise.</li> </ul> <p>Local activities include:</p> <ol style="list-style-type: none"> <li>community leadership</li> <li>local halls and community centres (within Council's overarching policy for community facilities)</li> <li>wharves and harbour facilities</li> <li>local parks and reserves</li> <li>parking limits and footpaths</li> <li>Te Anau/Manapouri Airport (Fiordland Community Board)</li> <li>Stewart Island Electricity Supply Authority (SIESA) (Stewart Island/Rakiura Community Board) <ol style="list-style-type: none"> <li>for the above two local activities only</li> <li>recommend levels of service and annual budget to the Services and Assets Committee</li> <li>monitor the performance and delivery of the service</li> </ol> </li> </ol> <p>19) naming reserves, structures and commemorative places</p> <ol style="list-style-type: none"> <li>authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places.</li> </ol> <p>20) naming roads</p> <ol style="list-style-type: none"> <li>authority to decide on the naming for public roads, private roads and rights of way</li> </ol> <p>21) assist the chief executive by providing comment (through the board chairperson) to consider and determine temporary road closures applications where there are objections to the proposed road closure.</p> <p><b>Rentals and Leases</b></p> <p>In relation to all leases and licences of land and buildings for local activities within their own area, on behalf of Council;</p> <ol style="list-style-type: none"> <li>accept the highest tenders for rentals more than \$10,000</li> <li>approve the preferential allocation of leases and licenses where the rental is \$10,000 or more per annum.</li> </ol> <p><b>Environmental management and spatial planning</b></p> <ol style="list-style-type: none"> <li>provide comment on behalf of the relevant community/communities on resource consent applications referred to the community board for comment.</li> <li>recommend to Council the level of bylaw service and enforcement to be provided within the community, having regard to the need to maintain consistency across the District.</li> </ol>
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	<p>24) provide advice to Council and its committees on any matter of interest or concern to the community board in relation to the sale of alcohol where statutory ability exists to seek such feedback.</p> <p>25) provide input into regulatory activities not otherwise specified above where the process allows.</p> <p>26) recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the board has made submissions; ability to provide input to support the development of community planning for a civil defence emergency; and after an emergency event, to provide input and information to support community response efforts.</p>
LIMITS TO DELEGATIONS	<p>No financial or decision making delegations other than those specifically delegated by Council.</p> <p>The community board shall only expend funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its Long Term Plan/Annual Plan. In accordance with the provisions of section 39(2) of Schedule 7 the board may not incur expenditure in excess of the approved budget.</p> <p><b>Matters which are not Delegated</b></p> <p>Southland District Council has not delegated to community boards the power to:</p> <ul style="list-style-type: none"> <li>• make a rate or bylaw</li> <li>• acquire, hold or dispose of property</li> <li>• direct, appoint, suspend or remove staff</li> <li>• engage or enter into contracts and agreements and financial commitments</li> <li>• institute an action for recovery of any amount</li> <li>• issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like;</li> <li>• institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the community board has made submissions.</li> </ul>
CONTACT WITH MEDIA	<p>The community board chairperson is the authorised spokesperson for the board in all matters where the board has authority or a particular interest.</p> <p>Board members, including the chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the board's delegations.</p> <p>The assigned Executive Leadership Team member will manage the formal communications between the board and its</p>

	<p>constituents and for the board in the exercise of its business. Correspondence with central government, other local government agencies or official agencies will only take place through Council staff and will be undertaken under the name of Southland District Council.</p>
REPORTING	<p>Community boards are unincorporated statutory bodies which are elected to represent the communities they serve.</p> <p>The boards maintain bound minute books of their own meetings.</p>

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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

Community 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 12noon at least one clear day 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 Community Board 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 Oreti Community Board, 15 February 2021



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## Oreti Community Board

### OPEN MINUTES

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Minutes of a meeting of Oreti Community Board held in the Winton Library, ANZAC Room, 186 Great North Road, Winton on Monday, 15 February 2021 at 5.30pm. (5.30pm – 6.08pm)

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#### PRESENT

Chairperson	Brian Somerville
Deputy Chairperson	Natasha Mangels
Members	Andrew Dorricott (6.07pm – 6.08pm)
	Geoffrey Jukes
	Peter Schmidt
	Colin Smith
	Councillor Darren Frazer

#### APOLOGIES

Treena Symons  
Andrew Dorricott (for lateness)

#### IN ATTENDANCE

Councillor Menzies  
Councillor Ruddenklau

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1 Apologies

There were apologies for absence from Treena Symons and for lateness from Andrew Dorricott.

Moved Geoffrey Jukes, seconded Cr Frazer and resolved:

That the Oreti 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 was no public forum.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Colin Smith, seconded Peter Schmidt and resolved:

That the Oreti Community Board confirms the minutes of the meeting held on 7 December 2020 as a true and correct record of that meeting.

Reports

7.1 Community Leadership Report

Record No: R/21/1/3623

Community partnership leader – Karen Purdue was in attendance for this item.

Resolution

Moved Deputy Chairperson Mangels, seconded Peter Schmidt and resolved:

That the Oreti Community Board:

- a) **Receives the report titled "Community Leadership Report" dated 4 February 2021.**

7.2 Operational Report for Oreti Community Board

Record No: R/21/1/3855

Community partnership leader – Karen Purdue was in attendance for this item.

Resolution

Moved Peter Schmidt, seconded Deputy Chairperson Mangels and resolved:

That the Oreti Community Board:

- a) **Receives the report titled "Operational Report for Oreti Community Board" dated 3 February 2021.**

7.3 Council Report

Record No: R/21/1/3130

Councillor Frazer and Community partnership leader – Karen Purdue were in attendance for this item.

Resolution

Moved Colin Smith, seconded Deputy Chairperson Mangels and resolved:

That the Oreti Community Board:

- a) **Receives the report titled "Council Report" dated 27 January 2021.**

7.4 Chairperson's Report

Record No: R/21/2/4555

Chair Somerville took the Board through his report.

(Andrew Dorricott joined the meeting at 6.07pm.)

Resolution

Moved Cr Frazer, seconded Peter Schmidt and resolved:

That the Oreti Community Board:

- a) **Receives the report titled "Chairperson's Report" dated 3 February 2021.**

The meeting concluded at 6.08pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE ORETI COMMUNITY BOARD HELD  
ON MONDAY 15 FEBRUARY 2021.

DATE:.....

CHAIRPERSON:.....



# Election of Chair

Record No: R/21/3/11446

Author: Fiona Dunlop, Committee Advisor

Approved by: Trudie Hurst, Group Manager Customer Delivery

☒ Decision☐ Recommendation☐ Information

## Purpose

- 1 This report calls for the election of a Community Board Chairperson as required under clause 37, Schedule 7 of the Local Government Act 2002 ('the Act') following the resignation of the current chair.
- 2 The report also provides the opportunity for the Community Board to appoint a Deputy Chairperson to act for the Chairperson if he or she is unable to perform his or her duties. This is important should the current deputy chair be elected Chair.

## Executive Summary

- 3 Brian Somerville advised of his resignation as Chair of the Oreti Community Board and has advised that he will continue as a member of the Board.
- 4 Community Boards are required by statute, to elect Chairperson. They may also agree to appoint a Deputy Chair.
- 5 The Board currently has a Deputy Chair and depending on the result of the election of chair, the Community Board may be required to fill the position. The Deputy Chairperson will be called on to fulfil the duties of the Chairperson if he or she is unable to perform his or her duties. All community board members are eligible to be nominated for these roles.
- 6 Prior to electing the chair and deputy chair, the Board must decide which voting system to use. Clause 25 of schedule 7 of the Local Government Act 2002 stipulates that a voting system must be used for certain appointments and the options for this are outlined below.
- 7 There are two options of voting – system A and system B.

### (3) System A—

- (a) requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and
- (b) has the following characteristics:
  - (i) there is a first round of voting for all candidates; and
  - (ii) if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
  - (iii) if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
  - (iv) in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

### (4) System B—

- (a) requires that a person is elected or appointed if he or she receives more votes than any other candidate; and
- (b) has the following characteristics:
  - (i) there is only 1 round of voting; and
  - (ii) if 2 or more candidates tie for the most votes, the tie is resolved by lot.

## Recommendation

That the Oreti Community Board:

- a) **receives the report titled “Election of Chair” dated** 31 March 2021.
- b) determines that this matter or decision be recognised 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) agrees to use system A the election of the Chair and Deputy Chair.
- e) agrees to elect a Board member to the Chair of the Community Board for the 2019/2022 triennium.
- f) agrees to elect a Board member to the Deputy Chair of the Community Board for the 2019/2022 triennium.

## Background

- 8 The Southland District Council requires, by statute, the election of a Chairperson to its community boards. The Community Board may also wish to appoint a Deputy Chairperson who will be called on to fulfil the duties of the Chairperson if he or she is unable to perform his or her duties. All community board members are eligible to be nominated for these roles.

## Issues

- 9 The system of voting for the position of Chairperson and Deputy Chairperson is “First Past the Post” by using either system A or B.
- 10 System A requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting.
- 11 System A works by having a first round of voting for all candidates. If no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded. Then if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded. Should the result be tied, the then the decision is decided by lot. This could be the toss of a coin or the drawing a name out of a hat.
- 12 System B requires that a person is elected or appointed if he or she receives more votes than any other candidate.
- 13 System B works by there being only 1 round of voting; and if 2 or more candidates tie for the most votes, the tie is resolved by lot. (toss of a coin or the drawing a name out of a hat.)

- 14 There are no requirements for a formal nomination – the Mayor, or their nominee, will call for nominations at the Inaugural Meeting of the Community Board. Members may be nominated for these roles *in absentia*, but cannot vote.
- 15 The term of office for the Chairperson and, if appointed, the Deputy Chairperson of the Community Board shall be for the duration of the 2019/2022 triennium. However, a member may terminate (or have terminated) their office by:
  - Resigning as Chairperson or Deputy Chairperson.
  - A majority decision of the Community Board.
  - A resolution of the Community Board.
  - Being no longer eligible to hold office.
- 16 The Chairperson of the Community Board is responsible for ensuring that the decisions of the Board are consistent with the powers delegated to it by Southland District Council. The Chairperson is responsible for ensuring that the conduct of business is carried out in an orderly way and in accordance with Standing Orders, and any other statute that may apply from time-to-time.
- 17 The role of Chairperson includes:
  - Chairing meetings
  - Review/monitor board work programme and agendas with appropriate staff
  - Address delegated routine matters outside of a board meeting
  - Manage media enquiries relating to community board business
  - Prepare a chairperson's report to be included in each board agenda
- 18 It is recommended that once elected the Chair undertake Chairs training and mentoring at the start of the triennium.
- 19 If the Chairperson is absent or incapacitated, the Deputy Chairperson must perform all of the responsibilities and duties, and exercise any powers, of the Chairperson:
  - with the consent of the Chairperson at any time during the temporary
  - absence of the Chairperson;
  - without that consent, at any time while the Chairperson is prevented by illness or some other cause from performing the responsibilities and duties, or exercising the powers, of his or her role;
  - while there is a vacancy for the role of Chairperson.
- 20 In the absence of proof to the contrary, a Deputy Chairperson acting as Chairperson is presumed to have the authority to do so.
- 21 A Deputy Chairperson continues to hold his or her position so long as he or she continues to be a member of the Community Board or until the election of his or her successor, or until the close of the 2019/2022 triennium.
- 22 In accordance with voting procedures the Community Board is called on to elect members to the position of Chairperson and, if it chooses to do so, to appoint a Deputy Chairperson.

## Factors to Consider

### Legal and Statutory Requirements

- 23 The Southland District Council requires, by statute, the election of a Chairperson to its community boards.

### Community Views

- 24 There are no community views

### Costs and Funding

- 25 The Chair is remunerated for the role and the Deputy is not remunerated.

### Policy Implications

- 26 There are no policy implications

## Analysis

### Options Considered

- 27 There are two options to consider – system A or system B

### Analysis of Options

#### Option 1 – System A

<i>Advantage</i>	<i>Disadvantage</i>
<ul style="list-style-type: none"><li>Has more of a focus on voting for a position</li></ul>	<ul style="list-style-type: none"><li>Can take more than one round to achieve a result especially if there is more than two candidates</li></ul>

#### Option 2 – System B

<i>Advantage</i>	<i>Disadvantage</i>
<ul style="list-style-type: none"><li>Less steps in achieving a result if there are more than two candidates</li></ul>	<ul style="list-style-type: none"><li>Does not have the same focus on voting for a position</li></ul>

### Recommended Option

- 28 The recommended option is system A.

### Assessment of Significance

- 29 This is not considered significant.

### Next Steps

- 30 The person elected as Chair will have the relevant administrative matters updated to reflect the responsibilities.

## Attachments

There are no attachments for this report.



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## Community Update - April 2021

Record No: R/21/3/10546

Author: Fiona Dunlop, Committee Advisor

Approved by: Trudie Hurst, Group Manager Customer Delivery

☐ Decision

☐ Recommendation

☒ Information

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### Community Partners

- 1 Jacob Manson – Waka Kotahi NZ Transport Agency Southland Network Manager and Stuart McLeod – Contract Manager, Highways South.

### Recommendation

That the Oreti Community Board:

- a) Acknowledges the attendance of representatives from Waka Kotahi NZ Transport Agency and Highways South at the meeting.

### Attachments

There are no attachments for this report.



## Community Service Awards - Procedures and Guidelines

Record No: R/21/3/8756

Author: Megan Seator, Community Liaison Officer

Approved by: Trudie Hurst, Group Manager Customer Delivery

☐ Decision

☐ Recommendation

☒ Information

### Purpose

- 1 The purpose of this report is to inform the Oreti Community Board of the new procedures and guidelines for the Southland District Council community service awards.

### Executive Summary

- 2 Southland District Council's community service awards are a mechanism to acknowledge individuals and groups who have contributed outstanding community service to their community.
- 3 In 2020, staff from the communications, governance and democracy, and community leadership teams undertook a review of the community service awards.
- 4 It was identified that clarification is needed on the award criteria, who can nominate an individual, who makes allocation decisions, the type of celebration that will be provided, and how the associated costs are paid for. This is to ensure consistency across community boards, clarity for the public, and to provide staff with a standardised method of administration.
- 5 A copy of the procedures and guidelines approved by the Community & Strategy Committee on 9 February 2021 are attached to this report.

### Recommendation

That the Oreti Community Board:

- a) **Receives the report titled "Community Service Awards - Procedures and Guidelines" dated 1 March 2021.**

### Attachments

- A Southland District Council community service awards - procedures and guidelines [↓](#)

# Community Service Awards

## Procedures and guidelines

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### **Purpose**

The purpose of the Southland District Council community service awards is for community boards to recognise individuals and groups who have provided significant and outstanding contribution to their community board area through leadership, volunteering, or community service.

### **Criteria**

Any person or group residing within the Southland District, who by their significant and outstanding contribution to their community board area through leadership, volunteering, or community service, is eligible to be nominated for a community service award.

The definition of 'significant and outstanding contribution' focuses on the quality of service and does not preclude individuals on age or length of service.

Nominees contribution to the community may be in the education, youth, health, sport, heritage, art, culture, environment, social wellbeing, or similar sectors.

Joint awards (ie partners & groups) are acceptable and can be considered as one nomination.

### **Nomination process**

There will be one nomination round per year closing 30 September (special exceptions may apply in extraordinary circumstances).

Members of the community can nominate individuals by submitting the prescribed application form to Southland District Council before the closing date.

Late nominations will not be accepted and will be deferred to the next nomination round.

### **Award allocation**

Following the closure of the nomination round each year, community boards will receive a report outlining the nominations from their community board area. This report will enable community boards to review and select up to a maximum of two individuals to receive community service awards for that year.

The mayor will be notified of community boards decisions

### **Presentations**

Presentations of the awards are to be made at a community board meeting, workshop, or community event by the community board chair. Recipients will be presented with a framed certificate and they may invite friends and family to be present.

### **Funding**

Costs associated with the awards will be funded from the grants and donations budget. This will go towards the framing of the certificates, catering costs, or flowers (up to \$200 per community board per year).

**Publicity**

The recipients of community service awards will be published in the First Edition. Publicity may also be done through the Southland District Council website and Facebook page. Additionally, local media will be notified should they wish to run a story on the awards.



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## Community Leadership Report

Record No: R/21/3/11715  
Author: Karen Purdue, Community Partnership Leader  
Approved by: Matt Russell, Group Manager Services and Assets

☐ Decision ☐ Recommendation ☒ Information

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### Purpose

- 1 The purpose of this report is to update the board on the community leadership activities in the area.

### Recommendation

That the Oreti Community Board:

- a) **Receives the report titled “Community Leadership Report” dated 7 April 2021.**

### Attachments

- A Community Leadership Report [↓](#)



## What's happening in your area

### Community Partnership Fund

The Oreti Community Partnership Fund closed 31 March 2021. Six applications were received. There is a total of \$18,305.65 available for distribution in this round.

## Funding

### Community Trust South major grants round

Community Trust South have announced a major grants round for 2021, investing \$1 million into the community for grant requests over \$75,000. Funding applications are done in a two-stage process – the first stage is submitting an expression of interest, and any successful applicants will then be required to submit a full funding application. Expressions of interest are open now, and due by 20 April 2021. Any organisations invited to submit an application will need to do so by 30 September 2021.

## Local initiatives

### Central Southland Netball Centre

Staff have been working alongside the Central Southland Netball Centre to identify potential funding options for the replacement of the lights inside the netball centre.

### Winton Community Support Worker Committee

Staff have been working alongside the Winton Community Support Worker Committee to identify potential funding options.

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## Otapiri Lora Gorge Hall

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Staff are working alongside the Otapiri Lora Gorge Hall Committee with planning for the future of the hall. The hall committee has expressed an interest in taking over the ownership of the hall. Staff are also providing advice and assistance around legal entities and community consultation requirements.

### What's happening outside your area

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#### District/regional Initiatives

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##### Ministry of Education meeting regarding swimming pools

Staff from the community leadership team met with a representative from the Ministry of Education to develop a better understanding of how ministry owned swimming pools are funded and maintained.

The ownership of pools on school land is a mixture of 100% ministry owned pools and others with a shared ownership of say 60/40 between the Ministry and the community.

The ministry advised that schools receive funding through from the Ministry each year for pool maintenance and the type of funding used depends on whether it's a capital project or operational maintenance.

Capital projects can be funded via the 10-year property plan (10YPP) and operational funding is also available through the property maintenance grant.

Schools may opt to do larger projects with regards to heating and filtration via the 5YA (five-year agreement) but they will have to prioritise with other projects required eg carpet for classrooms.

Operational funding can be used for pool chemicals, water charges, heating charges, water testing charges, painting the pool and surrounds, fence repairs, repairing and servicing the filtration plant, caring for ancillary buildings like changing rooms, storage sheds and roofing structures, repairing pool covers and the salary of training of the person responsible for maintaining pool hygiene and maintenance, such as the caretaker (ground staff get \$4.40 per day for looking after a pool).

This funding is calculated on the actual square metres of the pool. Operational funding for heat, light, and water doesn't cover costs of running a pool outside school hours.

More information about the amount of the property management grants for schools with pools can be found at <https://property.education.govt.nz/pmg/ViewSchoolInfo>

The Ministry wishes to ensure that pool roofs are trafficable and is working through a programme of replacing all translucent verandas and roofs that are no longer trafficable. The ministry is fully funding the replacements on ministry owned pools and working with the community where there is shared ownership.

If the roofs can't be replaced in the short term, netting must be installed as a safety measure.

Another focus for the ministry is around leases and user agreements for swimming pools.

##### More seeking country life

The dynamics of country living are changing as more urban dwellers ditch the city for the provinces. The shift to smaller towns and centres came as Covid-19 changed people's work habits, as well as soaring house prices and living costs in major cities.

This was highlighted in an Infometrics analysis released late last year, which showed 11 out of 67 districts all had increases in population growth from internal migration

<https://farmersweekly.co.nz/section/agribusiness/view/more-seeking-country-life>

What we can expect of the New Zealand economy, and life in general in 2021.

Having put 2020 behind us, it's time to consider how much the economy, and life in general, will return to normal by the end of 2021. Infometrics updated economic forecasts were published in early February, and the outlook for the next 12-18 months will be considerably stronger than was previously being anticipated. However, the uncertainty around that outlook remains highly elevated. This article canvases some of the key factors that will determine outcomes in 2021.

<https://www.infometrics.co.nz/from-the-beach-2021/>

### **Brief explores covid's impact on agriculture**

Agriculture has performed well during the Covid-19 pandemic, but briefing papers to the incoming cabinet ministers warns the outlook is challenging.

[https://farmersweekly.co.nz/section/agribusiness/view/brief-explores-covids-impact-on-ag?utm\\_source=GlobalHQ&utm\\_campaign=7dcca085d3-EMAIL\\_CAMPAIGN\\_09122020\\_STAFF\\_COPY\\_01&utm\\_medium=email&utm\\_term=0\\_4f497899e6-7dcca085d3-193644923](https://farmersweekly.co.nz/section/agribusiness/view/brief-explores-covids-impact-on-ag?utm_source=GlobalHQ&utm_campaign=7dcca085d3-EMAIL_CAMPAIGN_09122020_STAFF_COPY_01&utm_medium=email&utm_term=0_4f497899e6-7dcca085d3-193644923)

The live lobster export industry

The live lobster export industry is one of many businesses to feel the effects of Covid-19. Fiordland Lobster Company has seen both extremes, from months of complete shutdown, to booming sales for the rest of the year.

<https://www.facebook.com/294604540645182/posts/3233856763386597/?d=n>

Taking time to thrive

Southland dairy farmer Loshni Manikam is on a mission to help farming women get more out of life. Her new free ebook "12 Tips to Help You Thrive" shares practical advice on how women can take time for their own needs, while juggling multiple responsibilities.

<https://farmersweekly.co.nz/section/dairy/view/taking-time-to-thrive>

## **What's coming up?**

### **Policy and strategy**

Bylaw and policy work

Staff have been revising the Procurement Policy and developing a draft Procurement Manual. The formal consultation period for the policy was 4 November to 4 December 2020. Submissions were presented to Council on 28 January 2021 and it is anticipated Council will adopt the policy on 14 April 2021. It is likely both the policy and manual will come into effect on 1 July 2021.

Council is reviewing its Alcohol Licensing Fee-Setting Bylaw. Consultation for this was run from 12 to 26 March 2021. All alcohol licence holders were directly contacted to advise them of this process and encouraged to provide feedback. Submissions are likely to be received by Council on 27 April 2021.

Staff are also working on the Asset Management and Contract Management Policies. Review of the Elected Members' Remuneration and Reimbursements Policy, the Vehicle Policy, Fraud Policy and the Sensitive Expenditure Policy is underway.

At its meeting on 28 January 2021, Council adopted the Revenue and Finance Policy, and on 10 March 2021 adopted the Policy on Development and Financial Contributions and the Significance and Engagement Policy.

The Stewart Island Levy Subcommittee met in February 2021 to work with staff in developing a 10 year funding plan for allocation of visitor levy funds, in line with the Stewart Island/Rakiura Visitor Levy Policy. A draft funding plan was presented to the Community and Strategy Committee on 23 March 2021 for its feedback.

### Corporate risks

Risk management reporting is underway for the March 2021 quarter. Staff and ELT have updated the quarterly risk register, and the quarterly reports were presented to the Finance and Assurance Committee in March 2021, and will be presented to Council in April 2021. As part of an annual review process, the Finance and Assurance Committee considered and discussed one of the top strategic risks at the conclusion of their March meeting.

Staff and ELT will meet 30 March 2021 to undertake the annual review of Council's top strategic and corporate risks. The revised weightings will form the draft risk register to be presented to the committee when it meets in June 2021 and to Council for adoption.

### Other Work

He Pou a Rangi/the Climate Change Commission have produced draft advice for consultation. He Pou a Rangi are seeking and incorporating feedback on their advice, before it is formally presented to the government. The draft advice outlines changes needed in particular sectors and recommends 17 critical actions the government must take to reach its climate goals.

The advice also includes information about transitioning to a low emissions society, and the impacts of doing so. Staff have worked with councillors to produce a submission on the advice, and this has been lodged with He Pou a Rangi. Anyone is able to make a submission on the draft advice before submissions close.

### Long Term Plan

At the 10 March 2021 Council meeting, the Long Term Plan Consultation Document was adopted and made available for release to the public. At 9am on Friday 12 March 2021, submissions officially opened and the information is now available on Council's website. The consultation document has been delivered to households with submissions closing at 5pm on Wednesday 14 April 2021. At that same meeting, the supporting documentation for the Long Term Plan was adopted and is available on the Council website.

## Stakeholder updates

### Waka Kotahi update

There was some feedback that boards would like to know more about the reasons for the temporary speed limits (TSL's) in place for resealing, during the different stages of the work. There are a number of reasons, mostly related to the health and safety of the workers and road users, but also to protect the seal once installed so that we don't have to come back and fix damage to the seal, causing more disruption to your communities.

1. Initially when the site is being sealed, TSL's are in place for safety reasons to protect the workers and road users traveling through the site.
2. Chipseals can take 24-48 hours for the chip to fully embed into the binder. To assist with adhesion and reduce the chance of damage, a TSL is kept in place to help manage traffic within the site. The site isn't fully swept or line marked at this point, so the TSL is still required to keep the users safe, help protect the seal and should also mitigate damaged windscreens if the TSL is complied with.
3. Once the site is swept and line-marked it is considered appropriate to be opened back up to normal operating speeds. Note in urban areas the permanent speed limit is already lower, so TSL's may not be in place for the same extent as rural areas, depending on the environment / hazards.

This season we have noticed an alarming number of users not complying with road works signs / TSL's both attended and unattended by workers, so it is important to get the message out there that there are a number of reasons why these are in place. Not complying with this signage puts the safety of the road users and workers at risk, and can damage the work being done, which results in us having to come back and fix causing further delays which could've been easily avoided. We work hard to make sure signs are taken down when they are not required – this is an area we are focusing on.

We appreciate that there have been some community concerns regarding the road pavement rehabilitation near Mossburn recently and note that this has been a challenging site due to the material required to be used and the length and location of the site. The good news is that this is due to be sealed by Easter (weather permitting), and the second site on SH94 within a fortnight after that. We thank the community in this area for their patience while we improve the safety of the highway here.

We acknowledge that there have been a high number of worksites this summer and appreciate your patience at these sites. A fairly wet summer has meant condensing our work into a smaller window which has created a situation requiring multiple worksites in areas. However, our construction season is coming to an end shortly, as the dropping temperatures mean many pavement works are not possible.

Before winter sets in our next priority is the felling of dangerous trees around Southland state highways, so there will be temporary traffic management in place in various areas to allow this. These trees are being felled as they are either dangerous and in danger of falling on or near the highway, or are creating hazards for road users.

Wandering stock on the highways continues to be of concern. If stock is spotted on state highways we encourage calling 0800 4 HIGHWAYS (0800 44 44 49) so that this can be actioned immediately. We are following up with landowners in 'hot spot's' to encourage them to check fencing and have had a very positive response to this.

Finally, there will be a moratorium on work happening on state highways over the Easter break/Southland anniversary day, with all non-essential work closing down at noon on April 1 and commencing again after 7am on April 7. Road users and communities are encouraged to call 0800 4 HIGHWAYS (0800 44 44 49) if they see anything of concern on state highways over this break.

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## Operational Report for the Oreti Community Board

Record No: R/21/3/12483

Author: Carolyn Davies, Executive Assistant

Approved by: Matt Russell, Group Manager Services and Assets

☐ Decision

☐ Recommendation

☒ Information

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### Purpose of Report

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

### Recommendation

That the Oreti Community Board:

- a) **Receives the report titled “Operational Report for the Oreti Community Board”**  
dated 1 April 2021.

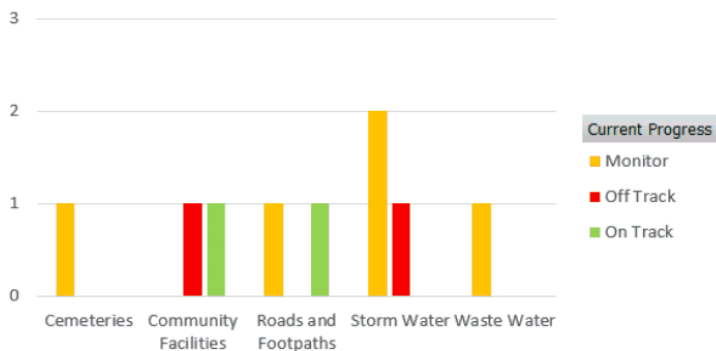
### Attachments

- A Report to Oreti Community Board - 19 April 2021 - Operational report [↓](#)



## 1. Current Projects

Count of Current Progress



Activity ▼

### 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
CEMETERIES	P-10364	Construct new information kiosk at East Winton Cemetery	Business case phase	Monitor	Project is being managed by communication team who are liaising with the community on scope. Due to be installed by December 2021.	\$15,744



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
<b>WASTE WATER</b>	P-10126	Preparing consent renewal for Winton scheme	Pre delivery phase	Monitor	At the project working group meeting in March, four (plus one alternative) options were shortlisted and following Council approvals will be put forward for consultation to the wider community and district in July.	\$58,988
<b>COMMUNITY FACILITIES</b>	P-10745	Winton office refurbishment	Business case phase	On track	Request for tender issued to shortlisted tenderers closing 23 April 2021. Building consent application preparation is underway will be lodged by end of March 2021.	\$300,000
<b>COMMUNITY FACILITIES</b>	P-10310	Winton Maternity Centre - window replacement	Delivery phase	Off track	Delivery and installation of new windows programmed for 19 April 2021. Off track due to supply issues	\$43,868
<b>ROADS AND FOOTPATHS</b>	P-10415	20/28 - Otapiri Gorge Road pavement rehab 2020/21	Delivery phase	On track	Final inspection undertaken in February, contractor has yet to request Practical Completion Certificate	\$400,000
<b>ROADS AND FOOTPATHS</b>	P-10417	20/30 - Central Area road pavement rehab 2020/21	Delivery phase	Monitor	Updated programme has Otautau Nightcaps to be completed week of 14 April and Fairfax Isla Bank after that.	\$1,200,000
<b>STORM WATER</b>	P-10957	Waianiwa stormwater upgrade	Delivery phase	Monitor	This project has been allocated to HWR Contracting through the stimulus funding reticulation panel. Expected start timeframe is mid-March with a six week construction window.	\$400,000



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
<b>STORM WATER</b>	P-10957	Waianiwa stormwater upgrade	Delivery phase	Monitor	This project has been allocated to HWR Contracting through the stimulus funding reticulation panel. Expected start timeframe is mid-March with a six week construction window.	\$0.00
<b>STORM WATER</b>	P-10261	Clear storm open drains at Limehills	Pre delivery phase	Off track	Schedule of prices has been released to contractors for pricing and submission by end of March. Community board will be informed through reporting following works completion.	\$22,456

## 2. Community Board Contracts

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
<b>10/01 – Water and waste water services operation and maintenance</b>	The water and waste water contract is operating well. Minor capital works awarded to Downer are progressing on programme.
<b>17/02 - Central Alliance Roading contract</b>	<p>Fourth round of mowing has commenced. The changeable weather has contributed to significant growth around the network.</p> <p>Reports of road signs being hit and stolen continue to be a constant.</p> <p>Logging activity has commenced on Scotts Gap Feldwick Road.</p> <p>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.</p> <p>Bryce Road flood repairs completed in January.</p> <p>Another round of spraying has been undertaken with sealed roads completed and unsealed 90% completed.</p> <p>OGEM and Stabi crews are programmed to be in the Central Alliance undertaking pre reseal repairs weather dependant starting in March.</p>
<b>19/9 – Central area gardening</b>	The Winton township gardening contract is working well, with the contractor providing a good range of colour while keeping plants and shrubs at suitable heights for their locations in the road corridor.



CONTRACT NAME	CONTRACT MANAGER COMMENTARY
<b>11/23 – Wallacetown township gardening</b>	Progressing well, the existing contractor has agreed to a renewal of the contract for four years.
<b>16/36 – Maintenance of Dunsdale reserve</b>	Maintenance issues have been sorted, road access is going to be changed soon to allow work in the adjacent forestry block.
<b>20/01 – Office/library and RSA/Memorial hall cleaning contract</b>	The OCS cleaning contract has continued with no major problems. Quality assurance will occur again in April.
<b>10/24 – Central area mowing</b>	Mowing has continued to meet the contract requirements, the existing contractor has won the contract for the next four year term, commencing from 1 July.
<b>Oreti board tree management</b>	<p>The pollarding of six trees on Great North Road at the north end has been completed. In April 35 trees on the west side of the road will be trimmed back to the original pollard height. Several streets will have pruning in the next two months eg Mary Street.</p> <p>Three trees in Ailsa Street Wallacetown have been removed. Several trees overhanging the road edge will be trimmed in April</p>
<b>17/02 Central Alliance Toilets</b>	<p>No issues with the Dipton toilets, the Exeloo model works well in this situation. The other toilets are being maintained to a good standard and there has been very little vandalism in the last two months.</p>

### 3. Request for service data 13 January 2021 – 24 March 2021

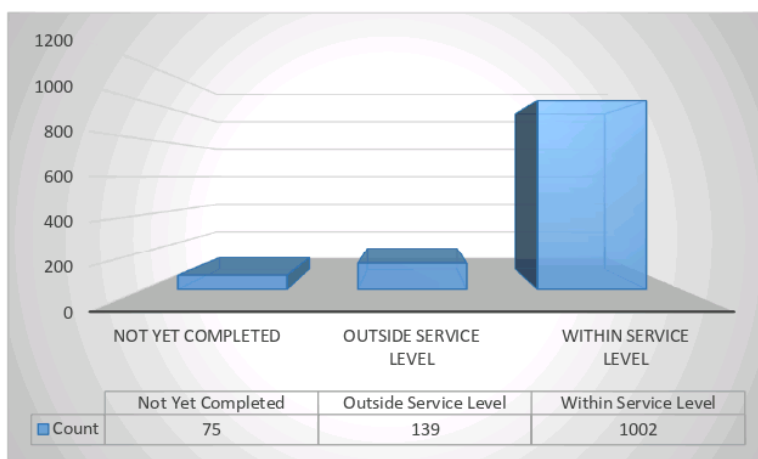
 <p><b>Community Board</b></p> <p><b>Requests for Service</b> 13/1/2021 – 24/3/21 <b>139</b></p>	<p><b>District wide</b></p> <p><b>Requests for Service</b> 13/1/2021 – 24/3/21 <b>1,216</b></p> <p><b>3 Waters Service requests</b> 13/1/2021 – 24/3/21 <b>233</b></p>
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REQUEST TYPE	COUNT
Council housing/ flats - repairs (routine)	2
Culverts blocked - rural	4
Debris on gravel roads (safety)	1
Flooding roads - rural (safety)	2
Footpaths hazards - trip/hazard/broken etc (safety)	3
Gravel potholes and corrugations (safety)	2
Gravel, potholes/corrugations and grading	5
Information-direction signs (road names, rest area)	1
Licensed premise queries or complaints	7
Noise control (not animal noises)	26
Nuisance complaints (odour, vermin, neighbourhood)	1
Oil on roads complaints	1
Paper roads	6
Parks and reserves r&m	5
Seal widenings and sealing issues	3
Sealed road - potholes and blowouts (routine)	1
Sewer main (pipe) damaged	1
Toilet repairs and maintenance	1
Transport - road matters general	25
Urban stormwater (the drain)	4
Vegetation urban/berm mow/overgrown/visibility issues	7
Vegetation rural (overgrown or visibility issues)	1
W/bin cancelled - rural/comm/additional bins only	1
Warning and reg. signs existing (speed, curve etc)	2
Water asset leak (main, hydrant, valve, meter)	4
Water pressure low	1
Water toby damaged (not safety issue)	1
Water toby leak	3
Water toby location	2
Wheelie bin damaged	3

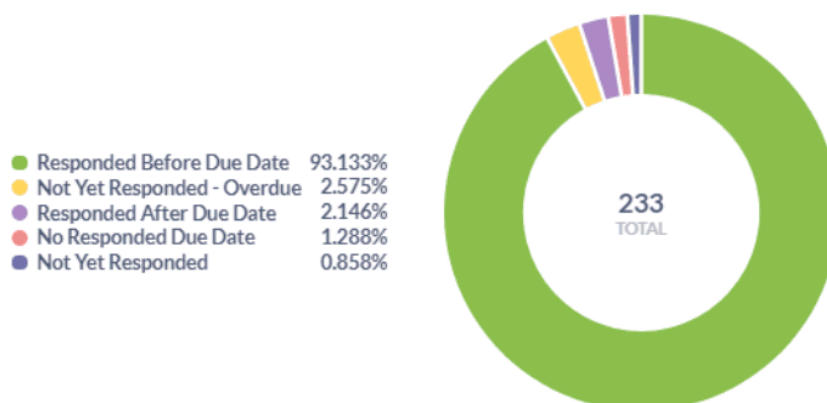


REQUEST TYPE	COUNT
Wheelie bin new	8
Wheelie bin collection complaints	4
Wheelie bin swap	1
<b>Total</b>	<b>139</b>

#### RFS count by completion time status



IPS Requests, Response Time Status



Note: RFS/SR 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.

## Local finance reporting

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

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Street Works - Browns	\$885	\$885	\$3,007	\$140	\$3,473	\$5,210			
Stormwater Drainage - Browns	\$1,518	\$1,518	\$2,277	\$1,934	\$1,529	\$2,277			
Beautification - Browns	\$4,518	\$4,518	\$6,777	\$14,405	\$6,185	\$6,777			
Hall - Browns	\$3,862	\$4,536	\$6,859	\$3,654	\$4,707	\$7,064			
<b>Total</b>	<b>\$10,783</b>	<b>\$11,457</b>	<b>\$18,920</b>	<b>\$20,133</b>	<b>\$15,895</b>	<b>\$21,328</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

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

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Operating Costs - Dipton	\$703	\$733	\$3,015		\$733	\$1,099			
Street Works - Dipton	\$736	\$733	\$1,099	\$971	\$2,183	\$3,274			
Stormwater Drainage - Dipton	\$3,376	\$3,358	\$5,505	\$876	\$4,926	\$7,374			
Cemetery - Dipton	\$8,806	\$5,200	\$8,270	\$8,737	\$5,277	\$7,916			
Beautification - Dipton	\$6,258	\$6,225	\$9,338	\$6,420	\$6,225	\$9,338			
Playground - Dipton	\$368	\$367	\$550	\$233	\$13,700	\$20,550			
Hall - Dipton	\$7,725	\$7,747	\$11,659	\$5,131	\$7,407	\$55,986			
<b>Total</b>	<b>\$27,973</b>	<b>\$24,363</b>	<b>\$39,436</b>	<b>\$22,368</b>	<b>\$40,452</b>	<b>\$105,537</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>


**Limehills - Business Units as at 28 February 2021**

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Operating Costs - Limehills	\$694	\$696	\$1,183	\$130	\$826	\$1,239			
Stormwater Drainage -Limehills	\$4,391	\$4,403	\$8,186	\$942	\$17,397	\$26,061			
Beautification - Limehills	\$3,633	\$3,638	\$5,457	\$3,760	\$3,941	\$5,457			
Community Centre - Limehills	\$10,127	\$16,901	\$25,351	\$8,874	\$11,416	\$16,983	\$22,203	\$10,418	\$10,418
<b>Total</b>	<b>\$18,845</b>	<b>\$25,638</b>	<b>\$40,177</b>	<b>\$13,706</b>	<b>\$33,580</b>	<b>\$49,740</b>	<b>\$22,203</b>	<b>\$10,418</b>	<b>\$10,418</b>

**Oreti - Business Units as at 28 February 2021**

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Community Leadership Oreti				\$46,899	\$47,348	\$80,808	\$0	\$0	\$0
Rec Reserve - North Makarewa									
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$46,899</b>	<b>\$47,348</b>	<b>\$80,808</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>


**Winton - Business Units as at 28 February 2021**

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Administration - Winton	\$7,417	\$7,394	\$20,054	\$499	\$667	\$1,000			
Operating Costs - Winton	\$4,041	\$4,029	\$6,043	\$2,587	\$4,336	\$6,043			
Street Works - Winton	\$37,174	\$37,057	\$55,585	\$22,893	\$71,675	\$107,512			
Refuse Collection - Winton	\$22,353	\$22,282	\$33,423	\$17,991	\$22,282	\$33,423			
Stormwater Drainage - Winton	\$79,656	\$79,224	\$120,092	\$71,371	\$69,167	\$104,738			
Cemetery - Winton	\$38,758	\$43,151	\$64,727	\$24,658	\$29,856	\$44,784		\$10,496	\$15,744
Beautification - Winton	\$61,558	\$61,363	\$92,246	\$43,139	\$61,409	\$92,114			
Winton Parks & Reserves	\$35,395	\$35,464	\$53,196	\$35,475	\$36,345	\$55,257			
Winton Swimming Pool	\$11,496	\$11,477	\$17,215	\$17,215	\$17,215	\$17,215			
Hall - Memorial	\$18,373	\$15,735	\$23,603	\$34,992	\$35,433	\$53,150			
Hall - RSA	\$6,752	\$8,949	\$13,423	\$6,512	\$9,749	\$14,624			
Hall - Drill	\$3,596	\$3,426	\$5,139	\$3,115	\$3,426	\$5,139			
Medical Centre - Winton	\$19,733	\$19,733	\$34,661	\$20,583	\$16,960	\$23,174			
Winton Maternity Centre	\$8,061	\$8,053	\$10,686	\$19,997	\$13,885	\$62,482			
Other Leased Property	\$4,229	\$8,667	\$28,765	\$1,510	\$293	\$439			
<b>Total</b>	<b>\$358,593</b>	<b>\$366,004</b>	<b>\$578,858</b>	<b>\$322,537</b>	<b>\$392,697</b>	<b>\$621,093</b>	<b>\$0</b>	<b>\$10,496</b>	<b>\$15,744</b>



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

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Administration - Wallacetown	\$7,331	\$7,348	\$11,022		\$667	\$1,000			
Operating Costs - Wallacetown	\$3,862	\$3,460	\$11,589	\$1,665	\$1,978	\$7,527			
Street Works - Wallacetown	\$4,983	\$4,995	\$7,492	\$6,591	\$35,003	\$52,504			
Stormwater Drain - Wallacetown	\$6,881	\$6,897	\$10,982	\$3,273	\$7,004	\$10,346			
Cemetery - Wallacetown	\$7,410	\$9,727	\$16,899	\$8,917	\$11,436	\$17,154			
Beautification - Wallacetown	\$14,932	\$14,955	\$22,433	\$13,709	\$14,955	\$22,433			
Ellerslie Square	\$3,033	\$3,041	\$4,561	\$1,477	\$3,041	\$4,561			
Playground - Ailsa Street	\$2,191	\$2,197	\$3,295	\$2,894	\$4,131	\$6,196			
<b>Total</b>	<b>\$50,623</b>	<b>\$52,619</b>	<b>\$88,273</b>	<b>\$38,526</b>	<b>\$78,213</b>	<b>\$121,721</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

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

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Hall - Ryal Bush	\$3,036	\$3,035	\$4,758	\$5,593	\$4,008	\$5,871			
Hall - Tussock Creek	\$3,725	\$3,725	\$5,590	\$2,747	\$3,365	\$5,059			
Hall - Waianiwa	\$5,800	\$5,760	\$40,874	\$6,468	\$7,849	\$42,967			
Hall - Otapiri/Lora Gorge	\$7,200	\$7,200	\$11,898	-\$423	\$7,200	\$10,800			
Hall - Oreti	\$5,985	\$5,051	\$8,330	\$4,727	\$5,051	\$7,576			
<b>Total</b>	<b>\$25,745</b>	<b>\$24,771</b>	<b>\$71,450</b>	<b>\$19,112</b>	<b>\$27,472</b>	<b>\$72,273</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Browns expenditure is \$4,238 over budget. Beautification is \$8,220 over budget relating to mowing with a purchase order raised in December for the costs for mowing for the remainder of the financial year.



Dipton income is \$3,610 over budget. Cemetery is over budget by \$3,606 due to additional internment income. Expenditure is \$18,084 over budget. The additional internments along with the mowing purchase order being raised for the remainder of the financial year in December is the reason that cemetery expenses are \$3,460 over budget. Playground is under budget by \$13,467 with limited maintenance being incurred so far this year, but is expected before the end of the financial year.

Limehills' income is \$6,793 under budget due to the community centre internal grant of \$6,774. This grant relates to the kitchen upgrade and will be processed as part of the June year end process. The budget will be phased accordingly. Limehills' expenses are \$19,874 under budget. Stormwater is \$16,455 under budget due to project P-10261 discussed on the previous table. Limehills' community centre capital is \$11,785 over budget due to the kitchen upgrade; it is expected that maintenance will be underspent at the end of the year and will partially offset this additional cost.

Winton expenses are \$70,160 under budget. Streetworks is \$48,782 under budget due to limited maintenance being undertaken at this stage of the year and the local contribution for the renewal of footpaths. The renewal is expected to occur later this year. Beautification is under budget by \$18,270 with limited maintenance on trees and hedges being required so far this year. Maintenance for the maternity centre is \$6,112 due to work on the thermostat pump.

Wallacetown expenses are under budget by \$39,687. Streetworks expense includes a local contribution for the renewal of footpaths. Currently Council staff are working with Waka Kotahi NZ transport agency to determine an appropriate solution for the site.

Otapiri/ Lora Gorge hall is currently showing negative expenditure for the year. This is the result of Meridian providing a refund on amounts previously invoice.

**Reserve Balances**

<b>RESERVE</b>	<b>30 JUNE 2020</b>	<b>BUDGET 30 JUNE 2021</b>	<b>FORECAST 30 JUNE 2022</b>
Browns community centre	\$385	\$440	\$440
Browns general	\$48,939	\$50,446	\$46,946
<b>Total – Browns</b>	<b>\$49,324</b>	<b>\$50,886</b>	<b>\$47,386</b>
Dipton community centre	\$392	\$430	\$430
Dipton cemetery	\$15,680	\$16,150	\$16,150
Dipton general	\$57,171	\$37,987	\$36,912
Dipton Stormwater	\$14,641	\$12,772	\$12,772
<b>Total – Dipton</b>	<b>\$87,884</b>	<b>\$67,339</b>	<b>\$66,264</b>
Limehills community centre	\$-	\$-	\$-
Limehills general	\$10,842	\$10,981	\$10,981
Limehills stormwater	\$56,804	\$38,929	\$38,929
<b>Total - Limehills</b>	<b>\$67,646</b>	<b>\$49,910</b>	<b>\$49,910</b>
Winton community centre	\$21,970	\$21,970	\$21,970
Waltane Glencoe Reserve	\$2,174	\$2,255	\$2,255
Winton general	\$349,414	\$323,272	\$319,191
Winton medical equipment	\$-	\$2,010	\$-
Winton medical centre general	\$157,200	\$135,254	\$137,264
Winton multi sports	\$5,987	\$6,188	\$-
Winton property sales	\$257,338	\$285,664	\$131,139
Winton reserve capital development	\$102,604	\$106,309	\$106,309
Winton stormwater	\$80,600	\$81,856	\$81,856
<b>Total - Winton</b>	<b>\$977,287</b>	<b>\$964,778</b>	<b>\$649,984</b>
Wallacetown cemetery bequest	\$72,771	\$72,791	\$72,791
Wallacetown general	\$185,415	\$142,976	\$142,976
Wallacetown stormwater	\$41,434	\$42,070	\$42,070
<b>Total – Wallacetown</b>	<b>\$299,621</b>	<b>\$257,837</b>	<b>\$257,837</b>
<b>TOTAL RESERVES</b>	<b>\$1,481,762</b>	<b>\$1,390,750</b>	<b>\$1,071,381</b>



## Dipton Interpretation Panel - Unbudgeted Expenditure

Record No: R/21/4/15424

Author: Mark Day, Community Facilities Manager

Approved by: Nick Hamlin, Project Delivery Manager/Acting GM Services and Assets

☒ Decision☐ Recommendation☐ Information

### Purpose

- 1 The purpose of this report is to seek approval for unbudgeted expenditure of up to \$3,500 to be funded from the existing Dipton Playground Project Maintenance Budget.

### Executive summary

- 2 The previous Dipton CDA had proposed to install a number of interpretation panels at the layby on the main street in Dipton.
- 3 The project wasn't identified in the 2018 – 2028 Long Term Plan or through the annual planning process and subsequently got missed through the changes during the representation review.
- 4 The Dipton community group has revisited the project and the Council's communications team have designed the panels.
- 5 They have provided a quote \$1,628.00 (plus GST) to get the panels produced and have asked Council staff to install the panels using local materials.
- 6 The Oreti Community Board has indicated that they are in support of this project.

### Recommendation

That the Oreti Community Board:

- a) **Receives the report titled "Dipton Interpretation Panel - Unbudgeted Expenditure"** dated 9 April 2021.
- 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) Agrees to approve unbudgeted expenditure of up to \$3,500 to produce and install interpretations panels at the layby on the main street of Dipton to be funded from the existing Dipton Playground Maintenance Project budget.

## Background

- 7 The previous Dipton CDA had proposed to install a number of interpretation panels at the layby on the main street in Dipton.
- 8 The project wasn't identified in the 2018 – 2028 Long Term Plan or through the annual planning process and subsequently got missed through the changes during the representation review.
- 9 The Dipton community group has revisited the project and the Council's communications team have designed the panels.
- 10 The Dipton community group have approached the Oreti community board to fund the project.
- 11 They have provided a quote \$1,628 (+GST) to get the panels produced and have asked council staff to install the panels using local materials.
- 12 The additional funding is to cover the cost of the installation which will be undertaken by council staff.
- 13 The Oreti community Board has indicated that they are in support of this project.

## Factors to consider

### Legal and statutory requirements

- 14 None.

### Community views

- 15 Representatives of the Dipton community have been engaged with throughout this process.

### Costs and funding

- 16 The unbudgeted expenditure will be funded from the Dipton Playground Project Maintenance Budget which has a balance as at 9 April 2021 of \$20,000.
- 17 There has been no funds committed against this budget to date as it is intended to add the remaining funds to the playground project in the 2021 – 2031 Long Term Plan.

### Policy implications

- 18 The community board has delegated authority to approve any unbudgeted expenditure up to \$20,000.

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## Analysis of options

Option 1 - Agrees to approve unbudgeted expenditure of up to \$3,500 to produce and install interpretations panels at the layby on the main street of Dipton to be funded from the existing Dipton Playground Maintenance Project budget.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>the history of the area will be available for locals and visitor to enjoy.</li></ul>	<ul style="list-style-type: none"><li>none identified.</li></ul>

Option 2 – Does not agree to approve unbudgeted expenditure of up to \$3,500 to produce and install interpretations panels at the layby on the main street of Dipton to be funded from the existing Dipton Playground Maintenance Project budget.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>none identified.</li></ul>	<ul style="list-style-type: none"><li>the local history will remain hidden and will not be easily accessible to the community and visitors.</li></ul>

## Assessment of significance

- 19 The assessment of significance needs to be carried out in accordance with Council's Significance and Engagement Policy. The Significance and Engagement Policy requires consideration of the impact on social, economic or cultural wellbeing of the region and consequences for people who are likely to be particularly affected or interested. Community views have been considered throughout this process thus the proposed decision is not considered significant.

## Recommended option

- 20 The staff recommendation is Option 1.

## Attachments

There are no attachments for this report.

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## Exclusion of the Public: Local Government Official Information and Meetings Act 1987

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### Recommendation

That the public be excluded from the following part(s) of the proceedings of this meeting.

#### C8.1 Lease Agreements for Winton Medical Centre and Winton Maternity Unit

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Lease Agreements for Winton Medical Centre and Winton Maternity Unit	s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.