



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

Date: Thursday, 2 June 2022  
Time: 5pm  
Meeting room: Southland District Council Otautau Office  
Venue: 176 Main Street  
Otautau

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## Wallace Takitimu Community Board Agenda OPEN

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### MEMBERSHIP

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

### IN ATTENDANCE

Committee advisor	Fiona Dunlop
Community liaison officer	Kathryn Cowie
Community partnership leader	Kelly Tagg

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Online: [Southland District Council YouTube](https://www.youtube.com/watch?v=...)

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.

## Health and safety – emergency procedures

Toilets – The location of the toilets will be advised at the meeting.

Evacuation – Should there be an evacuation for any reason please exit via the exits indicated at the venue.

Earthquake – Drop, cover and hold applies in this situation and, if necessary, once the shaking has stopped we will evacuate the building to a safe location.

Phones – Please turn your mobile devices to silent mode.

Recording - These proceedings may be recorded for the purpose of live video, both live streaming and downloading. By remaining in this meeting, you are consenting to being filmed for viewing by the public.

## Terms of Reference – Community Boards

TYPE OF COMMITTEE	Community board
RESPONSIBLE TO	<p>Council</p> <p>Each community board will have a relationship with the committees in section 8.4.2 to 8.4.5 of the delegations manual based on the scope of the activities/functions delegated to each committee.</p>
SUBCOMMITTEES	As noted in section 8.5 of the delegations manual various subcommittees will report to specific community boards.
LEGISLATIVE BASIS	<p>Resolution made by Council through the representation arrangements as per the Local Electoral Act 2001.</p> <p>Role, status and membership as per subpart 2 of Part 4 of the Local Government Act 2002 (LGA).</p> <p>Treaty of Waitangi as per section 4, Part 1 of the LGA.</p> <p>Opportunities for Maori to contribute to decision-making processes as per section 14 of Part 2 of the LGA. Community boards delegated powers by Council as per schedule 7, clause 32, LGA.</p> <p>Appointment of councillors to community boards as per section 50, LGA.</p>
MEMBERSHIP	<p>Oreti and Waihopai Toetoe Community Boards have seven members elected by the local authority triennial elections plus a member appointed by Council. All other community boards have six members plus a member appointed by Council.</p> <p>The chairperson is elected by the community board.</p> <p>Councillors who are not appointed to community boards can only remain for the public section of the community board meeting. They cannot stay for the public excluded section unless the community board agrees.</p>
FREQUENCY OF MEETINGS	Every second month but up to ten ordinary meetings a year
QUORUM	Not less than four members
KEY FUNCTIONS	<ul style="list-style-type: none"> <li>to promote the social, economic, environmental and cultural well-being of local communities and in so-doing contribute to the realisation of Council's vision of one District offering endless opportunities</li> <li>to provide leadership to local communities on the strategic issues and opportunities that they face</li> <li>to be advocates and representatives for their local community and in so doing ensure that Council and other agencies have a clear understanding of local needs and aspirations</li> <li>to be decision-makers on issues that are delegated to the board by Southland District Council</li> </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>
DELEGATIONS	<p>The community board shall have the following delegated powers and be accountable to Council for the exercising of these powers.<sup>1</sup></p> <p>In exercising the delegated powers, the community board will operate within:</p> <ol style="list-style-type: none"> <li>1) policies, plans, standards or guidelines that have been established and approved by Council</li> <li>2) the needs of the local communities; and</li> <li>3) the approved budgets for the activity.</li> </ol> <p><b>Power to Act</b></p> <p>The community board will prepare and implement programmes of work, which will be reflected in its community board plan, which are relevant to the purposes of the community board that are consistent with the long term plan and annual plan processes of Council. Such programmes are to include budgetary provision for all costs associated with the work.</p> <p><b>Community Well-Being</b></p> <ol style="list-style-type: none"> <li>4) to develop local community outcomes that reflect the desired goals for their community/place</li> <li>5) to monitor the overall well-being of local communities and use the information gathered to inform development of local strategies to address areas of need</li> <li>6) work with Council and the community to develop a community board plan for the community of interest area – working in with any community plans that may exist.</li> </ol> <p><b>Community Leadership</b></p> <ol style="list-style-type: none"> <li>7) communicate and develop a relationship with community organisations, local groups, and special interest groups within the local community of interest</li> <li>8) identify key issues that will affect their community of interest's future and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities</li> <li>9) promote a shared vision for the community of interest area and develop and promote ways to work with others to achieve positive outcomes</li> <li>10) provide a local community perspective on Council's long term plan key performance indicators and levels of service</li> </ol>

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

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 reserves, harbours, and other community facilities, except where powers:
  - have been delegated to Council officers; or
  - would have significance beyond the community board's area or otherwise involves a matter of

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



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

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1 Apologies

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

2 Leave of absence

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

3 Conflict of interest

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

4 Public forum

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

5 Extraordinary/urgent items

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

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

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

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

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

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

6 Confirmation of minutes

6.1 Meeting minutes of Wallace Takitimu Community Board, 07 April 2022



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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 Virtual meeting via Zoom on Thursday, 7 April 2022 at 5.09pm. (5.09pm – 6pm)

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### PRESENT

Chairperson	André Bekhuis
Members	David Cowie
	Peter Gutsell
	Councillor Don Byars

### APOLOGIES

Kelly Day  
Bev Evans  
Maureen Johnston

### IN ATTENDANCE

Committee advisor - Fiona Dunlop  
Community liaison officer - Kathryn Cowie  
Community partnership leader - Kelly Tagg

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1 Apologies

There were apologies for absence from Kelly Day, Bev Evans and Maureen Johnston.

Moved Chairperson Bekhuis, seconded Peter Gutsell and resolved:

That the Wallace Takitimu 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 David Cowie, seconded Cr Byars and resolved:

That the Wallace Takitimu Community Board confirms the minutes of the meeting held on 2 December 2021 as a true and correct record of that meeting.

Reports

7.1 Nightcaps hall and Doctor Woods Memorial Park fence replacement - Unbudgeted expenditure

Record No: R/22/3/7318

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

Mr Day advised that the purpose of the report was to seek approval for unbudgeted expenditure of up to \$10,000 for the replacement of the Doctor Woods Memorial Park

boundary fence and up to \$5,000 for a contribution towards replacing the boundary fence at Nightcaps hall which will be funded from the McGregor Park reserve.

The Board noted that Council had received a letter from the landowners adjoining the Nightcaps hall enquiring if Council would contribute to the replacement of the boundary fence.

#### Resolution

Moved Peter Gutsell, seconded David Cowie and resolved:

That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Nightcaps hall and Doctor Woods Memorial Park fence replacement - Unbudgeted expenditure” dated 1 April 2022.**
- b) Determines that this matter or decision be recognised as not significant in terms of section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Agrees to approve unbudgeted expenditure of up to \$15,000 to contribute towards the Nightcaps hall fence replacement and replace the fence at Doctor Woods Memorial Park, to be funded from the McGregor Park reserve.

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

Record No: R/22/2/6296

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

Mr Day advised that the purpose of the report was to seek approval from the Wallace Takitimu Community Board for the scope of the locally funded projects within their board area that will be delivered in the 2022/2023 financial year.

The Board noted that there were two projects to be delivered in the 2022/2023 financial year which are Otautau – Walking track investigation (project code P-10851) and Otautau – Tennis pavilion exterior painting (project code P-10852).

#### Resolution

Moved David Cowie, seconded Peter Gutsell and resolved:

That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Project scope confirmation - 2022/2023 locally funded projects” dated 1 April 2022.**

- b) Determines that this matter or decision be recognised as not significant in terms of section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Agrees to approve the scope of the projects identified in the attachments to this report.
  - Otautau – Walking track investigation project code P-10851
  - Otautau – Tennis pavilion exterior painting project code P-10852.

### 7.3 Holt Park Recreation Centre - unbudgeted expenditure request

Record No: R/22/3/11727

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

Mrs Tagg advised that the purpose of the report was for the Wallace Takitimu Community Board to consider a request from the former Holt Park Recreation Centre Committee to distribute funds held by Council in the amount of \$13,811.06, to the remaining six user groups of Holt Park being the Otautau Combined Sports Complex, Otautau Swimming Pool, Otautau Tennis, Netball, Rugby and Squash Clubs.

Resolution

Moved Peter Gutsell, seconded Chairperson Bekhuis and resolved:

That the Wallace Takitimu Community Board:

- a) **receives the report titled “Holt Park Recreation Centre - unbudgeted expenditure request” dated 1 April 2022.**
- b) determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) endorses the recommendation made by the remaining user groups of the Holt Park Recreation Centre that the remaining funds should be distributed evenly amongst the six remaining user groups.
- e) agrees to approve unbudgeted expenditure in the amount of \$13,811.06 to be distributed as follows;

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• Otautau Combined Sports Complex	\$2,301.84
• Otautau Rugby Club	\$2,301.84
• Otautau Tennis Club	\$2,301.84
• Otautau Netball Club	\$2,301.84
• Otautau Swimming Pool	\$2,301.84
• Otautau Squash Rackets Club	\$2,301.84

#### 7.4 Otautau Community Swimming Pool - request to uplift rates

Record No: R/22/3/7869

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

Mrs Cowie advised that the purpose of the report was for the Board to decide whether to approve the request from the Otautau Community Swimming Pool committee to uplift a portion of the rates in the Otautau baths reserve.

The Board noted that the Pool committee had requested to uplift \$20,000 from the reserve to use on operational costs for the pool.

Resolution

Moved David Cowie, seconded Cr Byars and resolved:

That the Wallace Takitimu Community Board:

- a) **receives the report titled “Otautau Community Swimming Pool - request to uplift rates” dated 1 April 2022.**
- b) determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) approves the request from the Otautau Community Pool Inc. to uplift \$20,000 from the Otautau baths reserve.

#### 7.5 Operational Report for Wallace Takitimu Community Board - February 2022

Record No: R/21/12/64038

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



Resolution

Moved Chairperson Bekhuis, seconded Cr Byars and resolved:

That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Operational Report for Wallace Takitimu Community Board - February 2022” dated 9 February 2022.**

7.6 Operational Report for Wallace Takitimu Community Board - April 2022

Record No: R/22/2/5424

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

Resolution

Moved Peter Gutsell, seconded Cr Byars and resolved:

That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Operational Report for Wallace Takitimu Community Board - April 2022” dated 1 April 2022.**

7.7 Community Leadership Report - February 2022

Record No: R/22/1/1715

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

Resolution

Moved Chairperson Bekhuis, seconded David Cowie and resolved:

That the Wallace Takitimu Community Board:

- a) **receives the report titled “Community Leadership Report - February 2022” dated 9 February 2022.**

7.8 Community leadership report - April 2022

Record No: R/22/3/12170

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

Resolution

Moved Peter Gutsell, seconded David Cowie and resolved:

That the Wallace Takitimu Community Board:

- a) receives **the report titled “Community leadership report - April 2022” dated 1 April 2022.**

7.9 Council report - February 2022

Record No: R/22/1/1356

Councillor Byars took the Board through the Council report.

Resolution

Moved Chairperson Bekhuis, seconded Peter Gutsell and resolved:

That Wallace Takitimu Community Board:

- a) **Receives the report titled "Council report - February 2022" dated 1 April 2022.**

7.10 Council report - April 2022

Record No: R/22/3/12055

Councillor Byars took the Board through the Council report.

Resolution

Moved Chairperson Bekhuis, seconded Peter Gutsell and resolved:

That Wallace Takitimu Community Board:

- a) **Receives the report titled "Council report - April 2022" dated 1 April 2022.**

7.11 Chairperson's report

Record No: R/22/3/12578

Chair Bekhuis took the Board through his chairs report.

Resolution

Moved Chairperson Bekhuis, seconded Peter Gutsell and resolved:

That the Wallace Takitimu Community Board:

- a) **receives the report titled "Chairperson's report" dated 31 March 2022.**

The meeting concluded at 6pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE WALLACE TAKITIMU COMMUNITY  
BOARD HELD ON THURSDAY 7 APRIL 2022.

DATE:.....

CHAIRPERSON:.....

## Community Partnership Fund applications - March 2022 round

Record no: R/22/5/16734  
Author: Kathryn Cowie, Community liaison officer  
Approved by: Fran Mikulicic, Group manager democracy and community

☒ Decision

☐ Recommendation

☐ Information

### Purpose

- 1 The purpose of this report is for the Wallace Takitimu Community Board to allocate funding for the March 2022 round of the Wallace Takitimu Community Partnership Fund.

### Executive summary

- 2 A total of four applications have been received for the March 2022 funding round of the Wallace Takitimu Community Partnership Fund. The applications are included as an attachment to this report. Please note that the attachments to the applications (including financials) are not attached to this report as they contain information sensitive to applicants' privacy. These attachments were provided to the community board with the applications for their perusal prior to the meeting.
- 3 The Wallace Takitimu Community Board has \$9,102 remaining to allocate through the Wallace Takitimu Community Partnership Fund in the 2021/2022 financial year.
- 4 \$10,907 in requests have been received for this round of funding.

## Recommendation

That the Wallace Takitimu Community Board:

- a) **receives the report titled “Community Partnership Fund applications - March 2022 round” dated 26 May 2022.**
- b) determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) receives applications from the following:
  1. Otautau Netball Club
  2. Otautau Golf Club
  3. Otautau & Districts Community Charitable Trust
  4. John Kirwan Foundation
- e) approves/declines a grant of \$2,000 to the Otautau Netball Club to assist with purchasing a new equipment and uniforms for the club.
- f) approves/declines a grant of \$2,109 to the Otautau Golf Club for spray and mower maintenance costs.
- g) approves/declines a grant of \$1,798 to the Otautau & Districts Community Charitable Trust for a vertical freezer to store perishable food donated for food parcels.
- h) approves/declines a grant of \$5,000 to the John Kirwan Foundation to assist with **implementing the “Mitey” programme at Heddon Bush School.**

## Background

- 5 Southland District Council’s community assistance activity seeks to contribute to a district of ‘proud, connected communities that have an attractive and affordable lifestyle’ by enabling Southland’s communities to be desirable places to live, grow up, work, run a business, raise a family and enjoy a safe and satisfying life. Through providing financial assistance by way of grant funding, community groups and individuals are supported to undertake their desired activities.
- 6 A review of the community assistance activity was completed in early 2019, which resulted in the establishment of the Community Partnership Fund whereby the nine community boards in the district allocate funding directly to their communities.
- 7 The Wallace Takitimu Community Board set the following criteria for the Wallace Takitimu Community Partnership Fund:

- consideration will be given to all funding requests on a case by case basis. The board will give preference to applications that directly benefit the community board area and link to the community board plan outcomes
- there is no cap on the amount applicants can request
- co-funding is preferable, but not essential
- two quotes are preferable for capital works, but if it is not possible to get more than one quote an explanation why will be sufficient
- if appropriate, applicants are to come to a board meeting and speak to their application
- groups do not have to be a legal entity to apply.

#### Applications received

<b>Applications received</b>	<b>4</b>
<b>Total amount requested</b>	<b>\$10,907</b>
<b>Funds available</b>	<b>\$9,102</b>

#### 1 **Otautau Netball Club**

Request assistance towards purchasing a new equipment and uniforms for the club.

Total project cost **\$3,599**

Amount requested **\$2,000**

#### 2 **Otautau Golf Club**

Request assistance towards purchasing spray to control blackberry and weeds on the fairways, and diesel/oil/batteries for the mowers.

Total project cost **\$2,909**

Amount requested **\$2,109**

#### 3 **Otautau & Districts Community Charitable Trust**

Request assistance towards purchasing a vertical freezer to store perishable food for community food parcels.

Total project cost **\$1,798**

Amount requested **\$1,798**

#### 4 **John Kirwan Foundation**

Request assistance towards implementing the “Mitey” programme at Heddon Bush School. This is a mental health programme for children aged 5-12 years.

Total project cost **\$15,000**

Amount requested **\$5,000**

#### Issues

- 8 There are no issues to consider.

#### Factors to consider

##### Legal and statutory requirements

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

##### Community views

- 10 The board, as representatives of the Wallace Takitimu Community Board area will consider each application and how it benefits their communities.

##### Costs and funding

- 11 The Wallace Takitimu Community Board has \$9,102 remaining to allocate through the Wallace Takitimu Community Partnership Fund in the 2021/2022 financial year.
- 12 \$10,907 in requests have been received for this round of funding.

##### Policy implications

- 13 There are no policy implications.

#### Analysis

##### Options considered

- 14 The options for consideration are to allocate funding pursuant to the funding criteria set by the community board or decline the applications.

##### Analysis of options

Option 1 – Approves and allocates funding pursuant to the funding criteria set by the community board

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• support community groups to achieve local initiatives</li></ul>	<ul style="list-style-type: none"><li>• there are no disadvantages</li></ul>

##### Option 2 – declines the applications

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• there are no advantages</li></ul>	<ul style="list-style-type: none"><li>• no funds awarded could hinder the progress of community-led development due to lack of financial support</li></ul>

##### Assessment of significance

- 15 Not considered significant.

### Recommended option

- 16 The recommended option is “option 1 - allocates funding pursuant to the funding criteria set by the community board”.

### Next steps

- 17 Inform the applicants of the allocation decisions.

### Attachments

- A Otautau Netball Club - equipment and uniforms - March 2022 [↓](#)
- B Otautau Golf Club - spray and mowing costs - March 2022 [↓](#)
- C Otautau Community Charitable Trust - fridge - March 2022 [↓](#)
- D John Kirwan Foundation - Mitey programme Heddon Bush School - March 2022 [↓](#)

## Community Partnership Fund Application Form

### PLEASE TICK WHICH COMMUNITY PARTNERSHIP FUND YOU ARE APPLYING FOR:

- ☐ Fiordland Community Board  
☐ Oreti Community Board  
☐ Oraka Aparima Community Board  
☐ Northern Community Board  
☐ Ardlussa Community Board  
☐ Waihopai Toetoe Community Board  
☐ Tuatapere Te Waewae Community Board  
☒ Wallace Takitimu Community Board  
☐ Stewart Island/Rakiura Community Board



### YOUR DETAILS

Name of organisation	Otaitau Netball Club		
Postal address	56 Queen St Otaitau 9610		
Street address	56 Queen St Otaitau 9610		
CONTACT NAMES	Katherine Petch & Nicole Sharpe		
Please give the names of two people who can be contacted if further information is required. The first contact must be the person who filled out the form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.			
Name	Katherine Petch	Phone	(day) 0277022291
Email	katanabrie@hotmail.com		(evening) 0277022291
Name	Nicole Sharpe	Phone	(day) 0278663972
Email	nicole-sharpe@hotmail.com		(evening) 0278663972

### BANK ACCOUNT NUMBER TO DIRECT CREDIT GRANT PAYMENT IF APPLICATION SUCCESSFUL:


To help speed the process up in the event of your grant being approved, can you please provide verification of your bank account details. This can be a screen shot or banking slip and it must be attached to your application.

### PROJECT DETAILS

How many members belong to your club/organisation?	65
Please describe fully: (Continue on a separate sheet if necessary)	
For what purpose does your organisation seek a Community Partnership Fund subsidy?	
Equipment & uniforms.	



If your application relates to a facility – who uses the facility and how often?

Does the facility have a long term development and maintenance plan? ☐ Yes ☒ No

How will your project benefit the organisation or community?

yes to provide the correct equipment  
3 new uniforms to build our club  
3 encourage children to join to keep our  
club going

Start date of your project 03.03.22 Finish date of your project

**FINANCIAL DETAILS**

Are you registered for GST? ☒ No ☐ Yes GST number

Applicants that are not GST-registered need to provide budget figures that include GST

Applicants that are GST-registered need to provide budget figures that exclude GST.

Successful applicants who are GST-registered will be required to submit a GST invoice, after being notified the result of the application and prior to the grant being paid out.

PLEASE ROUND ALL FIGURES TO THE NEAREST DOLLAR					
EXPENDITURE	\$	INCOME	\$		
Project costs	GST inclusive or GST exclusive	Your contribution			
\$3599	\$3599 inc	Fees/subs	TBC		
equipment		Fundraising	in progress		
\$		Loan/mortgage	—		
uniforms		Cash savings	\$969.47		
		Other	—		
		Sub-total			
		<b>Other grants and sponsorship applied for</b>			
		Sponsorship			
		Grants (successful and proposed)	Amount requested	Result date	
fuel vouchers					
sport NZ travel fund \$1000					

		<b>Sub-total</b>		
<b>Total cost of the project is</b>	\$3599	<b>Total Income</b>		
How much money are you applying for?		\$ 2000		
Briefly describe any voluntary effort or donated materials provided for the project.				
Voluntary effort (eg number of hours)				
We are in process of organising a quiz night to help towards costs.				
Donated materials (eg approximate \$ value)				
—				
How do you envisage paying for the future operational costs of this project?				
Fundraising & hardwork.				
<b>DECLARATION (PLEASE PROVIDE TWO SIGNATURES)</b>				
We <u>Starline Netball Club</u>		consent to Southland District Council		
collecting the personal contact details provided on this form. The consent is given in accordance with the requirements of the Privacy Act 1994. We also confirm that the information provided is accurate and complete and that the organisation committee has agreed to this project/funding application.				
Name	Katherine Petch			
Position in organisation	TREASURER			
Signature	<u>Katherine Petch</u>	Date	03/03/21	
Name	Nicole Sharp			
Position in organisation	PRESIDENT			
Signature	<u>Sharp</u>	Date	03/03/21	
<b>Please attach</b>			<b>Check</b>	
a current statement of income and expenditure			<input checked="" type="checkbox"/>	
a current bank statement from your organisation			<input checked="" type="checkbox"/>	
quotations, where relevant			<input checked="" type="checkbox"/>	
letters of support (if applicable)			<input checked="" type="checkbox"/>	
These items will complete your application				
<b>PLEASE ENSURE THAT ALL QUESTIONS ARE ANSWERED IN FULL AND THAT RELEVANT DOCUMENTATION ACCOMPANIES THE APPLICATION FORM.</b>				
<b>NOW YOU CAN SUBMIT YOUR APPLICATION IN ONE OF THE FOLLOWING WAYS:</b>				



## Community Partnership Fund Application Form

PLEASE TICK WHICH COMMUNITY PARTNERSHIP FUND YOU ARE APPLYING FOR:

- ☐ Fiordland Community Board
- ☐ Oreti Community Board
- ☐ Oraka Aparima Community Board
- ☐ Northern Community Board
- ☐ Ardlussa Community Board
- ☐ Waihopai Toetoe Community Board
- ☐ Tuatapere Te Waewae Community Board
- ☒ Wallace Takitimu Community Board
- ☐ Stewart Island/Rakiura Community Board



### YOUR DETAILS

Name of organisation

OTAUTAU GOLF CLUB

Postal address

P.O. BOX 55 OTAUTAU 9641

Street address

55 SLAUGHTER HOUSE ROAD OTAUTAU.

### CONTACT NAMES

Please give the names of two people who can be contacted if further information is required. The first contact must be the person who filled out the form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

Name	JOHN LOWREY	Phone	(day)	027-225-8107
Email	J.LOWREY@SLINGSHOT.CO.NZ		(evening)	" " "
Name	JIMMY McDUGAL	Phone	(day)	027-658-4581
Email			(evening)	" " "

### BANK ACCOUNT NUMBER TO DIRECT CREDIT GRANT PAYMENT IF APPLICATION SUCCESSFUL:

To help speed the process up in the event of your grant being approved, can you please provide verification of your bank account details. This can be a screen shot or banking slip and it must be attached to your application.

### PROJECT DETAILS

How many members belong to your club/organisation?

32.


Please describe fully: (Continue on a separate sheet if necessary)

For what purpose does your organisation seek a Community Partnership Fund subsidy?

SPRY WILL BE USED TO CONTROL BLACKBERRY AND TO TAKE CARE OF ALL WEEDS ON FAIRWAYS.

DIESEL USED TO MARK OUT BOUNDARIES AND TO HELP WITH RUNNING OF MOWERS



Total cost of the project is	\$2909-00	Sub-total	\$800
How much money are you applying for?	\$2109-00	Total Income	\$1300-00
Briefly describe any voluntary effort or donated materials provided for the project.			
Voluntary effort (eg number of hours)			
VOLUNTARY LABOUR INVOLVED IN MOWER MAINTENANCE AND SOME SPRAYING WOULD BE 20HRS APPROX. \$25-00 PER HOUR = \$500-00.			
Donated materials (eg approximate \$ value)			
WATSON SPRAYING HAS AGREED TO SPRAY THE FOOTWAYS FOR US IF WE SUPPLY THE SPRAY APPROXIMATE VALUE \$800-00.			
How do you envisage paying for the future operational costs of this project?			
OTAUTAU GOLF CLUB IS FUNDED BY MEMBERSHIP, GREEN FEES, HIRE OF CLUB HOUSE, SALE OF FIRE WOOD, AND VOLUNTARY LABOUR.			
<b>DECLARATION (PLEASE PROVIDE TWO SIGNATURES)</b>			
We <u>OTAUTAU GOLF CLUB INC.</u> consent to Southland District Council collecting the personal contact details provided on this form. The consent is given in accordance with the requirements of the Privacy Act 1994. We also confirm that the information provided is accurate and complete and that the organisation committee has agreed to this project/funding application.			
Name	ANDRE BEKHUIS		
Position in organisation	PRESIDENT		
Signature		Date	15-3-22
Name	JOHN HAYWOOD		
Position in organisation	TREASURER		
Signature	J. Haywood	Date	15-3-22
<b>Please attach</b>		<b>Check</b>	
a current statement of income and expenditure		<input checked="" type="checkbox"/>	
a current bank statement from your organisation		<input checked="" type="checkbox"/>	
quotations, where relevant		<input checked="" type="checkbox"/>	
letters of support (if applicable)		<input type="checkbox"/>	
These items will complete your application			
<b>PLEASE ENSURE THAT ALL QUESTIONS ARE ANSWERED IN FULL AND THAT RELEVANT DOCUMENTATION ACCOMPANIES THE APPLICATION FORM.</b>			
<b>NOW YOU CAN SUBMIT YOUR APPLICATION IN ONE OF THE FOLLOWING WAYS:</b>			



## Community Partnership Fund Application Form

PLEASE TICK WHICH COMMUNITY PARTNERSHIP FUND YOU ARE APPLYING FOR:

- ☐ Fiordland Community Board  
☐ Oreti Community Board  
☐ Oraka Aparima Community Board  
☐ Northern Community Board  
☐ Ardlussa Community Board  
☐ Waihopa Toetoe Community Board  
☐ Tuatapere Te Waewae Community Board  
☒ Wallace Takitimu Community Board  
☐ Stewart Island/Rakiura Community Board



### YOUR DETAILS

Name of organisation *Otautau and districts Community Charitable Trust*

Postal address *PO 33 Northwich Street, Otautau 9610*

Street address *176 Main Street, Otautau 9610*

CONTACT NAMES *Thelma Fraude Janice DeClifford*

Please give the names of two people who can be contacted if further information is required. The first contact must be the person who filled out the form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

Name *Thelma May Fraude* Phone (day) *(03) 2258557*

Email *central.grange@icloud.com* (evening) *0272289372*

Name *Janice E DeClifford* Phone (day)

Email *jedclifford@gmail.com* (evening) *0272529499*

BANK ACCOUNT NUMBER TO DIRECT CREDIT GRANT PAYMENT IF APPLICATION SUCCESSFUL:

To help speed the process up in the event of your grant being approved, can you please provide verification of your bank account details. This can be a screen shot or banking slip and it must be attached to your application.

### PROJECT DETAILS

How many members belong to your club/organisation? *6*

Please describe fully: (Continue on a separate sheet if necessary)

For what purpose does your organisation seek a Community Partnership Fund subsidy?

*We seek a Community Partnership fund subsidy to purchase a vertical freezer to store bought and donated foods. These foods are collected to provide much needed 'food parcels' to families/whanau, an Elderly/Kaumatiua and those who have been affected by Covid-19 in the area. The need for food parcels has grown exponentially*

due to the effects of Covid-19 on our community.

If your application relates to a facility – who uses the facility and how often?

Does the facility have a long term development and maintenance plan?

☐ Yes

☒ No

How will your project benefit the organisation or community?

The purchase of this vertical freezer will allow us to store more frozen foods to ensure we have enough stock of meats, etc to give to struggling families/whānau and our Elderly / Kaumatua and individuals within our community who are struggling. The needs for food parcels has grown exponentially due to the effect of Covid-19

Start date of your project

ongoing

Finish date of your project

of Covid-19

#### FINANCIAL DETAILS

Are you registered for GST?

☒ No

☐ Yes

GST number

Applicants that are not GST-registered need to provide budget figures that include GST

Applicants that are GST-registered need to provide budget figures that exclude GST.

Successful applicants who are GST-registered will be required to submit a GST invoice, after being notified the result of the application and prior to the grant being paid out.

PLEASE ROUND ALL FIGURES TO THE NEAREST DOLLAR

EXPENDITURE		INCOME		
Project costs	\$1798.00	Your contribution (ongoing costs)	\$	
	GST inclusive or			
	GST exclusive			
Samsung	\$1798.00	Fees/subs	N/A	
Vertical	on Special	Fundraising	N/A	
Freezer		Loan/mortgage	N/A	
		Cash savings		
		Other	/	
		Sub-total		
		Other grants and sponsorship applied for	N/A	
		Sponsorship	/	
		Grants (successful and proposed)	Amount requested	Result date
		Community Partnership fund	\$1798.00	unknown

<b>Total cost of the project is</b>	\$1798.00	<b>Sub-total</b>	
<b>How much money are you applying for?</b>	\$1798.00	<b>Total Income</b>	
Briefly describe any voluntary effort or donated materials provided for the project.			
Voluntary effort (eg number of hours) <i>ongoing voluntary hours approx 1hr every week to sort out donated and purchased foods.</i>			
Donated materials (eg approximate \$ value)			
<i>donated foods approx \$5-8,000 per year (currently) This will change in the future.</i>			
How do you envisage paying for the future operational costs of this project?			
<i>The future operational costs of this project will be the responsibility of the Trust. It is up to the Trust to source foods to provide 'food parcels' to vulnerable families and people/Elderly in our area.</i>			
<b>DECLARATION (PLEASE PROVIDE TWO SIGNATURES)</b>			
We		consent to Southland District Council	
collecting the personal contact details provided on this form. The consent is given in accordance with the requirements of the Privacy Act 1994. We also confirm that the information provided is accurate and complete and that the organisation committee has agreed to this project/funding application.			
Name	<i>Thelma May Fraude</i>		
Position in organisation	<i>Treasurer</i>		
Signature	<i>Thelma May Fraude</i>	Date	<i>30/3/2022</i>
Name	<i>Janice De Clifford</i>		
Position in organisation	<i>Chair person</i>		
Signature	<i>Janice De Clifford</i>	Date	<i>30/3/2022</i>
<b>Please attach</b>		<b>Check</b>	
a current statement of income and expenditure		<input type="checkbox"/>	
a current bank statement from your organisation		<input checked="" type="checkbox"/>	
quotations, where relevant		<input checked="" type="checkbox"/>	
letters of support (if applicable)		<input checked="" type="checkbox"/>	
These items will complete your application			
<b>PLEASE ENSURE THAT ALL QUESTIONS ARE ANSWERED IN FULL AND THAT RELEVANT DOCUMENTATION ACCOMPANIES THE APPLICATION FORM.</b>			
<b>NOW YOU CAN SUBMIT YOUR APPLICATION IN ONE OF THE FOLLOWING WAYS:</b>			



## Community Partnership Fund Application Form

### PLEASE TICK WHICH COMMUNITY PARTNERSHIP FUND YOU ARE APPLYING FOR:

- ☐ Fiordland Community Board  
☐ Oreti Community Board  
☐ Oraka Aparima Community Board  
☐ Northern Community Board  
☐ Ardlussa Community Board  
☐ Waihopai Toetoe Community Board  
☐ Tuatapere Te Waewae Community Board  
☒ Wallace Takitimu Community Board  
☐ Stewart Island/Rakiura Community Board



### YOUR DETAILS

Name of organisation **SIR JOHN KIRWAN FOUNDATION**  
 Postal address **C/- 290 LANGFORD RD. RD3 . WINTON 9783**  
 Street address

### CONTACT NAMES **TIM CORBETT (CEO) + BELINDA BROWN (SOUTHLAND REG COACH)**

Please give the names of two people who can be contacted if further information is required. The first contact must be the person who filled out the form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

Name	Tim Corbett	Phone	(day)	021 648136
Email	tim@jkfoundation.org.nz		(evening)	
Name	Belinda Brown	Phone	(day)	021 678 027
Email	belinda@jkfoundation.org.nz		(evening)	

### BANK ACCOUNT NUMBER TO DIRECT CREDIT GRANT PAYMENT IF APPLICATION SUCCESSFUL:

To help speed the process up in the event of your grant being approved, can you please provide verification of your bank account details. This can be a screen shot or banking slip and it must be attached to your application.

### PROJECT DETAILS

How many members belong to your club/organisation?

Please describe fully: (Continue on a separate sheet if necessary)

For what purpose does your organisation seek a Community Partnership Fund subsidy?

**Across NZ, 1 in 5 children will experience a mental health issue before 18 and worse, 65 NZ children committed suicide in 2019 with Southland having the highest rates in NZ. The Foundation is committed to changing this. Mitey is an evidence based, mental health education approach, built from a bicultural base and delivered over 3 years in a co-design process with primary schools. Mitey has ongoing evaluation from the University of Auckland. We have developed and tested Mitey in a range of schools over 2019-2021 including Southland and now, due to high demand from Southland schools, have employed a Southland Mitey**

**Coach to work with local schools. We are working with Heddon Bush School in the Wallace Takitimu Community Board area.**

**Mitey puts in place a sustainable infrastructure for mental health education in the school that also involves reaching into the community. Mitey equips children with the knowledge, skills and behaviours to manage their own mental health and those around them. Children learn this through a stepped progression of learning from 5 to 12 years old so they enter into their teenage years with the knowledge and tools that are protective of mental health. Mitey is embedded into the school systems so that not only current students benefit but all future children going through the school.**

If your application relates to a facility – who uses the facility and how often?

Does the facility have a long term development and maintenance plan?

☐ Yes

☐ No

How will your project benefit the organisation or community?

Mitey makes proven impact on the drivers that create whole school change for child mental health

We see both empirical and anecdotal evidence for change in both children and their teachers

Because primary schools are major hubs for the community and a key aspect of Mitey is community engagement, there is a transfer of knowledge into the school

households and community.

Equipping children with the knowledge, skills and behaviours to manage their own mental health and those around them, gives them the protective factors for positive mental health that improves their current learning, future learning, ability to form positive relationships, employment and connection with their community.

(More details in accompanying document)

Start date of your project

July 2022

Finish date of your project

July 2023

#### FINANCIAL DETAILS

Are you registered for GST?

☐ No

☒ Yes

GST number

1

2

1

7

3

1

6

6

5

Applicants that are not GST-registered need to provide budget figures that include GST

Applicants that are GST-registered need to provide budget figures that exclude GST.

Successful applicants who are GST-registered will be required to submit a GST invoice, after being notified the result of the application and prior to the grant being paid out.


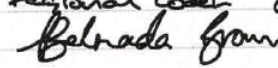
PLEASE ROUND ALL FIGURES TO THE NEAREST DOLLAR				
EXPENDITURE	\$	INCOME	\$	
Project costs	GST inclusive or GST exclusive	Your contribution		
<i>See attached budget</i>		Fees/subs		
		Fundraising		
		Loan/mortgage		
		Cash savings		
		Other		
		Sub-total		
		<b>Other grants and sponsorship applied for</b>		
	Sponsorship			
	Grants (successful and proposed)	<b>Amount requested</b>	<b>Result date</b>	
		\$5000		
		<b>Sub-total</b>		
<b>Total cost of the project is</b>	<b>\$15000</b>	<b>Total Income</b>		
How much money are you applying for?		\$5000		
Briefly describe any voluntary effort or donated materials provided for the project.				
Voluntary effort (eg number of hours)				
Donated materials (eg approximate \$ value)				
How do you envisage paying for the future operational costs of this project?				
The Foundation has a mix of national and regional financial supporters. Mitey in Southland is a 'by Southland for Southland' approach bringing together a collective of commercial, public and private				



funders. As we build relationships in Southland we will extend our funding base. Currently, we are using national funding to support the growth of Mitey in Southland

**DECLARATION (PLEASE PROVIDE TWO SIGNATURES)**

We \_\_\_\_\_ consent to Southland District Council collecting the personal contact details provided on this form. The consent is given in accordance with the requirements of the Privacy Act 1994. We also confirm that the information provided is accurate and complete and that the organisation committee has agreed to this project/funding application.

Name	Tim Corbett		
Position in organisation	Kōwhiri		
Signature		Date	7-05-22
Name	Belinda Brown		
Position in organisation	Regional Coach Southland		
Signature		Date	4-05-22

Please attach	Check
a current statement of income and expenditure	<input type="checkbox"/>
a current bank statement from your organisation	<input type="checkbox"/>
quotations, where relevant	<input type="checkbox"/>
letters of support (if applicable)	<input type="checkbox"/>

These items will complete your application

**PLEASE ENSURE THAT ALL QUESTIONS ARE ANSWERED IN FULL AND THAT RELEVANT DOCUMENTATION ACCOMPANIES THE APPLICATION FORM.**

**NOW YOU CAN SUBMIT YOUR APPLICATION IN ONE OF THE FOLLOWING WAYS:**

Email to [funding@southlanddc.govt.nz](mailto:funding@southlanddc.govt.nz)

Post to Southland District Council, PO Box 903, Invercargill 9840

Drop into your nearest SDC office

---

## Community leadership report

Record no: R/22/5/20271

Author: Kelly Tagg, Community partnership leader

Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision

☐ Recommendation

☒ Information

---

### Purpose

- 1 The purpose of this report is to update the board on the community leadership activities in the area.

### Recommendation

That the Wallace Takitimu Community Board:

- a) **receives the report titled “Community leadership report” dated 27 May 2022.**

### Attachments

- A Community leadership report [↓](#)



## What's happening in your area

### Community partnership fund

Four applications have been received for the Wallace Takitimu Community Partnership Fund that closed on 31 March. The board will discuss and allocate funds as per the report on this agenda.

### Ohai Railway Fund

Ohai Railway Fund applications for individuals and organisations also closed on 31 March 2022. Due to the lack of a quorum, the meeting schedule for 6 May was postponed until 27 May 2022.

## Regional funding outcomes

The following organisations were granted funds at the SDC Community and Strategy meeting on Wednesday, 25 May.

### Sport New Zealand Rural Travel Fund

- Central Southland College \$1,500
- Otautau Netball Club \$1,200
- Menzies College Netball Club \$1,500
- Fiordland College \$1,500
- Northern Southland College \$1,500
- Otara Pony Club \$1,200
- Te Anau Rugby Club \$1,200
- Winton Cricket Club \$1,500
- Winton Football Club \$1,000

### District Initiatives Fund

- Lumsden Heritage Trust \$5,000
- Fiordland Trails Trust \$17,175

## What's happening across the District?

### Welcoming Communities

Rebecca McElrea, from McElrea Consulting will be holding workshops in Edendale, Winton, Te Anau, and for rangatahi, in early July to develop a welcoming plan for the District. A Zoom workshop is also planned for Stewart Island Rakiura. In addition, a survey will be sent to all residents.

Welcoming Communities recognises the fact that communities are healthier, more vibrant, happier and more productive when those new to the area are welcomed into the community.

A strong, vibrant community is one that enables all members of the community to participate in its economic, civic and social life.

### Waikaia Forest Trails

Work to progress the establishment of a mountain bike network in the Waikaia Forest is ongoing.

This is a community led project that is being managed by the Waikaia Trails Trust with support from Council and the wider community. Further information, including a copy of their masterplan, can be found here; <https://www.waikaiaforesttrails.co.nz/plan>

### TIF funding

In 2021 Council was successful with its applications to round five of the Tourism Infrastructure Fund. At that time the focus was primarily on supporting tourism areas particularly hard hit by the impacts of Covid-19. Council applied for bundles of projects for Manapouri and Te Anau and, following completion of design and consenting for a number of those, it is about to sign the final funding agreements with the Ministry of Business, Innovation and Employment. The projects in the applications included toilets, boat ramps, car park and walkway upgrades, and Otta Sealing Frasers Beach road.

Also approved in round five was the Ulva Island Wharf replacement and that project will likely be discussed by the community board and the council in reports to their June meetings.

Council made an application to round six of the TIF this year and at the time of writing it is yet to hear back about whether it has been successful with the Matariki and supporting infrastructure project that was proposed.

## What's coming up?

### Shaping our futures

We have believed for some time there is a need to have a Southland District set of goals for the future – what Southlanders want for Southland. This is something that can't be created by Council as it needs to come from our people. It's the next step after the community board plans, which lay out what the community wants for itself. This project has loosely been called Together Murihiku 2050 and the overarching idea for it was approved by Council in 2020.

Recently we were approached by a community organisation called Shaping our Futures, which has been involved in creating visionary plans for communities in Central Otago – starting with Queenstown, and moving to Hawea, Glenorchy and more. After a conversation with staff, Shaping our Futures said it could

get funding to carry out the Together Murihiku project, so Council could step back, support the project and not be seen to be leading it. Hopefully this will encourage more people to be involved.

Shaping our Futures was successful in getting Lotteries funding and is now about to start work on finding out what Southlanders want for their province. There will be community workshops across the district in July, online surveys and other opportunities to have your say, and then the group will go back to the community with the results, and the community makes the decision about what the key aspirations are.

Council can then use that information as the basis of the community outcomes for our long-term plan and for other planning, and the exciting part is that the information can be used by other agencies in their planning as well – government departments, NGOs etc.

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## Governance

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### 2022 triennial Council elections

Staff are working with Electionz (Council's elections service provider) to prepare candidacy information booklets and candidacy information nights, to provide election protocols to staff and current elected members, and to prepare for nomination and voting processes.

### Governance matters relating to community boards

Staff have received feedback from community boards on a number of governance matters (such as the timing and frequency of meetings, attending Council/committee meetings, the style of minutes, the content of agendas, chair meetings etc). Staff will analyse the feedback and report back to the boards with proposed next steps. Staff are going to include in the community leadership report, information about training opportunities for board members.

### Conflicts of interest register

Staff are going to review this register and will be contacting elected members for any updates.

### Community service awards

Staff are going to be working with community boards to facilitate the community service awards.

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## Strategy and policy

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### The Stewart Island/Rakiura Visitor Levy Bylaw and Policy

Hearings for the draft bylaw and policy were undertaken 27 April 2022, and Council deliberated on these at the Council meeting 11 May 2022. Council has endorsed raising the levy from \$5 to \$10 effective October 2023, and will raise the levy again in 2025 to \$15. Council will adopt the new policy and bylaw 22 June 2022.

### Alcohol Control Bylaw

Feedback has been sought from community boards and Council will seek wider community input on how Council should proceed. The bylaw is scheduled for review late 2022.

### Privacy Policy

A draft policy has been developed and staff are both assessing and looking to implement, any required changes to operational practice. The draft policy is scheduled to go to Council for adoption 22 June 2022.



## TAB and Gambling Venue Policies

These draft policies were presented to Council 11 May 2022 and were approved to go out for public consultation from 13 May to 13 June 2022. Following consultation, hearings are scheduled for Council's meeting 22 June 2022.

## Annual Plan

Work is progressing on the Annual Plan. The draft Annual Plan is scheduled to be presented to the Finance and Assurance committee meeting on 15 June followed by the adoption of the Annual Plan by Council on 22 June.

## Communications and engagement

As part of the community board health check, boards had identified that they needed assistance with getting information out to their communities about what they are doing. To help with this, communications staff will be in contact with the board chairs soon to set up a time that is suitable for the board to have a discussion about what communications they want to do, how they want to do them and when they want to do it.

Staff will then create an implementation plan for each board and will assist where needed. This implementation plan will be reviewed on a regular basis and will also feed into an overarching communications and engagement strategy for all community boards.

## Stakeholder updates

### Waka Kotahi

Winter is now just around the corner. We have installed another weather camera in Siberia near Athol, meaning we now have four weather cameras across Southland which we use alongside professional weather modelling to guide decision making for preventative winter processes.

A regular email is sent to stakeholders with expected weather forecasts and in the case of a weather event, regular updates are sent to this list throughout the day to help road users make effective decisions about driving conditions. If anyone would like to be added to this list, please email [SNOAdmin@southroads.co.nz](mailto:SNOAdmin@southroads.co.nz) with 'winter email' in the subject line.

During winter, we also have regular updates via our Facebook page [www.facebook.com/HighwaysSouthNZ](https://www.facebook.com/HighwaysSouthNZ).

Now is a good time for our communities to get winter-ready for driving conditions. This includes ensuring wiper blades, lights and brakes are clean and working properly and tyres have sufficient tread. Road users should expect grit on highways over winter, especially in early mornings, and are reminded that weather conditions can change quickly. 0800 4 HIGHWAYS (0800 44 44 49) is a 24/7 number road users can report any concerns or issues on the road.

We are noticing a lot of road users driving with their lights off in early morning and early evening, and school children not wearing high visibility vests while walking or biking in the morning – both of which make them almost invisible in low light. We'd appreciate your support to get the message out regarding visibility and safety.

We are currently seeking resource consent to replace the culvert at Ram Creek at Josephville which is likely to be quite disruptive to road users. This will be after winter and we'll update you with more details in the next report

We will be replacing a culvert in Woodlands before the end of June

Mooooving Day (as we like to call it) is coming up on 1 June. Just a reminder to communities to please ensure road user safety during this time and to clean up any mess left behind so this doesn't become a hazard for other road users

Wandering stock continues to be of high concern across Southland. We're working on a video with NZ Police, FENZ and Federated Farmers to draw attention to the issue, but encourage those with farms fronting state highways to please ensure fencing is secure and effective

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## Operational Report for Wallace Takitimu Community Board

Record No: R/22/4/15025  
Author: Brendan Gray, Project delivery manager  
Approved by: Nick Hamlin, Group manager programme delivery

☐ Decision ☐ Recommendation ☒ Information

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### Purpose of report

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

### Recommendation

That the Wallace Takitimu Community Board:

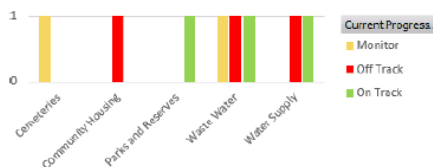
- a) **Receives the report titled “Operational Report for Wallace Takitimu Community Board ” dated 26 May 2022.**

### Attachments

- A Operational report - 2 June 2022 [↓](#)



## 1. Projects within current financial year as at 10 May 2022



## 2. Progress since last reporting period

### CLARIFICATION OF FUNDING SOURCES

Local funded: footpaths, SIESA, water facilities, airport and halls.

District funded: water, sewerage, stormwater, cemeteries, toilets and roading.

Local or District funded (dependent on service): community facilities, open spaces and community grants.

ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	BUDGET
<b>CEMETERIES</b>	P-11038	Drummond war memorial restoration	Delivery phase	Monitor	\$15,500
Paths and mowing strip have been installed. The focus is now on replanting the garden area.					
<b>COMMUNITY HOUSING</b>	P-10532	Ohai community housing – roofing	Delivery phase	Off track	\$48,130
Waiting on confirmation of start date. Holdup with material supply and will be facing cost increase.					
<b>PARKS AND RESERVES</b>	P-10775	Nightcaps Dr Woods Memorial reserve playground - equipment replacement	Pre-delivery phase	On track	\$31,225
On site work from Amenity Contracting is progressing well. Delays (all production line delays that are directly Covid-19 related) on some parts for upgrading equipment pieces, which has delayed some site works. Still on track for completion in time.					



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	BUDGET
<b>WASTEWATER</b>	P-10003	Upgrading UV/ treatment at Ohai (sewer)	Delivery phase	Off track	\$38,572
After some difficulties we have now received the final design, Council has approved Downer to order the UV unit. With delivery timeframes now, we will have to carry over this project for installation in the new financial year.					
<b>WASTEWATER</b>	P-10267	Sewer trickling filter - Ohai	Pre-delivery phase	On track	\$61,500
Both units are ready to be installed and Downer is ready to progress, we are just waiting on confirmation from Scope Industries on some design, installation clarification. It is still envisaged that the installation will happen before the end of June.					
<b>WASTEWATER</b>	P-10464	Ohai wastewater discharge upgrade for new UV and improvements	Pre-delivery phase	Monitor	\$120,000
After some difficulties we have now received the final design, Council has approved Downer to order the UV unit. With delivery timeframes now, we will have to carry over this project for installation in the new financial year.					
<b>WATER SUPPLY</b>	P-10279	Consent renewal water - Ohai	Pre-delivery phase	On track	\$4,417
With further detail and the review now completed, the consultant is in the process of finalising the design, we will be in a position to lodge the consent late May/ June 2022.					
<b>WATER SUPPLY</b>	P-10506	Ohai Nightcaps Wairio water - consent renewal	Pre-delivery phase	Off track	\$154,417
This project is for construction required to meet the consent conditions after the consent is lodged and approved. The consent lodging process is number P-10279. Council is currently reviewing the Pattle Delamore Partners (PDP) design. Construction tender will go out in June.					

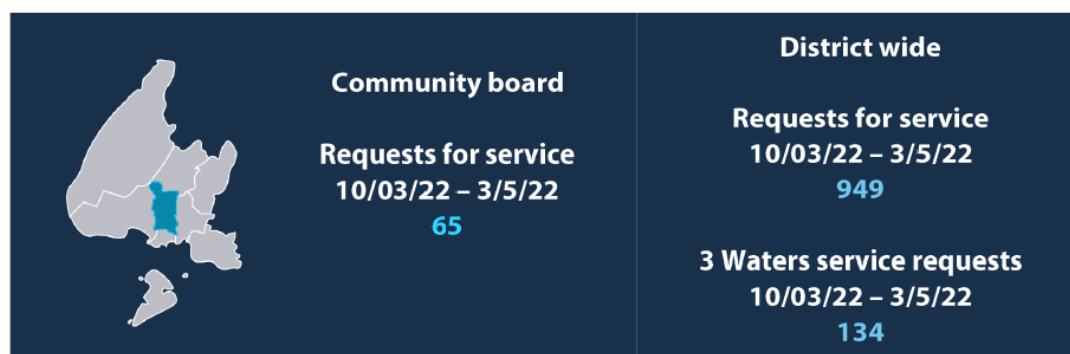
### 3. Service contracts

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
<b>10/01 – Water and wastewater services operations and maintenance</b>	Contract is continuing to run well in the Wallace Takitimu area. Contingencies remain in place to ensure delivery of essential services continue in the event of Covid-19 affecting staff.  Otautau water leaks are ongoing, Leak Detection Services is required to further follow a significant leak located at Holt Park. These are ongoing as we wait for availability of Leak Detection Services.
<b>20/53 – Mowing for the Wallace Takitimu areas</b>	The past season has seen a good improvement in the standard of the mowing across the area with the new contractor.
<b>20/58 – Central area gardening (Nightcaps)</b>	Nightcaps gardens are maintained on a three-month cycle. Ohai gardens have had a tidy up by Council's task force team.
<b>21/8 TD Dahlenburg gardening (Otautau)</b>	Work has been planned for the winter time-frame after the Autumn clean up.



CONTRACT NAME	CONTRACT MANAGER COMMENTARY
<b>17/02 - Central alliance roading contract</b>	<p>March was a continuation, on steroids, of the large-scale atmospheric circulation for much of the summer of 2021/2022 which resulted in some intense rainfall events on both sides of the Tasman Sea, but much lower-than-average rainfalls across much of the lower half and west of the South Island. The lower South Island became gripped by a record-breaking dry spell. After a dry December (47.8% of normal rainfall) January (31.8% of normal) and February (68.1% of normal), Invercargill recorded only 16.4mm in March, a record-breaking 16.8% of the normal value. Both the OGEM and stabilisation crews have completed all the pre-reseal repairs for the 2022/2023 reseal season. The remaining works include high shoulder removal, low shoulders work, accessway tidy up, some minor pot hole repairs and small edge breaks. Once winter has passed we will review all sites and repair any remaining issues. The bridging crews have been busy replacing the deck on Harbour Endowment Road and continued painting on other structures. Fraser Road requires a deck replacement which is programmed for April.</p> <p>The suction sweeper has been completing the township sweeping across Central with only Winton and Dipton remaining, prior to this moving into the Waimea Alliance.</p> <p>Due to budget constraints the next three months will be quiet in terms of work programmed. The bulk of work being completed will be grading, township cyclic and rural cyclic. We have a couple of dig outs to address and a culvert replacement, other projects are on hold until the new financial year.</p>

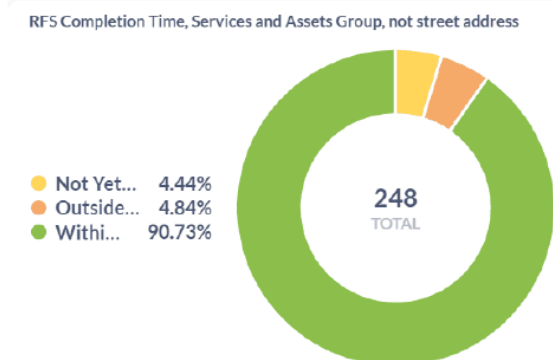
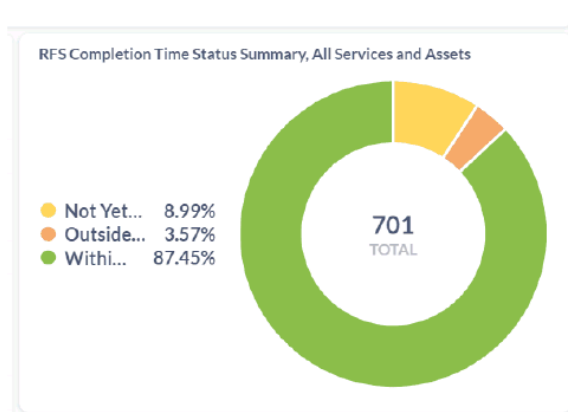
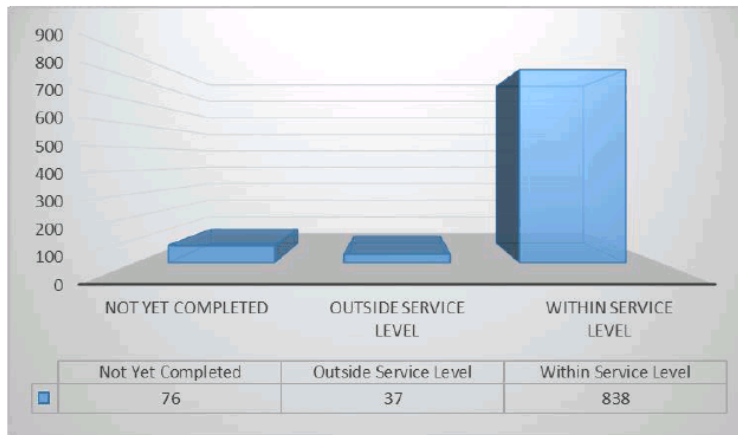
#### 4. Request for service data 10 March 2022 – 3 May 2022



REQUEST TYPE	COUNT
Cemeteries/memorials - repairs and maintenance	1
Council housing - repairs and maintenance	5
Council leases and licences	1
Council property enquiry	1
Footpaths	3
Parks and reserves - repairs and maintenance	3
Sealed road faults	2
Sewer lateral blockage	2
Street lights out	2
Streetscape -vegetation	1
Toilets - cleaning, repairs and maintenance	1
Transport - road complaints	1
Transport general enquiries	11
Vegetation rural (overgrown or visibility issues)	1
Water and waste general	7
Water asset damaged (main, hydrant, valve and meter)	1
Water asset leak (main, hydrant, valve and meter)	7
Water quality - smell, taste, colour and clarity	1
Water toby leak	1
Wheelie bin – non-compliance	1
Wheelie bin cancel/damaged/stolen	1
Wheelie bin collection complaints	3
Wheelie bin general enquiry	2
Wheelie bin new/size change/additional	6
<b>TOTAL</b>	<b>65</b>



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

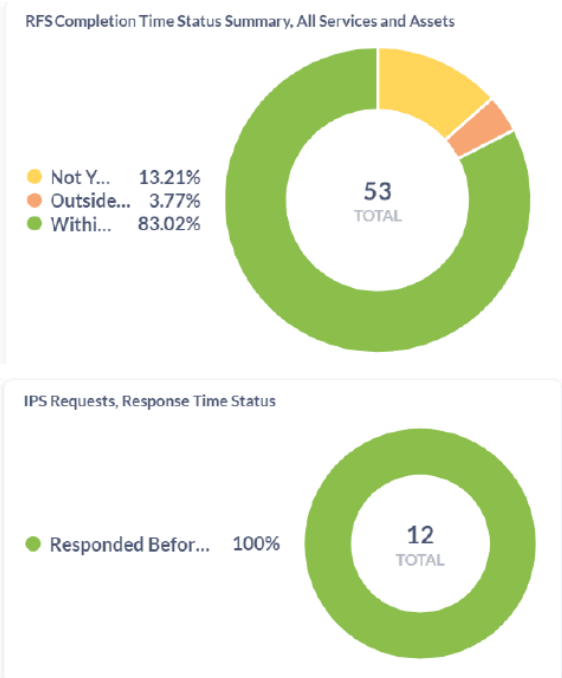


Note: RFS that were not yet completed or outside the service level were due to factors including further investigations/ work required and extensions of time to complete the requests.





**RFS count by completion time status – local**



## 5. Local finance reporting

Drummond Village - Business Units as at 30 April 2022									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Projection YTD	Projection Full Year	Actual YTD	Projection YTD	Projection Full Year	Actual YTD	Projection YTD	Projection Full Year
Street Works - Drummond			\$224						
Refuse Collection - Drummond	\$468	\$468	\$561		\$468	\$561			
Drummond Rec Reserve Committee	\$1,789	\$1,179	\$1,761	\$1,832		\$16,050			
Beautification-Drummond	\$3,269	\$3,276	\$3,931	\$5,064	\$4,926	\$5,911			
<b>Total</b>	<b>\$5,526</b>	<b>\$4,922</b>	<b>\$6,477</b>	<b>\$6,896</b>	<b>\$5,393</b>	<b>\$22,522</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Drummond income is \$5,526, \$604 over budget due to rental income received in the recreation reserve business unit. While there is unlikely to be any additional income in the last two months the income will remain slightly ahead of budget at year end.

Expenditure is \$6,896, \$1,502 above budget due to additional maintenance costs (\$1,173) in the Drummond recreation reserve with a new novafo pipe installed, gravel for the rugby club and new plants for the war memorial. Spending will be within the full year projection. This is offset by no refuse collection costs to date (\$468).

Nightcaps - Business Units as at 30 April 2022									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Projection YTD	Projection Full Year	Actual YTD	Projection YTD	Projection Full Year	Actual YTD	Projection YTD	Projection Full Year
Street Works - Nightcaps	\$2,192	\$2,197	\$2,636			\$2,636			\$12,483
Refuse Collec - Nightcaps	\$5,346	\$5,338	\$6,405	\$6,649	\$5,338	\$6,405			
Beautification - Nightcaps	\$18,812	\$18,851	\$22,714	\$20,676	\$19,279	\$22,621			
McGregor Park	\$18,069	\$13,305	\$17,005	\$11,976	\$15,772	\$18,619			
Dr Woods Memorial Park	\$6,237	\$6,250	\$7,500	\$10,073	\$13,231	\$13,877	\$37,500	\$31,225	\$43,225
Hall - Nightcaps	\$12,989	\$13,859	\$16,884	\$12,851	\$14,797	\$16,819		\$4,167	\$5,000
<b>Total</b>	<b>\$63,645</b>	<b>\$59,799</b>	<b>\$73,144</b>	<b>\$62,225</b>	<b>\$68,416</b>	<b>\$80,977</b>	<b>\$37,500</b>	<b>\$35,392</b>	<b>\$60,708</b>



Nightcaps income is \$63,645, \$3,846 above budget, predominantly due to all McGregor Park rental income being invoiced for the year. With the budget for rental income set at \$15,972 it will remain above budget at year end.

Expenditure is \$62,225, \$3,809 more than budget. Nightcaps hall is \$1,946 under budget mainly due to lower than expected electricity costs and minimal maintenance required to date. Dr Woods Memorial Park is \$3,158 under projection due the less maintenance costs to date. Some of the mowing contractors are invoicing a month in arrears, so from May, these will be accrued which will remove a significant portion of the under projection mowing variance and better reflect actual costs incurred.

Capital expenditure is over budget in Dr Woods Memorial Park, with the work phased later in the year for budgeting purposes rather than when the actual costs of the project have occurred. Nightcaps hall is \$4,167 under budget due to the unbudgeted expenditure budget for the new fence, that was approved by the board in April, not being phased to match the expected timing of the fence being completed.

<b>Ohai - Business Units as at 30 April 2022</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>	<b>Actual YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>	<b>Actual YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>
Street Works - Ohai	\$2,631	\$2,637	\$3,164	\$289	\$2,926	\$3,511			
Refuse Collection - Ohai	\$4,685	\$4,678	\$5,613	\$3,230	\$7,178	\$8,613			
Beautification - Ohai	\$24,653	\$25,043	\$30,052	\$13,488	\$25,398	\$30,052			
Recreation Reserve - Ohai	\$4,428	\$4,167	\$6,756	\$150	\$4,167	\$5,000			
Playground - Ohai	\$12,309	\$12,335	\$14,802	\$7,133	\$13,218	\$15,862			
Hall - Ohai	\$13,716	\$13,663	\$16,401	\$12,942	\$17,765	\$19,804			
<b>Total</b>	<b>\$62,423</b>	<b>\$62,523</b>	<b>\$76,788</b>	<b>\$37,232</b>	<b>\$70,652</b>	<b>\$82,842</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Ohai income is \$62,423, which is slightly under budget (\$100).

Expenditure is \$37,232, \$33,420 less than budget. Street works is \$2,637 under budget due to no footpath maintenance costs to date. Some of the mowing contractors are invoicing a month in arrears so from May these will be accrued which will remove a significant portion of the under projection mowing variance and better reflect actual costs. Ohai hall is \$4,823 under budget due to low cleaning and work scheme costs to date. Gardening is \$9,016 under budget in beautification this is currently being investigated in relation to the contract.

<b>Otautau - Business Units as at 28 February 2022</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>	<b>Actual YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>	<b>Actual YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>
Street Works - Otautau	\$5,208	\$5,219	\$6,597	\$3,478	\$6,929	\$8,315			\$1,500
Refuse Collection - Otautau	\$7,934	\$7,922	\$9,506	\$10,234	\$7,922	\$9,506			
Cemetery - Otautau	\$12,551	\$12,532	\$14,814	\$7,102	\$12,944	\$15,533		\$10,000	\$10,000
Settlers Cemetery - Otautau	\$2,225	\$2,222	\$2,666	\$640	\$2,222	\$2,666			
Beautification - Otautau	\$72,033	\$71,882	\$86,957	\$59,479	\$80,029	\$95,842			
Holt Park	\$28,284	\$28,674	\$34,409	\$9,973	\$29,468	\$34,937			
Holt Park Extension	\$8,162	\$8,855	\$10,627	\$18,031	\$12,853	\$14,650			\$28,119
Centennial Park	\$8,192	\$8,209	\$9,851	\$5,435	\$9,246	\$11,095			
Baths - Otautau	\$9,852	\$9,797	\$11,849	\$24,815	\$24,958	\$44,958			
Holt Park Camping Ground				\$249	\$249	\$299			
Hall - Otautau			\$584						
Plunket Rooms - Otautau	\$1,830	\$1,833	\$2,200	\$2,986	\$2,109	\$2,200			
Bowling Club	\$100	\$83	\$103						
Forestry - Holt Park	\$1,465	\$1,468	\$5,072	\$1,394	\$2,960	\$3,312			
<b>Total</b>	<b>\$157,836</b>	<b>\$158,695</b>	<b>\$195,235</b>	<b>\$143,815</b>	<b>\$191,888</b>	<b>\$243,313</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$39,619</b>

Otautau income is \$157,836, which is on budget.

Expenditure is \$143,815, which is \$48,073 less than budget for the year to date. Street works is \$3,451 under budget due to minimal footpath maintenance to date, some mowing contractors are invoicing a month in arrears so from May these will be accrued which will remove a significant portion of the under projection mowing variance and better reflect actual costs incurred. Gardening is \$8,817 under budget in beautification this is currently being investigated in relation to the contract.

New memorial wall at Otautau cemetery does not yet have any costs allocated to it, however all of the concrete bases have been finished, the bricks have arrived and the memorial walls are on schedule to be completed by the end of June.



<b>Wallace Takitimu - Business Units as at 30 April 2022</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>	<b>Actual YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>	<b>Actual YTD</b>	<b>Projection YTD</b>	<b>Projection Full Year</b>
Community Leadership Wallace	\$8,316	\$8,333	\$18,020	\$8,918	\$8,918	\$18,020		\$0	
Rec Reserve - Wallace-Takitimu			\$81	\$12				\$0	
Cemetery - Wairio	\$7,395	\$7,383	\$9,985	\$14,690	\$17,053	\$20,463		\$0	\$10,000
Cemetery - Wreys Bush	\$2,960	\$2,914	\$3,497	\$3,228	\$2,914	\$3,497		\$0	
Cemetery - Calcium	\$7,387	\$7,375	\$9,221	\$9,928	\$7,458	\$8,950		\$0	\$17,472
Recreation Reserve - Wairio			\$145	\$3,873	\$4,483	\$5,379		\$0	
Recreation Reserve - Glenburn	\$10,083	\$10,093	\$12,375	\$9,211	\$10,887	\$12,862		\$0	\$0
Takitimu Pool	\$10,328	\$10,293	\$12,648	\$10,382	\$10,352	\$12,352		\$0	
<b>Total</b>	<b>\$46,469</b>	<b>\$46,392</b>	<b>\$65,972</b>	<b>\$60,242</b>	<b>\$62,064</b>	<b>\$81,523</b>	<b>\$0</b>	<b>\$0</b>	<b>\$27,472</b>

Wallace Takitimu income is \$46,469, which is on budget.

Wallace Takitimu expenditure is \$60,242, which is \$1,822 under budget. Wairio cemetery is \$2,363 under budget due to mowing. Calcium cemetery expenditure is \$2,470 over spent due to costs associated with cleaning up hedge clippings at Isla Bank cemetery. Glenburn recreation reserve mowing and pruning costs are \$1,676 less than expected for the year to date. Some of the mowing contractors are invoicing a month in arrears so from May these will be accrued which will remove a significant portion of the under projection mowing variance and better reflect actual costs incurred.



## Reserve Balances

RESERVE	ACTUAL 30 JUNE 2021	BUDGET 30 JUNE 2022	FORECAST 30 JUNE 2022
Drummond general	\$11,621	\$11,845	\$9,865
Drummond recreation reserve	\$15,997	\$17,208	\$1,708
<b>Total – Drummond</b>	<b>\$27,618</b>	<b>\$29,053</b>	<b>\$11,573</b>
Arboretum recreation reserve	\$16,744	\$17,007	\$17,007
Calcium cemetery	\$11,727	\$10,098	\$2,626
Takitimu pool	\$9,287	\$9,583	\$9,583
Wairio cemetery	\$55,573	\$46,698	\$36,455
Wairio recreation reserve	\$5,815	\$5,960	\$581
Wairio town general	\$4,892	\$4,973	\$4,973
<b>Total – Takitimu</b>	<b>\$104,038</b>	<b>\$94,319</b>	<b>\$71,225</b>
Nightcaps community centre	\$17,807	\$18,060	\$18,060
Night caps McGregor Park	\$91,609	\$61,432	\$41,770
Nightcaps general	\$14,081	\$4,899	\$2,633
Nightcaps stormwater	\$17,110	\$17,319	\$-
<b>Total - Nightcaps</b>	<b>\$140,607</b>	<b>\$101,710</b>	<b>\$62,463</b>
Ohai community centre	\$-	\$5	\$5
Ohai general	\$120,837	\$122,593	\$297,919
Ohai stormwater	\$173,060	\$176,288	\$-
<b>Total - Ohai</b>	<b>\$293,897</b>	<b>\$298,886</b>	<b>\$297,924</b>
Otautau town hall	\$29,068	\$29,652	\$29,652
Otautau baths	\$17,841	\$17,934	\$4,732
Otautau Brightwood development	\$17,109	\$17,443	\$17,443
Otautau community board conference	\$85	\$85	\$85
Otautau forestry	\$168,343	\$170,103	\$170,103
Otautau general	\$68,850	\$69,649	\$333,969
Wallace bowling club	\$218	\$221	\$221
Otautau stormwater	\$266,683	\$271,707	\$-
<b>Total – Otautau</b>	<b>\$568,197</b>	<b>\$576,794</b>	<b>\$556,205</b>
<b>TOTAL RESERVES</b>	<b>\$1,134,357</b>	<b>\$1,100,762</b>	<b>\$999,390</b>

## Chairperson's report

Record No: R/22/5/19707

Author: Fiona Dunlop, Committee advisor

Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision

☐ Recommendation

☒ Information

### Purpose of report

- 1 The purpose of the report is to provide an update to the Wallace Takitimu Community Board on activities that the chairperson has been involved with since the establishment of the board on 20 November 2019. This report covers from April 2022.
- 2 The report also provides an opportunity for the board chairperson to present an overview of the issues he has been involved with.
- 3 Items of interest that the chair is reporting on are as follows:
  - Dealing with small complaints from community members
  - Trees in Otautau
  - Grazing of animals inside of Otautau town boundary and permit applications (relevant documents are attached to the report)
  - Investigation of expansion of Chorus fibre network in Otautau
  - Noted that plenty of small bits and pieces which have been going on in the Board's area
  - Mowers have been busy working in Otautau, Nightcaps and Ohai.

Board member updates

- 4 This is an opportunity for Board members to update on areas of interest.

### Recommendation

That the Wallace Takitimu Community Board:

- a) **receives the report titled "Chairperson's report" dated 26 May 2022.**

### Attachments

- A SDC Keeping of Animals, Poultry and Bees Bylaw [📄](#)
- B Permit to keep an animal form [📄](#)



## Southland District Council

The Keeping of Animals, Poultry and Bees Bylaw

Southland District Council  
Te Rohe Pōtae o Murihiku

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## Document Revision

Date	Amendment	Amended by	Approved by	Approval date

## 1. Commencement

This bylaw shall come into force in the District on 12 October 2020. This bylaw has been reviewed and adopted by a resolution passed at a meeting of Council held on 29 September 2020.

## 2. Purpose

This bylaw is to:

- help protect people in the District from nuisance, and
- help protect, promote, and maintain the health and safety of people in the District.

## 3. Definitions

<b>Council</b>	means Southland District Council
<b>District</b>	means the area within the territorial boundary of Council
<b>Industrial zone</b>	means specific areas classified as 'industrial' under Council's operative District Plan. These areas can be located by selecting the 'District Plan' on Council's website ( <a href="https://www.southlanddc.govt.nz/">https://www.southlanddc.govt.nz/</a> ), and by viewing the 'District Plan maps'. There are industrial zones in Oban, Te Anau, Winton and in Riverton/Aparima
<b>Nuisance</b>	shall have the meaning assigned to it by the Health Act 1956
<b>Poultry</b>	includes chickens, geese, pheasants, pigeons, peafowl, ducks, quails and domestic fowl of all descriptions
<b>Urban zone</b>	means specific areas classified as 'urban' under Council's operative District Plan. These areas can be located by selecting 'District Plan' on Council's website, and by viewing the 'District Plan maps'. A list of the townships that have an urban zone, is included with this bylaw as Appendix A

## 4. General rules

It is an offence to keep animals, kill animals, or process meat in a way that is, or is likely to become, a nuisance, dangerous, offensive or injurious to health.

It is an offence to keep animals in a way that is, or is likely to pollute any fresh or coastal water as defined in the Resource Management Act 1991.

It is an offence to keep any noisy animal, bird, poultry or fowl, which is, or is likely to become, a nuisance to residents in the neighbourhood.

## 5. Rules for urban zone

### **Animals not allowed in an urban zone unless a permit is obtained**

It is an offence to keep the following animals (including their young) on private land in an urban zone without obtaining a permit from Council:

- alpacas
- cattle/bison/buffalo
- deer
- donkeys/mules
- goats/chamois/tahr
- horses/ponies
- llamas
- ostriches/emus
- pigs
- swans.

### **Restrictions on poultry**

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It is an offence to keep more than 10 poultry (that are over six months of age) on private land in an urban zone, without obtaining a permit from Council.

It is also an offence to keep poultry on private land in an urban zone, without obtaining a permit from Council, unless they are housed and contained appropriately. Poultry are housed and contained appropriately when:

- they are in a properly constructed house covered in with a rainproof roof
- the poultry house has a floor made of solid wood, concrete, or another appropriate material, with a surrounding nib wall where a poultry run shall be attached
- the poultry house/poultry run keep the poultry contained
- both the poultry house and any poultry run are least 10 metres from any dwelling, factory, or wholly/partially occupied building
- the poultry house and poultry run are at least two meters from any boundary not separated by a solid fence
- the poultry house and poultry run are clean and in good condition, and free from any offensive smell, overflow or vermin.

### **Additional information on keeping animals in an urban zone**

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There are no restrictions on keeping cats or bee hives on private land in an urban zone, unless specific restrictions have been imposed by Council.

There are no restrictions on the number of sheep that may be kept on private land in an urban zone.

## **6. Rules for industrial zone**

### **Animals not allowed in industrial zone unless a permit is obtained**

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It is an offence to keep any pigs on land in an industrial zone without obtaining a permit from Council.

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## Restrictions on poultry

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The same restrictions apply to keeping poultry in an industrial zone, as apply in an urban zone. These restrictions are outlined in section 5 of this bylaw.

## 7. Other specific rules

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### Pigs

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It is an offence to build or allow any pigsty to remain, or any pigs to be at large or to range, at a less distance than 50 metres from a:

- dwelling
- wholly or partly occupied building
- street or public place
- place used for the preparation, storage, or sale of food for human consumption
- boundary of any adjoining property.

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### Cats

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Council may impose a limit on the number of cats that may be kept on a private land (a limit being not more than five) where:

- Council has received a complaint about the number of cats kept on private land, and
- Council considers cats are being kept in a way that is, or is likely to become, a nuisance, offensive or injurious to health, and
- the person keeping the cats fails to comply with any reasonable request of the officer to abate or prevent the nuisance or health concern.

It is an offence to not comply with any limit imposed by Council, on the number of cats that may be kept.

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### Bees

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Council may impose conditions limiting the number and location of hives on private land where:

- Council observes or receives a complaint that bees are being kept in a way that is, or is likely to become, a nuisance, dangerous, offensive or injurious to health, and
- Council has consulted with the complainant(s) (where possible), and
- Council has consulted with the person keeping the bees (where possible), and
- Council has requested the person keeping the bees to keep them in way that is not, or is not likely to become, a nuisance, dangerous, offensive or injurious to health (this may include specific requests such as moving a hive), and
- the person keeping the bees has failed to comply with Council's request.

Council may seek advice from experts in the keeping of bees through this process.

It is an offence not to comply with conditions imposed by Council, limiting the number and location of hives on private land.

## Buildings for animals

Where animals are kept in a building, any required resource consent must be obtained. The building must also be properly constructed in accordance with the New Zealand Building Code, and appropriate building consent obtained where the proposed building is not exempt from the need of a building consent under Schedule 1 of the Building Act 2004.

### 8. Permits

If you wish to keep an animal that is not otherwise permitted by this bylaw, a permit can be requested by completing the 'Permit to Keep an Animal form' that is available on Council's website under 'Apply For It' and then under 'Environmental Health'.

To determine whether a permit should be granted, a Council staff member may choose to:

- seek further information from the applicant
- visit the premises to assess whether keeping the animal/s is appropriate
- require the applicant to seek approval from their neighbours.

If an application is successful, a written permit will be issued to the applicant by post or e-mail. The permit may include conditions about how the animal is kept. It is an offence to not comply with any conditions imposed by a permit.

### 9. Dispensing Power

It shall be lawful for Council in any particular case or cases, by resolution, to dispense with any of the foregoing requirements of this bylaw.

### 10. Enforcement

In addition to enforcing the provisions in this bylaw, Council may elect to take action relating to animals, poultry and bees under the Health Act 1956 or the Resource Management Act 1991.

### 11. Penalties

Every person who commits a breach of this bylaw is liable to a fine not exceeding \$20,000.

**Appendix A - List of the townships that have an urban zone**

- Balfour
- Browns
- Colac Bay/Oraka
- Edendale
- Lumsden
- Manapouri
- Mossburn
- Nightcaps
- Oban/Rakiura
- Ohai
- Otautau
- Riversdale
- Riverton/Aparima
- Te Anau
- Tokanui
- Tuatapere
- Waikaia
- Wallacetown
- Winton
- Wyndham





## Permit to keep an animal form

### Keeping of Animals, Poultry and Bees Bylaw

<b>DETAILS OF APPLICANT</b>			
Full name of applicant:			
Applicant status: (tick appropriate box)			
<input type="checkbox"/>	Natural person		
<input type="checkbox"/>	Any body corporate		
<input type="checkbox"/>	Partnership		
<input type="checkbox"/>	Other, please state:		
<b>CONTACT DETAILS FOR APPLICANT</b>			
Contact name			
Phone number		Mobile	
Fax number		Email address	
Postal address for service			
Email address for a copy of the permit to be sent to			
<b>DETAILS OF ANIMALS TO BE KEPT</b>			
Location of area where animals are to be kept:			
<a href="#">Please attach a plan of the location showing the boundaries of the area</a>			
Types and numbers of animals to be kept:			
Description of the proposal			



Animal management - Provide details of steps proposed to be taken			
(a)	To ensure that no nuisances will arise from the keeping of animals		
(b)	To ensure that no nuisances will arise from the keeping of animals		
(c)	To ensure the animals will not cause any noise problems		
Applicant Signature		Date	
<b>CHECK FOR ATTACHMENTS</b>			
<input type="checkbox"/>	A written statement from your local member of your community board- a box is provided for this below.		
<input type="checkbox"/>	Affected person(s) written approval forms. All neighbours within 50 metres of the property boundary.		
<input type="checkbox"/>	A plan of the location showing the boundaries of the area.		
<input type="checkbox"/>	The fee of \$322.00 (inclusive of GST).		
<b>APPROVAL</b>			
I	being a member of the	Community Board	
have no objection to the granting of this application.			
Applicant Signature		Date	



#### WHAT HAPPENS NOW

Once you have made your application, an animal control officer may then inspect your property and assess against the following criteria - the property is appropriate for the type and number of animals proposed, steps to ensure sanitary conditions, arrangements for exercise, food, water and shelter as relevant, the animals are properly confined to the property, and the animals are prevented from damaging neighbouring properties

Should you prefer to be present please indicate when applying.

You will need to get neighbours approval. When you make application, a Council officer will give a list of addresses of the properties that are considered to be affected by the proposal, and you will need to approach them and ask them to complete an Affected Person(s) Written Approval Form.

If everything is satisfactory and your neighbours have given approval, we will send you your permit.

#### PERMIT CONDITIONS

When granting a permit, Council will grant it with conditions. Examples of conditions are:

1. Your animals must not cause any noise problems for neighbours.
2. You must ensure your animals receive adequate food and water.
3. You must provide sufficient and proper housing if required by a Code of Practice issued by the Ministry for Primary Industries.
4. You may need to remove your animal(s) droppings from your property regularly so that they do not cause a nuisance to others.
5. The animals must not cause any damage to neighbouring property.
6. The animals must not create a nuisance. Examples of nuisances are offensive conditions, or an accumulation of material that may harbour vermin.

#### CHANGES

1. The permit will relate to this property only. If there is any change to your circumstances, you must notify us immediately as the permit may no longer be valid (you may need to apply for a new permit).

Examples of changes are:

- the number of animals is increased.
- a new type of animal is kept.

2. You must continue to meet the conditions in your permit. If you fail to meet the conditions then you may need to remove the animals from the property.