



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

**Date:** Wednesday, 21 October 2020  
**Time:** 5pm  
**Meeting Room:** Southland District Council Otautau Office  
**Venue:** 176 Main Street  
Otautau

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## **Extraordinary Wallace Takitimu Community Board Agenda OPEN**

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### **MEMBERSHIP**

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

### **IN ATTENDANCE**

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

Contact Telephone: 0800 732 732  
Postal Address: PO Box 903, Invercargill 9840  
Email: [emailsdc@southlanddc.govt.nz](mailto:emailsdc@southlanddc.govt.nz)  
Website: [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)

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**[www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)**

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

## Terms of Reference – Community Boards

<b>TYPE OF COMMITTEE</b>	Community board
<b>RESPONSIBLE TO</b>	<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>
<b>SUBCOMMITTEES</b>	As noted in section 8.5 of the delegations manual various subcommittees will report to specific community boards.
<b>LEGISLATIVE BASIS</b>	<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>
<b>MEMBERSHIP</b>	<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>
<b>FREQUENCY OF MEETINGS</b>	Every second month but up to ten ordinary meetings a year
<b>QUORUM</b>	Not less than four members
<b>KEY FUNCTIONS</b>	<ul style="list-style-type: none"> <li>to promote the social, economic, environmental and cultural well-being of local communities and in so-doing contribute to the realisation of Council's vision of one District offering endless opportunities</li> <li>to provide leadership to local communities on the strategic issues and opportunities that they face</li> <li>to be advocates and representatives for their local community and in so doing ensure that Council and other agencies have a clear understanding of local needs and aspirations</li> <li>to be decision-makers on issues that are delegated to the board by Southland District Council</li> </ul>

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

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

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- 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.

**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

	<p>reserves, harbours, and other community facilities, except where powers:</p> <ul style="list-style-type: none"> <li>• have been delegated to Council officers; or</li> <li>• would have significance beyond the community board's area or otherwise involves a matter of national importance (Section 6 Resource Management Act 1991); or</li> <li>• involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise.</li> </ul> <p>Local activities include:</p> <ul style="list-style-type: none"> <li>i) community leadership</li> <li>ii) local halls and community centres (within Council's overarching policy for community facilities)</li> <li>iii) wharves and harbour facilities</li> <li>iv) local parks and reserves</li> <li>v) parking limits and footpaths</li> <li>vi) Te Anau/Manapouri Airport (Fiordland Community Board)</li> <li>vii) Stewart Island Electricity Supply Authority (SIESA) (Stewart Island/Rakiura Community Board) <ul style="list-style-type: none"> <li>(i) for the above two local activities only</li> <li>(ii) recommend levels of service and annual budget to the Services and Assets Committee</li> <li>(iii) monitor the performance and delivery of the service</li> </ul> </li> </ul> <p>19) naming reserves, structures and commemorative places</p> <ul style="list-style-type: none"> <li>a) authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places.</li> </ul> <p>20) naming roads</p> <ul style="list-style-type: none"> <li>a) authority to decide on the naming for public roads, private roads and rights of way</li> </ul> <p>21) assist the chief executive by providing comment (through the board chairperson) to consider and determine temporary road closures applications where there are objections to the proposed road closure.</p> <p><b>Rentals and Leases</b></p> <p>In relation to all leases and licences of land and buildings for local activities within their own area, on behalf of Council;</p> <ul style="list-style-type: none"> <li>a) accept the highest tenders for rentals more than \$10,000</li> <li>b) approve the preferential allocation of leases and licenses where the rental is \$10,000 or more per annum.</li> </ul>
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	<p><b>Environmental management and spatial planning</b></p> <p>22) provide comment on behalf of the relevant community/communities on resource consent applications referred to the community board for comment.</p> <p>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> <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>
<p><b>LIMITS TO DELEGATIONS</b></p>	<p>No financial or decision making delegations other than those specifically delegated by Council.</p> <p>The community board shall only expend funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its Long Term Plan/Annual Plan. In accordance with the provisions of section 39(2) of Schedule 7 the board may not incur expenditure in excess of the approved budget.</p> <p><b>Matters which are not Delegated</b></p> <p>Southland District Council has not delegated to community boards the power to:</p> <ul style="list-style-type: none"> <li>• make a rate or bylaw</li> <li>• acquire, hold or dispose of property</li> <li>• direct, appoint, suspend or remove staff</li> <li>• engage or enter into contracts and agreements and financial commitments</li> <li>• institute an action for recovery of any amount</li> <li>• issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like;</li> <li>• institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the community board has made submissions.</li> </ul>

<b>CONTACT WITH MEDIA</b>	<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>
<b>REPORTING</b>	<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](http://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, 01 October 2020



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## Wallace Takitimu Community Board

### OPEN MINUTES

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Minutes of a meeting of Wallace Takitimu Community Board held in the Southland District Council Otautau Office, 176 Main Street, Otautau on Thursday, 1 October 2020 at 5.02pm.

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#### **PRESENT**

##### **Chairperson**

André Bekhuis

##### **Deputy Chair**

Maureen Johnston

##### **Members**

Kelly Day

Peter Gutsell

Councillor Don Byars (5.07pm – 5.47pm)

#### **APOLOGIES**

Dave Cowie

Bev Evans

#### **IN ATTENDANCE**

Committee Advisor - Fiona Dunlop

Community Liaison Officer - Kathryn Cowie

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**1 Apologies**

There were apologies from Dave Cowie and Bev Evans.

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

**That the Wallace Takitimu Community Board accept the apologies.**

**2 Leave of absence**

There were no requests for leave of absence.

**3 Conflict of Interest**

There were no conflicts of interest declared.

**4 Public Forum**

Anton Egan representing the Otautau Community Swimming Pool addressed the meeting in relation to funding for the pool.

(During public forum Councillor Byars joined the meeting at 5.07pm.)

**5 Extraordinary/Urgent Items**

There were no Extraordinary/Urgent items.

**6 Confirmation of Minutes**

**Resolution**

Moved Peter Gutsell, seconded Deputy Chair Johnston and **resolved:**

**That the Wallace Takitimu Community Board confirms the minutes of the meeting held on 3 September 2020 as a true and correct record of that meeting.**

## Reports

### 7.1 Southland District - Wellbeing Indicators Snapshot - August 2020

**Record No: R/20/9/51995**

Community liaison officer – Kathryn Cowie 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 “Southland District - Wellbeing Indicators Snapshot - August 2020” dated 23 September 2020.**

### 7.2 Community Leadership Report for the Wallace Takitimu Community Board

**Record No: R/20/9/52064**

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

#### **Resolution**

Moved Peter Gutsell, seconded Deputy Chair Johnston **and resolved:**

**That the Wallace Takitimu Community Board:**

- a) **Receives the report titled “Community Leadership Report for the Wallace Takitimu Community Board” dated 23 September 2020.**

### 7.3 Operational Report for Wallace Takitimu Community Board

**Record No: R/20/9/50397**

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

#### **Resolution**

Moved Deputy Chair Johnston, seconded Peter Gutsell **and resolved:**

**That the Wallace Takitimu Community Board:**

- a) **Receives the report titled “Operational Report for Wallace Takitimu Community Board” dated 18 September 2020.**

#### 7.4 Council Report

**Record No: R/20/9/51339**

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

##### **Resolution**

Moved Kelly Day, seconded Peter Gutsell **and resolved:**

**That the Wallace Takitimu Community Board:**

- a) **Receives the report titled "Council Report" dated 18 September 2020.**

#### 7.5 Chairperson's Report

**Record No: R/20/9/51611**

Chair Bekhuis took the Board through his report.

##### **Resolution**

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

**That the Wallace Takitimu Community Board:**

- a) **Receives the report titled "Chairperson's Report" dated 23 September 2020.**

The meeting concluded at 5.47pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE WALLACE TAKITIMU COMMUNITY  
BOARD HELD ON THURSDAY 1 OCTOBER 2020.

**DATE:**.....

**CHAIRPERSON:**.....





## 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.

#### **C6.1 Wallace Takitimu Community Board area "Contract 20/54 – Wallace Takitimu area Mowing" award of contract and approval for unbudgeted expenditure**

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
Wallace Takitimu Community Board area "Contract 20/54 – Wallace Takitimu area Mowing" award of contract and approval for unbudgeted expenditure	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.