



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

**Date:** Thursday, 1 February 2024  
**Time:** 6pm  
**Meeting room:** Southland District Council Otautau Office  
**Venue:** 176 Main Street  
Otautau

---

## Wallace Takitimu Community Board Agenda OPEN

---

### MEMBERSHIP

<b>Chairperson</b>	Tony Philpott
<b>Deputy chairperson</b>	Colin Lawry
<b>Members</b>	Edwin Mabonga
	Bridget Mason
	Gretchen Wilson
	Lester Wilson
	Councillor Jaspreet Boparai

### IN ATTENDANCE

Committee advisor - Rachael Poole  
Community partnership leader - Kelly Tagg

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

**Full agendas are available on Council's website**  
**[www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)**

---

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



## 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.

---

## Community board terms of reference

<b>TYPE OF COMMITTEE</b>	Community board (board)
<b>RESPONSIBLE TO</b>	Boards are responsible to Council  Each board will also have relationships with Council committees (these committees are outlined in the delegations manual).
<b>SUBCOMMITTEES</b>	Some subcommittees will report to community boards – these are outlined in section 8.5 of the delegations manual.
<b>MEMBERSHIP</b>	Oreti and Waihopai Toetoe boards have seven members elected by the local authority triennial elections plus a member appointed by Council. All other boards have six members plus a member appointed by Council.  The chairperson is elected by the board. Councillors who are not appointed to boards can only remain for the public section of the board meeting. They cannot stay for the public excluded section unless the board agrees.
<b>FREQUENCY OF MEETINGS</b>	Every second month, but up to 12 ordinary meetings a year with the approval of the chief executive.
<b>QUORUM</b>	Not less than four members
<b>THE ROLE OF COMMUNITY BOARDS</b>	<p><b>Governance</b></p> <p>Elected members are responsible for providing leadership, setting direction and for overseeing performance (at a high level).</p> <p>The chief executive and staff are responsible for management activities including the allocation of resources, overseeing the day to day operations of the community board, providing policy advice and implementing governance decisions.</p> <p><b>Roles outlined in the Local Government Act 2002</b></p> <ul style="list-style-type: none"> <li>• appoint a chairperson and deputy chairperson</li> <li>• represent, and act as an advocate for, the interests of its community</li> <li>• consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the board</li> <li>• maintain an overview of services provided by the territorial authority within the community</li> <li>• prepare an annual submission to the territorial authority for expenditure within the community</li> <li>• communicate with community organisations and special interest groups within the community</li> <li>• undertake any other responsibilities that are delegated to it by the territorial authority.</li> </ul>

	<p><b>Additional roles of boards</b></p> <p><b>Community wellbeing</b></p> <ul style="list-style-type: none"> <li>a) promote the social, economic, environmental and cultural well-being of local communities</li> <li>b) monitor the overall well-being of local communities.</li> </ul> <p><b>Community leadership</b></p> <ul style="list-style-type: none"> <li>a) to provide leadership to local communities on the strategic issues and opportunities that they face</li> <li>b) identify key issues and opportunities that will affect the future of the board's community and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities</li> <li>c) promote a shared vision for the board's community and develop and promote ways to work with others to achieve positive outcomes</li> <li>d) provide a local community perspective on Council's long term plan key performance indicators and levels of service as detailed in the long term plan, and on local expenditure, rating impacts and priorities</li> <li>e) develop and manage community board plans including keeping these up to date and relevant to community needs and aspirations.</li> </ul> <p><b>Engagement and relationships</b></p> <ul style="list-style-type: none"> <li>a) to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community.</li> </ul> <p>Advocacy</p> <ul style="list-style-type: none"> <li>a) as part of the long term plan or annual plan process, prepare a submission to Council on the proposed levels of service, income and expenditure within the community of interest</li> <li>b) as part of the long term plan or annual plan process, outline the relative priorities for the delivery of District services and levels of service within the board area (Council sets the levels of service for <b>District Activities</b><sup>(i)</sup> if a board seeks a higher level of service, they need to recommend that to Council, and the higher level of service will need to be funded in an appropriate way (locally).</li> </ul> <p><b>Local activities</b></p> <p>For local activities<sup>(ii)</sup></p>
--	--

	<ul style="list-style-type: none"> <li>a) recommend to Council levels of service<sup>(iii)</sup> and budgets for local activities, having regard to Council budgets in the long term plan or annual plan process</li> <li>b) recommend to Council rates, user charges and fees to fund local activities</li> <li>c) recommend to Council or a relevant committee the approval of project definitions or business cases and procurement plans for capital expenditure over \$300,000</li> <li>d) recommend to Council or a relevant committee unbudgeted capital expenditure</li> <li>e) monitor the services Council delivers its communities and assess the extent these services meet community needs or the expected level of service</li> <li>f) support the development of local management plans where required by statute or in support of the district plan, or other plans (reserves, harbours, or other community facilities).</li> </ul> <p>These plans should then be recommended to Council. There are times when local management plans<sup>(iv)</sup> should not be developed:</p> <p>Environmental management and spatial planning</p> <ul style="list-style-type: none"> <li>a) provide comment on resource consent applications referred to the community board for comment</li> <li>b) to make recommendations to Council about bylaws and about enforcing bylaws within the community, having regard to the need to maintain consistency across the District</li> <li>c) 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</li> <li>d) provide input into regulatory activities not otherwise specified above, where process allows</li> <li>e) recommend to Council initiating an appeal to the environment court on decisions relating to resource consent applications that the board has made submissions on</li> <li>f) provide support to the development of community plans for a civil defence emergency and the recovery afterwards.</li> </ul>
<b>DELEGATIONS</b>	<p>In exercising the delegated powers, boards will operate within:</p> <ul style="list-style-type: none"> <li>a) policies, plans, standards or guidelines that have been established and approved by Council</li> <li>b) the needs of the local communities</li> <li>c) the approved budgets for the activity.</li> </ul>

	<p>1) Boards shall have the following delegated powers and be accountable to Council for the exercising of these powers<sup>(v)</sup>.</p> <p>Community wellbeing</p> <ul style="list-style-type: none"> <li>a) develop local strategies to improve areas of wellbeing (where a need has been identified)</li> <li>b) to develop local community outcomes that reflect the desired goals for their community or place.</li> </ul> <p>Community board plans</p> <ul style="list-style-type: none"> <li>a) Regularly review and update the community board plan to keep the plan relevant.</li> </ul> <p>Decisions on locally funded assets and services</p> <ul style="list-style-type: none"> <li>a) accept donations of a local asset (e.g. a gas barbeque, park bench, etc) with a value of less than \$30,000</li> <li>b) approve project definitions or business cases for approved budgeted capital expenditure up to \$300,000.</li> </ul> <p>Unbudgeted expenditure</p> <ul style="list-style-type: none"> <li>a) approve unbudgeted operating expenditure for local activities of up to \$20,000</li> <li>b) 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 or long term plan</li> <li>c) authority to delegate to the chief executive, when approving a project definition or business case, over-expenditure of up to \$10,000 for capital expenditure against the budget detailed in the annual plan or long term plan.</li> </ul> <p>Leases and licenses</p> <p>In relation to all leases and licences of land and buildings for local activities within their own area, and subject to any relevant legislation and/or policy requirement, on behalf of Council;</p> <ul style="list-style-type: none"> <li>a) accept the highest tenders for rentals more than \$10,000</li> <li>b) approve the preferential allocation<sup>(vi)</sup> of leases and licenses where the rental is \$10,000 or more per annum.</li> </ul> <p>Community assistance</p> <ul style="list-style-type: none"> <li>a) establish a system for prioritising allocations, based on criteria provided by Council</li> <li>b) grant funds from the Community Partnership Fund</li> <li>c) allocate bequests or grants generated locally, consistent with the terms of the bequest or grant fund.</li> </ul> <p>Northern Southland development fund</p>
--	--

	<p>a) the Northern board can make decisions regarding funding applications to the Northern Southland development fund.</p>
<b>LIMITS TO DELEGATIONS</b>	<p>Boards have no financial or decision-making delegations other than those specifically delegated by Council.</p> <p>Boards 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 or annual plan.</p> <p>In accordance with the provisions of section 39(2) of Schedule 7 of the Local Government Act 2022 the board may not incur expenditure in excess of the approved budget.</p> <p>Matters that are not delegated</p> <p>Council has not delegated to boards the power to:</p> <ul style="list-style-type: none"> <li>a) make a rate or bylaw</li> <li>b) acquire, hold or dispose of property</li> <li>c) direct, appoint, suspend or remove staff</li> <li>d) engage or enter into contracts and agreements and financial commitments</li> <li>e) institute an action for recovery of any amount</li> <li>f) issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like;</li> <li>g) institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal to the environment court on decisions in respect to resource consent applications on which the board has made submissions.</li> </ul>
<b>CONTACT WITH MEDIA</b>	<p>The 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 or outside agencies on behalf of Council on matters outside of the board's delegations.</p> <p>The leadership team member will manage the formal communications between the board and its constituents and for the board in the exercise of its business. Correspondence with central government, other local government agencies or official agencies will only take place through Council staff and will be undertaken under the name of Council.</p>
<b>REPORTING</b>	<p>Boards are unincorporated statutory bodies which are elected to represent the communities they serve.</p> <p>Copies of board meeting minutes are retained by Council.</p>



- (i) **District activities include:**
- a) community leadership at a district level (including district community grants)
  - b) wastewater
  - c) waste services
  - d) water supply
  - e) district open spaces (parks and reserves)
  - f) roading
  - g) district community services (library services, cemeteries, community housing and heritage/culture)
  - h) district community facilities (public toilets, library buildings, offices and amenity buildings)
  - i) environmental services (building services, resource management, environmental health, animal services, emergency management)
  - j) stormwater
  - k) corporate support services
- (ii) **Local activities include:**
- a) community leadership at a local board level (including local community grants)
  - b) local community facilities (halls and other amenity buildings within Council's overarching policy for community facilities)
  - c) water facilities (boat ramps, wharves, jetties and harbour facilities)
  - d) local open spaces (parks and reserves, playgrounds and streetscapes)
  - e) parking limits, footpaths and streetlights
  - f) Te Anau/Manapouri Airport (Fiordland board)
  - g) Stewart Island Electricity Supply Authority (SIESA) (Stewart Island/Rakiura board)
  - h) for the above two local activities only
  - i) recommend levels of service and annual budget to Council or a relevant committee
  - j) monitor the performance and delivery of the service
  - k) naming reserves, structures and commemorative places
  - l) authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places.
  - m) naming roads
  - n) authority to decide on the naming for public roads, private roads and rights of way
  - o) assisting 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.
- (iii) Levels of service is a term in asset management referring to the quality of a given service. Defining and measuring levels of service is a key activity in developing infrastructure asset management plans. Levels of service may be tied to physical performance of assets or be defined by customer expectation and satisfaction.
- (iv) Local management plans should not be developed where powers:
- a) have been delegated to Council staff
  - b) would have significance beyond the board's area or otherwise involves a matter of national importance (Section 6 Resource Management Act 1991)
  - c) involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise.
-

- (v) Local Government Act 2002, s.53
- (vi) A preferential allocation is when there is a preference that a lease or license is given to a particular person or group, rather than having an open process. For example, a neighbouring land owner or a community group that use a building may be asked if they want to lease the land/building, rather than giving the wider public the opportunity to tender or apply.

---

**TABLE OF CONTENTS**

<b>ITEM</b>	<b>PAGE</b>
-------------	-------------

**PROCEDURAL**

<b>1</b>	<b>Apologies</b>	<b>13</b>
<b>2</b>	<b>Leave of absence</b>	<b>13</b>
<b>3</b>	<b>Conflict of interest</b>	<b>13</b>
<b>4</b>	<b>Extraordinary/urgent items</b>	<b>13</b>
<b>5</b>	<b>Confirmation of minutes</b>	<b>11</b>
<b>6</b>	<b>Public participation</b>	<b>13</b>

**REPORTS**

<b>7.1</b>	<b>Community board reporting</b>	<b>21</b>
<b>7.2</b>	<b>Councillor update</b>	<b>43</b>
<b>7.3</b>	<b>Chairperson's Report</b>	<b>59</b>
<b>7.4</b>	<b>Next meeting</b>	<b>61</b>



---

**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 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.”

**5 Confirmation of minutes**

5.1 Meeting minutes of Wallace Takitimu Community Board, 02 November 2023

**6 Public participation**

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.



---

## Wallace Takitimu Community Board

### OPEN MINUTES

**UNCONFIRMED**

---

---

Minutes of a meeting of Wallace Takitimu Community Board held in the Southland District Council Otautau Office, 176 Main Street, Otautau on 02 Nov 2023 at 6pm. (6.01pm – 7.30pm (PE 7.14pm – 7.30pm))

---

#### PRESENT

<b>Chairperson</b>	Tony Philpott
<b>Deputy chairperson</b>	Colin Lawry
<b>Members</b>	Edwin Mabonga
	Bridget Mason (6.07pm – 7.30pm)
	Gretchen Wilson
	Lester Wilson
	Councillor Jaspreet Boparai

#### IN ATTENDANCE

<b>Committee advisor</b>	Rachael Poole
<b>Community partnership leader</b>	Kelly Tagg

---

**1 Apologies**

There were no apologies.

**2 Leave of absence**

There were no requests for leave of absence.

**3 Conflict of interest**

There were no conflicts of interest declared.

**4 Extraordinary/urgent items**

There were no extraordinary/urgent items.

**5 Confirmation of minutes**

**Resolution**

Moved Edwin Mabonga, seconded Deputy Chair Lawry **and resolved:**

**That the Wallace Takitimu Community Board confirms the minutes of the meeting held on 5 October 2023 as a true and correct record of that meeting.**

**6 Public participation**

Wendy Joy Baker spoke to the meeting on her feedback for the long term plan.

- Development of McGregor Park, Nightcaps
  - Safety improvements
  - Dogs on lead and dog poop bag dispenser installed
  - No dog sign at playground entrance
  - New entrance sign
- Nightcaps Hall repaint
- Otautau war memorial refurbishment

Chair Philpott thanked Ms Baker for her time and feedback.

## Reports

### 7.1 Financial Report for the year ended 30 June 2023

**Record No: R/23/9/42173**

Senior finance business partner, Lesley Smith spoke to this report. Ms Smith explained that the purpose of this report was to present the financial results and supporting information for the local activities within the Wallace Takitimu Community Board area for the year ended 30 June 2023.

#### **Resolution**

Moved Gretchen Wilson, seconded Cr Boparai **and resolved:**

**That the Wallace Takitimu Community Board:**

- a) **Receives the report titled “Financial Report for the year ended 30 June 2023” dated 30 October 2023.**

### 7.2 Direction-setting for Long Term Plan 2034

**Record No: R/23/10/48864**

Senior finance business partner, Lesley Smith spoke to this report. Ms Smith explained that the purpose of the report was for the community board to consider and recommend local budgets for 2024-2034 Long Term Plan (LTP 2034) and to recommend to Council local rates for the year commencing 1 July 2024.

#### **Resolution**

Moved Deputy Chair Lawry, seconded Edwin Mabonga **and resolved:**

**That the Wallace Takitimu Community Board:**

- a) **Receives the report titled “Direction-setting for Long Term Plan 2034”**
- 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 deciding on this matter.**



- d) Notes that Council has yet to approve the assumptions on which the draft budgets have been prepared which may impact the proposed local rate(s).
- e) Acknowledges that the final BERL inflation rates will be received in late October 2023 which will affect the board's local budgets for year two to ten.
- f) Agrees and recommends to Council the local budgets and work programmes attached for inclusion in the draft LTP including any amendments agreed at the meeting.
- g) Recommends to Council that for the year commencing 1 July 2024 it recovers the total amount for each rate as follows (subject to resolution (d) and (k)):

<u>Rate Description</u>	<u>Rate GST inclusive</u>
Wallace Takitimu Community Board rate	\$322,871
Nightcaps Hall Rate	\$29,011
Ohai Hall Rate	\$25,594
Otautau Pool Rate	\$24,038
Takitimu Pool Rate	\$17,761

- h) Recommends to Council the setting of the following fees and charges for the year commencing 1 July 2024 (subject to resolution (d) and (k)):

<u>Fee/Charge Description</u>	<u>Notes</u>	<u>Fee/Charge GST inclusive</u>
<b>Nightcaps hall</b>		
Funerals		\$100.00 (100% discount)
Cabaret, socials, weddings		\$125.00 (100% discount)
Rifle club	Full season	\$200.00 (100% discount)
Netball and rugby club	Per hour	\$15.00 (100% discount)
Meeting room	Per hour	\$15.00 (100% discount)
Hire of kitchen, supper room and meeting room for function	Flat fee	\$80.00 (100% discount)
Funerals for RSA members and spouses		No charge
Bond (refundable) (may be imposed at discretion of the custodian and advised at time of booking)	No GST	\$125.00
<b>Ohai hall</b>		
Wedding dance/cabarets		\$115.00 (100% discount)
Wedding reception only/banquets		\$100.00 (100% discount)
Group hire	Per hour	\$15.00 (100% discount)

---

Non-profit organisation hire	Per hour	\$10.00 (100% discount)
Bond (refundable) (may be imposed at discretion of the custodian and advised at time of booking)	No GST	\$250.00

- i) **Notes that the use of the Otautau forestry reserve to fund costs relating to the camping ground may require Department of Conservation approval depending on whether the final site is completely on the Holt Park reserve.**
- j) **Recommend to Council that the old Otahuti hall rating boundary be split with the portion south of Argyle Otahuti Road to be added to the Wrights Bush hall rating area to the south (map 110) and the portion north of Argyle Otahuti Road to be added to the Waianiwa hall rating area (map 175) to the east as shown in the maps in attachment B.**
- k) **Delegates authority to the board chair to approve any further minor changes required to the budgets following this meeting.**
- l) **Notes that staff will advise the board of any material changes to the final rates approved for inclusion in the draft Long Term Plan 2024-2034.**

### 7.3 Otautau Camping Ground Project

**Record No: R/23/10/50332**

Community partnership lead, Kelly Tagg spoke to this report. Ms Tagg explained that the purpose of this report was for the Wallace Takitimu Community Board to receive the Otautau camping opportunities report as prepared by Boffa Miskell and to determine next steps for progressing this project.

#### **Resolution**

Moved Gretchen Wilson, seconded Lester Wilson **and resolved:**

**That the Wallace Takitimu Community Board:**

- a) **receives the report titled "Otautau Camping Ground Project".**
- 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 the Otautau Camping Ground opportunities report prepared by Boffa Miskell.
- e) agrees that the preferred location for the establishment of a new camping ground in Otautau is at Holt Park.
- f) requests that staff prepare a full project scope for the delivery of this project.

#### 7.4 Next meeting

Record No: R/23/10/49824

##### Resolution

Moved Chairperson Philpott, seconded Gretchen Wilson

**That the Wallace Takitimu Community Board:**

- a) receives the report titled "Next meeting".
- b) confirms that the next meeting of the Board is at 6pm on 1 February 2024 to be held in the Southland District Council Otautau office, 176 Main Street, Otautau.

#### Public excluded

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

##### Resolution

Moved Chairperson Philpott, seconded Gretchen Wilson **and resolved:**

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

##### **C8.1 Community service award nominations - 2023**

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Community service award nominations - 2023	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of

**Wallace Takitimu Community Board**  
**01 Feb 2024**



		information for which good reason for withholding exists.
--	--	---

The public were excluded at 7.14pm.

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

The meeting concluded at 7.30pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE WALLACE TAKITIMU COMMUNITY BOARD HELD ON 2 NOVEMBER 2023.

**DATE:**.....

**CHAIRPERSON:**.....

## Community board reporting

**Record no:** R/24/1/2354

**Author:** Kelly Tagg, Community partnership leader

**Approved by:** Sam Marshall, Group manager customer and community wellbeing

☐ Decision

☐ Recommendation

☒ Information

### Purpose

- 1 The purpose of this report is to inform the board of the community leadership, operational and Council activities in the board area and across the district.

### Recommendation

**That the Wallace Takitimu Community Board:**

- a) receives the report titled “Community board reporting” dated 29 January 2024.

### Attachments

- A Wallace Takitimu Community Leadership Report 1 February 2024
- B Trading in public places - schedule of approved sites
- C Wallace Takitimu operational report February 2023
- D Wallace Takitimu CB RFS report - November & December 2023



## What's happening in your area

### Better-off funding projects update

PROJECT	FUNDING	CURRENT STATUS
Camping ground in Otautau	\$275,000	Staff are currently working on the resource consent for the camping ground at present as well investigating the infrastructure requirements for the project. An RFI (request for information) document for interested contractors is also in the process of being drafted.
Nightcaps to Ohai railway walking track investigation	\$11,500	The draft McGregor Park Master Plan (which includes the railway walking track investigation) has been received and has been circulated to board members for comment prior to finalisation.
McGregor Park, Nightcaps – spatial/masterplan	\$11,500	As above.

### Ohai toilet mural consultation

Feedback from the Ohai, Nightcaps and wider Southland community took place during a three-week period commencing on 24 October 2023.

A campaign was launched on Council's engagement platform – "Make it Stick" which was able to be accessed via [makeitstick.nz](https://makeitstick.nz), Council's website and Facebook.

Local engagement took place in the form of suggestion boxes and information posters being placed in the Nightcaps Four Square, Ohai Medical Centre and SDC Otautau office.

This method of engagement had been hugely popular and well supported when engagement about the Ohai playground upgrade took place. Unfortunately, only limited feedback from the community was received during this engagement process.

There were no suggestions placed in the box at the Four Square, or in the box at the SDC Otautau office, in Ohai, four submissions were received (likely from a child) suggesting a "donut unicorn cat", "hearts and all the hearts (red and colourful)", a cat and one further submission that was crossed out.

Two submissions were received via Make It Stick as follows;

- It would be great to have a community involved artwork. I have a suggestion of a 'helping hands' artwork (example attached) whereby local area kids and adults could draw around their hands and it could be transferred, and painted, onto area. Also to incorporate respected local Maori legend into the artwork would be meaningful.

Everyone, that wanted to be involved with the artwork, should be given the opportunity to participate and get creative thus bringing Takitimu communities together more. Thank you for letting me submit. Have a nice day,

- I think of the Takitimus, and how the sunrise glows on the east, and the sunset to the west. And the snowcapped range. And the silver beech (silver birch) trees of Birchwood Rd.

In addition, some feedback had also been received from the drop-in session held in Ohai in mid-2023.

This feedback included;

- Taki ranges and mines history
- Earthy base colour
- Have competition for best idea
- Colourful and happy

In talking to Council's communications team, it is not uncommon to receive low levels of feedback when asking for creative ideas to be submitted. Past campaigns have shown good levels of engagement when communities are presented with several ideas and asked to pick a favourite or rank options in order of preference.

In considering the options presented there are two possible ideas/themes that the board may wish to progress:

1. Takitimu mountains
2. Helping hands community mural

### Local community service awards

---

Bev Evans was presented with a Community Service Award from Southland District Council and the Wallace Takitimu Community Board on Friday 19 January 2024. This award reflected a lifetime of dedicated involvement in the Nightcaps area.

Presented by Mayor Rob Scott, the accompanying citation included a lengthy list of organisations which have benefited from Mrs Evans' caring nature.

"It would probably be quicker if I listed off the things she hasn't done for the community," Mr Scott quipped.

"People like Bev are often described as the glue which holds a community together, but she really is the superglue."

A Nightcaps resident for 80 years with her husband Brian, the couple raised three daughters in the rural Southland town.

Renowned for her baking skills, Mrs Evans was always one of the first with trays of food for local people and businesses when needed.

She has held numerous positions throughout the district, including as a member of the Nightcaps Golf Club for 40 years where she served as president, secretary, caterer and bar manager.

She coached netball, volunteered on the ambulance for five years, was the local Victim Support person and served on the Nightcaps Medical Trust and Lotto boards. Her tenure on the Nightcaps Community Development Area subcommittee (CDA) and Wallace Takitimu Community Board spans over 15 years.

Mrs Evans organises the hugely successful Nightcaps fireworks display at McGregor Park and assists local schools with Christmas gifts each year.

"Bev is a highly respected and valued member of the Nightcaps community and so deserving of this accolade," Mayor Scott said.





## What's happening across the district

### New Zealand Defence Force - Anzac Day support

The New Zealand Defence Force (NZDF) has created a simple system for arranging routine Anzac Day community support for 2024.

Organisers of local Anzac Day services are encouraged to submit their request via an easy-to-use QR code and form, if they'd like members of the NZDF to attend next year's commemorations.

Anzac Day is an important occasion for all our personnel to participate in, many of whom are veterans and have significant family connections with those who have served.

We want to support and participate in as many RSA and community-led services as we're able to. So if you help organise your local Anzac Day service and would like to request NZDF attendance, please submit requests for support as early as possible and no later than Friday 29th March, 2024.

Requests received after this date will still be considered, but our ability to provide support will be resource-dependent.

Examples of support the NZDF is able to provide at a local level include guest speakers, wreath bearers and layers, flag orderlies and potentially buglers and parade commanders.

Requests for flypasts may be considered depending on operational priorities. Firing parties will not be provided to domestic Anzac Day commemorations.

Catafalque guards will only be provided at the national commemorative services at Pukeahu National War Memorial Park, Atatürk Memorial and the Auckland War Memorial Museum, and at designated services identified by the NZDF's Heritage Commemorations and Protocol unit. This is due to protocol, practicality and security reasons.

You can access the support request form here: <https://forms.office.com/r/ABwFZZQe2f>

Any queries can be directed to [ANZACsupport@nzdf.mil.nz](mailto:ANZACsupport@nzdf.mil.nz)



---

**Trading in Public Places Bylaw – review of approved sites and potential sites**

---

The Environmental Health team are reviewing the Trading in public places schedule of approved sites.

Their aim is to meet the needs of the community and with this in mind they would value input from the board on any potential new sites for consideration.

Representatives from the Environment Health team will be available to speak to the board about these sites at a workshop to be held after the meeting.

A copy of the current location schedule is attached to this report.

---

**Withdraw of funding for Transport Choices Programme**

---

The New Zealand Transport Agency (NZTA) Waka Kotahi funding for cycling, walking and public transport initiatives was put on hold (late October 2023) nationwide until the agency received clear direction from the incoming government on its transport investment priorities, and what this would mean for the Transport Choices programme.

The brakes have now been put on these public transport initiatives for our district, and across New Zealand after the coalition Government announced no more central Government funding is available.

The Minister for Transport, Simeon Brown, advised local authorities there will be no further funding approved for the NZTA Waka Kotahi Transport Choices programmes, beyond existing contractual obligations. For our district, this means we will no longer receive funding to supply and install cycling infrastructure (such as cycle/scooter stands, and a bike maintenance station).

Council had identified three projects that were due to be constructed this year as part of the Transport Choices programme in Riverton, Winton and Te Anau and these will not go ahead unless other funding streams become available in the future.

The Transport Choices programme was part of the Climate Emergency Response Fund investing millions nationwide in projects that provide safer and more convenient choices for walking, cycling, and public transport to reduce people's reliance on cars.

---

**Northern Community Board community service award – Jim Guyton**

---

Prominent Mossburn identity Jim Guyton has received a Community Service Award from Southland District Council and the Northern Community Board.

Southland Mayor Rob Scott said Mr Guyton had certainly made his mark on Mossburn and the wider Northern Southland area. "Your involvement had shaped the community over many years."

Award nominator Shona Scott said she had been amazed by his "outstanding contributions" to Mossburn. "He is a community leader, volunteer extraordinaire and his wealth of knowledge is unfathomable".

Mr Guyton arrived in Mossburn in 1963 to be his brother's best man and never left. Instead, he immersed himself in the daily life of the township, volunteering, putting his hand up for election, leading from the front and advocating strenuously for Mossburn.

He was a farmer, owned a butchery business, mowed lawns and drove buses. His list of achievements is considerable.

Mr Guyton was a founding member of the Mossburn Charitable Trust in 2013 and remains a trustee. He served on the Mossburn Community Development Area (CDA) subcommittee for many years, latterly as the chairman, and was president of the Mossburn RSA.

Mr Guyton and his wife Maureen were caretakers of the Mossburn Community Centre in the 1980s, donating their services without charge, before he joined the committee as the CDA representative.

He was both a trustee and chair of the Northern Southland Development Trust and chaired the Mossburn branch of Civil Defence.

His longest service has been to the Mossburn Volunteer Fire Brigade, which Mr Guyton regards as his second home, for 53 years. He was chief fire officer for 33 years and is still involved as an operational support member.

A justice of the peace, Jim Guyton received the Queen's Service Medal in the New Year's Honours in 2006.

Accepting his award, Mr Guyton noted he was a firm believer that "there's no I in team" and said he was just one of a group of people who had the same outlook: "to better Mossburn".

He acknowledged the unwavering support of his "managing director", wife Maureen.

Mr Guyton said he didn't regret a day of his service to Mossburn. "If you put something into the town you get it back."



## Community funding

### Community Partnership Fund

The next round of the community partnership fund closes on 31 March 2024.

### Other community funds closing on 31 March 2024

The following funds are administered by Council. All application forms are on the SDC website:

<https://www.southlanddc.govt.nz/council/funding-and-grants/> or email [funding@southlanddc.govt.nz](mailto:funding@southlanddc.govt.nz)

- District Initiatives
- Sport New Zealand Rural Travel Fund
- Creative Communities Fund
- Ohai Railway Fund
- Northern Southland Development Fund

## Council department updates

### Community facilities team update

#### Resourcing

The team is experiencing capacity issues due to several staff vacancies at present. Where possible, please use the request for service (RFS) option to report problems in the first instance or contact your CPL.

#### Project scopes

The team will be sending out draft project scopes prior to workshoping these with the boards with the intention of having the scopes signed off by the end of this financial year. The projects being scoped are for years 1,2 and 3 of the long term plan.

#### Tree work

All of the dead tree removal work has been completed and our contractors will now be focusing on trees under powerlines. This work is being completed within the existing available budgets where possible. There may some instances where a budget may need to be increased through forecasting so that our contractor doesn't have to be called back to complete work in the next financial year.

The team is happy to provide any further clarification.

### Governance

Staff are busy working on a number of work streams including:

**Representation review** – Staff are in the process of analysing and summarising community feedback about Council's representation arrangements. Over the next four months staff will develop and discuss possible representation options. Staff anticipate Council will adopt an initial representation proposal in May 2024, that will be consulted on in June/July 2024.

**Citizenship ceremony** – Staff are arranging a citizenship ceremony that will be held at 11am on 9 February 2024 at the Winton Memorial hall. This ceremony celebrates people becoming New Zealanders and everyone is welcome to attend.

**Great South and SpaceOps draft statement of intents** – staff will be preparing reports to Council introducing these two draft statement of intents. Council will be able to provide feedback on the statements.

**Code of conduct** – staff are considering the LGNZ model code of conduct and intend to have another discussion with Council about the model code in March.

**Community board chairs night** – staff are organising a community board chairs night for 6pm on 20 February 2024 to be held in the ANZAC Room, Winton RSA Hall. If board chairs cannot attend it would be great if deputy chairs could attend please.

**Declaring pecuniary and other interests** – Staff are looking to revise the declaration forms for these and will be contacting elected members in the next couple of months to receive information on any changes to elected members' interests.

**Akoma learning platform** – There are still online learning sessions available on:

- Engaging with Maori
- Working with the media
- Health & safety and governance
- Chaiing meetings
- Designing and delivering great speeches
- LGOIMA.

---

## Long term plan

Staff are in the process of looking at the first 100-day plan from the new coalition government in terms of how aspects of the plan could have an impact on the Long-Term Plan.

Council's consultation document is currently being prepared and will be released in March.

---

## Strategy and policy update

### Policy work programme

The Organisational policy team are currently working through developing the policy review work programme for the year. Once this programme is confirmed we plan to share it with community boards, which is anticipated after February. Community Boards will be invited to identify the specific topics within the work programme they would like us to discuss/workshop with them, which will then be incorporated into our planning and stakeholder engagement.

### Speed Management Plan

Submissions on Council's Draft Speed Management Plan were received by Council in December. Council will workshop issues and options arising from public consultation and consider impacts of changes to speed management planning implemented by the newly formed government in late January. Following this it is anticipated that the Final Speed Management Plan will be presented to Council for deliberation and adoption in early March.

### Trading in Public Places Bylaw

Council adopted the revised Trading in Public Places Bylaw on 13 December 2023. The new bylaw allows Council to regulate and manage trading activities including mobile trading, alfresco dining, signage and retail displays in public places owned and controlled by Council. The new bylaw came into effect on 1 January 2024 and is publicly available on Council's website.

A separate internal review of the bylaw's supporting documentation (such as the schedule of approved sites and associated application forms) is currently underway. This review will include input from community boards and stakeholders and will consider the operational requirements and specific conditions to be issued for applicants in relation to trading activities such as location and trading hours.



## Trading in public places Schedule of approved sites

Southland District Council

Southland District Council  
Te Rohe Pōtae o Murihiku

PO Box 903  
15 Forth Street  
Invercargill 9840

☎ 0800 732 732  
✉ [sdcsouthlanddc.govt.nz](mailto:sdcsouthlanddc.govt.nz)  
🏠 [southlanddc.govt.nz](http://southlanddc.govt.nz)

**Table of Contents**

<b>District wide areas .....</b>	<b>3</b>
A Council reserve land, ie parks and sporting grounds .....	3
<b>Te Anau.....</b>	<b>3</b>
B Events centre car park – bus park 1 and 2 .....	3
C Steamers Beach.....	4
<b>Winton.....</b>	<b>4</b>
D Winton ANZAC Oval.....	4
E Winton State Highway 6.....	5
<b>Otautau .....</b>	<b>5</b>
F Otautau northern entrance in 100 km zone.....	5
G Otautau southern entrance before the vet shop.....	6
<b>Lumsden .....</b>	<b>6</b>
H Lumsden toilet car-park .....	6
I Lumsden old railway station .....	7
J Lumsden Railway reserve.....	7
<b>Tuatapere .....</b>	<b>8</b>
K Clifden Bridge .....	8



### District wide areas

#### A Council reserve land, ie parks and sporting grounds

1. Unless specifically granted Council reserve land, ie parks and sporting grounds, can only be used if the mobile shop/stall is part of an organized event and the licence owner has obtained permission from the event organiser.

### Te Anau

#### B Events centre car park – bus park 1 and 2



1. The bus parks cannot be booked for purpose of trading. The availability will be subject to demand for parking by buses.
2. Trading may not be possible during large events at the events centre. Contact must be made with the event centre co-ordinator to ensure that operation is possible. Approval from event organisers may be obtained prior to establishment to allow operation.
3. Customers will need to be able to access the service window of the vehicle from the footpath/ reserve. No trading on the carpark is allowed.



**C Steamers Beach**

1. Area cannot be booked for the purpose of trading. The availability will be subject to demand for parking by the public.
2. Vehicle may be parked on the grass area provided no damage to grass or trees is created
3. All structures must be removed from the site at the end of trade each day.
4. The licensee or operator shall remove any litter from the surrounding area of the trading stall that has been generated by the activities of his/her operations.

**Winton****D Winton ANZAC Oval**

1. The car parks cannot be booked for purpose of trading. The availability will be subject to demand for parking by the public.

**E Winton State Highway 6**

1. The car parks cannot be booked for purpose of trading. The availability will be subject to demand for parking by the public.
2. Customers will need to be able to access the service window of the vehicle from the footpath/reserve. No trading on the carriageway or footpath is allowed.
3. Vehicle may be parked on the grass area provided no damage to grass or trees is created.

**Otautau****F Otautau northern entrance in 100 km zone**

1. Customers will need to be able to access the service window of the vehicle from the footpath/reserve. No trading on the carriageway is allowed.
2. Vehicle may be parked on the grass area provided no damage to grass or trees is created.

**G Otautau southern entrance before the vet shop**

1. The car parks cannot be booked for purpose of trading. The availability will be subject to demand for parking by the public.
2. Customers will need to be able to access the service window of the vehicle from the footpath/ reserve. No trading on the carriageway is allowed.
3. No obstruction of the footpath may occur. This includes waiting/queued customers as well as any signage or equipment that may be used by the trader

**Lumsden****H Lumsden toilet car-park**

1. The car parks cannot be booked for purpose of trading. The availability will be subject to demand for parking by the public.
2. Vehicle may be parked on the grass area provided no damage to grass or trees is created.
3. Not permitted to trade when council has allowed events booked/ planned for this area, unless approval is obtained from Event organisers.



**I Lumsden old railway station**

1. The car parks cannot be booked for purpose of trading. The availability will be subject to demand for parking by the public.
2. Vehicle may be parked on the grass area provided no damage to grass or trees is created.
3. Not permitted to trade when council has allowed events booked/ planned for this area, unless approval is obtained from event organisers.

**J Lumsden Railway reserve**

1. Vehicle may be parked on the grass area provided no damage to grass or trees is created.
2. Not permitted to trade when Council has allowed events booked/ planned for this area, unless approval is obtained from event organisers.

**Tuatapere****K Clifden Bridge**

1. Area cannot be booked for purpose of trading. The availability will be subject to demand for parking by the public.
2. Customers will need to be able to access the service window of the vehicle from the road reserve. No trading on the carriageway/road is allowed.
3. All structures must be removed from the site at the end of trade each day.
4. The licensee or operator shall remove any litter from the surrounding area of the trading stall that has been generated by the activities of his/her operations.



## Wallace Takitimu Community Board

### Tracker – ongoing

Ohai community engagement for toilet mural ideas and playground upgrade (completed).

Dog waste bags for Nightcaps.

Installation of basketball hoop at Ohai tennis courts (in progress)

Otautau camping ground – move to procurement phase (in progress)

### Upcoming priorities

Community board plan review/familiarisation.

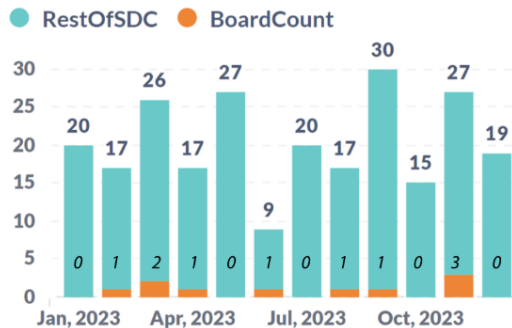
Long Term Plan 2024-2034 development.

Ohai to Nightcaps walking track project (draft masterplan received)

McGregor Park spatial plan project (draft masterplan received)

### Resource consents issued (Jan – Dec)

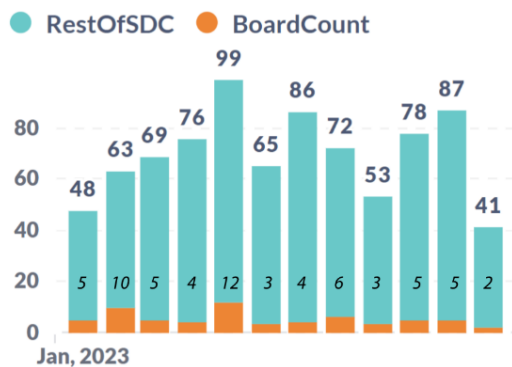
#### RMA Granted for Community Board



#### Granted Month

### Building consents issued (Jan – Dec)

#### Building Consents Issued for Community ...



#### Issued Month

### Service contracts

#### Water and wastewater services operation and maintenance

The 23/01 operations and maintenance contract is running smoothly across the Wallace Takitimu Community Board region. Water and wastewater services across the area have continued to operate with no significant increase to RFSs or SRs outside of ordinary functions being submitted to Council or Downer. With the summer months being milder than previous years there has not been the same amount of pressure on Council's three waters infrastructure, as a result, all aspects of three waters delivery have functioned well.

Downer have confirmed a leak on the south side of Otautau via SCADA controls, although the leak itself is to be located, it is approximately two litres per second, Downer are scheduling night shutdowns to isolate the leak in the near future.

The Nightcaps waters main projects from the Nightcaps Reservoir to Sinclair Avenue is nearing completion, this was a critical line prone to leaks, completion of this will ensure a more secured, reliable supply to Nightcaps and Wairoa. Completion of this will likely be in February/March.

#### Mowing for the Wallace Takitimu areas

The contractors have kept on top of the seasonal growth with very few requests for service.

#### Central area gardening (Otautau)

The gardening team have produced a good array of planting through the summer, the beds are now being prepared for the next lot.

#### General gardening

Task force are dealing to the shrubbery in Ohai in February and Nightcaps is getting regular visits from the Winton contractor.

#### Central Alliance roading contract

The maintenance team were kept busy over the month of December. The drainage crew got into the programme of works, these jobs included Wilanda Downs Road slip and vegetation removal. Works also included Hundred Line Road West and Limehills Browns Road rock protection, Henderson Road and O'Shannessy Road dig outs.

The drainage crew got around and extended a few culverts, doing smaller rock protection works and reinstating shoulders, they also changed all the 2022/2023 otta seal sites over to 'treated surface' signs.

The cyclic truck got around the full network before the Christmas break and everything is looking pretty sharp. A final run of the known problem areas was completed on the last day as well as clean-up of a fallen tree.

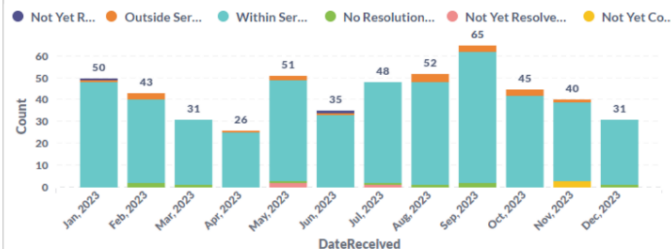
The premix crew completed all fault repairs on Otautau Wreys Bush Road. The second round of mowing was completed on the 22 December.

Graders continued over the month of December, getting the graders back to a yard on Friday afternoon to be parked up for a couple of weeks over the break.

A skeleton crew was running over the Christmas / New Year periods with Dylan, Southroads divisional maintenance manager, looking after the phones for the afterhours call outs that came in.

### Service requests

Across the district there were 792 requests for service lodged during the period November-December, of which 155 were related to 3 waters. 71 of the total requests belonged to this board area. A full summary of those requests is attached to this report.

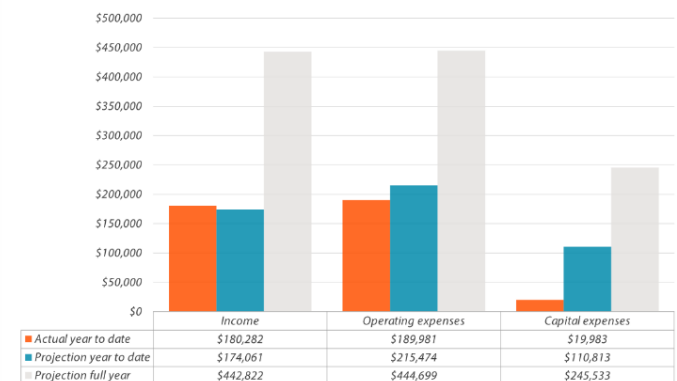


### Local project updates

Activity	Name	Current Phase	Current Progress	Budget actual ytd
<b>COMMUNITY HOUSING</b>	Ohai community housing – painting	Delivery phase	On track P-10533	\$27,783
The contract has been awarded. Works will begin in February, when the weather warms up.				
<b>PARKS AND RESERVES</b>	Ohai playground – equipment replacement	Delivery phase	On track P-10779	\$122,681
Works to begin end of January/ beginning of February when the weather settles.				
<b>PUBLIC TOILETS</b>	Nightcaps toilet - refurbishment	Initiation phase	On track P-10634	\$51,450
Just the floor tiles to be replaced to complete this project.				
<b>WASTEWATER</b>	Nightcaps wastewater – treatment upgrade	Pre-delivery phase	On track P-10462	\$224,879
Harrison Grierson has been appointed as lead designer and will renew the consent. They will create an option assessment outlining future treatment options that will involve disposal to land. The disposal to land option may also incorporate Ohai, thus removing the water discharge to both townships. Construction is programmed for 2025/2026.				
<b>WATER SUPPLY</b>	Ohai Nightcaps Wairoa water - Main renewal Sinclair Avenue Nightcaps	Delivery phase	On track P-10504	\$221,731
Sinclair Avenue stage 1 is complete, stage 2 started mid-October. There has been a change with head contractor due to the demise of Bond Contracts Limited. The contract has been reassigned to SouthRoads by mutual agreement. Work on stage 2 will be completed around March 2024, and will be claimed via P-10517. Of note, the budget for stage 2 is coming from the district wide AC pipe renewal budget and the total budget for this project will be amending during the upcoming reforecasting round.				
<b>WATER SUPPLY</b>	Ohai Nightcaps Wairoa water – renewal upgrade works	Delivery phase	On track P-10506	\$44,004
Construction will be undertaken by Downer once we receive the consent. This is a carry forward project from 2022/2023 and likely to start February/ March 2024. We may need to submit for unbudgeted expenditure to complete the works fully.				

### Local budget information

Wallace-Takitimu - Local Business Units as at 30 November 2023



### Budget notes

**Income** is \$6k over projection to date due to rental income received at McGregor park as well as Better off funding received for the McGregor Park masterplan and Nightcaps/Ohai walking track investigation projects.

**Operating expenses** are \$25k under projection primarily due to lower mowing costs (due to the timing of receiving invoices), maintenance and internal work scheme costs across the parks n reserves and streetscapes business units. General maintenance usually fluctuates in comparison to budget as there is an allowance to cover unplanned maintenance.

**Capital expenses** are \$91k under projection mainly due to the phasing of the playground equipment project at Ohai as well as lower footpath spend.

### 2024 Community Board calendar

JANUARY 2024	FEBRUARY 2024	MARCH 2024	APRIL 2024	MAY 2024	JUNE 2024	JULY 2024	AUGUST 2024	SEPTEMBER 2024	OCTOBER 2024	NOVEMBER 2024	DECEMBER 2024
	1 Feb - board meeting at Otautau @ 6pm	7 March - board workshop. Could we move this to 14 March?	4 April - board meeting at Otautau @ 6pm	2 May – board workshop	6 June - board meeting at Otautau @ 6pm	4 July - board workshop	1 August - meeting at Otautau @ 6pm	5 September - board workshop	3 October - board meeting at Otautau @ 6pm	7 November – board workshop	5 December - board meeting at Otautau @ 6pm
	Community Partnership fund applications close 28 Feb	District Initiative fund, Creative Communities Fund, Sport New Zealand Rural Travel fund applications close 31 March 2023					Community Partnership fund applications close 31 August	Community service award nominations close 30 September 2023			Scholarships and bursary applications close 20 December
		Ohai Railway Fund applications close 31 March		Ohai Railway fund meeting – 10 May 2024				Ohai Railway Fund applications close 30 September			
								District Initiative fund, Creative Communities Fund, Sport New Zealand Rural Travel fund applications close 30 September			



Wallace Takitimu Community Board RFS – (November and December) = 71

District Wide = 792

3 waters service requests = 155

REQUEST TYPE	COUNT
Cemeteries/memorials - repairs and maintenance	1
Community facilities general	1
Community housing - current tenant enquires	2
Community housing - repairs and maintenance	5
Emergency services assistance	1
Gravel road faults	1
Litter matters rural (not state highway)	1
Parks and reserves - repairs and maintenance	2
Roadside spraying - noxious weeds	1
Rural water - no water supply	7
Rural water low water pressure	1
Sealed road faults	2
Street lights out	1
Streetscape - vegetation	2
Toilets - cleaning, repairs and maintenance	1
Transport general enquiries	3
Urban stormwater (manholes, grates)	1
Vegetation rural (overgrown or visibility issues)	1
Water and waste general	4
Water asset damaged (main, hydrant, valve, meter,)	1
Water asset leak (main, hydrant, valve or meter)	5
Water main leak urgent burst	2
Water no supply	2
Water pressure low	1
Water toby damaged (not safety issue)	2
Water toby leak	3
Wheelie bin - noncompliance (internal only)	1
Wheelie bin cancel/damaged/stolen	9
Wheelie bin collection complaints	3
Wheelie bin general enquiry	2
Wheelie bin new/additional	2
<b>Total</b>	<b>71</b>



## Councillor update

**Record no:** R/24/1/2612  
**Author:** Rachael Poole, Committee advisor  
**Approved by:** Robyn Rout, Governance legal manager

☐ Decision ☐ Recommendation ☒ Information

### Purpose of report

- 1 This report is to provide the board an overview of the matters that have been considered at Council and Finance and Assurance Committee meetings in December 2023.
- 2 To watch any of the previous Council or Finance and Assurance Committee meetings select this link: [SDC youtube](#)
- 3 An overview of reports presented is given in the table below.
- 4 This report is also to provide an opportunity for Councillor Boparai to update the board on any other issues that have arisen around the Council table.

4 October 2023 - Council meeting	
Report	Overview
Smoke/Vape Free Open Spaces Policy and Easter Sunday Shop Trading Policy	<p>Jo Grimwood of Smokefree Murihiku addressed the meeting in support of their submission for Smoke/Vape Free Open Spaces Policy.</p> <p>Darelle Jenkins representing the Southland branch of Hospitality New Zealand addressed the meeting (via video call) in support of their submission on the Easter Sunday Shop Trading Policy.</p>
Draft Dangerous, Affected and Insanitary Building Policy	<p>Council adopted the policy. Council's responsibility is to ensure that when:</p> <ul style="list-style-type: none"><li>• dangerous and affected buildings are found, that the danger is appropriately reduced or removed in an acceptable timeframe.</li><li>• insanitary conditions are found, that appropriate measures are undertaken to remedy the conditions within an acceptable timeframe.</li></ul>
Draft Trading in Public Places Bylaw	<p>The purpose of the report was to present a draft Trading in Public Places Bylaw 2024 and associated statement of proposal, for Council to endorse for public consultation.</p> <p>The consultation will be open from 8.00am 12 October to 5.00pm 13 November 2023.</p>

## Wallace Takitimu Community Board

1 February 2024

Draft Speed Management Plan	<p>The purpose of the report was to present the draft Speed Management Plan for Council to endorsement for public consultation.</p> <p>The consultation process will be open from 8am Thursday 12 October 2022 to 5pm Friday 10 November 2022.</p>
Mayors Report	<p>Mayor Scott introduced his report and explained that it was a tool for him to report on meetings and events that he had attended the previous month and that councillors appointed to external organisations and committees would be able to update colleagues as well.</p>
Electronic District Plan	<p>Council approved unbudgeted expenditure of up to \$72,000 to implement an electronic version of the District Plan (e-Plan) to comply with the National Planning Standards and provide the chief executive with a financial delegation to approve entering into a contractual agreement.</p>
Submissions to the proposed Gore District Plan	<p>Council approved delegated authority to the mayor and chief executive to finalise and submit the submission to the proposed Gore District Plan on behalf of Council.</p>
Book bus replacement	<p>Council approved the purchase of a Mercedes Sprinter van and fit out to be funded from the Council vehicle reserve.</p>
Maori representation option	<p>The purpose of the report was to provide Council with information on the option to establish a Māori ward and obtain a decision from Council about Māori wards.</p> <p>Council resolved to take no action to establish a Maori ward at this time.</p>
<b>18 October 2023 – Finance and Assurance Committee meeting</b>	
Finance & Assurance Committee workplan to June 2024	<p>Staff updated the Committee on the status of the work programme for the financial year ending 30 June 2024.</p>
Annual report management representation letter	<p>Council approved the mayor and chief executive to sign the management representation letter for the 2022/2023 Annual Report on their behalf. Council adopted the 2022/2023 Annual Report and endorsed the summary 2022/2023 Annual Report.</p> <p>Council received the Annual Report – Deloitte Management Report for the year ended 30 June 2023. Deloitte also provided an overview of their limited independent assurance report of Council's debenture trust deed for the year ended 30 June 2023.</p>
Accounting policies for the Long Term Plan 2024	<p>The Finance and Assurance Committee endorsed, for Councils approval, the accounting policies that will be used in the Long Term Plan 2024. This sets the basis on which the Long Term Plan 2024 is prepared and how the financial information is compiled.</p>
Ministry for the Environment class 1 landfill audit report	<p>The Finance and Assurance Committee were informed of the results from the Ministry for the Environment (MfE) audits on</p>

## Wallace Takitimu Community Board

1 February 2024

	Wallacetown and Braggs Bay class 1 landfills for compliance against the Waste Minimisation Act (WMA) 2008 from April 2022 to April 2023. The committee received this information report.
<b>25 October 2023 - Council meeting</b>	
Draft Annual Report 2022/2023	Council adopted the Annual Report 2022/2023 and endorsed the summary Annual Report for the year ended 30 June 2023. Mayor Scott passed on thanks from the Chair of the Finance and assurance Committee for all the hard work to get the annual report finalised for approval.
Easter Sunday Shop Trading Policy	Council resolved to replace the existing policy and adopt the draft policy.
Speed Management Plan 2024-2027	<p>Council agreed that the end date for the public consultation be extended from the 10 November to 24 November 2023 as two schools were omitted from the draft Speed Management Plan.</p> <p>This extension of the date ensures Council adheres to the requirements for schools and remains consistent with Council's intention to implement safer speeds for all schools prior to June 2024.</p>
Draft use of Drones Policy	<p>The purpose of the report was for Council to consider the submissions received and to adopt the Use of Drones Policy.</p> <p>Council resolved to adopt the draft policy.</p>
Gifting of land	101 Newcastle Street, Lumsden was offered to Council from the Riversdale & District Progress League as a gift. Council accepted this offer and determined that once transferred the land is to be retained as freehold and not made a reserve under the Reserves Act 1977.
Closed landfill risk assessment report	Council received the information only closed landfill risk assessment report. The purpose of the report was to advise Council on the work undertaken on all closed landfills around the district in regards to risk assessment, the reason the work has been undertaken and to recommend future work to protect the sites identified.
Open spaces project	Staff presented this report for Council to consider a way forward for the open spaces project following the matter being laid on the table at the 5 July 2023 Council meeting. Council removed the South Sea Spray project for the Oreti Community Board in the 2024-2034 Long Term Plan and requested that staff investigate the implications of incorporating up to \$50,000 in the current year for the Matariki project as part of the variation to the partnership agreement with Te Ao Marama Incorporated and report back to Council.

## Wallace Takitimu Community Board

1 February 2024

Mayor Taskforce for Jobs	Council agreed to agree to enter into an agreement with LGNZ to participate in the programme and that Great South be the subcontractor to deliver.
Great South Statement of Intent 2023/2026 and Space Operations NZ Statement of Intent 2023/2024	Council received and acknowledged receipt of both these statements of intent.
<b>8 November 2023 – Council meeting</b>	
Community Update	<p>Tim Fletcher, Jess Domigan and Jenna Shepherd from Active Southland spoke to Council about their updated spaces and places strategy.</p> <p>PowerNet financial controller - Allan Beck, Southland Warm Homes Trust chair - Lesley Soper and Awarua Synergy general manager - Sumana Beaton updated Council on how the Trust had utilised their funding granted through the Long Term Plan process.</p>
Smoke/Vape Free Open Spaces Policy	This policy was considered by Council and then resolved to be adopted. The policy encourages the community to be smoke and vape free in Council's open spaces and at Council supported event.
Mayors report	<p>Mayor Scott introduced his report and reported on meetings and events that he had attended during October.</p> <p>Oreti Community Board chair – Colin Smith was present to update Council on what the community board had been involved with. Chair Smith advised that the Board has been busy with numerous activities which included:</p> <ul style="list-style-type: none"> <li>• redevelopment and removal of trees on Great North Road in Winton</li> <li>• ANZAC oval redevelopment</li> <li>• replacement of CCTV cameras in Winton</li> <li>• sports hub for Winton</li> <li>• upcoming meeting with Waka Kotahi regarding safety issues in Winton</li> <li>• tree planting at the Wallacetown Cemetery.</li> </ul> <p>Councillor Spraggon on behalf of Aaron Conner, Stewart Island Board chair updated the meeting on numerous activities which included:</p> <ul style="list-style-type: none"> <li>• Observation Rock view deck has been completed</li> <li>• the recent Rakiura Challenge was a success</li> <li>• cruise ships are starting to return</li> </ul>

## Wallace Takitimu Community Board

1 February 2024

	<ul style="list-style-type: none"><li>• Air BnBs are causing an accommodation issue on the island</li><li>• concern with parking and traffic management on the island.</li></ul>															
Planned property disposals	Property services manager, Kevin McNaught presented a number of properties that have been identified for disposal from 1 July 2024 to Council. It was noted that Council holds a significant amount of property for many reasons. Staff had been requested to provide Council with a list of properties able to be disposed of in the first three years of the next 2024/2034 Long Term Plan. Each individual property identified for disposal would be brought to Council for disposal approval.															
District Initiatives Fund allocations – September 2023	<p>The following grants were approved:</p> <table><tr><td>1</td><td>Loss &amp; Grief Support Trust Southland</td><td>\$10,000</td></tr><tr><td>2</td><td>Parent to Parent Southland</td><td>\$5,000</td></tr><tr><td>3</td><td>Southland Multicultural Trust</td><td>\$5,000</td></tr><tr><td>4</td><td>Northern Southland Community Resource Centre Charitable Trust</td><td>\$2,200</td></tr><tr><td>5</td><td>Surfing for Farmers (Southland)</td><td>\$3,000</td></tr></table>	1	Loss & Grief Support Trust Southland	\$10,000	2	Parent to Parent Southland	\$5,000	3	Southland Multicultural Trust	\$5,000	4	Northern Southland Community Resource Centre Charitable Trust	\$2,200	5	Surfing for Farmers (Southland)	\$3,000
1	Loss & Grief Support Trust Southland	\$10,000														
2	Parent to Parent Southland	\$5,000														
3	Southland Multicultural Trust	\$5,000														
4	Northern Southland Community Resource Centre Charitable Trust	\$2,200														
5	Surfing for Farmers (Southland)	\$3,000														
Sport NZ Rural Travel Fund allocations	<p>The following allocations from the Sport NZ Rural Travel Fund were approved:</p> <table><tr><td>1</td><td>Fiordland College</td><td>\$1,500</td></tr><tr><td>2</td><td>Fiordland Hockey Club</td><td>\$1,000</td></tr><tr><td>3</td><td>Te Anau Cricket Club</td><td>\$1,500</td></tr><tr><td>4</td><td>Te Anau Tennis Club</td><td>\$1,000</td></tr></table>	1	Fiordland College	\$1,500	2	Fiordland Hockey Club	\$1,000	3	Te Anau Cricket Club	\$1,500	4	Te Anau Tennis Club	\$1,000			
1	Fiordland College	\$1,500														
2	Fiordland Hockey Club	\$1,000														
3	Te Anau Cricket Club	\$1,500														
4	Te Anau Tennis Club	\$1,000														
Establishing an Executive Committee	<p>An Executive Committee was established. It will be responsible for overseeing aspects of the chief executive’s employment, managing code of conduct issues, urgent matters and other matters specifically referred to it. Specific financial delegations were given that relate to contract acceptance and budget reallocation. Membership of the Executive Committee is:</p> <ul style="list-style-type: none"><li>• Mayor Robin Scott</li><li>• Deputy Mayor Christine Menzies</li><li>• Chair of the Finance and Assurance Committee – Bruce Robertson.</li></ul>															
Contact Energy update on proposed Southland Windfarm	<p>Roaring 40s wind power director - Steve Harding and Contact Energy resource management senior specialist - Brigid Buckley were in attendance to update Council on the proposed Southland windfarm.</p> <p>The windfarm location is near Wyndham in the Mimiha area. The turbines have three blades that are each 70 metres in length, which will be mounted on a tower of 135 metres giving a height of 220 metres from the base to tip of a blade.</p>															

**15 November 2023 – Finance and Assurance Committee**

Independent review of the Te Anau Downs Station Environment Court decision	<p>The review’s ultimate finding was that there was no single fault in a “decade long concert of factors aligned in a way that was difficult to foresee, difficult to avoid and difficult to navigate”. It highlights key issues and makes 12 recommendations to address Council processes and improve services.</p> <p>Council agreed to:</p> <ul style="list-style-type: none"> <li>• Direct staff to prepare an implementation plan to address all 12 recommendations set out in the review, including timeframes and funding.</li> <li>• Prioritise work to urgently review the biodiversity aspects of the operative Southland District Plan to identify how it can give effect to the National Policy Statement for Indigenous Biodiversity 2023 and clarify the relationship between existing uses, permitted activities and the definitions of these.</li> </ul>
--	--

**22 November 2023 – Council meeting**

Public participation	West Catlins Preservation Group members, Natalie McRae and Dean Rabbidge, asked Council to submit on their behalf opposing Contact Energy’s proposed wind farm at Slopdown, which they said was a threat to tourism, farm values, the area’s “impeccable” dark skies, fauna, and the outstanding natural landscape. “It’s a pivotal moment for our community,” Ms McRae said.
Environment Southland	Chair Nicol Horrell and staff spoke to the Council their plans to lessen the impact from events due to gravel build up and spoke about a collaborative approach between the Councils to ensure river gravel is utilised as close to its point of extraction as possible.
Southland Indoor Leisure Centre Trust	Councilor Frazer updated the Council on behalf of the Southland Indoor Leisure Centre Trust. He was pleased to announce the appointment of Jo Hutton as the stadium’s new general manager and excited to see what she will bring to the role. Cr Frazer also spoke about the balance between community sport and events and how well utilised the facility is by youth from around the district as well as those from Invercargill.
Draft Trading in Public Place Bylaw	<p>There was one submitter who wished to be heard, and they spoke on a request for a common-sense approach to the hours of operation, which currently coincide with the hours of darkness. This works well in summer, but means that they cannot operate after 5.30pm during winter.</p> <p>Council received the report on all written submissions and thanked the submitter for taking the time to come and speak direct to the Council. The bylaw will be considered for adoption in December.</p>
Lions Park paid toilet	Community facilities manager – Mark Day and Fiordland Community Board Chair Diane Holmes and Fiordland Community Board member Marilyn Hunter were in attendance



## Wallace Takitimu Community Board

1 February 2024

	<p>for this item. They spoke about the tourists and locals who struggled to find the coin to use the facilities and the implored the removal of a fee to use a toilet.</p> <p>Council listened to Ms Holmes and Ms Hunter and agreed to remove the charge to use the toilets. A charge will remain for using the shower facilities.</p>
Te Anau Airport Manapouri review	<p>Community partnership leader, Kelly Tagg and Councillor Sarah Greaney spoke to Council about the report that the working party prepared and key recommendations about its future direction.</p> <p>The key recommendations were that:</p> <ul style="list-style-type: none"> <li>- a district-wide rate be put in place to fund a portion of the airport's operating costs until it is able to become self-funding,</li> <li>- that Great South be commissioned to put in place an interim solution to allow the airport to establish a more commercial operation while a medium to long-term plan is developed and a more permanent solution of setting up a Council-controlled trading organisation (CCTO) is investigated.</li> </ul> <p>The airport has run at a loss of between \$217,000 and \$320,000 for the past five years, and the shortfall has been funded through a targeted rate on the Fiordland community. The working group recommended a general rate be struck to fund either 30%, 50% or 100% of the airport's shortfall. These recommendations had the backing of the Fiordland Community Board.</p> <p>After some rigorous debate councillors voted to add a 0% option, or any other amount, and that this should be consulted on as part of the 2024-2034 Long Term Plan.</p>
Te Anau Airport Manapouri review – resourcing the next steps	<p>Community partnership leader, Kelly Tagg presented this report which was to ask the chief executive to enter into a commercial arrangement with Great South to establish a more commercial operation at the Te Anau Airport Manapouri. This is to be funded from Fiordland Community Board reserves and will be overseen by a project governance group. Council approved this recommendation.</p>
Wallacetown cemetery replanting	<p>Trees were planted to replace those that were removed earlier this year and a plan is in place for ongoing pest and weed management for the next three years while the trees get established. This was an unbudgeted expenditure request.</p>
Community housing Otautau and Edendale - repairs	<p>A unit in each of the towns are currently uninhabitable and require some extensive repairs. Council requested that a more in depth and detailed report is written in conjunction with a community housing strategy that is being worked on by staff.</p>

Stewart Island/Rakiura Energy Solutions Steering Group - briefing to incoming Minister(s) and Southland MPs	<p>The incoming government energy minister and Southland members of parliament will receive a briefing paper from Mayor Rob Scott, seeking the urgent release of funds earmarked for the development of a detailed business case to consider future power generation options for islanders. A total of \$300,000 had been set aside for the Ministry of Business, Innovation and Employment for the study, but the change in government has caused a delay in finalising the contractual agreement.</p> <p>The Stewart Island/Rakiura Energy Solutions Steering Group drafted the letter, which outlines the financial pressure on islanders who have to pay three times more for electricity than those on the mainland do.</p> <p>Council approved the draft report and support the briefing paper being sent.</p>
<b>6 December 2023 – Finance and Assurance Committee meeting</b>	
<b>Report</b>	<b>Overview</b>
Finance and Assurance Committee workplan	The workplan for the Finance and Assurance Committee was received.
Legal matter – next steps	The purpose of the report was to present a draft implementation plan and options for a monitoring regime. This was in response to a request made by Council 15 November 2023.
Environmental services business improvement (17A review) – quarterly update	<p>The purpose of the report was to change the dates against ten of the actions that have been reviewed as part of the implementation plan.</p> <p>At its meeting on 6 September 2023, Council received the updated implementation plan and reviewed the status of the actions. A more logical ordering of the actions was recommended and this has been completed.</p>
Long term plan project plan timeline update	The purpose of this report was to update the Finance and Assurance Committee on the progress of the Long Term Plan to date.
Draft Deloitte engagement letter for the Long Term Plan 2024 - 2034	The purpose of the report was to seek approval for the signing of the draft audit arrangements letter for the 2024-2034 Long Term Plan, subject to fee discussions and review of audit timing. The Finance and Assurance Committee agreed to accept the terms, scope, approach areas of audit emphasis and arrangements as set out in the engagement letter, noting that further correspondence is coming from of Office of the Auditor General on the fees for this work.
Review of rates remission and postponement policy	Finance and Assurance Committee endorsed that the draft Rates Remission and Postponement Policy is put out for public consultation.

## Wallace Takitimu Community Board

1 February 2024

Draft policy on Development and Financial Contributions	The Finance and Assurance Committee endorsed and recommended to Council that the draft policy on Development and Financial Contributions is put out for public consultation.
Health and safety update	Staff updated the Finance and Assurance Committee on health and safety within the organisation. Chair Robertson requested staff include in the health and safety update information on staff wellbeing (information on access to Benestar services), acknowledging that this data will be anonymous. Staff agreed to include this as part of the quarterly reporting.
Cyber security update	Staff updated the Finance and Assurance Committee on cyber security. This included making gains in the latest phishing campaign and an ALGIM award for top five, most improved in cyber security. Currently they have identified the biggest cyber security risk is staff clicking on a link contained within a phishing email. One third of all emails coming into SDC are identified as invalid and are removed before being delivered to the intended recipient.
Risk management – December 2023 quarterly report	The purpose of the report was to submit the December 2023 Quarterly Risk Management Report for consideration by the Finance and Assurance Committee. Flooding is an area of increased risk and it was identified that there is a need to encourage mitigation through Emergency Management Southland.
Interim performance report – period one – 1 July 2023 – 31 October 2023	The purpose of the report was to provide the Finance and Assurance Committee with the Interim Performance Report for the period 1 July 2023 to 31 October 2023 for review and feedback. This was the first reporting period for the 2023-2024 year and it is a snapshot in time. Currently of the 58 KPIs identified, 40 have been achieved, which is consistent with previous years.
<b>13 December 2023 – Council meeting</b>	
Milford Opportunities Project - update	Milford Opportunities programme director Chris Goddard spoke to the meeting and it was noted that the Milford Opportunities project was initiated by Southland District Council and the Government in 2017 to explore ways to do tourism differently for the benefit of people and place and also looking beyond current constraints to a self-funded, sustainable tourism system that invests in conservation.
Swim safe (Active Southland) update	Kate McRae and Gemma O'Neill updated Council on delivery of water safety skills to primary school children within Southland. Tutor and teacher learning is aligned via online learning. The administration side of this project is streamlined. Individual students can be tracked and monitored when they move schools. A deep-water experience is an optional extra for schools and is run in conjunction with boat safety information.

## Wallace Takitimu Community Board

1 February 2024

Environment Southland and Waituna Partnership update	<p>Nick Perham spoke to Council on the Waituna partnership, gave a brief timeline from 2018 to 2023 and shared key learnings from the journey to date. Paul Duffy and Julie Keast were thanked for their efforts in relation to the wetland.</p> <p>EnviroSchools regional coordinator Josh Sullivan and Early childhood education facilitator Wendy McLachlan spoke to councillors on the success of this programme to date in schools and kindergartens. Tuakana/teina – older children sharing their knowledge with the younger children is happening in many schools and kindergartens, as well as the students taking their knowledge home and sharing with their parents and caregivers.</p>
Mayors report	<p>Mayor Scott updated Council on the meetings and events he attended during November. Mayor Scott then asked Waihopai Toetoe Community Board chair, Pam Yorke to speak.</p> <p>Chair Yorke particularly highlighted many events that the Board have be involved with.</p> <p>Below are items of particular interest:</p> <ul style="list-style-type: none"><li>• the recent tour of the Waihopai Toetoe ward by the Mayor and Councillors</li><li>• community Board engagement at the recent Wyndham street market (24 November 2023) and the Wyndham A&amp;P show (2 December 2023)</li><li>• board input into the 2024/2034 long term plan</li><li>• scoping of the multi-use track between Edendale and Wyndham</li><li>• Tokanui skate park nearly completed thanks to the Better Off Funding</li><li>• roadworks on Salford Street are progressing prior to the handover of the street from New Zealand Transport Agency to Southland District Council</li><li>• halls are an ongoing time consuming part of the Board/Ward area</li></ul> <p>Chair Yorke thanked Councillors Duffy and Keast for their availability to assist when needed.</p> <p>Mayor Scott asked Tuatapere Te Waewae Community Board chair, Anne Horrell to speak.</p> <p>Chair Horrell particularly highlighted many events that the Board have be involved with.</p> <p>Below are items of particular interest:</p> <ul style="list-style-type: none"><li>• thank you to mayor and ward councillors for their support, also to the chief executive and staff</li></ul>

	<ul style="list-style-type: none"><li>• Tuatapere Promotions' group acquired a building and opened the Central and Western Archive hub on 13 October 2023</li><li>• Hump Ridge track is well supported this season</li><li>• Tuatapere RSA are active and had well planned services in April for ANZAC Day</li><li>• Tuatapere Community Worker Support Trust is active in the area and thank you to the support from the Community Partnership Fund</li><li>• grass is mowed regularly at the Tuatapere Domain by a volunteer</li><li>• Tuatapere and Orepuki both have community gardens</li><li>• installation of resting seats at the Orepuki Cemetery</li><li>• two locals are coordinating the Pahia Predator Control Group for predator control. The group also received funding from the Community Partnership Fund</li><li>• SPOT (Suicide Prevention Outreach Tuatapere) is active and held several events with fun days and speakers</li><li>• Community Partnership Fund has been able to assist many groups in the Tuatapere Te Waewae Community Board area</li><li>• there are also many projects to be undertaken in the Board area.</li></ul> <p>Finally the Mayor asked Oraka Aparima Community Board chair, Michael Weusten to speak.</p> <p>Chair Weusten highlighted events that the Board have be involved with.</p> <p>Below are items of particular interest:</p> <ul style="list-style-type: none"><li>• thank you to mayor and ward councillors for their support, also to the chief executive and staff</li><li>• A survey for the relocation of the Riverton paua shell has been undertaken</li><li>• use the Thornbury hall or lose it</li><li>• improvements at Colac Bay</li><li>• Pilot reserve (Whale) at Taramea Bay has had accessible picnic tables and bench seats laid on concrete pads</li><li>• showers and toilets at Taramea Bay are expected to be completed in February 2024</li><li>• Taramea Bay playground is programmed to be updated in 2024</li><li>• exploring of what could be included in the new Bath Road proposed developments</li></ul>
--	---

## Wallace Takitimu Community Board

1 February 2024

	<ul style="list-style-type: none"> <li>• beautification of Palmerston Street</li> <li>• completion of viewing platform at Moores Reserve</li> </ul>
Southland Coast and Rakiura Stewart Island, Sea Level Rise & Extreme Sea Level Exposure	<p>Climate change lead - Rochelle Francis, interim group manager regulatory services and strategy and partnerships - Michael Aitken and Great South GM strategic projects - Steve Canny were in attendance for this item.</p> <p>The purpose of the report was to present to Council the technical report from Great South to Council on the sea level rise and extreme seal level exposure spatial forecasting.</p> <p>Council has asked for a report with the timeline of when the next steps are to be undertaken and what the implications are.</p>
Representation review – principles and an update	<p>The purpose of the report was to provide a progress update on the representation review project, seek a decision from Council on principles that will guide staff when identifying representation options and provide a broad overview of the feedback received during engagement with the public.</p> <p>Council endorsed the following principles to guide staff in identifying an appropriate representation structure (to ensure communities in the district are fairly and effectively represented):</p> <ul style="list-style-type: none"> <li>• the importance of local decision making</li> <li>• ensuring there are effective working relationships</li> <li>• having consistent representation for people in the district</li> <li>• having a structure that attracts the right people to governance roles</li> <li>• being cost effective, but keeping this in balance with the other principles.</li> </ul>
Proposed minor amendments to the Stewart Island/Rakiura Visitor Levy Policy	<p>Council adopted minor amendments to the Stewart Island/Rakiura Visitor Levy Policy. The changes alter when Council advertises the application period (advertisements will now be placed from the beginning of March), the end of the application period (applications will now close on the second Friday of May each year) and changing when accountability forms have to be returned (31 May).</p> <p>These changes were proposed so the timing of the application process better suits island residents, and so the application process aligns better with Council processes.</p>
Draft elected members remuneration and reimbursement policy	<p>The purpose of the report was to provide information and to present options to Council so that it could make decisions on the draft Elected Members' Remuneration and Reimbursements Policy.</p>

	<p>Council adopted the draft policy and the new policy reflects the current Determination and outlines how Council applies this framework for its elected members.</p> <p>Some of the changes to the policy include:</p> <ul style="list-style-type: none"> <li>• mileage allowance – remove/replace wording “required or invited by council”</li> <li>• clarify ‘out of local authority area’ travel eligibility</li> <li>• removing the ability for elected members to be reimbursed for alcohol.</li> </ul> <p>The Elected Members’ Remuneration and Reimbursement Policy came into effect and superseded the current policy on 13 December 2023.</p>
Draft Trading in Public Places Bylaw - deliberations and adoption	<p>Councillors adopted a bylaw and made two minor amendments to the draft bylaw since it was put out for public consultation:</p> <ul style="list-style-type: none"> <li>• the title of bylaw changed from ‘Trading in Public Places 2024’ to ‘Trading in Public Places 2023’</li> <li>• in the definitions and Part 1 - the term ‘food control plan’ has been replaced with the term ‘food registration’</li> </ul> <p>The draft Trading in Public Places Bylaw came into effect on 1 January 2024, and the Trading in Public Places Bylaw 2013 and the Alfresco Dining Policy 2015 were revoked on 1 January 2024.</p>
Draft significance and Engagement Policy	<p>Council endorsed the draft Significance and Engagement Policy to be put out for public consultation.</p> <p>The present policy was reviewed and research on what other councils are doing in this space was conducted. Consideration was given for the need for staff to understand how to identify matters as significant and the reasons for that.</p> <p>The main changes from the previous policy to the new policy are:</p> <ul style="list-style-type: none"> <li>• introducing a set of questions to assess how significant a matter is, including ones on the impact on Maori, and the effect of climate change</li> <li>• creating categories of significance and explaining what they mean and how they relate to the level of engagement</li> <li>• enlarging the section on engaging with iwi/hapu.</li> </ul>
Code of Practice – District Plan Change	<p>Council approved withdrawing the proposed plan change to implement the Subdivision, Land Use and Development Code of Practice 2023 in the District Plan and approved the initiation of a new plan change process for implementing the Subdivision, Land Use and Development Code of Practice 2023 in the District Plan.</p> <p>Council also approved unbudgeted expenditure of up to \$70,000 for the initiation the new plan change to be funded from the Districts Operations Reserve.</p>



## Wallace Takitimu Community Board

1 February 2024

<p>Special purpose road funding revocation</p>	<p>The purpose of the report was to update Council of the Waka Kotahi NZ Transport Agency Board decision to revoke funding on Special Purpose Roads for the 2024-27 National Land Transport Programme.</p> <p>Officers sought guidance from Council for a response to the decision, to agree to continue to lobby Waka Kotahi at all levels, and to reconsider the funding arrangement for the Lower Hollyford Road and Chaslands Highway Road.</p> <p>Council agreed to reject the decision of Waka Kotahi and the mayor and chief executive will write to and seek a meeting with Waka Kotahi for reconsideration of the funding arrangement for the Lower Hollyford Road and Chaslands Highway. Council also agreed to request the paper used by the Waka Kotahi Board when it made the decision on the lower Hollyford Road and Chaslands Road Highway Road.</p>
<p>Unbudgeted expenditure for a grant to South Sea Spray Trust</p>	<p>Council agreed to approve unbudgeted expenditure of \$20,000 for a grant to South Sea Spray Trust to assts with the costs of mural and street art festival in Winton, to be funded form the Winton-Wallacetown ward reserve.</p>
<p>Draft Speed Management Plan 2024-2027 - Submissions</p>	<p>Council received 58 submissions on the draft Speed Management Plan during the consultation process.</p> <p>Submissions received were highly supportive of changes proposed to speed limits around schools, generally supportive of most high-risk road proposals and boundary roads, and more mixed concerning changes to speed limits proposed under the mandatory review of 70km/h speed limit roads.</p> <p>Submitters provided a variety of comments in support of their views, some suggesting adjustments to Council's proposals, some proposing new areas, additional measures for Council to consider in support of speed management, along with a desire for greater enforcement.</p> <p>A number of submitters also provided feedback in relation to State Highways, which have been passed on to Waka Kotahi for further consideration.</p>
<p>Privacy Policy amendments - Body worn cameras</p>	<p>The Privacy Act 2020 regulates how organisations capture and use personal information from individuals, which includes the use of body worn cameras.</p> <p>In order to enable implementation of body worn cameras, changes to the Privacy Policy were proposed to maintain compliance with the Privacy Act 2020.</p> <p>The policy changes to enable the use of body worn cameras by staff are also contingent on the completion of supplemental operational changes and processes.</p> <p>The Privacy Policy came into effect on 15 December 2023 and included the following amendments:</p>



	<ul style="list-style-type: none"><li>• adding body worn cameras as a permitted method of capturing video footage separate from CCTV cameras</li><li>• require body worn cameras to be clearly identifiable on staff who are wearing them to ensure adequate disclosure</li><li>• clarifying some rules for body worn cameras are distinct from CCTV cameras, such as allowing for capture of video footage of or in private premises by staff using body worn cameras when conducting their duties</li><li>• confirming body worn cameras are activated as required by staff in accordance with procedure</li><li>• minor adjustments to the policy including clarifying direct access to camera footage is restricted to Council Privacy Officers, rather than naming specific roles who are currently appointed as privacy officers, to better accommodate internal organisational changes.</li></ul>
Unbudgeted expenditure Bluecliffs historic dump site Ministry for the Environment Contaminated Sites Remediation Fund contribution	<p>Council agreed to the joint Environment Southland and Southland District Council's grant application for \$1.4 million to the Ministry for the Environment's Contaminated Site Remediation Fund for the removal and remediation of the Bluecliffs beach road dump site.</p> <p>Council also agreed to approve unbudgeted expenditure of \$50,000 as Southland District Council's contribution towards the application for the Contaminated Sites Remediation fund to be funded from waste management underspends and/or the District Operations Reserve.</p> <p>Finally, Council agreed to the unbudgeted expenditure of any grant amount approved by the Ministry for the Environment Contaminated Site Remediation Fund for the removal of the waste material and remedial works at Bluecliffs dump site.</p>

## **Recommendation**

**That the Wallace Takitimu Community Board:**

- a) receives the report titled "Councillor update".**

## **Attachments**

There are no attachments for this report.



---

## Chairperson's Report

**Record no:** R/24/1/2743  
**Author:** Rachael Poole, Committee advisor  
**Approved by:** Robyn Rout, Governance legal manager

☐ Decision ☐ Recommendation ☒ Information

---

- 1 The purpose of this report is to update the board on activities that the chairperson has been involved with since the previous meeting. It is also an opportunity to discuss progress on current projects.

### Recommendation

**That the Wallace Takitimu Community Board:**

- a) receives the report titled “Chairperson's Report”.

### Attachments

There are no attachments for this report.



---

## Next meeting

**Record no:** R/24/1/2131

**Author:** Rachael Poole, Committee advisor

**Approved by:** Fiona Dunlop, Committee advisor

☐ Decision

☐ Recommendation

☒ Information

---

## Purpose

- 1 For the Board to confirm that their next meeting is at 6pm on Thursday 4 April 2024 to be held in the Southland District Council Otautau office, 176 Main Street, Otautau.

## Recommendation

**That the Wallace Takitimu Community Board:**

- a) receives the report titled “Next meeting”.
- b) confirms that the next meeting of the Board is at 6pm on Thursday 4 April 2024 to be held in the Southland District Council Otautau office, 176 Main Street, Otautau.

## Attachments

There are no attachments for this report.