



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

Date: Thursday, 5 June 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.

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

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>

	<p>Community wellbeing</p> <ul style="list-style-type: none"> a) promote the social, economic, environmental and cultural well-being of local communities b) monitor the overall well-being of local communities. <p>Community leadership</p> <ul style="list-style-type: none"> 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. <p>Engagement and relationships</p> <ul style="list-style-type: none"> a) to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community. <p>Advocacy</p> <ul style="list-style-type: none"> 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). <p>Local activities</p> <p>For local activities⁽ⁱⁱ⁾</p> <ul style="list-style-type: none"> 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
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	<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.
DELEGATIONS	<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)
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- 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, 01 May 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 01 May 2025 at 4pm. (4pm – 4.40pm)

PRESENT

Chairperson

Tony Philpott

Deputy chairperson

Colin Lawry

Members

Edwin Mabonga

Gretchen Wilson

Lester Wilson

Councillor Jaspreet Boparai

APOLOGIES

Bridget Mason

IN ATTENDANCE

Committee advisor

Rachael Poole

Community partnership leader

Kelly Tagg

1 Apologies

An apology for non attendance was received from Bridget Mason.

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

That the Wallace Takitimu Community Board accept the apology.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of interest

There were no conflicts of interest declared.

4 Extraordinary/urgent items

There were no extraordinary/urgent items.

5 Confirmation of minutes

Resolution

Moved Cr Boparai, seconded Edwin Mabonga **and resolved:**

That the Wallace Takitimu Community Board confirms the minutes of the meeting held on 3 April 2025 as a true and correct record of that meeting.

6 Public participation

There was no public participation.

Reports

The chair brought item 7.2 forward in the agenda to be next.

Colin Lawry arrived at 4.06pm.

7.2 Contract renewal agreed levels of service

Record No: R/25/3/12628

Contracts and program lead, Lance Spencer introduced this report and sought approval from the Wallace Takitimu Community Board for the levels of service and areas to be included in the future mowing, toilet cleaning and gardening contracts.

Staff are proposing to release the tender to the market in the final quarter of the 2025 calendar year to provide sufficient time to work through this process, and to allow successful contractors time to mobilise to start the new contracts on 1 July 2026

Resolution

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

That the Wallace Takitimu Community Board:

- a) **Receives the report titled "Contract renewal agreed levels of service".**
- 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) **Staff request that the Wallace Takitimu Community Board provide the contact details of any contractors who may be interested in the upcoming contract renewal or carrying out general maintenance and improvement works for Council.**
- e) **Agrees to approve the areas and levels of service identified in the attachments to this report:**
 - **Contract renewal map – Wallace Takitimu community board towns**
 - **Community Facilities Levels of Service for Contract Renewal 2025**
 - **Wallace Takitimu community board mowing analysis**
 - **Contract renewal timeline.**

7.1 Community Partnership Fund applications - March 2025 round

Record No: R/25/4/16467

Community Partnership Leader, Kelly Tagg introduced this report and explained that purpose of this report was for the Wallace Takitimu Community Board to allocate funding for the March 2025 round of the Wallace Takitimu Community Partnership Fund.

A total of seven applications have been received for the March 2025 funding round of the Wallace Takitimu Community Partnership Fund.

The Wallace Takitimu Community Board has \$20,998 to allocate through the Wallace Takitimu Community Partnership Fund for the 2024/2025 financial year, over two funding rounds. \$14,900 was allocated in the August 2024 funding round, leaving \$6,098 remaining to distribute.

\$22,871 in requests have been received for this round of funding. Ms Tagg let the board know that Nathalie Sterkens has withdrawn her application since this report was written.

Resolution

Moved Cr Boparai, seconded Gretchen Wilson

That the Wallace Takitimu Community Board:

- a) **receives the report titled "Community Partnership Fund applications - March 2025 round".**
- b) **determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **receives applications from the following**
 1. **Otautau Primary School**
 2. **Otautau Golf Club**
 3. **Otautau Combined Sports Complex**
 4. **The South Island Branch of the Muscular Dystrophy Assn of NZ**
 5. **The Southern Cancer Society Trust**
 6. **Nathalie Sterkens**
 7. **The Otautau St Johns 60th Jubilee Committee**
- e) **approves a grant of \$1,500 to Otautau Primary School towards costs for the school production.**
- f) **approves a grant of \$240 to the Otautau Golf Club to assist with maintenance costs for the green mowers.**

- g) approves a grant of \$2,750 to the Otautau Combined Sports Complex to assist with operational costs to run the centre.**
- h) approves a grant of \$500 to the South Island Branch of the Muscular Dystrophy Association of New Zealand to assist with operational costs to support those in the Wallace Takitimu area living with muscular dystrophy.**
- i) approves a grant of \$500 to the Southern Cancer Society Trust to assist with purchasing grocery vouchers for cancer patients in the Wallace Takitimu area.**
- k) approves a grant of \$600 to the Otautau St Johns 60th Jubilee Committee to assist with costs associated with their jubilee event.**

The meeting concluded at 4.40pm.

Confirmed as a true and correct record at a meeting of the Wallace Takitimu Community Board held on 1 May 2025.

DATE

CHAIRPERSON

Nightcaps Hall, installation of new diesel tank - retrospective unbudgeted expenditure request

Record no: R/25/5/23822

Author: Mark Day, Community facilities manager

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 recommend to Council that retrospective unbudgeted expenditure be approved to cover the cost of installing a new diesel tank at the Nightcaps Hall.

Executive summary

- 2 In April 2024, staff were advised that the diesel tank at the Nightcaps Hall would not pass anymore compliance inspections and needed urgent replacement.
- 3 A second-hand tank was purchased in May 2024 and the installation took place at the beginning of the current financial year.
- 4 There was no budget allowance for this work and, as such, the board needs to recommend to Council that retrospective unbudgeted expenditure of \$3,316.56 be approved.

Recommendation

That the Wallace Takitimu Community Board:

- a) receives the report titled “Nightcaps Hall, installation of new diesel tank - retrospective unbudgeted expenditure request”.**
- 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) notes that these costs are capital expenditure and that the board does not have delegation to approve this expenditure.**
- e) recommends to Council that retrospective unbudgeted expenditure of \$3,316.56 plus GST be approved for the transport and installation of the replacement diesel tank at the Nightcaps Hall.**
- f) recommends to Council that the project be funded as follows;**
 - any operational underspends in 2024/2025;**
 - with the remainder to be funded via the Nightcaps Community Centre Reserve.**

Background

- 5 In April 2024, staff were advised that the diesel tank at the Nightcaps Hall would not pass anymore compliance inspections and needed urgent replacement.
- 6 A second-hand tank was purchased in May 2024 and the installation took place at the beginning of the current financial year.
- 7 The board was informed of this issue in April 2024 and was supportive of this work being undertaken.
- 8 The total cost of the installation and transport of the replacement tank was \$3,316.56.
- 9 There was no budget allowance for this work and, as such, the board needs to recommend to Council that retrospective unbudgeted expenditure be approved.

Issues

- 10 The board is being requested to recommend to Council that retrospective unbudgeted expenditure in the amount of \$3,316.56 be approved.
- 11 The diesel tank has already been transported to the Nightcaps Hall and installed. The board was informed that a report to approve the expenditure would be forthcoming.

Factors to consider

Legal and statutory requirements

- 12 All capital expenditure must be approved by Council.
- 13 The board is being requested to recommend to Council that retrospective unbudgeted expenditure in the amount of \$3,316.56 be approved.

Community views

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

Costs and funding

- 15 This expenditure has already occurred and there is not enough budget available to cover the costs of transporting and installing the replacement tank. Therefore, the decision for the board is about how to fund this expenditure.
- 16 These costs are to be funded via any operational underspends for 2024/2025 and the remaining balance from the Nightcaps Community Centre Reserve. This reserve is forecast to have a balance of \$16,072 at 30 June 2025.

Policy implications

- 17 None identified.

Analysis

Options considered

- 18 The Wallace Takitimu Community Board must determine how it wishes to fund the transportation and installation of the replacement diesel tank for the Nightcaps Hall in the amount of \$3,316.56.

Analysis of Options

Option 1 – recommends to Council that retrospective unbudgeted expenditure of \$3,316.56 be approved to cover the cost of transporting and installing a replacement diesel tank for the Nightcaps Hall to be funded from operational underspends and the Nightcaps Community Centre Reserve.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">There will be maintenance general funds available for the Nightcaps Hall in the 2025/2026 year.	<ul style="list-style-type: none">None identified.

Option 2 – carry out a negative budget carry forward process from the hall maintenance budget in the 2025/2026 financial year to cover the required shortfall in 2024/2025 to fund the cost of transporting and installing a replacement diesel tank for the Nightcaps Hall.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">None identified.	<ul style="list-style-type: none">There will be no or lower maintenance general funds available for the Nightcaps Hall in 2025/2026 meaning that further unbudgeted expenditure approvals may be required.

Assessment of significance

- 19 Under Council's significance and engagement policy, this is not considered a significant issue.

Recommended option

- 20 Option one – recommends to Council that retrospective unbudgeted expenditure of \$3,316.56 be approved to cover the cost of transporting and installing a replacement diesel tank at the Nightcaps Hall funded from operational underspends and the Nightcaps Community Centre Reserve.

21 Next steps

- 22 A report to Council will be prepared.

Attachments

There are no attachments for this report.

Wallace Takitimu Community Board submission on Local Water Done Well

Record no: R/25/5/20714

Author: Kelly Tagg, Community partnership leader

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

☒ Decision

☐ Recommendation

☐ Information

Purpose of report

1. The purpose of this report is to present a copy of the submission prepared by the Wallace Takitimu Community Board (the board) on the Local Water Done Well (LWDW) framework established by the Local Government (Water Services Preliminary Arrangements) Act 2024 and to also ratify the submission that was lodged on behalf of the board on 7 May 2025.

Executive summary

2. Consultation for the Local Water Done Well framework opened at 9am on Wednesday 2 April 2025 and closed at midday on Wednesday 7 May 2025.
3. On 1 May 2025 staff attended a workshop and discussed with the board about making a submission as part of the LWDW consultation process. A draft submission was prepared by the board at the workshop, taking into consideration their knowledge of community views on this matter.
4. It was noted that results from this consultation will allow Council to submit a water services delivery plan by 3 September 2025.
5. A proforma submission was lodged with Council on 7 May 2025 to enable the board to provide feedback on the proposed LWDW before the end of the consultation period.
6. At this meeting, staff are recommending the board formally ratify the submission.
7. The options available to the board at this time are to decide to ratify the submission, to alter the submission, or to withdraw the submission. The advantage of lodging (the attached or an amended submission) are that the board can express its views on the proposed LWDW and potentially influence the final Local Government (Water Services) Bill. If the board decides to withdraw the submission, a disadvantage will be not having the opportunity to have a say about the proposed Local Government (Water Services) Bill.
8. If the board would like to make changes to the submission at this time or to withdraw the submission, staff will action the decision by liaising with staff from Council.

Recommendation

That the Wallace Takitimu Community Board:

- a) receives the report titled “Wallace Takitimu Community Board submission on Local Water Done Well”.**
- b) ratifies the submission on the Local Water Done Well, Local Government (Water Services) Bill (included with this report as Attachment A) that was lodged with Council on 7 May 2025.**

Attachments

- A Local Water Done Well submission - Wallace Takitimu Community Board**

SUBMISSION FORM

Full name **Wallace Takitimu Community Board**

Email **kelly.tagg@southlanddc.govt.nz**

Phone number **0800 732 732**

What area of Southland do you live in? **Wallace Takitimu**

Which option do you prefer?

Adjusted status quo -
in-house management
with some changes as
required by legislation (our
preferred option)

☒

Creating a new Water Services
Council Controlled Organisation
and moving our drinking water,
wastewater assets and services
and stormwater to it?

☐

Why do you prefer your option?

The community needs to trust Council to deliver this option for us and we need to maintain in-house control of our water assets and services.

We don't believe ratepayers can afford anymore unnecessary costs or cost increases.

We are very satisfied with the current performance of SDC in delivering safe drinking water to our communities and for the way they manage our waste water services. They have a history of strong performance in this area and we don't see the need to fix something that isn't broken.

Update on 2025 triennial election

Record no: R/25/5/23256

Author: Jayson Trent, Democracy Advisor

Approved by: Vibhuti Chopra, Group manager strategy and partnerships

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 The purpose of this report is to provide an update and general information on the local government 2025 triennial election.

Executive summary

- 2 The triennial local government election will be held on Saturday 11 October 2025.
- 3 Candidate information sessions will be held on 15 July 2025, 6pm at the Otautau SDC Office, 176 Main Street and on 16 July 2025, 6pm at the Lumsden Memorial Hall, 8 Meadow Street.
- 4 Candidate packs that include nomination forms, the candidate handbook, pre-election report and electoral expense forms will be available at all Council area offices/libraries from 4 July 2025.
- 5 Election related documents and resources will be made available on the Council website at www.southlanddc.govt.nz/council/elections.
- 6 The Local Government Commission (LGC) released its determination of SDC's representation arrangements for the 2025 triennial elections on 29 January 2025. The LGC decided to instate the arrangements outlined in Council's final representation proposal. These representation arrangements will take effect at the commencement of the 2025-2028 triennium.
- 7 Elected members of the 2022-2025 triennium will cease to hold office on the day after the official results are declared by public notice. Those elected for the 2025-2028 triennium will take office on that day, but will not be able to act in their capacity as an elected member until they are sworn in.

Recommendation

That the Wallace Takitimu Community Board:

- a) **receives the report titled “Update on 2025 triennial election”.**
- b) **notes the following key dates in relation to the 2025 triennial election:**
 - **4 July 2025 – nominations open**
 - **15 July 2025 – candidate information session**
 - **16 July 2025 – candidate information session**
 - **1 August 2025 – nominations close at 12 noon**
 - **9 to 22 September 2025 – delivery of voting documents**
 - **11 October 2025 – election day (voting closes at 12 noon)**
- c) **notes the Local Government Commission determination for the Southland District, released on 29 January 2025, will apply from the commencement of the 2025-2028 triennium.**
- d) **notes that, the elected members of the 2022-2025 triennium will cease to hold office on the day after the day the official results of the 2025-2028 election are declared by public notice, unless they are re-elected**

Background

- 8 On 2 August 2023, Council confirmed the first past the post electoral system for the 2025 triennial election and any associated by-election.

Update on the triennial elections 2025

Nominations

- 9 Nominations for all seats will open on Friday 4 July 2025 and close at 12 noon on Friday 1 August 2025.
- 10 Nominations can be sent by mail to 15 Forth Street, Invercargill 9810, email to elections@southlanddc.govt.nz, or delivered to a Council staff member by visiting any Council office or library.
- 11 To ensure timely processing of all candidate nominations, candidates are highly encouraged to submit their nominations and supporting documents as soon as possible.
- 12 If there are less candidates than seats available at the close of nominations, a by election will be triggered to fill the vacancies. If there are the same number of candidates as seats available, candidates will be elected unopposed.

Information for candidates

- 13 Candidate packs that include nomination forms, the candidate handbook, pre-election report and electoral expense forms will be available at all Council area offices/libraries and on the Council website from 4 July 2025.
- 14 The candidate handbook provides information for individuals considering standing in the 2025 election. It contains a comprehensive overview of all aspects of the election, including the seats available and the requirements to become a candidate.
- 15 The pre-election report is a document required under the Local Government Act 2002. The report is the responsibility of the chief executive and must be prepared independently of elected members. It focuses on issues that will need to be considered in the next triennium and provides information on the major projects Council expects to fund over the next three years.
- 16 All election resources will be made available at <https://www.southlanddc.govt.nz/council/elections/elections-2025/> and general information about Council elections, including past elections is available here <https://www.southlanddc.govt.nz/council/elections/>.

Election protocols for elected members

- 17 In the lead-up to local government elections, there are protocols elected members should be aware of to ensure fairness, impartiality, and compliance with legal requirements/restrictions. Election protocols for elected members were distributed in the weekly Kia for elected members on 9 May 2025
- 18 The key principles outlined in the election protocols for elected members to note are:
 - council resources cannot be used for campaign purposes (this includes Council run social media accounts - these must remain politically neutral during the election period)
 - leading up to the election, elected members continue to have the right and responsibility to govern and to make decisions, but it is likely there will be an increased level of media and public scrutiny
 - elected members will still have access to the information they need to discharge their roles as incumbents and their Council contact information will still be publicly available. Information requests for electioneering purposes will be managed differently.

Representation arrangements/representation review

- 19 On 30 January 2025, the LGC issued its determination on the representation arrangements for the Southland District that will apply from the 2025 local government elections. The determination puts in place the arrangements adopted by Council as its final representation proposal. The new determination is available here [Southland District Council Determination 2025](#).
- 20 Representation arrangements from the 2025 local government election will be similar to those currently in place, with minor ward/community board boundary changes at Dunearn, Drummond, Taramoa, Otamika Valley and Nokomai Station. There are also corrections to some ward and community board names to include macrons, these are Ōraka, Ōreti and Waihōpai.

Information campaigns

- 21 People will be encouraged to ensure their enrolment details are up to date and an enrolment campaign will be conducted by the Electoral Commission supported by each Council. The number of electors in the Southland District is expected to be approximately 22,000.
- 22 Council's information campaigns will have three key phases including, 'enrolling/encouraging people to check their enrolment status', 'standing for election' and 'voting'. These will include information about Council, what it is like to be an elected member, how to enrol, how to stand, how to find out about candidates, why you should be a voter and how to vote. The campaigns will aim to encourage participation by increasing public knowledge of the elections process for voters and candidates. Where appropriate, staff will work with staff from other councils in the region to provide election information.
- 23 The 'standing for election' phase will include election updates on the website, newspaper stories/ads, social media/Antenno posts, posters around townships, radio advertising and various media informational pieces.
- 24 The Southland District Council website will continue to receive updates on the 2025 triennial election as the election cycle progresses.

Electoral services and electoral officer

- 25 Electionz.com has been contracted by Council to provide electoral services for the 2025 triennial elections.
- 26 Anthony Morton, from Electionz.com, was appointed as Southland District Council's electoral officer on 23 November 2021 and he will continue to hold this position until either party give notice that they want to make a change. The electoral officer will carry out designated duties under the Local Electoral Act 2001, manage the election independently of the elected body and maintain the security of electoral records. The electoral officer will be supported by a deputy electoral officer who is a staff member. The deputy electoral officer for the 2025-2028 triennial election of Southland District Council is Robyn Rout, Governance Legal Manager.

Voting

- 27 The triennial elections will be held on Saturday 11 October 2025.
- 28 The election will be conducted by postal vote and voting documents will be delivered from Tuesday 9 September 2025 to Monday 22 September 2025. Voting closes at 12 noon on Saturday 11 October 2025.
- 29 In addition to Southland District Council election, the voting documents will also include elections for Environment Southland, Matura Licensing Trust and Gore and Districts Health Incorporated.

Remuneration

- 30 The remuneration of elected members is set by the Remuneration Authority in its annual determination.
- 31 Elected members are entitled to remuneration while they hold office.
- 32 In accordance with s 115(1) of the Local Electoral Act 2001, those elected for the 2025-2028 triennium will take office on the day after the official results are declared by public notice under s86, and their remuneration will start on this day.

- 33 In accordance with s 116(a) of the Local Electoral Act 2001, elected members of the 2022-2025 triennium will cease to hold office when members elected at the next election come into office, and their remuneration will end on this day.

Factors to consider

Legal and statutory requirements

- 34 The key legal requirements and protocols for local government elections are set out in the Local Electoral Act 2001, the Local Electoral Regulations 2001, and the Local Government Act 2002.

Attachments

There are no attachments for this report.

Community board reporting

Record no: R/25/5/23284
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".

Attachments

- A Wallace Takitimu Community Leadership Report - 5 June 2025
- B Wallace Takitimu operational report - 5 June 2025
- C RFS summary - March and April



What's happening in your area

Better-off funding projects update

PROJECT	FUNDING	CURRENT STATUS
Camping ground in Otautau	\$275,000	The water and sewerage connections have been installed at Holt Park. The building consent has been lodged with Council. The Request for Proposal (RFP) has been drafted – this is the document that we will go to market with. The RFP will be loaded on GETS and staff will also be contacting local contractors who have expressed an interest in working on this project.
Nightcaps to Ohai railway walking track investigation	\$11,500	The finalised version of the McGregor Park Master Plan (which includes the railway walking track investigation) has been circulated to members. Staff have also contacted KiwiRail for an update on the status of the line. KiwiRail have replied advising they are still working through a process with regards to the future of the line and that they will let us know when they have made a decision.
McGregor Park, Nightcaps – spatial/ masterplan	\$11,500	The finalised version of the masterplan has been circulated to members and will be used to inform future stages of the development plan for McGregor Park. The next two projects include a pump track and toilet and staff are in the planning stages for both at present.

Community Service Award – Andre Bekhuis

Andre Bekhuis has never been one to shy away from a challenge – a trait which has seen him embrace many leadership roles in the Otautau community over the years.

Bekhuis' unrivalled contribution was formally recognised with the presentation of a Community Service Award from Southland District Council and the Wallace Takitimu Community Board on Saturday.

Southland Mayor Rob Scott said Bekhuis was thoroughly deserving of the honour.

"His involvement in the local community has been extensive and his contributions have undoubtedly had such a positive impact," he said.

"You won't find anyone more passionate about Otautau than Andre and that's reflected in the many roles he has held over the years."

Bekhuis served four terms on the Wallace Takitimu Community Board from 2010 to 2022, including three at the helm as chairperson.

He has spent the past two terms as president of the Otautau RSA and proved instrumental in the organisation attracting worldwide media attention for the procurement of the WW1 quilt that was made by local residents and sent to New Zealand soldiers convalescing in England during the war.

“That amazing piece of history has since been framed and now hangs proudly in our council office at Otautau for everyone to admire and enjoy,” Mayor Scott said.

Immensely proud of the town, Bekhuis has been a long-serving member of Otautau Promotions, including several years as chairperson. His handy skills and community spirit are to the fore during events, tackling a vast range of tasks, and even installing the Christmas lights during the festive season.

The hanging baskets on display in the main street even captured his attention with Bekhuis seen watering them daily from his trusty four-wheeler motorbike.

President of the Otautau Golf Club, Bekhuis has been a driving force in its existence and played a key role in organising the 100-year jubilee.

As a local business owner, he generously makes his equipment available at no cost to help out the community, including maintenance of the bowling club and St John building.

Many hours are spent as a caregiver to elderly residents, ferrying them to appointments and RSA meetings.

And he’s not adverse to putting on his kilt and playing the bagpipes for special occasions.

“Andre has a big heart for his community and works quietly away in the background to little fanfare so it is an absolute privilege to shine the spotlight on his efforts,” Mayor Scott said.



Community Partnership Fund

The latest round of funding for the Community Partnership Fund closed on 31 March 2025. A total of seven applications were received and the funding was allocated as below:

Otautau Primary School:	
School production	\$1,500
Otautau Golf Club:	
Mower maintenance	\$240

Otautau Combined Sports Complex:	
Operational costs	\$2,750
The South Island Branch of the Muscular Dystrophy Assn:	
Operational costs	\$500
The Southern Cancer Society Trust:	
Grocery vouchers	\$500
Otautau St Johns 60 th Reunion Committee:	
Jubilee event costs	\$600

Ohai Railway Fund

The meeting to consider applications received in the funding round closing on 31 March 2025 was held at Otautau on Friday 9 May 2025.

The following individuals received tertiary grants;

Ben McCorkindale:	
Media and Design at SIT	\$700
Lachlan McCorkindale:	
Bachelor of Mechanical Engineering at Canterbury University	\$1,000
Zane Marsh:	
Bachelor of Engineering at Victoria University	\$1,000
Dominic Morrison:	
Bachelor of Laws and Commerce at Otago University	\$1,000
Nina McKay:	
Bachelor of Environmental Science at Canterbury University	\$1,000
Paige Henderson:	
NZ certificate in Automotive Engineering at SIT	\$1,000
Ben Campbell:	
Bachelor of Laws and Commerce at Canterbury University	\$1,000

The following organisations received grants;

Takitimu Primary School:	
School Camp	\$6,000
Takitimu District Swimming Pool:	
Swimming platform	\$2,100
Nightcaps Community Medical Centre Trust:	
Operating costs	\$12,000

What's happening across the district

Governance training workshops

Council has partnered with Community Law South to bring governance training workshops to the district which are aimed at community organisations looking to upskill themselves on a range of governance issues. The next workshop is being held in Riverton on Wednesday 11 June.

The first of five workshops was held in Lumsden on Tuesday 15 April. These workshops are free to attend but we do ask that you register your interest in attending by sending an email to

Kelly.tagg@southlanddc.govt.nz

These workshops are a great way to strengthen skills and help boards work more effectively while making a positive impact on their organisation. Attendees will gain valuable leadership and decision-making skills while learning about;

- the role of the Board/Committee
- safe and inclusive culture
- ethical behaviours
- meeting papers
- problem solving
- working together as a group
- key legislation
- registration of interest/conflict of interest management
- health and safety requirements and more.

The dates and locations for the other four workshops are:

- Riverton – 11 June, Senior Citizens Hall
- Winton – 9 July, REAP
- Fiordland – 24 September, Fiordland Community House
- Edendale – 7 October, Edendale Boardroom.

Community Service Award – Jeanna Rodgers

Jeanna Rodgers' tireless voluntary work has made her an integral thread in the Lumsden community over more than two decades.

On Thursday evening her wonderful contributions were recognised with a Southland District Council/Northern Community Board Community Service Award.

Mayor Rob Scott and community board chair Greg Tither spoke about the immense value Ms Rodgers adds to her township.

The Northern Southland college teacher has been a member of many groups and committees supporting children and youth, often serving as the secretary. She has willingly given countless hours of her time to support activities and education for young people. Just one example is driving young members of Lumsden's climbing club to Te Anau and Invercargill so they can use the climbing walls there.

Over the years Ms Rodgers has secured several hundred thousand dollars of funding for many community projects and organisations, including the community swimming pool, the Northern Southland Reforestation Trust, and the toy library, as well as providing play equipment for children in the community under the auspices of the LAAMBS (Lumsden and Areas Activities for Miniature Bodies Society) charitable trust.

She is recognised as the first person to offer a helping hand at community events and projects. Mayor Scott said Ms Rodgers was the kind of person who made her community a better place to live in.

Among the many roles and services she has provided for her community are: founding a music and movement group, Plunket car seats, toy library treasurer and grants officer, Playcentre, Friend of Lumsden School secretary, Bibles in Schools, Anglican Church, Ōreti Community Bike Park committee, Northern Southland Amateur Swimming Club, Duke of Edinburgh supervisor at Northern Southland College, college football teams manager, climbing club, kapa haka, Northern Southland Reforestation Trust, Kidzone volunteer, and Northern Southland College PTA secretary.

As secretary of the Northern Southland Community Pool Trust, she voluntarily opens and closes the pool daily.

Ms Rodgers often assists with private childcare and tutoring, and she was a relief teacher at Lumsden's former Riverstones Early Learning Centre. At Northern Southland College she offers students access to extracurricular activities, while highlighting her community's events and activities as a casual reporter for The Southland App.



Community Service Award – Gay Munro

Conservation and community have been hallmarks of Gay Munro's life.

The Gorge Road resident has dedicated countless hours to both during an involvement spanning decades.

Mrs Munro's significant contributions were formally recognised with the presentation of a Community Service Award from Southland District Council and the Waihopai Toetoe Community Board on Saturday.

Southland Mayor Rob Scott said it was an honour to bestow the recognition.

"Gay sets the standard when it comes to community involvement. The time and effort she's dedicated to so many organisations and initiatives over the years is impressive, particularly in the conservation space," he said.

"The positive impact she has had not only benefits the community now, but it will also be long-lasting into the future for generations to come.

"She's looking after the past, the present and the future."

Her passion for conservation led to a role as the Southland regional representative on the Queen Elizabeth II National Trust from 1997 to 2009. Travelling all over the district, she was a sound source of advice for landowners committed to protecting biodiversity through a QEII covenant.

A strong advocate, Mrs Munro still volunteers with the Southland Ecological Restoration Network (SERN), organising field trips and helping with various projects.

The Waituna Landcare Group benefited from her extensive involvement from 2001 to 2022, initially as the secretary before she took the helm as chairperson in later years. Initiatives included stream plantings, the development of a sanctuary, replanting the gravel pit and organising informative field days on site.

In her local community of Gorge Road, Mrs Munro's impact has been significant.

After several terms on the former Gorge Road Community Development Area subcommittee, she served one term on the Waihopai Toetoe Community Board. Her previous governance experience included the Gorge Road School board of trustees and local swimming pool committee.

As chair of the Gorge Road and Districts Heritage Society, Mrs Munro organises the annual bus trip to areas of historical interest, was involved in the bell tower project and is now leading the installation of a heritage shed and interpretation panels at the domain.

Capturing the area's tales, Mrs Munro wrote the book *From Oteramika to Gorge Road and Districts*. She shared her love of literature by establishing a book exchange at the Mokotua Hall.

Other feathers in her cap include running table tennis and fish and chip nights at the hall, taking care of the Mokotua Recycling Centre, organising Anzac Day commemorations, and editing and distributing the bimonthly Gorge Road and Districts Gazette newsletter.



Community funding

Other funding opportunities

The following funding was granted for the March 2025 funding rounds:

Creative Communities Fund

Cathy Irons - Douce Ambiance: Riverton and Te Anau concerts	\$2000
Otautau Patchwork Group: Quilting workshop with Shirley Sparks	\$1,750
The CanInspire Charitable Trust: Beading workshops	\$1,100
Anna van Riel: Voice workshops	\$2,000
TDPI/ Central Western Archive: 100 years of rural women exhibition and workshops	\$2,126
Waimumu Te Tioua Art and Craft: Exhibition and workshop	\$4,700
Nathalie Sterkens: Kidsfest 2 day festival in Otautau	\$2,800

Te Hikoi:	
Artist challenge exhibition 2025	\$2,660
Te Anau Waitangi Charitable Trust:	
Te Anau Waitangi festival 2026	\$3,000
Toi Rakiura Arts Trust:	
Jackie Clarke show	\$1,000

The following Southland District Council funds close on 20 December 2025

- Centennial Bursary Scholarships for recognised tertiary study
- Valmai Robertson Creative NZ Arts Scholarships
- Eric Hawkes Memorial Outward Bound Scholarship.

Applications can be made on the Southland District Council website via the SmartyGrants link:
<https://www.southlanddc.govt.nz/council/funding-and-grants/>

Council department updates

Governance

Work streams that may be of interest to the board include:

Pecuniary and other interests – the register of elected member pecuniary interests is now publicly available on Council's website.

2025 local government elections – election protocols were provided to all elected members via the Kia Korero on 9 May. These protocols are a good resource to help you navigate if you are going to be both a current elected member and an election candidate. The team are preparing for the local government elections nomination period. Information on this is provided in a separate report on this agenda.

Mileage claims - please remember to send these claims through promptly to Rachael Poole at rachael.poole@southlanddc.govt.nz.

Elected member payments – over the next month the governance team will be arranging the annual communication payment to elected members. This is a non-taxable allowance that recognises elected members are using their own device and services (eg internet connection) to communicate on community board matters. The Remuneration Authority's annual determination also comes out in June each year outlining any changes to elected member pay for the following year. Elected member pay will be altered accordingly from 1 July 2025.

Policy

Consultation on Council's draft Dog Control Policy 2025 and draft Dog Control Bylaw 2025

Consultation on the draft bylaw and policy, including the proposed changes, went live on 12 May 2025.

The public can obtain information about the consultation process and make submissions online at www.makeitstick.nz (this redirects to the SDC website landing page).

The proposed changes in the bylaw and policy include providing definitions of 'effective control' and 'public place'. There are some proposed changes to dog access levels in specific community board areas, which are reflected in revised maps.

All SDC-registered dog owners will receive either an email or letter informing them of the consultation period. We will also be promoting this consultation on Council's Facebook page and via Antenno notifications.

The timeline for the entire review process is included on the consultation page at www.makeitstick.nz.

Submissions

Anyone can make a submission by:

- completing the online submission form at www.makeitstick.nz
- emailing a submission to submissions@southlanddc.govt.nz
- delivering a submission to Southland District Council head office, 15 Forth Street, Invercargill, or any Southland District Council area office
- posting a submission to:

Southland District Council

PO Box 903

Invercargill 9840

ATTN: Draft Dog Control Bylaw and Policy 2025 Submissions

The consultation period runs for **two months**, and submissions close at **5pm on Friday 13 July 2025**.

Questions and feedback

If you receive any feedback or need assistance in answering any questions about the draft policy and bylaw, please contact Ana Bremer ana.bremer@southlanddc.govt.nz

Stakeholder updates

Citizens Advice Bureau – community directory

The Invercargill Citizens Advice Bureau (CAB) recently launched its community directory. This is a directory of local support services, interest groups, and sports clubs etc, all in one place for easy accessibility.

The CAB help people to know and understand their rights and obligations and how to use this information to get the best outcomes, provide people with the confidence and support they need to take action, and work for positive social change within communities and wider society. This independent service is provided free to all.

This community directory is managed and maintained by CAB Invercargill. If you want to add or amend a listing on this directory please contact them on invercargill@cab.org.nz or you can call them directly at [03 218 6648](tel:032186648).



Wallace Takitimu Community Board

Tracker – ongoing

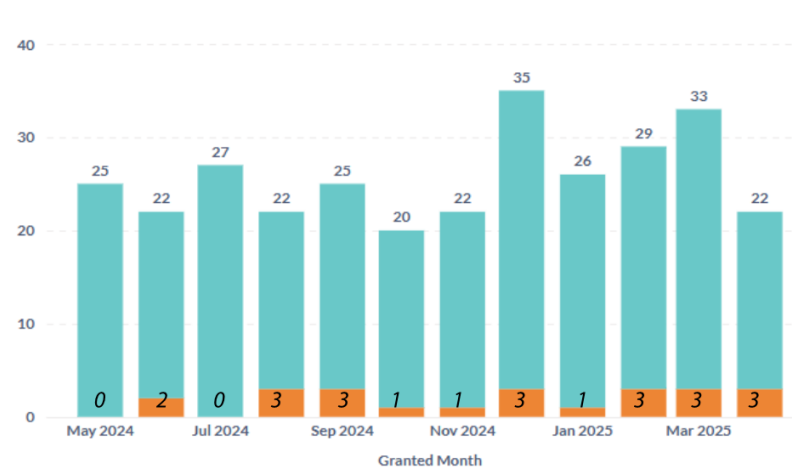
- Dog waste bags for Nightcaps.
- Stormwater issues – Kirkland Street, Ohai (programmed)
- Ohai toilet mural – prep work deferred to spring
- Te Oruanui Marae lease – report left on table at February meeting
- Main Street, Otautau - speed concerns
- Otautau camping ground project – building consent lodged
- Centennial Park Playground upgrade – Otautau
- Otautau – community response plan update by EMS
- Submission on dog control bylaw
- New potential dog park site identified in Otautau

Upcoming priorities

- Community board plan review/familiarisation

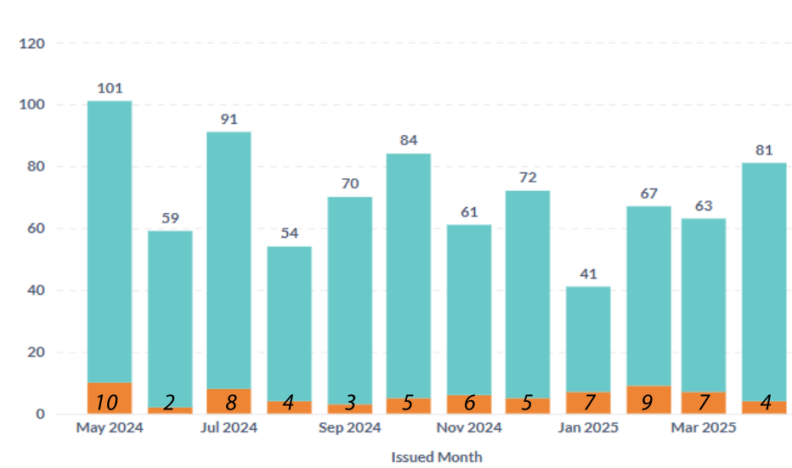
Resource consents issued

RM applications granted for community board



Building consents issued (Oct-July)

Building Consents issued for community board



Service contracts

Water and wastewater services operation and maintenance

The 23/01 operations and maintenance contract continues to run smoothly across the Wallace Takitimu Community Board region. Water and wastewater services across the area have continued to operate with a higher number of service requests than usual being received by Council and Downer, resources were pushed to respond in a timely manner.

Stormwater ditch cleaning has been completed across Ohai and Nightcaps by Downer's. During these works it was found that wastewater laterals crossing the ditch on to the north of properties on Birchwood Street were not recorded accurately in GIS mapping, additional works were undertaken to survey these and install physical markers on site ahead of any future works to avoid damaging these.

Investigative stormwater works is underway on the corner of David and Kirkland Street's.

Auditing of the Otautau wastewater treatment plant on 30 April identified a number of actions required by Downer, this has been communicated and we are awaiting resolution within the allotted time frame.

Mowing for the Wallace Takitimu areas

We are now seeing a slowdown in growth with a change in weather conditions. Grass maintenance is as per the agreed levels of service.

Central area gardening (Otautau)

Council staff have met with the existing gardening contractor and are looking at options for the contract after June. The gardens in Otautau are being maintained to their usual high standard.

General gardening

Ohai has been included in the community maintenance team areas to be looked after.

Staff have been meeting with the community boards to review the levels of service for the mowing and gardening contracts as part of the renewal process currently being undertaken. It is intended to release the tenders to the market in September, community boards have been encouraged to let local operators know that the contracts are being renewed.

Central Alliance roading contract

The contractor has been getting through the 2025/2026 pre reseal programme. The stab crew competed 4700m² for central this season and have approximately 1300m² remaining for next season (this includes all faults and pre reseals).

The premix crew are listed for some depressions, but it is scabbing sections which we are going to look to remedy with chip seal.

SouthRoads management reviewed all the water channel cleaning sites where the spray truck has completed a full spray. This has reduced our programmed work by about half. There are eight centre line km to complete as full water channel cleaning sites, with one still having the potential to come off and the remaining will be done with a small digger as high lip in the towns and cleaning bridge decks for reseal.

Drainage crew completed a culvert replacement on Austin Road. Cyclic has been completing their rounds including gravel roads, tidying up signs and vegetation. RFS's have continued to come in and are being dealt with and programmed as required.

Local project updates

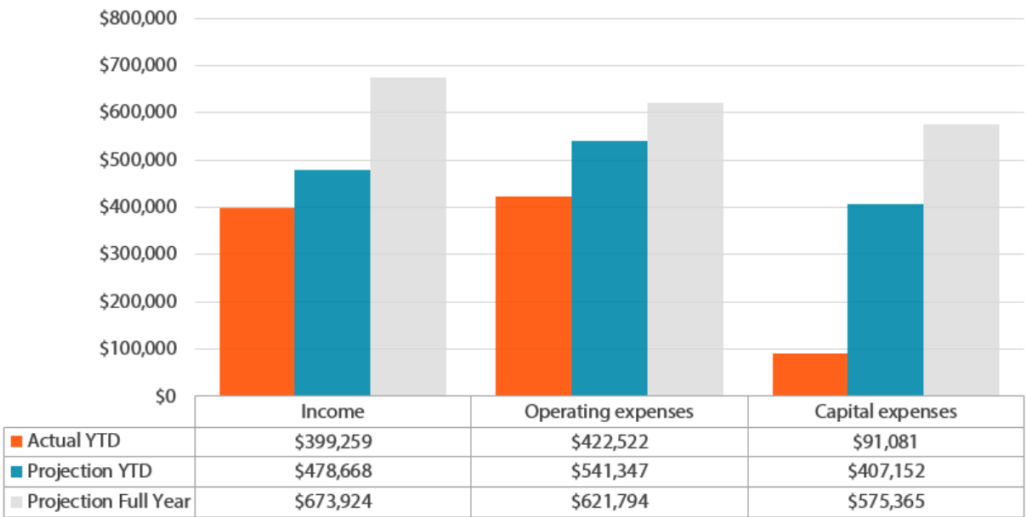
Activity	Name	Current Phase	Current Progress	Budget actual ytd
PARKS AND RESERVES	Nightcaps - development of McGregor Park	Pre-delivery phase	On track	\$100,000 \$3,983 P-11201
	The request for tender is being finalised and is due to go out in the next month. The costs incurred to date are in relation to boundary location survey that recently took place for McGregor Park.			
PARKS AND RESERVES	Otautau - War memorial replacement	Pre-delivery phase	On track	\$20,000 \$3,128 P-11202
Site inspection with engineers completed, engineers to set out a scope later in May.				
PARKS AND RESERVES	Otautau - concept plan for new playground	Delivery phase	On track	\$10,200 \$0 P-11457
Concept plans are being prepared.				
PARKS AND RESERVES	Camping ground in Otautau (Holt Park)	Delivery phase	Off track	\$396,425 \$64,612 P-11085
Underground utilities have been installed, tender documents for the facilities are being developed.				
WASTEWATER	Nightcaps wastewater-treatment upgrade	Initiation phase	On track	\$196,247 \$3,483 P-10462

Lead designers have been appointed and are working to renew the consent. They will create an option assessment outlining future treatment options that will include a potential option to dispose to land. This may be negated if the proposed new wastewater treatment plant deposal standards are changed for townships of less than 1000 people, thus the consent work is currently ON HOLD. The disposal to land option may also incorporate Ohai, thus removing the water discharge to both townships. Construction is in the Long Term Plan programmed for 2031 to 2034.

Local budget information

Wallace-Takitimu - local business units for period ended 30 April 2025

YTD - year to date; Projection includes approved Annual Plan budget with timing phased + approved unbudgeted expenditure + carry forwards



Budget notes

Income is \$79k (17%) under projection. This largely relates to the timing of Better off Funding for the Otautau Camping Ground (\$75k) that will be recognised as the work progresses. Footpaths income is under projection (\$5k) due to projected footpath income from NZTA Waka Kotahi that will be received when the footpath maintenance is completed.

Operating expenses are \$119k (22%) under projection. The majority of this relates to the removal of trees at Drummond Recreation Reserve (\$40k) that has been completed with final costs to come in and Otautau playground concept design (\$10k) that is underway but hasn't incurred any costs yet. This is expected to come in well under budget. Nightcaps playground maintenance is under projection (\$5k) which is no longer required and will not be spent. Footpath maintenance is under projection (\$8k) which is underway. General maintenance in the parks and reserves is \$14k under projection as it is largely reactive. General maintenance in the halls is \$2k over projection largely due to the installation of the replacement diesel tank at the Nightcaps Hall, an unbudgeted expenditure report will come to the Community Board regarding this. Tree and Hedge maintenance is \$42k under projection and is underway, staff have met with the contractor and a plan has been developed. Resource consent costs for the Otautau camping ground are showing as \$9k over projection due to the budget for this project being in capital expenses. There are other minor variances including interest (\$2k) due to lower loan draw down in the prior year, community partnership grants (\$1k) due to the timing of the budget and general projects (\$2k) which relates to the Drummond recreation reserve committee and grants to the Takitimu pool.

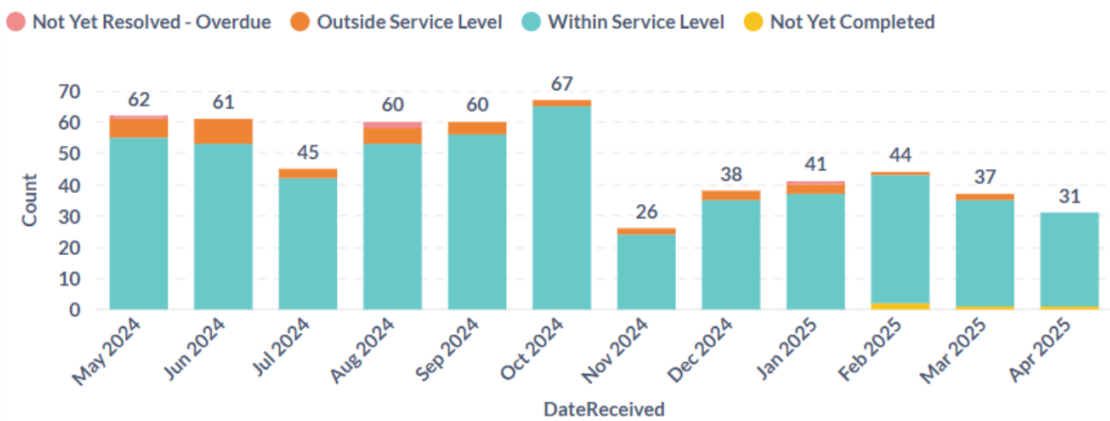
Budget notes continued...

Capital expenses are \$316k (78%) under projection due to the Ohai playground being completed under budget (\$32k), the timing of the budget for the Otautau Camping Ground project that is underway (\$190k) and also the timing of the budget for the McGregor Park Pump Track project that is in procurement and is expected to be delivered in the next financial year (\$95k).

Service requests

Across the district there were 863 requests for service lodged during the period March and April 2025, of which 214 were related to 3 waters. 68 of the total requests belonged to this board area. A full summary of those requests is attached to this report.

Service requests lodged



2025 Community Board calendar

JANUARY 2025	FEBRUARY 2025	MARCH 2025	APRIL 2025	MAY 2025	JUNE 2025	JULY 2025	AUGUST 2025	SEPTEMBER 2025	OCTOBER 2025	NOVEMBER 2025	DECEMBER 2025
	13 Feb - board meeting at Otautau @ 4pm Drop in session 1.30-3.30pm	6 March - board workshop	3 April - board meeting at Otautau @ 4pm Drop in session 1.30-3.30pm	1 May – board workshop	5 June - board meeting at Otautau @ 4pm Drop in session 1.30-3.30pm	3 July - board workshop	7 August - meeting at Otautau @ 4pm. Drop in session 1.30-3.30pm	5 September - board workshop - TBC	TBC – post election	TBC – post election	TBC – post election
		District Initiative fund, Creative Communities Fund, Sport New Zealand Rural Travel fund applications close 31 March				4 July 2025 - Local Government Elections nomination period opens	Community Partnership fund applications close 31 August	Community service award nominations close 30 September 9 September 2025 – voting Local Government elections opens	11 October 2025 – Local Government Elections election day		Scholarships and bursary applications close 20 December
		Ohai Railway Fund applications close 31 March		Ohai Railway fund meeting – 9 May 2025			1 August 2025 – Local Government Elections nomination period closes	Ohai Railway Fund applications close 30 September		Ohai Railway Fund meeting – TBC	
		Community Partnership fund applications close 31 March.						District Initiatives fund, Creative Communities fund, Sport New Zealand Rural Travel fund applications close 30 September			

Requests for service breakdown by type – March and April

Request Type	Count
Community housing - repairs and maintenance	10
Culverts blocked - rural	1
Footpaths	1
Gravel road faults	1
Hazards	1
Parks and reserves - playground repairs/maintenance	4
Parks and reserves - repairs and maintenance	6
Sealed road faults	4
Signs repairs (not stop/give way)	2
Streetlights out	4
Streetscape -vegetation	6
Transport general enquiries	5
Urban stormwater (manholes, grates)	4
Vegetation rural (overgrown or visibility issues)	2
Water and waste general	4
Water urban toby leaking or unable to be used non urgent	1
Wheelie bin - cancel/damaged/stolen	2
Wheelie bin - collection complaints	3
Wheelie bin - general enquiry	1
Wheelie bin - inspection complaints	1
Wheelie bin - new/additional	5
TOTAL	68

Chairperson's Report

Record no: R/25/5/24516
Author: Rachael Poole, Committee advisor
Approved by: Fiona Dunlop, Committee advisor

☐ Decision ☐ Recommendation ☒ Information

- 1 The purpose of this report is to update the board on activities that the chairperson has been involved with since May 2025. It is also an opportunity to discuss progress on current projects.
- 2 Chair Philpott will verbally update the board on the activities he has been involved with since the last meeting.

Board member updates

- 3 This is an opportunity for board members to update on areas of interest.

Next meeting

- 4 Next meeting is at 4pm on Thursday 7 August 2025 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 "Chairperson's Report".

Attachments

There are no attachments for this report.

Councillor update

Record no: R/25/6/25527

Author: Rachael Poole, Committee advisor

Approved by: Vibhuti Chopra, Group manager strategy and partnerships

☐ 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 from 2 April 2025 to 14 May 2025.
- 2 To watch any of the previous Council or Finance and Assurance Committee meetings select this link: [SDC youtube](#)
- 3 An overview of the reports presented is given in the table below.
- 4 This report is also to provide an opportunity for Councillor Boparai to highlight particular matters or update the board on any other issues that have arisen around the Council table.

2 April 2025 – Council meeting

Report	Overview
Public participation	<p>Wendy Joy Baker addressed Council about a 2023/2024 dog report, Make it stick surveys, District plan, Code of Conduct for elected members, follow-up of complaints through texts (more compassion towards ratepayers), more appreciation of sports in community and more respect, upkeep of honorable war memorials all year around</p> <p>Dave Diack addressed the meeting in relation to the use of volcanic ash as a cement for footpaths in the Oreti ward and the District in general.</p> <p>Boyd Wilson addressed the meeting in relation to section 73 of the Building Act 2004.</p>
2024 Rule Speed Limits Rule - Required Speed Limit Amendments	<p>This report provided information on the speed limit changes required to be implemented by Council and set those new speed limits to comply with the Land Transport Rule: Setting of Speed Limits 2024.</p> <p>Fifteen locations were identified where speed limits around schools were required to transition to variable speed limits before 1 July 2025.</p> <p>This report was left on the table to be considered with NZTA present at a later meeting.</p>
Forecasted Financial Position for the year ending 30 June 2025	<p>This report provided information on the expected year-end financial result compared to the Long Term Plan 2024/2025 and sought approval of the resulting forecasted position. The report also sought</p>

	Council's approval for unbudgeted expenditure requests, and the deletion and deferral of a number of projects.
Financial Report for the period ended 28 February 2025	Council was provided with an overview of the draft financial results for the eight months to 28 February 2025 by Council's seven activity groups, as well as the financial position and the statement of cashflows as at 28 February 2025.
Adoption of statement of proposal for changes to fees and charges 2025/2026 for consultation	Council approved the statement of proposal outlining the proposed changes to fees and charges 2025/2026, which formed the basis of public consultation. Public consultation ran from 4 April 2025 to 3 May 2025. The final Schedule of Fees and Charges 2025/2026 will be adopted as part of the Annual Plan 2025/2026 in June 2025.
Unbudgeted expenditure request for a grant to Orepuki Community Promotions Charitable Trust - Historic railway water tower repair project brought forward	Council approved unbudgeted expenditure of up to \$28,927 to the Orepuki Community Promotions Charitable Trust, to be funded from the Hirstfield Reserve for the restoration work on the historical Orepuki railway water tower.
Public Notification of Plan Change 3	<p>Council gave approval for the public notification of Private Plan Change 3 requested by Blue Sky Meats (NZ) Limited to rezone land at 729 Woodlands Morton Mains Road, recognising an established industrial activity and providing appropriate precinct provisions for environmental management.</p> <p>Council noted that Blue Sky Meats had submitted a private plan change request to rezone their property from rural to industrial, with specific precinct provisions. The plan change has been accepted for processing under Clause 25 of Schedule 1 of the Resource Management Act 1991.</p>
16 April 2025 – Council Meeting	
Report	Overview
Progress Plan Change 2	Council reapproved the Southland District Council and Invercargill Subdivision, Land Use and Development Code of Practice 2023, approved the public notification of their decision that establishes that the Operative Southland District Plan is deemed to have been amended and revoked the Subdivision, Land Use and Development Bylaw 2012.
Management report April 2025	<p>Staff updated Council on what has been happening in the following operational areas:</p> <ul style="list-style-type: none"> • Consultation • Communications and engagement • Information services • Strategic planning and policy • Governance

Wallace Takitimu Community Board

5 June 2025

	<ul style="list-style-type: none"> Spatial planning
30 April 2025 – Council Meeting	
Report	Overview
Around the Mountains Cycle Trail Trust Update	Nicola Willis (Chair of the Trust) and Susan Mackenzie presented an update on the past 12 months of data for Around the Mountains Cycle Trail.
Mayor's report	Mayor Scott reported on the meetings and events that he has attending during February through to late April 2025. Anne Horrell, Chair of Tuatapere Te Waewae Community Board gave an update of activities that have been happening in her community board area.
Review of Dog Control Bylaw 2015 and Dog Control Policy 2015	Council approved the Draft Dog Control Policy 2025 and the Draft Dog Control Bylaw 2025 for consultation. Public consultation will take place from 12 May 2025 through to 13 July 2025.
Use of Hokonui Hall reserve	Council approved unbudgeted expenditure of \$8,340 to be funded from the Hokonui Hall reserve towards a sign recording the location of Hokonui and approved the transfer of the remaining balance of the Hokonui Hall reserve to the Browns Community Centre reserve.
Waikaia speed limit reduction proposal update and next steps	Council requested staff to revise the Waikaia speed limit reduction proposal to meet the new requirements of the Setting of Speed Limits Rule for consultation.
Waikaia speed limit reduction signs - Unbudgeted expenditure request	Council approved unbudgeted expenditure of up to \$10,000 plus GST for the supply and installation of new signage in anticipation of the speed limit being reduced at the intersections of Wellington Street, Riversdale-Waikaia Road and Piano Flat Road in Waikaia, to be funded by a 15 year loan to be repaid from the Ardlussa Community Board rate. It was noted that this expenditure will be dependent on the decision being received from the Director of Land Transport and that if the speed limit reduction is not approved, then the funding may not be required.
Winton CCTV camera project - unbudgeted expenditure request	Council approved unbudgeted expenditure of up to \$65,000 (excluding GST) from the Winton Property Sales Reserve to cover the costs of works, hardware and installation of up to six CCTV cameras and the necessary supporting systems within the Winton township.
2024 Rule Speed Limits Rule - Required Speed Limit Amendments - Report laid on the table from 2 April 2025 Meeting	Council reconsidered the speed limit changes required to be implemented by Council and set those new speed limits to comply with the Land Transport Rule: Setting of Speed Limits 2024. They agreed to change a number of permanent speed limits and to install updated signage between 1 May 2025 and 1 July 2025. Council also agreed for Mayor Scott to write to the Minister of Transport to express Councils frustration on having to agree to a rule that is not fit for purpose and is an extra expense to Council.
14 May 2025 – Council Meeting	
Report	Overview

Changes to fees and charges 2025/2026 - submissions and hearings	Council received all the written submissions received on the changes to fees and charges and noted that there was one submitter, Federated Farmers who requested to speak to Council on their submission. Due to sickness on the day of the meeting, Federated Farmers were unable to attend and apologised for their non-attendance.
14 May 2025 – Finance and Assurance Committee Meeting	
Report	Overview
Finance and Assurance Committee workplan for the year ended 30 June 2025.	The Committee received the report and noted the addition of three new reports being the Procurement policy review, FMIS project timetable and the Back Together Build project update. The Insurance Policy review report was moved from the May meeting to the 11 June 2025 meeting.
Interim performance report – period two – 1 July 2024 to 28 February 2025.	The Committee received the report and asked staff for more information on two of the results and thanked staff for what they have been able to achieve to date. They also gave credit to the staff who spoke on the day for their knowledge of their areas and where the results were not met they were able to give detailed reasons why and what the next steps are.
FMIS project timeline update.	Staff updated the Committee on the proposed timeline with the major phases as follows: <ul style="list-style-type: none"> • Discovery and Planning, now to June 2025 • Design and Foundation, July – Dec 2025 • Build and Configure, July 2025 – January 2025 • Test and Train, February – June 2026 • Operational Onboarding, March – June 2026, • Go-Live on 1 July 2026, and stabilisation and hyper care ongoing after this.
Annual report 2024/2025 timetable.	The Committee received the report showing the key dates for the annual report 2024/2025. <ul style="list-style-type: none"> • 27 August 2025 draft annual report presented to Council • 25 August to 19 September 2025 audit of annual report • 29 September final draft of the annual report • 8 October 2025 adoption of annual report.
Draft procurement and Contract Management Policy	The committee considered and gave feedback on the draft Procurement and Contract Management policy and have asked staff to incorporate their feedback into a revised draft document.
B2B project update	The committee received the back together build update and noted that four working groups are now confirmed, one of which – the Communications and Engagement Group - is already underway and

	<p>has provided the project name B2B. The PSG has endorsed the communications strategy and engagement principles recommended by the Group.</p> <p>Key risks currently identified include budget pressures, structural challenges, procurement complexity, and stakeholder expectations.</p>
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Recommendation

That the Wallace Takitimu Community Board:

- a) receives the report titled “Councillor update”.**

Attachments

There are no attachments for this report.