



Notice is hereby given that an Extraordinary Meeting of the Tuatapere Community Board will be held on:

**Date:** Tuesday, 3 September 2019  
**Time:** 3pm  
**Meeting Room:** Waiau Hotel  
**Venue:** 47 Main Street, Tuatapere

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## **Extraordinary Tuatapere Community Board Agenda OPEN**

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### **MEMBERSHIP**

<b>Chairperson</b>	Margaret Thomas
<b>Deputy Chairperson</b>	Anne Horrell
<b>Members</b>	Stephen Crack
	Blayne De Vries
	Maurice Green
	Jo Sanford
	Councillor George Harpur

### **IN ATTENDANCE**

<b>Committee Advisor</b>	Alyson Hamilton
<b>Community Partnership Leader</b>	Simon Moran

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**Full agendas are available on Council's Website**  
**[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**

Community Boards are bodies established by statute. Their responsibilities and powers are as delegated by the Southland District Council which are to:

- Represent and act as an advocate for the interest of its community.
- Consider and report on all matters referred to it by the Southland District Council, or any matter of interest or concern to the Community Board.
- Maintain an overview of services provided by the Southland District Council within the community.
- Consider annual estimates for expenditure within the community and recommend these to Council.
- Communicate with community organisations and special interest groups within the community.
- Undertake any other responsibilities that are delegated to it by the Southland District Council.

In addition to these activities, Community Boards will consider how best to provide for their communities, and the people who live there, into the future.

Community Board members will provide leadership by:

- Positively representing their community and the Southland District
- Identifying key issues that will affect their community's future and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities.
- Promote a shared vision for the wider community of interest area and develop ways to work with others to achieve positive outcomes
- Community Boards will adopt a strategic focus that will enable members to:
- Provide local representation and guidance on wider community issues, initiatives and projects.
- Contribute to the development and promotion of community cohesion, by developing and supporting relationships across a range of stakeholders at a local, regional and national level.
- Take part in local community forums, meetings and workshops.
- Inform local residents and ratepayers on issues that affect them.

Community Boards shall have the following delegated powers and be accountable to Council for the exercising of these powers

### **Engagement and representation by:**

- Facilitating the Council's consultation with local residents and community groups on local issues and local aspects of district wide issues including input into the Long-term Plan, Annual Plan, and policies that impact on the Board's area.
- Engaging with council officers on local issues and levels of service, including infrastructural, recreational, community services and parks, reserves and cemetery matters.
- Representing the interests of the community at Council, Committee or Subcommittee meetings when a motion under debate relates to a matter that the Board considers to be of particular interest to the residents within its community.
- Monitoring and keeping the Council informed of community aspirations and the level of satisfaction with services provided.

### **Financial by:**

- Approving expenditure within the limits of annual estimates.
- Approving unbudgeted expenditure for locally funded activities up to the value of \$10,000.

### **Rentals and leases**

- In relation to all leases of land and buildings within their own area, on behalf of Council;
    - Accepting the highest tenders for rentals of \$10,000; or less per annum.
    - Approving the preferential allocation of leases where the rental is \$10,000 or less per annum.
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**Local assets and facilities by**

- Overseeing the management of local halls and community centres which are owned by Council and where no management committee exists. This will occur by way of relationship with officers of Southland District Council.
- Appoint a local liaison person responsible for community housing.

Some Community Boards have specific delegations in addition to the broad delegations above:

**Stewart Island/Rakiura Community Board**

- Contributing to the development of policy relating to the governance of the Stewart Island Electrical Supply Authority (SIESA).
- Overseeing the management of SIESA by way of relationship with officers of Southland District Council.

**Te Anau Community Board**

- Overseeing the management of the Te Anau/Manapouri Airport by way of relationship with officers of Southland District Council.

The Community Boards can make recommendations to Council on:

**Assets and Facilities**

- Annually providing feedback on any asset management plans or community services strategies applicable to the community for which the Community Board is responsible.

**Rentals and leases**

- In relation to all leases of land and buildings within their own area, on behalf of Council;
  - Recommending rentals in excess of \$10,000 per annum to the Group Manager Services and Assets
  - Recommending the preferential allocation of leases where the rental is in excess of \$10,000 per annum to the Group Manager Services and Assets.

**Contracts/Tenders**

- Recommending tenders less than \$200,000 to the Group Manager Services and Assets.
- Recommending tenders in excess of \$200,000 to the Services and Assets Committee.
- Recommending tenders to the Services and Assets Committee where preference is not for acceptance of the highest tenderer,

**Financial**

- Recommending annual estimates to Council.
- Recommending unbudgeted expenditure in excess of \$10,000 to the Services and Assets Committee.

**Local Policy**

- Considering matters referred to it by officers, the Council, its committees or subcommittees, including reports and policy and bylaw proposals relating to the provision of council services within the Board's area; and
- Making submissions or recommendations in response to those matters as appropriate.

The Chairperson of each Community Board is delegated with the following additional responsibilities:

- Approval of leases, rental agreements and the rollover of existing contracts under \$1,000;
- Engaging with Community Board members to make submissions to the Council on behalf of the Community Board where a submission period is outside of the Community Board meeting cycle. Where a Chairperson is unable to base a submission on a consensus among Community Board members, a Community Board meeting must be held.

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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**

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 5pm at least two days 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 committee 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**

5.1 Meeting minutes of Tuatapere Community Board, 06 August 2019



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## **Tuatapere Community Board**

### **OPEN MINUTES**

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Minutes of a meeting of Tuatapere Community Board held in the Waiau Town and Country Club, 41 King Street, Tuatapere on Tuesday, 6 August 2019 at 5pm.

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#### **PRESENT**

<b>Chairperson</b>	Margaret Thomas
<b>Deputy Chairperson</b>	Anne Horrell
<b>Members</b>	Stephen Crack
	Blayne De Vries
	Maurice Green
	Councillor George Harpur

#### **APOLOGIES**

Jo Sanford

#### **IN ATTENDANCE**

<b>Committee Advisor</b>	Alyson Hamilton
<b>Community Partnership Leader</b>	Simon Moran

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**1 Apologies**

There was an apology from Member Sanford.

Moved member Green, seconded member De Vries and **resolved:**

**That the Tuatapere Community Board accept the apology.**

**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**

There was no public forum.

**5 Extraordinary/Urgent Items**

There were no Extraordinary/Urgent items.

**6 Confirmation of Minutes**

**Resolution**

Moved Deputy chairperson Horrell, seconded member Crack **and resolved:**

**That the minutes of Tuatapere Community Board meeting held on 4 June 2019 be confirmed as a true and correct record of that meeting.**

**Reports**

**7.1 Council Report**

**Record No: R/19/7/13477**

Community Partnership Leader, Simon Moran was in attendance for this item.

Mr Moran advised the purpose of the report is to provide an overview of key issues across the Southland District, as well as high level local issues from various Council units.

Mr Moran highlighted various issues of interest including:



- Drinking water quality
- Community Board plans development update
- Speed Limit review
- Finance update  
Mr Moran provided an update on the income and expenditure relating to the Tuatapere Community Board business units.
- Congratulations to Tuatapere - Hump Ridge track becoming one of the Great Walks Track
- Clifden bridge/Monkey Island toilet update
- Railway Station update

### **Resolution**

Moved member De Vries, seconded Deputy chairperson Horrell **and resolved:**

**That the Tuatapere Community Board:**

- a) **Receives the report titled “Council Report” dated 30 July 2019.**

## **Updates**

### **8.1 Chairperson's Report**

Chairperson Thomas reported on activities with which she has been involved since the Board's last meeting. This included the following:

- update on Tuatapere Hall cleaning issues
- advice of Community Worker applying to be Justice of the Peace and has requested a letter of support from the Community Board. Members offered no objection to a letter of support being forwarded to the Community Worker. The Chairperson to liaise with the Community Worker on this matter.
- advice of correspondence received from the General Manager Humpridge Track Trust regarding placing new signage on a proposed site opposite the Tuatapere Humpridge Track office on Orawia Road adjacent the Council Community Housing property.

Staff advised prior to any approvals being granted the necessary application form to construct a Building or Structure on property owned by the Southland District Council has been forwarded to the Trust to complete and return to Council and that a report will be forwarded to the Board in due course.

### **8.2 Councillor's Report**

Councillor Harpur reported on activities from the District Council table which included:

- suggestion of an investigation be undertaken on the possibility of the open ditch situated along King Street be fenced or closed in as it is considered to be dangerous due to its proximity to the road. Request for staff to enter this into the Council request for service system and that a response be forwarded to Members via email.

The meeting concluded at 6.30pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE TUATAPERE COMMUNITY BOARD  
HELD ON TUESDAY, 6 AUGUST 2019.

**DATE:**.....

**CHAIRPERSON:**.....

## Unbudgeted Expenditure for the purpose of a Flying Fox at Jack and Mattie Bennett Memorial Park (Half Mile Road)

**Record No:** R/19/8/19224

**Author:** Angie Hopkinson, Community Facilities Contract Manager

**Approved by:** Matt Russell, Group Manager Services and Assets

☐ Decision

☒ Recommendation

☐ Information

### Purpose

- 1 The purpose of this report is to seek approval from the Tuatapere Community Board for unbudgeted expenditure of \$10,000 to support the delivery of a flying fox in Jack and Mattie Bennett Memorial Park on Half Mile road, Tuatapere. This will be funded from the Elder Park Reserve.

### Executive Summary

- 2 Project 790 – To install additional playground equipment at Tuatapere is set for delivery in 2019 - 2020 with a budget of \$30,000.00. The Community Board have engaged with their community and decided that they would prefer to install a flying fox as the existing playground equipment is still fit for purpose. To cover the cost of the new flying fox additional funding of \$10,000 is required.

### Recommendation

**That the Tuatapere Community Board:**

- a) **Receives the report titled “Unbudgeted Expenditure for the purpose of a Flying Fox at Jack and Mattie Bennett Memorial Park (Half Mile Road)” dated 26 August 2019.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Approves the unbudgeted expenditure of \$10,000.00 to be funded from the Elder Park Forestry Reserve.**

## **Background**

- 3 Project Code 790 – To install additional playground equipment at Tuatapere was approved in the LTP 2018-2028 and is set for delivery in 2019-2020 with a budget of \$30,000.00. Community engagement and discussions were undertaken with the community by the Tuatapere Community Board, and showed that the preferred equipment to be delivered under this project was a flying fox. A request to Council staff was made to proceed in this direction.
- 4 Previous delivery of similar flying fox projects around the district and recent quotations gathered, has shown that \$40,000.00 is the expected cost, and as such the existing funds assigned will not cover this piece of equipment and all associated costs for delivery and installation.
- 5 The Elder Park forestry reserve is recognised as a reserve fund whereby funds can be used only for the purpose of parks and reserves. It is considered that this project meets that brief. The current balance of this fund as of 14 August 2019 was \$23,058.00. This report is seeking approval to use \$10,000.00 of this reserve towards this project.

## **Issues**

- 6 The type, placement and services of the location for this equipment are being considered with a broader view due to the likely future requirements for a toilet in this area.
- 7 This will be a separate issue/project however Council staff are aware of the importance of inclusion of costs around service location and topographic information for now and into the future.
- 8 As per above Council staff have also highlighted some issues around boundaries in this area. This should not impact on this report and a flying fox is still appropriate and can fit within current boundaries therefore securing these funds are a priority. It is just to be noted that during the general project we should and will engage in a discussion associated with the boundaries of this site.

## **Factors to Consider**

### **Legal and Statutory Requirements**

- 9 NZS5828:2015 Playground Equipment and Surfacing. While not incorporated into law for public playgrounds provided by local authorities, the Local Government Act 2002 clearly provides that local government exists to benefit, and promote the wellbeing of their communities. Unsafe playground equipment in public playgrounds that may cause serious injuries to children is inconsistent with that overarching objective and therefore this best practise standard re installation, certification and engineering would be showing appropriate duty of care.
- 10 The Reserves Act 1977 outlines the appropriate application of revenue from reserves by the administering bodies. Revenue from reserves must be spent on reserves.
- 11 Southland District Council District Wide Reserve Management Plan 2003 outlines Jack and Mattie Bennett Memorial Park as being a reserve for recreation purposes and therefore applicable to be a benefactor for the Elder Park forestry funds.

### **Community Views**

- 12 The position of the community board will be taken to represent the community. It should be noted that the desire to choose a flying fox (after talks with their community) is seen as appropriate 'playground equipment' and the original project was also consulted upon through LTP.

### **Costs and Funding**

- 13 It should be noted, these costs represent both initial quotations and real costs from other flying fox installations across the district. While some costs may vary; there is a reasonable expectation of accuracy.
- 14 Costs regarding the equipment kitset itself is based on the 45m version, which is what was previously discussed with the community board. Based on location and needs this is seen to be appropriate. A 30m option will only be considered if necessary following survey. Costs would still be over the \$30,000 original budget so this report is required regardless.

HDG Steel Posts, 45m Single Kitset (Freight paid), Basic installation costs	\$27,396.00
Groundwork, Edging, fall requirements, labour	\$6,500.00
Site survey, level, location and services and engagement with supplier (warranty)	\$2,500.00
Platform support or mound, labour	\$2,500.00
Installation extras, fencing, site safety	\$ 800.00
Estimate costs total	<b>\$39,696.00</b>

### **Policy Implications**

- 15 There are no policy implications.

### **Analysis**

#### **Options Considered**

- 16 The options to be considered are to approve the unbudgeted expenditure or to approve the unbudgeted expenditure.

### **Analysis of Options**

#### **Option 1 – To approve the unbudgeted expenditure**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• A flying fox is installed at Jack and Mattie Bennett Memorial Park on Half Mile Road for the benefit of the Tuatapere community as per community wishes of project 790.</li><li>• Elder Park forestry reserve funds are used for their intended purpose within parks and reserves in Tuatapere.</li><li>• No other reserve or operational funds are required to be spent or applied for.</li></ul>	<ul style="list-style-type: none"><li>• Elder Park reserves are decreased by \$10,000</li></ul>

**Option 2 – To not approve the unbudgeted expenditure**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• Elder Park forestry reserves stay at current levels.</li></ul>	<ul style="list-style-type: none"><li>• The local community will not receive the playground equipment they wish for.</li><li>• Further delays on project delivery to go back to the community for their next choice.</li></ul>

**Assessment of Significance**

- 17 Not considered significant.

**Recommended Option**

- 18 Option 1 – To approve the unbudgeted expenditure.

**Next Steps**

- 19 Council staff will follow through with project delivery.

**Attachments**

There are no attachments for this report.