



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

Date: Thursday, 7 April 2022
Time: 5pm
Meeting room: Virtual meeting via Zoom

Wallace Takitimu Community Board Agenda OPEN

MEMBERSHIP

Chairperson	André Bekhuis
Deputy Chair	Maureen Johnston
Members	David Cowie
	Kelly Day
	Bev Evans
	Peter Gutsell
	Councillor Don Byars

IN ATTENDANCE

Committee advisor	Fiona Dunlop
Community liaison officer	Kathryn Cowie
Community partnership leader	Kelly Tagg

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Full agendas **are available on Council's website**
www.southlanddc.govt.nz

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.

Health and safety – emergency procedures

Toilets – The location of the toilets will be advised at the meeting.

Evacuation – Should there be an evacuation for any reason please exit via the exits indicated at the venue.

Earthquake – Drop, cover and hold applies in this situation and, if necessary, once the shaking has stopped we will evacuate the building to a safe location.

Phones – Please turn your mobile devices to silent mode.

Recording - These proceedings may be recorded for the purpose of live video, both live streaming and downloading. By remaining in this meeting, you are consenting to being filmed for viewing by the public.

Covid QR code – Please remember to scan the Covid Tracer QR code.

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"> 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 to provide leadership to local communities on the strategic issues and opportunities that they face 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 to be decision-makers on issues that are delegated to the board by Southland District Council

	<ul style="list-style-type: none"> • to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community • to maintain an overview of the services Council delivers to its communities and assess the extent to which these services meet community needs • to recommend the setting of levels of service and budgets for local activities.
DELEGATIONS	<p>The community board shall have the following delegated powers and be accountable to Council for the exercising of these powers.¹</p> <p>In exercising the delegated powers, the community board will operate within:</p> <ol style="list-style-type: none"> 1) policies, plans, standards or guidelines that have been established and approved by Council 2) the needs of the local communities; and 3) the approved budgets for the activity. <p>Power to Act</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>Community Well-Being</p> <ol style="list-style-type: none"> 4) to develop local community outcomes that reflect the desired goals for their community/place 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 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. <p>Community Leadership</p> <ol style="list-style-type: none"> 7) communicate and develop a relationship with community organisations, local groups, and special interest groups within the local community of interest 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 9) promote a shared vision for the community of interest area and develop and promote ways to work with others to achieve positive outcomes 10) provide a local community perspective on Council's long term plan key performance indicators and levels of service

¹ Local Government Act 2002, s.53

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

Advocacy

11) submissions

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

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

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

District activities include:

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

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

Community Assistance

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

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

Northern Community Board

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

Unbudgeted Expenditure

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

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

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

Service Delivery

Local Activities

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

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

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

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

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1 Apologies

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

2 Leave of absence

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

3 Conflict of interest

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

4 Public forum

Notification to speak is required by 12noon at least one clear day before the meeting. Further information is available at 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 Wallace Takitimu Community Board, 2 December 2021.

Nightcaps hall and Doctor Woods Memorial Park fence replacement - Unbudgeted expenditure

Record No: R/22/3/7318

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 \$10,000.00 for the replacement of the Doctor Woods Memorial Park boundary fence and up to \$5,000.00 for a contribution towards replacing the boundary fence at Nightcaps hall which will be funded from the McGregor Park reserve.

Executive summary

- 2 Staff received a letter from the landowners adjoining the Nightcaps hall enquiring if Council would contribute to the replacement of the boundary fence.
- 3 The owners have provided an estimate of cost to replace the fence \$11,000.00. This price includes their street frontage, which they will pay the full cost of.
- 4 Their letter is attached as Appendix A.
- 5 Staff received an email from a community board member who had been approached by the adjoining land owner to Doctor Woods Memorial Park. They had expressed their concern that a child had accessed their property through the existing boundary fence, and they had a near miss with their ride on lawn mower as they were unaware that the child was on their property.
- 6 The existing “fence” is an old post and wire fence that runs through shrubs of various varieties and sizes. It is in a poor state of repair and non-existent in some places. It provides an indicative barrier but does not preclude access to and from either property.

Recommendation

That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Nightcaps hall and Doctor Woods Memorial Park fence replacement - Unbudgeted expenditure” dated 1 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 \$15,000 to contribute towards the Nightcaps hall fence replacement and replace the fence at Doctor Woods Memorial Park, to be funded from the McGregor Park reserve.

Background

- 7 Staff received a letter from the landowners adjoining the Nightcaps hall enquiring if Council would contribute to the replacement of the boundary fence.
- 8 The owners have provided an estimate of cost to replace the fence \$11,000.00. This price includes their street frontage, which they will pay the full cost of.
- 9 Their letter is attached as Appendix A.
- 10 Staff received an email from a community board member who had been approached by the adjoining land owner to Doctor Woods Memorial Park. They had expressed their concern that a child had accessed their property through the existing boundary fence, and they had a near miss with their ride on lawn mower as they were unaware that the child was on their property.
- 11 The existing “fence” is an old post and wire fence that runs through shrubs of various varieties and sizes. It is in a poor state of repair and non-existent in some places. It provides an indicative barrier but does not preclude access to and from either property.
- 12 Staff recommend that the existing fence is removed, the boundary is defined by a surveyor and then a new post, rail and corrugated iron fence installed.

Factors to consider

Legal and statutory requirements

- 13 Electrical compliance certificate will be required.

Community views

- 14 Both of these issues have been raised by members of the community through their community board representative.

Costs and funding

- 15 The unbudgeted expenditure will be funded from the McGregor Park reserve which is forecast to have a balance as at 1 July 2022 of \$57,010.
- 16 The costs include \$4,000 to cover the cost of a boundary survey at both sites and \$2,000 contingency.

Policy implications

- 17 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 \$15,000 to contribute towards the Nightcaps hall fence replacement and replace the fence at Doctor Woods Memorial Park, to be funded from the McGregor Park reserve.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> the contribution to the hall fence will provide a high quality fence at a reduced cost to Council this will be seen as Council supporting members of the community the playground fence will mitigate any future health and safety concerns that the adjoining land owner has and enhance the appearance of the park. 	<ul style="list-style-type: none"> none identified.

Option 2 – Does not agree to approve unbudgeted expenditure of up to \$15,000 to contribute towards the Nightcaps hall fence replacement and replace the fence at Doctor Woods Memorial Park, to be funded from the McGregor Park reserve.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> none identified. 	<ul style="list-style-type: none"> Council's reputation will be at risk health and safety issues that have been identified will not be addressed.

Assessment of significance

- 18 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

- 19 The staff recommendation is Option 1.

Attachments

- A Nightcaps Hall Boundary Fence, 16 Wamphray street, Nightcaps [↓](#)

N Philpott & V Stock

16 Wamphray Street

Nightcaps 9630

Mark Day

C/- Southland District Council

Dear Mark,

I am writing to you regarding our boundary fence between our section and the right of access to the Nightcaps Town Hall.

At present the fence is in major need of repair, because of privacy reasons we are going to fully replace with new timber posts, new timber rails and colour steel iron (6 foot and capped top with flashings), we have been quoted roughly \$11 000.00, but this is also to replace our front fence in which we will pay the full amount.

Given the fence between us and your access way is a shared boundary fence with a lot of foot traffic we were hoping that the council would contribute to the cost for that part of the fence only. We are a young family with a 9-month-old baby who is at the stage of climbing and walking and at this present time the current fence is not secure enough for our baby as the posts and boards are old and broken.

Please note the materials have already been ordered and the work is to be carried out by ourselves.

If you require any further information, please do not hesitate to contact Bev Evans who I have also spoken to about the above.

Kind regards

Neika Philpott

027 828 9629

Project scope confirmation - 2022/2023 locally funded projects

Record No: R/22/2/6296

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 Wallace Takitimu 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 Wallace Takitimu Community Board has 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 Wallace Takitimu Community Board delegation are attached to this report.

Recommendation

That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Project scope confirmation - 2022/2023 locally funded projects” dated 1 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 the scope of the projects identified in the attachments to this report.
 - Otautau – Walking track investigation project code P-10851
 - Otautau – Tennis pavilion exterior painting code P-10852.

Background

- 7 The Wallace Takitimu Community Board has 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 Wallace Takitimu 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 is responsible for in the 2021/2022 financial year for their information on 15 February 2022. This also included the district funded projects for their information.
- 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 Wallace Takitimu 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.

- Otautau – Walking track investigation project code P-10851
- Otautau – Tennis pavilion exterior painting code P-10852.

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

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

- Otautau – Walking track investigation project code P-10851
- Otautau – Tennis pavilion exterior painting code P-10852.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • none identified. 	<ul style="list-style-type: none"> • the projects may not be able to be delivered within the designated financial year.

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-10851 Otautau Track Investigation Project [↓](#)
 B Project definition P-10852 Otautau Netball Pavilion Exterior Painting [↓](#)

Project – Otatau Track Investigation Project



BUDGET	\$10,290
ACTIVITY	Parks and Reserves Code: P-10851
COMMUNITY BOARD	Wallace Takitimu Community Board
PROGRAMME	July 2022 – June 2023

DESCRIPTION

Location: Road corridor, Riverton Otatau Highway. Appears to be all within the road corridor. The boundary fences appear to be on or close to the boundary. A boundary survey will be required if the project progresses.

SCOPE

Investigate the feasibility and cost to install a track that connects from the end of the footpath on Main Street to the entrance to the Arboretum.

COMMUNICATION

The Otatau community and community board will need to be consulted as part of the project.

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"> What are the risks that have been identified to date <ul style="list-style-type: none"> ➤ What mitigation is in place ➤ What is the status (high / medium / low) 	This is a low risk activity.

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?
There will be minimal impact on the community apart from consultation with the community.

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
Are consents and permits required?	<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

OVERVIEW

- | | |
|---|---------|
| • Where is the location of the project? | Otautau |
|---|---------|

Budgets

• What is the initial cost made up of:	Design	\$0.00	(typically 10% of project)
	Consents	\$0.00	(typically 2% of project)
	Consultation	\$2,000.00	
	Project contingency	\$0.00	(typically 10% of project)
	Total Budget	\$10,290.00	
• How is the project being funded (ie, LTP, locally funded, other?)		Loan	

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	1/02/2022
RESOURCE MANAGEMENT	SIGNED	TRACY EXCELL	Date	25/02/2022
THREE WATERS	SIGNED	JOE FINDLEY	Date	29/03/2022
COMMUNITY BOARD	SIGNED		Date	

APPENDICES

Three Waters Utilities

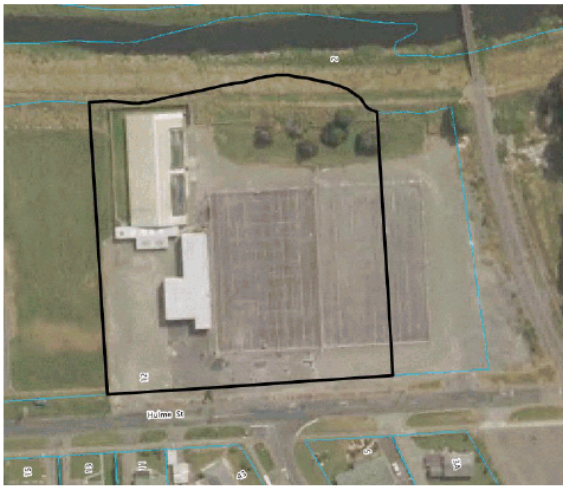


Project – Otautau Netball Pavilion Exterior Painting

	BUDGET	\$25,725
	ACTIVITY	Community Facilities Code: P-10852
	COMMUNITY BOARD	Wallace Takitimu Community Board
	PROGRAMME	July 2022 – June 2023

DESCRIPTION

Location: 12 Hulme Street, Otautau (Sec 13 Blk VII Town of Otautau, Council owned land SL 112/241).



SCOPE

Prepare and paint the exterior of the hall in a colour that is agreed with the Otautau community board.

COMMUNICATION

This Otautau community and the Otautau tennis club will need to be informed well in advance that this work will be undertaken. The contractor will need to work with the Otautau tennis club who manage the pavilion to determine the timeframe for work that doesn't impact on any major events scheduled at the pavilion.

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"> What are the risks that have been identified to date <ul style="list-style-type: none"> What mitigation is in place What is the status (high / medium / low) 	<p>The pavilion may be unavailable while the painting is in progress.</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 medium risk activity.</p>

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?
The site and pavilion will have restricted access while this work is being undertaken.

OVERVIEW	
What is this project (ie, capital, consent, operating or procurement)?	Maintenance
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
Are consents and permits required?	<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

OVERVIEW	
• Will this project be a public tender or approved supplier agreement?	This will be a 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?	Otautau

Budgets			
• What is the initial cost made up of:	Design	\$0.00	(typically 10% of project)
	Consents	\$0.00	(typically 2% of project)
	Consultation	\$0.00	
	Project contingency	\$2,500	(typically 10% of project)
	Total Budget	\$25,725	
• How is the project being funded (ie, LTP, locally funded, other?)	Loan		

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	1/02/2022
RESOURCE MANAGEMENT	SIGNED	TRACY EXCELL	Date	25/02/2022
THREE WATERS	SIGNED	JOE FINDLEY	Date	29/03/2022
COMMUNITY BOARD	SIGNED		Date	

APPENDICES	

Holt Park Recreation Centre - unbudgeted expenditure request

Record no: R/22/3/11727

Author: Kelly Tagg, Community partnership leader

Approved by: Fran Mikulicic, Group manager democracy and community

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is for the Wallace Takitimu Community Board to consider a request from the former Holt Park Recreation Centre Committee to distribute funds held by Council in the amount of \$13,811.06, to the remaining six user groups of Holt Park being the Otautau Combined Sports Complex, Otautau Swimming Pool, Otautau Tennis, Netball, Rugby and Squash Clubs.

Executive summary

- 2 The bank account of the Holt Park Recreation Centre Incorporated was closed by BNZ due to account inactivity.
- 3 The remaining funds of \$13,811.06 were transferred to Council in late 2021.
- 4 These funds are being held in the Wallace Takitimu community leadership business unit.
- 5 The user groups associated with the Holt Park Recreation Centre held a meeting on 28 February 2022 where they resolved to recommend to the board that the remaining funds be evenly distributed as follows;

• Otautau Combined Sports Complex	\$2,301.84
• Otautau Rugby Club	\$2,301.84
• Otautau Tennis Club	\$2,301.84
• Otautau Netball Club	\$2,301.84
• Otautau Swimming Pool	\$2,301.84
• Otautau Squash Rackets Club	\$2,301.84

Recommendation

That the Wallace Takitimu Community Board:

- a) **receives the report titled “Holt Park Recreation Centre - unbudgeted expenditure request” dated 1 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) endorses the recommendation made by the remaining user groups of the Holt Park Recreation Centre that the remaining funds should be distributed evenly amongst the six remaining user groups.
- e) agrees to approve unbudgeted expenditure in the amount of \$13,811.06 to be distributed as follows;

• Otautau Combined Sports Complex	\$2,301.84
• Otautau Rugby Club	\$2,301.84
• Otautau Tennis Club	\$2,301.84
• Otautau Netball Club	\$2,301.84
• Otautau Swimming Pool	\$2,301.84
• Otautau Squash Rackets Club	\$2,301.84

Background

- 6 The Holt Park Recreation Centre was formed in 1977 to plan the future development of a piece of land referred to as the Holt Park extension (this land is now home to the Otautau Combined Sports Complex, the tennis and netball courts, squash courts and swimming pool).
- 7 The plan included moving the swimming pool from Holt Park to its current location, building amenities suitable for netball and tennis with toilets, sealing of the car parking area, beautification, sealing of additional tennis/netball courts and the building a gymnasium suitable for badminton, basketball, netball and tennis.
- 8 The Centre became an incorporated society on 22 February 1979.
- 9 In the past, secretarial support was provided to the society by former Council staff. This primarily included organising meetings, minute taking and filing annual returns.
- 10 The organisation’s society status was dissolved on 12 March 2021.
- 11 In August 2021, BNZ contacted Council to advise they wished to close the society’s bank account due to account inactivity and agreed to transfer the balance of the account and term deposit to Council.

- 12 The balance of funds, being \$13,811.06, was transferred to Council and are being held as part of the community leadership business unit which is administered by the Wallace Takitimu Community Board.
- 13 A copy of the rules of Holt Park Recreation Centre is attached.
- 14 Rules 18 and 19 refer to the winding up and division of assets of the society. In this case, any surplus assets "...shall be passed over to the Otautau Town Council or such local authority that shall have jurisdiction over the Township of Otautau at the time of winding up."
- 15 The remaining users of the Holt Park Recreation Centre held a meeting on 28 February 2022 and resolved that those in attendance would recommend to the Wallace Takitimu Community Board that the remaining funds of \$13,811.06 be evenly distributed to the six remaining Holt Park user groups.
- 16 The remaining user groups are the Otautau Combined Sports Complex Inc., Otautau Rugby Club, Otautau Swimming Pool, Otautau Tennis, Otautau Netball and the Otautau Squash Rackets Club.
- 17 A copy of the meeting notes are also attached to this report.

Issues

- 18 The board must determine if it wishes to distribute the former funds belonging to the Holt Park Recreation Centre Inc. to the remaining Holt Park users, or not.

Factors to consider

Legal and statutory requirements

- 19 There are no legal or statutory requirements for consideration.
- 20 The Holt Park Recreation Centre is no longer registered as an incorporated society and the remaining funds have been transferred to Council in line with the winding up clause of the former society's rules.

Community views

- 21 The views of the community are represented through the user groups of Holt Park and by the members of the Wallace Takitimu Community Board.

Costs and funding

- 22 On closing the account of Holt Park Recreation Centre Inc., BNZ transferred the remaining funds of \$13,811.06 to Council.
- 23 Council is holding these funds in the Wallace Takitimu community leadership business unit.
- 24 If the board approves the distribution of the funds to the six user groups it will also need to approve the payment of the funds as unbudgeted expenditure.

Policy implications

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

Analysis

Options considered

- 26 The board must determine if it wishes to distribute the residual funds from the Holt Park Recreation Centre to the six remaining user groups, or not.

Analysis of options

Option 1 – Distributes the residual funds of \$13,811.06 from the Holt Park Recreation Centre equally between the Otautau Combined Sports Complex Inc., Otautau Rugby Club, Otautau Tennis Club, Otautau Netball Club, Otautau Swimming Pool and the Otautau Squash Rackets Club.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> the funds are returned to the intended recipients the user groups are able to use the funds as required by their respective groups 	<ul style="list-style-type: none"> none identified

Option 2 – Does not distribute the residual funds of \$13,811.06 from the Holt Park Recreation Centre equally between the Otautau Combined Sports Complex Inc., Otautau Rugby Club, Otautau Tennis Club, Otautau Netball Club, Otautau Swimming Pool and the Otautau Squash Rackets Club.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> additional funds will be available for distribution to the community via the Wallace Takitimu Community Partnership Fund 	<ul style="list-style-type: none"> the user groups will not receive an equal share of the remaining funds the user groups may feel unsupported by the board and frustrated that their funds have not been returned to them

Assessment of significance

- 27 The assessment of significance needs to be carried out in accordance with Council's Significance and Engagement Policy.
- 28 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.
- 29 Community views have been considered throughout this process thus the proposed decision is not considered significant.

Recommended option

- 30 Option one is the recommended option.

Next steps

- 31 Once the decision is made the user groups will be informed of the outcome and if so decided by the Community Board, the funds will be evenly distributed between the groups.

Attachments

- A Holt Park Recreation Centre meeting notes - 28 February 2022 [↓](#)
B Holt Park Recreation Centre Inc - Alteration of Rules - 4 April 1978 [↓](#)

Holt Park Recreation Centre meeting notes

7.00pm - 28 February 2022

1. **Present:** Anton Egan – Otautau Swimming Pool

Ranee Dickson – Otautau Squash

Julie Guttery – Otautau Tennis

Herb Morris – Otautau Combined Sports Complex

Andre Bekhuis – Wallace Takitimu Community Board

2. **Apologies:** Calvin Thompson (for lateness) – Otautau Rugby Club

Melissa Kean – Western Tennis

Maureen Johnston – Wallace Takitimu Community Board

3. **Future of Holt Park Recreation Centre:**

Holt Park Recreation Centre Incorporated is no longer an incorporated society.

Due to account inactivity BNZ have closed the bank account in the name of Holt Park Recreation Centre and transferred the balance of funds, being \$13,811.06, to Southland District Council.

These funds are now being held by the Wallace Takitimu Community Board.

The Board would like feedback from the member groups as to what to do with the money.

Options discussed included using it towards a larger project at Holt Park such as the tennis court resurfacing or distributing it amongst the six user organisations being the pool, squash club, tennis club, sports complex and the rugby club.

Moved Herb Morris, seconded Julie Guttery

and **resolved that those in attendance recommend to the Wallace Takitimu Community Board that the remaining funds of \$13,811.06 be evenly distributed to the six remaining Holt Park user groups.**

4. **General**

A general discussion about funding opportunities in the area took place.

Herb Morris asked for further clarification about the McIvor Trust. Council staff will be asked to provide an update to all those in attendance.

5. **Meeting closed at 7.17pm**

28/2/79
225778

INCORPORATED SOCIETIES AC



10042044180

Declaration by an Officer of a Society, or a Solicitor, that a ~~valid~~ ^{valid} ~~Members~~ ^{Members} consent to Incorporation, and that the signed or sealed ~~Rules~~ ^{Rules} are the Rules of the Society.

Fee 20-00

Receipt No. 543639

I, Madeleine Frances Findley, of 45 Mary St Otautau.

do solemnly and sincerely declare as follows —

(1) State if Solicitor
or Office held in
Society

- 1 That I am ⁽¹⁾ Secretary
- 2 That a majority of the members of Holt Park Recreation Centre

(2) State mode in
which consent
has been
obtained

has consented to the application for the incorporation of the said Society, and that such consent has been obtained ⁽²⁾ Notice of motion before Public meeting of 4th April, 1977.

3 That the rules accompanying the application signed or sealed by the subscribers are the rules of the society

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths and Declarations Act 1957

Declared at Otautau this 4th day of April 1978.

L. Seaini

A Justice of the Peace, Solicitor, Notary Public or other person authorised to take a Statutory Declaration

OFFICER DULY AUTHORISED TO TAKE AND
RECEIVE STATUTORY DECLARATIONS



RULES of the HOLT PARK RECREATION CENTRE (INCORPORATED)

1. NAMES The name of the society shall be 'Holt Park Recreation Centre Incorporated' hereinafter referred to as the society.
2. OBJECTS
 1. To co-ordinate and arrange for the development of the centre.
 2. To represent and maintain the just claims of users of the centre to the body responsible for the administration of the centre vis. Otautau Town Council.
 3. To provide a public liaison with the local authority for the centre over matters of administration.
3. MODE OF BECOMING A MEMBER
Those persons wishing to become members of the society may do so by making application to the secretary and by paying the annual subscription. Membership of the society shall be open to both individuals and clubs.
4. TERMINATION OF MEMBERSHIP
Membership may be terminated as follows:
 1. Voluntary resignation.
 2. Remaining unfinancial beyond 31st March in any year.
 3. By resolution of any general, special, annual or committee meeting.
 4. Any member so expelled, has a right to be heard at a full meeting of the society.
5. SUBSCRIPTION
The annual subscription shall be set at the Annual Meeting each year and shall be paid prior to the 31st March.
6. ALTERATIONS TO RULES
The rules of the society may be altered, added to or rescinded at the Annual Meeting of the society or at a special meeting, duly advertised in terms of the Annual Meeting, called solely for the purpose of altering the rules or called to conduct several items of business. Alterations to rules are not effective until accepted and sealed by the Registrar of Incorporated Societies.
7. MEETINGS
 1. The Annual General Meeting of the Society shall be held during the first 14 days of February. It will be a Public Meeting with all those actually present having both speaking and voting rights.
 2. A Special Meeting of the society can be called by any four (4) members of the society at any time.
 3. Committee Meetings will be held as necessary. Any member of the society may attend a committee meeting but shall only have speaking rights and may not vote on any matter.
 4. A General meeting may be called at any time when in the opinion of the committee it is desirable to hold such a meeting.
8. SUMMONING MEETINGS
For those meetings described in sections 7 No 1, 2 and 4, at least seven days notice of meeting shall be given. Such notice to be by way of advertisement in the Southland Times. At least two (2) insertions shall be made. As well those clubs who are members of the society shall be advised of said meetings by circular letter.
9. VOTING
A motion having been put shall in the first instance be decided upon by the chairman shall declare the motion carried or lost. Any one member may ask for a show of hands. If this happens the chairman shall count the 'yes' and 'nos' and declare the motion carried or lost. This decision shall be final. The chairman shall have a deliberative vote and in the event of a tie a casting vote. All other members present shall have one vote except in the cases as outlined in rule seven (?). No proxy



9. continued.

The membership of a club will deem to carry with it one (1) vote. This will be in addition to the person vote.

10 QUORUM

The quorum at a Special, Annual or General meeting shall be ten (10).
The quorum for a committee meeting shall be five (5).

11 COMMITTEE

A committee shall be elected at the Annual Meeting. The committee shall consist of 12 publically elected members plus the Chairman of the Parks and Reserves committee of the Otautau Town Council. The committee shall elect its own Chairman Secretary and Treasurer. The last two positions may combine if it is the wish of the committee. In the event of there being more than 12 nominations a written ballot shall take place. The 12 highest polling nominees shall be ~~selected~~ declared elected following the ballot. Scrutineers shall be appointed by the meeting. The committee is empowered to act on behalf of the society.

12 COMMON SEAL

The society shall have a common seal which shall be in the custody of the secretary. On the authority of a simple majority of members present at a committee meeting it shall be affixed by the secretary in the presence of two committee members. All three shall initial such affixing.

13 FINANCIAL

The Treasurer shall receive all funds on behalf of the society and shall be responsible for paying all monies received into the general account of the society with the Bank of New Zealand at Otautau. All monies so received shall be receipted. On instruction of the committee the treasurer shall be responsible for paying all accounts received by the Society by cheque. No payments may be made in cash. All members of the ~~society~~ committee shall be signing officers of the society with the treasurer and one other to endorse cheques. Such account books as are required by the auditor shall be kept by the Treasurer.

14 POWERS OF INVESTING AND BORROWING

The committee may:

- a. Invest all funds of the society not required for current expenditure in securities authorised by law for investment of trust funds or in a single premium investment policy or on deposit with the Public Trustees of the Dominion of New Zealand.
- b. Raise or borrow money from its banker by way of overdraft or by the issue of bonds or debentures to its members or to the public at large on such terms and subject to such conditions including power of redemption in whole or in part as the committee shall think fit, for the purchase of land or buildings or the construction of amenities for the purpose of realizing the objects of the society.

15 REGISTERED OFFICE OF THE SOCIETY

The registered office of the society shall be situated at the Wallace County Council Office, Main Street Otautau.

16 ANNUAL ACCOUNTS

The treasurer shall prepare and present the following accounts to the society:

1. The income and expenditure of the society during the past financial year.
2. The assets and liabilities of the society at the close of the year.
3. The mortgages, charges etc affecting the society at the close of the financial year.

The financial year of the society shall run 1st January to 31st December.



17 REGISTER OF MEMBERS

The secretary shall keep a register of members of the society containing names addresses, occupations and date at which they became members.

18 WINDING UP

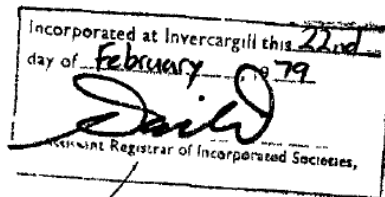
The society shall be dissolved:

1. If a simple majority pass a resolution to wind up at a general, special or annual meeting provided that such resolution is confirmed at a subsequent general meeting called for that purpose not earlier than 30 days after the first resolution is passed.
2. If the membership is reduced to less than 15 members.

18

19 DIVISION OF ASSETS

Upon winding up or dissolution by the registrar the surplus assets of the society after payment of all costs, debts and liabilities, but subject to any trust affecting same shall be passed over to the Otatau Town Council or such local authority that shall have jurisdiction over the Township of Otatau at the time of winding up.



Common seal attached by secretary M Findley
in presence of chairman N Lambert
treasurer A Newton.



These are the rules marked "A" which are referred to
in the annexed declaration of Madeleine Frances Findley

made on 4 April 1978

before me. *[Signature]*

OFFICER DULY AUTHORISED TO TAKE AND
RECEIVE STATUTORY DECLARATIONS



L&D 603

APPLICATION FOR INCORPORATION

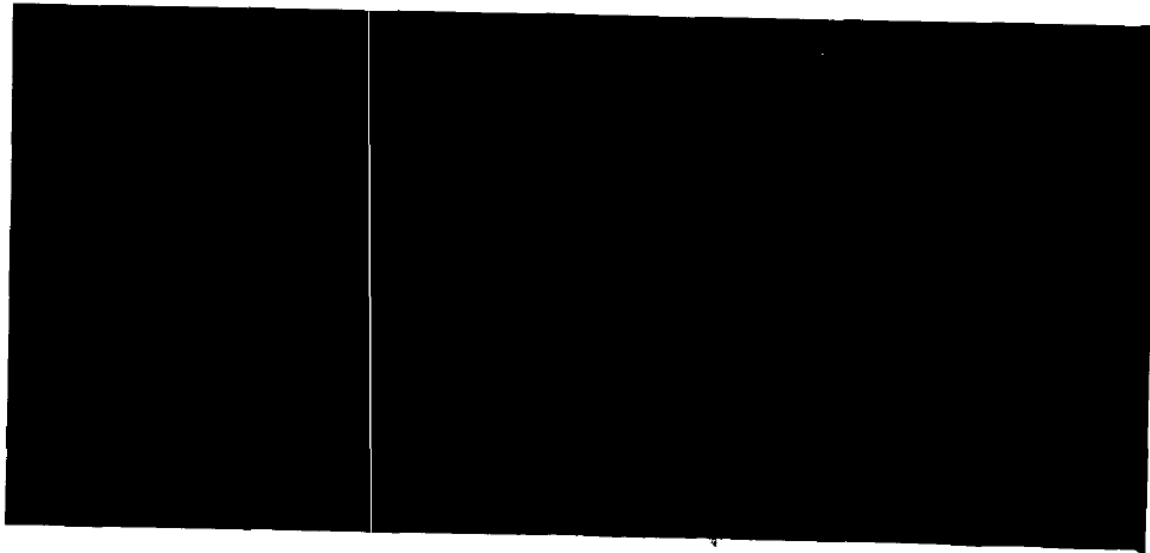
We, the several persons whose names are subscribed hereto, being members of the above-mentioned society, hereby make application for the incorporation of the society under the foregoing rules, in accordance with the Incorporated Societies Act, 1908.

Dated this 5th day of May, 1977.

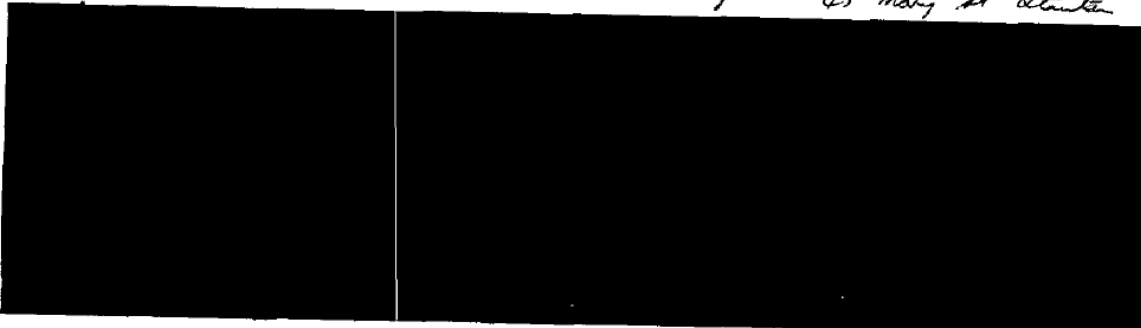
Signature, Occupation, and Address of Applicant	Signature, Occupation, and Address of witness
1 <u>Ed A. Edlin</u> TEACHER <u>FAIRFAX SCHOOL R.D. INVERCILL</u>	<u>W. J. Edlin</u> TEACHER <u>FAIRFAX SCHOOL R.D. 10 INVERCILL</u>
2 <u>J. M. Foster</u> FARMER <u>RUNWAY RIDGES ROAD INVERCILL</u>	<u>W. J. Edlin</u> Local Authority officer <u>57 Rye St OTAUTAU</u>
3 <u>R. J. King</u> Insurance Rep <u>W. J. Edlin</u> <u>57 Rye St OTAUTAU</u>	<u>W. J. Edlin</u> Local Authority officer <u>57 Rye St OTAUTAU</u>
4 <u>W. J. Edlin</u> Teacher <u>25 Elder Rd Otutan</u>	<u>W. J. Edlin</u> Local Authority officer <u>57 Rye St Otutan</u>
5 <u>W. J. Edlin</u> Company Director <u>Tintshield Farm Otutan</u> <u>Aparima</u>	<u>W. J. Edlin</u> Local Authority officer <u>57 Rye St Otutan</u>
6 <u>J. J. Davidson</u> Contractor <u>19 George St Otutan</u>	<u>W. J. Edlin</u> Local Authority officer <u>57 Rye St OTAUTAU</u>

TWO copies of this application are required. Members should sign in the same place in each copy.
A witness may not be a signatory.

P.T.O



Signature, Occupation, and Address Applicant	Signature, Occupation, and Address of Witness
7 <i>[Signature]</i> 21 George St Otautau Transport Operator	<i>[Signature]</i> 23 Elles Rd Otautau Lynette Otutau
8 <i>[Signature]</i> 21 Mary St Otautau OFFICE CLERK	<i>[Signature]</i> 23 Elles Rd Otautau Lynette Otutau
9 <i>[Signature]</i> 17 George St Otautau Contractor	<i>[Signature]</i> 23 Elles Rd Otautau Lynette Otutau
10 <i>[Signature]</i> Glasfield No 8 Rd Invercargill Farmer	<i>[Signature]</i> 23 Elles Rd Otautau Lynette Otutau
11 <i>[Signature]</i> Glenview 140 & 24 Invercargill Farmer	<i>[Signature]</i> 23 Elles Rd Otautau Lynette Otutau
12 <i>[Signature]</i> 52 Rye St Otautau Panel beater	<i>[Signature]</i> 23 Elles Rd Otautau Lynette Otutau
13 <i>[Signature]</i> Charming 14 RD Technician Agricultural	<i>[Signature]</i> 23 Elles Rd Otautau Lynette Otutau
14 <i>[Signature]</i> 27 Webster St Otautau Home Business	<i>[Signature]</i> Local Authority Office 45 Mary St Otautau
15 <i>[Signature]</i> 47 Macandrew St Otautau Freeway Worker	<i>[Signature]</i> Local Authority Office 45 Mary St Otautau
9 <i>[Signature]</i> 45 Mary St Otautau Plagiarism Supervisor	<i>[Signature]</i> Local Authority Office 45 Mary St Otautau



Otautau Community Swimming Pool - request to uplift rates

Record no: R/22/3/7869

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 Wallace Takitimu Community Board to decide whether to approve the request from the Otautau Community Swimming Pool committee to uplift a portion of the rates in the Otautau baths reserve.

Executive summary

- 2 The Otautau Community Swimming Pool committee have made a request to the Wallace Takitimu Community Board to uplift a portion of the rates held in the Otautau baths reserve.
- 3 They have requested to uplift \$20,000 from the reserve to use on operational costs for the pool. Currently there is \$24,638 in the Otautau baths reserve.
- 4 A letter from the pool committee requesting the funds is attached to this report, along with their financial information.
- 5 The last time the Otautau Community Pool committee uplifted funds from this reserve was in November 2020.

Recommendation

That the Wallace Takitimu Community Board:

- a) **receives the report titled "Otautau Community Swimming Pool - request to uplift rates" dated 1 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 Otautau Community Pool Inc. to uplift \$20,000 from the Otautau baths reserve.

Background

- 6 The Otautau Community Pool Incorporated are the entity responsible for the operation and maintenance of the Otautau pool complex, located on Hulme Street, Otautau.
- 7 A pool rate is collected for the area, at a rate of \$21 per unit. The total amount collected per year is approximately \$13,597, and once insurance is taken out, the amount available to the pool each year is approximately \$6,798.
- 8 The current amount held in the Otautau baths reserve is \$24,638.
- 9 The last time the pool committee uplifted funds from this reserve was November 2020.
- 10 They have made a request to the Wallace Takitimu Community Board to uplift \$20,000 from the Otautau baths 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 financial statements. When speaking to the pool committee president, it was noted that they have found that many locals have opted to pay for pool visits casually, rather than pay for the use of a key for the season. This is possibly due to people being much more cautious with their spending as they feel financial pressure as a result of the pandemic.

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 Otautau 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 \$24,638 available in the Otautau baths reserve. Their request is to uplift \$20,000. The Otautau Community Pool Inc. are not GST registered.

Policy implications

- 15 There are no policy implications.

Analysis

Options considered

- 16 To either approve or not approve the request from the Otautau Community Swimming Pool Inc. to uplift \$20,000 from the Otautau baths reserve.

Analysis of options

Option 1 – approve the request from the Otautau Community Swimming Pool Inc. to uplift \$20,000 from the Otautau baths reserve.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> none identified.

Option 2 – do not approve the request from the Otautau Community Swimming Pool Inc. to uplift \$20,000 from the Otautau baths reserve.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> none identified. 	<ul style="list-style-type: none"> 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.

Assessment of significance

- 17 Not considered significant.

Recommended option

Option 1 – approve the request from the Otautau Community Swimming Pool Inc. to uplift \$20,000 from the Otautau baths reserve.

Next steps

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

Attachments

- A Otautau Pool - letter and financial information requesting funds - March 2022 [↓](#)

Otautau Community Swimming Pool Incorporated



Hulme Street Otautau

President: Anton Egan, 027 525 8929
Secretary: Lenore Morris, 027 347 3135
Treasurer: Jenny Paterson, 027 261 9448



C/- Secretary
119 Scotts Gap Feldwick Road
R D 2
Otautau 9682

15 February 2022

Chairperson
Otautau Community Board
Andre Beckhuis

Dear Andre

We are writing to the council to request a drawdown on the retained rate funds held at the council for the pool.

We are looking to remove \$20,000 at this stage. We currently hold \$3044.00 in our bank account to cover monthly operational expenses. Moving forward, the pool needs to reimburse asap \$13,000 to our committee members who have personally paid for expenses over that last couple of months. There are also a few more items that need to be covered in the finalisations of the upgrade.

As I am sure you are aware the pool has considerable ongoing costs and the release of this money would enable us to keep things underway.

Thank you for taking the time to consider our request and we look forward to hearing from you shortly.

Yours faithfully

Lenore Morris
Secretary
OCSPi

Cash Summary

Otautau Community Swimming Pool Incorporated For the month ended 28 February 2022

	FEB 2022	JAN 2022	DEC 2021	NOV 2021
Income				
Donations	-	-	1,492.82	173.40
Honesty Box	242.90	-	-	-
Interest Received - SBS	0.45	0.45	0.45	0.45
Pool Hire	240.00	-	1,400.00	100.00
Season Passes	430.00	1,610.00	1,530.00	2,140.00
Sponsorship	500.00	-	-	-
Total Income	1,413.35	1,610.45	4,423.27	2,413.85
Less Expenses				
Bank Fees	0.45	0.45	0.45	0.45
Building Consents	-	495.00	-	-
Building Plumbing	-	2,332.91	2,764.04	-
Consultant	-	460.00	496.75	-
Electricity	782.78	821.32	598.24	121.07
General	-	352.36	706.58	-
Key Return	-	-	30.00	-
Maintenance - Boiler	-	-	886.08	1,398.84
Maintenance - Engineering	-	242.95	-	-
Maintenance - Plant Room Filtration	318.03	-	369.59	677.00
Maintenance - Plumbing	-	557.21	3,405.28	-
Otautau Four Square	6.49	-	-	-
Rates	343.20	-	-	487.42
Used Oil	-	2,978.50	-	-
Xero subscription	-	41.40	-	-
Total Expenses	1,450.95	8,282.10	9,257.01	2,684.78
Surplus (Deficit)	(37.60)	(6,671.65)	(4,833.74)	(270.93)
Plus GST Movements				
GST paid	-	-	(493.75)	-
Net GST Movements	-	-	(493.75)	-
Net Cash Movement	(37.60)	(6,671.65)	(5,327.49)	(270.93)
Summary				
Opening Balance	4,397.57	11,069.22	16,396.71	16,667.64
Plus Net Cash Movement	(37.60)	(6,671.65)	(5,327.49)	(270.93)
Cash Balance	4,359.97	4,397.57	11,069.22	16,396.71

Profit and Loss

Otautau Community Swimming Pool Incorporated For the period 1 June 2021 to 4 March 2022

1 JUN 2021-4 MAR
2022

Trading Income

Casual Takings	170.70
Donations	1,681.22
Fundraising	947.50
Grants	23,149.00
Honesty Box	242.90
Pool Hire	1,784.00
Season Passes	5,710.00
Sponsorship	500.00
Total Trading Income	34,185.32

Cost of Sales

Building Plumbing	5,096.95
Consultant	956.75
Repair/Paint Pool	9,749.13
Total Cost of Sales	15,802.83

Gross Profit 18,382.49

Other Income

Interest Received - SBS	3.60
Total Other Income	3.60

Operating Expenses

Bank Fees	3.60
Building Consents	495.00
Electricity	3,017.38
General	1,260.05
Key Return	360.00
Maintenance - Boiler	2,838.17
Maintenance - Engineering	242.95
Maintenance - Plant Room Filtration	2,988.22
Maintenance - Plumbing	4,657.91
Otautau Four Square	6.49
Rates	1,279.99
Used Oil	2,978.50
Xero subscription	124.20
Total Operating Expenses	20,252.46

Net Profit (1,866.37)

1 JUN 2021-4 MAR
2022

1. Bank Account

Profit and Loss

	1 JUN 2021-4 MAR 2022
Cash on Hand (679)	(178.80)
Cheque Account	3,053.97
Health Trust	1,350.00
Total Bank Account	4,225.17

Operational Report for Wallace Takitimu Community Board - February 2022

Record No: R/21/12/64038

Author: Brendan Gray, Project delivery manager

Approved by: Nick Hamlin, Group manager programme delivery

☐ Decision

☐ Recommendation

☒ Information

Purpose of Report

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

Recommendation

That the Wallace Takitimu Community Board:

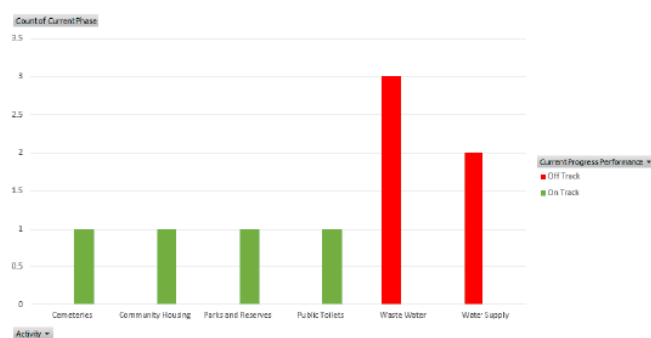
- a) **Receives the report titled “Operational Report for Wallace Takitimu Community Board - February 2022” dated 9 February 2022.**

Attachments

- A Report to Wallace Takitimu - 3 February 2022 - Operational report [↗](#)



1. Projects within current financial year



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
CEMETERIES	P-11038	Drummond war memorial restoration	Delivery phase	On track	Trees have been removed, gardens cleared and boxing installed for new paths.	\$15,500
COMMUNITY HOUSING	P-10532	Ohai community housing – roofing	Pre-delivery phase	On track	Re-roofing programmed February 2022.	\$48,130



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
PARKS AND RESERVES	P-10775	Nightcaps Dr Woods Memorial Reserve playground - equipment replacement	Pre-delivery phase	On track	Design concept in progress, waiting on contractor for site visit. Projected to be completed by June 2022.	\$31,225
PUBLIC TOILETS	P-10641	Otautau main street toilet - refurbishment	Pre-delivery phase	On track	Otautau refurbishment will be getting completed in March 2022.	\$50,000
WASTEWATER	P-10003	Upgrading UV/ treatment at Ohai (sewer)	Delivery phase	Off track	This project is combined with P-10464 and is getting designed at present.	\$38,572
WASTEWATER	P-10267	Sewer trickling filter - Ohai	Pre-delivery phase	Off track	The fabrication engineer has been given until mid-January 2022 to complete his work. If this deadline is not met, we will have to look for alternatives.	\$61,500
WASTEWATER	P-10464	Ohai wastewater discharge upgrade for new UV and improvements	Pre-delivery phase	Off track	This project also incorporates P-10003. It is still under design by Downer and Filtec and we hope to get this by the end of January 2022, with construction in February/March 2022.	\$120,000
WATER SUPPLY	P-10279	Consent renewal water - Ohai	Pre-delivery phase	Off track	Consultant PDP presented consent condition options in December 2021, for Council to review and agree on the final option to lodge hopefully by end of February 2022.	\$4,417
WATER SUPPLY	P-10506	Ohai Nightcaps Wairoa water - consent renewal	Pre-delivery phase	Off track	This work is the construction required to meet the consent conditions after the consent is lodged and approved. Council is currently reviewing the	\$154,417



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
					consent lodging process (P-10279).	

3. Service contracts

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
10/01 – Water and wastewater services operations and maintenance	Contract running well. Planning in place for essential services delivery to continue should Covid-19 restrictions return. Several leaks reported in Otautau in December.
20/53 – Mowing for the Wallace Takitimu areas	The mowing contractor is working to the required standard, with a general tidy up of the cemeteries undertaken prior to Christmas.
20/58 – Central area gardening (Nightcaps)	Nightcaps gardens are maintained on a three month cycle. Ohai will be managed by Council's taskforce team and will get a general tidy up early this year.
21/8 TD Dahlenburg gardening (Otautau)	The gardener has completed a full round of tidy up and plantings. The block wall around the garden outside Council's office has been repaired.
17/02 - Central alliance roading contract	<p>The stabilisation crew has been working on Waimatuku Flat Road due to increased heavy traffic using this road.</p> <p>Noxious spraying is complete in the central area.</p> <p>Unsealed road spraying has been completed. There will be a new operator in the spray truck in 2022.</p> <p>Bay Road slip in Riverton has seen the Waimea digger crew travel south to complete this work.</p> <p>Roading team has completed the district wide audit of the unsealed network using the roadroid tool.</p> <p>Fibre is being rolled out in Nightcaps and Ohai next. Roding contract manager has been on a pre-installation walk over of Nightcaps.</p>

4. Request for service data 15 November 2021 – 23 December 2021

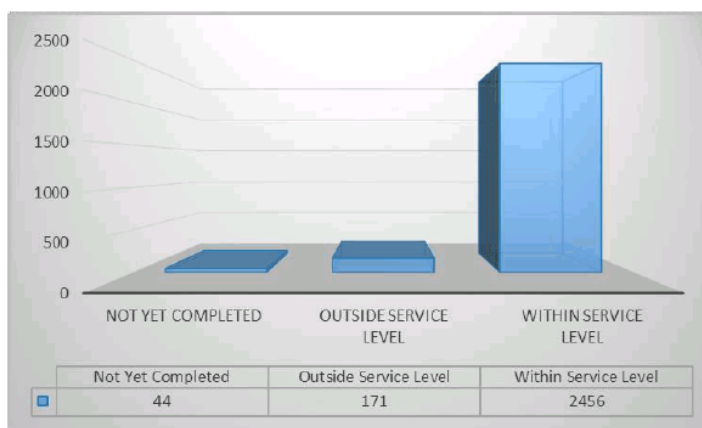


REQUEST TYPE	COUNT
Abandoned vehicles	5
Cemeteries/memorials - repairs and maintenance	7
Community facilities - halls - repairs/maintenance	1
Community facilities general	5
Council housing - application	3
Council housing - repairs and maintenance	4
Council property enquiry	1
Crash data	1
Culverts blocked - rural	4
Debris on sealed roads (safety)	2
Edge break/low shoulders sealed roads	1
Emergency services assistance	1
Flooding roads – urban towns (not stormwater)	1
Footpaths hazards - trip/hazard/broken etc (safety)	1
Gravel road faults	2
Gravel road slumps/dips and heaves/raised	1
Inspection and assessment	1
Miscellaneous problem	2
Multiple street lights out - not in a row	1
Paper roads	1
Parks & reserves - playground repairs/maintenance	2
Parks & reserves - repairs & maintenance	4
Roadside spraying - noxious weeds	2
Rural verge mowing	1
Rural water - no water supply	3
Rural water asset leak	6
Sealed road - potholes and blowouts (safety)	2
Sealed road faults	4
Sewer lateral blockage	1



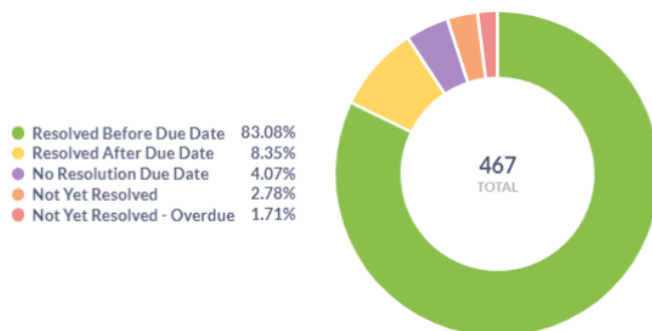
REQUEST TYPE	COUNT
Sewer main blockage	1
Sewer odour	1
Stormwater general – non-urgent	1
Street lights out	1
Streetscape -vegetation	7
Toilets - cleaning, repairs and maintenance	2
Transport general enquiries	21
Urban stormwater (manholes, grates)	5
Water and waste general	22
Water asset damaged (main, hydrant, valve and meter)	4
Water asset leak (main, hydrant, valve and meter)	7
Water main leak urgent burst	1
Water no supply	5
Water pressure low	2
Water quality: Smell, taste, colour and clarity	3
Water shut down non-notified	1
Water shutdown notified	1
Water toby damaged (not safety issue)	2
Water toby leak	6
Water toby location	2
Wheelie bin cancel/damaged/stolen	9
Wheelie bin collection complaints	4
Wheelie bin new/size change/additional	15
TOTAL	193

RFS count by completion time status – by district



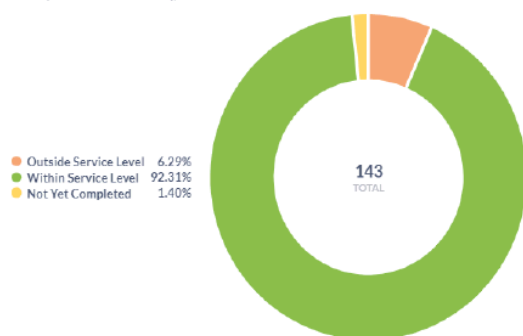
Note: RFS' that were not yet completed or outside the service level were due to factors including further investigations/ work required and extensions of time to complete the requests.

IPS Requests, Resolution Time Status

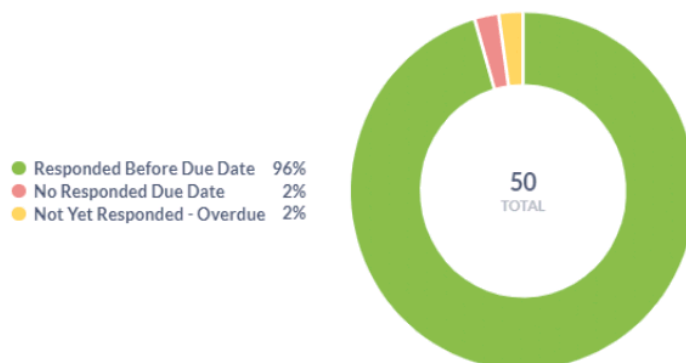


RFS count by completion time status – local (193 requests)

RFS Completion Time Status Summary, All Services and Assets



IPS Requests, Response Time Status



5. Local finance reporting

Drummond Village - Business Units as at 31 December 2021

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Street Works - Drummond			\$224						
Drummond Rec Reserve Committee	\$750	\$708	\$1,761	\$659		\$16,050			
Beautification-Drummond	\$1,956	\$1,965	\$3,931	\$2,553	\$1,965	\$3,931			
Total	\$2,706	\$2,673	\$5,916	\$3,212	\$1,965	\$19,981	\$0	\$0	\$0

Drummond income is \$2,706 slightly over budget (\$33). Drummond recreation reserve income received is higher than budgeted due to partial receipt of this year's grazing income.

Expenditure is \$3,212, \$1,247 above budget due to additional moving costs and maintenance costs in the beautification business unit (\$588) and a new novaфло pipe at the Drummond recreation reserve (\$659).

Nightcaps - Business Units as at 31 December 2021

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Street Works - Nightcaps	\$1,312	\$1,318	\$2,636			\$2,636			\$12,483
Refuse Collec - Nightcaps	\$3,205	\$3,203	\$6,405	\$2,746	\$3,203	\$6,405			
Beautification - Nightcaps	\$11,258	\$11,310	\$22,714	\$13,547	\$12,594	\$22,621			
McGregor Park	\$9,285	\$7,986	\$17,005	\$7,290	\$10,079	\$18,619			
Dr Woods Memorial Park	\$3,733	\$3,750	\$7,500	\$3,600	\$7,939	\$15,877			\$31,225
Hall - Nightcaps	\$7,799	\$8,315	\$16,884	\$8,417	\$10,752	\$16,819			
Total	\$36,591	\$35,882	\$73,144	\$35,601	\$44,566	\$82,977	\$0	\$0	\$43,708



Nightcaps income is \$36,591, \$709 above budget, predominantly due to McGregor Park quarterly lease being invoiced in July and October.

Expenditure is \$35,601, \$8,965 less than budget. Refuse collection, mowing, gardening maintenance and general maintenance requirements have been less than expected throughout Nightcaps for the year to date, as the mowing and gardening season only began in September/October. Nightcaps hall is \$2,335 under budget mainly due to less electricity costs and minimal maintenance required to date.

Ohai - Business Units as at 31 December 2021

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Street Works - Ohai	\$1,575	\$1,582	\$3,164	\$174	\$1,756	\$3,511			\$7,942
Refuse Collection - Ohai	\$2,809	\$2,807	\$5,613	\$2,016	\$2,807	\$5,613			
Beautification - Ohai	\$14,754	\$15,026	\$30,052	\$8,519	\$16,091	\$30,052			
Recreation Reserve - Ohai	\$2,758	\$2,500	\$6,756		\$2,500	\$5,000			
Playground - Ohai	\$7,367	\$7,401	\$14,802	\$3,793	\$7,931	\$15,862			
Hall - Ohai	\$8,114	\$8,198	\$16,401	\$10,577	\$13,688	\$19,804			
Total	\$37,376	\$37,514	\$76,788	\$25,079	\$44,772	\$79,842	\$0	\$0	\$7,942

Ohai income is \$37,376, which is slightly under budget (\$138).

Expenditure is \$25,079, \$19,693 less than budget. Footpath maintenance, refuse collection, mowing, gardening maintenance and general maintenance requirements have been less than expected throughout Ohai for the year to date, noting that the mowing and gardening season only began in September/October. Ohai hall is \$3,111 under budget due to less cleaning and work scheme costs.

Otautau - Business Units as at 31 December 2021

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Street Works - Otautau	\$3,117	\$3,132	\$6,597	\$1,776	\$4,158	\$8,315			\$17,679
Refuse Collection - Otautau	\$4,757	\$4,753	\$9,506	\$5,059	\$4,753	\$9,506			
Cemetery - Otautau	\$7,975	\$7,407	\$14,814	\$2,999	\$7,766	\$15,533			\$10,000
Settlers Cemetery - Otautau	\$1,334	\$1,333	\$2,666	\$100	\$1,333	\$2,666			
Beautification - Otautau	\$43,228	\$43,129	\$86,957	\$40,175	\$44,708	\$88,455			
Holt Park	\$17,087	\$17,205	\$34,409	\$4,470	\$18,531	\$34,937			
Holt Park Extension	\$5,567	\$5,313	\$10,627	\$7,326	\$9,258	\$14,650			\$28,119
Centennial Park	\$4,903	\$4,926	\$9,851	\$2,915	\$5,547	\$11,095			
Baths - Otautau	\$5,917	\$5,878	\$11,849	\$5,322	\$4,958	\$11,756			
Holt Park Camping Ground				\$149	\$149	\$299			
Hall - Otautau			\$584						
Plunket Rooms - Otautau	\$1,095	\$1,100	\$2,200	\$1,729	\$1,926	\$2,200			
Bowling Club		\$50	\$103						
Forestry - Holt Park	\$876	\$881	\$5,072	\$1,394	\$2,257	\$3,312			
Total	\$95,857	\$95,106	\$195,235	\$73,414	\$105,344	\$202,724	\$0	\$0	\$55,798

Otautau income is \$95,857, \$751 over budget. Otautau Cemetery income is \$568 above budget due to a grant received from the defence force (\$743).

Expenditure is \$73,414, which is \$31,930 less than budget for the year to date. Footpath maintenance, mowing, gardening maintenance and general maintenance requirements have been less than expected throughout Otautau, as the mowing and gardening seasons only began in September and October.



Wallace Takitimu - Business Units as at 31 December 2021

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Community Leadership Wallace T	\$18,788	\$5,000	\$18,020	\$8,918	\$8,918	\$18,020		\$0	
Rec Reserve - Wallace-Takitimu			\$81	\$12				\$0	
Cemetery - Wairio	\$4,434	\$4,430	\$9,985	\$6,994	\$5,110	\$10,220		\$0	\$10,000
Cemetery - Wreys Bush	\$1,875	\$1,748	\$3,497	\$1,348	\$1,749	\$3,497		\$0	
Cemetery - Calcium	\$4,429	\$4,425	\$9,221	\$7,888	\$4,475	\$8,950		\$0	\$10,000
Recreation Reserve - Wairio			\$145	\$2,152				\$0	
Recreation Reserve - Glenburn	\$6,042	\$6,056	\$12,375	\$5,378	\$6,937	\$12,862		\$0	\$0
Takitimu Pool	\$6,210	\$6,176	\$12,648	\$7,353	\$7,352	\$12,352		\$0	
Total	\$41,777	\$27,835	\$65,972	\$40,042	\$34,540	\$65,901	\$0	\$0	\$20,000

Wallace Takitimu income is \$41,777, \$13,942 more than budget. The primary reason is due to funds associated with the Holt Park Recreation Centre Inc being transferred to Council in the community leadership Wallace business unit. A meeting with the members of the former society will be held in the coming weeks with a decision on the future of the funds to be made at that time.

Wallace Takitimu expenditure is \$40,042, which is \$5,502 over budget. Wairio Cemetery is \$1,884 over budget due to additional mowing costs incurred. Calcium cemetery expenditure is \$3,413 over spent due to the clean-up of hedge clippings at Isla Bank cemetery. The Wairio recreation reserve is over budget by \$2,152 due to mowing costs being incurred where no budget exists. This was an oversight when establishing the budgets and will be corrected through forecasting and funded from the Wairio general reserve. Glenburn recreation reserve mowing and pruning costs are underspent by \$1,559 due to less costs incurred to date.



Reserve Balances

RESERVE	ACTUAL 30 JUNE 2021	BUDGET 30 JUNE 2022	FORECAST 30 JUNE 2022
Drummond general	\$11,621	\$11,845	\$11,845
Drummond recreation reserve	\$15,997	\$17,208	\$1,708
Total – Drummond	\$27,618	\$29,053	\$13,553
Arboretum rec reserve	\$16,744	\$17,007	\$17,007
Calcium cemetery	\$11,727	\$10,098	\$10,098
Takitimu pool	\$9,287	\$9,583	\$9,583
Wairio cemetery	\$55,573	\$46,698	\$46,698
Wairio recreation reserve	\$5,815	\$5,960	\$5,960
Wairio town general	\$4,892	\$4,973	\$4,973
Total – Takitimu	\$104,038	\$94,319	\$94,319
Nightcaps community centre	\$17,807	\$18,060	\$18,060
Night caps McGregor park	\$91,609	\$61,432	\$56,770
Nightcaps general	\$14,081	\$4,899	\$1,691
Nightcaps stormwater*	\$17,110	\$17,319	\$17,319
Total – Nightcaps	\$140,607	\$101,710	\$93,840
Ohai community centre	\$-	\$5	\$5
Ohai general	\$120,837	\$122,593	\$113,689
Ohai stormwater*	\$173,060	\$176,288	\$176,288
Total – Ohai	\$293,897	\$298,886	\$289,982
Otautau town hall	\$29,068	\$29,652	\$29,652
Otautau baths	\$17,841	\$17,934	\$17,934
Otautau Brightwood development	\$17,109	\$17,443	\$17,443
Otautau community board conference	\$85	\$85	\$85
Otautau forestry	\$168,343	\$170,103	\$170,103
Otautau general	\$68,850	\$69,649	\$53,470
Wallace bowling club	\$218	\$221	\$221
Otautau stormwater*	\$266,683	\$271,707	\$271,707
Total – Otautau	\$568,197	\$576,794	\$560,615
TOTAL RESERVES	\$1,134,357	\$1,100,762	\$1,052,309

**Please note changes to stormwater reserves as discussed below are not included in the table above.*



Stormwater reserve balance

Community board and area	Balance 30/06/2021	Interest component	Net of interest balance 30/06/2021	Loan repayments	Net of loan balance 30/06/2021	Total transfer to general reserve
Wallace Takitimu CB						
Nightcaps	\$17,110	\$733	\$16,377	\$16,377	-	\$733
Ohai	\$173,060	\$82,600	\$90,460	-	\$90,460	\$173,060
Otautau	\$266,683	\$74,299	\$192,384	-	\$192,384	\$266,683

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.

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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 in the table above and will be available to fund any local project within the activities rates for within that community.

Please note the transfer will be processed in February 2022 therefore the full reserve table above as yet does not reflect this change.

Operational Report for Wallace Takitimu Community Board - April 2022

Record No: R/22/2/5424

Author: Brendan Gray, Project delivery manager

Approved by: Nick Hamlin, Group manager programme delivery

☐ Decision

☐ Recommendation

☒ Information

Purpose of Report

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

Recommendation

That the Wallace Takitimu Community Board:

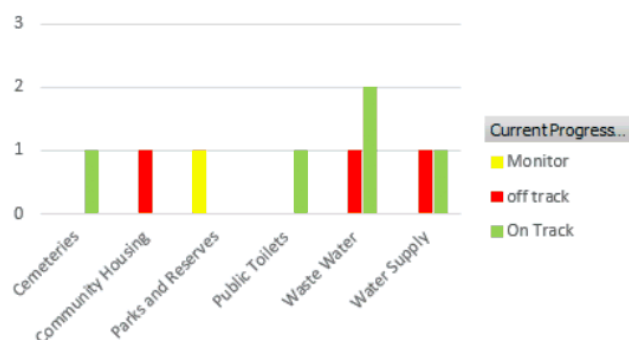
- a) **Receives the report titled “Operational Report for Wallace Takitimu Community Board - April 2022” dated 1 April 2022.**

Attachments

- A Report to Wallace Takitimu Community Board - 7 April 2022 - operational report [↓](#)



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
CEMETERIES	P-11038	Drummond war memorial restoration	Delivery phase	On track	Paths and mowing strip have been installed. Staff are looking to have this project completed before ANZAC day.	\$15,500
COMMUNITY HOUSING	P-10532	Ohai community	Delivery phase	Off track	Waiting on confirmation starting date. Holdup with material supply and	\$48,130



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
		housing – roofing			will be facing cost increase.	
PARKS AND RESERVES	P-10775	Nightcaps Dr Woods Memorial Reserve playground - equipment replacement	Pre-delivery phase	Monitor	Project on track, materials on the way. Site visit with local board member happened to point out final scope of works with additional concrete work. We will proceed with swing play replacement in Dr Woods rather than McGregor Park as part of this year's project.	\$31,225
PUBLIC TOILETS	P-10641	Otautau main street toilet – refurbishment	Delivery phase	On track	Flooring completed and new dispensers scheduled to be installed.	\$50,000
WASTEWATER	P-10003	Upgrading UV/ treatment at Ohai (sewer)	Delivery phase	Off track	Design is now due end of March/ early April, with construction likely to begin later in April.	\$38,572
WASTEWATER	P-10267	Sewer trickling filter - Ohai	Pre-delivery phase	On track	Final installation will happen end of March/ early April.	\$61,500
WASTEWATER	P-10464	Ohai wastewater discharge upgrade for new UV and improvements	Pre-delivery phase	On track	We will have the final design end of March/ early April, with construction starting later in April.	\$120,000
WATER SUPPLY	P-10279	Consent renewal water - Ohai	Pre-delivery phase	On track	The consultant is in the process of finalising the design, so we will be in a position to lodge consent late March/ early April.	\$4,417
WATER SUPPLY	P-10506	Ohai Nightcaps Wairio water - consent renewal	Pre-delivery phase	Off track	This project is for construction required to meet the consent conditions after the consent is lodged and approved. The consent lodging process is number P-10279. Council is currently reviewing the Pattle Delamore Partners (PDP) design.	\$154,417



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
					Construction tender will go out June.	

3. Service contracts

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
10/01 – Water and wastewater services operations and maintenance	<p>Contract is continuing to run well.</p> <p>Contingencies remain in place to ensure delivery of essential services continue in the event of Covid-19 affecting staff.</p> <p>Otautau water leaks are continuing, leak detection services are active across the township, recently found an estimated loss of 171 l/m with Holt Park suspected of having the largest leak. Downer staff are ongoing in their investigation into locating and repairing the leak.</p>
20/53 – Mowing for the Wallace Takitimu areas	<p>The dry weather has reduced the amount of growth across the region. Some additional weed eating is planned for Otautau stopbank walkway.</p>
20/58 – Central area gardening (Nightcaps)	<p>Nightcaps gardens are maintained on a three-month cycle. Ohai will be managed by Council's taskforce team and will get a general tidy up in April.</p>
21/8 TD Dahlenburg gardening (Otautau)	<p>The plantings and flower beds over the past two months have looked very good and a credit to the contractor. Work is being planned for the replanting of Holt Park hill including tree thinning amongst the rhododendrons.</p>
17/02 - Central alliance roading contract	<p>Road closure on Waimatuku Flat Road started 7 March to undertake dig outs to fix pavement failures.</p> <p>Spraying is being undertaken on the sealed network.</p> <p>Pre-reseal repairs are being undertaken by OGEM crew, currently located in the Central area and the drainage crew are raising service covers for them.</p> <p>Steven Priest-Jacobs finished as the Central Alliance contract manager and this position is now vacant. Dylan Rabbidge has stepped into the role in the interim.</p> <p>The sucker truck operator vacancy has been filled and will commence activities in the Riverton area.</p> <p>Footpath widening undertaken in Otautau township.</p>

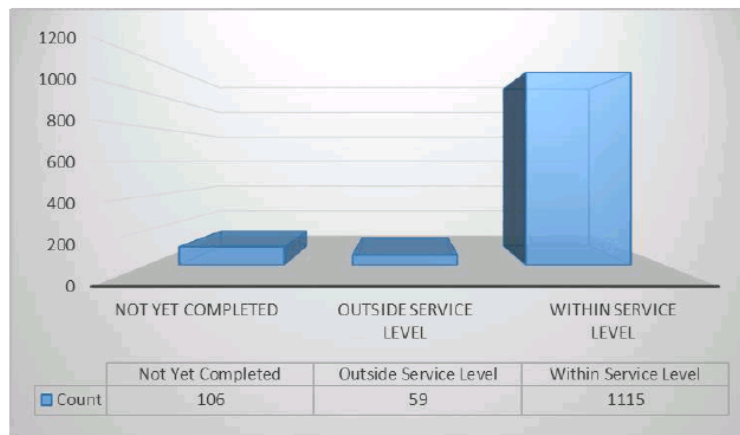
4. Request for service data 23 December 2021 – 10 March 2022



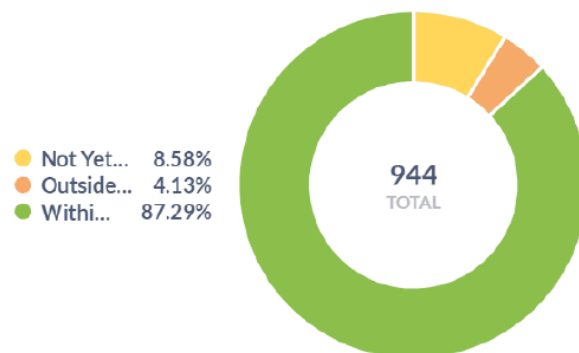
REQUEST TYPE	COUNT
Cemeteries/memorials - repairs and maintenance	1
Community facilities general	3
Council property enquiry	3
Footpaths	1
Gravel road faults	1
Hazards	1
Parks and reserves - repairs and maintenance	4
Rural water - no water supply	4
Rural water asset leak	1
Rural water low water pressure	1
Streetscape -vegetation	7
Toilets - cleaning, repairs and maintenance	2
Transport general enquiries	8
Water and waste general	5
Water asset damaged (main, hydrant, valve and meter)	1
Water asset leak (main, hydrant, valve and meter)	8
Water main leak urgent burst	1
Water pressure low	1
Water toby damaged (not safety issue)	2
Water toby leak	5
Water toby location	4
Wheelie bin – non-compliance	1
Wheelie bin cancel/damaged/stolen	3
Wheelie bin collection complaints	1
Wheelie bin new/size change/additional	9
TOTAL	78



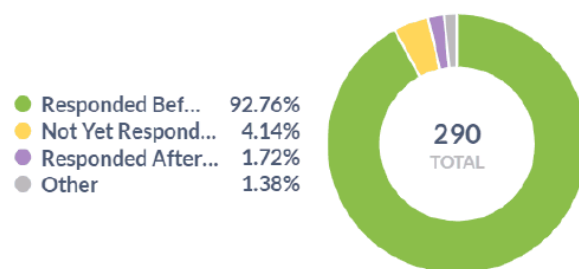
RFS count by completion time status – by district



RFS Completion Time Status Summary, All Services and Assets



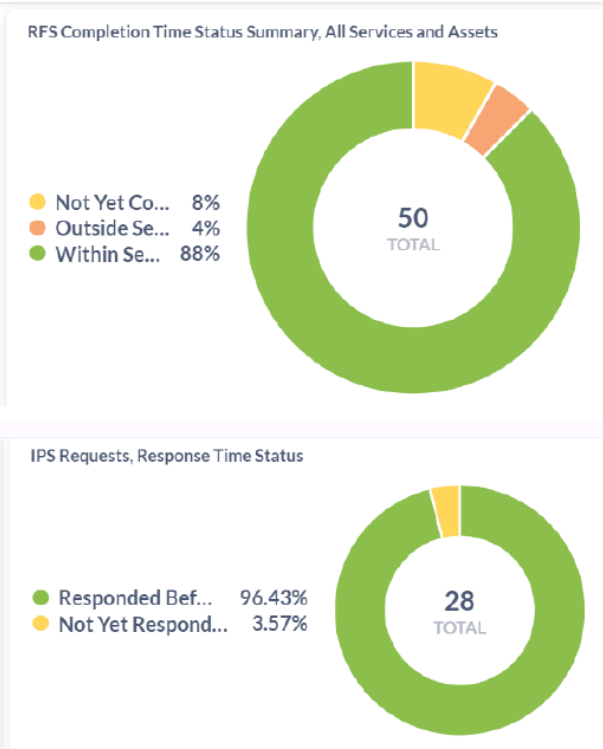
IPS Requests, Response Time Status



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



RFS count by completion time status – local





5. Local finance reporting

Drummond Village - Business Units as at 28 February 2022									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Street Works - Drummond			\$224						
Drummond Rec Reserve Comm	\$1,539	\$1,415	\$1,761	\$659		\$16,050			
Beautification-Drummond	\$2,612	\$2,621	\$3,931	\$3,498	\$2,621	\$3,931			
Total	\$4,151	\$4,036	\$5,916	\$4,158	\$2,621	\$19,981	\$0	\$0	\$0

Drummond income is \$4,151 slightly over budget (\$115).

Expenditure is \$4,158, \$1,537 above budget due to additional mowing costs and maintenance costs in the beautification business unit (\$878) and a new novaflo pipe installed at the Drummond recreation reserve (\$659).

Nightcaps - Business Units as at 28 February 2022									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Street Works - Nightcaps	\$1,752	\$1,757	\$2,636			\$2,636			\$12,483
Refuse Collec - Nightcaps	\$4,275	\$4,270	\$6,405	\$5,233	\$4,270	\$6,405			
Beautification - Nightcaps	\$15,032	\$15,081	\$22,714	\$16,486	\$15,936	\$22,621			
McGregor Park	\$13,677	\$11,979	\$17,005	\$8,856	\$12,926	\$18,619			
Dr Woods Memorial Park	\$4,984	\$5,000	\$7,500	\$4,663	\$10,585	\$15,877			\$31,225
Hall - Nightcaps	\$10,492	\$11,087	\$16,884	\$8,992	\$12,774	\$16,819			
Total	\$50,211	\$49,174	\$73,144	\$44,230	\$56,491	\$82,977	\$0	\$0	\$43,708



Nightcaps income is \$50,211, \$1,037 above budget, predominantly due to McGregor Park rental income being higher than budgeted.

Expenditure is \$44,230, \$12,261 less than budget. Mowing, gardening maintenance and general maintenance requirements have been less than expected throughout Nightcaps for the year to date, as majority of the mowing and gardening costs are incurred over spring, summer and into autumn. Nightcaps hall is \$3,782 under budget mainly due to lower than expected electricity costs and minimal maintenance required to date.

Ohai - Business Units as at 28 February 2022									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Street Works - Ohai	\$2,103	\$2,109	\$3,164	\$231	\$2,341	\$3,511			\$7,942
Refuse Collection - Ohai	\$3,746	\$3,742	\$5,613	\$2,797	\$3,742	\$5,613			
Beautification - Ohai	\$19,700	\$20,035	\$30,052	\$10,928	\$20,745	\$30,052			
Recreation Reserve - Ohai	\$3,593	\$3,333	\$6,756	\$42	\$3,333	\$5,000			
Playground - Ohai	\$9,836	\$9,868	\$14,802	\$5,737	\$10,575	\$15,862			
Hall - Ohai	\$11,045	\$10,931	\$16,401	\$11,418	\$15,727	\$19,804			
Total	\$50,022	\$50,018	\$76,788	\$31,153	\$56,462	\$79,842	\$0	\$0	\$7,942

Ohai income is \$50,022, which is on budget.

Expenditure is \$31,153, \$25,309 less than budget. Street works is \$2,109 under budget due to no footpath maintenance costs to date. Mowing and gardening requirements have been less than expected in the beautification business unit for the year to date, noting that the mowing and gardening season only commenced in September/ October (\$8,732). Additionally, less reactive maintenance has been required in the beautification, recreation reserve and playground business units (\$9,744). Ohai hall is \$4,309 under budget due to low cleaning and work scheme costs to date.

Otautau - Business Units as at 28 February 2022									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Street Works - Otautau	\$4,162	\$4,175	\$6,597	\$2,886	\$5,543	\$8,315			\$17,679
Refuse Collection - Otautau	\$6,345	\$6,337	\$9,506	\$8,355	\$6,337	\$9,506			
Cemetery - Otautau	\$10,462	\$10,251	\$14,814	\$5,277	\$10,355	\$15,533			\$10,000
Settlers Cemetery - Otautau	\$1,779	\$1,777	\$2,666	\$430	\$1,777	\$2,666			
Beautification - Otautau	\$57,620	\$57,505	\$86,957	\$50,721	\$59,290	\$88,455			
Holt Park	\$22,681	\$22,939	\$34,409	\$6,347	\$24,000	\$34,937			
Holt Park Extension	\$6,864	\$7,085	\$10,627	\$11,740	\$11,055	\$14,650			\$28,119
Centennial Park	\$6,546	\$6,567	\$9,851	\$4,707	\$7,397	\$11,095			
Baths - Otautau	\$7,884	\$7,837	\$11,849	\$5,322	\$4,958	\$11,756			
Holt Park Camping Ground				\$199	\$199	\$299			
Hall - Otautau			\$584						
Plunket Rooms - Otautau	\$1,462	\$1,467	\$2,200	\$1,729	\$2,017	\$2,200			
Bowling Club		\$67	\$103						
Forestry - Holt Park	\$1,170	\$1,174	\$5,072	\$1,394	\$2,608	\$3,312			
Total	\$126,975	\$127,182	\$195,235	\$99,106	\$135,538	\$202,724	\$0	\$0	\$55,798

Otautau income is \$126,975, slightly under budget (\$207).

Expenditure is \$99,106, which is \$36,432 less than budget for the year to date. Street works is \$2,644 under budget due to minimal footpath maintenance to date, mowing, gardening maintenance and general maintenance requirements have been less than expected throughout Otautau, as the mowing and gardening seasons only began in September and October and minimal reactive maintenance has been required.



Wallace Takitimu - Business Units as at 28 February 2022									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Community Leadership Wallace	\$20,456	\$6,667	\$18,020	\$8,918	\$8,918	\$18,020		\$0	
Rec Reserve - Wallace-Takitimu			\$81	\$12				\$0	
Cemetery - Wairio	\$5,914	\$5,907	\$9,985	\$10,114	\$6,813	\$10,220		\$0	\$10,000
Cemetery - Wreys Bush	\$2,417	\$2,331	\$3,497	\$2,038	\$2,331	\$3,497		\$0	
Cemetery - Calcium	\$5,907	\$5,900	\$9,221	\$8,813	\$5,967	\$8,950		\$0	\$10,000
Recreation Reserve - Wairio			\$145	\$3,012				\$0	
Recreation Reserve - Glenburn	\$8,062	\$8,075	\$12,375	\$7,623	\$8,912	\$12,862		\$0	\$0
Takitimu Pool	\$8,269	\$8,235	\$12,648	\$10,382	\$10,352	\$12,352		\$0	
Total	\$51,025	\$37,114	\$65,972	\$50,912	\$43,293	\$65,901	\$0	\$0	\$20,000

Wallace Takitimu income is \$51,025, \$13,911 more than budget. The primary reason is due to funds associated with Holt Park Recreation Centre Incorporated being transferred to Council in the community leadership Wallace business unit. A report will be presented to the community board regarding these funds at the April 2022 meeting.

Wallace Takitimu expenditure is \$50,912, which is \$7,619 over budget. Wairio Cemetery is \$3,301 over budget due to additional mowing costs incurred. Calcium cemetery expenditure is \$2,846 over spent due to costs associated with cleaning up hedge clippings at Isla Bank cemetery. The Wairio recreation reserve is over budget by \$3,012 due to mowing costs being incurred where no budget exists. This was an oversight when establishing the budgets and will be corrected through forecasting and funded from the Wairio general reserve. Glenburn recreation reserve mowing and pruning costs are \$1,289 less than expected for the year to date.



Reserve Balances

RESERVE	ACTUAL 30 JUNE 2021	BUDGET 30 JUNE 2022	FORECAST 30 JUNE 2022
Drummond general	\$11,621	\$11,845	\$11,845
Drummond recreation reserve	\$15,997	\$17,208	\$1,708
Total – Drummond	\$27,618	\$29,053	\$13,553
Arboretum rec reserve	\$16,744	\$17,007	\$17,007
Calcium cemetery	\$11,727	\$10,098	\$10,098
Takitimu pool	\$9,287	\$9,583	\$9,583
Wairio cemetery	\$55,573	\$46,698	\$46,698
Wairio recreation reserve	\$5,815	\$5,960	\$5,960
Wairio town general	\$4,892	\$4,973	\$4,973
Total – Takitimu	\$104,038	\$94,319	\$94,319
Nightcaps community centre	\$17,807	\$18,060	\$18,060
Night caps McGregor park	\$91,609	\$61,432	\$56,770
Nightcaps general	\$14,081	\$4,899	\$2,633
Nightcaps stormwater*	\$17,110	\$17,319	\$0
Total – Nightcaps	\$140,607	\$101,710	\$77,463
Ohai community centre	\$-	\$5	\$5
Ohai general	\$120,837	\$122,593	\$288,466
Ohai stormwater*	\$173,060	\$176,288	\$0
Total – Ohai	\$293,897	\$298,886	\$289,922
Otautau town hall	\$29,068	\$29,652	\$29,652
Otautau baths	\$17,841	\$17,934	\$17,934
Otautau Brightwood development	\$17,109	\$17,443	\$17,783
Otautau community board conference	\$85	\$85	\$85
Otautau forestry	\$168,343	\$170,103	\$170,103
Otautau general	\$68,850	\$69,649	\$325,177
Wallace bowling club	\$218	\$221	\$221
Otautau stormwater*	\$266,683	\$271,707	\$0
Total – Otautau	\$568,197	\$576,794	\$560,615
TOTAL RESERVES	\$1,134,357	\$1,100,762	\$1,035,872

*Please note changes to stormwater reserves as discussed below are included in the table above.



Stormwater reserve balance

Community board and area	Balance 30/06/2021	Interest component	Net of interest balance 30/06/2021	Loan repayments	Net of loan balance 30/06/2021	Total transfer to general reserve
Wallace Takitimu CB						
Nightcaps	\$17,110	\$733	\$16,377	\$16,377	-	\$733
Ohai	\$173,060	\$82,600	\$90,460	-	\$90,460	\$173,060
Otautau	\$266,683	\$74,299	\$192,384	-	\$192,384	\$266,683

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 in the table above and will be available to fund any local project within the activities rates for within that community.

Please note the transfer was processed in February 2022 therefore the full reserve table above reflects this change.

Community Leadership Report - February 2022

Record no: R/22/1/1715

Author: Kelly Tagg, 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.

Recommendation

That the Wallace Takitimu Community Board:

- a) **receives the report titled “Community Leadership Report - February 2022” dated 9 February 2022.**

Attachments

- A Community leadership report [↓](#)



What's happening in your area

Community service awards

Board chair, Andre Bekhuis, recently presented Ann Robbie with a community service award on behalf of the community board at a celebration held at the Ryal Bush Community Centre in December 2021.

Mrs Robbie was nominated by a member of the community in recognition of her tireless efforts around restoring, locating and recording of war memorials and honours board in Southland.

<https://www.stuff.co.nz/national/127324038/southland-war-memorial-restorer-honoured-for-community-service>

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 Wallace Takitimu Community Partnership Fund will close on 31 March 2022. There is \$9,102 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.

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/>

Ohai Railway Fund

The next funding round for the Ohai Railway fund closes on 31 March 2022.

The purpose of the fund is to provide grants and loans for the benefit of the residents of the former Ohai Railway Board area.

The eligible purposes of the fund are for;

- the provision of bursaries for tertiary study or adult education
- to facilitate employment opportunities
- the development of community facilities, reserves and resources/recreational and leadership opportunities/community programmes, activities, events and charitable purposes.

Assistance may also be provided to individuals or groups taking part in events, which reflect credit or provide benefit to the community. Consideration may be given to projects aimed at providing public utilities.

Assistance for other initiatives outside the above categories may be provided at the discretion of the committee.

Further information, including application forms can be found on Council's website <https://www.southlanddc.govt.nz/my-council/funding-and-grants/>

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

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

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

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

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 knows 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/22/3/12170

Author: Kelly Tagg, 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 Wallace Takitimu Community Board:

- a) **receives the report titled “Community leadership report - April 2022” dated 1 April 2022.**

Attachments

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



What's happening in your area

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 will have the opportunity to submit a response with assistance from staff if required.

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

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.

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 Wallace Takitimu Community Partnership Fund closed on 31 March 2022. The board will discuss the applications and make allocations at their 2 June 2022 meeting.

Ohai Railway Fund

Ohai Railway Fund applications for individuals and organisations also closed on 31 March 2022. The committee will meet to allocate funds on Friday 6 May 2022.

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 meet around this time also.

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)

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

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

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 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

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

AUTHORITY SIGNATURES

Prepared by:



Dawn Shannon, Senior Investment Auditor

Approved by:



Yuliya Gulitekin, Practice Manager Audit & 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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Audit: Southland District Council

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
Investment management	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.
Compliance	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.
Findings/ deficiencies	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.

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)¹.
- Maintenance costs are not regularly updated in RAMM – see section 4 *Data Quality*.

¹ 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/>

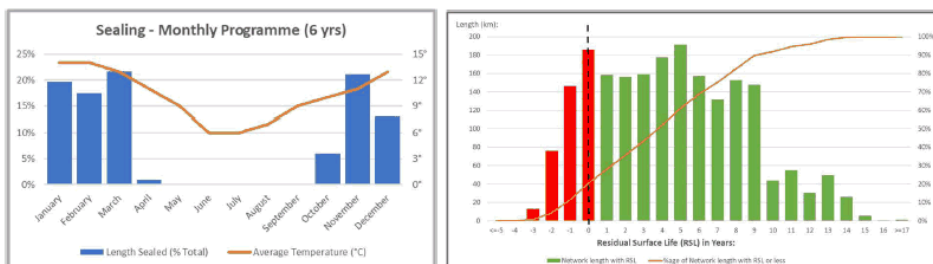
General Observations

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).

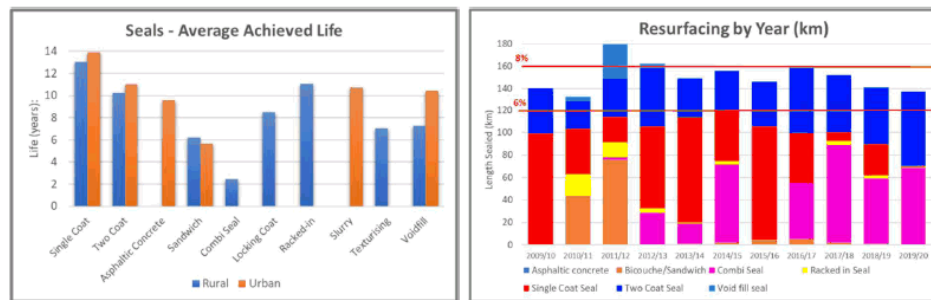


As indicated above, the Southland District network displays as very smooth (high STE) with low peak roughness. Our observations confirm that this is primarily due to a prevalence of flushing. Staff consider that multiple seal layers are a key contributing factor and are working on an optimal approach 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*². 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 reseal 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 A³ *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.

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

³ 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"> Minor incidences of stripping, scabbing and edge break were noted. 	
Recommendations	<p>We recommend that Council:</p> <p>R2.1 Ensures compliance with Waka Kotahi requirements for net present value (NPV) analysis for drainage renewal projects.</p>
Suggestions	<p>We suggest that Council:</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.

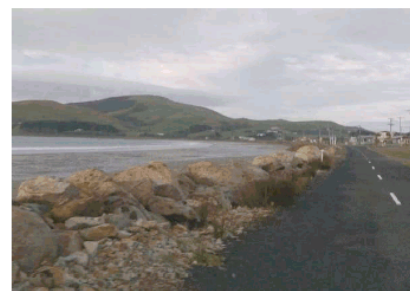
Council's Transport Activity Management Plan 2021-2031 has recently been submitted to Waka Kotahi in support of their 2021-24 NLTP bid. This AMP has been positively reviewed by the Transport Services team. Their assessment summary was "This AMP is sufficient for purposes and delivers appropriate detail".

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 km². 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>We suggest that Council:</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.

4. Data Quality	Effective
<p><u>Performance Monitoring</u></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"> • accuracy of pavement records • timeliness of pavement renewal as-built data • accuracy of pavement and surface maintenance activity location. <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><u>Condition Rating</u></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 Base⁴ 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><u>General</u></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>We recommend that Council:</p> <p>R4.1 Resolves the data issues identified in the REG Data Quality report to improve data accuracy and timeliness.</p>

⁴ 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/>

Report Number: RADST-2073

Audit: Southland District Council

Suggestions	<p>We suggest that Council:</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.

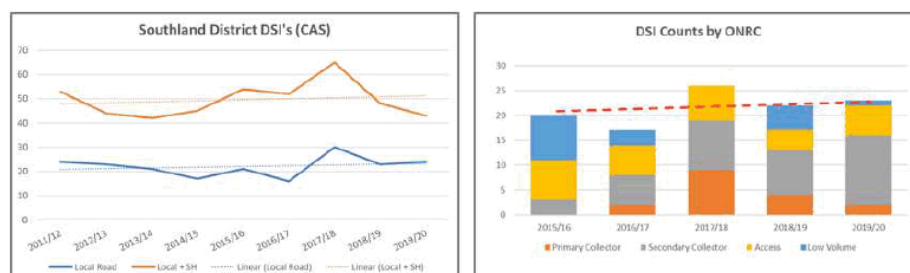
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5. Road Safety

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 2019⁵ identifies no areas of high concern for Southland District but areas of medium concern are "young drivers", "pedestrian involved" and "fatigue".

⁵ 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”.⁶
 - 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).

⁶ 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"⁷.

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 manual⁸.

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.

⁷ 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/>

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

Report Number: RADST-2073

Audit: Southland District Council

	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	We suggest that Council: 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



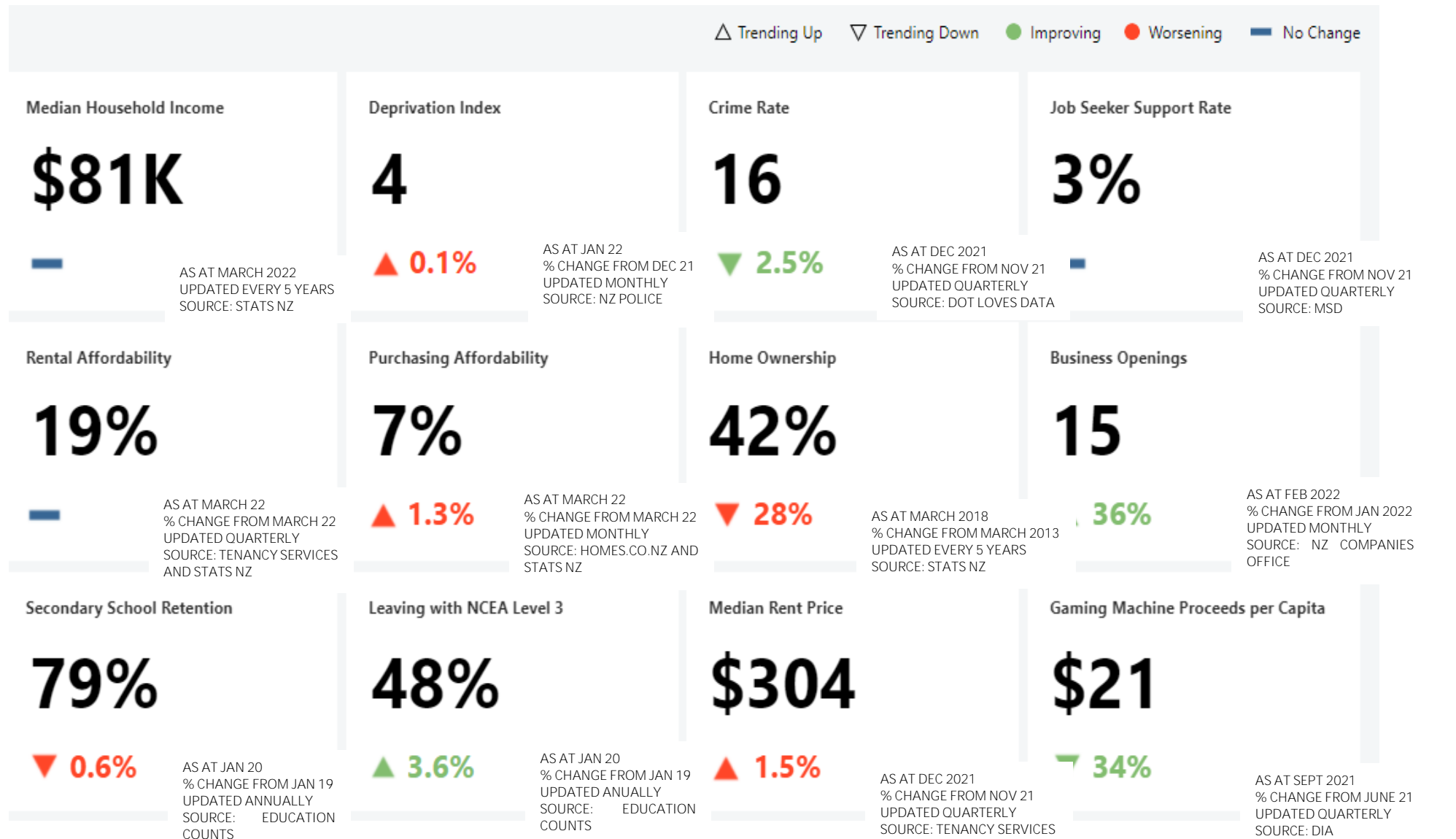
APPENDIX B**Sample of Audit Photos**

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



Council report - February 2022

Record no: R/22/1/1356

Author: Kelly Tagg, Community partnership leader

Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision☐ Recommendation☒ Information

Recommendation

That Wallace Takitimu Community Board:

- a) **Receives the report titled “Council report - February 2022” dated 9 February 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
Generator unit 2	SIESA	Complete	Complete	Complete
Centre Hill erosion	Cycle trail, at Centre Hill	Yes		
Pavement improvements	Te Anau Airport, Manapouri	Yes – preliminary groundwater monitoring taking place		

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

PROJECT	DESCRIPTION	PLANNING, INCLUDING CONSENTING	PHYSICAL WORK STARTED	ESTIMATED COMPLETION
			outstanding item	
Stimulus project	Throughout Southland – programme extended to 30 June 2022	Two under design, three with completed design	Seven under way	16 complete
Taramea Bay phase 1	Walking track from playground to Pilot Hill	Contract awarded (about \$100,000)		
Toilet replacements	Across Southland, \$1.9 million	Tender awarded		
ROADING				
Road rehabilitation	Five projects throughout Southland – worth \$3.2 million	One tender still to be let	Four underway	
Bridge replacement	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/22/3/12055

Author: Kelly Tagg, Community partnership leader

Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision

☐ Recommendation

☒ Information

Recommendation

That Wallace Takitimu Community Board:

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

Chairperson's report

Record No: R/22/3/12578
Author: Fiona Dunlop, Committee advisor
Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision ☐ Recommendation ☒ Information

Purpose of report

- 1 The purpose of the report is to provide an update to the Wallace Takitimu 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 Bekhuis will update the members at the meeting.

Recommendation

That the Wallace Takitimu Community Board:

- a) **receives the report titled "Chairperson's report" dated 31 March 2022.**

Attachments

There are no attachments for this report.