



# Agenda

## Extraordinary Tuatapere Te Waewae Community Board

Monday, 9 March 2026, 10:30am  
Tuatapere RSA Hall lounge, 61 Main Road, Tuatapere



Chairperson  
Deputy chairperson

Anne Horrell  
Blayne De Vries  
Derek Chamberlain  
Lynette Chambers  
Wayne Edgerton  
Marilyn Parris  
Councillor Don Byars

# What is important to us?

Our strategic framework is a big picture of what Council is planning to achieve for our communities in the next three years.

## Council vision

Together, with our people, for our future. It's our Southland!

## Council mission

Working together for a better Southland.

## Our focus is

### Strategic priorities



**Connected and resilient communities** - we collaboratively engage with our partners and communities, along with investing in agile and sustainable practices, to support a vibrant and thriving Southland.



**Ease of doing business** - we transform the customer experience through partnership, technology and continuous improvement.



**Providing equity** - we enable all residents to be able to access the same services and tools as part of a fair society.



**Robust infrastructure** - we deliver innovative and sustainable community focused infrastructure and facilities for the future



**Thinking strategically and innovatively** - we look for solutions outside of the norm and are not afraid to do something that we have not done before, and we think long-term about the solutions we are providing, while having the flexibility and agility to change direction as necessary.

## Our goals for the LTP 2024-2034 are

### Outcomes



**Social** - communities that are connected and have an affordable and attractive lifestyle.



**Environmental** - communities committed to the protection of our land and water.



**Cultural** - communities with a sense of belonging for all.



**Economic** - communities with the infrastructure to grow.



## 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	Ōreti and Waihōpai 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	Governance  Elected members are responsible for providing leadership, setting direction and for overseeing performance (at a high level).  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.  Roles outlined in the Local Government Act 2002 <ul style="list-style-type: none"> <li>• appoint a chairperson and deputy chairperson</li> <li>• represent, and act as an advocate for, the interests of its community</li> <li>• consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the board</li> <li>• maintain an overview of services provided by the territorial authority within the community</li> <li>• prepare an annual submission to the territorial authority for expenditure within the community</li> <li>• communicate with community organisations and special interest groups within the community</li> <li>• undertake any other responsibilities that are delegated to it by the territorial authority.</li> </ul>

Additional roles of boards

**Community wellbeing**

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

**Community leadership**

- a) to provide leadership to local communities on the strategic issues and opportunities that they face
- b) identify key issues and opportunities that will affect the future of the board's community and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities
- c) promote a shared vision for the board's community and develop and promote ways to work with others to achieve positive outcomes
- d) provide a local community perspective on Council's long term plan key performance indicators and levels of service as detailed in the long term plan, and on local expenditure, rating impacts and priorities
- e) develop and manage community board plans including keeping these up to date and relevant to community needs and aspirations.

**Engagement and relationships**

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

**Advocacy**

- a) as part of the long term plan or annual plan process, prepare a submission to Council on the proposed levels of service, income and expenditure within the community of interest
- b) as part of the long term plan or annual plan process, outline the relative priorities for the delivery of District services and levels of service within the board area (Council sets the levels of service for District Activities 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
- 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:
  - 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.
- 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:
  - recommend levels of service and annual budget to Council or relevant committee
  - monitor the performance and delivery of the service.

### **Environmental management and spatial planning**

- 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

	<ul style="list-style-type: none"> <li>e) recommend to Council initiating an appeal to the environment court on decisions relating to resource consent applications that the board has made submissions on</li> <li>f) provide support to the development of community plans for a civil defence emergency and the recovery afterwards.</li> </ul>
DELEGATIONS	<p>In exercising the delegations the boards will operate within:</p> <ul style="list-style-type: none"> <li>a) policies, plans, standards or guidelines that have been established and approved by Council</li> <li>b) the needs of the local communities</li> <li>c) the approved budgets for the activity.</li> </ul> <p>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><b>Community wellbeing</b></p> <ul style="list-style-type: none"> <li>a) develop local strategies to improve areas of wellbeing (where a need has been identified)</li> <li>b) to develop local community outcomes that reflect the desired goals for their community or place.</li> </ul> <p><b>Community board plans</b></p> <ul style="list-style-type: none"> <li>a) Regularly review and update the community board plan to keep the plan relevant.</li> </ul> <p><b>Decisions on locally funded assets and services</b></p> <ul style="list-style-type: none"> <li>a) accept donations of a local asset (e.g. a gas barbeque, park bench, etc) with a value of less than \$30,000</li> <li>b) approve project definitions or business cases for approved budgeted capital expenditure up to \$300,000.</li> </ul> <p><b>Unbudgeted expenditure</b></p> <ul style="list-style-type: none"> <li>a) approve unbudgeted operating expenditure for local activities of up to \$20,000</li> <li>b) approve up to a \$20,000 increase in the projected cost of a budgeted capital works project/item that is included in the annual plan or long term plan</li> <li>c) authority to delegate to the chief executive, when approving a project definition or business case, over-expenditure of up to \$10,000 for capital expenditure against the budget detailed in the annual plan or long term plan.</li> </ul> <p><b>Leases and licenses</b></p> <p>In relation to all leases and licences of land and buildings for local activities within their own area, and subject to any relevant legislation and/or policy requirement, on behalf of Council;</p> <ul style="list-style-type: none"> <li>a) accept the highest tenders for rentals more than \$10,000</li> <li>b) approve the preferential allocation of leases and licenses where the rental is \$10,000 or more per annum.</li> </ul>

	<p><b>Community spaces and roads</b></p> <ul style="list-style-type: none"> <li>a) authority to decide upon requests from the community, regarding names of open local spaces and the placement of structures and commemorative plaques.</li> <li>b) authority to decide on the name of public roads, private roads and rights of way</li> </ul> <p><b>Community assistance</b></p> <ul style="list-style-type: none"> <li>a) establish a system for prioritising allocations, based on criteria provided by Council</li> <li>b) grant funds from the Community Partnership Fund</li> <li>c) allocate bequests or grants generated locally, consistent with the terms of the bequest or grant fund.</li> </ul> <p><b>Northern Southland development fund</b></p> <ul style="list-style-type: none"> <li>a) the Northern board can make decisions regarding funding applications to the Northern Southland development fund.</li> </ul>
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><b>Matters that are not delegated</b></p> <p>Council has not delegated to boards the power to:</p> <ul style="list-style-type: none"> <li>a) make a rate or bylaw</li> <li>b) acquire, hold or dispose of property</li> <li>c) direct, appoint, suspend or remove staff</li> <li>d) engage or enter into contracts and agreements and financial commitments</li> <li>e) institute an action for recovery of any amount</li> <li>f) issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like;</li> <li>g) institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal to the environment court on decisions in respect to resource consent applications on which the board has made submissions.</li> </ul>
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</p>

	<p>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><b>District activities include:</b></p> <ul style="list-style-type: none"> <li>a) community leadership at a district level (including district community grants)</li> <li>b) wastewater</li> <li>c) waste services</li> <li>d) water supply</li> <li>e) stormwater</li> <li>f) district <b>funded</b> open spaces (parks and reserves)</li> <li>g) roading</li> <li>h) district community services (library services, cemeteries, community housing and heritage/culture)</li> <li>i) district community facilities (public toilets, library buildings, offices and amenity buildings)</li> <li>j) environmental services (building services, resource management, environmental health, animal services, emergency management)</li> <li>k) corporate support services</li> </ul> <p><b>Local activities include:</b></p> <ul style="list-style-type: none"> <li>a) community leadership at a local board level (including local community grants)</li> <li>b) local community facilities (halls, community centres and other amenity buildings) within Council's activity management plans for community facilities</li> <li>c) water facilities (boat ramps, wharves, jetties and harbour facilities)</li> <li>d) locally <b>funded</b> open spaces (parks and reserves, playgrounds and streetscapes)</li> <li>e) parking limits, footpaths and streetlights</li> <li>f) Te Anau/Manapouri Airport (for the Fiordland Community Board)</li> <li>g) Stewart Island Electricity Supply Authority (SIESA) (for the Stewart Island/Rakiura Community Board)</li> </ul> <p><b>Levels of service</b> 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</p>

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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1 Opening

The chair will open the meeting.

2 Apologies

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

3 Leave of absence

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

4 Conflict of interest

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

5 Additional agenda items

Any additions to the agenda must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.

6 Public participation

Requests to speak should be made by midday of the day before the meeting. Further information is available on [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz) or phoning 0800 732 732 .

7 Reports

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7.1 Offer to gift the Orepuki fire fighting water tanks property to Council

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8 Closure

The chair will close the meeting.

Summary of reports

	Report name	Purpose	Report type	Page
7.1	Offer to gift the Orepuki fire fighting water tanks property to Council	The purpose of the report is to consider a request from the Orepuki Volunteer Fire Brigade to gift to Council the property at Orepuki containing the three firefighting water storage tanks.	Recommendation	13

## Offer to gift the Orepuki fire fighting water tanks property to Council

Record no: R/26/3/101573  
Author: Kevin McNaught, Manager property services  
Approved by: Sam Marshall, Group manager customer and community wellbeing  
Report type: Recommendation

### Purpose

- 1 The purpose of the report is to consider a request from the Orepuki Volunteer Fire Brigade to gift to Council the property at Orepuki containing the three firefighting water storage tanks.

### Staff recommendations

That the Tuatapere Te Waewae Community Board:

- a) notes the information contained in the report.
- b) notes that the matter or decision in this report is assessed as some importance based on Council's Significance and Engagement Policy. On this basis no community engagement other than the boards position is recommended.
- 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 that the gift of the land at 35 Oldham Street Orepuki, contained in record of Title SL9C/667, offered by the Orepuki Volunteer Fire Brigade to Council be accepted.

### Executive summary

- 2 The property at 35 Oldham Street Orepuki is owned by the Orepuki Fire Brigade Social Club Incorporated. The Brigade has recently written to Council (as attached) offering to gift the land to Council.
- 3 The decision to accept the offer or not rests with Council, but as this property will if taken over by Council, fall within the definition of a local property under the responsibility of the Tuatapere Te Waewae Community Board (the Board), then it is appropriate that the Board has the opportunity to consider the offer and provide its comments to Council.
- 4 The staff recommendation is that the offer as is made, be accepted.

### Context

- 5 The property at 35 Oldham Street Orepuki is owned by the Orepuki Fire Brigade Social Club Incorporated and primarily used as the site for the three water storage tanks for firefighting properties.
- 6 This property was initially on the same land as the fire station on the north side of Dover Street but was separated when Dover Street was formed and declared road.

- 7 As it is the intention of the owner Society not to reincorporate under the Incorporated Societies Act 2022, they would like to have this property transferred to the community via council ownership prior to the Society becoming unregistered in early April.

#### Discussion

- 8 The discussion is primarily whether the offer should be accepted or not, noting the points set out in the letter.
- 9 Some of these points can be discussed at a later date after transfer i.e. fencing, and points like the tanks staying in their current location, as well as the supply of water could be dealt with as a transfer condition, but we can initially raise these with the Society as we progress through the stages of transfer given the tight timeframes we are working to.
- 10 A point to note, is that subsequent information supplied, is that the tanks and the pipework connecting them are all new, replacing the old tanks that were leaking.

#### Options

- 11 The following reasonably practicable options have been identified and assessed in this report:

Option 1 – Accept the gift of the land as offered

Option 2 – Decline the gift of the land as offered

Option 3 – Accept the gift of the land as offered and negotiate the terms of the gift

Recommended option:

- 12 Accept the gift of land as offered and negotiate the terms of the gift.

Option 1 – Accept the gift as offered.

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>allows the tanks to remain in community ownership.</li> </ul>	<ul style="list-style-type: none"> <li>some of the conditions or the methodology suggested may not be acceptable to Council like:                             <ul style="list-style-type: none"> <li>proposed fencing</li> <li>proposed covenant</li> <li>water supply</li> <li>funding</li> </ul> </li> </ul>

Option 2 – Decline the gift of the land as offered

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>non identified.</li> </ul>	<ul style="list-style-type: none"> <li>community may lose ownership of these water tanks should the title be transferred to another person or entity.</li> </ul>

Option 3 – Accept the gift of the land as offered and negotiate the terms of the gift.

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• Council is indicating its intent to take ownership of the property which will allow it to remain in community ownership.</li> <li>• given that the Board or Council’s position is unknown particularly around the conditions, some amendments may work better for both parties.</li> </ul>	<ul style="list-style-type: none"> <li>• no disadvantages identified, as the obligations of all the parties will be better understood and agreed.</li> </ul>

Legal considerations

- 13 No legal considerations identified at this point.

Strategic alignment

**Strategic direction**

- 14 In terms of Council’s strategic priorities as set out on page 11 of the Long Term Plan, specifically resilient communities, equity of service and robust infrastructure are applicable to this proposal.
- 15 The Tuatapere Te Waewae Community Board Plan 2021 – 2024 sets out its vision “...is a vibrant, thriving and supportive community ....”. The ability to have this reservoir of water available for the community for firefighting, is an integral part of retaining this type of community asset and benefit in Orepuki.

**Policy and plan consistency**

- 16 No issues of inconsistency identified at this point.

Financial considerations

- 17 Three financial considerations:
- the first is the ongoing ground maintenance which is already partly covered by Council through the ground mowing. There may be some small additional ground maintenance costs, but this can be further discussed with the Society as they offer to do some planting etc.
  - all legal costs to be covered by Southland District Council (the Board). These will be legal fees for an agreement and title transfer anticipated to be around \$1500 to \$2000 depending on the complexity of the documents. The Board in recommending the acceptance of the gift is also agreeing to cover these costs out of its budgets.
  - The third is the overall responsibility for the land and tanks, but given the tanks and connections are new, this is unlikely to cost in the immediate future.

Significance assessment

- 18 The significance has been assessed as some importance/administrative slightly ahead of moderate importance.

- 19 In this particular case there is not seen to be any additional benefit from engagement over and above the position of the Board.

Level	Likelihood of engagement
Some importance or administrative	Council is not likely to carry out any engagement.
Moderate importance	Council may choose whether it carries out engagement, which may be targeted to directly affected individuals or groups.
Significant	Council will engage with directly affected individuals and groups and wider community engagement is likely, unless there are reasons under policy not to.
Critical	Council will engage with directly affected individuals and groups and wider community engagement is highly likely, unless there are reasons under policy not to.

#### Community views

- 20 The Board position will be taken to represent the views of the community.

#### Climate change considerations

- 21 Not applicable in regard to this proposal.

#### Risk and mitigations

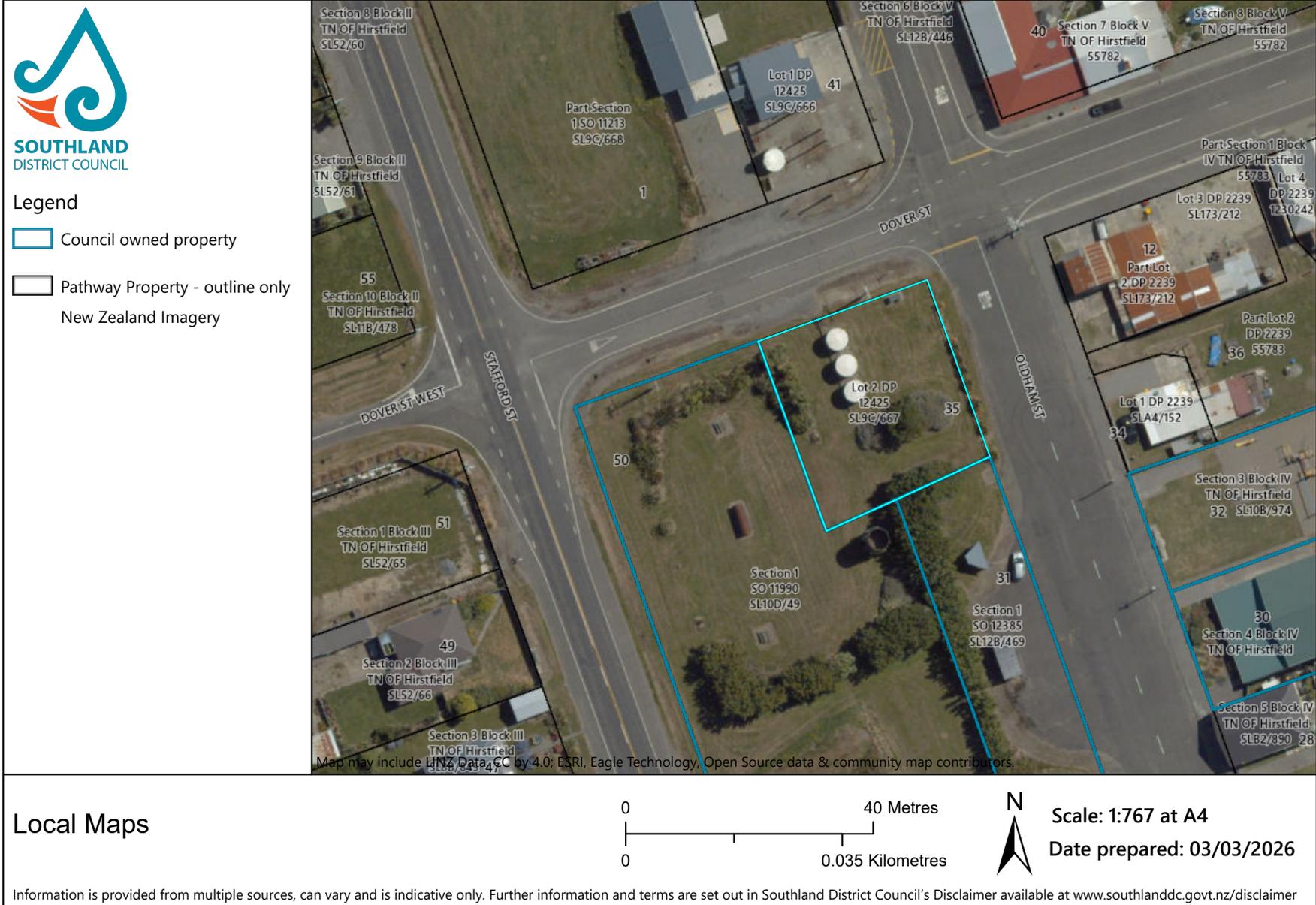
- 22 The two key risks to consider are financial and reputational. As covered of clauses 17 -20 above the financial risk are mainly one-off upfront costs with the tanks and connections being new, the risks here are considered low.
- 23 Reputation risk could be large, should Council decline the gift and the property and tanks are potentially, or actually lost to the community. By accepting the offer, the risk to Council reputation is low

#### Next steps

- 24 If the gift is supported by the Board, a report to Council recommending acceptance of the offer.

#### Attachments

- A Map of Land offered to be gifted [↓](#)
- B Letter of request from Orepuki Fire Brigade to gift water tanks property to Council [↓](#)



## Orepuki Volunteer Fire Brigade

Gavin Paterson, CFO  
477 Pahia Wakapatu Road  
Pahia No 1 RD  
Riverton 9881

Phone: 0276817617  
Email: gbpateron@outlook.co.nz



24 February 2026

Kevin McNaught  
C/- Southland District Council  
PO Box 903  
Invercargill

Dear Kevin

I am writing this letter in regards to our phone conversation and discussions with Ann Horrell and the Tuatapere and surrounding districts Community Board regarding the section at 35 Oldham Street, Orepuki.

This land is currently owned by Orepuki Fire Brigade Social Club Incorporated, as at the 1<sup>st</sup> of April 2026, this entity will be de-registered and it is our intention to gift the land to the community by that date.

Currently there are 3 fire fighting tanks on the land, these tanks were purchased after a community effort to fundraise for the tanks led by the Orepuki Volunteer fire brigade. It is our intention to fence the area around the tanks and do some beautification of the area with a mural, plantings etc – this is to be paid for with the remainder of our fundraising money. The tanks are filled with water from the well on the FENZ land where the fire station is located and we will continue to be responsible for keeping them full for fire fighting purposes in our community.

Our intentions are as follows:

- Gift the land to the community via the Southland District Council - 35 Oldham Street, Orepuki, Lot 2 DP 12425, CT SL9C/667
- An easement to be added to the title in regards to the tanks staying in their current location and being accessible and available for fire fighting purposes.
- Orepuki Volunteer Fire Brigade and FENZ will continue to be responsible for providing water to the fire fighting tanks and maintaining the area around the tanks.
- SDC currently mow the lawns so there will be no added expense involved with upkeep on the councils part.
- Any legal costs are to be covered by SDC for the transfer and any other expenses that may be incurred.
- Our deadline to complete this transaction is the 31<sup>st</sup> March 2026.

We appreciate your time and look forward to hearing from you very soon to get this underway.

Regards

Gavin Paterson

CFO - Orepuki Volunteer Fire Brigade