



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

Date: 25 September 2025
Time: 4:30 pm
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.

Community board delegations

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> <ol 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.

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 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).
- c) Providing comment (through the chairperson) to assist the chief executive on making a decision on any objections received on temporary road closures or temporary prohibition of traffic.

Local activities

For local activities

- a) recommend to Council levels of service 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
- 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

	<p>f) support the development of local management plans (for subsequent recommendation to Council) where required by statute or in support of the district plan, or other plans for reserves, harbours, or other community facilities, except where these powers:</p> <ul style="list-style-type: none"> 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. <p>g) for the Fiordland Community Board in relation to Te Anau Airport and for the Stewart Island/Rakiura Community board in relation to Stewart Island Electricity Supply Authority (SIESA) these board's role is to:</p> <ul style="list-style-type: none"> • recommend levels of service and annual budget to Council or relevant committee • monitor the performance and delivery of the service. <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 delegations the 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 (Local Government Act 2002 section 53).</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 of leases and licenses where the rental is \$10,000 or more per annum.</p> <p>Community spaces and roads</p> <p>a) authority to decide upon requests from the community, regarding names of open local spaces and the placement of structures and commemorative plaques.</p> <p>b) authority to decide on the name of public roads, private roads and rights of way</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	Boards have no financial or decision-making delegations other than those specifically delegated by Council.

	<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 executive 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>
DEFINITIONS	<p>District activities include:</p> <ul style="list-style-type: none"> a) community leadership at a district level (including district community grants) b) wastewater c) waste services d) water supply e) stormwater f) district funded open spaces (parks and reserves) g) roading h) district community services (library services, cemeteries, community housing and heritage/culture)

- i) district community facilities (public toilets, library buildings, offices and amenity buildings)
- j) environmental services (building services, resource management, environmental health, animal services, emergency management)
- k) corporate support services

Local activities include:

- c) community leadership at a local board level (including local community grants)
- d) local community facilities (halls, community centres and other amenity buildings) within Council's activity management plans for community facilities
- e) water facilities (boat ramps, wharves, jetties and harbour facilities)
- f) locally **funded** open spaces (parks and reserves, playgrounds and streetscapes)
- g) parking limits, footpaths and streetlights
- h) Te Anau/Manapouri Airport (for the Fiordland Community Board)
- i) Stewart Island Electricity Supply Authority (SIESA) (for the Stewart Island/Rakiura Community Board)

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.

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.

Approved budget for the financial year comprises the base budget approved by Council through the Long Term Plan or Annual Plan, along with any adjustments formally approved during the year for unbudgeted expenditure, forecasting changes and carry forwards by those with delegated authority.

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REPORTS

C8.1 Otautau camping ground update

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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, 07 August 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 Thursday, 7 August 2025 at 4pm. (4pm – 5.06pm)

PRESENT

Chairperson	Colin Lawry
Members	Jaspreet Boparai
	Edwin Mabonga
	Bridget Mason
	Gretchen Wilson
	Lester Wilson

APOLOGIES

Tony Philpott

IN ATTENDANCE

Committee advisor	Rachael Poole
Community partnership leader	Kelly Tagg
Mayor	Rob Scott

1 Apologies

There was an apology for non-attendance from Tony Philpott

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

That the Wallace Takitimu Community Board accept the apology.

2 Leave of absence

Lester and Gretchen Wilson have requested a leave of absence from 29 August – 12 September 2025.

Bridget Mason has requested a leave of absence from 1 October until the election results are declared.

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

That Wallace Takitimu Community Board agrees the leave of absence requests.

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 Gretchen Wilson and **confirmed:**

That the Wallace Takitimu Community Board confirms the minutes of the meeting held on 5 June 2025 as a true and correct record of that meeting.

6 Public participation

Stanley Street, Wairio residents spoke at the meeting about the Wairio Domain and their displeasure at the cows being wintered on crop and the accompanying smell and mud. Fences have been cut and are wanting the domain returned to permanent pasture. They also questioned where the funds for cropping have been paid and if the current leasee is required to reinstate the pasture and fences?

The residents have also requested when the next meeting of Wairio Hall and Domain Committee is so they are able to attend.

Reports

7.1 Wallace Takitimu Community Board submission on Dog Control Bylaw and Dog Control Policy Review 2025

Record No: R/25/7/32480

Community partnership leader, Kelly Tagg spoke to this report.

Resolution

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

That the Wallace Takitimu Community Board:

- a) **receives the report titled "Wallace Takitimu Community Board submission on Dog Control Bylaw and Dog Control Policy Review 2025".**
- b) **ratifies the submission on the Dog Control Bylaw and Dog Control Policy Review 2025 (included with this report as Attachment A) that was lodged with Council on 9 July 2025.**

7.2 Ohai Recreation Reserve - Te Oruanui Incorporated

Record No: R/25/7/36429

Community partnership leader, Kelly Tagg spoke to this report, which had been left on the table at a previous meeting and now has the additional information around the entity that Council will be entering into a land lease has been clarified.

Resolution

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

That the Wallace Takitimu Community Board:

- a) **receives the report titled "Ohai Recreation Reserve - Te Oruanui Incorporated".**
- 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) **recommends to Council staff that a land lease is entered into with Te Oruanui Incorporated for the portion of the Ohai Recreation Reserve that the ex rugby club building is situated on, for an annual lease of \$100.00 plus GST.**
- e) **recommends to Council that the ex rugby club building located on the Ohai Recreation Reserve is transferred back to Te Oruanui Incorporated for \$1.00.**
- f) **notes that resolutions d) and e) are contingent on Te Oruanui Incorporated agreeing to pay \$6,540.38 in outstanding service charges.**

7.3 Roothing bylaw, policy and policy procedures' review

Record No: R/25/7/34550

Community partnership lead, Kelly Tagg explained that the purpose of this report was to provide:

information to the Wallace Takitimu Community Board (the board) on the review of the Roothing Bylaw 2008 (Revision 3 2024), Roothing Policy 2008 (Revision 1 2015) and Roothing Policy Procedures 2008 (Revision 1 2015); and

opportunity for the board to give feedback on the rooding documents which will assist staff to identify issues and propose options for Council before undertaking public consultation.

The board have requested that staff attend a workshop in late September to clarify what is within the scope of the feedback, possibly able to combine the workshop with a neighbouring community board.

Resolution

Moved Cr Boparai, seconded Edwin Mabonga

That the Wallace Takitimu Community Board: and resolved:

- a) **receives the report titled "Roothing bylaw, policy and policy procedures' review".**
- 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) **provides feedback through a workshop in September for the review of the Roothing Bylaw 2008 (Revision 3 2024), Roothing Policy 2008 (Revision 1 2015) and Roothing Policy Procedures 2008 (Revision 1 2015).**

7.4 Community board reporting

Record No: R/25/7/35003

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

- Camping ground held an open day for those thinking of tendering, 4 – 5 people turned up. Tenders close on 15 August with the work to be completed by Christmas 2025.
- Kiwirail are mothballing the railway line to Ohai, but when spoken to they are still maintain the line. Ms Tagg has spoken with Kiwirail and expressed the boards interest in developing the line for recreation if it is no longer in use.
- Council are reviewing the Reserve Management Plans, Ms Tagg will email the board some information on this and if needed they can discuss at an upcoming workshop.
- Pumptrack in Nightcaps at McGregor Park is progressing through the planning phase

Resolution

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

That the Wallace Takitimu Community Board:

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

7.5 Councillor update

Record No: R/25/7/36105

Cr Jaspreet Boparai spoke to this report and gave an update on what has been happening around at Council. Not included in this report were:

- Upcoming review of the Reserve Management Plan is a piece of work that will take around twelve months to complete
- Spatial planning for future growth and infrastructure is starting, Stewart Island/Rakiura is happening now with Riverton the next town. Over the process all towns within the district will be included
- Dog control bylaws have closed and Council has heard from those submitters who wanted to speak to their submission
- District Licensing Committee have held a couple of hearing recently.

Cr Boparai invited Mayor Scott to speak:

Rob thanked the board for their hard work and dedication on behalf of Council and wanted the board to know that community boards are the connection to community and are valued by Council.

Cr Boparai thanked the board for the support that they have showed her over the triennium and also thanked staff. Best wished to Bridget Manson, who is not re-standing and it is great to see everyone else re-standing.

Resolution

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

That the Wallace Takitimu Community Board:

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

7.6 Chairperson's Report

Record No: R/25/7/36302

Chair Lawry spoke to the chairs report in the absence of Mr Philpott:

Reiterated the bords desire to keep communications with KiwiRail around the opportunity for a cycle trail if the railway line is decommissioned. Suggested that maybe there is an opportunity for a Nightcaps to Ohai cycle plan type concept to be drafted to go all the way to Invercargill.

Resolution

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

That the Wallace Takitimu Community Board:

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

7.7 Valedictory speeches

Record No: R/25/7/30985

Chair Lawry invited Bridget Mason to say a few words. Ms Mason spoke that she has had an interesting time on the board, that it is a nice board and she has increased her understanding of local government. There has been positive progress and she is keen to see the playground project once is it completed, will even make a trip down if the timing works.

Resolution

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

That the Wallace Takitimu Community Board:

- a) **receives the report titled "Valedictory speeches".**

-
- b) thanks Bridget Mason for the service she gave to the Wallace Takitimu community.**

The meeting concluded at 5.06pm.

Confirmed as a true and correct record of a meeting of the Wallace Takitimu Community Board held on 7 August 2025.

DATE:

CHAIRPERSON:

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 Otautau camping ground update

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
Otautau Camping Ground project update	s7(2)(i) - the withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	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