



Notice is hereby given that an Ordinary meeting of Southland District Tuatapere Te Waewae Community Board will be held on:

Date: Monday, 11 April 2022  
Time: 3pm  
Meeting room: Virtual meeting via Zoom

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## Tuatapere Te Waewae Community Board Agenda OPEN

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### MEMBERSHIP

Chairperson	Margaret Thomas
Deputy Chair	Ann Horrell
	Blayne De Vries
	Maurice Green
	Alastair McCracken
	Keri Potter
	Councillor George Harpur

### IN ATTENDANCE

Committee advisor/Customer Support Partner	Lagi Kuresa
Community partnership leader	Simon Moran

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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> <li>to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community</li> </ul>

	<ul style="list-style-type: none"> <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 as detailed in the long term plan, and on local expenditure, rating impacts and priorities.</li> </ol>

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

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### **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

national importance (Section 6 Resource Management Act 1991); or

- involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise.

Local activities include:

- i) community leadership
  - ii) local halls and community centres (within Council's overarching policy for community facilities)
  - iii) wharves and harbour facilities
  - iv) local parks and reserves
  - v) parking limits and footpaths
  - vi) Te Anau/Manapouri Airport (Fiordland Community Board)
  - vii) Stewart Island Electricity Supply Authority (SIESA) (Stewart Island/Rakiura Community Board)
    - (i) for the above two local activities only
    - (ii) recommend levels of service and annual budget to the Services and Assets Committee
    - (iii) monitor the performance and delivery of the service
- 19) naming reserves, structures and commemorative places
- a) authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places.
- 20) naming roads
- a) authority to decide on the naming for public roads, private roads and rights of way
- 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.

### **Rentals and Leases**

In relation to all leases and licences of land and buildings for local activities within their own area, on behalf of Council;

- a) accept the highest tenders for rentals more than \$10,000
- b) approve the preferential allocation of leases and licenses where the rental is \$10,000 or more per annum.

### **Environmental management and spatial planning**

- 22) provide comment on behalf of the relevant community/communities on resource consent applications referred to the community board for comment.
- 23) 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.

	<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 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 at [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz) or by 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 Tuatapere Te Waewae Community Board, 13 December 2021



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## Tuatapere Te Waewae Community Board

### OPEN MINUTES

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Minutes of a meeting of Tuatapere Te Waewae Community Board held in the Waiau Town and Country Club, 41 King Street, Tuatapere on Monday, 13 December 2021 at 3pm. (3pm to 4.46pm) (PE 4.30pm to 4.46pm))

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#### PRESENT

Chairperson	Margaret Thomas
Deputy Chair	Ann Horrell
	Blayne De Vries
	Maurice Green
	Keri Potter
	Alastair McCracken
	Councillor George Harpur

#### IN ATTENDANCE

Committee advisor/customer support partner	Lagi Kuresa
Community partnership leader	Kelly Tagg



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1 Apologies

There were no apologies.

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 Keri Potter, seconded Deputy Chair Horrell and resolved:

That the minutes of the Tuatapere Te Waewae Community Board, held on 15 November 2021 be confirmed as a true and correct record of the meeting.

Reports

7.1 Impact due to rationalised Waka Kotahi funding for footpath renewals (2021 - 2024)

Record No: R/21/11/60067

Strategic Manager Transport – Hartley Hare and Roading Engineer Ben Whelan were in attendance for this item.

Mr Hare and Mr Whelan advised the purpose of the report was to outline the impacts and approach required to rationalise the footpath programme, due to the reduced funding received from Waka Kotahi for the next three years of the Long Term Plan.

Resolution

Moved Deputy Chair Horrell, seconded Maurice Green and resolved:

That the Tuatapere Te Waewae Community Board:

- a) Receives the report titled **“Impact due to rationalised Waka Kotahi funding for footpath renewals (2021 - 2024)” dated 7 December 2021.**
- b) Determines that this matter or decision be recognised and 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) Acknowledges the new approach taken by the transport team for distributing the reduced Waka Kotahi funding for the 2021-2024 footpath programmes.
- e) Endorses combining years two and three footpath renewal programmes to be delivered mid-2023.

## 7.2 Tuatapere hall - unbudgeted expenditure

Record No: R/21/11/63002

Community Facilities Manager – Mark Day was in attendance for this item.

Mr Day advised the purpose of the report was to request unbudgeted expenditure of \$5,000 to cover the cost to replace the carpet in the RSA lounge and hallway of the Tuatapere Community Centre. This will be funded from the Tuatapere Community Centre reserve.

### Resolution

Moved Cr Harpur, seconded Deputy Chair Horrell and resolved:

That the Tuatapere Te Waewae Community Board:

- a) **Receives the report titled “Tuatapere hall - unbudgeted expenditure” dated 7 December 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) Approves the unbudgeted expenditure of \$5,000 to cover the cost to replace the carpet in the RSA lounge and hallway of the Tuatapere Community Centre to be funded from the Tuatapere Community Centre reserve.

### 7.3 Tuatapere Domain CCTV cameras

Record No: R/21/11/62610

Community Partnership Leader – Kelly Tagg was in attendance for this item.

Mrs Tagg advised the purpose of the report was to seek approval for the purchase, installation, and operation of cameras with associated signage at the area known as the Tuatapere domain.

Resolution

Moved Keri Potter, seconded Maurice Green and resolved:

That the Tuatapere Te Waewae Community Board:

- a) **receives the report titled “Tuatapere Domain CCTV cameras” dated 2 December 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 with Option 1 – To install cameras and associated signage at the Tuatapere Domain.
- e) approves unbudgeted expenditure of \$4000 to fund the purchase and install the cameras and associated signage to be funded from the Tuatapere Te Waewae general reserve.

### 7.4 Direction-setting for Annual Plan 2022/2023

Record No: R/21/10/57690

Community Partnership Leader – Kelly Tagg and Systems Accountant Matthew Denton were in attendance for this report.

Mrs Tagg and Mr Denton advised the purpose of the report was for the Board to review the second year of the Long Term Plan 2021-2031 including any projects and associated rate, reserve and loan funding. The report identified the movement from the current budget to 2022/2023, as well as any changes proposed to the second year of the LTP.

Resolution

Moved Chairperson Thomas, seconded Blayne De Vries and resolved:

That the Tuatapere Te Waewae Community Board:

- a) **Receives the report titled “Direction-setting for Annual Plan 2022/2023”**
- 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) Recommends to Council the setting of the following rates and charges (GST inclusive) for the year commencing 1 July 2022 (subject to any amendments as a result of (f) and (g) below).

<u>Rate</u>	<u>Rate GST inclusive</u>
Tuatapere Te Waewae CB rate	\$162,757
Tuatapere pool rate	\$5,827
Clifden hall rate	\$8,855
Orawia hall rate	\$11,079
Orepuki hall rate	\$19,031
Tuatapere hall rate	\$20,781

- e) Recommends to Council the setting of the following hall fees and charges (including GST) for the year commencing 1 July 2022 (subject to any amendments made at this meeting).

<u>Clifden hall fees and charges description</u>	<u>Fee/charge (GST Incl)</u>
Hall (per hour)	\$11.50
Tables (each)	\$5.00
Cups (per dozen)	\$20.00
Bond (no GST)	\$220.00
Bond (ratepayers) (no GST)	\$100.00
Bond (after midnight) (no GST)	\$160.00

<u>Orawia hall fees and charges description</u>	<u>Fee/charge (GST Incl)</u>
Private function	\$10.00
Community function	\$40.00

<u>Orepuki hall fees and charges description</u>	<u>Fee/charge (GST Incl)</u>
Hall – half day or night (3 hours and under)	\$65.00
Hall - all day hire (over 3 hours either)	\$115.00
Hall – all day and night hire	\$290.00
Hall – sports clubs	\$6.00
Lounge – Private functions (residents)	\$40.00
Lounge – Private functions (non-residents)	\$70.00
Hire – chairs (each)	\$0.60
Hire – tables (each)	\$4.00
Bond (no GST)	\$250.00

<u>Tuatapere hall fees and charges description</u>	<u>Fee/charge (GST Incl)</u>
Weddings	\$115.00
Sports teams	\$11.50
Half day hire	\$57.50
Full day hire	\$115.00

- f) Delegates authority to the board chair to approve any further material changes required to the budgets following this meeting.
- g) Notes that Council has yet to approve the assumptions on which the draft budgets have been prepared which may impact the proposed rate.
- h) Notes that staff will advise the board of the final rates approved for inclusion in the Annual Plan.

#### 7.5 Long Term Plan 2021-2031 - community board feedback

Record No: R/21/11/63041

Community Partnership Leader – Kelly Tagg was in attendance for this item.

Resolution

Moved Deputy Chair Horrell, seconded Cr Harpur and resolved:

That the Tuatapere Te Waewae Community Board:

- a) receives **the report titled “Long Term Plan 2021-2031 - community board feedback” dated** 7 December 2021.

#### 7.6 Future of the Alcohol Control Bylaw

Record No: R/21/11/59933

Community Partnership Leader – Kelly Tagg was in attendance for this item.

Mrs Tagg advised the purpose of the report was for the Fiordland Community Board to provide feedback on how Council should proceed with the Alcohol Control Bylaw 2015.

Resolution

Moved Cr Harpur, seconded Blayne De Vries recommendations a to d and a new e (as indicated).

That the Tuatapere Te Waewae Community Board:

- a) **receives the report titled “Future of the Alcohol Control Bylaw” dated 7**  
December 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) provides feedback on how the board believe Council should proceed with the Alcohol Control Bylaw 2015.

New e) agrees to continue the current bylaw without amendment.

7.7 Community leadership report

Record No: R/21/11/60192

Community Partnership Leader – Kelly Tagg was in attendance for this item.

Mrs Tagg advised the purpose of the report was to inform the board of the community leadership activities in the area.

Mrs Tagg also advised the Board about the Leadership Academy programme and provided information on the programme.

The Board discussed the Community Partnership Fund funding round for 2022 and agreed to amend it to 31 March 2022. Due to the timing of the current funding round and Covid, it was decided to extend it to the 31 March 2022.

Moved Maurice Green, seconded Keri Potter recommendation a.

The motion was put and declared carried.

Moved Ann Horrell, seconded Margaret Thomas, the motion that the Tuatapere Te Waewae Community Board agrees that the current Community Partnership Fund be extended to 31 March 2022.

The motion was put and carried.

Final Resolution

That the Tuatapere Te Waewae Community Board:

- a) **Receives the report titled “Community leadership report” dated 7 December 2021.**
- b) Agrees that the current Community Partnership funding round closing date be extended to 31 March 2022.

7.8 Operational Report for Tuatapere Te Waewae Community Board

Record No: R/21/10/56321

Community Partnership Leader – Kelly Tagg was in attendance for this item.

Resolution

Moved Keri Potter, seconded Deputy Chair Horrell and resolved:

That the Tuatapere Te Waewae Community Board:

- a) **Receives the report titled “Operational Report for Tuatapere Te Waewae Community Board” dated 7 December 2021.**

7.9 Council report

Record No: R/21/11/59789

Councillor Harpur took the Board through the Council report.

Resolution

Moved Cr Harpur, seconded Deputy Chair Horrell and resolved:

That Tuatapere Te Waewae Community Board:

- a) **Receives the report titled “Council report” dated 7 December 2021.**

7.10 Chairperson's report

Record No: R/21/11/63466

Chairperson Margaret Thomas advised she did not have a written report but wanted to raise an item under her report with regard to gardening issues in the area.

The gardening issues was discussed and the Board was advised that there was a need for a qualified person to oversee traffic management and health and safety aspects when any gardening was undertaken on the streets.

After discussion it was agreed that SouthRoads would be contracted to carry out the gardening until the end of the financial year until a qualified person was appointed to carry out the work.

Resolution

Moved Chairperson Thomas, seconded Maurice Green and resolved:

That the Tuatapere Te Waewae Community Board:

- a) **receives the report titled “Chairperson’s report” dated 3 December 2021.**

Public excluded

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

Resolution

Moved Cr Harpur, seconded Deputy Chair Horrell and resolved:

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

C 8.1 Community Service Awards - nominations and allocation September 2021

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
Community Service Awards - nominations and allocation September 2021	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	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.

The public were excluded at 4.30pm.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available unless released here.

The meeting concluded at 4.46pm

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE TUATAPERE TE WAEWAE  
COMMUNITY BOARD HELD ON MONDAY 13  
DECEMBER 2021

DATE:.....

CHAIRPERSON:.....



## Tuatapere Community Pool - request to uplift rates

Record no: R/22/3/11731  
Author: Kathryn Cowie, Community liaison officer  
Approved by: Fran Mikulicic, Group manager democracy and community

☒ Decision

☐ Recommendation

☐ Information

### Purpose

- 1 The purpose of this report is for the Tuatapere Te Waewae Community Board to decide whether to approve the request from the Tuatapere Community Baths Society Incorporated to uplift a portion of the rates in the Tuatapere ward pool rate reserve.

### Executive summary

- 2 The Tuatapere Community Baths Society Inc. have made a request to the Tuatapere Te Waewae Community Board to uplift a portion of the rates held in the Tuatapere ward pool rate reserve.
- 3 They have requested to uplift \$5,000 from the reserve to use on operational costs for the pool. Currently there is \$5,067 in the Tuatapere ward pool rate reserve.
- 4 A letter from the pool committee requesting the funds is attached to this report, along with their latest financial statement.
- 5 The last time the Tuatapere Community Baths Society Inc. uplifted funds from this reserve was in March 2021.

### Recommendation

That the Tuatapere Te Waewae Community Board:

- a) **receives the report titled "Tuatapere Community Pool - request to uplift rates" dated 4 April 2022.**
- 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 request from the Tuatapere Community Pool to uplift \$5,000 from the Tuatapere ward pool rate reserve.

## Background

- 6 The Tuatapere Community Baths Society Incorporated are the entity responsible for the operation and maintenance of the Tuatapere Community Pool, located on Orawia Road, Tuatapere.
- 7 A pool rate is collected for the area, at a rate of \$7.51 per unit. The total amount collected per year is approximately \$5,067.
- 8 The current amount held in the Otatau baths reserve is \$5,067.
- 9 The last time the pool committee uplifted funds from this reserve was March 2021.
- 10 They have made a request to the Tuatapere Te Waewae Community Board to uplift \$5,000 from the Tuatapere ward pool rate reserve to use on operational costs for the pool. A copy of the letter with this request is attached to this report, along with their latest financial statement.

## Issues

- 11 There are no issues to consider.

## Factors to consider

### Legal and statutory requirements

- 12 There are no legal and statutory requirements.

### Community views

- 13 The Tuatapere Community Swimming Pool is a popular and valued asset for the area. The community board members will take this into consideration as representatives of their community board area.

### Costs and funding

- 14 There is \$5,067 available in the Tuatapere ward pool rate reserve. Their request is to uplift \$5,000. The Tuatapere Community Baths Society Inc. are GST registered.

### Policy implications

- 15 There are no policy implications.

## Analysis

### Options considered

- 16 To either approve or not approve the request from the Tuatapere Community Baths Society Inc. to uplift \$5,000 from the Tuatapere ward pool rate reserve.

## Analysis of options

Option 1 – To approve the request from the Tuatapere Community Baths Society Inc. to uplift \$5,000 from the Tuatapere ward pool rate reserve.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>the pool committee will be able to use the funds for operational costs for the pool, keeping the pool operational for the community and also keeping the cost for keys down.</li> </ul>	<ul style="list-style-type: none"> <li>none identified.</li> </ul>

Option 2 – To not approve the request from the Tuatapere Community Baths Society Inc. to uplift \$5,000 from the Tuatapere ward pool rate reserve.

<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 pool committee may have to use their own reserves to cover operational costs, and this may hamper capital or maintenance work, and could also increase the price of keys for community members.</li> </ul>

## Assessment of significance

- 17 Not considered significant.

## Recommended option

Option 1 – approve the request from the Tuatapere Community Baths Society Inc. to uplift \$5,000 from the Tuatapere ward pool rate reserve.

## Next steps

- 18 The pool committee will be advised of the outcome, and payment made if the board approve their request.

## Attachments

- A Letter from Tuatapere Community Baths Society Inc requesting to uplift pool rate - March 2022 [↓](#)
- B Tuatapere Baths - Financial statement - March 2022 [↓](#)

Tuatapere Te Waewae Community board  
C/ - Southland District Council  
PO Box 903  
Invercargill  
9840

22 March 2022

RE: Uplifting Tuatapere pool rate

The Tuatapere Pool Committee have been made aware that we are able to apply for funds to help cover our operational costs. We would like to request \$5,000 to help cover our electricity (to heat our pool) and our chemical costs, to ensure our water is safe for all our users.

Our 2021/2022 swimming season has been brilliant. We have seen an increase in key sales this season, with approximately 90-100 family season passes purchased, the warmer summer has also seen increased usage of our pool.

We endeavour to keep our ticket prices at an affordable rate to support and maintain optimal usage. It's very important to us that the pool is accessible to all members of our community.

We would greatly appreciate your help.

If you would like any further information please contact:

President	or	Financial Officer
Melanie Templeton		Kaylene Bennett
0211319825		0274327156
<a href="mailto:mt@was.school.nz">mt@was.school.nz</a>		<a href="mailto:kaylene@beachvalley.co.nz">kaylene@beachvalley.co.nz</a>

Yours Kindly

Tuatapere Pool Committee

## **Tuatapere Community Baths Incorporated Society**

### **Statement of Income and Expenditure for year ended 30th June 2021**

<b>Income</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
Pool Hire	\$ 10,982.50	\$ 9,774.35	\$ 10,879.57	\$ 12,444.86
Grants	\$ 20,812.00	\$ -	\$ 4,347.83	\$ -
Key & Ticket Sales	\$ 10,032.02	\$ 8,903.48	\$ 8,039.13	\$ 7,160.87
Pool Takings	\$ 210.17	\$ 117.13	\$ 548.61	\$ 546.26
Fundraising	\$ 4,138.45	\$ 346.98	\$ 1,158.65	\$ 2,032.17
GST received from IRD	\$ 3,832.94	\$ 2,637.30	\$ 310.03	\$ 1,417.38
Interest Received	\$ 20.93	\$ 23.57	\$ 53.66	\$ 133.65
Other Income		\$ -	\$ 275.00	\$ -
GST on income	\$ 4,081.51	\$ 3,583.07	\$ 3,820.02	\$ 3,309.62
	<b>\$ 54,110.52</b>	<b>\$ 25,385.88</b>	<b>\$ 29,432.50</b>	<b>\$ 27,044.81</b>
<b>Expenditure</b>				
Cylinder Rental	\$ 631.34	\$ 575.76	\$ 294.64	\$ 311.04
Electricity	\$ 9,989.48	\$ 9,673.86	\$ 8,331.10	\$ 15,380.70
Chemicals	\$ 9,081.03	\$ 4,969.86	\$ 5,111.05	\$ 3,374.97
Supervision/koha		\$ -	\$ 17.48	\$ 4,486.29
Maintenance	\$ 6,642.58	\$ 3,964.62	\$ 4,243.23	\$ 5,669.05
GST payment to IRD	\$ 1,525.85	\$ 1,216.70	\$ 855.87	\$ 500.66
GST on expenditure	\$ 9,281.01	\$ 3,664.61	\$ 5,135.40	\$ 4,052.54
Training		\$ -	\$ -	\$ 425.00
RWT	\$ 9.40	\$ 8.39	\$ 17.70	\$ 44.10
Rates	\$ 1,902.29	\$ 1,891.62	\$ 464.01	\$ -
Bank Fees	\$ 112.68	\$ 110.97	\$ 120.73	\$ 98.52
Insurance	\$ 1,514.94	\$ 1,415.46	\$ 1,706.67	\$ 1,183.51
pool toys	\$ 290.00			
Asset Purchases	\$ 29,484.56	\$ -	\$ 552.84	\$ -
General		\$ 86.96	\$ 96.96	\$ 117.50
	<b>\$ 70,465.16</b>	<b>\$ 27,578.81</b>	<b>\$ 26,947.68</b>	<b>\$ 35,643.88</b>
<b>Net Income Over Expenditure</b>	<b>-\$ 16,354.64</b>	<b>-\$ 2,192.93</b>	<b>\$ 2,484.82</b>	<b>-\$ 8,599.07</b>



## Project scope confirmation - 2022/2023 locally funded projects

Record No: R/22/2/6288

Author: Mark Day, Community facilities manager

Approved by: Nick Hamlin, Group manager programme delivery

☒ Decision

☐ Recommendation

☐ Information

### Purpose

- 1 The purpose of this report is to seek approval from the Tuatapere Te Waewae Community Board for the scope of the locally funded projects within their board area that will be delivered in the 2022/2023 financial year.

### Executive summary

- 2 The Tuatapere Te Waewae Community Board have a number of community funded projects that have been approved in the Long Term Plan to be delivered in the 2022/2023 financial year.
- 3 The community board has the delegation to approve the scope of locally funded projects. Refer to the policy Implications below.
- 4 With an increase in the number of both locally and district funded projects identified in the 2021/2031 Long Term Plan, staff are working to improve the efficiency of delivery.
- 5 One of the ways staff are seeking to achieve increased efficiency is to ensure projects are scoped and approved ahead of the year identified for delivery. In doing so, staff consider the primary advantage is the early identification of required internal and external resources and supplies enabling timely programming and procurement. Staff consider this approach will provide the best opportunity to deliver the committed works programme.
- 6 The scoping documents relevant to the Tuatapere Te Waewae Community Board delegation are attached to this report.

## Recommendation

That the Tuatapere Te Waewae Community Board:

- a) **Receives the report titled “Project scope confirmation - 2022/2023 locally funded projects” dated 24 March 2022.**
- 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 the scope of the projects identified in the attachments to this report:
  - Orepuki – Playground equipment replacement code P-10784.

## Background

- 7 The Tuatapere Te Waewae community have a number of community funded projects that have been approved in the Long Term Plan to be delivered in the 2022/2023 financial year.
- 8 The community board has the delegation to approve the scope of locally funded projects. Refer to the policy implications below.
- 9 With an increase in the number of both locally and district funded projects identified in the 2021/2031 Long Term Plan, staff are working to improve the efficiency of delivery.
- 10 One of the ways staff are seeking to achieve increased efficiency is to ensure projects are scoped and approved ahead of the year identified for delivery. In doing so, staff consider the primary advantage is the early identification of required internal and external resources and supplies enabling timely programming and procurement. Staff consider this approach will provide the best opportunity to deliver the committed works programme.
- 11 The scoping documents relevant to the Tuatapere Te Waewae Community Board delegation are attached to this report.
- 12 Staff worked with the community board to discuss and identify projects at their workshops as part of the planning for the inclusion in the 2021/2031 Long Term Plan.
- 13 The community board were sent the scope documents for the projects that the community facilities team are responsible for in the 2022/2023 financial year for their information on 15 February 2022. This included both local and district funded projects.
- 14 The projects were consulted on through the 2021/2031 Long Term Plan review process.



## Factors to consider

### Legal and statutory requirements

15 None.

### Community views

16 The projects that are covered in the attached scoping documents have been included within the 2021/2031 Long Term Plan and subsequently consulted on. Each of these projects were developed and submitted as part of the Long Term Plan in conjunction with the community board. As such, community views are considered to have been well canvassed.

17 A media release was sent out on 24 February 2022 about the proposed projects. The Tuatapere Te Waewae Community Board was informed that the media release was going out to the public.

### Costs and funding

18 These projects have all been identified in the approved 2021/2031 Long Term Plan and will be funded by way of reserves, loans or a combination of both.

### Policy implications

19 For projects within the Long Term Plan the delegation manual, states under service delivery, local activities:

- section d) approve project definitions/ business cases for approved budgeted expenditure up to \$300,000
- section 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.

20 For district funded projects refer to the delegation manual under advocacy:

- section 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).

21 The community board can make a recommendation to Council on district funded projects.

## Analysis of options

Option 1 - Agrees to approve the scope of the projects identified in the attachments to this report.

- Orepuki – Playground equipment replacement code P-10784.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• all projects have an approved scope and can be procured and delivered appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• none identified.</li> </ul>

Option 2 – Does not agree to approve the scope of the projects identified in the attachments to this report.

- Orepuki – Playground equipment replacement code P-10784.

<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 projects may not be able to be delivered within the designated financial year.</li></ul>

#### Assessment of significance

- 22 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

- 23 The staff recommendation is option 1.

#### Attachments

- A Project definition P-10784 Orepuki Playground Refurbishment [↓](#)  
B SDC Playground Assessment Report 2019 [↓](#)  
C SDC Playground Assessment Report 2020 [↓](#)

## Project – Orepuki Playground Upgrade

	<b>BUDGET</b>	\$26,643
	<b>ACTIVITY</b>	Parks and Reserves Code: P-10784
	<b>COMMUNITY BOARD</b>	Tuatapere Te Waewae Community Board
	<b>PROGRAMME</b>	July 2022 – June 2023

### DESCRIPTION

Location: 32 Oldham Street, Orepuki (Section 3 Blk IV TN OF Hirstfield, Council owned land SL 10B/974)

Response from resource management: If the playground significantly changes that what is already existing a RC may be required. Best to send a proposed plan to planning for Marcus/Scott to approve under Delegated Authority.



### SCOPE

Playground upgrade which will include the provision of the appropriate soft fall requirements and improved play outcomes. There could be the opportunity to rationalize the layout of the play area to achieve lower ongoing maintenance costs. This work has been determined as a result of the two playground assessment reports that were commissioned by staff.

COMMUNICATION
The community will need to be informed that this work will be undertaken.

CONSENT	
Building	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Archaeology/Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Resource	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

RISKS	
<ul style="list-style-type: none"> <li>What are the risks that have been identified to date <ul style="list-style-type: none"> <li>➤ What mitigation is in place</li> <li>➤ What is the status (high / medium / low)</li> </ul> </li> </ul>	<p>The playground will be unavailable while the work is being undertaken.</p> <p>The area will be set up as a work site with the correct health and safety plans, signage and equipment in place.</p> <p>This is a low risk activity.</p>

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?
<p>There may be a period when the playground will need to be cordoned off to allow work to be undertaken.</p> <p>Stakeholders include: Community and Community Board</p>

OVERVIEW	
What is this project (ie, capital, consent, operating or procurement)?	Operating
Is this a one-off project or works programme?	One Off
Have all the project numbers been set up?	<input checked="" type="checkbox"/> CAMMS <input checked="" type="checkbox"/> W17105
What are the strategic and activity links?	1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit
Are there any links to the Corporate Performance Framework?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Refer to document R/21/9/50612 Community Facilities Team Business Plan 2021 – 2022 and the Corporate Performance Framework
Is the project on Council owned land?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Do we have approvals for land use?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

OVERVIEW	
• Are consents and permits required? Resource consent.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Is a procurement plan required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Is a procurement process required for the design phase?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Will this project be a public tender or approved supplier agreement?	Public Tender
• Is a communication plan required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Have all shareholders been identified and a management plan in place?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Has a draft risk register been prepared?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Where is the location of the project?	Orepuki

Budgets			
• What is the initial cost made up of:	Design	\$2,600.00	(typically 10% of project)
	Consents	\$0.00	(typically 2% of project)
	Consultation	\$500.00	
	Project contingency	\$2,600.00	(typically 10% of project)
	Total Budget	\$26,643.00	
• How is the project being funded (ie, LTP, locally funded, other?)	Loan & Reserves		

Approvals				
COMMUNICATIONS	SIGNED	LOUISE PAGAN	Date	14/03/2022
IWI	SIGNED	LOUISE PAGAN	Date	14/03/2022
BUILDING	SIGNED	JULIE CONRADI	Date	23/03/2022
PROPERTY	SIGNED	KEVIN MCNAUGHT	Date	01/02/2022
RESOURCE MANAGEMENT	SIGNED	TRACY EXCELL	Date	25/02/2022
THREE WATERS	SIGNED	JOE FINDLEY	Date	29/03/2022
COMMUNITY BOARD	SIGNED		Date	

APPENDICES
G:\COMMUNITY FACILITIES TEAM\Parks and Reserves\Playgrounds and Skateparks and BMX Tracks\2019 Inspections\Photo reports SDC 2019 PDF\Orepuke^J Ohai SDC Photo 2019^F.pdf
G:\COMMUNITY FACILITIES TEAM\Parks and Reserves\Playgrounds and Skateparks and BMX Tracks\2020 Inspections Playsafe\Tuatapere Te Waewae\Orepuke.pdf





## OREPUKI PLAYGROUND

Equipment	Manufacturer	Install Year	Expected replacement date	Survey Date	Age	Condition 1 excellent 5 poor	Safety Standard	Non Compliance	Standards Requirement	Risk	Safety Issues	Safety Surface Type	Safe Surf Size m2	Depth	Safety Surface Condition	Safety Surface Standard	Standards Requirement	Maintenance Issue	Maint. Priority 1 high 3 low	Maintenance recommendation	Maint. Repair Value	Capital Recommendation	End of life renewal Priority 1 high 5 low	End of Lifespan Capital Value	Surfacing replacement value
Orepuki Playground MODULE - SMALL	AJ Grant	2010	2030	23/09/2019	9	4	NZS5828:2004				Toggle entrapment	PEAGRAVEL	800	10mm	4	No	200mm	Corrosion is extensive. Look to replacing metal parts. Toggle entrapment - close this with silicon. Tactactoe wont turn - bar at bottom seems warped causing this. Track glide wont move freely.	2		\$ 600.00	Programme to replace at end of lifespan	4	\$15,000.00	\$ 19,200.00
Slide	AJ Grant	2010	2030	23/09/2019	9	3	No	Needs 1.46 free space, has 1.38.	Needs 1.5 fallspace to match the fall height.	VL												Programme to replace at end of lifespan	3	\$15,000.00	\$ -
Swing set (1 junior/1 senior)	AJ Grant	2010	2030	23/09/2019	9	3	No	Finger entrapment in chains above hoses.	Chains shall have a maximum opening of 8.6 mm in any one direction	VL												Programme to replace at end of lifespan	3	\$ 3,500.00	\$ -



## OREPUKI COMPLIANCE AND MAINTENANCE ISSUES



Track glide doesn't move freely



100mm of depth in loosefill



Rust underneath slide





Rust



Fibreglass broken, rough at slide end.



				
Fibreglass slide crazed, cracked.	Fibreglass slide chipped	Rust	Head entrapment under panel	Head entrapment in barrier.
				
Slide 1.45 high – inadequate fall space	Requires 1.5m fall space.	Rust in fitting, finger entrapment in chain above hose	Rust extensive	Rust
				
Rust	Rust	Toggle entrapment at top of slide	Tictactoe frame is warped, and item doesn't spin.	Deck in fall space of overhead.



## OHAU PLAYGROUND

Equipment	Manufacturer	Install Year	Expected replacement date	Survey Date	Age	Condition 1 excellent 5 poor	Safety Standard	Non Compliance	Standards Requirement	Risk	Safety Issues	Safety Surface Type	Safe Surf Size m2	Depth	Safety Surface Condition	Safety Surface Standard	Standards Requirement	Maintenance Issue	Maint. Priority 1 high 3 low	Maintenance recommendation	Maint. Repair Value	Capital Recommendation	End of life renewal Priority 1 high, 5 low	End of Lifespan Capital Value	Surfacing replacement value
Ohai Playground																									
Wooden module	design/build	1990	2010	23/09/2019	29	4	No	Rotting at footings. Head entrapment in stairs. Foot entrapment in decking. Toggle entrapment at top of slide due to design. Easily accessible to toddlers and not appropriate with high climbing wall and steep slide.	No entrapments. Easily accessible so openings shall be no greater than 500mm or have guard rails across the openings. Openings may be no more than 1.2m.	M		BARK	1200	200mm	3	NZS5828:2004		End of slide sharp and rusting.		Replace		Replace module	2	\$30,000.00	\$ 28,800.00
Swings 3	design/build	1990	2010	23/09/2019	29	2	Standard of the day	Finger entrapment at the top of the chains where hose doesn't cover	Chains shall have a maximum opening of 8.6 mm in any one direction	VL												Programme to replace at end of lifespan	4	\$ 3,500.00	
free standing slide	AJ grant	1996	2016	23/09/2019	23	3	No	Head entrapment in ladder. Run out not long enough. Edge sharp at end of slide.	The edges of the sides shall be rounded with a radius of at least 3 mm. No entrapments.	M								Cracked slide face and rusting metal	3	Monitor for degradation and epoxy and treat where necessary.		Programme to replace at end of lifespan	3	\$ 1,500.00	
Junior module - small	AJ grant	1990	2010	23/09/2019	29	4	No	Slide run out too high (44cm) and solid object in the fall space of cargo net. Slide too close to cargo net (shared free space). Finger entrapment in chains.	Chains shall have a maximum opening of 8.6 mm in any one direction. Slide run out height no more than 350mm. No solid objects in fall space. Freespace shall not overlap fall space.	L								Tube slide split, and sharp cuts in it.		Sand or smooth as best you can. Glue the crack and sand smooth.		Replace within the next 3 years.	2	\$20,000.00	
gladiator rings	Playoo	1996	2016	23/09/2019	23	3	Standard of the day															Programme to replace at end of lifespan	3	\$ 6,000.00	
track glide	Playoo	1996	2016	23/09/2019	23	3	Standard of the day															Programme to replace at end of lifespan	3	\$ 6,000.00	
overhead	Playoo	1996	2016	23/09/2019	23	4	Standard of the day	No.8 wire holding it together. Not sure what this item does.														Programme to replace at end of lifespan	2	\$ 8,000.00	
jiggle	Playoo?	1996	2016	23/09/2019	23	2	Standard of the day											Pipe open, allows water to pool at footing and corrosion to occur undetected.	3	Make sure there is no water in it, and cap it.		Programme to replace at end of lifespan	4	\$ 3,000.00	
Korfball hoop	Playoo?	1996	2016	23/09/2019	23	2	N/A											Rusting plate	3	Monitor for degradation and treat accordingly		Programme to replace at end of lifespan	4	\$ 2,500.00	




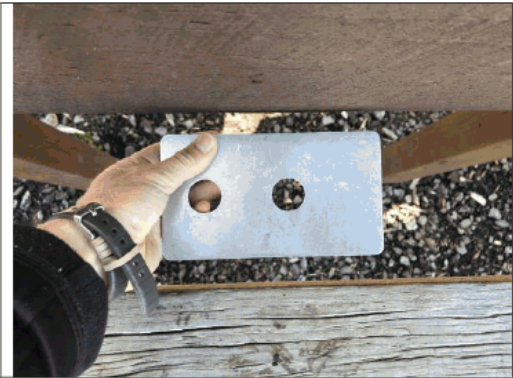

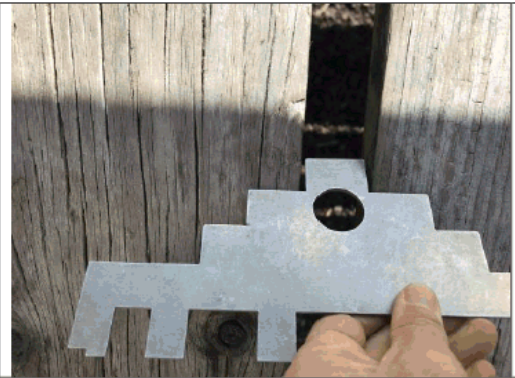















**OHAI COMPLIANCE AND MAINTENANCE ISSUES**

				
Surface rough/cracked at top of slide	Slide chipped	Slide chipped	End of slide sharp/rusted	No runout.
				
Head entrapment at top of ladder	No.8 wire holding this together?	Slide rusted	Footings rotting on module	Footings rotting on modue.



				
Stairs – just one rail.	Head entrapment in module between clatter bridge	Barriers climbable, and item is easily accessible to toddlers	Foot entrapment in deck	Toggle entrapment at top of slide
				
Head entrapment on module	Bolt protruding	Slide run out too high	Slide cracked	Panel burned and rough
				
Solid object in fall space of cargo net	Cargo net too close to slide – in freespace and fall space.	No runout	Finger entrapment in chain	Pole open - allows water to pool underground in pipe and corrosion to go undetected.





Hard scuff mat pin in fall space of swing.



Kiwi Playground Safety Specialists



*Play Area Assessed:*

Orepuke  
Playground

**Play Area  
Inspection Report**

Playground Surface area, Falling Space,  
Structural assessment and equipment classification  
to NZS5828:2015. Surface Impact Test and material  
suitability grading to EN1177:2008

Prepared for:  
Southland District Council  
July 2020

CHECK OUT [WWW.PLAYSAFE.CO.NZ](http://WWW.PLAYSAFE.CO.NZ) | [WWW.FACEBOOK.COM/PLAYSAFENZ/](http://WWW.FACEBOOK.COM/PLAYSAFENZ/)



## Southland District Council - Playground Asset & Surface Information Report

Orepuki Playground

Complete

### Client Details

Playground	Orepuki Playground
Location	32 Oldham Street Southland Orepuki 9881 New Zealand (-46.28248392001303, 167.73764575850456)

### Inspection

Inspection Date / Time	15th Jul, 2020 3:41 PM NZST
	Adam Stride
Report Document Number	SDC000017

## Disclaimer

### DISCLAIMER

The assessors believe the information contained within this risk assessment report to be correct at the time of printing. The assessors do not accept responsibility for any consequences arising from the use of the information herein. The report is based on matters which were observed or came to the attention of the assessors during the day of the assessment and should not be relied upon as an exhaustive record of all possible risks or hazards that may exist or potential improvements that can be made.

Inspections conducted in accordance with the NZS5828:2015 / EN1176:2018

Playground Safety Standards. Additionally NZS5828 Appendix A Supervised early childhood, EN1177 Surfacing if required.

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# Surface Impact Test Certificate

Playground Surface Impact Drop Test to EN 1177:2018 (NZS5828)

Issued to:

**Southland District Council**

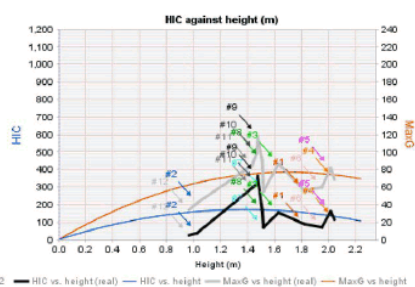
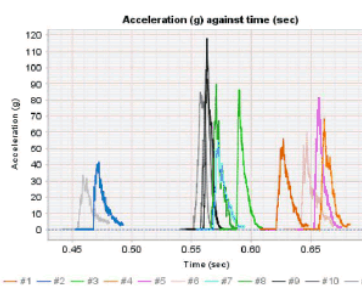
Playground Surface Tested:

**Orepuki Playground**



Position		Session	
Position:	Southland - Orepuke	Session date:	2020-07-15 16:09 (Wed)
Position description:		Critical HIC:	1000.00
Surface type:		Critical MaxG:	200.00
Surface type descr.:		Description:	Orepuke

Measurement #	HIC	HIC time	Drop height	Acceleration	Fall time	Remarks
#1	88	9.810 ms	1.82 m	56 G	0.610 sec	Monorail
#2	37	9.540 ms	1.03 m	42 G	0.457 sec	Yellow slide
#3	154	5.400 ms	1.63 m	86 G	0.577 sec	High platform/clatter bridge
#4	115	8.910 ms	2.04 m	69 G	0.646 sec	Bannister slide
#5	159	6.450 ms	2.02 m	81 G	0.641 sec	Climbing wall
#6	70	12.030 ms	1.95 m	60 G	0.631 sec	Overhead ladder
#7	70	9.600 ms	1.52 m	55 G	0.557 sec	Swing 1
#8	165	5.040 ms	1.51 m	90 G	0.555 sec	Swing 2
#9	302	6.420 ms	1.48 m	118 G	0.549 sec	Slide platform side 1
#10	319	6.270 ms	1.47 m	99 G	0.547 sec	Slide platform side 2
#11	294	6.750 ms	1.43 m	85 G	0.541 sec	Slide tower steps
#12	25	9.510 ms	0.97 m	34 G	0.444 sec	Tower slide exit



Limits Used:  
Critical HIC: 1000.00  
Critical MaxG: 200.00

Issue Date: 30/7/2020

**SUMMARY RESULT: Existing Surface meets the CFH requirements of the equipment**



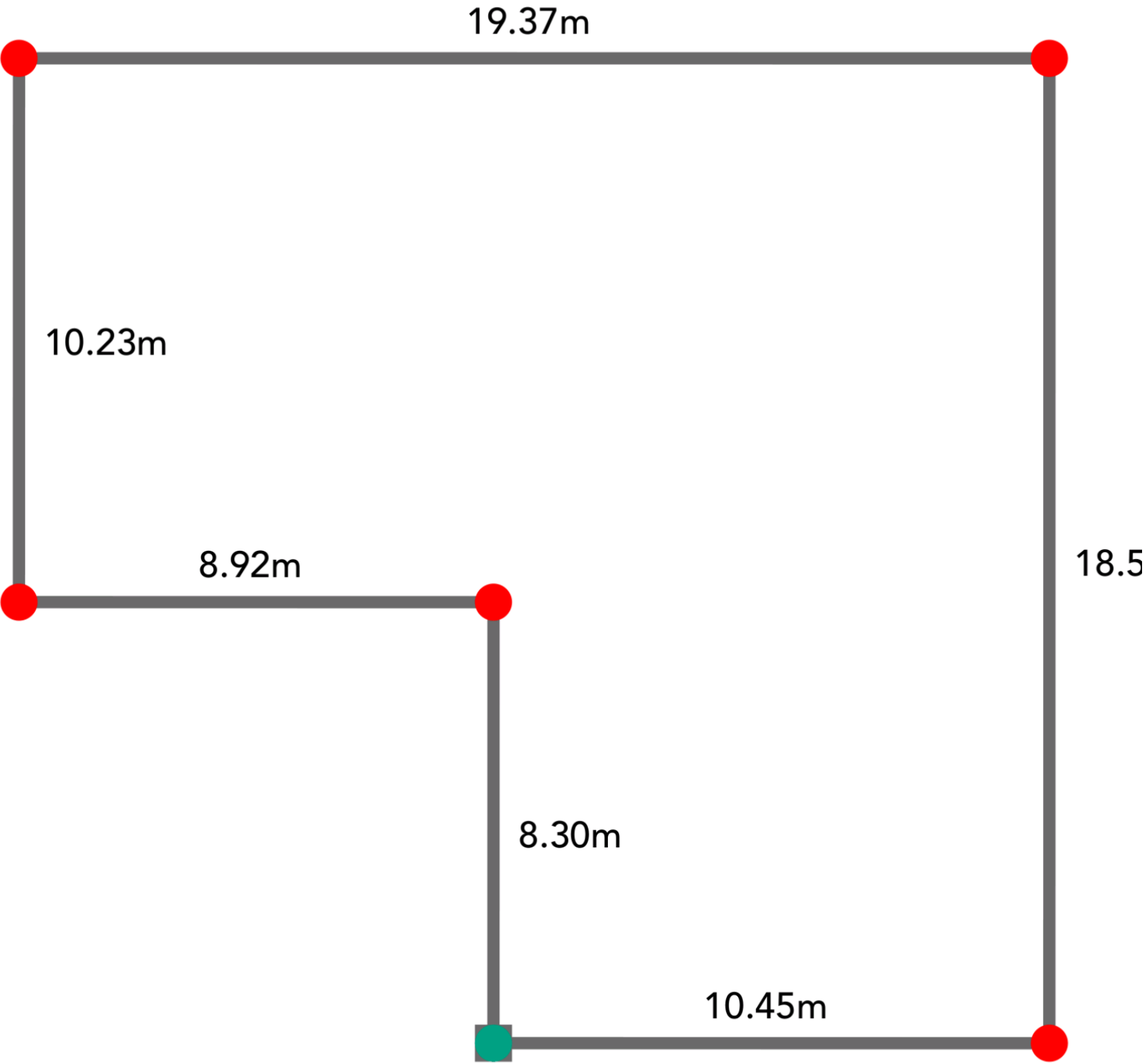
Results: The severity of the impact is measured per drop in terms of the Head Injury Criteria (HIC) equal to or less than 1000 and a gmax of no more than 200 from a drop equal to the Free Height of Fall (FHF) of equipment above it. On the basis of statistical analysis of data the Head Injury Criterion (HIC) at a tolerance level of 1000 has been used as the upper limit for the brain injury severity unlikely to have disabling or fatal consequences.

The certificate shows a series of drop tests, each with a description of where in the playground the drop was located. Each drop usually corresponds to the free height of fall from the adjacent play equipment (i.e. the highest point of potential fall determined from the highest clearly intended body support of each activity). Each drop will show a pass or fail to HIC (Head impact criterion).

*Adam Stride*  
**ADAM STRIDE**  
RPII ANNUAL OUTDOOR / INDOOR  
PLAY INSPECTOR + CERTIFIED IMPACT TESTING  
SPECIALIST - M#1074A / M#1023AF

Method Used: 2 as per EN1177:2008. Limits of HIC 1000 and gmax 200 used. This report can only be used to confirm the performance of the surfacing in the specific situation at the time of the test. The uncertainty of this result under controlled laboratory conditions is  $\pm 7\%$ . Under site conditions the uncertainty may be greater.





moasure

75.79m 284.796m<sup>2</sup>



## Play Equipment & Surfacing

### Play Area Photo:

Play Area Photos:



Photo 1

### Equipment (Item)

#### Equipment (Item) 1

Equipment Description:

Multiplay Structure

Equipment Photos



Photo 2



Photo 3

Equipment Supplier:

Playground Centre  
AJ Grant

Original Construction Standard:

NZS5828:2004 / (EN1176:1998)  
Playground Equipment and Surfacing.


NZS5828:2015 Classification (Current):

NZS5828:2015 - EN 1176.1.2008 General  
NZS5828:2015 - EN 1176.3.2008 Slides  
NZS5828:2015+ Appendix D - Overhead  
Upper Body Equipment


Structural Assessment Grading:

2 - GOOD: Very early signs atmospheric degradation, corrosion or decay noted. Coatings: No defects or wear of protective coatings. Structural integrity Level: Sound / Excellent. Does not currently present an immediate risk of deterioration or stability to asset. May have some visual deterioration to the appearance of the materials. Good as new condition requiring regular monitoring. Replacement likely to be required 15+ years.

## Equipment (Item) 2

Equipment Description:	Freestanding - Swing Set
Equipment Photos	
	
Photo 4	
Equipment Supplier:	AJ Grant
Original Construction Standard:	NZS5828:2004 / (EN1176:1998) Playground Equipment and Surfacing.
NZS5828:2015 Classification (Current):	NZS5828:2015 - EN 1176.2.2008 Swings - swing with one rotational axis (Type 1)
Structural Assessment Grading:	3 - FAIR: Signs of general degradation, corrosion or decay noted. Coatings: Minor defects in protective finishes, e.g. paint flaking, etching, etc. Appearance affected in a minor way. Structural integrity Level: Sound / Good. Presents a minimal risk of deterioration to asset. Starting to present a risk of deterioration or stability to asset (early stages). May have some visual deterioration to the appearance of the materials. Normal deterioration requiring regular monitoring and maintenance. Some proactive or preventative can be completed. Replacement likely to be required 10+ years.

## Equipment (Item) 3

Equipment Description:	Freestanding - Tower Slide
Equipment Photos	
	
Photo 5	
Equipment Supplier:	Unknown
Original Construction Standard:	No known standard believed to be originally considered.

## NZS5828:2015 Classification (Current):

NZS5828:2015 - EN 1176.3.2008 Slides

## Structural Assessment Grading:

3 - FAIR: Signs of general degradation, corrosion or decay noted. Coatings: Minor defects in protective finishes, e.g. paint flaking, etching, etc. Appearance affected in a minor way. Structural integrity Level: Sound / Good. Presents a minimal risk of deterioration to asset. Starting to present a risk of deterioration or stability to asset (early stages). May have some visual deterioration to the appearance of the materials. Normal deterioration requiring regular monitoring and maintenance. Some proactive or preventative can be completed. Replacement likely to be required 10+ years.

## Surface

## Surface 1

## Surface Photos



Photo 6

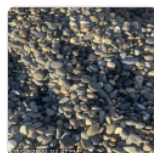


Photo 7

## Surface Type

Pea Metal

## Loose Particulate Material Suitability Grading

D1 - D2 EXCELLENT: Particles of even, uniform dimension, cleanly cut with no sharps. no splinters or inhalation hazards.

## Average Depth: (Red probe marks indicate 50mm increments)

Approx 150mm

Average depth is approx 200mm around multiplay structure but only approx 50-100mm around swings and tower slide

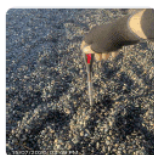


Photo 8

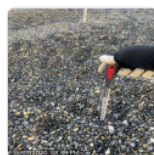


Photo 9



Photo 10

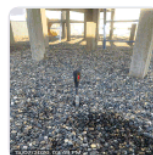


Photo 11



Photo 12

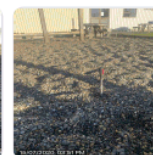


Photo 13

## Topup Depth Required

Approx 150mm

## Findings

### Specific Activity

#### Specific Activity 1

##### Photos



Photo 14

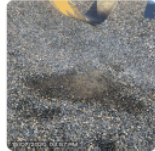


Photo 15



Photo 16

Activity	Freestanding - Swing Set
Issue	<p>These items have overlapping freespace and falling space. Forced movement activities should not share freespace. Does not meet the minimum requirements of fallzone distance as per NZS 5828:2015.</p> <p>The surface is hard and compact for the majority of the depth. NZS 5828:2015 loosefill surface requirement is for minimum 300mm depth of quality loosefill.</p>
Free height of fall (Max FHF) or Swing Pivot Height	2.40m
Falling space / Fallzone / Impact Area (Current/existing):	3.80m
Falling Space / Fallzone / Impact Area Required:	3.80m
Falling Spaces / Fallzones - Compliant?	Yes
Risk Assessment	Low/ Medium Risk
Recommendation	Rectify

#### Specific Activity 2

##### Photos



Photo 17



Photo 18



Photo 19



<b>Activity</b>	Freestanding - Tower Slide
<b>Issue</b>	F1450 - Free height of Fall 1.45m - Surface area fallzone should extend min 1.50m around this item to meet the minimum requirements of fallzone distance as per NZS 5828:2015.
<b>Free height of fall (Max FHF) or Swing Pivot Height:</b>	1.45m
<b>Falling space / Fallzone / Impact Area (Current /existing):</b>	1.30m
<b>Falling Space / Fallzone / Impact Area Required:</b>	1.50m
<b>Falling Spaces / Fallzones - Compliant?</b>	No
	Fail - Medium Discrepancy
<b>Risk Assessment</b>	Low/ Medium Risk
<b>Recommendation</b>	Monitor / Maintain current condition




### Specific Activity 3

#### Photos



Photo 20

<b>Activity</b>	Multiplay Structure
<b>Issue</b>	.
<b>Free height of fall (Max FHF) or Swing Pivot Height:</b>	Multiplay Items - multiple FHF Free Height of fall Requirements
Overhead ladder fhf 2.0m Climbing wall fhf 2.0m Highest platform fhf 1.55m Lowest platform fhf 0.5m Monorail fhf 1.95m	
<b>Falling space / Fallzone / Impact Area (Current /existing):</b>	Multiplay Items - multiple FHF Free Height of fall Requirements
<b>Falling Space / Fallzone / Impact Area Required:</b>	Multiplay Items - multiple FHF Free Height of fall Requirements
<b>Falling Spaces / Fallzones - Compliant?</b>	Yes
<b>Risk Assessment</b>	Low Risk

Recommendation	Monitor / Maintain current condition
<b>Specific Activity 4</b>	
<b>Photos</b>	
 <p>Photo 21</p>	 <p>Photo 22</p>  <p>Photo 23</p>
<b>Activity</b>	Upperbody Overhead Activities (Hanging Position)
<b>Issue</b>	<p>The platforms under upperbody overheads (Hanging position) form a hard object in the falling space and do not meet the NZS 5828:2015.</p> <p>The step under the upper body overhead (Hanging position) is a hard object in the falling space of the elevated body support equipment above and does not meet the NZS 5828:2015.</p> <p>2x925x1130mm and 1x 900x130mm</p>
<b>Free height of fall (Max FHF) or Swing Pivot Height:</b>	.
<b>Risk Assessment</b>	Medium Risk
<b>Recommendation</b>	<p>The platforms described should be covered with an impact attenuating rubber pad that meets the CFH requirements of the activity free height of fall above.</p>

## Summary

## Inspector

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Adam Stride - Director | Principal | RPII RoSPA Level 3 Outdoor & Indoor Play Inspector



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Playsafe Consulting Ltd | Playground Safety Specialists New Zealand

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[www.playsafe.co.nz](http://www.playsafe.co.nz) | [adam@playsafe.co.nz](mailto:adam@playsafe.co.nz) | +64 21 720 490

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## Appendix



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5





Photo 7



Photo 9



Photo 6



Photo 8



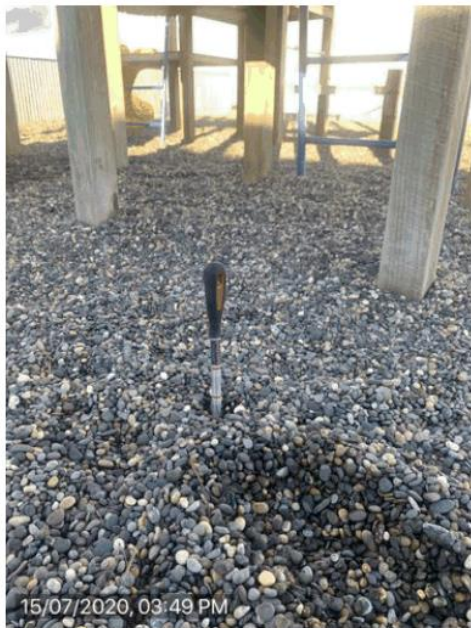


Photo 11

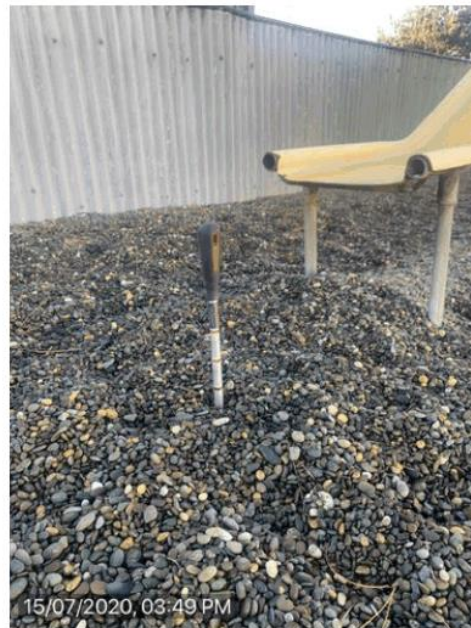


Photo 10



Photo 13



Photo 12





Photo 15



Photo 14



Photo 17



Photo 16

Photo 19



Photo 21



Photo 23



Photo 18



Photo 20





Photo 22



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## Community Leadership Report - February 2022

Record no: R/22/1/1713

Author: Simon Moran, Community partnership leader

Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision

☐ Recommendation

☒ Information

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### Purpose

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

### Recommendation

That the Tuatapere Te Waewae Community Board:

- a) **receives the report titled “Community Leadership Report - February 2022” dated 1 March 2022.**

### Attachments

- A Community Leadership Report [↓](#)



## What's happening in your area

### Community service awards

At the last meeting the community board approved community service awards to local recipients for their outstanding work in the community. The board chair has contacted the recipients to confirm their acceptance of the award and he advised they were humbled and honoured to accept the nomination.

Official events to present these awards will be arranged in the coming months.

### Change from local funding to District funding for stormwater services

Council has reviewed the stormwater reserves and have approved to transfer of the stormwater reserves following the repayment of some stormwater loans to the local general reserve, in order to place all communities in the same position for what has previously been collected. Full details of this is included in the financial section of the operations report.

### Community board roles and responsibilities

Last year community board representatives attended a workshop in Winton to the recent “community board health check” that had been undertaken.

One of the outcomes was to review the roles and responsibilities of the boards. The first step in this review is for the boards to provide feedback on the current delegations that are included at the front of every community board agenda.

A survey has been sent to all board members and the board can decide if they wish to respond as a whole or individually.

The next step will be to analyse the results and discuss them with the boards and Council.

### Community Partnership Fund

A second round for the Tuatapere Te Waewae Community Partnership Fund will close on 31 March 2022. This deadline has been extended from 28 February 2022 as the board felt that the later date would give groups more time to get information together for possible applications. There is \$15,802 remaining to allocate for the 2021/22 financial year.

Application forms are available on the Council website, or contact Kathryn Cowie – [kathryn.cowie@southlanddc.govt.nz](mailto:kathryn.cowie@southlanddc.govt.nz).

## Leadership academy – Otautau intake

The Chamber of Commerce is running a leadership academy based in Otautau with a start date of Tuesday, 14 June 2022.

The purpose of this programme, which is completed over seven weeks, is to provide leaders with the opportunity to build leadership capabilities through their own personal development and by learning from the experience of others.

The leadership academy is for people looking at developing their existing leadership experience and who have the potential for holding senior positions and governance roles.

The participant, at the completion of the experiential and reflective learning sessions, will be better equipped and have a good understanding of what is required to be a significant leader in their own organisation and in the wider business community.

Each two-hour session is led by a senior executive from significant Southland – Otago based businesses or other organisations. The participant will benefit from the opportunity to interact with the presenter and build an ongoing connection with them, and other participants.

At the end of the programme, participants will graduate and be invited to become a member of the Southland Leadership Academy Alumni.

More information, including the programme of speakers and information about pricing and scholarships, can be found here <https://southlandchamber.co.nz/events/45070/>

## Upcoming funding deadlines

The following funding deadlines are approaching for funds administered by Southland District Council. More information and application forms can be found online at <https://www.southlanddc.govt.nz/my-council/funding-and-grants-/application-form/>;

### 31 March 2022

- Creative Communities
- District Initiatives Fund
- Sport New Zealand Rural Travel Fund
- Oreti Board Community Partnership Fund
- Waihopai Toetoe Community Partnership Fund
- Tuatapere Te Waewae Community Partnership Fund
- Northern Southland Development Fund
- Stewart Island Visitor Levy
- John Beange Fund
- Ohai Railway Fund

## What's coming up?

### Bylaws and policies

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Several bylaws and policies are being reviewed, including:

- The Stewart Island/Rakiura Visitor Levy Bylaw and Policy – draft to be presented to the Stewart Island/Rakiura Community Board, Community and Strategy Committee and Council in February 2022
- Alcohol Control Bylaw – feedback has been sought from community boards and Council will seek wider community input on how Council should proceed, as the bylaw is due to be reviewed in 2022
- Contract Management Policy – a draft has been developed and will be adopted by the executive team in 2022
- Privacy Policy – a draft policy has been developed and staff are both assessing and looking to implement, any required changes to operational practice.

### Corporate Performance

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Annual Plan – Community board direction setting meetings have been completed. Financial information and the draft Annual Plan documentation are being developed for Council in February 2022.

Annual Report - The Annual Report was adopted by Council in December, following Audit NZ's sign off. This is now available on our website and copies of the full document and summary will be distributed to our offices across the District.

## What's happening outside your area

### Community Pool Water Treatment Course 2021

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A community pool water treatment course was held in Edendale on Friday 3 December 2021 and was facilitated by Sarah Creswell from Wai Skills. Twelve people attended from various pools around the District. The change of location for the course from Invercargill to out in the district was supported by some but not by others – this year we will look at holding the course in either a different Southland location (eg central or western Southland) or back in Invercargill.

## Stakeholder updates

### Emergency Management Southland

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Emergency Management Southland are currently in the process of updating 26 community response plans across the region. These plans were developed as part of an initiative to prepare and empower our communities for emergency events.

<https://cdsouthland.nz/get-community-ready>

These plans have proved to be invaluable during Civil Defence emergencies, both declared and non-declared. During the February 2020 floods Southland had 24 Community emergency hubs set up with nine community response groups in support. They were the key to the success of this response. Throughout the Covid-19 Pandemic, community response groups were in contact every week during lockdowns to

provide updates and help us develop solutions to problems as they arise (food accessibility, health concerns etc, etc).

Unfortunately, with the uncertainty of the pandemic, changes in people's circumstances, and general "disaster fatigue", updating the plans and making changes to suit community needs is important.

We would like to get as many members of the community involved to contribute to the updating of these plans as no one know the area better than the people who live there. We will be discussing community response planning, emergency preparedness and what we can all expect if there is a Civil Defence emergency.

The more prepared a community is the more likely it is that the community will be able to look after themselves and others.





## Community leadership report - April 2022

Record no: R/22/3/12477

Author: Simon Moran, Community partnership leader

Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision

☐ Recommendation

☒ Information

### Purpose

- 1 The purpose of this report is to inform the board of the community leadership activities in the area.
- 2 Attached for information is the Waka Kotahi final investment audit report.
- 3 Also attached is a snapshot of District statistics for your information.

### Recommendation

That the Tuatapere Te Waewae Community Board:

- a) receives **the report titled “Community leadership report - April 2022” dated 4 April 2022.**

### Attachments

- A Community leadership report [↓](#)
- B Waka Kotahi final investment audit report [↓](#)
- C Southland District snapshot [↓](#)



## What's happening in your area

### 2022 Local Body Elections

We have been working on an election campaign for the local body elections in October.

The first part is in conjunction with our other councils in Southland and has been driven by the Invercargill City Council. Starting late March, and going through April, there will be three online forums with local government representatives from outside of the province talking about what it means to be an elected member, what time it takes, the different work they do and looking at the role of local government.

The reason the team has used non-Southlanders is because of election protocols, which say we cannot be seen to be promoting standing members over those who may stand this year. The forums will be hosted by Southlander Steven Broad.

Advertising for these will start very soon, and will include videos produced by the councils. For more information or to RSVP, visit the Vote Murihiku 2022 Facebook page at [www.facebook.com/votemurihiku22](https://www.facebook.com/votemurihiku22).

The second part will be a three-pronged media campaign run by SDC – the first prong will run from late April to mid-June, and will talk about what is local government, what are its responsibilities and how it functions.

The second prong will run from mid-June to 12 August, which is closing day for nominations. This will look at why people should stand for local government, what is the role of councillors, the mayor, community board members and board chairs. Staff will be ringing you up for help on the key points for this stage, so please give them some help.

The third and final stage in the campaign will run from 13 August to 7 October, the day before the election closes. This will be about encouraging people to have their say, to vote, and how to do that.

The campaign will include newspaper stories, stories in your local newsletter or small paper, posters, social media, information on Council's website, radio advertising and perhaps displays around our towns and communities. Word-of-mouth is also key.

Work on the induction process has also started and in the next week or so, staff will be ringing community board members to ask your opinions on what you think is important to be included, how you would like induction to work and a few more questions. Councillors will also receive a copy of the survey to fill in. When that information is collated, staff will work with those who volunteered at last year's workshop to develop the programme.

## Upcoming funding deadlines

### Community Partnership Fund

The latest round of the Tuatapere Te Waewae Community Partnership Fund closed on 31 March. The board will discuss the applications and make allocations at their 13 June 2022 meeting.

### Regional funds

Other Council funds that closed on 31 March 2022 are:

Sport NZ Rural Travel Fund

District Initiatives Fund

Creative Communities Scheme

Council will meet to allocate the Rural Travel Fund and the District Initiatives Fund on Tuesday 31 May 2022, and the Creative Communities Committee will have decisions made by the end of May/early June.

### Other funding

Due to the uncertainty and the increasing numbers of Covid-19 cases, a number of high-profile local events have been cancelled which has an economic and social impact (for example: Burt Munro and Waimumu). Some of these events are relied upon to help fundraise within communities.

There may be an increased level of organisations seeking funding as a result so it will be important to consider these in future funding rounds. The social impact is an increased sense of social isolation and lack of connections within the local community. Some of these events may not be run in the future even after the uncertainty has reduced.

Local organisations may also be looking for assistance to meet increased demand due to the impacts of Covid-19 on individuals such as funding to help with welfare including travel to appointments and food services and other assistance to communities.

MSD does have some extra support available during the current outbreak to people to help with payment for urgent and essential costs such as food, medicine, deliveries and some bills while isolating.

## What's coming up?

### Governance

#### 2022 triennial Council elections

Staff are working with Electionz (Council's elections service provider) to provide information, to establish formal roles for the 2022 elections, and to plan nomination and voting processes.

#### Meeting days

Staff are co-ordinating moving Council and committee meeting dates (including workshops) so they are on the same day each week (Wednesday where possible)

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## Community board meeting minutes

Staff are reviewing the style of minutes taken at community board meetings

### Conflicts of interest register

Staff are going to review this register and will be contacting elected members for any updates

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## Strategy and policy

### Bylaws and policies

Several bylaws and policies are being reviewed, including:

The Stewart Island/Rakiura Visitor Levy Bylaw and Policy – the draft bylaw and policy are currently out for consultation, with hearings scheduled for 27 April 2022.

Alcohol Control Bylaw – feedback has been sought from community boards and Council will seek wider community input on how Council should proceed. The bylaw is scheduled for review late 2022.

Privacy Policy – a draft policy has been developed and staff are both assessing and looking to implement, any required changes to operational practice.

Great South statement of intent (SOI) – each year Council is required to give input to Great South's direction and general priority areas through its SOI. Council's feedback to the draft SOI has been incorporated into the joint shareholder response which was agreed at the mayoral forum 11 March 2022. This response will now be sent to the Great South board before the final SOI is received by Council by June 2022.

### Corporate performance

Annual Plan – a progress report on the Annual Plan 2022/2023 is going to Council meeting on 29 March 2022. Following this, information on the Annual Plan will be communicated to ratepayers through First Edition.

Interim Performance Report – report for the period between November and February has been completed and presented to the Finance and Assurance Committee on Council's performance against its key performance indicators outlined in the Long Term Plan.

## Stakeholder updates

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### Waka Kotahi

Renewals and resurfacing of state highways in the Southland District are now almost complete for the current season, we appreciate communities' patience while these have been delivered. There are two asphalt sites in the Southland District still to be completed, one in Balfour and the other in Wreys Bush – both will be completed by the end of April.

We have also completed approximately 50km of water table cleaning recently and have a culvert replacement planned east of Woodlands before the end of June.

Speeding through worksites remains a critical risk to our crew. Beginning with filming over the next week, we are producing a short video to highlight the dangers of this to road users and will make this available after winter once this is complete and the new round of renewals is underway

Highways South and Waka Kotahi/NZTA are happy to come and talk with those community boards we haven't touched based with in a while – please let your community partnership leader know and we can arrange this.

We're always open to feedback via [SNOCadmin@southroads.co.nz](mailto:SNOCadmin@southroads.co.nz) or 03 211 1561



# INVESTMENT AUDIT REPORT

## Technical Audit of Southland District Council

### Monitoring Investment Performance

Report of the investment audit carried out under Section 95(1)(e)(ii) of the Land Transport Management Act 2003.

DAWN SHANNON

4 MARCH 2021

FINAL

[New Zealand Government](#)

Report Number: RADST-2073

Audit: Southland District Council

<b>Approved Organisation (AO):</b>	Southland District Council
<b>Waka Kotahi NZ Transport Agency Investment (2018 – 2021 NLTP):</b>	\$ 44,808,300 (budgeted programme value)
<b>Date of Investment Audit:</b>	1-4 March 2021
<b>Audit Team:</b>	Dawn Shannon - Senior Investment Auditor (Lead) Tim Langley – Roading Manager, South Wairarapa DC Gordon McDonald – Senior Investment Advisor Kyla Anderson – Investment Advisor (Observer)
<b>Report No:</b>	RADST-2073

**AUTHORITY SIGNATURES**

Prepared by:



Dawn Shannon, Senior Investment Auditor

Approved by:



Yuliya Gulitekin, Practice Manager Audit &amp; Assurance

16/03/2022

Date

**DISCLAIMER**

WHILE EVERY EFFORT HAS BEEN MADE TO ENSURE THE ACCURACY OF THIS REPORT, THE FINDINGS, OPINIONS, AND RECOMMENDATIONS ARE BASED ON AN EXAMINATION OF A SAMPLE ONLY AND MAY NOT ADDRESS ALL ISSUES EXISTING AT THE TIME OF THE AUDIT. THE REPORT IS MADE AVAILABLE STRICTLY ON THE BASIS THAT ANYONE RELYING ON IT DOES SO AT THEIR OWN RISK, THEREFORE READERS ARE ADVISED TO SEEK ADVICE ON SPECIFIC CONTENT.



## EXECUTIVE SUMMARY

Southland District's road network is well managed by an engaged and committed team and is in good condition. However, there is a high level of carriageway flushing due in part to multiple seal layers and some areas of maintenance that could be improved. Council staff are aware of these and are taking appropriate action. At the strategic level, Council is responding to key issues in a proactive and sensible manner.

The Road Efficiency Group's 2019/20 data quality report has scored Council with a very good 82/100 but did highlight some areas for improvement in recording data that is timely and accurate.

The number of annual deaths and serious injuries (DSIs) on Southland District roads is less than the average for peer councils but is trending gradually upwards. Road safety audit procedures require attention to ensure that actions in response to recommendations are documented and executed. Rural road delineation, particularly in regard to curve warning, is inconsistently applied and requires a network-wide improvement plan to ensure a safe and consistent driving environment during both day and night.

## AUDIT RATING ASSESSMENT

Subject Areas		Rating Assessment*
1	Previous Audit Issues	N/A
2	Network Condition and Management	Effective
3	Activity Management Planning	Effective
4	Data quality	Effective
5	Road Safety	Some Improvement Needed
Overall Rating		Effective

\* Please see Introduction for Rating Assessment Classification Definitions

## RECOMMENDATIONS

The table below captures the audit recommendations. Agreed dates are provided for the implementation of recommendations by the approved organisation.

We recommend that Southland District Council:		Implementation Date
R2.1	Ensures compliance with Waka Kotahi requirements for net present value (NPV) analysis for drainage renewal projects.	All preprogramed work to have NPV work carried out effective immediately
R4.1	Resolves the data issues identified in the REG Data Quality report to improve data accuracy and timeliness.	Already in effect, with the latest round of REG reporting showing an improvement.

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We recommend that Southland District Council:		Implementation Date
R5.1	Ensures that Road Safety Audits for renewal and improvement projects are fully and completely undertaken (except where endorsed as exempted) in alignment with project staging.	Effective immediately and to be carried out annually between April and July each year following
R5.2	Develops and implements a programme to upgrade rural road delineation, with a strong focus on curve warning, to ensure a safe and consistent driving environment during both day and night.	<p>1 July 2024 – Current NLTP funding has limited expenditure outside road to zero projects which this would fall under.</p> <p>As part of ongoing network maintenance delineation will be improved as locations are identified and budgets allow.</p>

## 1.0 INTRODUCTION

### 1.1. Audit Objective

The objective of this audit is to provide assurance that the Waka Kotahi NZ Transport Agency's (hereafter Waka Kotahi) investment in Council's land transport programme is being well managed and delivering value for money. We also seek assurance that the Council is appropriately managing risk associated with Waka Kotahi investment. We recommend improvements where appropriate.

### 1.2. Assessment Ratings Definitions

	Effective	Some Improvement Needed	Significant Improvement Needed	Unsatisfactory
<b>Investment management</b>	Effective systems, processes and management practices used.	Acceptable systems, processes and management practices but opportunities for improvement.	Systems, processes and management practices require improvement.	Inadequate systems, processes and management practices.
<b>Compliance</b>	Waka Kotahi and legislative requirements met.	Some omissions with Waka Kotahi requirements. No known breaches of legislative requirements.	Significant breaches of Waka Kotahi and/or legislative requirements.	Multiple and/or serious breaches of Waka Kotahi or legislative requirements.
<b>Findings/ deficiencies</b>	Opportunities for improvement may be identified for consideration.	Error and omission issues identified which need to be addressed.	Issues and/or breaches must be addressed, or on-going Waka Kotahi funding may be at risk.	Systemic and/or serious issues must be urgently addressed, or on-going Waka Kotahi funding will be at risk.

### 1.3. Council Comments

Prior to this report being approved, Southland District Council was invited to comment on the auditors' findings, recommendations and suggestions. Where appropriate this report has been amended to reflect this dialogue. Any additional auditee comments are attached in the Appendices.

## 2.0 ASSESSMENT FINDINGS

Our findings relating to each subject area are presented in the tables below. Where necessary, we have included recommendations and/or suggestions.

### 1. Previous Audit Issues

The June 2016 Investment Audit Report (technical) found the Southland District Council network to be in very good condition and making good use of technology. The report recommended that Council:

- Works to include the findings from the 2009 audit within current maintenance practices across the network.
- Seeks to extend the average seal life from 12 years to 14 years
- Involves staff from the roading team in the field validation of pavement renewal sites with the aim of deferring marginal sites so as not to incur investigation costs.
- Implements a seal back programme for intersections and bridge approaches to reduce maintenance costs.
- Complies with the requirements set in the Traffic control devices manual part 1: General requirements for traffic signs: Part 8 for curve warning signs
- Revises the A3 report template to include an OPM for data.

The agreed actions have subsequently been undertaken and have been signed off by the Waka Kotahi Investment Advisor for the region.

While good progress was observed on the network in the area of curve warning signage, more can be done. And the need for seal backs at intersections is again raised. Refer to Section 5 *Road Safety*.

Southland District Council's comment	Seal backs are undertaken as part of any pavement rehabilitation project. With the scale of SDC road network versus the size of the rehabilitation programme, this is a long-term programme of works.  Standalone funding for this activity was unsuccessful as part of the 2021-24 NLTP application.
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### 2. Network Condition and Management

Effective

#### Performance Monitoring

Condition indices for 2019/20 are compared with peer group councils (rural districts) in the graphs below. These indicate a good result for surfacing (Condition Index (CI)) and for pavements (Pavement Integrity Index (PII)) and an excellent result for Smooth Travel Exposure (STE). The trends graph shows that CI and STE are relatively stable but that PII has deteriorated over the last two years.

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The One Network Road Classification (ONRC) Performance Measures Reporting Tool (PMRT) also shows that the peak roughness (85%ile) of Southland District rural roads is lower than the peer group average across all classifications and is holding steady over time. However, this outcome needs to be considered in conjunction with the high level of flushing observed – refer to further comments below.

The cost per km for maintenance, operations and renewals (excluding emergency works) as a three-year average (2018-2020) is \$4,624/km, which is less than the peer group average of \$6,505/km.

#### **Compliance**

Council does not fully comply with the Waka Kotahi Planning & Investment Knowledge Base (Knowledge Base) requirements. Specifically, we noted that:

- Bridge inspections are generally undertaken in accordance with current best practice as documented in the Waka Kotahi *S6 Bridges and other significant highway structures inspection policy*.
- Roughness recorded in RAMM complies with the requirements set in Knowledge Base. Last undertaken in March 2019 (HSD) and biennially prior.
- Condition Rating is not fully complying – see section 4 *Data Quality*.
- Net present value (NPV) analysis is undertaken for pavement rehabilitation projects, in compliance with the Waka Kotahi requirements for Work Category 214 (Sealed Road Pavement Rehabilitation), but not currently for drainage projects as per WC 213 (Drainage renewals)<sup>1</sup>.
- Maintenance costs are not regularly updated in RAMM – see section 4 *Data Quality*.

<sup>1</sup> Refer to <https://www.nzta.govt.nz/planning-and-investment/planning-and-investment-knowledge-base/202124-nltp/2021-24-nltp-activity-classes-and-work-categories/local-road-and-state-highway-maintenance/2021-24-nltp-wc-213-drainage-renewals/>



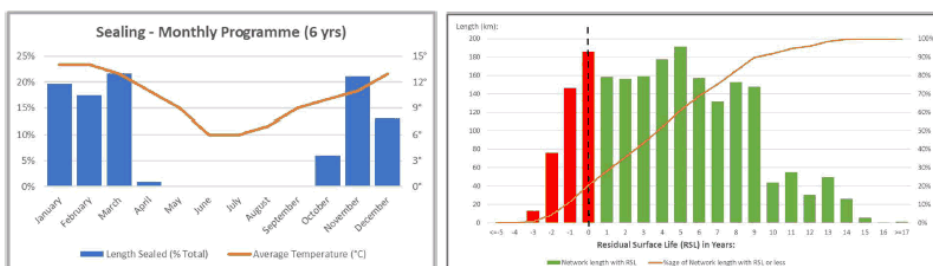
### General Observations

The standard of completed works was observed to be very good. In particular, the pavement rehabilitations (e.g. Balfour Ardlussa Road), surfacing renewals and new bridge construction works (see photos below for examples) that we inspected featured good quality design and finishes. Project management issues which arise are being well managed, such as the slightly skewed bridge on Ashers Road (right-most photo below).

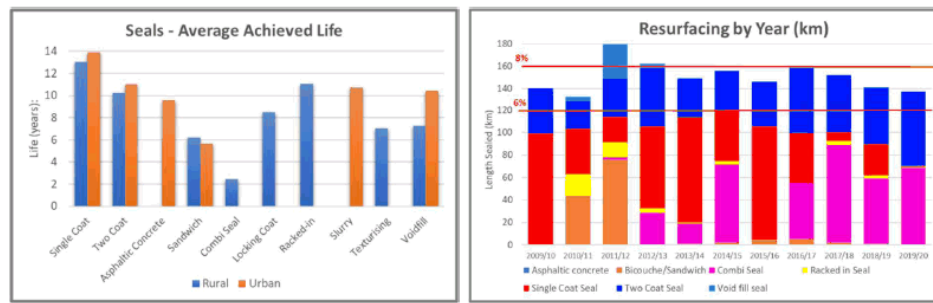


As indicated above, the Southland District network displays as very smooth (high STE) with low peak roughness. Our observations confirm that this is primarily due to a prevalence of flushing. Staff consider that multiple seal layers are a key contributing factor and are working on an optimal approach to address this problem. Where the build-up of seal layers exceeds 40mm and there is an excess of binder, layer instability can occur, resulting in outcomes such as loss of texture, loss of skid resistance, water spray and deformation. Many variables related to this build-up determine whether layer instability may become the mode of failure. Treatments may include watercutting, hot chip and sandwich seals, but generally the most cost-effective treatment will be surfacing removal and replacement (reseal with pre-seal repairs). Guidance on layer instability can be found in chapters 4 and 6 of *Chipsealing in New Zealand*<sup>2</sup>. We would note however that multiple seal layers are common throughout New Zealand and do not consistently result in flushing. We suggest a case by case approach and confirmation of failure modes with testing (e.g. binder stone ratio).

Further to this discussion of surfacing in Southland District, we commend staff on the management of this activity. For example (as graphed below), surfacing is undertaken in appropriate seasons (minimum average monthly temperature is 10°) and the RAMM database residual surface life data indicates that less than 20% of the existing carriageway surfacing is due or past due for renewal based on the entered expected life value. Staff advise that seal lives are monitored and reset as re-seal programmes are developed. Surfaces are only renewed if determined necessary after site validation.



RAMM data also indicates that single coat seals are the overall best performer for achieved life (refer to graph below on left), but their use has reduced significantly over the last three years (refer to graph below on right). For example, single coat seals average a life of 30% longer than two coat seals, including on higher traffic volume roads. An additional concern is that the increasing use of two coat seals may be contributing to the build-up of seal layers discussed above. Each surface type has its benefits and it is for Council to ensure the right surface type is selected to both provide the level of service required (i.e. address the problem) and minimise the whole of life cost. We suggest that Council reviews its seal selection processes to ensure optimal results for the network.



The inspected sample of the District's 2,985 km of unsealed roads (60% of network length) had good ride quality. However, there was a lack of cross fall in some locations and inadequately formed surface water channels. Unsealed roads on the flat with low cross fall (< 4%) are more likely to pothole and this can lead to an unsafe network when drivers swerve to avoid the potholes. Council needs to deliver a cross fall within the range of 4 to 6%, which will mitigate the incidence of potholes on the network and help drivers stay in their lane. On some of the more remote locations we noted a tendency towards aggregate loss leaving a "boney" surface.



Other areas where we noted room for improvement are:

- Texas twist barrier terminals – these are not recommended as they can cause impacting vehicles to vault and roll over. Current best practice is outlined in Appendix A<sup>3</sup> *Permanent Road Safety Hardware* of the NZTA M23: 2009 *Specification for Road Safety Barrier Systems*. Council does replace Texas twist terminals on a risk basis by way of a prioritised deficiency database, but we would like to see the process accelerated (a higher budget allocated, or risk assessments reviewed).
- Hazard markers – these are inconsistently used. Hazard markers (W20-4) provide warning to drivers of the presence of unshielded, non-frangible hazards in the rural verge, generally within 4-6m of the traffic lane. The absence of a marker may falsely imply the absence of the hazard - drivers rely on a consistent message. Utility poles are a commonly signed hazard but while well marked on some Southland District roads (or lengths of roads) they were not marked (or only intermittently marked) elsewhere. Hazard markers were also missing from some guardrail barrier end terminals.
- SCRIM sites – a number of signed SCRIM sites were observed where remedial work was not yet programmed. Signage does not replace the maintenance of skid resistance.
- Loose material on intersections, bends and straights, including migration of gravel from unsealed intersecting roads and property accesses.

<sup>2</sup> Refer to <https://www.nzta.govt.nz/resources/chipsealing-new-zealand-manual/chipsealing-in-new-zealand.html>

<sup>3</sup> Refer to <https://www.nzta.govt.nz/assets/resources/road-safety-barrier-systems/docs/m23-road-safety-barrier-systems-appendix-a.pdf>

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<ul style="list-style-type: none"> <li>Minor incidences of stripping, scabbing and edge break were noted.</li> </ul>	
Recommendations	<p><b>We recommend that Council:</b></p> <p>R2.1 Ensures compliance with Waka Kotahi requirements for net present value (NPV) analysis for drainage renewal projects.</p>
Suggestions	<p><b>We suggest that Council:</b></p> <p>S2.1 Confirms failure mode with testing, where chipseal layer instability is suspected.</p> <p>S2.2 Reviews seal selection processes to ensure provision of maximum level of service to the road user at minimum whole-of-life cost.</p> <p>S2.3 Increases cross fall on flat unsealed roads to within the range of 4 to 6%.</p>
Southland District Council's comment	<p>Council notes the requirement to carry out NPV calculation for this activity however it should be noted that to date the bulk of drainage renewals are treated reactively with unexpected culvert failures and therefore pressure to maintain LOS means replacement (with climate change considerations) is the only option available. However, works are currently underway to remedy this with the aim of a more proactive approach which will allow for NPV analysis where deemed appropriate to do so – Council recommends a more pragmatic approach where the project value exceeds a certain value (due to the likely volume of upcoming replacements) or a "generic NPV" based on size of culvert vs road classification for example.</p>

\* \* \*

### 3. Activity Management Planning

Effective

#### Activity Management Plan

Council has an active 2018-28 Roads and Footpath Activity Management Plan (AMP) that incorporates the programme business case for maintenance operations and renewals programmes of work. The key issues identified are:

- Aging network of sealed roads
- Increasing number of seal layers
- Impact of posted bridges (102) on achieving key objectives
- Increasing amount and weight of heavy traffic
- Width of sealed roads
- Subsidy from Waka Kotahi (note: funding assistance rate (FAR) is 51% in 2018-21 and will increase to 52% in 2021-24).

Other issues highlighted in the AMP included data integrity, customer understanding of level of service, forestry traffic and resourcing for the One Network Framework (ONF).

Our brief review of the current AMP found:

- Discussion on seal extensions did not include an analysis of the consequential renewal and opex costs. Some councils have found that sealed roads cost 2-3 times as much to maintain per year. We suggest undertaking robust benefit cost analysis based on whole of life cost and ensuring

that the forecast increases in maintenance, operation and renewal costs are carried through in all future maintenance budget regimes.

- No mention of guide, tourism or information signs in the management strategies section. These sign types are essential in a district with significant visitor traffic.
- Streetlighting performance is measured by customer satisfaction – lux surveys may provide more quantifiable feedback.
- No business case for low cost, low risk (LCLR) programme.
- Overall, some very good discussion regarding the maintenance of asset groups in local conditions.

Council's Transport Activity Management Plan 2021-2031 has recently been submitted to Waka Kotahi in support of their 2021-24 NLTP bid. This AMP has been positively reviewed by the Transport Services team. Their assessment summary was "This AMP is sufficient for purposes and delivers appropriate detail".

### **General Observations**

Council manages a local road network of approximately 5,000 kilometres (the second largest in New Zealand, behind Auckland Transport) and covers a land area of 30,000 km<sup>2</sup>. Maintenance and renewal activity is delivered through three alliance-style contracts. Feedback from staff portrays effective relationships with alliance partners, a shared commitment to achieving good outcomes on the network and a positive and supportive working team environment. The audit team was impressed by the effective blend of experience, knowledge, skills and abilities.

The aging bridge stock was identified in the AMP as a key issue for Southland District. Some 160 bridges have been assessed as having less than ten years useful life and, to maximise that life, 77 bridges are posted to restrict loading. Council has developed a bridge renewal/upgrade programme which considers all options including upgrading, replacement, divestment and removal. A key factor in decision making is the availability of acceptable alternative routes. We commend Council on being proactive in this area and note again the good quality of the works already undertaken (refer to Section 2 Network Condition and Management). With regard to the 77 posted bridges, we suggest a different approach to the posting process. Posting by public notice, issued under regulation 11 of the Heavy Motor Vehicle Regulations 1974, is most applicable to temporary restriction situations where the intention is to carry out strengthening works to reinstate the bridge to full loading capacity (usually within the year). Where the restriction is likely to be permanent (or semi-permanent), it is worth considering the alternative process of regulating the weight of vehicles using the bridge through a bylaw made under section 22AB(1)(zh) of the Land Transport Act 1998, pursuant to the process set out in the Local Government Act 2002. While this approach saves the costs of annually obtaining an engineer's certificate for each bridge and the publication of the posting notification, it is strongly recommended that a programme of regular risk-based inspections is continued for these vulnerable structures.

Coastal erosion is another key issue identified in the AMP. We observed a number of examples where Council is repeatedly repairing and reinstating coastal roads impacted by flooding from the sea (inundation) and coastal erosion. In two instances (Colac Foreshore Road and Ringaringa Road (Stewart Island)), roads were partially closed when reinstatement became uneconomic (and access/alternative routes were available). This is a difficult decision to make and we support Council's judicious approach in these two situations. Our changing climate will only increase the risk of coastal erosion as well as the ongoing cost of reinstatement. Re-routing of these infrastructure





assets would require a permanent alternative to be developed. If this is not planned for in advance, then communities may become isolated or services may be disrupted before an alternative can be put into place. Roading infrastructure would be only one factor in any adaptation plan to address this risk, but in the meantime prudent decision making is necessary regarding the level of investment in roads which may ultimately be retreated or otherwise closed. In low lying areas, retreating may be an option that will allow the reconstruction of a larger beach and dune system, which together should provide greater protection against erosion. Sustainable coastal adaptation is possible and could deliver multiple benefits. However, it requires a long-term commitment and proactive steps, including to inform and facilitate change in social attitudes.

Our inspection tours included some new subdivisions and other developments, where we noted that many features don't align with current best practice (e.g. mountable kerb) or with sustainable maintenance/renewal practice (e.g. decorative lamp posts, AC used on access / low volume streets). Other concerns included carriageway and footpath widths, planted traffic islands, speed treatments and standard of work (some surfaces show signs of early failure). The team was concerned that a lack of control of these design aspects will lead to a marked increase in compliance costs to meet and maintain standards (e.g. ongoing maintenance from poor drainage feature design; cost of adding or upgrading pedestrian facilities for accessibility). It is suggested that Council reviews their subdivision development standards and updates them as required, including strengthening linkages to the District Plan and NZS 4404. The completion of a comprehensive review of asset design specifications and detailed drawings will facilitate cost effective maintenance/ renewal and ensure best whole of life costs by standardising the asset specifications.

The inspection tour also included Stewart Island, where staff informed us that transport constraints across Foveaux Strait mean that heavy plant cannot be feasibly used on the island and that costs for supplying labour, equipment and materials result in very high maintenance activity cost. The transport network includes some 20 km of road, 1.3 km of footpath, 41 streetlights and other associated facilities. The standard of the network is perforce less than the standard on the mainland. Drainage on the road network is however inadequate and we suggest an improvement strategy be developed to address this. Staff take a tactical approach to optimise delivery of maintenance services – including regular inspections and bundling of work activities (e.g. resurfacing all sealed roads at the same time). We agree that in the current environment this is the best approach. In the longer term, Council may wish to work with residents to develop a local level of service that could incorporate some innovative and unique aspects. For example, Stewart Island has an opportunity to become an ecologically liveable and beautiful settlement that is also a hub of innovation in renewable energy and climate change resilience.

Recommendations	No recommendations.
Suggestions	<p><b>We suggest that Council:</b></p> <p>S3.1 Considers the long-term restriction of heavy vehicles on vulnerable bridges by means of a Bylaw process.</p> <p>S3.2 Considers working with relevant parties to develop an adaptation strategy for Southland District that includes forward planning for coastal roads.</p> <p>S3.3 Considers a review of development standards (technical specifications and detailed drawings) to reduce the variety and ensure the quality of asset types to be maintained by Council.</p>
Southland District Council's comment	Audit suggestions are appreciated and noted. As the restricted bridges are inspected annual and reported the Bylaw process is unlikely provide much of more value for the current approach. We see the value in the bylaw approach when bridges are designed to a lower standard or restriction are unlikely to change for a substantial period of time.



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4. Data Quality	Effective
<p><b><u>Performance Monitoring</u></b></p> <p>Road Efficiency Group's (REG) 2019/20 data quality report has scored Council with 82/100 (a score of 100 is achieved by having all metric results at the expected standard level). The ONRC PMRT indicates (as at August 2020) that there are still high importance areas for improvement (i.e. have major data issues) and they relate to:</p> <ul style="list-style-type: none"> <li>• accuracy of pavement records</li> <li>• timeliness of pavement renewal as-built data</li> <li>• accuracy of pavement and surface maintenance activity location.</li> </ul> <p>Provision of timely as-built data is a contractual requirement, but Council has a role in ensuring both compliance and that the records are accurate. It is important that Council investigates, identifies and resolves these and other data gaps highlighted in the REG data quality report. Doing so will improve reporting at an individual level and allow Council to accurately compare its ONRC performance with its peers.</p> <p><b><u>Condition Rating</u></b></p> <p>Condition Rating is generally complying. Council undertakes condition rating surveys on a two-yearly basis for the full sealed network. It was last done in January 2019. Knowledge Base<sup>4</sup> states "Roughness and condition rating surveys of all sealed roads must be undertaken at least every second year. Condition rating surveys of all sealed roads carrying more than 2,000 vehicles per day are to be undertaken annually". For Southland District, this latter requirement affects some 5-6 km of the network. To achieve full compliance cost effectively, Council might consider approaching neighbouring road controlling authorities to aggregate work packages for the higher volume surveys.</p> <p><b><u>General</u></b></p> <p>Queries run from RAMM involving maintenance costs highlighted some anomalies in the data. Activities such as core maintenance relating to environment, surfacing, traffic facilities, etc, should be reasonably consistent from year to year, but the data showed large gaps in expenditure on these activities and an occasional unexplainable peak. There were also 5,967 entries costed at \$0, no entries at all for 2020/21 and 142 records relating to an activity called "???" under the cost group "Other" (at a total cost of \$17,657). Robust maintenance costs facilitate invaluable analysis of network expenditure trends by year, by kilometre, by classification and by road - the measure of the actions taken to maintain the network inventory. They also provide a network-specific maintenance cost history that can be used in NPV calculations to justify renewal activity. It is suggested that Council works closely with its contractors to ensure a consistent understanding and approach to the recording of maintenance cost data.</p>	
Recommendations	<p><b>We recommend that Council:</b></p> <p>R4.1 Resolves the data issues identified in the REG Data Quality report to improve data accuracy and timeliness.</p>

<sup>4</sup> Refer to <https://www.nzta.govt.nz/planning-and-investment/planning-and-investment-knowledge-base/202124-nltp/2021-24-nltp-activity-classes-and-work-categories/other-work-categories/2021-24-nltp-wc-151-network-and-asset-management/>

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Suggestions	<p><b>We suggest that Council:</b></p> <p>S4.1 Investigates options for cost-effective compliance with Waka Kotahi funding rules regarding the undertaking of annual condition rating surveys on higher volume roads.</p> <p>S4.2 Reviews the relevant processes and specifications to ensure that maintenance cost data added to the RAMM database is timely, accurate and complete.</p>
Southland District Council's comment	Data quality is an ongoing focus area and will remain so for some time. The latest round of REG data quality reports showing a 10 point increase from the previous year which demonstrates positive progress is being made in this area.

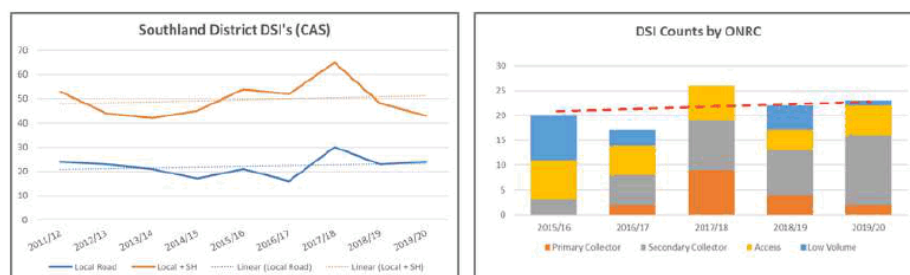
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## 5. Road Safety

Some Improvement Needed

### Performance Monitoring

The annual number of deaths and serious injuries (DSIs), listed in New Zealand's Crash Analysis System (CAS) as occurring in Southland District, has been gradually trending upwards over recent years – this appears to be driven partly by crashes on Secondary Collector roads (see graphs below). Over the last five years, CAS records show 94 crashes which have resulted in 114 DSI's. Of these 94 crashes, 26% occurred on a Saturday, 90% were within open road (100 kph) speed areas, 51% were loss of control or head-on on a bend, 30% were on unsealed roads, 26% were at night and 22% involved a motorcycle. Investigation is required to identify common factors in crashes and develop potential engineering solutions. Note that solutions can reduce the likelihood of a crash occurring or they can reduce/mitigate the consequences if the crash is the result of non-roading factors.



The levels of collective risk (crashes per km) for the various road classifications are notably lower than the rural network peer group averages (for 10 yrs up to 2019/20). Personal risk (crashes by traffic volume) is also lower than peer group averages, with the exception of Low Volume rural roads which are a little higher.

The Communities at Risk Register 2019<sup>5</sup> identifies no areas of high concern for Southland District but areas of medium concern are "young drivers", "pedestrian involved" and "fatigue".

<sup>5</sup> Refer to <https://www.nzta.govt.nz/assets/resources/communities-at-risk-register/docs/communities-at-risk-register-2019.pdf>

### Road Safety Audits

Road safety audit reports were viewed for:

- **Riversdale Pyramid Road Bridge Replacement - Preliminary Design Stage** (July 2018)
  - Well written, insightful report.
  - The audit team comprised a single auditor who is a Council staff member – “Road safety auditors must be independent of the client, designer or contractor, so that the project outcome is viewed with fresh eyes and is unbiased”.<sup>6</sup>
  - The report is not complete – *Client Decision* and *Action Taken* fields are not filled in.
  - Given the concerns raised at the preliminary design stage, an audit should have been undertaken at all subsequent stages for this project.



- **SDC Rehab Projects 18/19 - Post Construction Safety Audit** (August 2019)
  - Draft report with much of the template not updated for the project.
  - Risk fields are not filled in.
  - *Designer Response*, *Safety Engineer*, *Client Decision* and *Action Taken* fields are not filled in.
- **Alternative Coastal Route Seal Extension – Post Construction Safety Audit** (March 2019)
  - Good report – valid concerns, particularly regarding the significant and moderate risks.
  - Risk fields are not filled in.
  - *Designer Response*, *Safety Engineer*, *Client Decision* and *Action Taken* fields are not filled in.

Council is commended for undertaking Road Safety Audits for improvement and relevant renewal projects. However, we are concerned that:

- None of the reports viewed (above) had been completed (despite being undertaken some 2-3 years ago and identifying moderate and/or significant issues)
- It is apparent that subsequent stages of projects have proceeded prior to the closing out of the Road Safety Audit for the previous stage (e.g. Pyramid Road Bridge Replacement).

<sup>6</sup> Refer to <https://www.nzta.govt.nz/assets/resources/road-safety-audit-procedures/docs/road-safety-audit-procedures-tfm9.pdf>

Waka Kotahi requires Road Safety Audits to be undertaken, or exemption declarations completed, at key stages of "any improvement or renewal activity that involves vehicular traffic, and/or walking and/or cycling, proposed for funding assistance from the NLTP"<sup>7</sup>.

#### **General Observations**

Based on CAS data, nearly half (45 crashes or 48%) of all DSI crashes over the past 5 years occurred on bends on 100 kph open roads. And 38% of these (or 18% of the total DSI crashes) occurred on unsealed roads. This high rate of crashes on curves on rural roads, as well as crashes at night (30 DSI crashes occurred at night/twilight), highlights the need for correct delineation and effective advisory signage on out of context curves. While we observed many examples of high standard, complying signage on curves, reflecting Council's upgrading strategy, both road delineation (edge marker posts, centrelines, edge lines) and curve warning signage on the rural network are inconsistently applied along routes and across classification types. Ensuring consistent application and maintenance of road and curve delineation, based on road classifications, is an essential step in reducing the risk of death and serious injury crashes. This includes ensuring that appropriate speed advisory values are implemented and that all out of context curves are appropriately signed. Guidance on the use and placement of delineation devices can be found in Part 5 of the TCD manual<sup>8</sup>.

Gravel migration (loose gravel from unsealed side roads) was repeatedly observed migrating onto the sealed through road (or intersection), reducing traction and erasing road marking. A preferred method to improve safety, road condition and reduce maintenance costs is to chip seal the side road approach. The optimal seal back distance is calculated based on the safe stopping distance for a heavy vehicle approaching the intersection. Sealing back provides further safety benefits such as facilitating the installation of full intersection makings, reducing dust and eliminating corrugations formed by acceleration and braking forces. Increased sealing back should also be considered on single lane bridge approaches and on rural driveways and farm entrances to minimise gravel migration and edge break at these locations. It is noted that Council is aware of this issue and currently undertakes seal backs on bridges and intersections as budgets and priorities allow, usually in conjunction with adjacent pavement rehabilitations. Our suggestion is that this response be extended into a proactive and prioritised programme of treatments.



We noted too that many intersections on both the rural and the urban networks are uncontrolled. Controls can improve conspicuity, define vehicle path and reduce confusion at intersections.

#### **Recommendations**

#### **We recommend that Council:**

- R5.1 Ensures that Road Safety Audits for renewal and improvement projects are fully and completely undertaken (except where endorsed as exempted) in alignment with project staging.

<sup>7</sup> Refer to <https://www.nzta.govt.nz/planning-and-investment/planning-and-investment-knowledge-base/activity-classes-and-work-categories/road-improvements-other-road-related-funding-policies-guidance/road-safety-audit/>

<sup>8</sup> Refer to <https://www.nzta.govt.nz/roads-and-rail/traffic-control-devices-manual/part-5-traffic-control-devices-for-general-use-between-intersections/>

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	R5.2 Develops and implements a programme to upgrade rural road delineation, with a strong focus on curve warning, to ensure a safe and consistent driving environment during both day and night.
Suggestions	<b>We suggest that Council:</b>  S5.1 Considers a prioritised programme of sealing back unsealed road approaches to rural intersections.
Southland District Council's comment	With funding pressure on safety improvement funding and priority given to road to zero strategy for the immediate future it is unlikely that there will be opportunity for council to shift from its current strategy of sealing back gravel road intersections when undertaking pavement rehabilitation works in the same area.

\* \* \*



3.0 APPENDICES

APPENDIX A

Network Field Inspections



## APPENDIX B

### Sample of Audit Photos

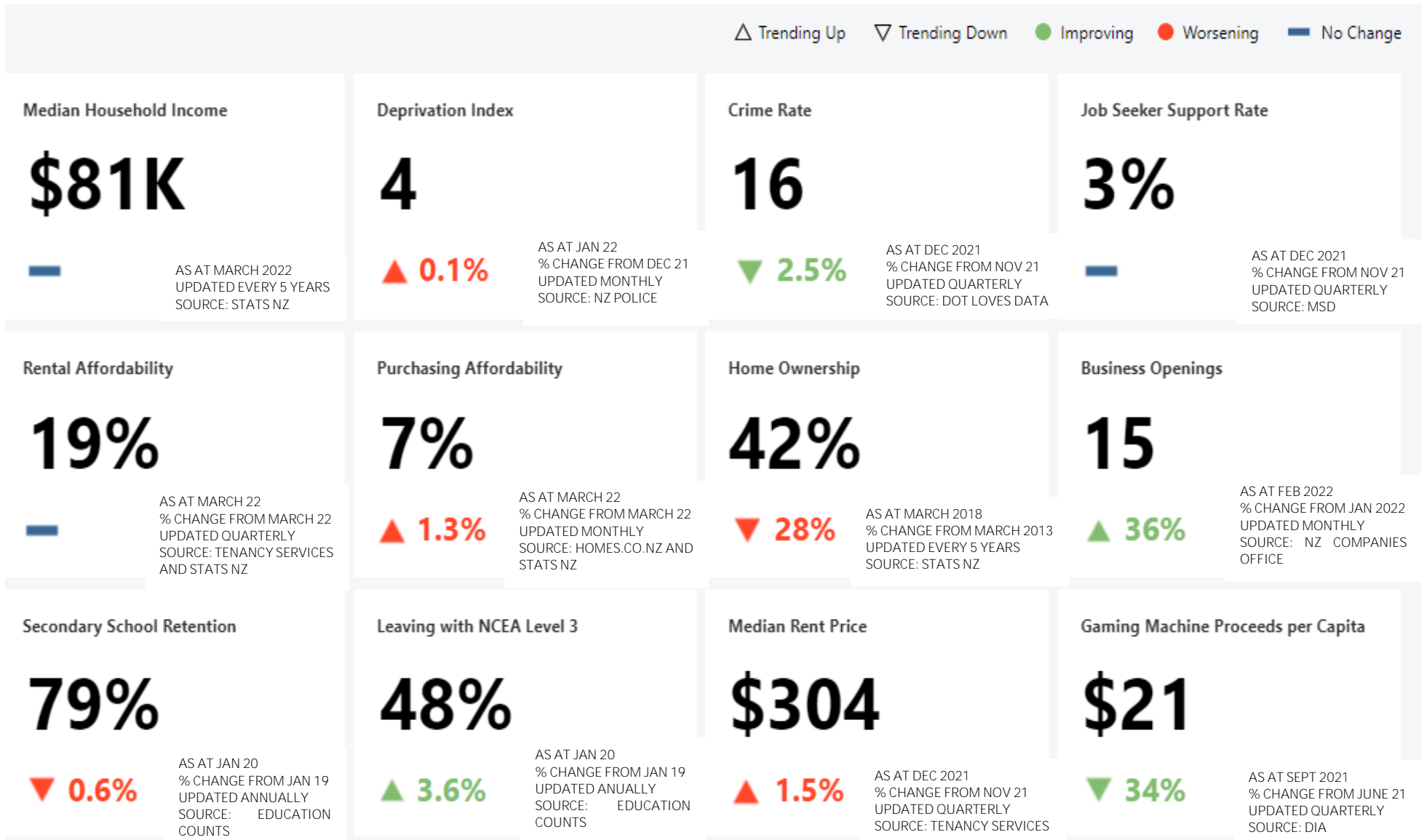


Highlights from the audit included (clockwise from top left) a good standard of temporary traffic management on roadwork sites; directional arrows to assist foreign tourists; water cutting / blasting to remove excess binder and restore surface texture; use of delineators; good standard of completed renewal projects (e.g. Balfour Ardlussa Road pavement rehabilitation); sign layout compliance (e.g. single chevrons, EMPs, etc); and effective programme of bridge replacements (e.g. Mararoa Rd bridge).



Some of the challenges are (clockwise from top left) high level of carriageway flushing; inconspicuous intersections (e.g. Otautau Nightcaps Road intersection with Hundred Line Road West); gravel migration from unsealed side roads; Texas twist guardrail terminal ends; lack of consistent delineation, particularly on curves; and flat crossfalls on unsealed roads along with inadequate drainage channels.

## Southland District snapshot



## Operational Report for Tuatapere Te Waewae Community Board - February 2022

Record No: R/21/12/64042

Author: Brendan Gray, Project delivery manager

Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision

☐ Recommendation

☒ Information

### Purpose of Report

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

### Recommendation

That the Tuatapere Te Waewae Community Board:

- a) **Receives the report titled “Operational Report for Tuatapere Te Waewae Community Board - February 2022” dated 1 March 2022.**

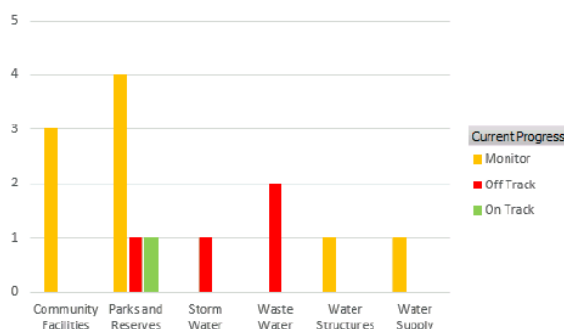
### Attachments

- A Report to Tuatapere Te Waewae Community Board - 14 February 2022 - Operational report  
[↓](#)





## 1. Projects within current financial year as at 24 January 2022



## 2. Progress since last reporting period

### CLARIFICATION OF FUNDING SOURCES

Local funded: footpaths, SIESA, water facilities, airport and halls.

District funded: water, sewerage, stormwater, cemeteries, toilets and roading.

Local or District funded (dependent on service): community facilities, open spaces and community grants.

ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
COMMUNITY FACILITIES	P-10573	Orepuki hall - exterior recladding	Delivery phase	Monitor	Revised quote received from Nathan Cleaver, confirmation letter sent with purchase order number. Requested work programme for 2022.	\$106,746
COMMUNITY FACILITIES	P-10583	Tuatapere hall - flooring	Delivery phase	Monitor	Contractor available to start February/ March 2022.	\$40,000



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
<b>COMMUNITY FACILITIES</b>	P-10850	Tuatapere - investigation project railway station	Pre-delivery phase	Monitor	The tender for this project came in over budget and staff are going back to the successful tenderer to see if they can review their cost.	\$10,000
<b>PARKS AND RESERVES</b>	P-10368	Upgrade playground at Monowai	Initiation phase	Off track	Merged with project P-10770 (all comments and schedule will be done there).	
<b>PARKS AND RESERVES</b>	P-10770	Monowai Village reserve playground - equipment replacement	Pre-delivery phase	Monitor	Procurement for installation and groundworks is closed and scoring completed. Preferred tenderer has been contacted and the contract is being drawn up as this report is being prepared. Equipment sourcing via suppliers is being driven with the help of JALP Consulting Ltd staff due to resourcing issues. Two options for the community to decide on as per original meeting will be provided as soon as possible.	\$47,250
<b>PARKS AND RESERVES</b>	P-10821	Tuatapere Jack and Mattie Bennett Memorial Park playground - equipment renewal	Pre-delivery phase	On track	Procurement for installation and groundworks is closed and scoring completed. Preferred tenderer has been contacted and the contract is being drawn up as this report is being prepared. Equipment sourcing via suppliers is being driven with the help of JALP Consulting Ltd staff due to resourcing issues. Two options for final selection via the community will be available as soon as possible.	\$57,190



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
<b>PARKS AND RESERVES</b>	P-10841	Monkey Island - shelter area development (stage 1)	Pre-delivery phase	Monitor	McCulloch Architects has done up a design for the shelter and is now getting an estimate from a quantity surveyor.	\$100,000
<b>PARKS AND RESERVES</b>	P-10849	Tuatapere - investigation project Main Street	Pre-delivery phase	Monitor	The tender for this project came in over budget and staff are going back to the successful tenderer to see if they can review their cost.	\$10,000
<b>PARKS AND RESERVES</b>	P-10944	Clifden Bridge toilet - interpretation panels	Business case phase	Monitor	Work continues on liaising with different groups on signage in the area, and on writing up what could go on the one sign. Once that is complete, the design will get underway. The project will be finished by June.	\$10,000
<b>STORM WATER</b>	P-10437	Orepuki storm main upgrade Main Road	Pre-delivery phase	Off track	The piped reticulated option now appears to be an unaffordable solution for such a short leg, therefore we are looking at different options including relooking at the swale drain concept, and are considering a bigger project option to look at a larger piped network across a larger portion of the township. Early stages of this option may also be a cost well in excess of our budget. Design and pricing will be confirmed by the end of February, then a decision to proceed or not will be made. We may not have any extra available funds through the stimulus funding, so other funding considerations will need to be evaluated.	\$240,000



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
<b>WASTE WATER</b>	P-10460	Monowai wastewater consent renewal	Pre-delivery phase	Off track	This project is for the installation of monitoring piezometers to inform future consenting renewals. These will be scoped and installed this financial year.	\$20,000
<b>WASTE WATER</b>	P-10481	Tuatapere wastewater-consent renewal	Pre-delivery phase	Off track	This project is for the installation of monitoring piezometers to inform future consenting renewals. These will be installed this financial year.	\$20,000
<b>WATER STRUCTURES</b>	P-10666	Tuatapere boat ramp - refurbishment	Pre-delivery phase	Monitor	Resource consent being prepared in conjunction with Te Anau Manapouri boat ramps.	\$5,000
<b>WATER SUPPLY</b>	P-10007	Upgrade water supply at Eastern Bush - stage 1	Pre-delivery phase	Monitor	Initial investigations are complete, but we have issues with the suitability of the water source. Further thought, design and source location need to be considered. This has pushed back progress on this project.	\$2,215,761

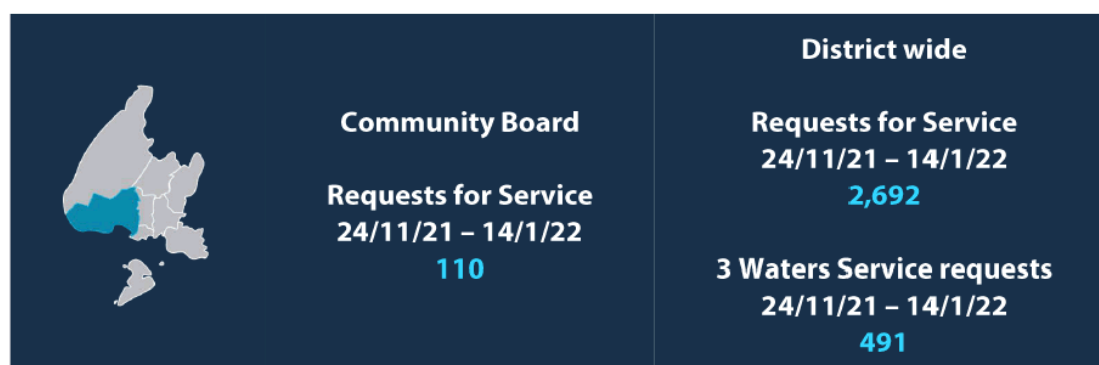
### 3. Service contracts

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
<b>10/01 – Water and waste water services operation and maintenance</b>	<p>Water and wastewater operations and maintenance in the Tuatapere Te Waewae community continues to run well with no significant issues.</p> <p>Planning continues to be in place for essential services delivery to continue under the traffic light system.</p>
<b>17/3 Waimea Alliance</b>	<p>Routine maintenance and cyclic works are ongoing.</p> <p>2022/2023 pre-reseal repair works will be starting soon with marking out and repair works. Maintenance metaling has been happening. Stabilising will be happening in January/February.</p> <p>Council's sealing contractors have been undertaking the seasons reseals in the district.</p>



CONTRACT NAME	CONTRACT MANAGER COMMENTARY
	<p>The Waimea drainage crew is working in the Tuatapere area, with works in the Lilburn area and culvert replacement in Happy Valley.</p> <p>First round of shoulder mowing, along with sealed road, bridge and street furniture spraying, started before the Christmas break and will continue through January.</p> <p>Several slips are still being investigated and priced in the Lilburn and Alton areas. This is ongoing.</p>
<b>16/52 Toilet contracts</b>	The Cosy Nook toilet install is completed. The Orepuki disposal field has failed and a temporary fix is in place. A permanent fix will be required.
<b>20/20 Mowing contract</b>	Delta has been completing the mowing to the required standard.
<b>Gardening -Tuatapere</b>	It is proposed the incumbent gardener will do the off-street areas at the community housing units, the recycling area gardens and the Green Heart reserve.

#### 4. Request for service data 24 November 2021 – 14 January 2022



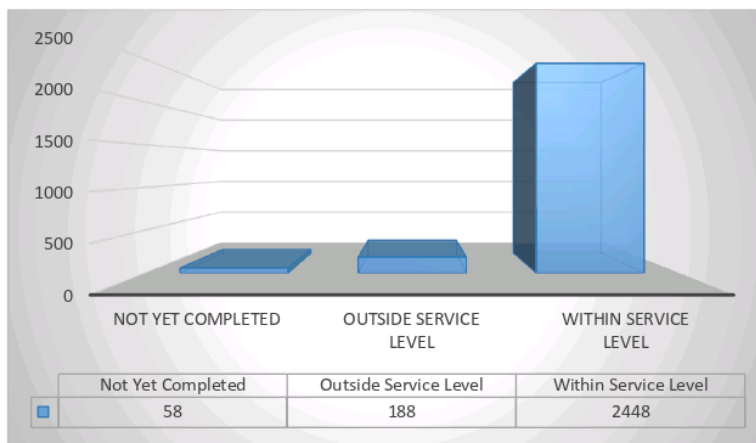
REQUEST TYPE	COUNT
3 or more street lights out	1
Community facilities - halls - repairs/maintenance	1
Community facilities general	4
Council housing - application	1
Council property enquiry	2
Culverts blocked - rural	3
Debris on sealed roads (safety)	1
Flooding roads	2
Gravel road faults	2
Hazards	1
New sign requests	1
Paper roads	2
Parks and reserves - repairs & maintenance	1
Rural water - no water supply	4
Rural water asset leak	14
Rural water low water pressure	3
Rural water main leak urgent	3
Rural water main location	2
Streetscape -vegetation	2
Toilets - cleaning, repairs and maintenance	6
Transport - road complaints	1
Transport general enquiries	10
Vegetation rural (overgrown or visibility issues)	1
Water and waste general	11
Water asset leak (main, hydrant, valve and meter)	9
Water main leak urgent burst	1
Water no supply	2
Water quality: smell, taste, colour, clarity	1
Water toby leak	3





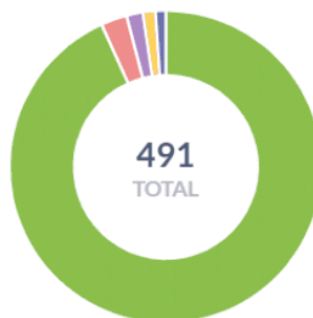
REQUEST TYPE	COUNT
Water toby location	1
Wheelie bin – non-compliance	1
Wheelie bin cancel/damaged/stolen	3
Wheelie bin collection complaints	3
Wheelie bin general enquiry	1
Wheelie bin new/size change/additional	5
Workmanship problem	1
<b>TOTAL</b>	<b>110</b>

#### RFS count by completion time status - district



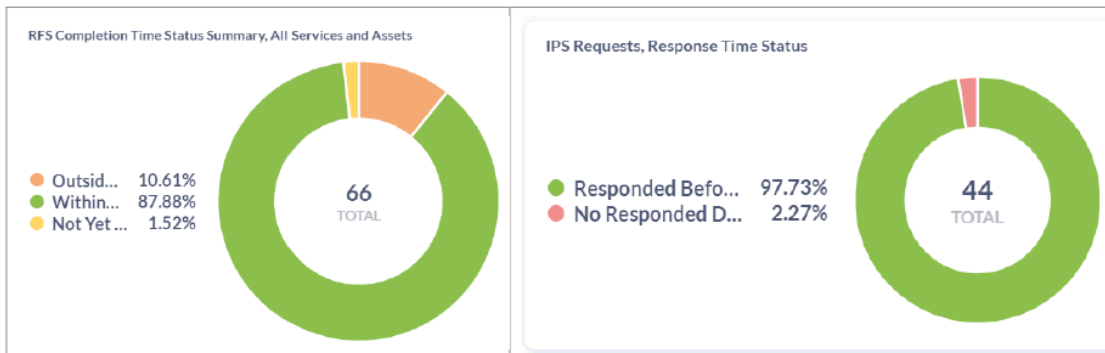
#### IPS Requests, Response Time Status

Responded Bef...	94.297%
No Responded ...	2.444%
Responded Afte...	1.426%
Not Yet Respon...	1.018%
Not Yet Respon...	0.815%





### RFS count by completion time status - local



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

### Orepuki - Business Units as at 31 December 2021

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Street Works - Orepuki	\$1,057	\$1,061	\$2,519	\$435	\$1,496	\$2,992			\$7,589
Refuse Collection - Orepuki	\$1,584	\$1,583	\$3,165	\$5,768	\$1,583	\$3,165			
Beautification - Orepuki	\$5,662	\$5,682	\$11,364	\$4,527	\$6,104	\$12,209			
Playground - Orepuki	\$3,737	\$3,750	\$7,500	\$861	\$4,080	\$8,161			
Hall - Orepuki	\$4,828	\$4,847	\$10,062	\$10,046	\$9,847	\$16,619			\$106,746
Railway Land - Orepuki			\$900	\$323	\$1,308	\$2,308			
<b>Total</b>	<b>\$16,868</b>	<b>\$16,922</b>	<b>\$35,510</b>	<b>\$21,961</b>	<b>\$24,418</b>	<b>\$45,454</b>	<b>\$0</b>	<b>\$0</b>	<b>\$114,335</b>

Orepuki income is \$16,868, which is slightly under budget (\$54).

Expenditure is \$21,961, which is \$2,457 less than budget. This is primarily due to minimal maintenance costs being incurred for the playground (\$3,219) and less mowing, gardening and internal work scheme costs in the beautification business unit (\$1,577), due to the majority of this work being undertaken in spring/ summer. Additionally, no street work maintenance has been required to date (\$1,061). These underspends are offset by refuse collection costs being \$4,185 over budget due to additional rubbish collection being required to date. The budget will be revised to reflect the increased costs during the February forecasting process.



<b>Tuatapere - Business Units as at 31 December 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>Expenses YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>
Cosy Nook	\$2,727	\$2,676	\$3,606						
Street Works - Tuatapere	\$1,313	\$1,318	\$2,636	\$164	\$1,482	\$2,964			\$1,500
Refuse Collection - Tuatapere	\$3,651	\$3,648	\$7,297	\$3,372	\$3,648	\$7,297			
Beautification - Tuatapere	\$25,715	\$25,806	\$60,058	\$15,828	\$27,094	\$52,809			
Tuatapere Parks & Reserves	\$12,644	\$12,688	\$25,855	\$8,523	\$16,866	\$52,728			\$57,191
Waiau River Collection	\$174	\$175	\$350		\$175	\$350			
Tuatapere Ward Pool Rate	\$2,542	\$2,534	\$5,898			\$5,067			
Hall - Tuatapere	\$8,367	\$8,457	\$16,914	\$7,575	\$13,856	\$62,410			
Boat Ramps - Tuatapere-Te WaeW	\$3,488	\$3,500	\$7,000	\$770	\$3,500	\$7,000			
<b>Total</b>	<b>\$60,621</b>	<b>\$60,802</b>	<b>\$129,614</b>	<b>\$36,233</b>	<b>\$66,621</b>	<b>\$190,625</b>	<b>\$0</b>	<b>\$0</b>	<b>\$58,691</b>

Tuatapere income is \$60,621, \$181 less than budget.

Expenditure is \$36,233, which is \$30,388 below budget. Beautification and parks and reserves business units are under spent (\$11,266 and \$8,343 respectively) due to lower mowing, gardening and maintenance required as this work is predominantly undertaken in spring/ summer. The hall has incurred lower electricity, cleaning and general maintenance costs (\$6,281). The boat ramps have only required limited maintenance to date (\$2,730).



<b>Tuatapere-Te Waewae - Business Units as at 31 December 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>Expenses YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>
Community Leadership Tuatapere	\$7,027	\$7,052	\$20,002	\$3,200	\$3,200	\$30,002			
Refuse Collection - Tuata Tewa									
Rec Reserve - Tuatapere-TeWae	\$2,026	\$2,034	\$4,067	\$1,455	\$2,959	\$4,567			
Hirstfield Reserve Committee	\$2,048	\$1,000	\$2,550						
Clifden Recreation Reserve Com	\$3,609	\$3,111	\$7,115	\$502	\$706	\$981			
Monowai Reserve & Playground	\$4,864	\$4,881	\$9,763	\$3,951	\$6,845	\$13,626			\$47,250
Hall - Clifden	\$3,639	\$3,639	\$7,277	\$1,908	\$4,176	\$7,277			
Hall - Orawia	\$5,056	\$5,078	\$10,661	\$3,913	\$6,207	\$11,216			
Clifden Bridge	\$2,491	\$2,500	\$5,000	\$250	\$2,750	\$5,500			\$10,000
<b>Total</b>	<b>\$30,760</b>	<b>\$29,294</b>	<b>\$66,435</b>	<b>\$15,178</b>	<b>\$26,843</b>	<b>\$73,169</b>	<b>\$0</b>	<b>\$0</b>	<b>\$57,250</b>

Tuatapere-Te Waewae income is \$30,760, which is \$1,466 over budget. This is predominately due to budget for the Hirstfield Reserve Committee being spread evenly over 12 months, however the income has all been received in the first six months (\$1,047). The budget will be phased in January to reflect this.

Expenditure is \$15,178, which is \$11,665 less than budget. The recreation reserve business unit is underspent due to lower mowing and rates costs incurred to date (\$1,504). Monowai reserve and playground is \$2,894 underspent due to less mowing and maintenance spend to date. The Clifden hall, Orawia hall and Clifden bridge are all under budget due to less maintenance to date (\$2,268, \$2,294 and \$2,500 respectively).





### Reserve balances

RESERVE	ACTUAL 30 JUNE 2021	BUDGET 30 JUNE 2022	FORECAST 30 JUNE 2022
Orepuki community centre	\$26,307	\$25,267	\$25,267
Orepuki general	\$27,483	\$27,881	\$21,147
<b>Total – Orepuki</b>	<b>\$53,790</b>	<b>\$53,148</b>	<b>\$46,414</b>
Tuatapere community centre	\$36,978	\$9,735	\$4,735
Elder park forestry	\$24,588	\$25,067	\$25,067
Tuatapere general	\$242,188	\$216,116	\$170,839
Tuatapere pool	\$36,986	\$37,817	\$37,817
Tuatapere property	\$3,149	\$3,212	\$3,212
Waiau river collection	\$648	\$665	\$665
Tuatapere water meridian contribution	\$7,517	\$7,664	\$7,664
<b>Total - Tuatapere</b>	<b>\$352,054</b>	<b>\$300,276</b>	<b>\$249,999</b>
Clifden recreation reserve	\$42,275	\$48,409	\$48,409
Cosy Nook reserve	\$28,665	\$32,271	\$32,271
Hirstfield reserve	\$26,368	\$28,918	\$28,918
<b>Total – Waiau Aparima</b>	<b>\$97,308</b>	<b>\$109,598</b>	<b>\$109,598</b>
<b>TOTAL RESERVES</b>	<b>\$503,152</b>	<b>\$463,022</b>	<b>\$406,011</b>

### Stormwater reserve balance

As part of reviewing how and what local community boards rate during the Long Term Plan process, boards asked staff how the stormwater reserves that were collected by each community were going to be treated going forward, once they were district wide rate funded. At the time staff indicated it was something Council needed to consider.

Staff presented to Council at its December 2021 meeting a report that outlined the different approaches communities within the district had used for collecting and funding stormwater projects and then how any surplus funds were held. This report highlighted that many communities hold reserves in specific stormwater reserves and others are holding funds within their general community reserves.

Legally, Council is required to use the funds collected by each rate for the activities that were being rated for. The local community rates was how funds were collected for stormwater and this rate was for activities within the community including stormwater, parks and reserves, streetworks etc. As such it has been a community decision whether to have any funds collected by this rate in a specific local reserve or in a general reserve and Council and community can decide to amalgamate these reserves or not.



In considering its proposed approach to these community stormwater reserves, Council wanted to ensure fairness to any proposed decision they made. As a result, Council has agreed the following steps in regards to separate stormwater reserves held by any community at this time.

1. That any interest earned on any local stormwater reserve balance that is still unspent since creation should be added to the local general reserves.
2. That where any community has an existing stormwater loan as well as an existing stormwater reserve, the stormwater loan will be repaid back to the extent of the balance remaining in the stormwater reserve. Three towns have local stormwater reserve balances and also have local stormwater loans. Given the decision to drawdown the loan was made prior to district funding, it was agreed that the reserve is used to repay the loans in accordance with historical funding decisions. Going forward any stormwater loans will be funded by the district stormwater rate.
3. That the remaining balance of the stormwater reserve be transferred to the local community general reserve.

The reserve transfer is effective as at 1 July 2021. This means that the general reserve will be increased by the amount shown will be available to fund any local project within the activities rates for within that community.

#### **Impact on Tuatapere Te Waewae Community Board**

The Community Board has not historically generated a stormwater reserve and thus any surplus from stormwater activities has already been accumulated directly into the local general reserve.

## Operational Report for Tuatapere Te Waewae Community Board - April 2022

Record No: R/22/2/5417

Author: Brendan Gray, Project delivery manager

Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision

☐ Recommendation

☒ Information

### Purpose of Report

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

### Recommendation

That the Tuatapere Te Waewae Community Board:

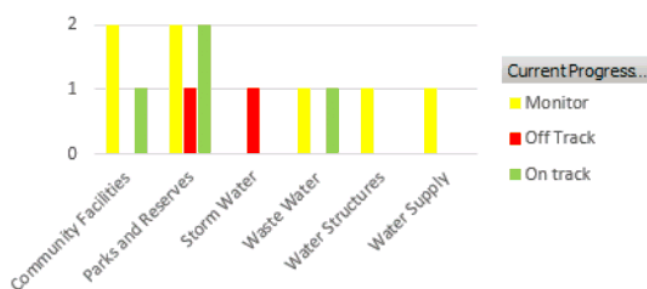
- a) **Receives the report titled "Operational Report for Tuatapere Te Waewae Community Board - April 2022" dated 1 April 2022.**

### Attachments

- A Report to Tuatapere Te Waewae Community Board - 11 April 2022 - operational report [link](#)



## 1. Projects within current financial year as at 17 March 2022



## 2. Progress since last reporting period

### CLARIFICATION OF FUNDING SOURCES

Local funded: footpaths, SIESA, water facilities, airport and halls.

District funded: water, sewerage, stormwater, cemeteries, toilets and roading.

Local or District funded (dependent on service): community facilities, open spaces and community grants.

ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
COMMUNITY FACILITIES	P-10573	Orepuki hall - exterior recladding	Delivery phase	Monitor	Estimated start date early June, likely we will need to carry forward to 2022/2023.	\$106,746
COMMUNITY FACILITIES	P-10583	Tuatapere hall - flooring	Delivery phase	On track	Contractor will be onsite in April.	\$40,000



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
<b>COMMUNITY FACILITIES</b>	P-10850	Tuatapere - investigation project railway station	Pre-delivery phase	Monitor	Site visits have occurred. Awaiting initial engagement with the board before proceeding. Background information being collated.	\$10,000
<b>PARKS AND RESERVES</b>	P-10368	Upgrade playground at Monowai	Initiation phase	Off track	Merged with project P-10770 (all comments and schedule will be done there).	\$30,000
<b>PARKS AND RESERVES</b>	P-10770	Monowai Village reserve playground - equipment replacement	Pre-delivery phase	On track	Full scope of works and options was presented to Monowai Community Group (as per original meeting) and options chosen. Module replacement has been ordered and was picked up for freight mid-March. Pavilion upgrades are proceeding but we are awaiting confirmation of all materials.	\$17,250
<b>PARKS AND RESERVES</b>	P-10821	Tuatapere Jack and Mattie Bennett Memorial Park playground - equipment renewal	Pre-delivery phase	On track	Final site visits have been completed with project manager and contractor for installation. Two options for the spinner play outcome were put out and selected. Using a local store didn't happen due to internal communications team timeframes however, staff received positive feedback, especially by local schools for doing this. Community board feedback welcome on this step. Equipment is in production. Some groundworks will be commencing soon and generic signage will be on site.	\$57,190



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
<b>PARKS AND RESERVES</b>	P-10849	Tuatapere - investigation project Main Street	Pre-delivery phase	Monitor	Site visits have occurred. Awaiting initial engagement with the board before proceeding. Background information being collated.	\$10,000
<b>PARKS AND RESERVES</b>	P-10944	Clifden Bridge toilet - interpretation panels	Business case phase	Monitor	Work continues on liaising with different groups on signage in the area, once that is complete, the design will get underway. The project will be finished by June.	\$10,000
<b>STORM WATER</b>	P-10437	Orepuki storm main upgrade Main Road	Pre-delivery phase	Off track	Design and pricing will be confirmed mid-April, then a decision to proceed or not will be made. We may not have any extra available funds through the stimulus funding, so other funding considerations will need to be evaluated.	\$240,000
<b>WASTE WATER</b>	P-10460	Monowai wastewater consent renewal	Pre-delivery phase	On track	This work will be done by Downer and should be completed end of March/ early April.	\$20,000
<b>WASTE WATER</b>	P-10481	Tuatapere wastewater-consent renewal	Pre-delivery phase	Monitor	This work will be done by Downer and should be completed end of March/ early April.	\$20,000
<b>WATER STRUCTURES</b>	P-10666	Tuatapere boat ramp - refurbishment	Pre-delivery phase	Monitor	Waiting on resource consent so we can start repairs.	\$5,000
<b>WATER SUPPLY</b>	P-10007	Upgrade water supply at Eastern Bush - stage 1	Pre-delivery phase	Monitor	Initial investigations are complete, but we have issues with the suitability of the water source. Further thought, design and source location need to be considered. This has pushed back progress on this project.	\$2,056,474





### 3. Service contracts

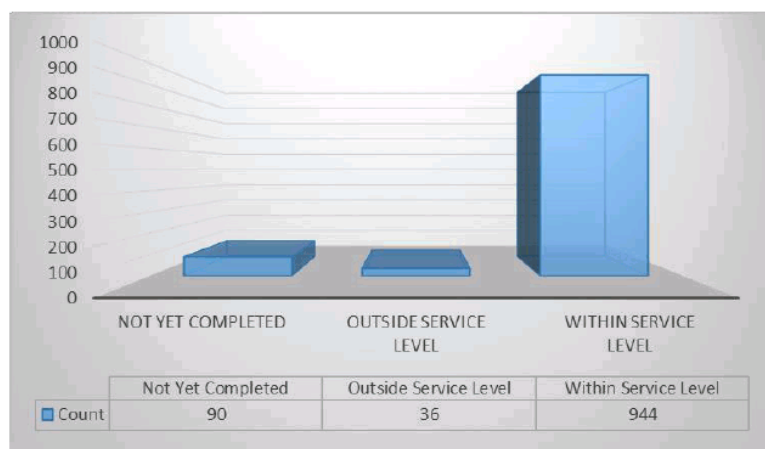
CONTRACT NAME	CONTRACT MANAGER COMMENTARY
<b>10/01 – Water and waste water services operation and maintenance</b>	<p>The contract remains operating well, with no significant issues being made aware to the three waters team.</p> <p>Contingencies remain in place to ensure delivery of essential services continue in the event of Covid-19 affecting staff.</p>
<b>17/3 Waimea Alliance</b>	<p>Routine maintenance and cyclic works are ongoing.</p> <p>2022/2023 pre-reseal repair works are ongoing with all stabilising completed, along with a small amount of depressions and edge break. Maintenance metaling has been continuing.</p> <p>Council's sealing contractors have been undertaking the seasons reseals in the district.</p> <p>The Waimea drainage crew is working in the Tuatapere area, they have replaced a deep culvert on Happy Valley and are continuing works in the Lilburn Valley, with water channel cleaning and culvert repairs.</p> <p>The second round of shoulder mowing was completed this period.</p> <p>The three slips in the Lilburn/ Alton area have repairs starting this coming period.</p> <p>95% of service covers have been adjusted for the next sealing season, this has been undertaken by subcontractors to allow SouthRoads staff to concentrate on other works, majority of these were located in the same area.</p> <p>There has been significant sign vandalism over this last period, as indicated in the media.</p>
<b>16/52 Toilet contracts</b>	<p>Lack of rain has meant Orepuki tanks needed to be replenished via Cleanways.</p>
<b>20/20 Mowing contract</b>	<p>The recent dry weather has reduced the grass growth significantly, and there has been no complaints about the mowing since the last meeting.</p>
<b>Gardening -Tuatapere</b>	<p>Gardening has continued on a shared basis. Additional spraying will be undertaken in the Greenheart reserve to control the broom.</p>

#### 4. Request for service data 14 January 2022 – 10 March 2022

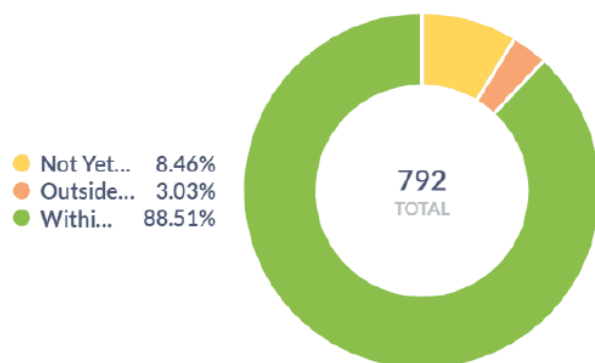
Community Board		District wide
	<b>Requests for Service</b> 14/01/22 – 10/3/22	<b>Requests for Service</b> 14/01/22 – 10/3/22
	<b>55</b>	<b>1,070</b>
		<b>3 Waters Service requests</b> 14/01/22 – 10/3/22
		<b>234</b>

REQUEST TYPE	COUNT
Community facilities - halls - repairs/maintenance	1
Council housing - repairs and maintenance	5
Council property enquiry	2
Footpaths	1
Miscellaneous problem	1
Parks and reserves - repairs and maintenance	2
Rural water asset leak	4
Streetscape -vegetation	1
Toilets - cleaning, repairs and maintenance	4
Transport general enquiries	5
Vegetation rural (overgrown or visibility issues)	1
Water and waste general	4
Water asset leak (main, hydrant, valve and meter)	9
Water no supply	2
Water toby damaged (not safety issue)	1
Water toby leak	2
Wheelie bin - non-compliance	7
Wheelie bin cancel/damaged/stolen	1
Wheelie bin general enquiry	1
Wheelie bin new/size change/additional	1
<b>TOTAL</b>	<b>55</b>

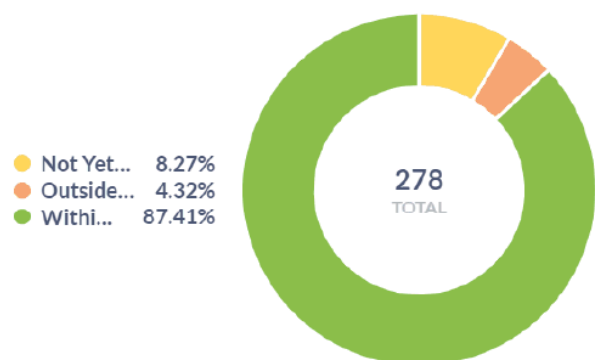
### RFS count by completion time status – district



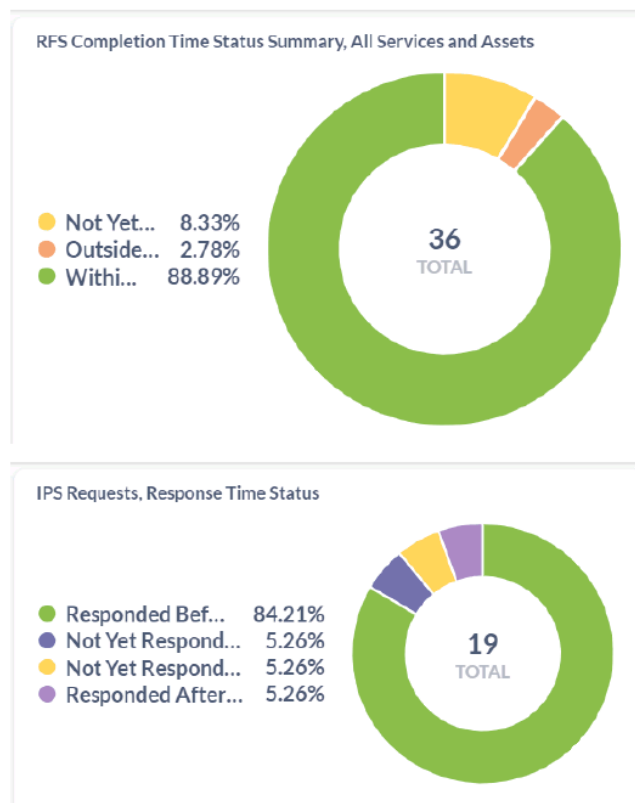
### RFS Completion Time Status Summary, All Services and Assets



### RFS Completion Time, Services and Assets Group, not street address



### RFS count by completion time status – local



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>Orepuki - Business Units as at 28 February 2022</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>Expenses 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 - Orepuki	\$1,403	\$1,414	\$2,519	\$581	\$1,995	\$2,992			\$7,589
Refuse Collection - Orepuki	\$2,112	\$2,110	\$3,165	\$10,110	\$2,110	\$3,165			
Beautification - Orepuki	\$7,519	\$7,576	\$11,364	\$6,269	\$8,139	\$12,209			
Playground - Orepuki	\$4,962	\$5,000	\$7,500	\$1,092	\$5,441	\$8,161			
Hall - Orepuki	\$6,345	\$6,463	\$10,062	\$11,352	\$12,104	\$16,619			\$106,746
Railway Land - Orepuki			\$900	\$323	\$1,641	\$2,308			
<b>Total</b>	<b>\$22,342</b>	<b>\$22,563</b>	<b>\$35,510</b>	<b>\$29,728</b>	<b>\$31,430</b>	<b>\$45,454</b>	<b>\$0</b>	<b>\$0</b>	<b>\$114,335</b>

Orepuki income is \$22,342, which is slightly under budget (\$221).

Expenditure is \$29,728, which is \$1,702 less than budget. This is primarily due to minimal maintenance costs being incurred for the playground (\$4,349) and less mowing, gardening and internal work scheme costs in the beautification business unit (\$1,870). Additionally, no street work maintenance has been required to date (\$1,414). These underspends are offset by refuse collection costs being \$8,000 over budget due to additional rubbish collection being required to date due to an increase in visitors to the area.



### Tuatapere - Business Units as at 28 February 2022

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Cosy Nook	\$2,840	\$2,784	\$3,606						
Street Works - Tuatapere	\$1,744	\$1,757	\$2,636	\$219	\$1,976	\$2,964			\$1,500
Refuse Collection - Tuatapere	\$4,870	\$4,865	\$7,297	\$4,392	\$4,865	\$7,297			
Beautification - Tuatapere	\$34,148	\$34,407	\$60,058	\$22,277	\$35,666	\$52,809			
Tuatapere Parks & Reserves	\$16,790	\$16,917	\$25,855	\$10,971	\$22,153	\$52,728		\$11,914	\$57,191
Waiau River Collection	\$232	\$233	\$350		\$233	\$350			
Tuatapere Ward Pool Rate	\$3,386	\$3,378	\$5,898			\$5,067			
Hall - Tuatapere	\$11,099	\$11,276	\$16,914	\$8,199	\$11,707	\$62,410			
Boat Ramps - Tuatapere-Te WaeW	\$4,631	\$4,667	\$7,000	\$770	\$4,667	\$7,000			
<b>Total</b>	<b>\$79,741</b>	<b>\$80,285</b>	<b>\$129,614</b>	<b>\$46,827</b>	<b>\$81,267</b>	<b>\$190,625</b>	<b>\$0</b>	<b>\$11,914</b>	<b>\$58,691</b>

Tuatapere income is \$79,741, slightly less than budget (\$544).

Expenditure is \$46,827, which is \$34,440 below budget. Beautification and parks and reserves business units are underspent (\$13,339 and \$11,183 respectively) due to lower mowing, gardening and maintenance required to date. The hall has incurred lower electricity, cleaning and general maintenance costs (\$3,508). The boat ramps have only required limited maintenance to date and therefore is under budget by \$3,897.

Capital expenditure is an \$11,914 underspend due to the Jack and Mattie Bennett Memorial Park playground, equipment renewal project. As discussed above, ground works on this project are expected to start soon.





### Tuatapere-Te Waewae - Business Units as at 28 February 2022

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Community Leadership Tuatapere	\$9,332	\$9,403	\$20,002	\$3,200	\$3,200	\$30,002			
Refuse Collection - Tuata Tewa									
Rec Reserve - Tuatapere-TeWae	\$2,691	\$2,711	\$4,067	\$1,538	\$3,495	\$4,567			
Hirstfield Reserve Committee	\$2,048	\$1,333	\$2,550						
Clifden Recreation Reserve Com	\$3,609	\$6,222	\$7,115	\$502	\$798	\$981			
Monowai Reserve & Playground	\$6,460	\$6,509	\$9,763	\$5,653	\$9,105	\$13,626		\$47,250	\$47,250
Hall - Clifden	\$4,852	\$4,851	\$7,277	\$2,856	\$5,210	\$7,277			
Hall - Orawia	\$6,721	\$6,770	\$10,661	\$4,243	\$7,877	\$11,216			
Clifden Bridge	\$3,308	\$3,333	\$5,000	\$333	\$3,667	\$5,500			\$10,000
<b>Total</b>	<b>\$39,019</b>	<b>\$41,133</b>	<b>\$66,435</b>	<b>\$18,324</b>	<b>\$33,351</b>	<b>\$73,169</b>	<b>\$0</b>	<b>\$47,250</b>	<b>\$57,250</b>

Tuatapere-Te Waewae income is \$39,019 which is \$2,114 under budget. This is predominately due to rentals on Clifden recreation reserve being invoiced six monthly in September and March, instead of yearly in December as the budget is currently phased.

Expenditure is \$18,324 which is \$15,027 less than budget. The recreation reserve business unit is underspent due to lower mowing incurred to date (\$1,496). Monowai reserve and playground is \$3,452 underspent due to less mowing and maintenance spend to date. The Clifden hall, Orawia hall and Clifden bridge are all under budget due to less reactive maintenance to date (\$2,355, \$3,634 and \$3,333 respectively).

Capital expenditure is \$47,250 under budget due to the progress of the Monowai playground equipment replacement project, however the equipment was ordered and shipped in March (as described above).



### Reserve balances

RESERVE	ACTUAL 30 JUNE 2021	BUDGET 30 JUNE 2022	FORECAST 30 JUNE 2022
Orepuki community centre	\$26,307	\$25,267	\$25,267
Orepuki general	\$27,483	\$27,881	\$21,147
<b>Total – Orepuki</b>	<b>\$53,790</b>	<b>\$53,148</b>	<b>\$46,414</b>
Tuatapere community centre	\$36,978	\$9,735	\$4,735
Elder park forestry	\$24,588	\$25,067	\$25,067
Tuatapere general	\$242,188	\$216,116	\$170,839
Tuatapere pool	\$36,986	\$37,817	\$37,817
Tuatapere property	\$3,149	\$3,212	\$3,212
Waiau river collection	\$648	\$665	\$665
Tuatapere water meridian contribution	\$7,517	\$7,664	\$7,664
<b>Total – Tuatapere</b>	<b>\$352,054</b>	<b>\$300,276</b>	<b>\$249,999</b>
Clifden recreation reserve	\$42,275	\$48,409	\$48,409
Cosy Nook reserve	\$28,665	\$32,271	\$32,271
Hirstfield reserve	\$26,368	\$28,918	\$28,918
<b>Total – Waiau Aparima</b>	<b>\$97,308</b>	<b>\$109,598</b>	<b>\$109,598</b>
<b>TOTAL RESERVES</b>	<b>\$503,152</b>	<b>\$463,022</b>	<b>\$406,011</b>

### Stormwater reserve balance

As part of reviewing how and what local community boards rate during the Long Term Plan process, boards asked staff how the stormwater reserves that were collected by each community were going to be treated going forward, once they were district wide rate funded. At the time staff indicated it was something Council needed to consider.

Staff presented to Council at its December 2021 meeting a report that outlined the different approaches communities within the district had used for collecting and funding stormwater projects and then how any surplus funds were held. This report highlighted that many communities hold reserves in specific stormwater reserves and others are holding funds within their general community reserves.

Legally, Council is required to use the funds collected by each rate for the activities that were being rated for. The local community rates was how funds were collected for stormwater and this rate was for activities within the community including stormwater, parks and reserves, streetworks etc. As such it has been a community decision whether to have any funds collected by this rate in a specific local reserve or in a general reserve and Council and community can decide to amalgamate these reserves or not.



In considering its proposed approach to these community stormwater reserves, Council wanted to ensure fairness to any proposed decision they made. As a result, Council has agreed the following steps in regards to separate stormwater reserves held by any community at this time.

1. That any interest earned on any local stormwater reserve balance that is still unspent since creation should be added to the local general reserves.
2. That where any community has an existing stormwater loan as well as an existing stormwater reserve, the stormwater loan will be repaid back to the extent of the balance remaining in the stormwater reserve. Three towns have local stormwater reserve balances and also have local stormwater loans. Given the decision to drawdown the loan was made prior to district funding, it was agreed that the reserve is used to repay the loans in accordance with historical funding decisions. Going forward any stormwater loans will be funded by the district stormwater rate.
3. That the remaining balance of the stormwater reserve be transferred to the local community general reserve.

The reserve transfer is effective as at 1 July 2021. This means that the general reserve will be increased by the amount shown will be available to fund any local project within the activities rates for within that community.

#### **Impact on Tuatapere Te Waewae Community Board**

The Community Board has not historically generated a stormwater reserve and thus any surplus from stormwater activities has already been accumulated directly into the local general reserve.



## Council report - February 2022

Record no: R/22/1/1399

Author: Simon Moran, Community partnership leader

Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision

☐ Recommendation

☒ Information

### Recommendation

That Tuatapere Te Waewae Community Board:

- a) **Receives the report titled “Council report - February 2022” dated 1 March 2022.**

### Chief executive update

The review into the Future for Local Government has released its interim report. It is called Ārewa ake te Kaupapa.

The review panel will meet with each council to discuss the review and seek feedback. At this stage the dates are not known, but it is expected that for Southland District Council, the meeting will happen in the first quarter of 2022. As soon as the dates are finalised the information will be shared with all elected members of Council and community boards.

### Legislative reforms

The Ministry for the Environment has provided some additional information on the environmental reform. The select committee have released its report after about 3000 submissions were received on the exposure draft of the Natural and Built Environment Bill. The report recommends changes to the purpose, Te Tiriti provisions, environmental limits and clarifying outcomes among other things. It is anticipated more feedback will be sought with local government on the roles and responsibilities of regional committees and also the proposed National Policy Statement of Indigenous Biodiversity.

### Projects

The total project budget for 2021/2022 (including carry forwards and approved unbudgeted expenditure) is \$50 million.

PROJECT	DESCRIPTION	PLANNING, INCLUDING CONSENTING	PHYSICAL WORK STARTED	ESTIMATED COMPLETION
<b>Generator unit 2</b>	SIESA	Complete	Complete	Complete
<b>Centre Hill erosion</b>	Cycle trail, at Centre Hill	Yes		
<b>Pavement improvements</b>	Te Anau Airport, Manapouri	Yes – preliminary groundwater monitoring taking place		
WATER				

PROJECT	DESCRIPTION	PLANNING, INCLUDING CONSENTING	PHYSICAL WORK STARTED	ESTIMATED COMPLETION
<b>Water supply treatment plant upgrade</b>	Manapouri	Design work continues		
<b>Water supply treatment plant upgrade</b>	Eastern Bush Otahu Flat	Pre-design investigation		
<b>Water supply treatment plant upgrade</b>	Tuatapere, aerator	Complete	Complete	Complete
<b>Water supply booster station upgrade</b>	Sandy Brown Road, Te Anau	Planning complete		
<b>Water supply treatment plant upgrade</b>	Riverton, UV treatment room	Complete	Started	
<b>Water supply</b>	Mossburn, wellhead improvements	Complete	Complete	Complete
<b>Water supply treatment plant upgrade</b>	Winton, pH correction	Design phase		
<b>WASTEWATER</b>				
<b>Wastewater treatment plant</b>	Edendale- Wyndham \$3 million budget	Revised strategy – consultant to look at options, key change to disposal		
<b>Wastewater treatment plant</b>	Manapouri \$4 million budget	Pond drop test, sludge surveys done, drone contouring planned, working group ongoing		
<b>Wastewater treatment plant</b>	Riversdale \$2.6 million	Planning complete, land purchase approved		
<b>Wastewater treatment plant</b>	Winton \$25 million	Strategy revised and more work being done		
<b>Disposal field</b>	Stewart Island \$300,000	Design completed	Early in the new year	
<b>Pipes</b>	Gap Road East	Completed	Bridge crossing	



PROJECT	DESCRIPTION	PLANNING, INCLUDING CONSENTING	PHYSICAL WORK STARTED	ESTIMATED COMPLETION
			only outstanding item	
<b>Stimulus project</b>	Throughout Southland – programme extended to 30 June 2022	Two under design, three with completed design	Seven under way	16 complete
<b>Taramea Bay phase 1</b>	Walking track from playground to Pilot Hill	Contract awarded (about \$100,000)		
<b>Toilet replacements</b>	Across Southland, \$1.9 million	Tender awarded		
ROADING				
<b>Road rehabilitation</b>	Five projects throughout Southland – worth \$3.2 million	One tender still to be let	Four underway	
<b>Bridge replacement</b>	Across Southland, \$2.5 million	Tenders about to be let	To begin in new year	

## Water and waste operations

- several mains burst, some of which have required significant repairs
- good compliance results at treatment plants are performing well, with good compliance results.
- recent mains bursts in Lumsden highlight vulnerability of network - staff investigating possibility of replacing large section of main.

## Project delivery team

- another seven new contractors added to pre-approved subcontractor pool.

## Community facilities

- difficulty in attracting contractors to carry out smaller value projects - a risk to ability to deliver all projects
- open spaces works programme being prepared
- mowing started throughout the District with Delta and McDonough working on their new areas
- two gardening contracts (Tuatapere and Otautau) still to be finalised. Working within the road corridor and complying with the traffic management requirements is proving to be the biggest hurdle to get the local contractors approved.

## District wide roading programme

- footpath review and reassessment of footpath renewal completed and going to boards
- ongoing preliminary work and engagement with Kiwi Rail about Waianiwa Bridge on Argyle Otahuti Road
- resurfacing programme started on 1 October and runs through until 30 March.

## Finance

- every three years, Council must value all properties in the District for rating purposes. Council's independent valuers, Quotable Value Limited (QV), analyse the District's property market through sales, resource and building consent information
- originally QV was expected to complete the revaluation at the end of November 2021 with notices of the revised values due to be sent to owners in early December. However, this process has been delayed following an audit of the revised values by officer of the valuer general (OCG) in November 2021. While the audit found that the revaluation of land use categories generally meet the standard required in the rules, the lifestyle category requires further statistical testing and review. QV are currently carrying out a review of this category and will resubmit the files to the auditors at an agreed date (likely to be early next year). Once finalised and approved the revised values will be deemed to be the value as at 1 August 2021 and will be effective in the District Valuation Roll ("DVR"). QV will then send notices to owners to advise them of their revised property value and the process to follow if they wish to object
- the new valuations will be used to calculate rates from 1 July 2022 (with the new capital value used to share out the costs of the general rate and roading rate). The revaluation won't affect the total amount of money Council collects from rates, but it may affect how the rates are shared out across the District. An increase in property value does not automatically mean properties will pay more in rates. An increase in rates is more likely where a property's value increases more than the average increase across the District. If a property increases in value but this increase is below the average, the property will pay less in rates
- more information on the rating impact of the revaluation will be prepared as part of the 2022/2023 Annual Plan.

## Around the Mountains Cycle Trail

- 38 official partners signed up for this season
- trail trust established
- charter trips on Kingston Flyer
- new event – Race the Train – 15 January.

## Property

- rent review and renewal of Riverton Harbour Endowment farming leases – happens every 21 years.

## Environmental policy

- review of District Plan landscapes chapter continuing, with plan change likely to be notified in the new year
- guidance material being prepared on district plan interpretation and planning processes

## Environmental health

- ten new food businesses started up in past two months
- hearing successful for Travellers Rest Tavern, who responded well to concerns raised by agencies
- hearing to be held for proposed bottle store in Winton, no date set.

## Stewart Island visitor levy numbers

- from July 2020 to June 2021, the number of visitors (over 18 years of age and excluding exemptions to the visitor levy) to Stewart Island Rakiura were 41,938. This was an increase of 5,328 on the previous period (July 2019 to June 2020) and nearly back to pre Covid levels (July 2018-June 2019) of 43,991.

## Libraries

- preparation for RIFD (radio frequency identification) project rollout is close with most libraries having been tagged with new RFID chips and then scanned into the system – only Te Anau, Stewart Island and our stored items from the Winton library to be done.

## Customer support

- 3490 calls during November, with an average wait time of 21 seconds
- staff being trained in online registrations and updating NAR records
- first stage of RFS review almost complete with only transport and water and waste to bring over to the new system
- charges for credit card payments introduced in October – some negative feedback.

## Building consents

- four building consents exceeded timeframes due to system error and higher than usual demand for inspections
- 142 building consents being processed by Council (65 of those waiting for further information). In November 66% of consents required further information – an improvement from last month
- 14% of all building warrant of fitness audits have been completed to date

## Attachments

There are no attachments for this report.

## Council report - April 2022

Record No: R/22/3/12050

Author: Simon Moran, Community partnership leader

Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision

☐ Recommendation

☒ Information

### Recommendation

That Tuatapere Te Waewae Community Board:

- a) **Receives the report titled “Council report - April 2022” dated 4 April 2022.**

### Chief executive update

#### Future for local government

- This government led review is in its second stage with the panel meeting with councils via Zoom.
- Southland District Council met with the panel last week and shared its views around future governance proposals based on our experience of providing services to a relatively small population spread over a very large district.
- The next report from the panel is expected to be delivered to government in late October or November this year.

#### Covid-19

- Recent announcements about the border reopening are welcome news for parts of our District that have been affected by the lack of visitors. Great South is coordinating applications for kick start funding for eligible businesses to restart for the return of visitors.
- At the time of writing the Covid-19 outbreak has yet to peak in southland but hopefully this is not far away
- The IMT are closely monitoring the situation and we are looking forward to resuming face to face meetings as soon as is safe to do so.

### Water and waste operations

#### Operations and maintenance contract 10/01

- The contract is continuing to operate well with no reported non-conformances for KPIs across February.
- There is an ongoing occasional issue regarding the taste of potable water in Riverton. This is due to the extended dry summer and low river flow. Please note that other than the taste the water does still meet the current New Zealand Drinking Water Standards.
- Leak detection work has recently been completed in Otatau. Results show an estimated combined township leakage rate of 171 l/min. Downer have been made aware of locations

inside Council land to repair leaks and letters to fix have been delivered to residential properties where leaks were detected.

- Given that Omicron is now rampant in the community and cases have been reported in Southland, the limiting of non-essential staff to wastewater and in particular water treatment plants remains in place. Both Downer and water and waste have Covid protocols in place regarding this. This will likely remain in place for future months with the aim of protecting Downer operators who are vitally important critical workers.
- It should also be noted that delivery of equipment and materials are beginning to experience growing delays and is an extra consideration that Downer and Southland District Council need to be aware of going forward.

#### Water

- Final design underway on the Manapouri water treatment plant upgrade project.
- Pre-design investigation work continues on the Eastern Bush Otahu Flat water treatment plant upgrade.
- The Sandy Brown Road booster station upgrade will start construction phase in April.
- Riverton water treatment plant UV treatment awaiting final electrical commissioning.
- Winton water treatment plant pH correction project is still progressing through design

#### Wastewater

- Riversdale wastewater treatment upgrade has all the necessary consents required to proceed, and the land acquisition has been completed. The final design of this project is being completed, with the procurement planned to commence in June 2022 and construction to begin late 2022 and be completed within the summer months of 2023
- Winton wastewater planning has progressed and a business case with the shortlisted options is close to being finalised.
- The work with design options and consultation with the local working group is continuing.

#### Te Anau wastewater treatment plant upgrade

- The newly constructed and completed Te Anau wastewater membrane plant and Kepler disposal fields are operating well, with Downer operating the plant 100%.
- The dry Southland summer has prevented a second baleage cut from occurring on the non-disposed area, but a second cut was required for the 30-hectare disposed area, with an additional cut planned prior to winter.

#### Stimulus programme

- All of the asbestos cement water main renewal projects have been completed which is a great achievement for our Southland District Council team and the panel contractors and designers.



- The condition assessment panel is tracking well. Works packages have been completed in Te Anau, Winton and Riverton. January to March will see the commencement of works in Lumsden, Balfour and Otautau.
- The Caswell Road sewer main (and water main) upgrade is well underway and progressing ahead of programme. Similarly, the Wyndham stormwater upgrade has now been completed ahead of programme. Enabling works for the Woodlands stormwater upgrade have been completed and the contractor is due to establish onsite in mid-April in line with the school holidays.
- Both the Stewart Island/Rakiura disposal field work for the waste water treatment and the Main Street stormwater improvement work are behind schedule through design but are both due to start construction in March and April respectively.
- Orepuki stormwater has gone through a change in design alignment to better suit the needs of the township, and we are expecting full design completed by the end of March for construction to begin April, May.
- We are confident that we will deliver the stimulus programme in full by the end of June deadline.

### Project delivery team

- The assistant project manager vacancy has now been filled. The successful applicant is Kelsey Baker who is working fulltime from the office at 20 Don Street and will focus on community facility projects for a start whilst she comes to terms with Council policies, procedures and operations. The project manager role is still outstanding.
- The TIF project funding prerequisite requirements are still progressing with an opportunity and agreement from MBIE to apply for partial funding for those projects where no resource or building consents are required. At this stage that only covers off the View Street carpark and walkway upgrade but within the next two weeks we hope to have the majority of the building consents for the new toilets approved and a partial funding agreement in place. Following on from this will be the remainder of the funding to be applied for once we have the resource consents in place for the boat ramps and the Frasers Beach toilet.
- Covid-19 continues to be a challenge to work through as product delays are realised and labour shortages occur within project deliverables. We are extending deliverable timeframes to include these delays where known and ensuring specific materials used within project scopes are available at time of tendering.

### Community facilities

- Staff are starting to see some progress in the delivery of projects. A number of the toilet projects have been completed and consultants are starting the investigation projects. We will be working with the communications team to share some of these stories with the community. The work scheme team are providing assistance with some of the smaller projects which have not been able to be picked up by the local contracting community.

- This comment is even more relevant now as we start to see community transmission of Covid-19. The team is finding that it is difficult to attract contractors to carry out the smaller value projects and although there was interest from contractors at the drop-in sessions the one-off projects do not appear to be of interest to them at the moment. Either we aren't getting any responses from the market or the prices submitted exceed the budget. With 81 projects to deliver this is something that needs to be highlighted as a risk to our ability to deliver all of these projects this financial year. Staff are working with the project delivery team to see if there are alternative ways to market these projects so that they are more palatable to potential contractors.
- Staff have completed a number of projects and an update on progress of all of the projects will be delivered to services and assets committee at the next available time. Staff are also looking at providing the services and assets committee an update on the following pieces of work at the May services and assets workshop: Open spaces, hall online booking system and the tree plan.
- Staff presented a report to Council with the proposed concept for delivering the open spaces project over the next seven years. This was received favourably by councillors and paves the way for some exciting opportunities. Staff have carried out interviews for the open spaces position and the position was offered to and accepted by an internal applicant.
- Mowing has slowed down with the lack of rain and the towns are looking neat and tidy. There are some issues with the spraying that were identified prior to the end of last year that have now been resolved with the contractors.
- Project scoping documents for the 2022/2023 financial year have been sent out to all of the community boards for comment prior to being submitted for approval at the next available round of community board meetings. Communication has gone out to the communities so that they are also aware of what projects will be completed in their local areas and can raise any issues with the community boards. Our intention is to front foot next year's projects so that staff are in a position to have the work out to the market as soon as possible to avoid delays in delivery.

## Forestry (IFS)

- The rearrangement of the harvest plan to minimise the effect of losses from the windthrow damage in Waikaia and Ohai forest was successful with good recovery.
- Planting, and land preparation is almost complete in both Waikaia and Ohai.

## Around the Mountains Cycle Trail

- The cycle trail was busy in March with three large events utilising the Around the Mountains Cycle Trail. God Zone, Sound 2 Sounds and Tour Aotearoa.
- Pre-development project work to address the Centre Hill erosion is continuing and Council is liaising with Landcorp to identify suitable solutions including appropriate survey instruments for the site.

- An independent audit of the cycle trail was conducted in December by Southern Land, and they have provided a report with recommendations.
- New Zealand Cycle Trails have a signage project for all 22 great rides around New Zealand, we are liaising with land owners about signage installation.
- Around the Mountains Cycle Trail Trust – The trust is holding monthly meetings, and see a key aspect and priority for the trust is developing a strategic vision for the trail.

## Property

- The property management team continue to be extremely busy. Queries and enquiries relate to the numerous Council properties which include unformed roads around the District. As people look at dealing with issues related to their properties, and with the more easily availability of information online, like photos and boundary locations, this means that many issues or proposal require communications with Council as a property owner.
- Internally the increase in Council projects, as well as referrals of resource and building consents has resulted in increased demand on staff time to ensure Councils input as a landowner is being considered and protected as appropriate.
- On top of that, business as usual work including lease administration, acquisitions, disposals, community housing tenancies and general advice to staff and elected representatives is also consuming much time.
- Larger activities completed or nearing completion are finalisation of the leases and rentals for the Kepler disposal field, getting the Luxmore development land to market and getting the acquisition of the Riversdale disposal field extension to settlement stage.

## Environmental health

- A District Licencing Committee hearing is to be held on 5 and 6 April (remotely) regarding the application for a bottle store in Winton.
- The appeal of the District Licencing Committee's decision to decline the off-licence for a proposed premise in Riverton is not expected to have a hearing date set for some time due to Covid-19 restrictions.
- In conjunction with the customer services team we're getting ready to kick off the annual dog registration process.
- We're about to begin reviewing the Agency and Gambling Venue Policy (to be completed by 22 August).

## Libraries

- The libraries team is currently waiting on hardware for our RFID project to land in Auckland from Melbourne. The major disruptions to the New Zealand freight/courier system is expected to delay this hardware reaching Invercargill in the short term. Once the hardware arrives we will begin looking at rolling out the new system to each of our libraries, one at a time over a two week period. The rollout to Winton may be delayed further due to

IT equipment shortages that have delayed sourcing networking equipment for our IT cabinet within the refurbished library.

- The Winton library refurbishment is getting near to completion. We have had a number of setbacks including Covid-19 impacting many of our contractor teams. The lynch pin of the refurbishment has been our archival shelving units which have now been installed, this has allowed the team to begin the shift out of Brandon Street (where the lease expires at the end of the month) and into the refurbished library. We are hoping to have fully exited Brandon Street by Monday, 28 March resulting in four staff members being permanently based in the new building. The shift from the RSA will not occur till mid-late April.

## Customer support

- 3,160 calls for February – average wait 27 seconds.
- Continuing work on NARS (name and address register) and data cleansing.

## Building consents

- The team issued 96 building consents in February 2021 (92% within statutory timeframe) and made 55 CCC decisions (98% within statutory timeframe).
- Only seven of eight decisions exceeded timeframes due to capacity challenges in the team which have been exacerbated by Covid-19 in the community. One consent which exceeded timeframe was due to human error.
- Council continue to receive a higher volume of consents than average with 90 consents received during February 2022 (14% more than February 2021) and 95% more than January 2022.
- 180 building consents are currently being processed by Council (76 of those waiting for Further Information). In February 2021 72% of consents received by Council required further information prior to being issued.
- Inspection volumes reduced slightly with 478 inspections completed in February 2022 at a pass rate of 83%.
- 14% of all building warrant of fitness audits have been completed to date and the team continue to be on track to achieve the annual target of 20%.
- The teams remote IANZ Accreditation Assessment was completed in mid-February 2022 with seven general non-conformance (GNC) issued in total. The team are in the process of clearing these non-conformances, with full clearance due by May 2022.
- The building team introduced a customer survey at the bottom of each email in an attempt to receive timely and relevant feedback from the industry and community alike.

## Resource management

### Resource consents

- Initial indications are that the volume and complexity of resource consents will continue for the rest of 2022 with a number of large-scale projects seeking consent. Two projects in the

media currently are the DataGrid and the New Brighton coal mine which are likely to be lodged with Council for processing in the first half of 2022. In February this year the team processed 46 consent decision which is the highest on record for a number of years.

### Environmental policy

- Work is continuing on the review of the landscapes chapter of the Operative Southland District Plan 2018. The next component of this work is to continue drafting the new section of the District Plan, workshopping it with the Regulatory and Consents Committee and iwi then initiating preliminary consultation with affected land owners. It's anticipated that notification of the plan change will occur in the last portion of 2022. Additional policy capacity in the team has been focused on preparing guidance material to support consultants and our communities on district plan interpretation and planning processes following the identification of some opportunities in this space.

### Enforcement

- In the enforcement space, there was a successful prosecution on a land owner who was collecting wrecked cars on a property in Dipton. The court imposed a \$25,000 fine, court costs and also the costs associated with a contaminated land report. This is a success across multiple fronts including testing the District Plan in this way, the result for the adjoining neighbours and also the precedent effect to deter others from doing the same.

### Legislative reforms

- An Otago/Southland planning managers hui was held in Alexandra on 24 February. Mike Theelen and Rachel Brooking attended and provided an update on the reform from what they're seeing at the local government steering group and select committee level. The reforms are seeking to co-ordinate and reconcile a massive number of complex environmental, social, commercial, cultural, intergenerational and climate change factors in order to establish regional spatial strategies and regional environmental plans. The new legislation is proposed to be introduced to parliament towards the end of this year.

### Attachments

There are no attachments for this report.





## Tuatapere railway station building - unbudgeted expenditure

Record No: R/22/4/12996

Author: Mark Day, Community facilities manager

Approved by: Nick Hamlin, Group manager programme delivery

☒ Decision

☐ Recommendation

☐ Information

### Purpose

- 1 The purpose of this report is to seek approval for unbudgeted expenditure of up to \$20,000 to carry out general maintenance on the Tuatapere railway station building and will be funded from the Tuatapere general reserve.

### Executive summary

- 2 The Tuatapere Te Waewae Community Board has been approached by the community to carry out general maintenance work on the Tuatapere railway station.
- 3 The community has offered to provide some of the materials to complete the work and has asked the community board to provide support for the work in terms of a financial contribution.
- 4 The community board will be funding an approved contractor to carry out the physical work.
- 5 The maintenance work will make the railway station weathertight and bring it to a state whereby it will stop any further deterioration until such a time as the community and community board decide on the future of the building.

### Recommendation

That the Tuatapere Te Waewae Community Board:

- a) **Receives the report titled "Tuatapere railway station building - unbudgeted expenditure" dated 4 April 2022.**
- 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 \$20,000 to carry out general maintenance on the Tuatapere railway station building to be funded from the Tuatapere general reserve.

## Background

- 6 The Tuatapere Te Waewae community board has been approached by the community to carry out general maintenance work on the Tuatapere railway station.
- 7 The community has offered to provide some of the materials to complete the work and has asked the community board to provide support for the work in terms of a financial contribution.
- 8 The community board will be funding an approved contractor to carry out the physical work.
- 9 The maintenance work will make the railway station weathertight and bring it to a state whereby it will stop any further deterioration until such a time as the community and community board decide on the future of the building.
- 10 The contractor will be expected to become an approved contractor with Council and provide a schedule of the proposed work before any work is started.

## Factors to consider

### Legal and statutory requirements

- 11 All work will be carried out under the supervision of the approved contractor.

### Community views

- 12 This project has been initiated by the community. The Tuatapere Te Waewae Community Board support the initiative.

### Costs and funding

- 13 The unbudgeted expenditure will be funded from the Tuatapere general reserve which has a balance as at 1 July 2022 of \$139,751.
- 14 This will have an impact on future projects that are being funded by this reserve and they will need to be funded by a loan instead.

### Policy implications

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

## Analysis of options

Option 1 - Agrees to approve unbudgeted expenditure of up to \$20,000 to carry out general maintenance on the Tuatapere railway station building to be funded from the Tuatapere general reserve.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>the project can be completed as directed by the Tuatapere Te Waewae Community Board's request.</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 \$20,000 to carry out general maintenance on the Tuatapere railway station building to be funded from the Tuatapere general reserve.

<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 project will not be completed as directed by the Tuatapere Te Waewae community boards request.</li></ul>

#### Assessment of significance

- 16 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

- 17 The staff recommendation is Option 1.

#### Attachments

There are no attachments for this report.



## Chairperson's Report

Record no: R/22/4/13098  
Author: Lagi Kuresa, Committee advisor/customer support partner  
Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision ☐ Recommendation ☒ Information

### Purpose

- 1 The purpose of the report is to provide an update to the Tuatapere Te Waewae Community Board on activities that the chairperson has been involved with since December 2021.
- 2 The report also provides an opportunity for the board chairperson to present an overview of the issues she has been involved with.
- 3 Chairperson Margaret will update the members at the meeting on the following:
  - Railway Station – we have been working with Nick Hamlin on this project.
  - New carpet in the RSA Memorial lounge and hall. Borer bombs are required again.
  - Clifden Recreation Reserve (Golf Course and Farmlet) – there is a need to establish the correct lease expiry date.
  - Welfare. Rural Support Trust – there have been meetings/gatherings around our area. They have also been running surfing for Farmers. These have been well attended.
  - Water is an issue for everyone. Farmers and our rural folk.
  - Covid numbers have increased in our area. Some of our Board Members have been affected or their families.
  - Camping Grounds have been busy. Lots of people travelling. Great to have excellent toilets.
  - The Hump Track has been busy. Our “Short Walks” have been well used.
  - Southern Scenic Route has been well travelled this summer.
  - The Open Spaces projects are continuing. It seems to take a long time to complete anything, ie, playgrounds at Tuatapere, Monowai Orepuki.
  - Sports grounds and reserves are gearing up to Winter Sports.
  - We have many open spaces throughout our area beaches, rivers, lakes parks etc.
  - The Community Garden and the Heritage Orchard are well used.
  - Ongoing work is being carried out for the Tuatapere Te Waewae Community Board Plan.
  - A visit/meeting with Kelly and Karen have set us on the right track.

## Recommendation

That the Tuatapere Te Waewae Community Board:

- a) **receives the report titled “Chairperson's Report ” dated** 4 April 2022.

## Attachments

There are no attachments for this report.