



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

Date: Monday, 4 April 2022  
Time: 5.30pm  
Venue: Virtual meeting via Zoom

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## Oreti Community Board Agenda OPEN

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### MEMBERSHIP

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

### IN ATTENDANCE

Group manager infrastructure and services - Matt Russell  
Committee advisor - Fiona Dunlop  
Community partnership leader - Karen Purdue

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Full agendas **are available on Council's website**  
[www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)



## 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.

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## Terms of Reference – Community Boards

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



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

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

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### **Advocacy**

#### 11) submissions

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

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

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

District activities include:

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

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

### **Community Assistance**

- 15) authority to establish prioritisation for allocation based on an overarching set of criteria from council to guide the scope of the activity
- 16) authority to grant the allocated funds from the Community Partnership Fund

- 17) authority to allocate bequests or grants generated locally consistent with the terms of the bequest or grant fund

### **Northern Community Board**

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

### **Unbudgeted Expenditure**

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

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

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

### **Service Delivery**

#### **Local Activities**

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

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

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

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

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1 Apologies

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

2 Leave of absence

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

3 Conflict of interest

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

4 Public forum

Notification to speak is required by 12noon at least one clear day before the meeting. Further information is available at [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz) or by phoning 0800 732 732.

5 Extraordinary/urgent items

To consider, and if thought fit, to pass a resolution to permit the Community Board to consider any further items which do not appear on the agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the chairperson must advise:

- (i) the reason why the item was not on the agenda, and
- (ii) the reason why the discussion of this item cannot be delayed until a subsequent meeting.

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

**“Where an item is not on the agenda for a meeting,-**

- (a) that item may be discussed at that meeting if-
  - (i) that item is a minor matter relating to the general business of the local authority; and
  - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further **discussion.”**

6 Confirmation of minutes

6.1 Meeting minutes of Oreti Community Board, 21 February 2022



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## Oreti Community Board

### OPEN MINUTES

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Minutes of a meeting of Oreti Community Board held as a Virtual meeting via Microsoft Teams on Monday, 21 February 2022 at 5.30pm. (5.30pm – 6.55pm)

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#### PRESENT

Chairperson	Natasha Mangels
Deputy Chairperson	Peter Schmidt
Members	Andrew Dorricott
	Darren Frazer
	Geoffrey Jukes
	Colin Smith (5.50pm – 6.55pm)
	Brian Somerville
	Treena Symons (5.43pm – 6.55pm)

#### IN ATTENDANCE

Committee advisor/Customer support partner	Lagi Kuresa
Community partnership leader	Karen Purdue

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1 Apologies

There were apologies for lateness from Colin Smith and Treena Symons.

Moved Peter Schmidt, seconded Councillor Frazier and resolved:

That the Oreti Community Board receive the apologies.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of interest

There were no conflicts of interest declared.

4 Public forum

Sarah Thorne from Lochiel School were in attendance to present to the board with regard to the request for grant funding for the School sports shed upgrade.

5 Extraordinary/urgent items

There were no extraordinary/urgent items.

6 Confirmation of minutes

Resolution

Mover Peter Schmidt , seconded Councillor Frazer and resolved:

That the Oreti Community Board confirms the minutes of the meeting, held on 6 December 2021 as a true and correct record of the meeting.

(Treena Symonds joined the meeting at 5.43pm.)

Reports

7.1 Operational Report for the Oreti Community Board

Record No: R/21/12/64040

Project delivery manager, Brendan Gray was in attendance for this item.

Mr Gray advised the purpose of the report is to update the board on the operational activities in the Oreti Community Board area.

Resolution

Moved Councillor Frazer, seconded Peter Schmidt and resolved:

That the Oreti Community Board:

- a) **Receives the report titled “Operational Report for the Oreti Community Board”** dated 10 February 2022.

(Colin Smith joined the meeting at 5.50pm.)

7.2 Oreti Hall -Unbudgeted expenditure

Record No: R/22/1/616

Community facilities manager, Mark Day was in attendance for this item.

Mr Day advised that the purpose of the report was to seek approval for unbudgeted expenditure of up to \$15,000.00 for the installation of a heat pump and \$3,879.00 for hall fencing to be funded from the community centres Oreti reserve.

There were concerns that small and emergency unexpected expenditure type projects were not dealt with quicker. After discussions, Mrs Purdue confirmed that all reports needed to go to formal board meetings for ratification and discussion and could not be emailed out to board members as they are received.

Resolution:

Moved Colin Smith, seconded Andrew Dorricott and resolved:

That the Oreti Community Board:

- a) **Receives the report titled “Oreti Hall -Unbudgeted expenditure” dated** 21 January 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 \$18,879 to install heat pumps and fencing to be funded from community centres Oreti reserve.

7.3 Council report

Record No: R/22/1/1396

Councillor Frazer was in attendance for this item and took the Board through the Council report.

Resolution

Moved Peter Schmidt, seconded Colin Smith and resolved:

That Oreti Community Board:

- a) **Receives the report titled “Council report”** dated 9 February 2022.

#### 7.4 Community Leadership Report

Record No: R/22/1/1701

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

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

Resolution

Moved Brian Somerville, seconded Andrew Dorricott and resolved:

That the Oreti Community Board:

- a) **receives the report titled “Community Leadership Report”** dated 7 February 2022.

#### 7.5 Central Southland Netball Centre - repurposing of Community Partnership Fund grant

Record No: R/22/2/3043

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

Mrs Purdue advised that the purpose of the report was for the Oreti Community Board to decide whether to approve a request from the Central Southland Netball Centre to repurpose funds they have received from a Community Partnership Fund grant.

Resolution

Moved Geoffrey Jukes, seconded Andrew Dorricott and resolved:

That the Oreti Community Board:

- a) **receives the report titled “Central Southland Netball Centre - repurposing of Community Partnership Fund grant”** dated 7 February 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) approve the request from the Central Southland Netball Centre to repurpose their grant of \$2,224 from the Community Partnership Fund for the lighting project to the new project to repair the outside courts.

#### 7.6 Chairperson's report

Record No: R/22/2/3919

Chairperson, Natasha Mangels took the Board through her Chairs report.

Resolution

Moved Natasha Mangels, seconded Peter Schmidt and resolved:

That the Oreti Community Board:

- a) **receives the report titled "Chairperson's report" dated 10 February 2022.**

#### 7.7 Lochiel School request for grant funding - School Sports shed upgrade

Record No: R/22/2/3971

Community partnership leader, Karen Purdue was attendance for this item.

Mrs Purdue advised that the purpose of the report was to consider an application from Lochiel School for grant funding of \$5,000 towards the upgrade of the Lochiel School sports shed.

Resolution

Moved Councillor Frazer, seconded Peter Schmidt and resolved:

That the Oreti Community Board:

- a) **receives the report titled "Lochiel School request for grant funding - School Sports shed upgrade for "upgrade of the sports shed" dated 14 December 2021.**
- b) determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) recommends to Council that a grant of \$5,000, from the Winton Wallacetown ward reserve be approved, to Lochiel School, to enable the other funding applications to go forward.
- e) recommends to Council that the grant is conditional on all other funding being secured.

The meeting concluded at 6.55pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE ORETI COMMUNITY BOARD HELD  
ON MONDAY 21 FEBRUARY 2022.

DATE:.....

CHAIRPERSON:.....





## Great North Road Tree Removal - Retrospective

### Unbudgeted expenditure

Record No: R/22/3/8087

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 retrospective unbudgeted expenditure of up to \$7,000.00 for tree removal to be funded from the Winton general reserve.

### Executive summary

- 2 The Oreti community board identified a project to remove the trees on Great North road from De Joux road to the intersection of Clyde street. The project was split into three stages over three years of the 2021 – 2031 Long Term Plan (LTP).
- 3 This project is the first stage of that the work and is from Clyde street to Eglinton street.
- 4 Staff requested quotes from four approved to undertake the work and received three responses.
- 5 All three quotes exceed the budget that was allocated through the LTP process.
- 6 This funding request is to cover the additional costs to complete the work.

### Recommendation

That the Oreti Community Board:

- a) **Receives the report titled “Great North Road Tree Removal - Retrospective Unbudgeted expenditure” dated 30 March 2022.**
- b) Determines that this matter or decision be recognised as not significant in terms of section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Agrees to approve unbudgeted expenditure of up to \$7,000 to complete project P-10885 to be funded from the Winton general reserve.

## Background

- 7 The Oreti community board identified a project to remove the trees on Great North road from De Joux Road to the intersection of Clyde Street. The project was split into three stages over three years of the 2021 – 2031 Long Term Plan (LTP).
- 8 This project is the first stage of that the work and is from Clyde Street to Eglinton Street.
- 9 Staff requested quotes from four approved to undertake the work and received three responses.
- 10 All three quotes exceed the budget that was allocated through the LTP process.
- 11 This funding request is to cover the additional costs to complete the work.
- 12 This is mainly due to the increase costs as a result of the financial environment that we are in due to Covid.
- 13 The work will be completed during the school holidays (April 15 – May 1 2022).
- 14 This funding request is to cover the additional costs to complete the work.

## Factors to consider

### Legal and statutory requirements

- 15 A traffic management plan will be required along with the appropriate STMS.

### Community views

- 16 The Winton community have been communicated with through the LTP process and latterly social media and a drop in session with members of the Oreti community board.
- 17 The Oreti community board have indicated via email that they agree that the work should go ahead and the additional cost be funded by reserves.

### Costs and funding

- 18 The unbudgeted expenditure will be funded from the Winton general reserve which has a balance as at 1 July 2022 of \$10,621.
- 19 This will have an impact on future projects that are being funded by this reserve and they will need to be funded by a loan instead.

### Policy implications

- 20 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 \$7,000 to complete project P-10885 to be funded from the Winton general reserve.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>the project can be completed as directed by the Oreti community boards request.</li> </ul>	<ul style="list-style-type: none"> <li>none identified.</li> </ul>

Option 2 – Does not agree to approve unbudgeted expenditure of up to \$7,000 to complete project P-10885 to be funded from the Winton general reserve.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>none identified.</li> </ul>	<ul style="list-style-type: none"> <li>the project will not be completed as directed by the Oreti community boards request.</li> </ul>

## Assessment of significance

- 21 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

- 22 The staff recommendation is Option 1.

## Attachments

There are no attachments for this report.



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

Record No: R/22/2/6259

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

## Recommendation

That the Oreti Community Board:

- a) **Receives the report titled “Project scope confirmation - 2022/2023 locally funded projects” dated 30 March 2022.**
- b) Determines that this matter or decision be recognised as not significant in terms of section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Agrees to approve the scope of the projects identified (as indicated below) and with the details in the attachments to the staff report.
  - Winton – Drill hall disposal or demolition code P-10587
  - Winton – Centennial Park grandstand refurbishment code P-10588
  - Winton – Maternity centre exterior painting code P-10738
  - Winton – Medical centre window replacement and recladding code P-10740
  - Winton – Great North Road tree removal stage 2 code P-10886
  - Winton – Ivy Russell reserve development code P-10890
  - Winton – Memorial hall electric blind installation code P-10947
  - Wallacetown – Walking track investigation project code P-10839
  - Dipton – Hall toilet refurbishment code P-10930.

## Background

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

- 13 The community board were sent the scope documents for the projects that the community facilities team are responsible for in the 2022/2023 financial year for their information on 15 February 2022. This also included 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 Oreti 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.

- Winton – Drill hall disposal or demolition code P-10587
- Winton – Centennial Park grandstand refurbishment code P-10588
- Winton – Maternity centre exterior painting code P-10738
- Winton – Medical centre window replacement and recladding code P-10740
- Winton – Great North Road tree removal stage 2 code P-10886
- Winton – Ivy Russell reserve development code P-10890
- Winton – Memorial hall electric blind installation code P-10947
- Wallacetown – Walking track investigation project code P-10839
- Dipton – Hall toilet refurbishment code P-10930.

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

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

- Winton – Drill hall disposal or demolition code P-10587
- Winton – Centennial Park grandstand refurbishment code P-10588
- Winton – Maternity centre exterior painting code P-10738
- Winton – Medical centre window replacement and recladding code P-10740
- Winton – Great North Road tree removal stage 2 code P-10886
- Winton – Ivy Russell reserve development code P-10890
- Winton – Memorial hall electric blind installation code P-10947
- Wallacetown – Walking track investigation project code P-10839
- Dipton – Hall toilet refurbishment code P-10930.

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

## Assessment of significance

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

## Recommended option

- 23 The staff recommendation is option 1.



## Attachments

- A Project definition P-10587 Winton Drill Hall Disposal [↓](#)
- B Project definition P-10588 Winton Centennial Park Grandstand [↓](#)
- C Project definition P-10738 Winton Maternity Centre Exterior Painting [↓](#)
- D Project definition P-10740 Winton Medical Centre Recladding [↓](#)
- E Project definition P-10886 Winton Great North Road Tree Removal [↓](#)
- F Project definition P-10890 Winton Ivy Russell Reserve Development [↓](#)
- G Project definition P-10947 Winton Memorial Hall Electric Blinds [↓](#)
- H Project definition P-10839 Wallacetown Track Investigation Project [↓](#)
- I Project definition P-10930 Dipton Hall Toilet Refurbishment [↓](#)

### Project – Winton Drill Hall Proposed Disposal



<b>BUDGET</b>	\$102,900
<b>ACTIVITY</b>	Community Facilities Code: P-10587
<b>COMMUNITY BOARD</b>	Oreti Community Board
<b>PROGRAMME</b>	July 2022 – June 2023

#### DESCRIPTION

Location: 180 Great North Road, Winton (Part Section 1 Block I Town of Winton, Vested Reserve)



#### SCOPE

This budget has been included to cover the costs associated with the disposal of the Drill hall. This may be the legal costs, cost of removal or demolition. This will be determined once a decision is made about how the hall will be disposed of.

#### COMMUNICATION

The Winton community will need to be informed well in advance that this work will be undertaken.

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

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

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?
The impact on the community will be dependent on whether the hall is being disposed of or it is being demolished.

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 checked="" type="checkbox"/> Yes <input 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?	Winton

Budgets			
• What is the initial cost made up of:	Design	\$0.00	(typically 10% of project)
	Consents	\$2,000.00	(typically 2% of project)
	Consultation	\$0.00	
	Project contingency	\$10,200.00	(typically 10% of project)
	Total Budget	\$102,900.00	
• 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	

### Project – Winton Centennial Park Grandstand

	<b>BUDGET</b>	\$20,580
	<b>ACTIVITY</b>	Parks and Reserves Code: P-10588
	<b>COMMUNITY BOARD</b>	Oreti Community Board
	<b>PROGRAMME</b>	July 2022 – June 2023

#### DESCRIPTION

Location: 37 John Street, Winton Council owned land (Section 5 Block IX and Section 29 Block X Town of Winton)



#### SCOPE

Repair grandstand seats and repaint. Repair concrete entrance to the club rooms.

#### COMMUNICATION

The Winton community and the Midlands rugby club will need to be informed well in advance that this work will be undertaken. Scope of work to be confirmed with the Midlands rugby club.

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

RISKS	
<ul style="list-style-type: none"> <li>What are the risks that have been identified to date               <ul style="list-style-type: none"> <li>➤ What mitigation is in place</li> <li>➤ What is the status (high / medium / low)</li> </ul> </li> </ul>	<p>The grandstand may not be available while the work is being undertaken.</p> <p>The area will be set up as a work site with the correct health and safety plans, signage and equipment in place.</p> <p>This is a high risk activity.</p>

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?
The impact on the community should be minimal as long as the work is undertaken outside of the rugby season. Liaison with the Midlands rugby club will be required.

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

OVERVIEW	
• 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?	Supplier Agreement.
• 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?	Winton

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	\$2,500.00	(typically 10% of project)
	Total Budget	\$20,580.00	
• How is the project being funded (ie, LTP, locally funded, other?)	Reserves		

Approvals				
COMMUNICATIONS	SIGNED	LOUISE PAGAN	Date	14/03/2022
IWI	SIGNED	LOUISE PAGAN	Date	14/03/2022
BUILDING	SIGNED	JULIE CONRADI	Date	23/03/2022
PROPERTY	SIGNED	KEVIN MCNAUGHT	Date	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



### Project – Winton Maternity Centre Exterior Painting



<b>BUDGET</b>	\$51,450
<b>ACTIVITY</b>	Community Facilities Code: P-10738
<b>COMMUNITY BOARD</b>	Oreti Community Board
<b>PROGRAMME</b>	July 2022 – June 2023

#### DESCRIPTION

Location: 384 Great North Road, Winton (Lot 2 DP 10192, Council owned land SL 6A/452)



#### SCOPE

Prepare and paint the exterior of the maternity centre in a colour that is agreed with the maternity centre governance group.

The building's exterior cladding is roughcast.

#### COMMUNICATION



The maternity centre governance group, the manager and the Winton community will need to be informed well in advance that this work will be undertaken. The contractor will need to work with the maternity centre manager to determine the timeframe for painting.

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

RISKS	
<ul style="list-style-type: none"> <li>What are the risks that have been identified to date               <ul style="list-style-type: none"> <li>➤ What mitigation is in place</li> <li>➤ What is the status (high / medium / low)</li> </ul> </li> </ul>	<p>The 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 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

OVERVIEW	
• 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?	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?	Winton

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	\$5,145.00	(typically 10% of project)
	Total Budget	\$51,450.00	
• How is the project being funded (ie, LTP, locally funded, other?)	Reserves		

Approvals				
COMMUNICATIONS	SIGNED	LOUISE PAGAN	Date	14/03/2022
IWI	SIGNED	LOUISE PAGAN	Date	14/03/2022
BUILDING	SIGNED	JULIE CONRADI	Date	23/03/2022
PROPERTY	SIGNED	KEVIN MCNAUGHT	Date	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	

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### Project – Winton Medical Centre Exterior Painting



<b>BUDGET</b>	\$77,175
<b>ACTIVITY</b>	Community Facilities Code: P-10740
<b>COMMUNITY BOARD</b>	Oreti Community Board
<b>PROGRAMME</b>	July 2022 – June 2023

#### DESCRIPTION

Location: 394 Great North Road, Winton (Lot 1 DP 10192, Council owned land SL 6A/451)



#### SCOPE

Remove the skylight windows on the north facing roof and replace with colour steel that matches the existing roofing material.

#### COMMUNICATION

The medical centre governance group, the manager and the Winton community will need to be informed well in advance that this work will be undertaken. The contractor will need to work with the medical centre manager to determine the timeframe for the window removal and installation of the new roofing material.

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

RISKS	
<ul style="list-style-type: none"> <li>What are the risks that have been identified to date               <ul style="list-style-type: none"> <li>➤ What mitigation is in place</li> <li>➤ What is the status (high / medium / low)</li> </ul> </li> </ul>	<p>The 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 will have restricted access while this work is being undertaken and rooms will not be available when the windows are being replaced.

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

OVERVIEW	
• 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?	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?	Winton

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	\$7,717.00	(typically 10% of project)
	Total Budget	\$77,175.00	
• How is the project being funded (ie, LTP, locally funded, other?)	Reserves		


Approvals				
COMMUNICATIONS	SIGNED	LOUISE PAGAN	Date	14/03/2022
IWI	SIGNED	LOUISE PAGAN	Date	14/03/2022
BUILDING	SIGNED	JULIE CONRADI	Date	23/03/2022
PROPERTY	SIGNED	KEVIN MCNAUGHT	Date	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





### Project – Winton Tree Removal Stage 2 – Great North Road

	<b>BUDGET</b>	\$20,580
	<b>ACTIVITY</b>	Parks and Reserves Code: P-10886
	<b>COMMUNITY BOARD</b>	Oreti Community Board
	<b>PROGRAMME</b>	July 2022 – June 2023

#### DESCRIPTION

Location: Great North Road, Winton (Council owned land State Highway, Legal Road)



**SCOPE**

Remove trees from Eglinton Street to the Catholic Church and replace with more appropriate plantings. These trees are growing up through the power lines at the southern end of the section outside St Thomas Aquinas school and there are underground utilities along the full section. The original budget estimate for this work was based on the assumption that PowerNet will cut the trees down free of charge.

Based on the quotes that have come through for the first section of tree removal that funds allocated will not be sufficient to complete this work.

**COMMUNICATION**

The Winton community will need to be informed well in advance that this work will be undertaken.

**CONSENT**

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

**RISKS**

- |                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>What are the risks that have been identified to date             <ul style="list-style-type: none"> <li>➤ What mitigation is in place</li> <li>➤ What is the status (high / medium / low)</li> </ul> </li> </ul> | <p>The footpath may not be available while the work is being undertaken.</p> <p>The area will be set up as a work site with the correct health and safety plans, signage and equipment in place.</p> <p>This is a high risk activity.</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?**

There will be some disruption in terms of traffic flow and pedestrian access while the work is being undertaken. To minimise this for the school the work will be carried out during the school holidays.

**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



OVERVIEW	
	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
• Where is the location of the project?	Winton

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	\$2,500.00	(typically 10% of project)
	Total Budget	\$20,580.00	
• How is the project being funded (ie, LTP, locally funded, other?)	Reserves		

Approvals				
COMMUNICATIONS	SIGNED	LOUISE PAGAN	Date	14/03/2022
IWI	SIGNED	LOUISE PAGAN	Date	14/03/2022
BUILDING	SIGNED	JULIE CONRADI	Date	23/03/2022
PROPERTY	SIGNED	KEVIN MCNAUGHT	Date	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




Overhead Power Utilities





### Project – Winton Ivy Russel Reserve Development

	<b>BUDGET</b>	\$15,000
	<b>ACTIVITY</b>	Parks and Reserves Code: P-10890
	<b>COMMUNITY BOARD</b>	Oreti Community Board
	<b>PROGRAMME</b>	July 2022 – June 2023

#### DESCRIPTION

Location: 73 Welsh Road, Winton (Lot 1 DP 10232, Council owned land SL 6A/1312)

Response from Resource Management: Does this have a Reserve Management Plan? If Yes, if the proposed activity is compliant with the RMP then no consent is required, if no then a resource consent we be required as an activity not provided for in the District Plan.

Response from Open Space Planner: Activity supported and contemplated by the RMP – “Continue to revegetate the native bush and develop the open space.” And “Continue to develop and maintain Ivy Russell Reserve as an area of open space for casual recreation.” (District Wide Reserve Management Plan)



#### SCOPE

This is an ongoing project with the Stewards of Ivy Russell Reserve to restore and enhance the reserve to provide multiple recreation opportunities to the community. The scope of work is agreed to between the Oreti community board and the group on a yearly basis. The top priorities are the drainage, an art trail, picnic area and creating a plan for improving the ecology, pest control and soil improvement. The funding is a grant to the group.

The group will need to connect with the three waters team and obtain permission to discharge into the storm water open drain.

#### COMMUNICATION

The Winton community will be kept up to date with progress that the community group are making in the reserve.

#### CONSENT

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

#### RISKS

<ul style="list-style-type: none"> <li>What are the risks that have been identified to date             <ul style="list-style-type: none"> <li>➤ What mitigation is in place</li> <li>➤ What is the status (high / medium / low)</li> </ul> </li> </ul>	<p>The group will provide their health and safety and site plan as part of their yearly works plan. They will meet Councils volunteer worker requirements. This is a low risk activity.</p>
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**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?	Grant.
• 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?	Winton

**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	

Budgets			
	Project contingency	\$0.00	(typically 10% of project)
	Total Budget	\$15,000.00	
<ul style="list-style-type: none"> <li>How is the project being funded (ie, LTP, locally funded, other?)</li> </ul>		Reserves	

Approvals				
COMMUNICATIONS	SIGNED	LOUISE PAGAN	Date	14/03/2022
IWI	SIGNED	LOUISE PAGAN	Date	14/03/2022
BUILDING	SIGNED	JULIE CONRADI	Date	23/03/2022
PROPERTY	SIGNED	KEVIN MCNAUGHT	Date	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	

### Project – Winton Memorial Hall Electric Blinds



<b>BUDGET</b>	\$20,600
<b>ACTIVITY</b>	Community Facilities Code: P-10947
<b>COMMUNITY BOARD</b>	Oreti Community Board
<b>PROGRAMME</b>	July 2022 – June 2023

#### DESCRIPTION

Location: 2 Meldrum Street, Winton (Section Marked Block 24 Town of Winton, Council owned land SL 35/76)



#### SCOPE

Install electric blinds on the windows on the east and west sides in the main hall area. There are ten windows in total.



**COMMUNICATION**

The Winton community will need to be informed well in advance that this work will be undertaken. The contractor will need to work with the staff at the Winton office so that the work does not coincide with any major events at the hall.

**CONSENT**

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

**RISKS**

<ul style="list-style-type: none"> <li>What are the risks that have been identified to date             <ul style="list-style-type: none"> <li>➤ What mitigation is in place</li> <li>➤ What is the status (high / medium / low)</li> </ul> </li> </ul>	<p>The hall may not be available at times during the installation of the blinds.</p> <p>The area will be set up as a work site with the correct health and safety plans, signage and equipment in place.</p> <p>This is a low risk activity.</p>
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**COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?**

The site will have restricted access while this work is being undertaken and rooms may not be available when the blinds are being installed.

**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


OVERVIEW	
• 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?	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?	Winton

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	\$2,600	(typically 10% of project)
	Total Budget	\$20,600.00	
• How is the project being funded (ie, LTP, locally funded, other?)	Reserves		

Approvals				
COMMUNICATIONS	SIGNED	LOUISE PAGAN	Date	14/03/2022
IWI	SIGNED	LOUISE PAGAN	Date	14/03/2022
BUILDING	SIGNED	JULIE CONRADI	Date	23/03/2022
PROPERTY	SIGNED	KEVIN MCNAUGHT	Date	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

### Project – Wallacetown Track Investigation Project

	<b>BUDGET</b>	\$20,580
	<b>ACTIVITY</b>	Parks and Reserves Code: P-10839
	<b>COMMUNITY BOARD</b>	Oreti Community Board
	<b>PROGRAMME</b>	July 2022 – June 2023

#### DESCRIPTION

Location: Track to be aligned within the boundary of the council owned land (Lot 66 & 71 DP 9298 and Lot 2 DP 476427). The red line shown is indicative only. This will probably require boundary survey to make sure that the track is constructed on council owned land.

Response from resource management: Potentially earthworks? What is the tracks purpose? Activity not provided for in District Plan resource consent required.



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**SCOPE**

Investigate the interest within the community of a walkway along the western edge of Wallacetown.

**COMMUNICATION**

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

OVERVIEW	
• 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
• Where is the location of the project?	Winton

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	\$2,500.00	(typically 10% of project)
	Total Budget	\$20,580.00	
• How is the project being funded (ie, LTP, locally funded, other?)	Reserves		

Approvals				
COMMUNICATIONS	SIGNED	LOUISE PAGAN	Date	14/03/2022
IWI	SIGNED	LOUISE PAGAN	Date	14/03/2022
BUILDING	SIGNED	JULIE CONRADI	Date	23/03/2022
PROPERTY	SIGNED	KEVIN MCNAUGHT	Date	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

### Project – Dipton Hall Toilet Refurbishment



<b>BUDGET</b>	\$41,160
<b>ACTIVITY</b>	Community Facilities Code: P-10930
<b>COMMUNITY BOARD</b>	Oreti Community Board
<b>PROGRAMME</b>	July 2022 – June 2023

#### DESCRIPTION

Location: 2022 Lumsden Dipton Highway, Dipton (Lot 8 Blk I DP 69, Council owned land SL 21/145)



#### SCOPE

This is the first part of the internal refurbishment of the hall. The toilets are to be refurbished with the scope to be determined with the community board and hall group.

#### COMMUNICATION



This Dipton community will need to be informed well in advance that this work will be undertaken. The contractor will need to work with the hall group to determine the timeframe for replacement that doesn't impact on any major events scheduled at the hall.

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

RISKS	
<ul style="list-style-type: none"> <li>What are the risks that have been identified to date               <ul style="list-style-type: none"> <li>➤ What mitigation is in place</li> <li>➤ What is the status (high / medium / low)</li> </ul> </li> </ul>	<p>The hall will be unavailable while the toilets are being refurbished.</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 hall will not be available while this work is being undertaken.

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

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

Budgets			
• What is the initial cost made up of:	Design	\$0.00	(typically 10% of project)
	Consents	\$2000.00	(typically 2% of project)
	Consultation	\$0.00	
	Project contingency	\$4,160.00	(typically 10% of project)
	Total Budget	\$41,160.00	
• 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	



## Oreti Hall - Retrospective Unbudgeted expenditure

Record No: R/22/3/8083

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 retrospective unbudgeted expenditure of up to \$7,000.00 for the electrical load sharing and heat pump installation to be funded from a loan.

### Executive summary

- 2 The Oreti Hall group have identified two issues that require remedial work to be resolved.
- 3 The first is in relation to the electrical distribution board. The existing distribution board does not have enough capacity to cater for the amount of load that is being placed on it when multiple appliances are in use.
- 4 The second is to do with the car park area outside the hall. This is being used by transport companies as a layby and storage area and the local school bus in addition to hall users. It is also at the intersection of Oreti Plains Road and Drummond Oreti Road which makes egress from the car park difficult.
- 5 A report was presented to the Oreti community board at their meeting on 21 February 2022 requesting funding to complete the above works. This report was approved by the board.
- 6 Staff subsequently approached the contractor to get the work completed and they came back with an increased price for the work that exceeded the original funding request.
- 7 This funding request is to cover the additional costs to complete the work.

## Recommendation

That the Oreti Community Board:

- a) **Receives the report titled “Oreti Hall - Retrospective Unbudgeted expenditure”** dated 30 March 2022.
- b) Determines that this matter or decision be recognised as not significant in terms of section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Agrees to approve unbudgeted expenditure of up to \$7,000 to install heat pumps and electrical lodge sharing to be funded from a loan.

## Background

- 8 The Oreti Hall group have identified two issues that require remedial work to be resolved.
- 9 The first is in relation to the electrical distribution board. The existing distribution board does not have enough capacity to cater for the amount of load that is being placed on it when multiple appliances are in use.
- 10 Staff have engaged an electrician to investigate what is causing the fuses to trip when loaded. The main reason for this is that the fuse at the power pole is only rated at 40amps. When testing the heaters alone they are already over the 40amps per phase before anything else was turned on.
- 11 PowerNet have indicated that there is no further capacity in the existing transformer at the pole.
- 12 There are a number of options to resolve this issue.
  - upgrade the power supply from the pole
  - remove the existing heaters and replace them with heat pumps.
- 13 The first option would require Council to pay to upgrade the transformer, the powerlines from the transformer to the hall along with any other electrical work that is required to meet an electrical compliance certificate.
- 14 If the transformer is replaced and a larger capacity fuse installed then this would result in an increase in electricity charges per year.
- 15 Staff have not priced this option as they believe that it would not be economically viable.
- 16 The electrician has provided an estimate to remove the existing heaters and replace them with four 10kw heat pumps.

17 These would operate at 25% of the existing heating load and would comfortably remain under the existing fuse capacity.

18 A report was presented to the Oreti community board at their meeting on 21 February 2022 requesting funding to complete the above works. This report was approved by the board.

19 Staff subsequently approached the contractor to get the work completed and they came back with an increased price for the work that exceeded the original funding request.

20 This is mainly due to the increase cost of materials and labour as a result of the financial environment that we are in due to Covid.

21 This funding request is to cover the additional costs to complete the work

Factors to consider

Legal and statutory requirements

22 Electrical compliance certificate will be required.

Community views

23 The Oreti Hall group have been involved in the proposed solutions to the issues that they have raised.

24 The Oreti community board have indicated via email that they agree that the work should go ahead and be funded by a loan.

Costs and funding

25 The unbudgeted expenditure will be funded from a \$7,000 loan. This will mean an increase of 13% on the hall rate which equates to \$10.64 per ratepayer in the Oreti hall rating boundary.

26 The proposed hall floor resurfacing planned in the 2024/2025 financial year will need to be fully loan funded. This will have an impact on rates from the 2025/2026 financial year.

Policy implications

27 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 \$7,000 to install heat pumps and electrical lodge sharing to be funded from a loan.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>the installation of the heat pumps and electrical load sharing will resolve the issues that have been identified by the Oreti Hall group.</li> </ul>	<ul style="list-style-type: none"> <li>none identified.</li> </ul>

Option 2 – Does not agree to approve unbudgeted expenditure of up to \$7,000 to install heat pumps and electrical lodge sharing to be funded from a loan.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>none identified.</li> </ul>	<ul style="list-style-type: none"> <li>the issues that have been identified by the Oreti hall group will not be resolved.</li> </ul>

## Assessment of significance

- 28 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

- 29 The staff recommendation is Option 1 to approve unbudgeted expenditure of up to \$7,000 to install heat pumps and electrical lodge sharing to be funded from a loan.

## Attachments

There are no attachments for this report.

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## Operational Report for the Oreti Community Board

Record No: R/22/2/5415

Author: Brendan Gray, Project delivery manager

Approved by: Matt Russell, Group manager infrastructure and environmental services

☐ Decision

☐ Recommendation

☒ Information

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### Purpose of Report

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

### Recommendation

That the Oreti Community Board:

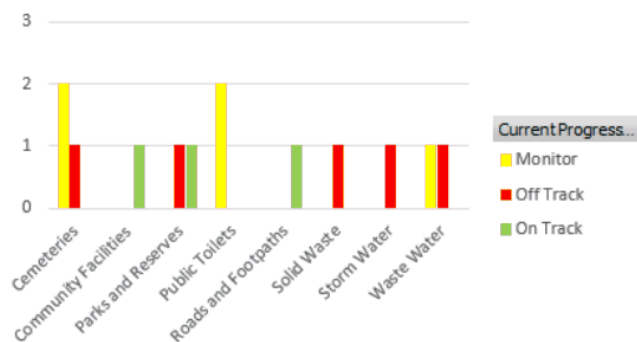
- a) **Receives the report titled “Operational Report for the Oreti Community Board”**  
dated 30 March 2022.

### Attachments

- A Report to Oreti Community Board - 4 April 2022 - operational report [↓](#)



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



## 2. Current projects

### CLARIFICATION OF FUNDING SOURCES

Local funded: footpaths, SIESA, water structures, airports 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-10364	Construct new information kiosk at East Winton cemetery	Delivery phase	Off track	The steel structure is being constructed and will be installed when it's completed, at which point the cemetery boards will be added.	\$15,744



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
<b>CEMETERIES</b>	P-10895	Wallacetown cemetery works	Pre-delivery phase	Monitor	The boundary survey determined that the trees are on Council land. The difficulty now is to get an agreement with the adjoining landowner to fell the trees onto their property. An onsite meeting with the adjoining landowner is scheduled.	\$50,000
<b>CEMETERIES</b>	P-10981	Install new ashes beams at Winton cemetery	Pre-delivery phase	Monitor	This work was programmed to be completed February/ March however, due to contractor availability this is now been pushed out to April 2022.	\$4,178
<b>COMMUNITY FACILITIES</b>	P-10745	Winton office refurbishment	Delivery phase	On track	Stage 2 (the old part of the building) is making good progress and is at the final painting stage, so ready for archive shelving to be installed next week. Stage 1 of the construction work is completed to the main library area, with only new services to be commissioned. Council library staff have sorted the existing books in the main library, and Brandon Street is well under way to be cleared out. Additional works to retrofit double glazing is 50% complete.	\$1,251,597
<b>PARKS AND RESERVES</b>	P-10758 P-10366	Dipton playground - equipment replacement	Delivery phase	On track	The onsite meeting with the community board and community representatives went well, however there was a delay getting the agreed communication out to the community due to the high workload being experience by the communications team.	\$88,100

ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
<b>PARKS AND RESERVES</b>	P-10955	Oreti Community Board area - investigation project	Pre-delivery phase	Off track	Contract has been awarded to Boffa Miskell. Due to Covid-19 level red, we are working through the process of engagement to ensure all stakeholders can contribute. Initial meeting with board chair has occurred.	\$50,000
<b>PUBLIC TOILETS</b>	P-10660	Winton - John Street toilet - new	Pre-delivery phase	Monitor	The toilet is programmed to be installed in May.	\$250,000
<b>PUBLIC TOILETS</b>	P-10891	Winton - Moores reserve toilets	Pre-delivery phase	Monitor	Dispensers/ holders are installed and repairs to the roof made. Vandalism has occurred in between the work being completed, some painting to be done.	\$20,000
<b>ROADS AND FOOTPATHS</b>	P-10925	John Street footpath and parking project	Pre-delivery phase	On track	Construction to begin between June and August.	\$165,000
<b>SOLID WASTE</b>	P-10427	Winton transfer station greenwaste improvements	Pre-delivery phase	Off track	We have received the power pricing options, and will submit the options and costings for community board consideration.	\$80,000
<b>STORMWATER</b>	P-10445	Winton storm - replace storm main – multi-year project	Pre-delivery phase	Off track	Council have just received the masterplan stormwater model from WSP. It will now be reviewed with the report's recommendations to be considered. Any construction works will be in the 2022/2023 programme.	\$500,000
<b>WASTEWATER</b>	P-10126	Preparing consent renewal for Winton scheme	Pre-delivery phase	Monitor	The short-term proposal was accepted, and the short-term work has been completed allowing an extension of the current consent. This will allow us that extra time to	\$255,898





ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
					thoroughly consider the best long-term improvement strategy for the Winton wastewater scheme. The liaison group, consultants (GHD) and Council will keep all parties informed as we navigate the way forward.	
WASTEWATER	P-10487	Winton wastewater-infiltration project – multi-year project	Pre-delivery phase	Off track	This work is still ongoing as we work towards an improvement plan. Downer is doing more CCTV investigation work.	\$187,510

### 3. Community board contracts

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
10/01 – Water and wastewater services operation and maintenance	The 10/01 contract is continuing to run well, with no current concerns of note. Protocol remains in place while Covid-19 is still a threat to our communities with both Council, and Downer following internal direction as to best practice.
17/02 - Central Alliance roading contract	Road closure on Waimatuku Flat Road started 7 March to undertake dig outs to fix the pavement failures. Spraying is being undertaken on the sealed network. Pre-reseal repairs are being undertaken by the OGEM crew currently located in the Central area and the drainage crew are raising service covers. A small amount of footpath widening has been completed on Dunlop Street in Wallacetown to fit within the allocated budgets. 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.
19/9 – Central area gardening	The main street shrubs have been trimmed and are generally looking very tidy and colourful. The old-style lights in the Winton band rotunda area have been repaired and this will highlight the area at night again.
20/57 – Wallacetown township gardening	The Wallacetown township gardening contractor is continuing to maintain them to a good standard. The community centre has a large tree that has been identified as needing removal due to its condition. This will be done before Easter weekend.
20/53 – Maintenance of Dunsdale reserve, mowing and toilets	Water supply to the tank is an issue that needs to be addressed, a site visit occurred the week of 7 March, there is a leak that is hard to trace. Consideration needs to be given to the age of the tanks and a plan to replace if possible. Septic tanks cleared



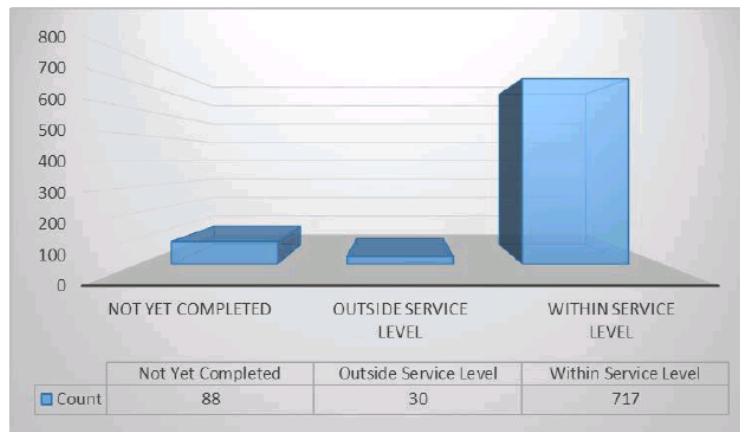
CONTRACT NAME	CONTRACT MANAGER COMMENTARY
	again on 6 March due to very high use. Some minor cleaning concerns but Delta has been sorting these.
20/53 – Central area mowing	The mowing has been satisfactory with very few queries in the last two months. The recent dry weather has slowed down the grass growth.
Oreti Board tree management	Work is progressing with the consultant to implement a tree policy, and tree maintenance guidelines to get a consistent approach for trees across the district. Several dead trees in Longwood Drive have been removed.

#### 4. Request for service data 20 January 2022 – 6 March 2022

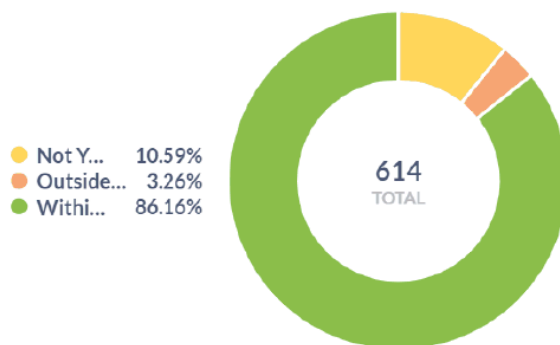


REQUEST TYPE	COUNT
Cemeteries/memorials - repairs and maintenance	4
Community facilities - halls - repairs/maintenance	2
Council facilities - offices, depots, libraries rm	1
Council Housing - repairs and maintenance	1
Council property enquiry	6
Culverts blocked – rural	3
Footpaths	1
Gravel road faults	5
Hazards	1
Parks and reserves - playground repairs/maintenance	1
Roadside spraying - noxious weeds	1
Sealed road faults	2
Sewer overflow urgent	1
Stop/give way signs - repairs (urgent 24hr fix)	1
Street lights out	2
Streetscape -vegetation	5
Toilets - cleaning, repairs and maintenance	4
Transport - road complaints	3
Transport general enquiries	13
Urban stormwater (manholes, grates)	1
Vegetation rural (overgrown or visibility issues)	2
Water and waste general	9
Water asset leak (main, hydrant, valve and meter)	5
Wheelie bin cancel/damaged/stolen	3
Wheelie bin collection complaints	3
Wheelie bin general enquiry	2
Wheelie bin new/size change/additional	5
<b>TOTAL</b>	<b>87</b>

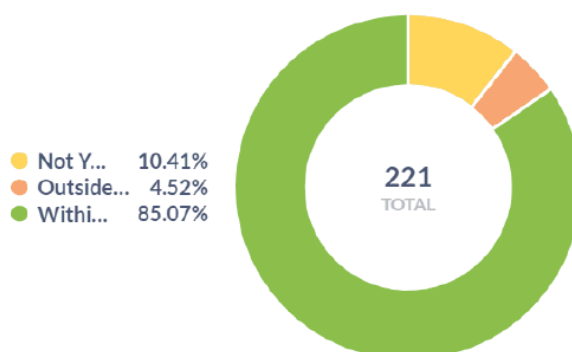
#### RFS count by completion time status – district



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

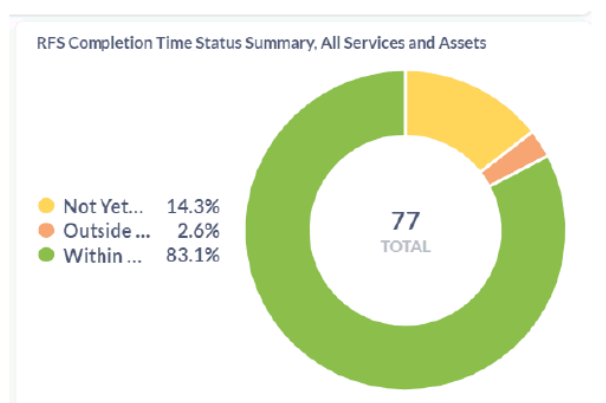


#### RFS Completion Time, Services and Assets Group, not street address

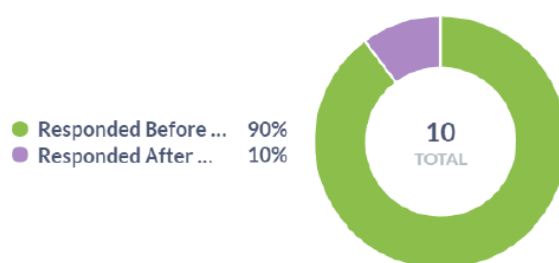




### RFS count by completion time status – local



### IPS Requests, Response Time Status



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

## 5. Local finance reporting

<b>Browns - Business Units as at 28 February 2022</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>
Street Works - Browns	\$426	\$425	\$1,561	\$140	\$565	\$847		\$1,000	\$5,000
Beautification - Browns	\$12,697	\$12,667	\$19,000	\$6,683	\$9,333	\$19,000			
Hall - Browns	\$4,774	\$5,149	\$7,733	\$4,122	\$5,760	\$7,958			
<b>Total</b>	<b>\$17,896</b>	<b>\$18,241</b>	<b>\$28,294</b>	<b>\$10,944</b>	<b>\$15,658</b>	<b>\$27,805</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$5,000</b>

Browns income is \$17,896, which is slightly under budget (\$345).

Expenditure is \$10,944, \$4,714 less than budget. Beautification is \$2,650 underspent due to less mowing and maintenance costs as the season for this work is only part way through. Browns hall is \$1,638 under budget due to less maintenance and electricity costs.

Street works capital expenditure budget has not been spent to date as the street lighting project has not yet commenced.

<b>Dipton - Business Units as at 28 February 2022</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>
Street Works - Dipton									\$2,000
Refuse Collection - Dipton	\$801	\$800	\$1,200	\$814	\$800	\$1,200			
Cemetery - Dipton	\$6,003	\$5,996	\$9,297	\$3,784	\$6,063	\$9,094		\$10,000	\$10,000
Beautification - Dipton	\$8,553	\$8,533	\$13,168	\$4,997	\$8,533	\$12,799			
Playground - Dipton	\$5,012	\$5,000	\$7,500	\$5,699	\$7,270	\$10,905		\$88,100	\$88,100
Hall - Dipton	\$12,654	\$12,471	\$18,711	\$8,201	\$9,866	\$68,167			
<b>Total</b>	<b>\$33,022</b>	<b>\$32,800</b>	<b>\$49,876</b>	<b>\$23,495</b>	<b>\$32,532</b>	<b>\$102,165</b>	<b>\$0</b>	<b>\$98,100</b>	<b>\$100,100</b>



Dipton income is \$33,022 slightly over budget (\$222).

Expenditure is \$23,495, \$9,037 less than budget. Cemetery, beautification and the playground are under budget as the mowing and gardening season is part way through and less maintenance being required to date (\$2,279, \$3,536 and \$1,571 respectively). Dipton hall is \$1,665 underspent due to less maintenance to date.

Dipton playground - equipment replacement (P-10758 and P-10366) is currently in the manufacture/ supply stage and is on track to be completed by the end of the financial year. No costs have been realised yet for this project. There have also been no costs incurred to date for the new memorial wall project at the Dipton cemetery.

<b>Limehills - Business Units as at 28 February 2022</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>
Beautification - Limehills	\$9,335	\$9,313	\$14,189	\$5,133	\$9,443	\$14,164			
Community Centre - Limehills	\$12,009	\$12,236	\$18,354	\$7,431	\$13,883	\$20,053			
<b>Total</b>	<b>\$21,343</b>	<b>\$21,549</b>	<b>\$32,543</b>	<b>\$12,564</b>	<b>\$23,326</b>	<b>\$34,217</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Limehills income is \$21,343, which is slightly under budget (\$206).

Expenditure is \$12,564, which is \$10,762 underspent. Beautification is \$4,478 under budget due to mowing being underspend to date (\$1,373) and less reactive maintenance needed (\$2,853). The community centre is \$6,453 underspend due to less electricity costs (\$1,921) and less reactive maintenance being required to date (\$4,799).

<b>Oreti - Business Units as at 28 February 2022</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>
Community Leadership Oreti	\$401	\$400	\$21,718	\$9,506	\$9,506	\$37,272			\$0
Rec Reserve - North Makarewa			\$900						\$0
Rec Reserve - Oreti	\$2,589	\$591	\$887	\$4,061	\$934	\$51,006			\$0
<b>Total</b>	<b>\$2,990</b>	<b>\$991</b>	<b>\$23,505</b>	<b>\$13,567</b>	<b>\$10,441</b>	<b>\$88,278</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Oreti income is \$2,990, \$1,999 above budget. Oreti recreation reserve income is \$1,998 above budget due to funds received from the Hedgehope Domain Board, as the reserve committee is no longer a sub-committee of Council. These funds are being held in a specific Hedgehope recreation reserve financial reserve.

Oreti expenditure is \$13,567, \$3,126 over budget as a result of Oreti recreation reserve mowing and rates costs incurred where no budget existed. This was an oversight when establishing the budgets and will be corrected through forecasting and funded from the operating budget.

<b>Winton - Business Units as at 28 February 2022</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>
Street Works - Winton	\$14,240	\$14,206	\$21,309	\$8,549	\$25,906	\$38,859	\$27,168		\$165,000
Refuse Collection - Winton	\$22,308	\$22,282	\$33,423	\$17,536	\$22,282	\$33,423			
Cemetery - Winton	\$19,971	\$19,947	\$45,665	\$15,118	\$21,443	\$32,165			\$15,744
Beautification - Winton	\$78,378	\$78,942	\$123,288	\$58,920	\$92,681	\$138,482			
Winton Parks & Reserves	\$48,292	\$47,032	\$70,548	\$30,164	\$51,866	\$116,645	\$5,731	\$28,000	\$28,000
Winton Swimming Pool	\$15,144	\$15,040	\$22,560	\$30,560	\$30,560	\$30,560			
Hall - Memorial	\$22,860	\$21,582	\$32,812	\$33,963	\$39,112	\$64,867			
Hall - RSA	\$8,688	\$11,493	\$17,239	\$7,020	\$13,991	\$19,817			
Hall - Drill	\$4,014	\$3,845	\$5,767	\$3,083	\$4,693	\$5,767			
Medical Centre - Winton	\$24,683	\$19,733	\$32,536	\$14,014	\$14,175	\$18,273			
Winton Maternity Centre	\$8,444	\$7,849	\$10,274	\$15,321	\$23,765	\$32,436	\$5,351		
Other Leased Property	\$1,080	\$4,633	\$9,638		\$293	\$439			
<b>Total</b>	<b>\$268,103</b>	<b>\$266,585</b>	<b>\$425,059</b>	<b>\$234,248</b>	<b>\$340,767</b>	<b>\$531,733</b>	<b>\$38,250</b>	<b>\$28,000</b>	<b>\$208,744</b>

Winton income is \$268,103, \$1,518 over budget. The medical centre received additional income from the renewed lease agreement (\$4,950) and the Memorial hall received increased hire income (\$1,278). The parks and reserves business unit also received unbudgeted income, being reparation for damage caused to a fence. These increases in income are offset by less RSA hall hire income (\$2,805) and lower than budgeted rental income for other leased property income (\$3,553).





Expenditure is \$234,248, \$106,519 less than budget. Street works, cemetery, beautification and parks and reserves are under budget due to less mowing and maintenance costs (\$61,788). The Memorial, RSA and Drill halls are all underspent (\$5,149, \$6,971 and \$1,611 respectively) due to less electricity, caretaker costs and maintenance for the year. Costs for window replacements being capitalised (refer below) has resulted in the Winton maternity centre being \$8,443 under budget.

Capital expenditure is \$38,250, \$10,250 over budget. Street works is \$27,168 over budget due to initial costs on the John Street footpath and parking project (P-10925). Winton parks and reserves are \$22,269 under budget due to awaiting receipt of invoices for the McKenzie Street playground (P-10892) project which was completed in December. Winton maternity centre is \$5,351 over budget due to the replacement of the windows. This project was carried forward from 2020/2021, however the budget is currently in maintenance. This budget will be moved from maintenance to capital through forecasting.

<b>Wallacetown - Business Units as at 28 February 2022</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>
Street Works - Wallacetown	\$353	\$352	\$528	\$371	\$527	\$791			\$35,600
Refuse Collection - Wallacetow	\$3,746	\$3,742	\$5,613	\$4,516	\$3,742	\$5,613			
Cemetery - Wallacetown	\$11,882	\$11,868	\$19,164	\$20,969	\$19,711	\$79,566			
Beautification - Wallacetown	\$40,392	\$39,887	\$62,691	\$16,445	\$39,281	\$60,095			
Ellerslie Square	\$7,115	\$7,099	\$10,648	\$1,120	\$7,099	\$10,648			
Playground - Ailsa Street	\$7,150	\$7,133	\$10,700	\$3,153	\$8,206	\$12,309			
<b>Total</b>	<b>\$70,638</b>	<b>\$70,081</b>	<b>\$109,344</b>	<b>\$46,574</b>	<b>\$78,565</b>	<b>\$169,022</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,600</b>

Wallacetown income is \$70,638, which is slightly over budget (\$557). This is predominately due to rental income received that was not budgeted for in the beautification business unit. This income was previously budgeted for in the operating costs business unit and the budget was not transferred in error (\$410). This will be corrected in forecasting.

Expenditure is \$46,574, which is \$31,991 less than budget. The beautification, Ellerslie Square and playground business units are underspent due to less mowing and maintenance costs. The majority of the underspend in beautification (\$18,185) relates to less tree and hedge maintenance to date, \$10,000 of this budget was spent on maintenance of the main street trees in March and the majority of the budget is expected to be spent by 30 June.

<b>Halls - Business Units as at 28 February 2022</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>
Hall - Ryal Bush	\$5,023	\$5,031	\$7,604	\$5,854	\$5,822	\$8,214			
Hall - Tussock Creek	\$6,968	\$6,967	\$10,451	\$2,258	\$6,638	\$9,633			
Hall - Waianiwa	\$5,539	\$5,539	\$8,308	\$27,934	\$5,641	\$8,308			
Hall - Otapiri/Lora Gorge	\$3,811	\$3,811	\$6,784	\$2,666	\$8,173	\$11,431			
Hall - Oreti	\$7,545	\$5,883	\$9,147	\$6,731	\$5,262	\$9,186			
<b>Total</b>	<b>\$28,886</b>	<b>\$27,231</b>	<b>\$42,294</b>	<b>\$45,443</b>	<b>\$31,536</b>	<b>\$46,772</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Halls income is \$28,886, which is slightly over budget (\$1,655), due to hire income received for the Oreti hall that was not budgeted for.

Expenditure is \$45,443, \$13,907 more than budget, this is due to the Waianiwa Hall being sold and the reserve of \$25,861 being granted to Waianiwa Centennial Hall Incorporated subsequent to the sale of the hall. The other halls are under budget due to limited maintenance required to date.

**Reserve balances**

<b>RESERVE</b>	<b>ACTUAL 30 JUNE 2021</b>	<b>BUDGET 30 JUNE 2022</b>	<b>FORECAST 30 JUNE 2022</b>
Browns community centre	\$1,321	\$1,330	\$1,330
Browns general	\$47,175	\$46,599	\$43,099
<b>Total – Browns</b>	<b>\$48,496</b>	<b>\$47,929</b>	<b>\$44,429</b>
Dipton community centre	\$3,541	\$3,115	\$3,115
Dipton cemetery	\$16,844	\$7,147	\$7,147
Dipton general	\$61,525	\$24,982	\$22,018
Dipton stormwater*	\$18,781	\$19,036	\$0
<b>Total – Dipton</b>	<b>\$100,691</b>	<b>\$54,280</b>	<b>\$32,280</b>
Limehills general	\$13,892	\$14,112	\$59,357
Limehills stormwater*	\$44,466	\$45,245	\$0
<b>Total - Limehills</b>	<b>\$58,358</b>	<b>\$59,357</b>	<b>\$59,357</b>
Winton community centre	\$36,754	\$37,193	\$37,193
Waitane Glencoe reserve	\$2,231	\$2,276	\$2,276
Winton general	\$208,031	\$147,288	\$192,525
Winton medical centre general	\$143,937	\$165,992	\$147,802
Winton property sales	\$201,612	\$210,811	\$165,811
Winton reserve capital development	\$105,252	\$107,378	\$107,378
Winton stormwater	\$99,186	\$18,149	\$0
<b>Total - Winton</b>	<b>\$797,003</b>	<b>\$689,087</b>	<b>\$652,985</b>
Wallacetown cemetery bequest	\$69,789	\$61,751	\$61,751
Wallacetown general	\$190,994	\$193,854	\$206,037
Wallacetown stormwater	\$48,551	\$49,392	\$0
<b>Total – Wallacetown</b>	<b>\$309,334</b>	<b>\$304,997</b>	<b>\$267,788</b>
Hall – Ryal Bush	\$3,744	\$3,801	\$3,801
Hall – Tussock Creek	\$5,187	\$5,187	\$5,187
Hall - Waianiwa	\$25,862	\$25,862	\$25,862
Hall – Otapiri/Lora gorge	\$67,180	\$62,533	\$62,533
Hall - Oreti	\$18,882	\$19,204	\$19,204
<b>Total – Halls</b>	<b>\$120,855</b>	<b>\$116,587</b>	<b>\$116,587</b>
<b>TOTAL RESERVES</b>	<b>\$1,434,737</b>	<b>\$1,272,237</b>	<b>\$1,173,426</b>



## Winton Rotary Club - grant application for Winton entrances sign

Record no: R/22/3/11841

Author: Karen Purdue, Community partnership leader

Approved by: Fran Mikulicic, Group manager democracy and community

☒ Decision

☐ Recommendation

☐ Information

### Purpose

- 1 This report is to consider an application from the Winton Rotary Club for grant funding of \$5,000 towards the replacement and construction of three new welcome signs at the entrances to Winton.

### Executive summary

- 2 The Rotary Club of Winton has applied to the Oreti Community Board for a grant of \$5,000 towards the replacement and construction of three new welcome signs at the entrances to Winton.
- 3 The overall project cost is approximately \$10,000 and the other \$5,000 funding has been secured from the Strategic Tourism Asset Protection Program (STAPP) administered by Great South.
- 4 The Winton property sales reserve has a balance of \$165,811 as at 28 February 2022.
- 5 It is anticipated that formal approval from Waka Kotahi will be forthcoming and the landowner on the road to Matura, where the proposed replacement and construction of the sign, sits half on private land has indicated their approval will be forthcoming.
- 6 No resource consent is required as the replacement and construction of the signage is within the current footprint of the existing signage.

## Recommendation

That the Oreti Community Board:

- a) **receives the report titled “Winton Rotary Club - grant application for Winton entrances sign” dated 30 March 2022.**
- b) determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) approves a grant of \$5,000, from the Winton property sales reserve to the Rotary Club of Winton towards construction of three welcoming signs at the entrances to Winton.

## Background

- 7 The Rotary Club of Winton has asked the board to consider a request for \$5,000 towards the replacement and construction of three new welcome signs at the entrances to Winton.
- 8 The total cost of the project is approximately \$10,000.
- 9 Funding of \$5,000 has been secured by the community board from the Strategic Tourism Asset Protection Program (STAPP) administered by Great South.
- 10 The Winton property sales reserve has a balance of \$165,811 as at 28 February 2022.

## Issues

- 11 Informal discussions have been had with Waka Kotahi as the signs sit on SH6 road reserve. They have indicated they are happy with the proposed design in the current location and have offered to assist with the application for formal approval (which includes safety aspects of construction). Approval is not anticipated to be an issue.
- 12 The proposed replacement sign on the road to Matura is half on private land. The land owner has indicated that he has no objections to the replacement and construction of the sign.
- 13 It is understood that no resource consent is required as the location and size of the new signs is within the current footprint of the existing signs.

## Factors to consider

### Legal and statutory requirements

- 14 There are no legal or statutory requirements to consider.

Community views

- 15 The Rotary Club of Winton, Winton Business association and Winton promotions have all indicated their support of the project.

Costs and funding

- 16 The grant of \$5,000 is proposed to come from the Winton property sales reserve.

Policy implications

- 17 There are no policy implications.

Analysis

Options considered

- 18 There are two options to consider.
- 19 Option 1: approve a grant of \$5,000 from the Winton property sales reserve.
- 20 Option 2: not approve a grant of \$5,000 from the Winton property sales reserve.

Analysis of options

Option 1 – approve a grant of \$5,000 from the Winton property sales reserve

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>the replacement and construction of new signage can go ahead</li><li>funding from the STAPP fund will be able to be uplifted</li></ul>	<ul style="list-style-type: none"><li>there will be less funds available for other projects</li></ul>

Option 2 – not approve a grant of \$5,000 from the Winton Wallacetown ward reserve

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>more funds available for other projects</li></ul>	<ul style="list-style-type: none"><li>the replacement and construction of new signage cannot be completed</li><li>the funding from the STAPP fund will have to be returned</li></ul>

Assessment of significance

- 21 This is not considered significant in terms of Southland District Council's Significance and Engagement Policy.

Recommended option

- 22 The recommended option is option 1 - approve a grant of \$5,000 from the Winton property reserve.

### Next steps

- 23 Payment of \$5,000 will be made to the Rotary Club of Winton.

### Attachments

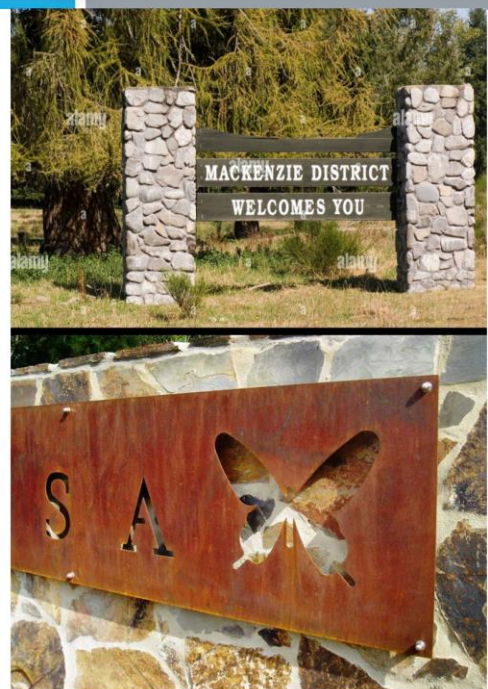
- A Welcome signs location map [↓](#)
- B Design options for Winton signs [↓](#)
- C Application from Rotary for funding [↓](#)





## OPTION 2 - ROTARY

- Stone pillars 1x1m, Steel & Corrugated sign
- Consent/Permission? Was ok 5 years ago if same size and place of current signs, so will need to check
- Approx \$10k
- WINTON  
The Heart of Southland  
Est 1861



From: Paul Waymouth <[waymouth.pg@gmail.com](mailto:waymouth.pg@gmail.com)>  
Date: 28 March 2022 at 8:53:51 PM NZDT  
To: Karen Purdie <[Karen.Purdie@southlanddc.govt.nz](mailto:Karen.Purdie@southlanddc.govt.nz)>  
Subject: **Welcome to Winton Signs Funding**

Hi Karen

For a number of years the Rotary Club of Winton have proposed new 'Welcome to Winton' signs be erected on the 3 highway entrances to the town.

We would now like to apply for \$5000 from the District Council to go towards this project.

Paul Waymouth  
President  
The Rotary Club of Winton



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## Community leadership report

Record no: R/22/3/11644

Author: Karen Purdue, Community partnership leader

Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision

☐ Recommendation

☒ Information

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### Purpose

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

- a) **receives the report titled “Community leadership report” dated** 30 March 2022.

### Attachments

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



## What's happening in your area

### 2022 Local Body Elections

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

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

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

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

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

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

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

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

Work on the induction process has also started and in the next week or so, staff will be ringing community board members to ask your opinions on what you think is important to be included, how you would like induction to work and a few more questions. Councillors will also receive a copy of the survey to fill in.

When that information is collated, staff will work with those who volunteered at last year's workshop to develop the programme.

## Upcoming funding deadlines

### Community Partnership Fund

The latest round of the Oreti Community Partnership Fund closed on 31 March. The board will discuss the applications and make allocations at their 20 June 2022 meeting.

### Regional funds

Other Council funds that closed on 31 March 2022 are:

Sport NZ Rural Travel Fund

District Initiatives Fund

Creative Communities Scheme

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

### Other funding

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

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

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

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

## What's coming up?

### Governance

#### 2022 triennial Council elections

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

## Meeting days

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

## 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

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### 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

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



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

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

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

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



# INVESTMENT AUDIT REPORT

## Technical Audit of Southland District Council

### Monitoring Investment Performance

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

DAWN SHANNON

4 MARCH 2021

FINAL

[New Zealand Government](#)

Report Number: RADST-2073

Audit: Southland District Council

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

**AUTHORITY SIGNATURES**

Prepared by:



Dawn Shannon, Senior Investment Auditor

Approved by:



Yuliya Gulitekin, Practice Manager Audit &amp; Assurance

16/03/2022

Date

**DISCLAIMER**

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

## EXECUTIVE SUMMARY

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

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

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

## AUDIT RATING ASSESSMENT

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

\* Please see Introduction for Rating Assessment Classification Definitions

## RECOMMENDATIONS

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

We recommend that Southland District Council:		Implementation Date
R2.1	Ensures compliance with Waka Kotahi requirements for net present value (NPV) analysis for drainage renewal projects.	All preprogrammed 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.

Report Number: RADST-2073

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

### 1.3. Council Comments

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

## 2.0 ASSESSMENT FINDINGS

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

### 1. Previous Audit Issues

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

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

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

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

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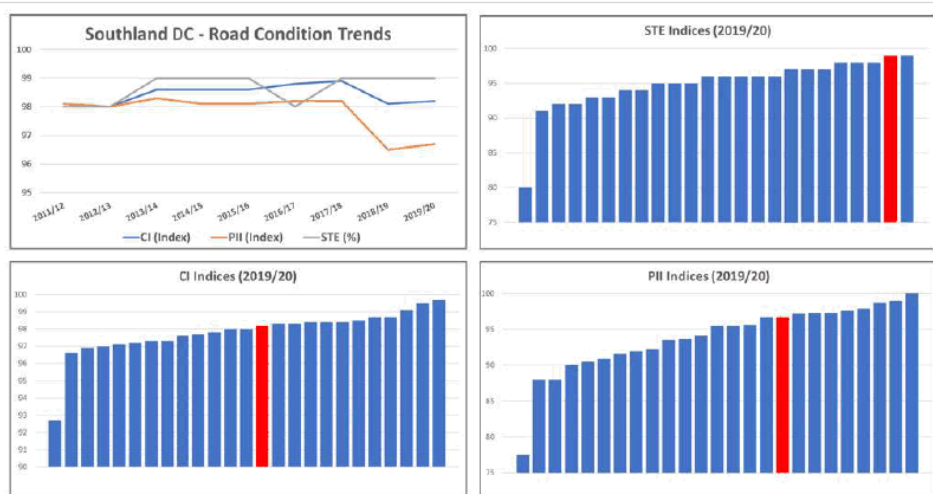
### 2. Network Condition and Management

Effective

#### Performance Monitoring

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





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

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

#### Compliance

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

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

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



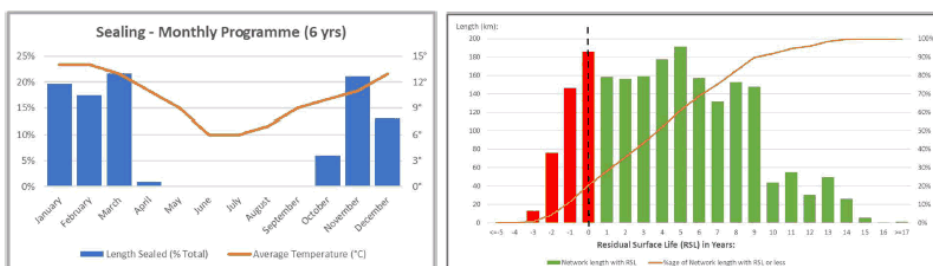
### General Observations

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

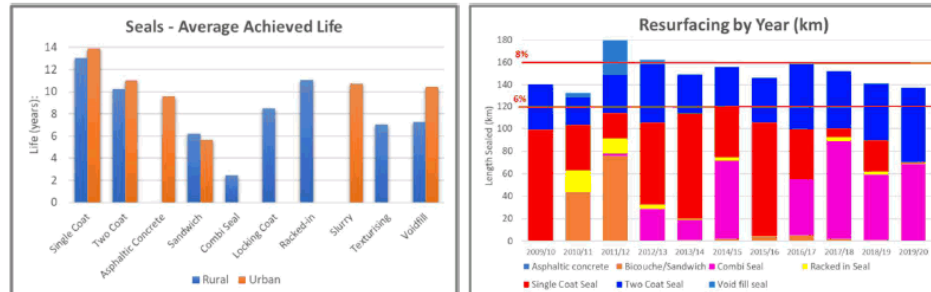


As indicated above, the Southland District network displays as very smooth (high STE) with low peak roughness. Our observations confirm that this is primarily due to a prevalence of flushing. Staff consider that multiple seal layers are a key contributing factor and are working on an optimal approach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

Further to this discussion of surfacing in Southland District, we commend staff on the management of this activity. For example (as graphed below), surfacing is undertaken in appropriate seasons (minimum average monthly temperature is 10°) and the RAMM database residual surface life data indicates that less than 20% of the existing carriageway surfacing is due or past due for renewal based on the entered expected life value. Staff advise that seal lives are monitored and reset as 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 A<sup>3</sup> *Permanent Road Safety Hardware* of the NZTA M23: 2009 *Specification for Road Safety Barrier Systems*. Council does replace Texas twist terminals on a risk basis by way of a prioritised deficiency database, but we would like to see the process accelerated (a higher budget allocated, or risk assessments reviewed).
- Hazard markers – these are inconsistently used. Hazard markers (W20-4) provide warning to drivers of the presence of unshielded, non-frangible hazards in the rural verge, generally within 4-6m of the traffic lane. The absence of a marker may falsely imply the absence of the hazard - drivers rely on a consistent message. Utility poles are a commonly signed hazard but while well marked on some Southland District roads (or lengths of roads) they were not marked (or only intermittently marked) elsewhere. Hazard markers were also missing from some guardrail barrier end terminals.
- SCRIM sites – a number of signed SCRIM sites were observed where remedial work was not yet programmed. Signage does not replace the maintenance of skid resistance.
- Loose material on intersections, bends and straights, including migration of gravel from unsealed intersecting roads and property accesses.

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

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

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

\* \* \*

### 3. Activity Management Planning

Effective

#### Activity Management Plan

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

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

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

Our brief review of the current AMP found:

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

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

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

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

#### **General Observations**

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

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

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





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

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

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

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

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

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

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

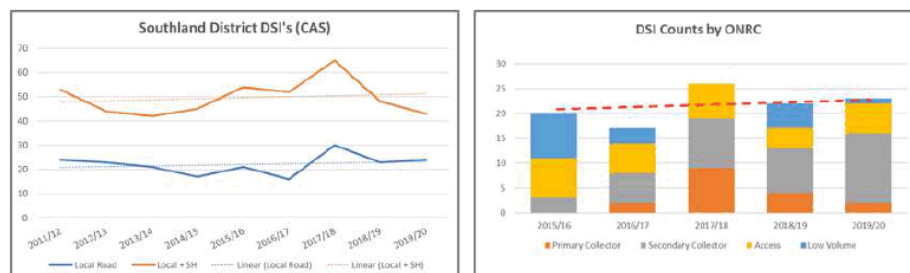
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## 5. Road Safety

Some Improvement Needed

### Performance Monitoring

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



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

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

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

### **Road Safety Audits**

Road safety audit reports were viewed for:

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



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

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

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

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



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

#### **General Observations**

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

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



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

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

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

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	<b>We suggest that Council:</b> S5.1 Considers a prioritised programme of sealing back unsealed road approaches to rural intersections.
Southland District Council's comment	With funding pressure on safety improvement funding and priority given to road to zero strategy for the immediate future it is unlikely that there will be opportunity for council to shift from its current strategy of sealing back gravel road intersections when undertaking pavement rehabilitation works in the same area.

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3.0 APPENDICES

APPENDIX A

Network Field Inspections



## APPENDIX B

### Sample of Audit Photos



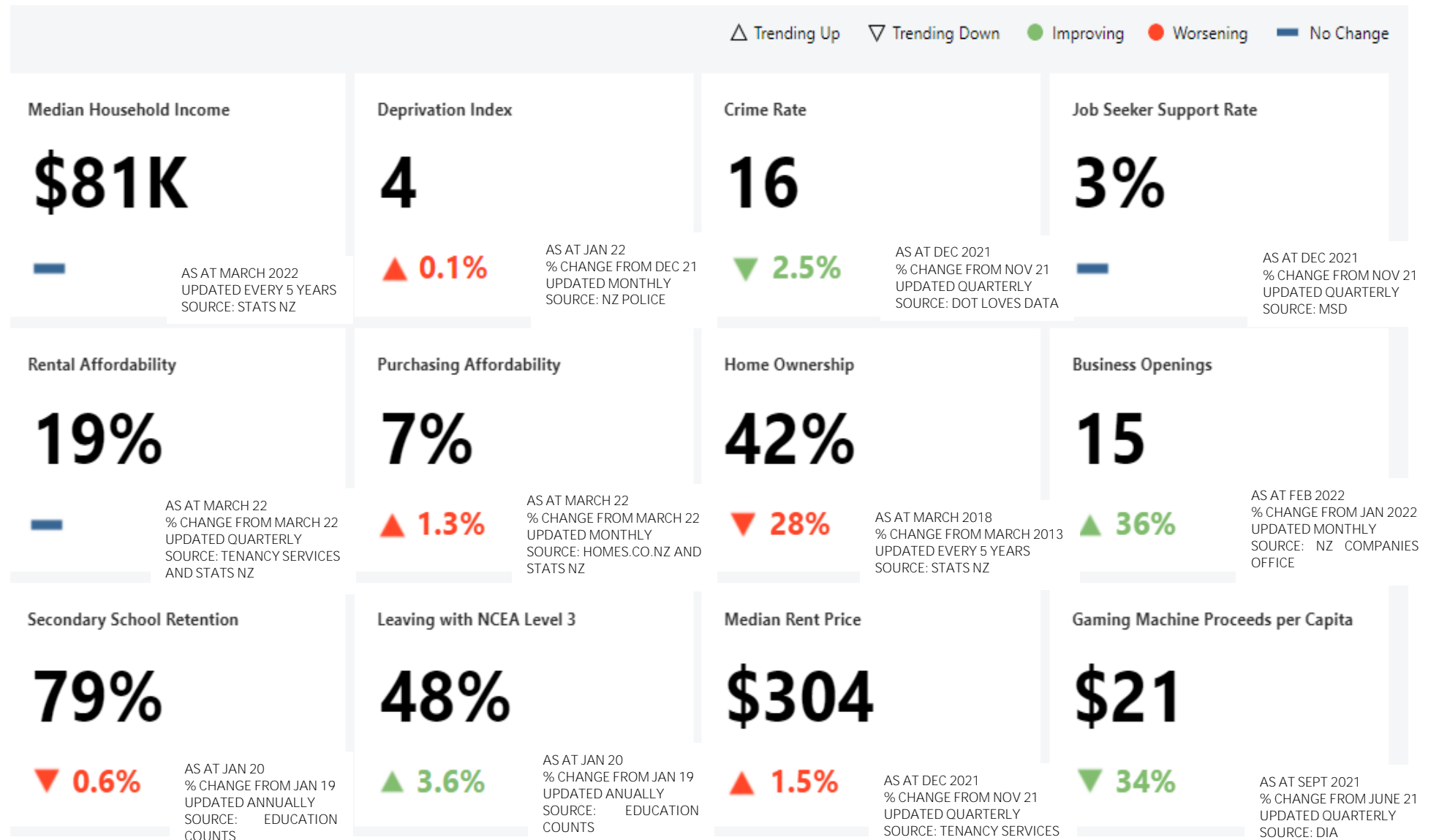
Highlights from the audit included (clockwise from top left) a good standard of temporary traffic management on roadwork sites; directional arrows to assist foreign tourists; water cutting / blasting to remove excess binder and restore surface texture; use of delineators; good standard of completed renewal 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

Record No: R/22/3/11471

Author: Karen Purdue, Community partnership leader

Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision

☐ Recommendation

☒ Information

### Recommendation

That Oreti Community Board:

- a) **Receives the report titled “Council report” dated 30 March 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/22/3/11306

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 Oreti Community Board on activities that the chairperson has been involved with since February 2022.
- 2 The report also provides an opportunity for the board chairperson to present an overview of the issues she has been involved with.
- 3 Items of interest include the following:
  - workshop after the February 2022 meeting to catch up on where the board is at with current projects, and answer any questions and set strategies for work going forward
  - attended the launch of the Winton Middle Pub new restaurant and garden bar, and to see the new renovations which is fabulous to see and I'm sure as a board we wish them all the best
  - had a positive meeting with Open Spaces Planner - Bridget Elliot, Community Partnership Leader – Karen Purdue, Councillors Frazer, Ruddenklau, Menzies, and consultants on the open spaces planning and direction setting going forward
  - workshop with lots of engaging discussions on this year's projects and how to work around the current Covid 19 restrictions.
  - fantastic work achieved with the transfer of ownership of the Hedgehope golf club and thank you Councillor Ruddenklau for your efforts with this
  - it was great to see all of the fantastic entries in the photographic and video competition. Thank you Councillor Frazer for initiating this community project
  - unfortunately, we had to cancel the public meet and greets proposed in various locations around Winton, however, we have made space online for the community to provide information or concerns on LTP projects.

### Recommendation

That the Oreti Community Board:

- a) receives **the report titled “Chairperson's report” dated 24 March 2022.**

### Attachments

There are no attachments for this report.