



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

Date: Thursday, 20 March 2025
Time: 4pm
Meeting room: Southland District Council Otautau Office
Venue: 176 Main Street
Otautau

Wallace Takitimu Community Board Agenda OPEN

MEMBERSHIP

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

IN ATTENDANCE

Committee advisor	Rachael Poole
Community partnership leader	Kelly Tagg

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

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

Health and safety

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

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.

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

Phones – Please turn your mobile devices to silent mode.

Community board terms of reference

TYPE OF COMMITTEE	Community board (board)
RESPONSIBLE TO	Boards are responsible to Council Each board will also have relationships with Council committees (these committees are outlined in the delegations manual).
SUBCOMMITTEES	Some subcommittees will report to community boards – these are outlined in section 8.5 of the delegations manual.
MEMBERSHIP	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.
FREQUENCY OF MEETINGS	Every second month, but up to 12 ordinary meetings a year with the approval of the chief executive.
QUORUM	Not less than four members
THE ROLE OF COMMUNITY BOARDS	<p>Governance</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>Roles outlined in the Local Government Act 2002</p> <ul style="list-style-type: none"> • appoint a chairperson and deputy chairperson • represent, and act as an advocate for, the interests of its community • consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the board • maintain an overview of services provided by the territorial authority within the community • prepare an annual submission to the territorial authority for expenditure within the community • communicate with community organisations and special interest groups within the community • undertake any other responsibilities that are delegated to it by the territorial authority. <p>Additional roles of boards</p>

Community wellbeing

- a) promote the social, economic, environmental and cultural well-being of local communities
- b) monitor the overall well-being of local communities.

Community leadership

- a) to provide leadership to local communities on the strategic issues and opportunities that they face
- 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
- c) promote a shared vision for the board's community and develop and promote ways to work with others to achieve positive outcomes
- 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
- e) develop and manage community board plans including keeping these up to date and relevant to community needs and aspirations.

Engagement and relationships

- a) to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community.

Advocacy

- 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
- 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 **District Activities**⁽ⁱ⁾ 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).

Local activities

For local activities⁽ⁱⁱ⁾

- a) recommend to Council levels of service⁽ⁱⁱⁱ⁾ and budgets for local activities, having regard to Council budgets in the long term plan or annual plan process
- b) recommend to Council rates, user charges and fees to fund local activities

	<ul style="list-style-type: none"> 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 d) recommend to Council or a relevant committee unbudgeted capital expenditure e) monitor the services Council delivers its communities and assess the extent these services meet community needs or the expected level of service 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). <p>These plans should then be recommended to Council. There are times when local management plans^(iv) should not be developed</p> <p>Environmental management and spatial planning</p> <ul style="list-style-type: none"> a) provide comment on resource consent applications referred to the community board for comment 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 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 d) provide input into regulatory activities not otherwise specified above, where process allows 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 f) provide support to the development of community plans for a civil defence emergency and the recovery afterwards.
<p>DELEGATIONS</p>	<p>In exercising the delegated powers, boards will operate within:</p> <ul style="list-style-type: none"> a) policies, plans, standards or guidelines that have been established and approved by Council b) the needs of the local communities c) the approved budgets for the activity. <p>Boards shall have the following delegated powers and be accountable to Council for the exercising of these powers^(v).</p> <p>Community wellbeing</p> <ul style="list-style-type: none"> a) develop local strategies to improve areas of wellbeing (where a need has been identified)

	<p>b) to develop local community outcomes that reflect the desired goals for their community or place.</p> <p>Community board plans</p> <p>a) Regularly review and update the community board plan to keep the plan relevant.</p> <p>Decisions on locally funded assets and services</p> <p>a) accept donations of a local asset (e.g. a gas barbeque, park bench, etc) with a value of less than \$30,000</p> <p>b) approve project definitions or business cases for approved budgeted capital expenditure up to \$300,000.</p> <p>Unbudgeted expenditure</p> <p>a) approve unbudgeted operating expenditure for local activities of up to \$20,000</p> <p>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</p> <p>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.</p> <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> <p>a) accept the highest tenders for rentals more than \$10,000</p> <p>b) approve the preferential allocation^(vi) of leases and licenses where the rental is \$10,000 or more per annum.</p> <p>Community assistance</p> <p>a) establish a system for prioritising allocations, based on criteria provided by Council</p> <p>b) grant funds from the Community Partnership Fund</p> <p>c) allocate bequests or grants generated locally, consistent with the terms of the bequest or grant fund.</p> <p>Northern Southland development fund</p> <p>a) the Northern board can make decisions regarding funding applications to the Northern Southland development fund.</p>
LIMITS TO DELEGATIONS	<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"> a) make a rate or bylaw b) acquire, hold or dispose of property c) direct, appoint, suspend or remove staff d) engage or enter into contracts and agreements and financial commitments e) institute an action for recovery of any amount f) issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like; 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.
CONTACT WITH MEDIA	<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>
REPORTING	<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
 - recommend levels of service and annual budget to Council or a relevant committee
 - monitor the performance and delivery of the service
 - i) naming reserves, structures and commemorative places
 - j) authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places.
 - k) naming roads
 - l) authority to decide on the naming for public roads, private roads and rights of way
 - m) 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.

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1 Apologies

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

2 Leave of absence

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

3 Conflict of interest

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

4 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, 13 February 2025

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 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 13 February 2025 at 4pm. (4pm – 5.26pm)

PRESENT

Chairperson	Tony Philpott
Deputy chairperson	Colin Lawry
Members	Edwin Mabonga
	Bridget Mason (4.02pm – 5.26pm)
	Gretchen Wilson
	Lester Wilson
	Councillor Jaspreet Boparai

APOLOGIES

IN ATTENDANCE

Committee advisor	Rachael Poole
Community partnership leader	Kelly Tagg
Senior property advisor	Megan Cowley

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

That the Wallace Takitimu Community Board confirms the minutes of the meeting held on 5 December 2024 as a true and correct record of that meeting.

Bridget Mason arrived at 4.02pm.

6 Public participation

Chris Jeffery updated the board on the bike and walking tracks that he has been creating beside the Aparima River near the bridge. He shared a map of where the tracks are and of potential extensions to the track.

Constable Watkinson update the board with the following:

- while not having a preference, it was great to see the plots remaining in the Main Street as they do slow traffic down, as was their intention.
- behaviour in the area has been good. Rural communities do need to be vigilant around locking fuel and vehicles to deter theft.
- river tracks are classed as roads and if there is an accident or incident on a river track then those involved will be treated as if they were on a main road.
- Constable Watkinson also asked the board to share with the community that if something non urgent is happening in the town, let the police know and don't use Facebook or other social media. If you are unable to speak to one of the constables, phone 105 (ten-five) and they will receive the message.

Reports

7.1 Ohai Recreation Reserve - Te Orunanui Marae Ohai Incorporated

Record No: R/24/11/72816

Senior property advisor, Megan Cowley introduced this report which was seeking a recommendation around the Council owned building situated at the Ohai recreation reserve.

After discussions around the table and the board asking for more information on selling the building versus leasing the building the board have left this report to lay on the table until they receive more information.

Resolution

Moved Gretchen Wilson, seconded Deputy Chair Lawry

That the Wallace Takitimu Community Board:

- a) **that the board leave the report on the table to reconsidered at meeting of the board to be held at a later date.**

7.2 Community board reporting

Record No: R/25/1/3447

Community partnership lead, Kelly Tagg informed the board of the community leadership, operational and Council activities in the board area and across the district.

Resolution

Moved Gretchen Wilson, seconded Bridget Mason **and resolved:**

That the Wallace Takitimu Community Board:

- a) **receives the report titled "Community board reporting".**

7.3 Councillor update

Record No: R/25/2/3648

Councillor Boparai updated the board on what has been happening at Council. Cr Boparai gave an overview of the Local Waters Done Well timeframes and process as well as a brief update on how the amalgamation process is going and let the board know that there is a survey currently on the SDC website in regards to this and to encourage people to share their views.

Resolution

Moved Deputy Chair Lawry, seconded Bridget Mason **and resolved:**

That the Wallace Takitimu Community Board:

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

7.4 Chairperson's Report

Record No: R/25/2/3649

Chair Philpott gave a verbal update on the following:

- long grass on sections is now the responsibility of the Fire Service and not Councils
- requested staff look at the line marking on George Street, this is dangerous and if possible can it be corrected
- Mr Bekhuis has accepted the community service award, details to follow
- with the upcoming local elections, asked the board members to think about restanding.

Resolution

Moved Chairperson Philpott, seconded Cr Boparai **and resolved:**

That the Wallace Takitimu Community Board:

- a) **receives the report titled "Chairperson's Report".**

The meeting concluded at 5.26pm

Confirmed as a true and correct record of a meeting of the Wallace Takitimu Community Board held on 13 February 2025.

DATE:

CHAIRPERSON:

Tunatuna pump track - unbudgeted expenditure approval

Record no: R/25/3/9502

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 for the Wallace Takitimu Community Board to consider whether or not it wishes to approve unbudgeted expenditure of up to \$6,000 plus GST to meet the cost of bringing the Tunatuna portable pump track to Otautau. These costs include the price of transporting, setting up and insuring the track at its new location.

Executive summary

- 2 The board has previously expressed an interest in bringing the Tunatuna portable pump track to Otautau.
- 3 The track is currently located at Taramea Bay in Riverton and is due to be moved to a new location.
- 4 The Tuatapere Te Waewae Community Board has approved funding to transport the track to Tuatapere later this year and the track is available to be located to Otautau, if funding is secured, from end March/early April until September 2025.

Recommendation

That the Wallace Takitimu Community Board:

- a) **receives the report titled "Tunatuna pump track - unbudgeted expenditure approval"**
- b) **determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002**
- c) **determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter**
- d) **approves unbudgeted expenditure of up to \$6,000 plus GST to cover the cost of transporting the Tunatuna portable pump track to Otautau, setting it up and insurance; to be funded from the Otautau general reserve.**

Background

- 5 The Tunatuna pump track is a 57m long portable track owned and maintained by Cycling Southland, supported by the Southland Mountain Bike Club, Southland BMX Club, and the Southland Triathlon and Multisport Club.
- 6 It is designed to be a "pop-up" installation, bringing communities together around skateboards, scooters, and bicycles. The track helps activate underutilised public and green spaces and allows communities to evaluate the potential impact of a permanent track.
- 7 An initial pilot programme with the track took place during 2023/24 with the track visiting multiple locations across Southland, including Bluff, Nightcaps, Russell Square (Invercargill), Wyndham, Surrey Park (Invercargill), Gala Street (Invercargill) and most recently to Taramea Bay (Riverton).
- 8 Funded by the Waka Kotahi Climate Emergency Response Fund (CERF) under the Transport Choices package, it also received contributions from Community Trust South, Tū Manawa Active Aotearoa, ILT Foundation, Invercargill City Council, and Southland District Council.
- 9 The Otautau community had previously enjoyed access to a competition grade BMX track at Centennial Park. Unfortunately, the track was damaged beyond repair during a tree felling exercise and the replacement track, which was constructed locally, is often difficult to ride due to it being a grass track.
- 10 The suggested site for the pump track is the tennis courts closest to the railway line on Hulme Street, Otautau. This site has been chosen as a flat site is needed and the concrete base is preferable if the track is going to be there over the winter months. Rubber matting is supplied with the track in case of falls and tumbles.
- 11 The Otautau Netball Club and the Otautau Tennis Club have both been contacted for comment. The tennis club has no issue with the pump track being placed on the tennis courts. The netball club raised concerns around health and safety with the track being located on a concrete surface. However, the track does come with rubber matting to offer some protection and it was used successfully in Bluff where the track was also on a concrete base.

Issues

- 12 The board must determine whether or not it wishes to approve unbudgeted expenditure of up to \$6,000 plus GST to cover the relocation, establishment and insurance costs relating to having the portable pump track in Otautau from April until September 2025.

Factors to consider

Legal and statutory requirements

- 13 The board has delegated authority to approve unbudgeted expenditure for local activities of up to \$20,000.

Community views

- 14 The views of the community board are deemed to represent the views of the wider community.

- 15 Additionally, members of the community have previously expressed an interest in building a new pump track/skate park and/or bike track so it will be useful to bring the portable track to Otautau in order to gather data insights about its usage while the track is here.

Costs and funding

- 16 Cycling Southland have previously advised that the cost to relocate the pump track is approximately \$6,000 plus GST per shift.
- 17 This cost includes packing up the track, transport, constructing the track at its new location and insurance costs for the duration of its stay.
- 18 A local business has offered to transport the track from Riverton to Otautau so it is expected that the total cost will be less than the \$6,000 plus GST requested.
- 19 It is proposed to fund the cost from the Otautau general reserve. The balance of this reserve is forecast to be \$273,158 as at 30 June 2025.
- 20 At the time of preparing this report, the updated costings from Cycling Southland, the owners of the pump track, had not been received.

Policy implications

- 21 None identified.

Analysis

Options considered

- 22 The board must consider whether or not it wishes to approve unbudgeted expenditure of up to \$6,000 plus GST to meet the cost of bringing the Tunatuna portable pump track to Otautau.

Analysis of Options

Option 1 – Approves unbudgeted expenditure of up to \$6,000 plus GST to meet the cost of bringing the Tunatuna portable pump track to Otautau.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• the portable pump track is able to be transported to Otautau for use by the community• data insights about usage can be gathered to see how popular it is which can help inform decision making about a permanent track in the future• provides a safe place for children and their families to engage in active recreation.	<ul style="list-style-type: none">• there will be less funding available for other projects in the area.

Option 2 – Does not approve unbudgeted expenditure of up to \$6,000 plus GST to meet the cost of bringing the Tunatuna portable pump track to Otautau.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• there will be more funding available for other projects in the area.	<ul style="list-style-type: none">• the track will not be able to be transported to Otautau unless an alternative funding source is secured.• no data insights can be collected to help determine if there is a tangible demand for a pump track and/or bike park in Otautau.

Assessment of significance

- 23 Under Council’s Significance and Engagement Policy this is not a significant issue.

Recommended option

- 24 Option one - approves unbudgeted expenditure of up to \$6,000 plus GST to meet the cost of bringing the Tunatuna portable pump track to Otautau – is the preferred option.

Next steps

- 25 Let Cycling Southland know when the budget is approved and arrange to have the pump track relocated to Otautau.

Attachments

There are no attachments for this report.

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

Recommendation

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

C8.1 Licence to Occupy - Drummond Recreation Reserve

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
Licence to Occupy - Drummond Recreation Reserve	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 information for which good reason for withholding exists.