

**MEETING OF THE
WEST OTAGO COMMUNITY BOARD**

Wednesday, 7 July 2021

commencing at 10.30 am

St John Ambulance Rooms

Suffolk Street

TAPANUI

CLUTHA DISTRICT COUNCIL

WEST OTAGO COMMUNITY BOARD

Notice is hereby given that a Meeting of the West Otago Community Board will be held in the St John Ambulance Rooms, Suffolk Street, Tapanui on Wednesday, 7 July 2021, commencing at 10.30 am.

Steve Hill
CHIEF EXECUTIVE

Board Members

| | |
|-----------------------|----------------------------|
| Barbara Hanna (Chair) | Bruce Robertson |
| Cecil Crawford | Linda Roulston |
| John Herbert | Sue Wink (Deputy Chair) |
| Lloyd McCall | |
| Antony Robertson | |

West Otago Community Board

Item for DECISION

| | |
|-----------------------|---|
| Report | Tapanui Playcentre Funding Request |
| Meeting Date | 7 July 2021 |
| Item Number | 1 |
| Prepared By | Jules Witt – Group Manager Service Delivery |
| File Reference | 521238 |

REPORT SUMMARY

At the Public Forum session of the West Otago Community Board (WOCB) meeting on 26 May 2021 representatives from the Tapanui Playcentre presented a request for funding for the Board's consideration.

RECOMMENDATIONS

- 1. That the West Otago Community Board receives the Tapanui Playcentre Funding Request report.**
- 2. That the West Otago Community Board agrees/does not agree to support the Tapanui Playcentre (if agreed then) with a one-off grant of \$x,xxx to be funded from the 2020/21 Tapanui Commonage Income.**

REPORT

1. Background

The Tapanui Playcentre Group occupy a building which is on the grounds of the Tapanui Primary School. In June 2020 they were made aware of a sewerage issue when a contractor was checking stormwater drains. At this time the Playcentre were unaware that their building was not connected to the main sewer system in Sussex Street but instead was actually connected to a septic tank.

The Tapanui Primary School had historically been paying the Playcentre rates and were being rated for 2 sewerage connections when in fact there was only one. A refund of \$2,162.90 was received last year which equates to 5 years of overpaid rates. Correspondence outlining this is attached.

Since then, the sewer issue has been resolved but the Tapanui Playcentre were asked to pay \$6,353.86 (\$5,525.10+GST – they are not GST registered) in February 2021 hence their request now to the Community Board. From the information provided this request was from the Otago Playcentre Association for half the cost of the connection when they initially thought they would only be required to pay a lower amount. This appears to be a dispute between the local playcentre and their parent organisation who are requesting repayment of 50% of the cost of connection.

A copy of their request is attached to this report.

2. Assessment of Options

The West Otago Community Board has not normally supported this type of request in the past. The WOCB may wish to consider supporting this group by way of a donation to support the Playcentre. This type of support would normally be paid for out of Commonage money rather than Project Funds and the WOCB has funds available in both areas.

The WOCB can choose to decline the request or choose a specific amount to support the local playcentre up to. It would be appropriate to deduct the rates reimbursement amount from the connection cost as this has been repaid but it is not clear whether the Playcentre paid this previously or whether it was covered by the primary school inadvertently.

3. Attachments

- Request from Tapanui Playcentre
- Letter from Tapanui School Board of Trustees
- Letter from CDC to Tapanui School

A quick overview of the situation:

June 2020

-were made aware of the sewage issue from the CDC who had been informed by the contractor Intergroup who was checking stormwater drains.
-We informed Playcentre Aotearoa and the MoE

8 July 2020

The MoE made it quite clear due to the Occupancy Document that they were no way responsible or under any obligation to be involved

8 September 2020

Tapanui Playcentre paid the Building Consent Application \$375.00

11 January 2021

Playcentre informed us that Telfers Drainlaying were going to complete the work.

10 Feb

Email received from Playcentre saying that we would have to pay no less than 20% due to the fact that we have money in our account, so \$2,705.22

11 Feb

We are informed that we are to pay \$5,525.10 + GST (we are not GST registered!) Basically we have to pay the extra because we have 'plenty' of money in our account, money that has been raised within our and with the support of our Community

- We have been actively raising money for the centre specifically with a goal in mind to build a deck, and we are constantly making plans to continue upgrading the centre. When we leave the Playcentre, we want to leave a thriving Centre for the Community. One that will continue to be used for another 50 odd years!

Also, because for the last 4 years we have been registered as a Playcentre Playgroup so have not been fully contributing to the 'Property Fund", despite the fact the Tapanui Playcentre has been operating for what we think is nearly at 60 years.

The Tapanui Primary School for a long time has been paying the Playcentres rates, until a few years ago it was agreed that we would pay a share of these. Last years rate bill was \$1,261.20, of which \$480 was a sewage connection. Thankfully we have received a refund from the CDC of \$2,162.90 and we are very grateful of this.

At the end of the day we are small committee, trying to do our best for what we think is an asset to our Community. Luckily for us, we are rural town and the community does support our fundraising, along with all the other fundraising that goes on. It is disheartening that we

are punished for this. We are being punished for having the initiative and motivation to raise money and for having a supportive community. Where then, is the incentive to raise money?

This is a historical issue. We have spoken to many parents that have attended our Playcentre in this building over at least the last decade and a half, and no one was aware that we were on a septic tank. It has been assumed for a number of years that our building was connected to the sewage lines when the rest of Sussex Street was. And why weren't we? Who was responsible for that project?

We wanted to come to this meeting today to plead our case and ask if there is any way that this Community Board is able to assist us?

We understand that this is a difficult situation but would also appreciate any help to finance this sum of money we have been asked to pay.

Thank you for your time

TAPANUI SCHOOL

Sussex Street
Tapanui 9522

Phone: 03 204 8614
Email: office@tapanui.school.nz



Clutha District Council
PO Box 25
Balclutha

Attention: Steve Hill

20 August 2020

Tena Koutou Katoa,

I write on behalf on the Tapanui School Board of Trustees to query as aspect of our rates account.

For at least two decades now the school has been paying for two connected sewerage lines but has actually had only one! This is an over payment of approximately \$400 per year. Over 10 years that would amount to \$4000 and over twenty years likely to be about \$7000 due to inflation.

This issue has been identified recently for us when we were asked to remedy and issue with the Playcentre's sewerage leaking into to the storm water. When working to fix the issue it was discovered that there is no sewerage line into the Playcentre, but rather they are on a septic tank. This issue is now temporarily resolved and I am led to believe a consent is now in progress to connect the building into the town's sewerage system.

It remains however that we have been overcharged for our sewerage service. We would like the Council to adjust our rates to one sewerage line and to also consider a refund to the Tapanui School Board for years of charging for a service that was never being provided.

Moving forward we see two possibilities, once the work is completed:

Option one: Charge Tapanui School for two sewerage connections and two water supplies. One of each respectively goes to the Playcentre and we might look to recover some of the costs from them via a donation or such.

Option two: Retain one sewerage connection and one water supply on the school rates demand and create a new one for the Playcentre run by the Otago Playcentre Association (BASE Dunedin).

Thank you for considering the points raised in this letter. I look forward to your reply.

Kind regards

Antony Criglington
Principal/Tumuake
Tapanui School



CLUTHA DISTRICT COUNCIL

Address all correspondence to:
The Chief Executive

Our Reference
484591

10 September 2020

Antony Criglington
Tapanui Primary School
Sussex Street
Tapanui 9522

Dear Antony

Sewer Charges on Rates Assessment : 28609/18805B

Thank you for your recent letter bringing it to our attention that you have been incorrectly charged for two sewer connections for your property.

This has been investigated by Council and it is agreed you should only have one connected sewerage charge.

Under the Local Government (Rating) Act 2002 where it is identified that there is an error in the Rating Information Database we are required to correct the error and refund the charges for the past five years, and I can advise that we are taking those actions.

Attached is an amended rate notice for the current year and once you provide us with your bank account details, we will refund the charges for the past 5 years' which total \$2162.90. You can email pauline.ellis@cluthadc.govt.nz with this information and she will get this under way.

Going forward once the Playcentre is connected to the sewerage we will increase your connections to two and it will be up to you whether you choose to recover the cost from them.

Once again thank you for raising the matter and I apologise for the historical error.

Yours faithfully

Steve Hill
Chief Executive

1 Rosebank Terrace
P O Box 25, Balclutha 9240, New Zealand
Telephone + 64 3 4190200 Fax + 64 3 4183185
Email help.desk@cluthadc.govt.nz
Website www.cluthadc.govt.nz





RATES INVOICE/ASSESSMENT

Tax Invoice/Credit Note G.S.T. No. 51-994-353

EDUCATION MINISTRY
C/O TAPANUI PRIMARY SCHOOL BOT
14A SUSSEX STREET
TAPANUI 9522

CLUTHA DISTRICT COUNCIL

PO BOX 25, Balclutha 9240
Rosebank Terrace, Balclutha
Email Address

Valuation No: 28609 188 05 B
Invoice No: 2021/37126
Invoice Date: 24 JUL 2020
Location: A/14 SUSSEX STREET
Land Area (ha): 0.5964
Capital Value 1,030,000
Land Value 34,000
Legal Description: PT SEC 17 BLK XIII GLENKENICH SD

Total rates assessed 2020/21 Instalment 1 of 4

| Description | Factor Value | Factor | Rate | Remission | Annual Amount |
|------------------------------------|--------------|----------|--------------|-----------|---------------|
| SEWERAGE - TAPANUI - CONNECTED | 1 | SERVICES | 417.39130435 | 0.00 | 417.39 |
| WASTE MANAGEMENT RATE - DISTRICT | 6 | SERVICES | 117.21739130 | 0.00 | 703.30 |
| WATER SUPPLY - TAPANUI - CONNECTED | 2 | SERVICES | 562.08695652 | 0.00 | 1,124.17 |

plus GST of \$336.74

TOTAL RATES (01 JUL 2020 to 30 JUN 2021) \$2,581.60

Statement

| | |
|-------------------------------------|---------------|
| Opening balance 1 July (prior year) | 0.00 |
| Previous instalments this year | 0.00 |
| Payments received this year | -765.40 |
| Penalties incurred this year | 0.00 |
| Adjustments this year | 0.00 |
| Balance brought forward | -765.40 |
| This Instalment | 645.40 |

NO PAYMENT REQUIRED DIRECT DEBIT CUSTOMER

Amended
Notice

Total now due by 28 Aug 2020 \$120.00cr

Current instalment total includes GST of \$84.20.

Payments received and processed to date are included in the total now due.

A penalty of 10% will be applied to any unpaid portion of this instalment at the close of business on 28 Aug 2020

The following payment methods are available to you:

- Cash, cheque or EFTPOS at any of the Council offices.
Please note that Council does not accept credit card payments.
- Direct Debit – This is a system which enables direct payments to be made from your bank account to Council's bank account either monthly or quarterly.
- Automatic payments and telephone banking can be arranged by contacting your bank.
- INTERNET BANKING - Please use your valuation number 28609 188 05 B and RATES is shown as the references on your payment

Council's bank account number is 03 1734 0061851 02. Please ensure your valuation number is shown as a reference

A penalty of 10% may be applied to any unpaid balance

Valuation Reference 28609 188 05 B
Location A/14 SUSSEX STREET
Invoice Number 2021/37126
Ratepayer EDUCATION MINISTRY
Due Date 28 Aug 2020

Total Due \$120.00cr

West Otago Community Board

Item for CONFIRMATION

| | |
|-----------------------|--|
| Report | West Otago Community Board Minutes |
| Meeting Date | 7 July 2021 |
| Item Number | 2 |
| Prepared By | Julie Gardner – Service Delivery Administrator |
| File Reference | 523275 |

REPORT SUMMARY

Attached are the minutes of the meeting of the West Otago Community Board held on 26 May 2021.

RECOMMENDATIONS

- 1 That the West Otago Community Board confirms as a true and correct record the minutes of the meeting of the West Otago Community Board, held on 26 May 2021.**

West Otago Community Board

Minutes of the meeting of West Otago Community Board held in the West Otago Community Centre, Sussex Street, Tapanui on Wednesday 26 May 2021, commencing at 10.30am.

| | |
|----------------------|---|
| Present | Barbara Hanna (Chairperson), Cecil Crawford, Councillor John Herbert, Councillor Lloyd McCall, Antony Robertson, Linda Roulston and Sue Wink. |
| In Attendance | His Worship the Mayor Bryan Cadogan (arrived at 11.00am), Jules Witt (Group Manager Service Delivery) and Julie Gardner (Service Delivery Administrator). |
| Apologies | Bruce Robertson <i>Moved L Roulston/Councillor McCall and Resolved:</i> <i>“That the apology be sustained.”</i> |

LATE ITEMS

- Civil Defence

PUBLIC FORUM

- **Tapanui Playcentre – Emily**
Presentation on behalf of the Playcentre regarding their sewer line connection. The Playcentre had always believed they were connected to the main sewer line like all the properties in Sussex Street until a leak was identified last year. Since then, they have been asked to pay \$6,353 and while the Playcentre has since paid the account they would like the WOCB to consider some financial assistance towards the final costs.
- **Peter Haughey – road shoulder vegetation spraying issue**
Believes CDC are not getting value for money.
2 choices – control by mechanical means (expensive) or use chemicals (cheaper). Both have their disadvantages – mechanical – ground is disturbed, takes time for nature to repair that, chemicals – reliant on glyphosates (roundup), which are not always reliable. Important to identify the vegetation in each area which is different across the district so will require different chemicals.

While the WOCB were sympathetic they acknowledged that it is hard to get a chemical that will do the job without running off and killing everything in its path.

- **Peter McPherson – query re concerns from last meeting.**

The Group Manager Service Delivery advised that council staff had followed up with the contractor regarding the water leaks and that a reply regarding the endowment land is currently being worked on by the Corporate and Property team.

1 WEST OTAGO COMMUNITY BOARD MINUTES

The minutes of the meeting of the West Otago Community Board held on 14 April 2021 were presented for the Board's confirmation.

Moved Councillor Herbert/S Wink and Resolved:

“That the West Otago Community Board confirms as a true and correct record the minutes of the meeting held on 14 April 2021.”

2 WORK IN PROGRESS UPDATE

The Service Delivery Administrator submitted a report that updated the Community Board on progress in relation to issues that had been raised at previous meetings.

2.1 Projects

2.1.1 Christmas Tree

This item is to stay on the work in progress.

2.1.2 Cell phone Tower Booster

Linda Roulston advised that Rural Connectivity Group provides for all networks off their towers, coverage still very patchy in Waikoikoi area.

2.2 Duncan Road/Station Road Intersection

Police have been spoken to and their comment is what more can be done? A service request will be lodged to prune trees near the intersection that are slightly obscuring the stop sign.

There was discussion about a 4-way stop sign however it is unlikely this would be allowed due to our traffic rules.

2.3 Tapanui Water Supply

Foodstuffs have declined our request to fix the Water Restrictions sign to the Four-Square building so a new location will need to be decided prior to November.

An alternative location that could be considered is attached to the fence at the reserve on the right-hand side entering Tapanui. The WOCB will consider this option or other possible sites and provide feedback to council staff.

2.4 Items to stay on WIP

2.4.1 Kelso Triangle

This item is now completed and can be removed from the WIP.

2.4.2 Hancox Park

This item is to stay on the WIP so a decision can be made before the lease is renewed. This is due 31 August 2021.

Barbara Hanna has progressed this and discovered that the land was given by the Forestry Board to Tapanui as recreational ground when the village was built at the top end of Tapanui. It was later renamed Hancox Park after Mr Hancox Snr who had been the Mayor for 11 years.

Once the lease is due it could be renewed on a month-by-month basis or yearly until a further decision is made. Consideration could also be given to using the same name as part of a subdivision.

2.4.3 Land around Sewerage Pond

This item is to stay on the WIP so a decision can be made before the lease is renewed which is due by 31 October 2021.

This land will be advertised and will go through a lease renewal process.

2.5 Road Signs & Barriers

The WOCB need to see a plan of site locations for the signs before the gates are installed. The CDC Roding Team will follow this up.

2.6 Aitchison Runs Road Grade Adjustment

To stay on WIP for monitoring.

2.7 Carpark Lighting

Waiting on an update from the contractor.

2.8 Zone 6 Community Boards Conference Gore – 22-24 April 2021

The Chairperson advised that she had attended the conference with Linda Roulston and gave a brief report to the WOCB. A local person from Tapanui was one of the guest speakers along with a number of other quality speakers which made for an interesting conference. Networking within zones was an issue as there wasn't enough time to do this, however a Zone 6 meeting is to be organised in Alexandra later in the year.

2.9 Black Gully Domain

The WOCB is disappointed that there has been no follow up from the meeting at Black Gully Domain.

2.10 Whisky Gully

Issues with gorse around the sewerage pond, and trees in the area. Very untidy and needs some maintenance done. There are provisions in the ORC regional pest plan to ensure that areas are kept tidy and cut back.

2.11 West Otago Endowment Land

Corporate and Property team are following this up.

Moved A Robertson/L Roulston and Resolved:

“That the West Otago Community Board receives the Work in Progress Update report.”

3 SERVICE DELIVERY UPDATE

The Group Manager Service Delivery submitted a report of activities in respect to the Service Delivery Department.

The following items were discussed -

- Pomahaka River now above low flow levels, water restrictions have been lifted today (26/5).
- I & I inspections (house to house) have started in Tapanui. This identifies issues with connections to the sewer system which need to be remedied.
- Positive comments about CSR system.
- Grading/Metalling issues were raised - Roading Network inspections/audit inspections happen on a regular basis – we only have 2 contract supervisors for the entire district, if there are any issues log a CSR.

Moved L Roulston/S Wink and Resolved:

“That the West Otago Community Board receives the Service Delivery Update Report.”

4 REVENUE & EXPENDITURE REPORT

The Management Accountant submitted a copy of the Revenue and Expenditure Statement for the activities within the West Otago Community Board’s area for the period 1 July 2020 to 30 April 2021.

Councillor Herbert acknowledged the good support that he had received from local businesses Hammer Hardware and Stuart’s Timber towards the Kelso signage.

Moved L Roulston/Councillor Herbert and Resolved:

“That the West Otago Community Board receives the Revenue and Expenditure report.”

5 CORRESPONDENCE

The Service Delivery Administrator presented correspondence received and sent since the last Community Board meeting.

Outwards Correspondence

- Blue Mountain Nurseries – Thank You letter

Moved S Wink/A Robertson and Resolved:

“That the West Otago Community Board receives the Correspondence report.”

6 CORPORATE SERVICES REPORT

The Corporate Services Administrator submitted a report that covered activities of the Corporate Services Department in the past period including funding schemes.

Moved Councillor McCall/L Roulston and Resolved:

“That the West Otago Community Board receives the Corporate Services Report.”

7 BUILDING REPORT

The Regulatory Administrator submitted a report on building consents for March & April 2021.

Moved S Wink/A Robertson and Resolved:

“That the West Otago Community Board receives the Building Consent Statistics for March & April 2021 report.”

8 ADDITIONAL ITEMS/LATE ITEMS

Civil Defence

A meeting was held with Brendon Smith, Barbara Hanna and Service Centre staff recently. In the process of updating manuals, collating list of all residents over 65 and this will be part of the Civil Defence information. This is used by the local Lions Club for swede/firewood drop, also records those with specific power needs. A further meeting with all civil defence personnel is to be organised.

9 MAYORAL UPDATE

His Worship the Mayor Bryan Cadogan gave a verbal update on the following –

- LTP deliberations meeting 20 May 2021 – reiterated that the key spending items are core infrastructure and also that community interests were met in most cases with funding dispersed across the entire district.
- 3 Waters – heading towards next round of amalgamations, important to fight as a district. Ngai Tahu do not want ownership, but they do want an input into governance.

- Meeting in Gore Friday 28 May 2021, 10am-3.30pm at Croydon Lodge for councillors and community chairs to discuss Local Government and 3 Waters issues.

The meeting closed at 12.18pm.

Confirmed

**Barbara Hanna
CHAIRPERSON**

UNCONFIRMED

West Otago Community Board

Item for INFORMATION

| | |
|-----------------------|--|
| Report | Work in Progress Update |
| Meeting Date | 7 July 2021 |
| Item Number | 3 |
| Prepared By | Julie Gardner – Service Delivery Administrator |
| File Reference | 523278 |

REPORT SUMMARY

The report updates the Community Board on progress in relation to issues that have been raised at previous meetings.

RECOMMENDATION

1. That the West Otago Community Board receives the Work in Progress Update report.

**WEST OTAGO COMMUNITY BOARD
WORK IN PROGRESS UPDATE
FOR THE MEETING 7 JULY 2021**

| Issue | Comments |
|--|--|
| Projects <ul style="list-style-type: none"> • Christmas Tree for centre of Tapanui. • Cellphone Tower booster | <p>Christmas Tree continues to be a WIP.</p> <p>Waikaka Tower now live with Raes Junction due to follow. Still patchy reception with issues in Waikoikoi.</p> <p>Linda Roulston to follow this up.</p> |
| Duncan Road/Station Road Intersection <ul style="list-style-type: none"> • Concerns about the intersection after a recent near miss. | <p>WOCB to approach local policeman to try and progress this.</p> <p>Trees identified as slightly obscuring the stop sign were to be pruned.</p> |
| Tapanui Water Supply <ul style="list-style-type: none"> • Concern about the low water levels and the high consumption by Tapanui residents. | <p>See comment in Service Delivery Update report.</p> |
| Items to stay on WIP: <ul style="list-style-type: none"> • Hancox Park added (10 July 2019). Lease renewal 31 August 2021. • Land around Sewerage Pond – lease renewal 31 October 2021. | <p>The history of Hancox Park has been confirmed, lease renewal could be either on a monthly or yearly basis until future use is decided.</p> <p>To be advertised and put through the lease renewal process.</p> |
| Road Signs & Barriers <ul style="list-style-type: none"> • Concerns expressed re bridge during flood events. | <p>A draft plan of the signage site locations has been completed and will be circulated prior to the meeting for comment.</p> |
| Aitchison Runs Road Grade Adjustment | <p>Grade improvements have been completed and will be monitored over the winter months; the extent of works may need revisited in the spring.</p> |
| Carpark Lighting | <p>See comment in Service Delivery Update report.</p> |
| Black Gully Domain <ul style="list-style-type: none"> • Ongoing management. | <p>Waiting on a letter from the Domain Committee before this is progressed.</p> |
| Whisky Gully | <p>Could be added to the 'Our Place West Otago' discussion document along with other domains and reserves in the area.</p> |

| Issue | Comments |
|---|---|
| | <p>Some maintenance work is required to control gorse/trees in the area.</p> <p>The area needs to be confirmed so Council can assess who is responsible for noxious weed control and this can be by site visit after the next CB meeting.</p> |
| <p>West Otago Endowment Land</p> <ul style="list-style-type: none"> • Proceeds from sale of land | <p>Staff are currently investigating this, and a meeting has been organised with Mr McPherson during the week of 28 June 2021 (weather permitting).</p> |

West Otago Community Board

Item for INFORMATION

| | |
|-----------------------|---|
| Report | Service Delivery Update |
| Meeting Date | 7 July 2021 |
| Item Number | 4 |
| Prepared By | Jules Witt – Group Manager Service Delivery |
| File Reference | 523279 |

REPORT SUMMARY

The report advises the West Otago Community Board of activities in respect to the Service Delivery Department.

RECOMMENDATIONS

- 1 That the West Otago Community Board receives the Service Delivery Update report.**

REPORT

1 **Roading**

1.1 **Grading and Metalling**

We have completed the financial year successfully with the allocated budget achieved. The wet weather is having an impact on our road network, but gratefully we never needed to close a road due to driveability or dangerous conditions. The short daylight hours are having an impact on our work activities.



1.2 Road Safety

DML Learners Course took place the weekend of the 26th and 27th of June. 12 participants took part in the course. New Billboards are going up around the district to raise awareness of winter driving conditions. Successful weekend on the 19th and 20th of June for Ride Forever workshop and 6 local motorcyclists attended. We are planning on introducing another workshop in September.



1.3 Car Park Light

The circuit breaker on the light at the Tapanui Carpark had tripped and has been reset and it has been confirmed that the light was working in mid-June.

2 Greenspace

The current quieter season is being used to complete any outstanding tasks.



We have had a request from a Station Road resident to remove a large deciduous tree, the roots of which are constantly blocking the sewer. As this is in line with council policy a price for removal has been received and this will be done in due course. A more appropriate tree will be replanted close to the original location. After consultation with Blue Mountain Nurseries a Sophora Taupo Gold (photos below) has been identified as the most suitable to plant at this location but we would also like feedback from the Community Board on their preferred tree species.



3 Roadside Spraying/Vegetation Control

Blanket spraying or “Total Vegetation Control” (TVC) is the spraying of the 300mm to 600mm strip along the edge of the carriageway, also around signs and culvert ends. This is normally done with Glyphosate.

Spot Spraying or “Pest Plant Spraying” targets predominantly noxious plants and wilding trees (up to 2m in height). This is usually done with Tordon. Each trigger pull is recorded and mapped on our GIS system.



The type of chemical is not dictated by Council and can be selected by the contractor to achieve the best results.

4 Community Housing

The Community Housing Units have one vacancy which will be tenanted after the Healthy Homes upgrade with bathroom extractor fan and kitchen rangehood ducted to the outside.

5 Three Waters

5.1 Water Restrictions

All the water restrictions for the West Otago schemes have been lifted after an increase in Pomahaka River flow above the environmental limits set for winter restrictions. As this is an ORC consent requirement, it will be closely monitored.

Foodstuffs have declined to install the Water Restriction Sign Board. Alternative locations will be consulted with the Community Board and will not be installed until next summer to avoid any confusion.

5.2 Water Conservation

A new water meter reading module has been developed and implemented for reading the water meters by our contractor. This was developed and paid for by Council staff and consultants and has been given to the contractor to use. This enables us to efficiently manage and assess the water consumption and bill accordingly. Recently we have identified a property which had about 25m³/day internal private leak (equates to about 5% of the town supply). This highlights the benefits of water meters on residential connections.

5.3 Commercial Water Metering Project

33 out of 50 water meters have been installed in Tapanui by our O&M contractor. The remaining 17 are unable to be completed as require lateral replacements. These will be programmed to be completed in the next financial year.

5.4 Inflow and Infiltration Inspection – Tapanui

Inflow and infiltration visual inspection work is now completed for Tapanui. Quick snapshot below for the outcome of the inspections at Tapanui:

| | |
|--|-----|
| Total # of properties inspected | 399 |
| Downpipes directly connected to sewer | 47 |
| Unknown (further investigation required) | 105 |
| Gully dishes non-compliance* | 164 |

* Gully dishes non-compliance condition – they are too low and should be at least 100mm above the unpaved surface and 25mm above ground for concrete surface.

Letters are being prepared and will be sent out shortly to property owners to fix the issues that have been identified. Further investigations are being planned for unknowns using smoke detector or dye testing. This work will require additional external contractors and we are in discussions with local plumbing companies.



Examples of failed items in I&I inspection

5.5 Customer Tank Restrictor Inspections

Contractor has been inspecting the Glenkenich customer tank restrictors. So far approx. 150 properties have been inspected and approx. 600 (units or m³/day) of overallocated usage has been identified and resolved. A full report will be discussed with the water scheme committee once the inspections are complete.

5.6 Trade Waste

The Clutha District Council has approved the fees and charges schedule for the 2021-22 rating year. Trade waste by law charges will be implemented in two stages. For the year 2021/22, the charges will be based on volume.

The volumetric charge is based on the amount used above the normal domestic allowance (1,000 litres/house/day, 1m³/d, 366 m³/year), a ratio of 0.8 of water used to wastewater produced and a cost of \$1.60/m³.

The cost per cubic metre is based on current wastewater charges and volumes. The Trade Waste Charge is in addition to Council's Uniform Annual Charge for wastewater and volumetric charges. Charging for other wastewater factors e.g., Total Suspended Solids, Biochemical Oxygen Demand etc will be implemented in 2022/23.

Trade Waste Customers will be contacted to confirm the assessment and complete the application form to issue the consents from 1 July.

5.7 Fluoride Reinstatement

The costs to reinstate the fluoride systems have come back higher than expected from the equipment supplier and this is outside staff delegation levels. Further information was presented to Council on 24 June 2021. Council has now approved an additional budget to progress with fluoridation upgrades for Balclutha, Milton, Tapanui and Kaitangata. This will be funded through Three Waters Stimulus funding pending approval from Department of Internal Affairs. In 2010 Council agreed to fluoridate the townships following public consultation but had ceased in July 2019 due to Contractor health and safety concerns relating to the fluoridation equipment. At a Council meeting on December 12, 2020, it was agreed to reinstate fluoridation, as a more cost-effective solution that met health and safety requirements, had been found. At

the time it was noted that it was not a decision about whether to fluoridate or not, because fluoridation had only ceased due to health and safety issues, but rather a decision around the cost.

5.8 Moa Flat Water Treatment Plant Upgrade

Detailed design for the Moa Flat Water Treatment Plant Upgrade has been received and equipment with a long lead time has been ordered. Work on the building, which includes new cladding, roofing and new aluminium windows is due to start within the next month.

5.9 Glenkenich Water Treatment Plant Upgrade

Detailed design for the Glenkenich Water Treatment Plant has been received and is currently being reviewed by Council staff. Major equipment including the membrane filtration racks has been ordered. However due to global supply and shipping problems there may be a longer delay than first expected (possibly an additional 6-8 weeks).

5.10 ORC Tapanui Wastewater Treatment Audit Report

We have now received an audit report for Tapanui. ORC have provided the compliance grade of Moderate non-compliance. This is a change from Significant non-compliance from last year.

Below is the difference between our self-assessment and ORC assessment for Tapanui WWTP:

| | CDC's Grading | ORC's Grading |
|---------------------|-------------------------|-------------------------|
| Condition 1 | Low Risk Non-Compliance | Moderate Non-Compliance |
| Condition 2 | Full Compliance | Full Compliance |
| Condition 3 | Low Risk Non-Compliance | Moderate Non-Compliance |
| Condition 4 | Full Compliance | Full Compliance |
| Condition 5 | Low Risk Non-Compliance | Low Risk Non-Compliance |
| Condition 6 | Low Risk Non-Compliance | Low Risk Non-Compliance |
| Condition 7 | Low Risk Non-Compliance | Low Risk Non-Compliance |
| Condition 8 | Full Compliance | Full Compliance |
| Condition 9 | Full Compliance | Full Compliance |
| Condition 10 | Full Compliance | Full Compliance |
| Condition 11 | Full Compliance | Full Compliance |
| Condition 12 | NA | Full Compliance |

6 Service Requests

There has been 1 Roding service request lodged by Community Board members since the last meeting on 26 May 2021.

West Otago Community Board

Item for INFORMATION

| | |
|-----------------------|------------------------------------|
| Report | Revenue & Expenditure Report |
| Meeting Date | 7 July 2021 |
| Item Number | 5 |
| Prepared By | Greg Bowie – Management Accountant |
| File Reference | 523281 |

REPORT SUMMARY

Attached is a copy of the Revenue and Expenditure Statement for the West Otago Community Board's area for the period 1 July 2020 to 31 May 2021.

RECOMMENDATIONS

- 1 That the West Otago Community Board receives the Revenue and Expenditure Report.

**Clutha District Council
West Otago Community Board**

2020/21 FINANCIAL YEAR TO DATE FROM 1 JULY 2020 - 31 MAY 2021

| | <u>2020/21 Budget</u> | <u>YTD Actual</u> | <u>YTD Est</u> | <u>Act / Est</u> |
|-------------------------------------|---------------------------|-------------------|----------------|------------------|
| <u>Revenue</u> | | | | |
| Rates Income | 72,778 | 72,763 | 66,713 | 6,050 |
| Income - NZ Motorhome Assn | 0 | 2,977 | 0 | 2,977 |
| Income - Hire | 0 | 0 | 0 | 0 |
| | <u>72,778</u> | <u>75,740</u> | <u>66,713</u> | <u>9,027</u> |
| <u>Expenditure</u> | | | | |
| Remuneration | 23,724 | 22,318 | 21,747 | 571 |
| Meeting Expenses | 410 | 449 | 376 | 73 |
| Cafeteria Expenses | 62 | 50 | 57 | -7 |
| Community Board Levy | 0 | 275 | 0 | 275 |
| Community Board Conference Fees | 0 | 1,526 | 0 | 1,526 |
| Advertising | 103 | 0 | 94 | -94 |
| Printing & Stationery | 645 | 0 | 591 | -591 |
| Project Funds | 17,425 | 13,622 | 15,973 | -2,351 |
| Food Bank | 0 | 0 | 0 | 0 |
| General Expenses - Carpark Lighting | 0 | 679 | 0 | 679 |
| Share of Overheads | 30,409 | 27,875 | 27,875 | 0 |
| | <u>72,778</u> | <u>66,794</u> | <u>66,713</u> | <u>81</u> |
| Transfer to Special Funds | 0 | 0 | 0 | 0 |
| <u>Surplus / (Deficit)</u> | <u>0</u> | <u>8,946</u> | <u>0</u> | <u>8,946</u> |

WOCB Project Funds

| | | |
|----------------------------|--|---------------|
| Carry Forward from 2019/20 | | 71,313 |
| Project Fund 2019/20 | | 14,322 |
| NZ Motorhome Assn Income | | 3,018 |
| | | <u>88,653</u> |

Less Spent Year to Date

| | | |
|---|---------------|--|
| Stuff Ltd - Advertising - Tapanui Christmas parade | 874 | |
| Central Power Installation - Carpark Lighting | 7,698 | |
| Kelso Monument Veterans Name List | 702 | |
| West Otago CC Society Inc. - NZ Motorhomes Assoc. Grant | 4,348 | |
| | <u>13,622</u> | |

Less Funds Committed Current Year

| | | |
|--|----------|---|
| | <u>0</u> | 0 |
|--|----------|---|

Less Funds Committed Previous Year

| | | |
|---|--------------|-------|
| Kelso Dairy Factory Restoration Group - materials to repair factory | <u>3,000</u> | 3,000 |
|---|--------------|-------|

Available Funds 2020/21

| |
|----------------------|
| <u><u>72,031</u></u> |
|----------------------|

West Otago Commonage

| | | |
|------------------|--|--------|
| Balance 01/07/20 | | 25,768 |
|------------------|--|--------|

| | | |
|--------------------------------------|--|--------|
| Plus Projected Lease Income for year | | 59,989 |
|--------------------------------------|--|--------|

Less Commonage Funding paid

| | | |
|--|--------------|--------|
| West Otago Community Centre Society Incorporated | 15,000 | |
| West Otago Swimming Pool Management Committee | <u>5,000</u> | 20,000 |

Less Other Expenditure

| | | |
|---------------------|--------------|-------|
| Valuation Expenses* | <u>2,094</u> | 2,094 |
|---------------------|--------------|-------|

| | | |
|------------------------|----------|---|
| Less Committed Funding | <u>0</u> | 0 |
|------------------------|----------|---|

Available Funds 2020/21

| |
|----------------------|
| <u><u>63,663</u></u> |
|----------------------|

* Valuations were completed by Telfer Young for D J Wilson and Tapanui Racing Club - neither have increased in value.

West Otago Community Board

Item for INFORMATION

| | |
|-----------------------|--|
| Report | Correspondence |
| Meeting Date | 7 July 2021 |
| Item Number | 6 |
| Prepared By | Julie Gardner – Service Delivery Administrator |
| File Reference | 523280 |

REPORT SUMMARY

The report provides copies of correspondence since the last Community Board meeting.

RECOMMENDATIONS

- 1 That the West Otago Community Board receives the correspondence.**

REPORT

- 1 Inwards Correspondence**

None.

- 2 Outwards Correspondence**

- Peter McPherson – letter of reply re water issues and endowment land query



Address all correspondence to:
The Chief Executive

Our Reference
523321

24 June 2021

Mr Peter McPherson
53B Northumberland Street
Tapanui 9522

newtonmore@xtra.co.nz

Dear Peter

Tapanui Water Issues & Endowment Land

Thank you for your recent attendance at the West Otago Community Board meetings where you highlighted issues regarding the repair of water leaks and queried council's application of the endowment policy in relation to the sale of commonage land.

I can advise that council staff have addressed your water complaint and are working closely with the contractor to ensure that any future water issues are fixed promptly and in accordance with council's policies.

The issue of applying the terms of the endowment land from West Otago is being investigated and I understand that John Scott is meeting with you next week.

In the meantime if you have any further queries please do not hesitate to contact me.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Jules Witt", is shown within a light blue rectangular box.

Jules Witt
Group Manager Service Delivery

**Cc: Barbara Hanna – Chairperson West Otago Community Board
Councillor John Herbert**

1 Rosebank Terrace
P O Box 25, Balclutha 9240, New Zealand
Telephone + 64 3 4190200 **Fax** + 64 3 4183185
Email help.desk@cluthadc.govt.nz
Website www.cluthadc.govt.nz

The logo for Clutha Country features a stylized orange hand icon above the text "Clutha Country" in a blue, cursive font. Below this, the tagline "where everyone says hello" is written in a smaller, blue, cursive font.

West Otago Community Board

Item for INFORMATION

| | |
|-----------------------|---|
| Report | Corporate Services Report |
| Meeting Date | 7 July 2021 |
| Item Number | 7 |
| Prepared By | Karen Piercy – Corporate Services Administrator |
| File Reference | 523282 |

REPORT SUMMARY

The report covers including funding scheme payments and rates rebates since the last meeting.

RECOMMENDATION

That the West Otago Community Board receives the Corporate Services Report.

REPORT

1 Clutha District Community Service Awards

National Volunteer Week is held from 20 – 26 June, therefore the Clutha District Community Service Awards, encompassing the Individual Awards, Community Group Awards and Youth Spirit Awards, were to be held during that week. Council has set aside funding in the Long-Term Plan 2021-31 to support the awards.”

Nominations and entries closed 28 May 2021. As at the closing date only two community group nominations and one individual nomination had been received. It was therefore decided by the Committee to delay the awards and continue advertising. Nominations will now close on 30 June.

Individuals and groups who had submitted nominations prior to the closing date have been contacted and invited to submit any further information if they wish to do so.

2 West Otago Health Trust and Mercer Trust Vacancies

The West Otago Health Trust and Mercer Trust nominations closed on 18 June. Three nominations were received for two positions on West Otago Health Trust and one nomination for one position has been received for the Mercer Trust.

The nominations will be considered at the Public Excluded meeting of the West Otago Community Board, following this meeting.

3 Funding Schemes

3.1 Creative Communities New Zealand Funding Scheme

The next funding round of the Creative Communities scheme closes on 1 September 2021. Information and application forms are available on the website.

3.2 Telford Bursary

Applications for the Telford Bursary closed on 31 May 2021. Five applications have been received.

A date is to be set for the Telford Bursary committee to interview the applicants.

3.3 Youth Council Youth Development Fund

The Youth Council Youth Development Fund Panel met on 14 June and awarded funding to the following applicants:

Beth Anderson, (South Otago) \$250.00 to attend the NZ Aspiring Leaders’ Forum in Wellington from 1-4 July 2021.

Sydney Robertson, (West Otago), \$795.00 to attend the NZ Aspiring Leaders’ Forum in Wellington from 1-4 July 2021

A third application was for retrospective funding, which is not covered by the fund, so this was turned down.

The fund will be advertised again in early 2022.

3.4 Sport New Zealand Rural Travel Fund

Prior to Christmas 2020, Sport New Zealand Rural invited territorial authorities to involve their sporting communities in a survey on the Sport New Zealand Rural Travel Fund. The results are intended to determine how the Rural Travel Fund post 2021 could be better aligned and utilised to contribute and bring maximum impact to Sport NZ 2020-32 Strategic Direction.

The Corporate Services Administrator sent the survey to schools and sports clubs in Clutha area and to the Sport NZ Rural Travel Fund Assessment Committee. The results were collated and sent back to Sport New Zealand, who have provided a final report, which is attached. It is pleasing to see that comments from Clutha have been included in the final survey results.

4 General Grant Allocation

Council provides general grants to assist organisations providing projects/activities which benefit the residents of communities within the Clutha District. General grants are limited to the following categories:

Reimbursement of Council fees and charges.

Reimbursement of rents for properties leased from Council.

Reimbursement of hire charges for community centres and community halls.

4.1 Reimbursement of Fees and Charges

Since the last meeting, the following reimbursements have been made for Council fees and charges:

| Organisation | Reimbursement of Council fees and charges for: | Amount \$ |
|-------------------------------|--|--------------|
| West Otago Theatrical Society | Reimbursement of hire charges for the use of the West Otago Community Centre for the Changing Room fundraiser for West Otago St John's held May 2021 | 328.00 |
| Art South Otago | Reimbursement of hire fees for the billboard display sign to advertise the annual exhibition Dec 2020 | 125.00 |
| Milton Information Centre | Hire of the Milton Coronation Hall for a book sale held 28 February 2021 | 200.00 |
| Tapanui Playcentre | Reimbursement of building consent fee for sewerage connection. | 375.00 |

The balance of the 2020-21 fund is \$9,091.25.

4.2 Reimbursement of Rent or Lease

No rent reimbursements have been made since the last meeting and applications have been sent to organisations who qualify.

4.3 Rates Rebate Scheme

Listed below are details of applications received for the rates rebate scheme for the period 1 July 2020 to 24 June 2021 with comparative figures for a similar period last year.

| Rate Rebates | This Year | Last Year |
|------------------------------|------------------|------------------|
| Applications Received | 559 | 539 |
| Total amount of Rebates paid | \$311,345.47 | \$295,893.80 |
| Average amount of Rebate | \$556.97 | \$548.97 |

West Otago Community Board

Item for INFORMATION

| | |
|-----------------------|--|
| Report | Building Consents Statistics for May 2021 |
| Meeting Date | 7 July 2021 |
| Item Number | 8 |
| Prepared By | Wendy Copeland – Regulatory Services Administrator |
| File Reference | 523283 |

REPORT SUMMARY

Building Statistics for May 2021.

RECOMMENDATIONS

- 1 That the West Otago Community Board receives the report titled 'Building Consents Statistics for May 2021'.

REPORT

May 2021

| West Otago Ward | | |
|-------------------------|---------------|----------------|
| Type | Number | Value |
| Accessory Buildings | 2 | 34,000 |
| Additions & Alterations | 1 | 20,000 |
| Commercial/Industrial | 0 | 0 |
| Farm Buildings | 1 | 35,000 |
| Heating Units | 1 | 5,000 |
| New Dwellings | 1 | 650,000 |
| Other * | 1 | 0 |
| Plumbing & Drainage | 0 | 0 |
| Resited Buildings | 1 | 42,000 |
| Total | 8 | 786,000 |

* Temporary Marquee

West Otago Community Board

Item for INFORMATION

| | |
|-----------------------|--|
| Report | Reason to Move to Public Excluded Session |
| Meeting Date | 7 July 2021 |
| Item Number | 9 |
| Prepared By | Julie Gardner – Service Delivery Administrator |
| File Reference | 523090 |

REPORT SUMMARY

The Committee may upon resolution or upon motion being made, exclude the public from the whole or any part of the proceedings of any meeting,

Grounds to exclude the public under the local Government Official Information and meetings Act 1987 are attached.

RECOMMENDATIONS

1. **That the West Otago Community Board resolves to exclude the public on the grounds contained in Section A2 (a) of Appendix 1 of the Clutha District Council's Standing Orders.**

REPORT

1 **West Otago Health Trust Vacancies**

Under Section A2 (a) of Appendix 1 of the Clutha District Council's Standing Orders.

2 **Mercer Community Trust Vacancy**

Under Section A2 (a) of Appendix 1 of the Clutha District Council's Standing Orders.

Appendix 1: Grounds to exclude the public

A local authority may, by resolution, exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the following grounds:

- A1** That good reason exists for excluding the public from the whole or any part of the proceedings of any meeting as the public disclosure of information would be likely:
- (a) To prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
 - (b) To endanger the safety of any person.
- A2** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:
- (a) Protect the privacy of natural persons, including that of deceased natural persons; or
 - (b) Protect information where the making available of the information would:
 - i. Disclose a trade secret; or
 - ii. Be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
 - (ba) In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Māori, or to avoid the disclosure of the location of waahi tapu; or
 - (c) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would:
 - i. Be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
 - ii. Be likely otherwise to damage the public interest.
 - (d) Avoid prejudice to measures protecting the health or safety of members of the public; or
 - (e) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
 - (f) Maintain the effective conduct of public affairs through –the protection of such members, officers, employees, and persons from improper pressure or harassment; or
 - (g) Maintain legal professional privilege; or
 - (h) Enable any Council holding the information to carry out, without prejudice or disadvantage, commercial activities; or
 - (i) Enable any Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
 - (j) Prevent the disclosure or use of official information for improper gain or improper advantage.

See s.7 LGOIMA 1987.

Where A2 of this Appendix applies the public may be excluded unless, in the circumstances of a particular case, the exclusion of the public is outweighed by other considerations which render it desirable and in the public interest, that the public not be excluded.

- A3** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:
- (a) Be contrary to the provisions of a specified enactment; or
 - (b) Constitute contempt of Court or of the House of Representatives.
- A4** That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that Council by an Ombudsman under section 30(1) or section 38(3) of this Act (in the case of a Council named or specified in Schedule 1 to this Act).
- A5** That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council to deliberate in private on its decision or recommendation in:
- (a) Any proceedings before a Council where:
 - i. A right of appeal lies to any Court or tribunal against the final decision of the Council in those proceedings;
 - ii. The Council is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and
 - iii. Proceedings of a local authority exist in relation to any application or objection under the Marine Farming Act 1971.

See s. 48 LGOIMA.

WEST OTAGO COMMUNITY BOARD

AGENDA

7 July 2021

APOLOGIES

There were no apologies at the time of printing this agenda.

ADDITIONAL ITEMS

| Item | Page # | Title |
|------|--------|--|
| 1 | 3 | Tapanui Playcentre Report <i>(For the Board's Decision)</i> The report presents a request from the Tapanui Playcentre for funding. |
| 2 | 10 | West Otago Community Board Minutes <i>(For the Board's Confirmation)</i> Minutes of the meeting of the West Otago Community Board held on 26 May 2021. |
| 3 | 17 | Work in Progress Update <i>(For the Board's Information)</i> The report updates the Community Board on progress in relation to issues that have been raised at previous meetings. |
| 4 | 20 | Service Delivery Update <i>(For the Board's Information)</i> The report updates the West Otago Community Board on activities in relation to the Service Delivery Department. |
| 5 | 26 | Revenue & Expenditure Report <i>(For the Board's Information)</i> The report provides a copy of the Revenue and Expenditure Statement for the period from 1 July 2020 to 31 May 2021. |
| 6 | 28 | Correspondence <i>(For the Board's Information)</i> The report provides copies of correspondence since the last Community Board meeting. |
| 7 | 30 | Corporate Services Report <i>(For the Board's Information)</i> The report covers activities of the Corporate Services Department in the past period. |
| 8 | 34 | Building Consents for May 2021 <i>(For the Board's Information)</i> The report updates the West Otago Community Board on Building Consent activity for May 2021. |

| | | |
|----------|-----------|--|
| | | |
| | | Mayoral Update - verbal <i>(For the Board's Information)</i> |
| | | |
| 9 | 35 | Reasons to Move into Public Excluded <i>(For the Board's Decision)</i> |