



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

Date: Thursday, 3 September 2020
Time: 5pm
Meeting Room: Southland District Council Otautau Office
Venue: 176 Main Street
Otautau

Wallace Takitimu Community Board Agenda OPEN

MEMBERSHIP

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

IN ATTENDANCE

People and Capability Manager	Janet Ellis
Committee Advisor	Fiona Dunlop
Community Partnership Leader	Kelly Tagg
Community Liaison Officer	Kathryn Cowie

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

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

Terms of Reference – Community Boards

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

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

¹ Local Government Act 2002, s.53

Advocacy

11) submissions

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

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

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

District activities include:

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

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

Community Assistance

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

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

Northern Community Board

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

Unbudgeted Expenditure

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

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

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

Service Delivery

Local Activities

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

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

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

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

Local activities include:

- i) community leadership
 - ii) local halls and community centres (within Council's overarching policy for community facilities)
 - iii) wharves and harbour facilities
 - iv) local parks and reserves
 - v) parking limits and footpaths
 - vi) Te Anau/Manapouri Airport (Fiordland Community Board)
 - vii) Stewart Island Electricity Supply Authority (SIESA) (Stewart Island/Rakiura Community Board)
 - (i) for the above two local activities only
 - (ii) recommend levels of service and annual budget to the Services and Assets Committee
 - (iii) monitor the performance and delivery of the service
- 19) naming reserves, structures and commemorative places
- a) authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places.
- 20) naming roads
- a) authority to decide on the naming for public roads, private roads and rights of way
- 21) assist the chief executive by providing comment (through the board chairperson) to consider and determine temporary road closures applications where there are objections to the proposed road closure.

Rentals and Leases

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

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

Environmental management and spatial planning

- 22) provide comment on behalf of the relevant community/communities on resource consent applications referred to the community board for comment.
- 23) recommend to Council the level of bylaw service and enforcement to be provided within the community, having regard to the need to maintain consistency across the District.

	<p>24) provide advice to Council and its committees on any matter of interest or concern to the community board in relation to the sale of alcohol where statutory ability exists to seek such feedback.</p> <p>25) provide input into regulatory activities not otherwise specified above where the process allows.</p> <p>26) recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the board has made submissions; ability to provide input to support the development of community planning for a civil defence emergency; and after an emergency event, to provide input and information to support community response efforts.</p>
LIMITS TO DELEGATIONS	<p>No financial or decision making delegations other than those specifically delegated by Council.</p> <p>The community board shall only expend funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its Long Term Plan/Annual Plan. In accordance with the provisions of section 39(2) of Schedule 7 the board may not incur expenditure in excess of the approved budget.</p> <p>Matters which are not Delegated</p> <p>Southland District Council has not delegated to community boards the power to:</p> <ul style="list-style-type: none"> • make a rate or bylaw • acquire, hold or dispose of property • direct, appoint, suspend or remove staff • engage or enter into contracts and agreements and financial commitments • institute an action for recovery of any amount • issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like; • institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the community board has made submissions.
CONTACT WITH MEDIA	<p>The community board chairperson is the authorised spokesperson for the board in all matters where the board has authority or a particular interest.</p> <p>Board members, including the chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the board's delegations.</p>

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

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1 Apologies

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

2 Leave of absence

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

3 Conflict of Interest

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

4 Public Forum

Notification to speak is required by 12noon at least one clear day before the meeting. Further information is available on www.southlanddc.govt.nz or phoning 0800 732 732.

5 Extraordinary/Urgent Items

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

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

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

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

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

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

6 Confirmation of Minutes

6.1 Meeting minutes of Wallace Takitimu Community Board, 06 August 2020



Wallace Takitimu Community Board

OPEN MINUTES

Minutes of a meeting of Wallace Takitimu Community Board held in the Southland District Council Otautau Office, 176 Main Street, Otautau on Thursday, 6 August 2020 at 5pm (5pm – 6.56pm (PE 6.02pm – 6.56pm)).

PRESENT

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

IN ATTENDANCE

People and Capability Manager – Janet Ellis
Committee Advisor - Fiona Dunlop
Community Liaison Officer - Kathryn Cowie
Community Partnership Leader - Kelly Tagg

1 Apologies

There were no apologies.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

Peter Gutsell declared a conflict of interest in relation to report 7.4 - Isla Bank Cemetery War Memorial Restoration - Accessing Funding from Waiau Aparima Ward Reserve. He advised that he would not take part in discussion or debate on the matter as he has been involved with the project in a voluntary capacity.

4 Public Forum

There was no public forum.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Bev Evans, seconded Kelly Day **and resolved:**

That the Wallace Takitimu Community Board confirms the minutes of the meeting held on 4 June 2020 as a true and correct record of that meeting.

Reports

7.1 Ohai Nightcaps and Districts Doctors House and Surgery Committee - wind up and distribution of fund

Record No: R/20/7/29942

Community partnership leader – Kelly Tagg was in attendance for this item.

Mrs Tagg advised that the purpose the report was for the Board to finalise and confirm its earlier decision to wind up and allocate the remaining funds from the Ohai Nightcaps and Districts Doctors House and Surgery fund.

The Board noted that the Ohai Nightcaps and Districts Doctors House and Surgery Committee was not re-established as a subcommittee of Council as part of the terms of reference and delegations for the 2019-2022 governance structure.

There was dissention during the discussion on the winding up of the fund. The Chair advised that the report would lie on the table to a further meeting of the Board and that officers would seek clarification from the Nightcaps Fire Brigade on the provision of health and medical services in Nightcaps community and the use of the funds.

Resolution

Moved Chairperson Bekhuis, seconded Deputy Chair Johnston **and resolved:**

That the Wallace Takitimu Community Board:

- a) **Lies the report on the table until a further meeting of the Board, with officers seeking clarification from the Nightcaps Fire Brigade on the provision of health and medical services in Nightcaps community and the use of the funds.**

7.2 Murihiku Regional Arts Strategy 2020-2030

Record No: R/20/7/28715

Community partnership leader – Kelly Tagg was in attendance for this item.

Resolution

Moved Deputy Chair Johnston, seconded Kelly Day **and resolved:**

That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Murihiku Regional Arts Strategy 2020-2030” dated 16 July 2020.**

7.3 Keeping of Animals, Poultry and Bees Bylaw Submission Confirmation

Record No: R/20/7/29555

Community partnership leader – Kelly Tagg was in attendance for this item.

Resolution

Moved Bev Evans, seconded David Cowie **and resolved:**

That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Keeping of Animals, Poultry and Bees Bylaw Submission Confirmation” dated 22 July 2020.**
- b) **Confirms the contents of its submission to the Keeping of Animals, Poultry and Bees Bylaw.**

7.4 Isla Bank Cemetery War Memorial Restoration - Accessing Funding from Waiau Aparima Ward Reserve

Record No: R/20/7/27484

Community liaison officer – Kathryn Cowie was in attendance for this item.

Mrs Cowie advised that the purpose of the report was gain approval from the Wallace Takitimu Community Board to make a recommendation to Council to use \$1,898 from the Waiau Aparima ward reserve to partially fund the restoration of the Isla Bank Cemetery War Memorial.

Mrs Cowie further advised that the contractor would need to do further work to the memorial. This was likely to be at a cost of \$10,000.

The Board agreed that the report not be considered tonight and that a new report come to a further meeting of the Board to incorporate the new information regarding the extra funding for further work on the memorial.

7.5 Community Leadership Report for Wallace Takitimu Community Board

Record No: R/20/7/30117

Community partnership leader – Kelly Tagg was in attendance for this item.

Resolution

Moved Deputy Chair Johnston, seconded Bev Evans **and resolved:**

That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Community Leadership Report for Wallace Takitimu Community Board” dated 30 July 2020.**

7.6 Operational Report for Wallace Takitimu Community Board

Record No: R/20/7/29368

Community partnership leader – Kelly Tagg was in attendance for this item.

Resolution

Moved David Cowie, seconded Peter Gutsell **and resolved:**

That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Operational Report for Wallace Takitimu Community Board” dated 29 July 2020.**

7.7 Council Report

Record No: R/20/7/29497

Community partnership leader – Kelly Tagg was in attendance for this item.

Mrs Tagg updated the Board on the Council report and particularly highlighted the Three Waters issue, conflicts of interest and asset management plans.

Resolution

Moved Bev Evans, seconded Peter Gutsell **and resolved:**

That the Wallace Takitimu Community Board:

- a) **Receives the report titled "Council Report" dated 28 July 2020.**

7.8 Chairperson's Report

Record No: R/20/7/29957

Chair Bekhuis was in attendance for this report and took the Board through it. He thanked Mrs Evans for her contribution she provided for inclusion into the chairs report.

Resolution

Moved David Cowie, seconded Kelly Day **and resolved:**

That the Wallace Takitimu Community Board:

- a) **Receives the report titled "Chairperson's Report" dated 29 July 2020.**

Public Excluded

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

Resolution

Moved Deputy Chair Johnston, seconded David Cowie **and resolved:**

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

C8.1 Wallace Takitimu Community Board area "portion of Contract 20/20 – Mowing" and award of contract for Drummond, Otatau, Nightcaps, Ohai, Isla Bank and Wairio

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
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Wallace Takitimu Community Board area "portion of Contract 20/20 – Mowing" and award of contract for Drummond, Otautau, Nightcaps, Ohai, Isla Bank and Wairio	s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.
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That the People and Capability Manager – Janet Ellis, Committee Advisor - Fiona Dunlop, Community Liaison Officer - Kathryn Cowie, Community Partnership Leader - Kelly Tagg, Commercial Infrastructure Manager – Ashby Brown and Community Facilities Manager – Mark Day be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the item C8.1 Wallace Takitimu Community Board area "portion of Contract 20/20 – Mowing" and award of contract for Drummond, Otautau, Nightcaps, Ohai, Isla Bank and Wairio. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their knowledge on the issues discussed and meeting procedure.

The public were excluded at 6.02pm.

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

The meeting concluded at 6.56pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE WALLACE TAKITIMU COMMUNITY BOARD HELD ON THURSDAY 6 AUGUST 2020.

DATE:.....

CHAIRPERSON:.....

Isla Bank Cemetery War Memorial Restoration - Accessing Funds from Waiau Aparima Ward Reserve

Record No: R/20/8/32371

Author: Kathryn Cowie, Community Liaison Officer

Approved by: Rex Capil, Group Manager Community and Futures

☐ Decision

☒ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is to gain approval from the Wallace Takitimu Community Board to make a recommendation to Council to use up to \$11,898 from the Waiau Aparima ward reserve to partially fund the restoration of the Isla Bank Cemetery War Memorial.

Executive Summary

The Isla Bank War Memorial requires restoration work at a cost of up to \$28,436 + GST. Originally it was quoted to complete the restoration for \$18,436 + GST, but it has now become apparent that an estimated up to \$10,000 is required for more work that needs to be done to make the soldier at the top of the structure completely secure.

In March 2020 it was approved by the Wallace Takitimu Community Board to use funds from the Calcium Cemetery reserve for this project, but since then, Council staff have also advised that it is necessary to retain \$10,000 in this reserve for future possible burial costs. This is because when the cemetery transferred to Council there was identified pre payments for plots. At this stage it is unknown if these are for burial costs of exclusive right of burial. If required, funding to offset burial costs must be available.

- 2 Council staff have therefore advised to keep \$10,000 in the Calcium Cemetery reserve, and obtain the remaining funds for the war memorial restoration from the Waiau Aparima ward reserve. In order to access this fund, the community board must make a recommendation to Council to do this.

Recommendation

That the Wallace Takitimu Community Board:

- a) Receives the report titled “Isla Bank Cemetery War Memorial Restoration - Accessing Funds from Waiau Aparima Ward Reserve” dated 14 August 2020.**
- 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 recommendation to Council to use up to \$11,898 from the Waiau Aparima ward reserve to partially fund the Isla Bank war memorial restoration.**

Background

- 3 In 2015 a condition report was completed on the Isla Bank War Memorial after Venture Southland received funding to have assessments completed on several memorials around the District. The report highlighted that the memorial required some major restoration work, mainly stabilisation of the base and restoration of the lettering.
- 4 Several local members of the community (some were previously members of the Cemetery Trust) have been regularly maintaining the area surrounding the memorial and are keen to see it restored.
- 5 A small amount of funding was obtained from the Southland Regional Heritage Fund in 2016 (which now makes up part of the Calcium Cemetery Reserve Fund) for this project, and around this time Venture Southland had earmarked a portion of funding (\$5,000) they received from the Community Trust of Southland specifically for war memorial restorations to this particular monument. This has been paid to Southland District Council in the 2019/2020 financial year. The Calcium Cemetery reserve total is currently \$19,487, with an expected increase of \$7,050 when the end of financial year process is finalised (bringing the total to \$26,538).
- 6 Quotes were obtained in 2019 to complete the work, and the total cost was originally quoted at \$18,436 + GST.
- 7 In March 2020 the Wallace Takitimu Community Board approved the unbudgeted expenditure from the Calcium Cemetery reserve to pay for the restoration work in full.
- 8 Since then, Council staff have advised that it is necessary to retain \$10,000 in this reserve for future possible burial costs. This is because when the cemetery transferred to Council there was identified pre payments for plots. At this stage it is unknown if these are for burial costs of exclusive right of burial. If required, funding to offset burial costs must be available.
- 9 In addition to the above, it is now apparent that the cost to complete the repairs has now increased up to an estimated \$28,436 as it has been established that additional work is required to sufficiently secure the soldier at the top of the monument. This work includes the removal of the top sections, the insertion of a metal rod and then replacing the removed sections.

- 10 Council staff have therefore suggested that the remaining funds required are sourced from the Waiau Aparima ward reserve. This reserve currently sits at \$269,320. Since there are no ward committees in this triennium, the community board needs to make a recommendation to Council to approve access to the ward reserve for this project.

Issues

- 11 If it is not approved that funds from the Waiau Aparima ward reserve can be used for this project, then there will not be enough money in the Calcium Cemetery reserve at a later date if we are required to pay burial costs on the remaining plots at the cemetery.

Factors to Consider

Legal and Statutory Requirements

- 12 None identified.

Community Views

- 13 Local community members are assisting with the project, some who were on the former Calcium Cemetery Trust. They have dedicated a lot of their own time to looking after the memorial site and would like to see it repaired and restored.

Costs and Funding

- 14 The cost to repair the memorial has been estimated at \$28,436.
- 15 The Wallace Takitimu Community Board have previously approved unbudgeted expenditure from the Calcium Cemetery reserve to fund this, but it is now proposed to use \$16,538 from this fund and the remaining up to \$11,898 from the Waiau Aparima ward reserve.

Policy Implications

- 16 None identified.

Analysis

Options Considered

- 17 To approve or not approve the recommendation to Council to use funds from the Waiau Aparima ward reserve for this project.

Analysis of Options

Option 1 – approve the recommendation to Council

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">the restoration is completed, and contractors are paida valuable and significant memorial in our District commemorating our fallen soldiers is restored	<ul style="list-style-type: none">none identified

Option 2 – do not approve the recommendation to Council

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• none identified	<ul style="list-style-type: none">• potential delay of the restoration• no back up funds are left in the cemetery reserve and they may be needed at a later date for burial costs

Assessment of Significance

- 18 Not considered significant.

Recommended Option

- 19 Option 1 – approve the recommendation to Council.

Next Steps

- 20 A report is submitted to Council recommending the approval of the use of funds from the Waiau Aparima ward reserve for part of this project.

Attachments

There are no attachments for this report.

Ohai Nightcaps and Districts Doctors House and Surgery Committee - wind up and distribution of fund

Record No: R/20/8/47208

Author: Fiona Dunlop, Committee Advisor

Approved by: Rex Capil, Group Manager Community and Futures

☒ Decision

☐ Recommendation

☐ Information

Purpose of report

- 1 The Wallace Takitimu Community Board on 6 August 2020 resolved to lie the port on the table until a further meeting of the Board, with officers seeking clarification from the Nightcaps Fire Brigade on the provision of health and medical services in the Nightcaps community and the use of the funds.
- 2 The report that was to be considered is attached as attachment A. The recommendations are unchanged and are now before the Community Board for resolution.
- 3 A response from the Nightcaps Volunteer Fire Brigade (attachment B) has been received on how the funds would be spent.

Recommendation

That the Wallace Takitimu Community Board:

- a) Receives the report titled “Ohai Nightcaps and Districts Doctors House and Surgery Committee - wind up and distribution of fund” dated 24 August 2020.**
- 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 the Ohai/Nightcaps and Districts Doctors House and Surgery Committee Fund be wound-up with the remaining funds being allocated to the community, by way of an unbudgeted expenditure request, as follows;**
 - 50% of the funds are to be distributed to the Nightcaps Area. Of that 50%,**
 - 60% is to be allocated to the Nightcaps Community Medical Centre and**
 - 40% to the Nightcaps Fire Brigade**
 - 50% of the funds are to be distributed to the Ohai Area. Of that 50%,**
 - 60% is to be allocated to the Ohai First Response / Ohai Fire Brigade and**
 - 40% to the Ohai Health Centre.**
- e) Notes the conditions suggested by the Ohai Nightcaps Lions Club being;**
 - i. All monies must be used for health services and/or medical facilities in the Ohai and Nightcaps area.**
 - ii. All monies must be spent in Ohai and Nightcaps area.**
 - iii. All monies spent must be accounted for back to the original committee partners, ie the Ohai Nightcaps Lions Club, Kelly Day representing the former Ohai Community Development Area Subcommittee and Bev Evans representing the former Nightcaps Community Development Area Subcommittee, eg an accountability form to be returned within 12 months.**

Attachments

- A Ohai Nightcaps and Districts Doctors House and Surgery Committee - wind up and distribution of fund [↓](#)**
- B Letter from Nightcaps Volunteer Fire Brigade [↓](#)**

Wallace Takitimu Community Board
6 August 2020



Ohai Nightcaps and Districts Doctors House and Surgery Committee - wind up and distribution of fund

Record No: R/20/7/29942
Author: Kelly Tagg, Community Partnership Leader
Approved by: Rex Capil, Group Manager Community and Futures

☐ Decision ☒ Recommendation ☐ Information

Purpose

- 1 The purpose of this report is for the Wallace Takitimu Community Board is to finalise and confirm its earlier decision to wind up and allocate the remaining funds from the Ohai Nightcaps and Districts Doctors House and Surgery fund.

Executive Summary

- 2 The Ohai Nightcaps and Districts Doctors House and Surgery Committee was not re-established as a subcommittee of Council as part of the terms of reference and delegations for the 2019-2022 governance structure.
- 3 Instead, the Wallace Takitimu Community Board was given delegated authority to consider and make a decision on whether or not to wind-up and allocate the remaining funds from the Ohai Nightcaps and Districts Doctors House and Surgery Committee Fund.
- 4 The most recent funding applications were received in 2016.
- 5 The last committee appointed for the 2013-2016 triennium had expressed an interest in winding up the fund and distributing it to organisations providing medical facilities in the Ohai and Nightcaps area.
- 6 The Wallace Takitimu Community Board was asked to consider whether or not to wind-up and allocate the remaining funds from the Ohai Nightcaps and Districts Doctors House and Surgery Committee Fund at its meeting on 4 June 2020.
- 7 At that meeting the board resolved as follows;

Agrees to wind up the remaining funds from the Ohai-Nightcaps and Districts Doctors House Fund and allocates equally (50/50) the remaining funds to the Ohai and Nightcaps townships/communities and that the board members from those towns in conjunction with the Ohai Nightcaps Lions Club to agree on the allocation of funds to the Ohai Medical Clinic, Nightcaps Medical Clinic, Ohai First Response/Fire Brigade and Nightcaps Fire Brigade and report back to the board on their proposal for distribution for approval.
- 8 The Ohai Nightcaps Lions Club have indicated they also support the fund being wound up and distributed and have suggested the following;
 - 50% of the funds are to be distributed to the Nightcaps Area. Of that 50%,
 - 60% is to be allocated to the Nightcaps Community Medical Centre and

Wallace Takitimu Community Board
6 August 2020

- 40% to the Nightcaps Fire Brigade
 - 50% of the funds are to be distributed to the Ohai Area. Of that 50%,
 - 60% is to be allocated to the Ohai First Response / Ohai Fire Brigade and
 - 40% to the Ohai Health Centre.
- 9 The Ohai Nightcaps Lions Club also asked that the following conditions be met;
 - a) All monies must be used for health services and/or medical facilities in the Ohai and Nightcaps area.
 - b) All monies must be spent in Ohai and Nightcaps area.
 - c) All monies spent must be accounted for back to the original committee partners, ie the Ohai Nightcaps Lions Club, Kelly Day representing the former Ohai CDA and Bev Evans representing the former Nightcaps CDA, eg an accountability form to be returned within 12 months.

Wallace Takitimu Community Board
6 August 2020



Recommendation

That the Wallace Takitimu Community Board:

- a) **Receives the report titled "Ohai Nightcaps and Districts Doctors House and Surgery Committee - wind up and distribution of fund" dated 30 July 2020.**
- 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 the Ohai/Nightcaps and Districts Doctors House and Surgery Committee Fund be wound-up with the remaining funds being allocated to the community, by way of an unbudgeted expenditure request, as follows;**
 - **50% of the funds are to be distributed to the Nightcaps Area. Of that 50%,**
 - **60% is to be allocated to the Nightcaps Community Medical Centre and**
 - **40% to the Nightcaps Fire Brigade**
 - **50% of the funds are to be distributed to the Ohai Area. Of that 50%,**
 - **60% is to be allocated to the Ohai First Response / Ohai Fire Brigade and**
 - **40% to the Ohai Health Centre.**
- e) **Notes the conditions suggested by the Ohai Nightcaps Lions Club being;**
 - i. **All monies must be used for health services and/or medical facilities in the Ohai and Nightcaps area.**
 - ii. **All monies must be spent in Ohai and Nightcaps area.**
 - iii. **All monies spent must be accounted for back to the original committee partners, ie the Ohai Nightcaps Lions Club, Kelly Day representing the former Ohai Community Development Area Subcommittee and Bev Evans representing the former Nightcaps Community Development Area Subcommittee, eg an accountability form to be returned within 12 months.**

Background

- 10 The Ohai Nightcaps and Districts Doctors House and Surgery Committee was a previously constituted committee of Council with delegated authority to administer houses for doctors in Ohai and Nightcaps.
- 11 It was established in the late 1970s to attract doctors to the area. Properties were bought with public donations and funds raised by the Ohai Nightcaps Lions Club.

7.1 Ohai Nightcaps and Districts Doctors House and Surgery Committee - wind up and distribution of fund

Wallace Takitimu Community Board
6 August 2020

- 12 When the doctors' houses in Ohai and Nightcaps were sold in the mid-1990s a fund from the sale proceeds was set up to provide funding assistance to medical facilities in the Ohai and Nightcaps areas.
- 13 Traditionally, membership of the committee comprised members of the former Ohai Community Development Area Subcommittee, the Nightcaps Community Development Area Subcommittee and the Ohai Nightcaps Lions Club.
- 14 The fund was open to applications year round and the committee would meet to hear applications as they were received.
- 15 At the committee's meeting on 28 January 2016, a request was made to staff to investigate winding up and distributing the fund.

Issues

- 16 The Ohai Nightcaps and Districts Doctors House and Surgery Committee was not re-established for the 2019-2022 triennium.
- 17 The decision not to re-establish the committee was largely based on the request of the previous committee that the fund be wound up and distributed to the local medical providers in the area – namely the Nightcaps Medical Clinic, the Nightcaps Fire Brigade, the Ohai Medical Clinic and the Ohai First Response/Fire Brigade.
- 18 This issue would have been discussed at a subsequent meeting but no further formal meetings of the committee were held to receive applications as no applications have been received since 2016.
- 19 This fund is open to receive applications year round from providers of medical services in the Ohai and Nightcaps areas but is not formally advertised.
- 20 At the Wallace Takitimu Community Board meeting held on 4 June 2020 a paper was tabled seeking a decision from the board on whether or not to wind up and allocate the remaining funds.
- 21 A representative from the Ohai Nightcaps Lions Club attended the June 2020 meeting and advised that the Lions Club was generally in support of the proposal to wind up the fund and allocate the funds to medical facilities in the Ohai and Nightcaps area however, they did ask if they could provide further feedback as to the percentage split between the four organisations.
- 22 The board agreed to this request and a copy of their letter with the suggested funding split and other conditions is attached to this report.

Factors to Consider

Legal and Statutory Requirements

- 23 The Wallace Takitimu Community Board was given delegated authority by Council to consider and make a decision on whether or not to wind-up and allocate the remaining funds from the Ohai/Nightcaps and Districts Doctors House and Surgery Committee Fund.
- 24 A further report to Council to distribute the funds as an unbudgeted expenditure request will also be required.

7.1 Ohai Nightcaps and Districts Doctors House and Surgery Committee - wind up and distribution of fund

Wallace Takitimu Community Board
6 August 2020

Community Views

- 25 The previous Ohai Nightcaps and Districts Doctors House and Surgery Committee requested at their meeting of 26 January 2016 that staff provide further advice on how to wind up the fund.
- 26 The committee was advised at the time of their request that they did not have delegation to do this but could make a recommendation to Council.
- 27 The position of the Wallace Takitimu Community Board will be taken to represent the views of the community.

Costs and Funding

- 28 The current balance of funds as at 30 June 2020 is \$39,381.91.
- 29 Interest for the year ending 30 June 2020 has not yet been calculated.

Southland District Council Ohai/Nightcaps and District Doctors House & Surgery Committee as at 30 June 2020	
<u>Summary</u>	Actual
Opening Balance as at 1 July 2019	39,381.91
<u>Add:</u>	-
Total	39,381.91
Less:	
Grant	-
	-
Funds Available for General Distribution:	39,381.91
* Interest earned for the period has not been included. The actual amount will not be known until the end of the financial year when interest is allocated across Council's Investments (30 June 2020).	

Policy Implications

- 30 There are no policy implications.

Analysis

Options Considered

- 31 The Wallace Takitimu Community Board has been asked to determine whether or not to wind up and allocate the remaining funds from the Ohai Nightcaps and Districts Doctors House and Surgery Committee Fund.

Wallace Takitimu Community Board
6 August 2020

- 32 At the board's meeting on 4 June 2020 it agreed to wind up the remaining funds from the Ohai-Nightcaps and Districts Doctors House Fund and allocate equally (50/50) the remaining funds to the Ohai and Nightcaps townships/communities.
- 33 The meeting also agreed that the board members from those towns in conjunction with the Ohai Nightcaps Lions Club were to agree on the allocation of funds to the Ohai Medical Clinic, Nightcaps Medical Clinic, Ohai First Response/Fire Brigade and Nightcaps Fire Brigade and report back to the board on their proposal for distribution for approval by the board.
- 34 The board has already agreed that the fund by would up and distributed back to the community. The options requiring a decision are to proceed with the allocation as suggested by the Ohai Nightcaps Lions club or to proceed with the allocation on a different basis.

Analysis of Options

Option 1 – that the Ohai Nightcaps and Districts Doctors House and Surgery Committee Fund be wound-up with the remaining funds being allocated to the community, by way of an unbudgeted expenditure request, as follows;

- **50% of the funds are to be distributed to the Nightcaps Area. Of that 50%,**
 - **60% is to be allocated to the Nightcaps Community Medical Centre and**
 - **40% to the Nightcaps Fire Brigade**
- **50% of the funds are to be distributed to the Ohai Area. Of that 50%,**
 - **60% is to be allocated to the Ohai First Response / Ohai Fire Brigade and**
 - **40% to the Ohai Health Centre.**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • uses the remaining funds for medical services in the Ohai Nightcaps area • provides funds to these organisations providing health services to the communities • completes and ends the fund while maintaining the purpose for why it was set up 	<ul style="list-style-type: none"> • no obvious disadvantages

Option 2 – that the Ohai Nightcaps and Districts Doctors House and Surgery Committee Fund be wound-up with the remaining funds being allocated to the community, by way of an unbudgeted expenditure request, with a different funding split (to be determined by the Wallace Takitimu Community Board);

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • the fund is able to be completed and wound up whilst maintaining the purpose for why it was set up 	<ul style="list-style-type: none"> • the views of the community have not been taken into consideration

Assessment of Significance

- 35 This is not considered significant.

Wallace Takitimu Community Board
6 August 2020

Recommended Option

- 36 Option 1 is the recommended option.

Next Steps

- 37 Once interest for the financial year ending 30 June 2020 has been allocated a final calculation on the split of the fund will be completed and the four recipient organisations will be formally notified.
- 38 An unbudgeted expenditure report to Council will be prepared on that basis for Council's consideration as this board only has delegation for unbudgeted expenditure of up to \$20,000.
- 39 When the unbudgeted expenditure request is approved by Council the funds will be paid out to the recipient organisations and the fund will no longer be in existence.

Attachments

- A Letter from Ohai Nightcaps Lions Club - suggested distribution of Ohai Nightcaps & Districts Doctors House and Surgery Committee - July 2020

06 August 2020



LIONS CLUB OF OHAI / NIGHTCAPS
P.O. Box 6,
NIGHTCAPS 9644

20th July, 2020

Kelly Tagg,
Community Partnership Leader
Southland District Council.
P.O. Box 903,
Invercargill. 9840

Dear Kelly,

Ohai Nightcaps & Districts Doctors House & Surgery Committee

The Ohai / Nightcaps Lions Club, as representatives on the above committee, agree with the decision of the Wallace Takitimu Community Board to wind up the Doctors House and Surgery Fund and distribute the funds back to the Ohai Nightcaps Community.

This matter has been discussed by our club Directors and we have reached the following decision;

50% of the funds are to be distributed to the Nightcaps Area. Of that 50%,
60% is to be allocated to the Nightcaps Community Medical Centre and
40% to the Nightcaps Fire Brigade

50% of the funds are to be distributed to the Ohai Area. Of that 50%,
60% is to be allocated to the Ohai First Response / Ohai Fire Brigade and
40% to the Ohai Health Centre.

We also insist on the following conditions;

1. All monies must be used for Health Services and/or Medical facilities in the Ohai and Nightcaps area.
2. All monies must be spent in Ohai and Nightcaps Districts.
3. All monies spent must be accounted for back to the original committee partners, i.e. the Ohai Nightcaps Lions Club, Kelly Day representing the former Ohai CDA and Bev Evans representing the former Nightcaps CDA, e.g. An Accountability Form to be returned within 12 months.

It is understood that the balance of the fund as at 28th February, 2020 was \$39,381.91. We would appreciate being provided with a full and final balance sheet of the fund when it is finally wound up.

Yours Sincerely,

John Carmichael,
Representative.

Nightcaps Fire Brigade
High Street
Nightcaps 9630

20 August 2020

Southland District Council
PO Box 903
Invercargill 9840
Attn: Kelly Tagg

Dear Kelly

Thanks for the correspondence regarding the Ohai Nightcaps and District Doctors House and Surgery Committee.

This has come quite timely for us as we have been raising money to buy two mannequins – one for practicing BA Rescues out of a burning house and one for practicing CPR.

This area has a lot of elderly community members and sadly we have performed CPR too many times. A good quality mannequin would help with training and may even help save a life one day.

We haven't been able to obtain a price yet off any suppliers but know \$7800.00 would be a huge help.

Again many thanks for considering us.

Regards



Tony Philpott
CFO Nightcaps Volunteer Brigade

Otautau Camping Ground Project - unbudgeted expenditure request

Record No: R/20/8/48420

Author: Kelly Tagg, Community Partnership Leader

Approved by: Rex Capil, Group Manager Community and Futures

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is to determine whether or not the Wallace Takitimu Community Board wishes to support a request from the Otautau Camp Committee for unbudgeted expenditure in the amount of \$617.00.

Executive Summary

- 2 The Council owned camping ground at Holt Park, Otautau was demolished in October 2020.
- 3 A small working group of volunteers have come together with the intention of building a new ablution block at Holt Park in order to provide facilities for visitors to Otautau.
- 4 The group has submitted an application to Council for a project information memorandum and an exemption for building consent under schedule 1. The group has received two invoices from Council in the amount of \$617.00 for this work.
- 5 The group does not currently have a bank account or access to funds to pay these costs at this present point in time.
- 6 The Wallace Takitimu Community Board is being asked to consider if it would cover the application costs for this work so that the working group has the information it needs to proceed with this project.

Recommendation

That the Wallace Takitimu Community Board:

- a) Receives the report titled “Otautau Camping Ground Project - unbudgeted expenditure request ” dated 28 August 2020.**
- 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 unbudgeted expenditure in the amount of \$617.00 to be funded from the Otautau general reserve via the Otautau general projects business unit.**

Background

- 7 The former Otautau Community Board had previously commenced a project to upgrade the ablution block facilities at the Otautau Camping Ground located at 17 Slaughterhouse Road, Otautau.
- 8 Following the completion of an inspection by WSP-Opus in August 2019 and subsequent findings that there were significant settlement issues beneath the foundation and that the concrete block walls were likely to be unfilled and unreinforced it was recommended that it would be more economical to demolish the existing building and replace it with a brand new structure.
- 9 A community meeting was held on 26 September 2019 where the Otautau Community Board provided an update to attendees (including a copy of the WSP-Opus report) about the status of the camping ground upgrade project – i.e. that the building was going to be demolished.
- 10 The community was supportive of the town retaining a camping ground and following the community meeting a separate group of volunteers have come together to develop a plan for how to re-establish a new ablution block on the same site at Holt Park, Otautau.
- 11 The group have submitted the following documentation to Council;
 - Project information memorandum to replace the demolished ablution block (cost \$275.00)
 - Application for an exemption for building consent under schedule 1 – exemption 2 of the building act 2004 in order to replace the demolished ablution block (cost \$342.00)
- 12 The group has been advised that both of these applications are unable to proceed until payment of the associated Council fees and charges has been received and a copy of lease agreement between Council and the group is able to be provided.

Issues

- 13 The group is not currently a formal entity and does have a bank account of access to funds to meet these costs at this point in time.
- 14 Once the outcomes of the project information memorandum and the application for an exemption for building consent are known the group will be in a better position to determine their structure and decide how to fund the project going forward.

Factors to Consider

Legal and Statutory Requirements

- 15 None identified.

Community Views

- 16 Approximately 40 people attended the public meeting held in Otautau on 26 September 2019 with many people taking the opportunity to raise their concerns about the loss of the camping ground and their desire to still provide facilities for visitors to Otautau.
- 17 An Otautau visitor survey was run over the December/January 2020 period and 123 responses were received.
- 18 On average all respondents valued tourists/visitors for Otautau at 91/100 and many commented on the benefits visitors would have on the town and emphasised the need for facilities for visitors to use.

Costs and Funding

- 19 The cost of the application fees is \$617.00.
- 20 The Wallace Takitimu Community Board has approximately \$108,000 in its Otautau general reserve as at 30 June 2020 and it is suggested that the cost could be funded through this business unit via the Otautau general projects budget line.

Policy Implications

- 21 There are no policy implications.

Analysis

Options Considered

- 22 The Wallace Takitimu Community Board must determine if it wishes to provide initial support for this project by way of meeting the costs associated with the application fees for the project information memorandum and the exemption for building consent or not.

Analysis of Options

Option 1 – that the Wallace Takitimu Community Board agrees to approve unbudgeted expenditure in the amount of \$617.00 from the Otautau general reserve to meet the costs associated with the application fees for the project information memorandum and the exemption for building consent with regards to the Otautau camping ground project.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• The Otautau Camp Committee to able to receive the initial information contained in the project information memorandum which will help determine the scope and future of the project• It enables the planning and scoping of the project to proceed by the Otautau Camp Committee a more timely manner whilst having access to accurate information	<ul style="list-style-type: none">• None identified

Option 2 – that the Wallace Takitimu Community Board does not agree to approve unbudgeted expenditure in the amount of \$617.00 from the Otautau general reserve to assist with the costs associated with the application fees for the project information memorandum and the exemption for building consent with regards to the Otautau camping ground project.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• The funds in the Otautau general reserve are available for other projects	<ul style="list-style-type: none">• It will take longer to progress this project through the initial stages as the small working group will need to open a bank account and either undertake fundraising or apply for grant funding in order to pay for the application fees• The information to be contained in the project information memorandum will help determine the scope and viability of the project in terms of the suggested site and draft plans

Assessment of Significance

23 This is not considered significant.

Recommended Option

24 Option 1 is the recommended option.

Next Steps

- 25 Once unbudgeted approval is received the Otautau Camp Committee will be able to receive the information from Council which will assist in their planning process.
- 26 The committee also needs to submit their completed application form to construct a building or structure on property owned by the Southland District Council. This form asks the applicant to consider why the structure is being placed on Council property, who is going to own it after construction (and who will maintain it), whom (if any) the site is to be leased by (if the structure won't be owned by Council), who will be applying for and complying with the conditions of any consents required and who will be insuring the structure.
- 27 The committee will also need to determine its structure going forward and how it will fund the remainder of the project.

Attachments

- A Letter from John Lowrey on behalf of Otautau Camp Committee - seeking assistance to pay for disbursements - 25 August 2020 [↓](#)
- B Copy of Building Act exemption application letter and invoice - Otautau Camping Ground project - 25 August 2020 [↓](#)
- C Copy of PIM letter and invoice - Otautau Camping Ground - 25 August 2020 [↓](#)



Otautau Camp Committee
C/- John Lowrey
P O Box 82
Otautau 9641

25 August 2020

Wallace Takitimu Community Board
C/- Southland District Council Otautau Office
176 Main Street
Otautau 9610

Dear Board Members

Otautau Camping Ground

This is to inform the Board that a new group of Otautau locals have joined together with the intention of rebuilding the Otautau Camping Ground ablution block.

We are just in the very early stages of our planning process. We have come up with a design and applied for a Project Information Memorandum (PIM) and an Application for an Exemption for Building Consent under Schedule 1 – Exemption 2 of the Building Act 2004. Unfortunately, we have not been able to fundraise or seek outside funding for this project to date and are writing to enquire if the community board may be able to assist with the costs of \$617.00 received to date, these being;

1. PIM – replace demolished Ablution block - \$275.00
2. Application for an Exemption for Building Consent under Schedule 1 – Exemption 2 of the Building Act 2004 - \$342.00

By receiving support from the Wallace Takitimu Community Board for these costs it will allow our group to receive the information contained in the PIM and decide how best to proceed with this project.

Yours faithfully

John Lowrey



7 July 2020

Otautau Camp Committee
c/-John Lowrey
PO Box 82
Otautau 9641



Dear John

Replace demolished ablution block

Application for an Exemption for Building Consent under Schedule 1 - Exemption 2 of the Building Act 2004:

Property Address:	17 Slaughterhouse Road, Otautau
Agent's Details:	John Lowrey
Building Name:	Ablution Block
Proposed Building Work:	Replace demolished ablution block

Your application to Southland District Council to exempt proposed building work from the requirement to obtain a building consent in the circumstances specified has been put on hold, pending a Lease Agreement from you and payment being made.

The invoice will follow \$342.00.

Southland District Council will not inspect the completed building work specified in the exemption application in regards to compliance with the New Zealand Building Code, the Building Act or to assess the quality of work.

It is the owners' responsibility to ensure the building work specified in the exemption application is completed and **any supporting documents obtained** and made available if requested by Southland District Council.

A copy of the application and any associated documentation has been placed on the appropriate property file.

Yours faithfully

Lance Patterson

Building Solutions Senior

Southland District Council
Te Rohe Potae o Murihiku

PO Box 903
15 Forth Street
Invercargill 9840

0800 732 732
@ sdc@southlanddc.govt.nz
📍 southlanddc.govt.nz



Southland District Council
Te Rohe Pōtae o Murihiku

PO Box 903
15 Forth Street
Invercargill 9840

0800 732 732
@accounts@southlanddc.govt.nz
southlanddc.govt.nz

Tax Invoice

GST REG NO. 51-850-238

Otautau Camp Committee
C/- John Lowrey
PO Box 82
Otautau 9641

TAX INVOICE NO 1138931
DATE 08-Jul-2020
CUSTOMER NUMBER 737122

DESCRIPTION	FEE
Discretionary Exemption Fee (Replace demolished ablution block)	342.00

INVOICE TOTAL 342.00

This Invoice includes GST of 44.60



SOUTHLAND DISTRICT COUNCIL
PO BOX 903, INVERCARGILL 9810

Otautau Camp Committee
C/- John Lowrey
PO Box 82
Otautau 9641

CUSTOMER NUMBER: 737122
INVOICE NO: 1138931
TOTAL INVOICE DUE: 342.00

Bank Account for Internet Payment: 02 0924 0064987 00

Please include as Reference: Customer Number 737122 and/or Inv 1138931

**Additional Information PIM/Consent/COA/CPU Application Notice**

7 July 2020

Otautau Camp Committee
C/- John Lowrey
PO Box 82
Otautau 9641



Dear Sir/Madam

Building Consent No BLD/2020/300150/0

Site Address: 17 Slaughterhouse Road
Otautau

Proposal: PIM - Replace demolished Ablution block

Thank you for your application relating to the above.

Before Council is in a position where the application can be deemed complete, please provide the following additional information.

1. Awaiting payment and a copy of the Lease agreement as Southland District Council are the Owners. ➡

All additional information must be collated by the applicant before being submitted to Council at the contact options below. Please ensure the information is addressed **Attention: Building Control Administration** for receipting and tracking through the review process. Alternatively email to: building-cs@southlanddc.govt.nz

Should you wish to discuss any technical issues relating to the additional information requested, please contact the undersigned.

Yours faithfully

Gay Taylor

Building Solutions Co-ordinator

Southland District Council
Te Rohe Pōtae o Murihiku

PO Box 903
15 Forth Street
Invercargill 9840

☎ 0800 732 732
@ sdcs@southlanddc.govt.nz
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15 Forth Street
PO Box 903
Invercargill 9840
New Zealand

T 0800 732 732
F 0800 732 329
DX YA90513 Invercargill

www.southlanddc.govt.nz

TAX INVOICE
GST Number: 51-850-238

Debtor Number: 73712/2

Date: 7 July 2020

Invoice Number: 1138906

Otautau Camp Committee
C/- John Lowrey
PO Box 82
Otautau 9641

Description: PIM - Replace demolished Ablution block
Application No: BLD/2020/300150/0
Applicants Name: Otautau Camp Committee
Street Address: 17 Slaughterhouse Road, Otautau
Customer Ref:

Description	Amount Inc GST		
Property Information Memorandum Fee (PIM only)			205.00
Consent Scanning			70.00
	Nett	GST	Total
	239.14	35.86	275.00

SOUTHLAND DISTRICT COUNCIL
P O Box 903, Invercargill

GST Number: 51-850-238
TAX INVOICE

Otautau Camp Committee

Debtor No:
Invoice

73712/2
1138906

Date: 7 July 2020

Total

\$275.00

Bank Account for Internet Banking: 02 0924 0064987 00
Please include as reference: Debtor Number 73712/2 Invoice Number 1138906

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

Recommendation

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

C9.1 Notice of Motion - Wallace Takitimu Community Board - to rescind the decision on Wallace Takitimu Community Board are "portion of Contract 20/20 - Mowing" and award of contract for Drummond, Otautau, Nightcaps, Ohai, Isla Bank and Wairio

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Notice of Motion - Wallace Takitimu Community Board - to rescind the decision on Wallace Takitimu Community Board are "portion of Contract 20/20 - Mowing" and award of contract for Drummond, Otautau, Nightcaps, Ohai, Isla Bank and Wairio	s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.