



Notice is hereby given that a Meeting of the Ardlussa Community Board will be held on:

Date: Wednesday, 17 February 2021  
Time: 6pm  
Meeting Room: Waikaia Community Centre,  
Venue: Corner Blaydon & Wylam Street  
Waikaia

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## Ardlussa Community Board Agenda OPEN

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### MEMBERSHIP

Chairperson	Richard Clarkson
Deputy Chairperson	Ray Dickson
Members	Chris Dillon
	Paul Eaton
	Clarke Horrell
	Hilary Kelso
	Councillor Rob Scott

### IN ATTENDANCE

Community Liaison Officer	Tina Harvey
Committee Advisor/Customer Support Partner	Rose Knowles
Community Partnership Leader	Kelly Tagg

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[www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)

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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.



## Terms of Reference – Community Boards

TYPE OF COMMITTEE	Community board
RESPONSIBLE TO	<p>Council</p> <p>Each community board will have a relationship with the committees in section 8.4.2 to 8.4.5 of the delegations manual based on the scope of the activities/functions delegated to each committee.</p>
SUBCOMMITTEES	As noted in section 8.5 of the delegations manual various subcommittees will report to specific community boards.
LEGISLATIVE BASIS	<p>Resolution made by Council through the representation arrangements as per the Local Electoral Act 2001.</p> <p>Role, status and membership as per subpart 2 of Part 4 of the Local Government Act 2002 (LGA).</p> <p>Treaty of Waitangi as per section 4, Part 1 of the LGA.</p> <p>Opportunities for Maori to contribute to decision-making processes as per section 14 of Part 2 of the LGA. Community boards delegated powers by Council as per schedule 7, clause 32, LGA.</p> <p>Appointment of councillors to community boards as per section 50, LGA.</p>
MEMBERSHIP	<p>Oreti and Waihopai Toetoe Community Boards have seven members elected by the local authority triennial elections plus a member appointed by Council. All other community boards have six members plus a member appointed by Council.</p> <p>The chairperson is elected by the community board. Councillors who are not appointed to community boards can only remain for the public section of the community board meeting. They cannot stay for the public excluded section unless the community board agrees.</p>
FREQUENCY OF MEETINGS	Every second month but up to ten ordinary meetings a year
QUORUM	Not less than four members
KEY FUNCTIONS	<ul style="list-style-type: none"> <li>• to promote the social, economic, environmental and cultural well-being of local communities and in so-doing contribute to the realisation of Council's vision of one District offering endless opportunities</li> <li>• to provide leadership to local communities on the strategic issues and opportunities that they face</li> <li>• to be advocates and representatives for their local community and in so doing ensure that Council and other agencies have a clear understanding of local needs and aspirations</li> <li>• to be decision-makers on issues that are delegated to the board by Southland District Council</li> </ul>

	<ul style="list-style-type: none"> <li>• to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community</li> <li>• to maintain an overview of the services Council delivers to its communities and assess the extent to which these services meet community needs</li> <li>• to recommend the setting of levels of service and budgets for local activities.</li> </ul>
DELEGATIONS	<p>The community board shall have the following delegated powers and be accountable to Council for the exercising of these powers.<sup>1</sup></p> <p>In exercising the delegated powers, the community board will operate within:</p> <ol style="list-style-type: none"> <li>1) policies, plans, standards or guidelines that have been established and approved by Council</li> <li>2) the needs of the local communities; and</li> <li>3) the approved budgets for the activity.</li> </ol> <p><b>Power to Act</b></p> <p>The community board will prepare and implement programmes of work, which will be reflected in its community board plan, which are relevant to the purposes of the community board that are consistent with the long term plan and annual plan processes of Council. Such programmes are to include budgetary provision for all costs associated with the work.</p> <p><b>Community Well-Being</b></p> <ol style="list-style-type: none"> <li>4) to develop local community outcomes that reflect the desired goals for their community/place</li> <li>5) to monitor the overall well-being of local communities and use the information gathered to inform development of local strategies to address areas of need</li> <li>6) work with Council and the community to develop a community board plan for the community of interest area – working in with any community plans that may exist.</li> </ol> <p><b>Community Leadership</b></p> <ol style="list-style-type: none"> <li>7) communicate and develop a relationship with community organisations, local groups, and special interest groups within the local community of interest</li> <li>8) identify key issues that will affect their community of interest's future and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities</li> <li>9) promote a shared vision for the community of interest area and develop and promote ways to work with others to achieve positive outcomes</li> <li>10) provide a local community perspective on Council's long term plan key performance indicators and levels of service</li> </ol>

<sup>1</sup> Local Government Act 2002, s.53

as detailed in the long term plan, and on local expenditure, rating impacts and priorities.

### **Advocacy**

#### 11) submissions

- a) authority to make recommendations to Council on matters to be considered in submissions Council may make to external organisations' regional or national policy documents, select committees
- b) authority to make submissions to Council or other agency on issues within its community of interest area
- c) authority to make submissions to Council on bylaws and recommend to Council the level of bylaw service and enforcement to be provided, having regard to the need to maintain consistency across the District for all Council bylaws.

#### 12) authority to prepare a submission to Council on the proposed levels of service, income and expenditure within the community of interest area, for consideration as part of the long term plan/annual plan process

#### 13) provide comment by way of the formal Annual Plan/Long Term Plan process on relative priorities for the delivery of District services and levels of service within the community board area.

District activities include:

- a) wastewater
- b) solid waste
- c) water supply
- d) parks and reserves
- e) roading
- f) libraries
- g) cemeteries
- h) emergency management
- i) stormwater
- j) public toilets
- k) community housing

#### 14) Council will set the levels of service for District activities – if a community board seek a higher level of service they will need to recommend that to Council and it will need to be funded in an appropriate way (locally).

### **Community Assistance**

#### 15) authority to establish prioritisation for allocation based on an overarching set of criteria from council to guide the scope of the activity

- 16) authority to grant the allocated funds from the Community Partnership Fund
- 17) authority to allocate bequests or grants generated locally consistent with the terms of the bequest or grant fund

### **Northern Community Board**

- 18) make decisions regarding funding applications to the Northern Southland Development Fund. The Northern Community Board may invite a representative of the community of Dipton to take part in the decisions on applications to the Northern Southland Development Fund.

### **Unbudgeted Expenditure**

Approve unbudgeted operating expenditure for local activities of up to \$20,000.

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/LTP.

Authority to delegate to the chief executive, when approving a project definition/business case, over-expenditure of up to \$10,000 for capital expenditure against the budget detailed in the Annual Plan/LTP.

### **Service Delivery**

#### **Local Activities**

For activities within the local activities category, the community board shall have authority to:

- a) recommend to Council levels of service for local activities having regard to Council budgets within the Long Term Plan and Annual Plan process
- b) recommend to Council the rates and/or user charges and fees to fund the local activities
- c) accept donations of a local asset eg a gas barbeque, park bench, etc with a value of less than \$20,000.
- d) approve project definitions/business cases for approved budgeted capital expenditure up to \$300,000
- e) recommend to the Services and Assets Committee the approval of project definitions/business case and procurement plan for capital expenditure over \$300,000 and/or any unbudgeted capital expenditure
- f) monitor the performance and delivery of the service in meeting the expected levels of service
- g) facilitate the development of local management plans (for subsequent recommendation to Council), where required by statute or in support of District or other plans for reserves, harbours, and other community facilities, except where powers:
  - have been delegated to Council officers; or
  - would have significance beyond the community board's area or otherwise involves a matter of

	<p>national importance (Section 6 Resource Management Act 1991); or</p> <ul style="list-style-type: none"> <li>involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise.</li> </ul> <p>Local activities include:</p> <ol style="list-style-type: none"> <li>i) community leadership</li> <li>ii) local halls and community centres (within Council's overarching policy for community facilities)</li> <li>iii) wharves and harbour facilities</li> <li>iv) local parks and reserves</li> <li>v) parking limits and footpaths</li> <li>vi) Te Anau/Manapouri Airport (Fiordland Community Board)</li> <li>vii) Stewart Island Electricity Supply Authority (SIESA) (Stewart Island/Rakiura Community Board) <ol style="list-style-type: none"> <li>(i) for the above two local activities only</li> <li>(ii) recommend levels of service and annual budget to the Services and Assets Committee</li> <li>(iii) monitor the performance and delivery of the service</li> </ol> </li> </ol> <p>19) naming reserves, structures and commemorative places</p> <ol style="list-style-type: none"> <li>a) authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places.</li> </ol> <p>20) naming roads</p> <ol style="list-style-type: none"> <li>a) authority to decide on the naming for public roads, private roads and rights of way</li> </ol> <p>21) assist 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.</p> <p><b>Rentals and Leases</b></p> <p>In relation to all leases and licences of land and buildings for local activities within their own area, on behalf of Council;</p> <ol 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> </ol> <p><b>Environmental management and spatial planning</b></p> <ol style="list-style-type: none"> <li>22) provide comment on behalf of the relevant community/communities on resource consent applications referred to the community board for comment.</li> <li>23) recommend to Council the level of bylaw service and enforcement to be provided within the community, having regard to the need to maintain consistency across the District.</li> </ol>
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	<p>24) 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.</p> <p>25) provide input into regulatory activities not otherwise specified above where the process allows.</p> <p>26) recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the board has made submissions; ability to provide input to support the development of community planning for a civil defence emergency; and after an emergency event, to provide input and information to support community response efforts.</p>
LIMITS TO DELEGATIONS	<p>No financial or decision making delegations other than those specifically delegated by Council.</p> <p>The community board 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/Annual Plan. In accordance with the provisions of section 39(2) of Schedule 7 the board may not incur expenditure in excess of the approved budget.</p> <p><b>Matters which are not Delegated</b></p> <p>Southland District Council has not delegated to community boards the power to:</p> <ul style="list-style-type: none"> <li>• make a rate or bylaw</li> <li>• acquire, hold or dispose of property</li> <li>• direct, appoint, suspend or remove staff</li> <li>• engage or enter into contracts and agreements and financial commitments</li> <li>• institute an action for recovery of any amount</li> <li>• issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like;</li> <li>• institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the community board has made submissions.</li> </ul>
CONTACT WITH MEDIA	<p>The community 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 and/or outside agencies on behalf of Council on matters outside of the board's delegations.</p> <p>The assigned Executive Leadership Team member will manage the formal communications between the board and its</p>



	<p>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 Southland District Council.</p>
REPORTING	<p>Community boards are unincorporated statutory bodies which are elected to represent the communities they serve.</p> <p>The boards maintain bound minute books of their own meetings.</p>

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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 Public Forum

Notification to speak is required by 12noon at least one clear day before the meeting. Further information is available on [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz) or phoning 0800 732 732.

5 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."**

6 Confirmation of Minutes

6.1 Meeting minutes of Ardlussa Community Board, 09 November 2020



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## Ardlussa Community Board

### OPEN MINUTES

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Minutes of a meeting of Ardlussa Community Board held in the Balfour Hall, Queen Street, Balfour, Waikaia on Monday, 9 November 2020 at 6pm.

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#### PRESENT

Chairperson	Richard Clarkson
Deputy Chairperson	Ray Dickson
Members	Paul Eaton
	Clarke Horrell
	Hilary Kelso
	Councillor Rob Scott

#### APOLOGIES

Chris Dillon

#### IN ATTENDANCE

Community Liaison Officer	Tina Harvey
Committee Advisor/Customer Support Partner	Rose Knowles
Community Partnership Leader	Kelly Tagg
Councillor	Christine Menzies
Team Leader – Resource Management	Marcus Roy
Corporate Performance Leader	Jason Domigan
Management Accountant	Joanie Nei
Chief Financial Officer	Anne Robson
Community Facilities Manager	Mark Day

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1 Apologies

There was an apology from Chris Dillon

Moved Chairman Clarkson, seconded Ray Dickson and resolved:

That the Ardlussa Community Board accept the apology.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

Richard Clarkson declared a conflict of interest in relation to the following report and advised he would not take part in discussion or debate on the matter as he has been involved in the project in a voluntary capacity:

- Item7.6 community Partnership Funding Allocations – 31 August 2020 Round  
Riversdale School & Community Pool  
Riversdale Home and School Assoc  
Riversdale Bowling Club

Paul Eaton declared a conflict of interest in relation to the following report and advised he would not take part in discussion or debate on the matter as he has been involved in the project in a voluntary capacity:

- Item7.6 community Partnership Funding Allocations – 31 August 2020 Round  
Waimea Plains Vintage Tractor & Machinery club  
Balfour Lions Club – Fireworks  
Balfour Lions Club – scooter/bike park

Ray Dickson declared a conflict of interest in relation to the following report and advised he would not take part in discussion or debate on the matter as he has been involved in the project in a voluntary capacity:

- Item7.6 community Partnership Funding Allocations – 31 August 2020 Round  
Switzers Museum Waikaia  
Balfour theatre Company

Clarke Horrell declared a conflict of interest in relation to the following report and advised he would not take part in discussion or debate on the matter as he has been involved in the project in a voluntary capacity:

- Item7.6 community Partnership Funding Allocations – 31 August 2020 Round  
Wendonside Waikaia Tennis Club Inc

Hilary Kelso declared a conflict of interest in relation to the following report and advised she would not take part in discussion or debate on the matter as he has been involved in the project in a voluntary capacity:

- Item7.6 community Partnership Funding Allocations – 31 August 2020 Round  
Riversdale Community Garden

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4 Public Forum

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Ray Dickson, seconded Chairman Clarkson and resolved:

That the Ardlussa Community Board confirms the minutes of the meeting held on 14 October 2020 as a true and correct record of that meeting.

Reports

7.1 Landscapes Report - Review of the Natural Features and Landscapes Chapter of the District Plan

Record No: R/20/10/61141

Team Leader Resource management – Marcus Roy with Councillor Menzies were in attendance for this item.

Mr Roy advised that the purpose of the report was to inform the Board on the work the District councils resource management department is undertaking to identify outstanding natural landscapes and features within the District.

The Board noted Council is undertaking this work:

- to look after our special landscapes for now and for future generations
- legal requirements under the Resource Management Act 1991 to identify and protect our special areas
- Council has asked us to review what is currently in the District Plan relating to landscapes.

Resolution

Moved Ray Dickson, seconded Clarke Horrell and resolved:

That the Ardlussa Community Board:

- a) **Receives the report titled “Landscapes Report - Review of the Natural Features and Landscapes Chapter of the District Plan” dated 15 October 2020.**

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7.2 Financial Report for the year ended 30 June 2020

Record No: R/20/10/61316

Management Accountant – Joanie Mei was in attendance for this item.

Mrs Mei advised that the purpose of the report was to present the financial report for the year ended 30 June 2020.

The Board noted that the financial information is still being audited and that the results in the report could change.

Resolution

Moved Hilary Kelso, seconded Councillor Scott and resolved:

That the Ardlussa Community Board:

- a) **Receives the report titled “Financial Report for the year ended 30 June 2020”**  
dated 2 November 2020.

7.3 Council Policies Under Review - Consultation

Record No: R/20/10/62021

Corporate performance lead – Jason Domigan was in attendance for this item.

Mr Domigan advised that the purpose of the report was to provide information on the four policies that are currently being reviewed by Council.

The policies that will be available for consultation from 4 November 2020 are:

- Significance and Engagement Policy
- Policy on Development and Financial Contributions
- Procurement Policy
- Revenue and Finance Policy.

During discussion officers advised that in paragraph 32 of the report, the amounts which properties in each community board area pays for rates would differ depending on the facilities and infrastructure in the area and levels of service to be provided.

Resolution

Moved Chairman Clarkson, seconded Clarke Horrell and resolved:

That the Ardlussa Community Board:

- a) **Receives the report titled “Council Policies Under Review - Consultation”**  
dated 23 October 2020.
- 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) Determines that it will make a formal submission on some, but not all of the four following draft policies:
  - Significance and Engagement Policy
  - Policy on Development or Financial Contributions
  - Procurement Policy
  - Revenue and Financing Policy.
- e) Notes that the consultation period is from 8am, 4 November to 5pm, 4 December 2020.

#### 7.4 Long Term Plan 2031 - Direction Setting Report

Record No: R/20/10/62656

Corporate performance lead – Jason Domigan and Management Accountant - Joanie Nei were in attendance for this item.

Mr Domigan advised that the purpose of the report was for the Community Board to allocate local budgets for 2021-2031 and to recommend to Council local rates for the year commencing 1 July 2021.

##### Resolution

Moved Councillor Scott, seconded Chairman Clarkson and resolved:

That the Ardlussa Community Board:

- a) **Receives the report titled “Long Term Plan 2031 - Direction Setting Report”** dated 2 November 2020.
- 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 that the following rates and charges (including GST) for the year commencing 1 July 2021 be included in the Long Term Plan 2031.



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<u>Rate</u>	<u>Rate GST inclusive</u>
Ardlussa Community Board rate	\$120,080

- e) Identifies no significant issues/priority projects for the local area that need to be included in the Long Term Plan 2031 consultation process to encourage feedback from the local community.

#### 7.5 Balfour Lions Club - Pump Track/Bike Park Proposal

Record No: R/20/10/64171

Community Partnership Leader – Kelly Tagg was in attendance for this item.

Mrs Tagg requested the board to consider the following:

- a) **if it wishes to approve the Lions Club's application to build the structure on Council land**
- b) whether or not to recommend to Council that the board take over ownership and the ongoing maintenance of the structure, subject to construction being supervised by Council staff
- c) the level of funding assistance (if any) to be provided
- d) if the level of funding assistance is over \$20,000 then an additional report to Council will be required.

The board discussed the report and resolved to leave the report on the table.

#### Resolution

Moved Chairman Clarkson, seconded Hilary Kelso and resolved:

That the Ardlussa Community Board leave the Balfour Lions Club – Pump Track/Bike proposal to lie on the table until further information is received from a community meeting and survey and that on receipt of such information the item be reported to the next scheduled meeting of the Board in February 2021.

#### 7.6 Ardlussa Community Partnership Fund - 2020 Funding Round

Record No: R/20/10/61772

Community Liaison Officer – Tina Harvey was in attendance for this item.

The purpose of this report is for the Northern community Board to confirm the allocation of grants for the August 2020 round of the Community Partnership Fund.

#### Resolution

Moved Councillor Scott, seconded Chairman Clarkson and resolved:

That the Ardlussa Community Board:

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- a) **Receives the report titled “Ardlussa Community Partnership Fund - 2020 Funding Round” dated 21 October 2020.**
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Receives the applications from the following:
1. Riversdale School and Community Pool
  2. Waimea Plains Pony Club
  3. Riversdale Recreation Reserve Committee
  4. Switzers Museum Waikaia
  5. Riversdale Arts Centre
  6. Waimea Plains Vintage Tractor and Machinery Club
  7. Waimea Plains Ploughing NZ Final 2021
  8. Balfour Theatre Company
  9. Balfour Tennis Club
  10. Royal NZ Plunket Trust – Riversdale and Balfour Services
  11. Wendonside Waikaia Tennis Club Inc
  12. Riversdale Home and School Association
  13. Balfour Home and School
  14. Balfour Gun Club
  15. Balfour Playcentre
  16. Riversdale Community Garden
  17. Balfour Lions Club – Fireworks display
  18. Balfour Lions Club – Scooter/bike track
  19. Riversdale Bowling Club
- 1 Approves a grant of \$7,000 to the Riversdale School and Community Pool to assist with the installation of a heat pump
- 2 Approves a grant of \$2,000 to the Waimea Plains Pony Club for the purchase of equipment for a pipe dressage arena.
- 3 Declines a grant of \$2,650 to the Riversdale Recreation Reserve Committee for assistance with mowing.
- 4 Approves a grant of \$1,661.00 to Switzers Museum Waikaia for the purchase of an outdoor chess and checkers set.
- 5 Declines a grant of \$1,878 to the Riversdale Arts Centre towards costs to get internet fibre connection for the Riversdale Community Centre.

- 6 Approves a grant of \$2,000 to the Waimea Plains Vintage Tractor and Machinery Club for assistance for the restoration of a bullock log wagon.
- 7 Application withdrawn from the Waimea Plains Ploughing NZ Final 2021 to assist in hosting a NZ Championships in ploughing.
- 8 Approves a grant of \$1,000 to the Balfour Theatre Company to assist toward the purchase of a wireless communications headset.
- 9 Approves a grant of \$2,000 to the Balfour Tennis Club to assist with the purchase of a portable toilet for the Club.
- 10 Approves a grant of \$150.00 to the Royal NZ Plunket Trust to support the purchase of **'New Mums' packs for parents.**
- 11 Approves a grant of \$500.00 to the Royal NZ Plunket Trust to assist with the Riversdale Plunket Swim Programme.
- 12 Approves a grant of \$4,500 to the Wendonside Waikaia Tennis Club Inc to assist with the resurfacing of the tennis courts.
- 13 Declines a grant of \$1,900 to the Riversdale Home and School Association towards costs association with filling a new school sandpit with sand.
- 14 Approves a grant of \$1,500 to the Balfour Home and School to assist with the construction of a run/walk/cycle trail through the Glenure Reserve.
- 15 Approves a grant of \$3,000 to the Balfour Gun Club to assist with the upgrading of their clay target throwers.
- 16 Approves a grant of \$500.00 to the Balfour Playcentre to assist with the purchase of a replacement sandpit cover for the Playcentre.
- 17 Approves a grant of \$1,000 to the Riversdale Community Garden to assist with the development of a community garden in Riversdale.
- 18 Approves a grant of \$1,000 to the Balfour Lions Club to assist with the staging of a community fireworks display.
- 19 Approves a grant of \$3,000 to the Balfour Lions Club to assist with the development of a scooter/bike track in Balfour
- 20 Approves a grant of \$1,000 to the Riversdale Bowling Club to assist with the upgrade of the club house.

Public Excluded

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

Resolution

Moved Paul Eaton, seconded Hilary Kelso and resolved:

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

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:

C8.1 Ardlussa Community Board Area Approval of unbudgeted expenditure for Waikaia mowing

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
Ardlussa Community Board Area Approval of unbudgeted expenditure for Waikaia mowing	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.

That the  
Community Liaison Officer  
Committee Advisor/Customer Support Partner  
Community Partnership Leader  
Councillor  
Team Leader – Resource Management  
Corporate Performance Leader  
Management Accountant  
Chief Financial Officer  
Community Facilities Manager

be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the items C8.1 Ardlussa Community Board Area Approval of unbudgeted expenditure for Waikaia mowing. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their knowledge on the issues discussed and meeting procedure.

The public were excluded at 9pm.

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

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The meeting concluded at 10.10pm

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE ARDLUSSA COMMUNITY BOARD  
HELD ON 9 NOVEMBER 2020

DATE:.....

CHAIRPERSON:.....



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## Community Leadership Report

Record No: R/21/2/4630  
Author: Kelly Tagg, Community Partnership Leader  
Approved by: Anne Robson, Chief Financial Officer

☐ Decision ☐ Recommendation ☒ Information

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### Purpose

- 1 The purpose of the report is to update the board on the community leadership activities in the area.

### Recommendation

That the Ardlussa Community Board:

- a) **Receives the report titled “Community Leadership Report” dated 3 February 2021.**

### Attachments

- A Community Leadership Report [↓](#)



## What's happening in your area

### Recent funding outcomes

Funds distributed to recipients in the Ardlussa area recently are as follows:

#### District Initiatives Fund

- Waimea Plains Ploughing Champs - \$4,500

#### District Heritage Fund

- Switzers Museum Waikaia - \$6,500

#### Sport NZ Rural Travel Fund

Riversdale Tennis Club - \$400

#### Creative Communities

- Balfour School - \$1,500

## Funding

### Southland Funders Forum update

In December, Staff attended the Southland Funders Forum which is a group of funding agencies who meet quarterly to discuss the current funding environment, provide updates, and specific projects. Attendees include staff from Community Trust South, Department of Internal Affairs, Invercargill City Council, Invercargill Licensing Trust, and Sport Southland. A major announcement was made by the Department of Internal Affairs who informed their \$40 million Lottery Covid-19 Community Wellbeing Fund is being temporarily suspended and will not be accepting applications or making funding decisions until after January 2021.

### Upcoming funding deadlines

The following funds are now open for applications which close on 31 March 2021:

- Sport NZ Rural Travel Fund
- Creative Communities



- District Heritage Fund
- District Initiatives Fund
- Ohai Railway Fund
- Northern Southland Development Fund
- Stewart Island Visitor Levy

Application forms for the above funds are available on Council's website at

<https://www.southlanddc.govt.nz/my-council/funding-and-grants-/>

## Local initiatives

### Riversdale Tennis Club

Staff has provided initial funding advice to the Riversdale Tennis Club for the upgrade of the tennis courts.

### Ardlussa mountain bike tracks

Public access to the Waikaia forestry block for the purpose of potential future mountain bike trails was granted in October 2020.

An initial meeting has been had with Elevate Trail Building along with a site visit to the forest. Staff are currently working with Elevate Trail Building to obtain a quote for initial trail planning.

The establishment of a charitable trust will commence in early 2021 working alongside Southland Community Law Centre.

## What's happening outside your area

### District/regional Initiatives

#### Leadership Academy

Progress is being made on the establishment of a Leadership Academy facilitated by Southland Chamber of Commerce in partnership with Council and being held in the following locations.

- 15 April – 27 May 2021 in Edendale
- 8 June – 13 July 2021 in Lumsden
- February/March 2022 in Otautau

Southland Chamber of Commerce is working with Council to ensure that modules relating to community-led development and community leadership are included in the course content. Southland Chamber of Commerce are currently preparing their marketing material for this academy and further information will be available soon.

#### Community Power of Play Huddle

Sport Southland are partnering with a variety of stakeholders across the region to ensure that opportunities for kids to play are preserved, enhanced and relevant to the world we live in today.

Staff attended a workshop on 24 November facilitated by Sport Southland, Sport NZ and the Research Agency Innovation Unit. The purpose of the workshop was to connect with a range of people working directly and indirectly in play at the community, local authority and regional levels to gain insights on play to support a more strategic approach to play as well as to showcase good and emergent practice from the community.

### SDC Holiday Programme

The annual SDC Holiday Programme is currently underway around the district, run by Sport Southland. They will hold the programme in eight locations (Tokanui, Otautau, Riverton, Wyndham, Lumsden, Winton, Te Anau and Stewart Island) on eight days between 15 January and 1 February 2021. Further information regarding attendance numbers and feedback from attendees will follow at the next community board meeting in April.

### Welcoming Communities

The Southland Murihiku Welcoming Plan was developed by Venture Southland in 2018 with a three-year lifespan is due to expire in 2021. MBIE has informed Southland's councils that in 2021 each council will need to begin to develop their own welcoming plans. This is an opportunity for Southland District Council to develop a plan that reflects its community's needs and unique circumstances. The first stage of this process involves the establishment of an advisory group in early 2021 to guide the process for the development of the new welcoming plan. Staff are in the early stages of forming this new advisory group.

### Water treatment course

A pool water treatment course was held in Invercargill on 24 November for our community pools, run by WSP and held at Splash Palace. It is essential for pools to have at least one member of their committee qualified in water treatment for their facility. Southland District Council covered the cost of 10 attendees from 10 pools around the district to attend.

### Community service awards

Staff are undertaking a review of Southland District Council's Community Service Awards to ensure a consistent district-wide approach. At this stage, it's being proposed that members of the community will be able to nominate individuals for a community service award through a standardised application form and an annual closing date. Community boards will then consider and allocate up to two awards per community board per year. A report will go to the Community and Strategy Committee in the New Year that includes a draft of the new community service awards process.

### Stewart Island Visitor Levy numbers

Stewart Island visitor numbers to Stewart Island for the period July 2020 to November 2020 have increased by 2,906 compared to the same period in 2019.

### Milford Opportunities Project

Work continues on this project with the governance group due to meet again in February. The last round of wide public engagement took place in October and the analysis of the comments received will be part of the information considered when making decisions on the actions to recommend for the master plan. Alongside the public comments the project team has also had significant feedback from tourism operators and other key stakeholders. The master plan will be completed and made public by the middle of 2021.

## What's coming up?

### Strategy and policy

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#### Procurement Policy

Staff have been revising the Procurement Policy and developing a draft procurement manual. The formal consultation period for the policy was 4 November to 4 December 2020. Submissions will be presented to Council on 28 January 2021. The executive leadership team will adopt a procurement manual that implements Council's policy approach, following adoption of the policy.

#### Other policy work

Review of a suite of policies that will inform the Long Term Plan was undertaken in November and December 2020. This included the Revenue and Finance Policy, the Policy on Development and Financial Contributions, and the Significance and Engagement Policy. The formal consultation period for these policies was 4 November to 4 December 2020. Submissions will be presented to Council at its 28 January 2021 meeting.

Staff are also working on the asset management and contract management policies. Review of the Elected Members' Remuneration and Reimbursements Policy, the Fraud Policy and the Sensitive Expenditure Policy is underway.

#### Stewart Island visitor levy

Strategy and policy are leading the review of the Stewart Island visitor levy. An update on the progression of this work was presented to the Community and Strategy Committee at its November 2020 meeting. The committee adopted a timeframe to complete the review of the Stewart Island/Rakiura Visitor Levy Policy and the Stewart Island/Rakiura Visitor Levy Bylaw, with consultation regarding any change to the levy quantum proposed to occur in line with the 2022-2023 Annual Plan process.

The Stewart Island Levy Subcommittee is meeting in February 2021 to work with staff in developing a 10 year funding plan for allocation of levy funds, in line with the policy.

#### Corporate risks

Staff have started preparing for the next round of reporting on Council's strategic risks. Staff will be updating the quarterly risk register, and then quarterly reports will be provided to the Finance and Assurance Committee in March 2021, and to Council in April 2021. The Finance and Assurance Committee will also have a discussion on one of the top strategic risks at the conclusion of their meeting.

#### Long Term Plan

Staff are continuing to complete the necessary work required to get the draft budgets, consultation document, activity management plans, infrastructure and financial strategies finalised. We are currently finalising the dates for Audit NZ to review the supporting information necessary to complete the Consultation Document. As a result, staff are working on amending the project plan to meet the legislative requirements, to ensure the LTP is adopted by the end of June 2021.

## Stakeholder updates

### Highways South

- the pavement rehabilitation on SH6, south of Winton (entrance to Sinclair Transport north of Gap Road) is underway now and will be completed in February
- pavement rehabilitation work near Mossburn will begin later in summer, once the above work is complete
- the recent resurfacing of Josephville Hill on SH6 is the start of ongoing work culminating in a rehab of this area
- Crawford Tunnel update: A solution has been determined for this issue and we are now working towards implementing this. In the meantime, the temporary traffic lights have been removed and a priority give way is in place at this location
- chip sealing around the network continues until March - please obey the speed restrictions on these sites, even if unattended. This is to ensure the success of the seal and avoid the need to cause further delays by coming back and fixing damage
- Highways South sends a weekly email listing all **planned** interruptions on Southland state highways for the coming week. If you or others in your community would like to be added to this list, please visit our Facebook page ([www.facebook.com/HighwaysSouthNZ](https://www.facebook.com/HighwaysSouthNZ)) and click on the 'Sign up' link
- for journey planning and **unplanned** delays/detours both in Southland and other regions please visit [www. https://www.journeys.nzta.govt.nz/](https://www.journeys.nzta.govt.nz/)
- please keep in mind that the coming months are expected to be hot, and this can have an effect on road surfaces, so please drive with care
- a reminder that the Burt Munro rally is coming up on the 10 February, so there are likely to be a lot more bikes on both state highways and local roads

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## Operational Report for Ardlussa Community Board

Record No: R/21/1/3857  
Author: Carolyn Davies, Executive Assistant  
Approved by: Anne Robson, Chief Financial Officer

☐ Decision

☐ Recommendation

☐ Information

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### Purpose of Report

- 1 The purpose of the report is to update the board on the operational activities in the Ardlussa Community Board area.

### Recommendation

That the Ardlussa Community Board:

- a) **Receives the report titled “Operational Report for Ardlussa Community Board”**  
dated 10 February 2021.

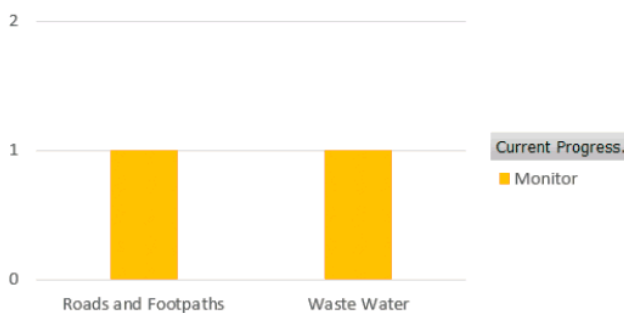
### Attachments

- A Report to Ardlussa Community Board - 17 February 2021 - Operational report [↓](#)



## 1. Projects within current financial year

Count of Current Progress Performance



Activity ▼

### CLARIFICATION OF FUNDING SOURCES

Local funded: Stormwater, cemeteries, footpaths, SIESA, water structures and community halls.

District funded: Water, wastewater, public toilets and roading.

Local or District funded (dependent on service): Community facilities, parks and reserves.

ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	EXPENDITURE ESTIMATE
WASTE WATER	P-10130	Upgrade treatment plant at Riversdale	Pre-delivery phase	Monitor	Land acquisition negotiations are progressing through the property team, while system design is continuing through Stantec.	\$385,000

Report to Ardlussa CB  
17/02/2021

Southland District Council  
Te Rohe Pōtae o Murihiku

PO Box 903  
15 Forth Street  
Invercargill 9840

0800 732 732  
@ sdc@southlanddc.govt.nz  
📍 southlanddc.govt.nz



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	EXPENDITURE ESTIMATE
<b>ROADS AND FOOTPATHS</b>	P-10360	Rehabilitation of Balfour Ardlussa Road	Delivery phase	Monitor	Rehab now practically complete. Road marking being undertaken 3 February. Now in defects period.	\$650,000

## 2. Community board contracts

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
<b>10/01 – Water and Waste Water Services Operation and Maintenance</b>	The water and waste water contract is operating well. Further high rainfall events have required increased monitoring of river intakes.
<b>17/ 03 – Waimea Alliance</b>	<p>Routine maintenance is ongoing. Township cyclic work is ongoing, and includes minor projects and RFS works.</p> <p>The Ardlussa area received further flood damage over January, mostly around Waikaia. Repairs are ongoing over the period and into February along with other Waimea areas, particularly around the Garston and Nokomai areas.</p> <p>Council's sealing contractors are completing works throughout the District including areas within the Ardlussa and Waimea ward areas.</p> <p>Pre-reseal repairs for the next sealing season are underway for the Ardlussa area and are working in other areas of the Waimea and Central Alliance patches.</p>
<b>Toilet Contracts</b>	Good feedback from members of the public on the cleanliness of the facilities
<b>Mowing Contracts</b>	Riversdale mowing has been tendered the Balfour and Waikaia contracts have been awarded

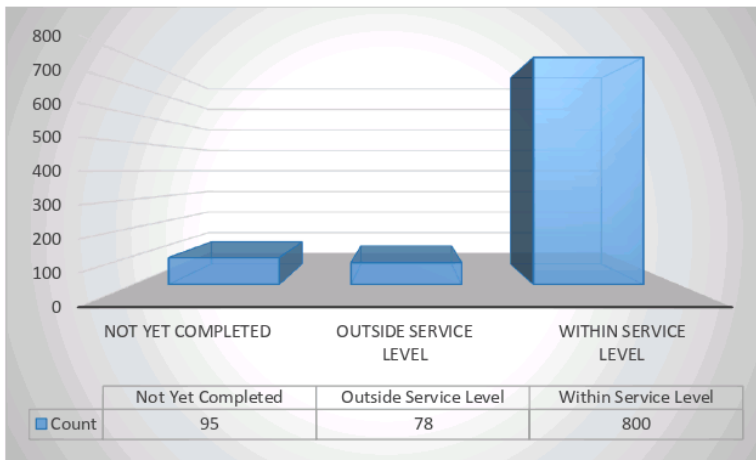
### 3. Request for service data – 17 November 2020 to 21 January 2021



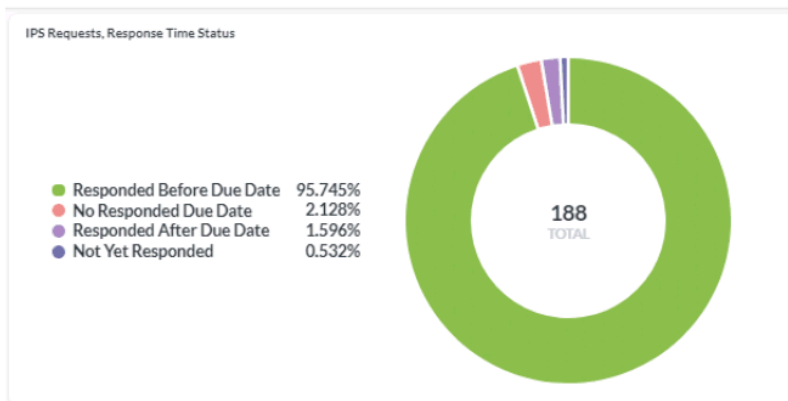
REQUEST TYPE	COUNT
Cemeteries repairs and maintenance	2
Culverts blocked - rural	1
Nuisance complaints (odour, vermin, neighbourhood)	1
Playground repairs and maintenance - (safety)	1
Roadside spraying - noxious weeds	1
Rural water - no water supply	2
Rural water asset leak	8
Transport - road matters general	4
Urban stormwater (the drain)	1
Vegetation Urban/berm mow/overgrown/visibility issues	2
Vegetation rural (overgrown or visibility issues)	1
Water toby leak	1
W/bin cancelled - rural/comm/additional bins only	1
Wheelie bin damaged	3
Wheelie bin new	1
Wheelie bin stolen	1
Workmanship problem	1
<b>TOTAL</b>	<b>32</b>



### RFS count by completion time status



Note: RFS' that were not yet completed or outside the service level were due to factors further investigations/ work required and extensions of time to complete the requests.





#### 4. Local finance reporting

<b>Balfour - Business Units as at 31 December 2020</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Expenses YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>
Administration - Balfour			\$3,423						
Operating Costs - Balfour	\$588	\$588	\$1,177	\$1,434	\$648	\$1,297			
Street Works - Balfour	\$1,647	\$1,647	\$3,295		\$6,972	\$13,944			
Stormwater Drainage - Balfour	\$2,406	\$2,406	\$4,813	\$814	\$2,440	\$4,813			
Beautification - Balfour	\$5,284	\$5,284	\$10,567	\$2,734	\$5,283	\$10,567			
Playground - Balfour	\$627	\$627	\$1,253	\$169	\$627	\$1,253			
<b>Total</b>	<b>\$10,553</b>	<b>\$10,553</b>	<b>\$24,528</b>	<b>\$5,149</b>	<b>\$15,970</b>	<b>\$31,874</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Riversdale - Business Units as at 31 December 2020</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Expenses YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>
Administration - Riversdale			\$1,113						
Operating Costs - Riversdale	\$1,104	\$1,098	\$2,196	\$800	\$1,098	\$2,196			
Street Works - Riversdale	\$4,392	\$4,367	\$8,734	\$5,290	\$4,883	\$9,766			
Stormwater Drain - Riversdale	\$2,836	\$2,820	\$5,640	\$1,208	\$2,854	\$5,640			
Beautification - Riversdale	\$11,106	\$11,049	\$22,098	\$22,746	\$11,483	\$22,965			
Playground - Riversdale	\$661	\$659	\$1,318	\$2,218	\$2,104	\$4,208			
<b>Total</b>	<b>\$20,099</b>	<b>\$19,993</b>	<b>\$41,099</b>	<b>\$32,261</b>	<b>\$22,422</b>	<b>\$44,775</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



<b>Waikaia - Business Units as at 31 December 2020</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Expenses YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>
Administration - Waikaia			\$367						
Operating Costs - Waikaia	\$2,779	\$2,743	\$8,162	\$1,234	\$1,743	\$3,486			
Street Works - Waikaia	\$659	\$659	\$1,652		\$659	\$1,318			
Stormwater Drainage - Waikaia	\$3,186	\$3,186	\$9,912	\$908	\$3,192	\$6,371			
Cemetery - Waikaia	\$549	\$549	\$1,099		\$549	\$1,099			
Beautification - Waikaia	\$6,542	\$6,542	\$13,083	\$5,822	\$6,567	\$13,134			\$31,515
Playground - Dickson Park	\$1,098	\$1,098	\$2,716	\$288	\$2,000	\$4,000			
Sewerage Scheme - Waikaia									
<b>Total</b>	<b>\$14,813</b>	<b>\$14,777</b>	<b>\$36,991</b>	<b>\$8,252</b>	<b>\$14,711</b>	<b>\$29,408</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 31,515</b>

<b>Ardlussa - Business Units as at 31 December 2020</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Expenses YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>
Community Leadership Ardlussa		\$0	\$0	\$38,202	\$13,097	\$58,004			
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$38,202</b>	<b>\$13,097</b>	<b>\$58,004</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

The income in each township's administration is for interest revenue from the reserves. This is only accounted for at year end.

Community Leadership Ardlussa expenditure is for the salaries of the community board. This is funded from the Mararoa Waimea Ward reserve as approved by Council in an unbudgeted expenditure decision on 27 February 2020.

Balfour and Waikaia street works, stormwater and beautification are under budget due to lower than expected reactive maintenance being required so far this year.

Riversdale beautification is showing as over budget due to mowing costs being greater than what was budgeted for.

**Reserve Balances**

RESERVE	30 JUNE 2020	BUDGET 30 JUNE 2021	FORECAST 30 JUNE 2021
Balfour general	\$119,804	\$114,727	\$104,845
<b>Total – Balfour</b>	<b>\$119,804</b>	<b>\$114,727</b>	<b>\$104,845</b>
Riversdale fire bore	\$0	\$208	\$208
Riversdale general	\$28,991	\$28,714	\$28,714
<b>Total – Riversdale</b>	<b>\$28,991</b>	<b>\$28,922</b>	<b>\$28,922</b>
Waikaia Dickson park	\$18,083	\$16,799	\$16,799
Waikaia drain filling	\$5,630	\$5,630	\$0
Waikaia general	\$102,696	\$74,857	\$73,916
Waikaia museum donations	\$6,795	\$9,162	\$9,162
Waikaia refuse removal	\$9,917	\$10,251	\$10,251
Waikaia stormwater	\$110,438	\$113,979	\$119,609
<b>Total – Waikaia</b>	<b>\$253,560</b>	<b>\$230,678</b>	<b>\$230,678</b>
<b>TOTAL</b>	<b>\$380,711</b>	<b>\$374,327</b>	<b>\$374,327</b>

## Council Report

Record No: R/21/1/3140

Author: Kelly Tagg, Community Partnership Leader

Approved by: Anne Robson, Chief Financial Officer

☐ Decision

☐ Recommendation

☒ Information

## Environmental Services

### Group Managers Update

#### Museums

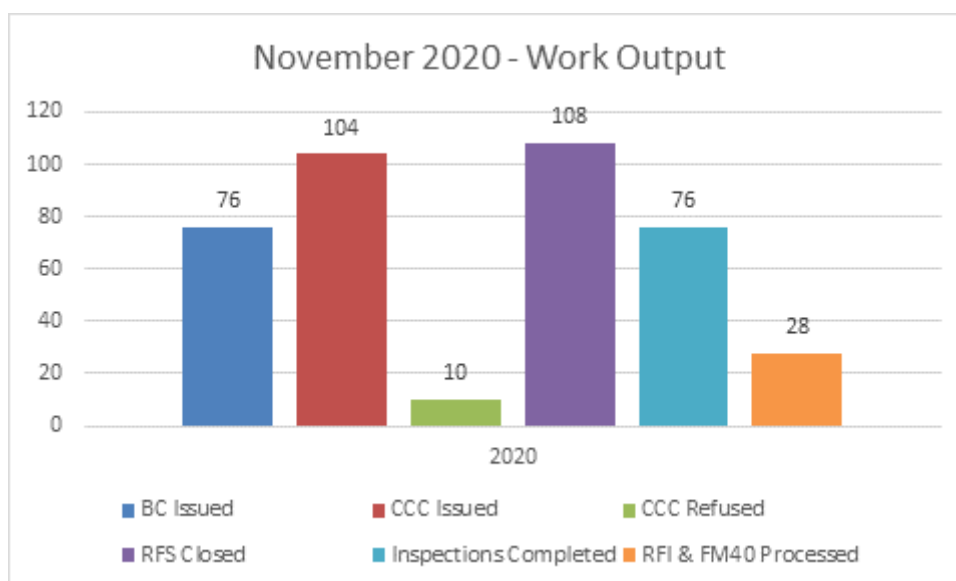
1. There was a fabulous celebration at the opening of the Rakiura Museum on 1 December. It was a great gathering of the locals with the school children performing with the kapa haka group supported by the local marae. Their hospitality to those visiting Stewart Island was equally impressive.
2. The exhibits in the museum have been well laid out and tell the history of people on the Island. Several significant items from family collections were entrusted to the care of the museum and have added to the rich history of the area.

#### Emergency Management Southland

3. Angus McKay has resigned his position as EMS manager and has accepted a new role with the Ministry of Primary Industries (MPI) in Wellington as chief controller, starting at the end of January 2021.

### Building Solutions

4. Council continues to receive a higher volume of consents post Covid-19 lockdown than were received prior, with 93 consents received during November 2020, this is 11% more than were received in November 2019.
5. The team have maintained their improved processing timeframes for building consents issued, achieving 81% compliance for November 2020. Overdue consents with requests for further information which sit with the customer are being continuously 'drip fed' back into the team's workload preventing a 100% compliance achievement.



### November 2020 – Building Consents Received

Primary Property Hk Ey → Property Ward	Count	Sum of Application Val...
Mararoa Waimea	26	NZ\$5,423,712.50
Stewart Island Rakiura	3	NZ\$58,000.00
Waiau Aparima	22	NZ\$2,264,264.00
Waihopai Toetoe	12	NZ\$944,500.00
Winton Wallacetown	34	NZ\$4,355,192.00

### Dog Control

6. Animal control staff completed their first dog safety training workshop at Environment Southland for their compliance officers in relation to the risks they face entering private property. Great feedback was received from Environment Southland and it was a job well done.
7. Animal control staff are also running a series of workshops looking at ways to improve the dog registration process, for the purpose making it more efficient.

### Environmental Health

8. The team is starting work on developing online applications for alcohol licensing. Once this is completed health licensing will then follow.
9. It is proposed to start work on amending Council's Alcohol Fee Setting Bylaw, having been delayed due to Covid-19 and its effects on business.
10. The review is expected to be completed by 1 July 2021.

### Resource management

11. Covid-19 has not noticeably affected incoming resource consent workloads. Incoming resource consent applications remain consistent (or slightly behind) with the same period in 2019. There has also been two vacancies within the team and a team member taking unexpected leave which has impacted on getting consents issued within timeframes for the months of October and November. Additionally, there has been a substantial increase in the number of enquiries received by the team and we anticipate that the consent volumes into the New Year will remain steady (on par with previous years).
12. Up until the alert level 4 restrictions coming into force, ongoing policy focused work was occurring on the regional work streams for Climate Change, Biodiversity, Landscapes and Natural Character. In the national space, Covid-19 has delayed some anticipated national direction. Particularly the national policy statements on highly productive land and indigenous biodiversity have been delayed and it is anticipated that they will now be released in April 2021. Recent discussions within the resource management sector indicate that the wider RMA reform is progressing at pace and it is anticipated that there will be a bill introduced to parliament on the new direction mid-2021. Significant environmental change and the impacts of this change has been signalled in the LTP. Additional funding over and above the current budgets will be required to position the resource management team to be able to implement the legislative requirements.
13. Council has endorsed a report to bring forward the review of the landscapes section of the District Plan. Work is now underway to understand the unique nature of Southland's landscapes, cultural values and local areas of significance. There are a number of pieces of work that will inform a review and also a number of conversations with communities and landowners.
14. Public feedback is currently being sought on identifying the important and outstanding landscapes in our District so that there is adequate protection and enhancement of these landscapes moving forward. It is anticipated that a plan change will be notified in the middle of 2021.
15. Council initiated the Rakiura Dark Skies Plan Change and this will be made operative prior to Christmas. This is the last step in the plan change process and it will accordingly require all future lighting to be installed in accordance with the new rules.
16. A monitoring and enforcement role within the team has recently been filled and in the future more work around education, monitoring and enforcing the provisions of the District Plan will take place.
17. Resource consent data for previous few months is detailed below.
  - September – 34 applications received, 27 decisions issued
  - October - 31 applications received, 26 decisions issued
  - November – 21 applications received, 23 decisions issued.

## Services and Assets

### Forestry (IFS)

18. The financial year 2020/2021 harvesting out of Waikaia block 4 is complete. There were 22,325 tonnes recovered which is 3,545 tonnes more than appraisal. This results in a net profit of \$1.209 million which improves over budget by \$295,000.
19. Pruning and thinning silviculture operations in Gowan Hills have commenced.

### Around the Mountains Cycle Trail

20. The contract for repairs to the trail, associated with the February flood event, has achieved practical completion.
21. Additional MBIE funding has been gained to repair a flood damaged culvert that was not originally identified and this will be added as a variation to The Roding Company construction contract. The construction is now complete.
22. A separate flood event has significantly damaged a section of trail near Centre Hill and a long term solution is being developed to restore the trail and reduce/eliminate the river threat. Given commencement of a new cycle season, a temporary route diversion has been completed to avoid the washed out section.

### Property

23. We are currently working with reduced staff but have been receiving assistance from other staff members for the incoming/outgoing community housing tenants.
24. The backlog of disposals are nearing completion with the Waianiwa hall transfer and Ohai bowling club building sale to be finalised soon. The Maitaia Island hall and Menzies Ferry hall are with the Department of Conservation to dispose of and Council has applied for a portion of the proceeds. The next round of abandoned land properties will be processed in early 2021.
25. We are now turning our attention to the many lease and licence agreements that are held on Council property to get them all up to date.

### Strategic Water and Waste

#### Te Anau Wastewater Discharge Project

26. Following Council resolutions from 23 October 2018 meeting, it was resolved to proceed with a sub-surface drip irrigation as disposal route.
27. Work on the pipeline element has now been completed with practical completion issued in July.
28. Work is also continuing on detailed design of MF plant and SDFI field following Council approval to award contracts to Downer and Fulton Hogan respectively. Physical works have now started at both the Te Anau and Kepler end of the pipeline.
29. The resource consent application for the discharge to the Upukerora has also been lodged with Environment Southland (ES) and with affected party approval provided by a number of stakeholders. A request for additional information has been prepared and forwarded to ES on 6 November. It is anticipated that this will be sufficient to allow ES to decide on a notification route moving forward.



### Land and Water Plan Implementation

30. Environment Southland released their proposed Land and Water Plan in 2017.
31. In total 25 appeals were received by Environment Southland of which Council has identified 10, which it will join as a Section 274 party. Council has also lodged an appeal to the decision. The basis of Council's appeal, is largely around the 'non-complying' activity status on wastewater discharges to water. The latest direction issued from the Environment Court outlines a proposed path, where appeals to objectives will be heard ahead of mediation, by grouped topic on policies and rules. Evidence in support of the appeals have been filed with the Environment Court.
32. Interim decisions were released by the Environment Court in late December with a recommendation that further expert conferencing be undertaken in early 2019.
33. A further hearing was held in mid-June 2020 where evidence was presented on additional information that the courts required Environment Southland to provide based on their interpretation of a number of key principles underpinning the plan. Agreement has now been reached on all outstanding appeals related to the objectives and policies with a further report before the court grouping appeals of a similar nature by topic.
34. At this stage Council retain interest in two of the appeal topics related to infrastructure and discharges. On 18 November 2020 a report released from the Court identified 18 December as a date for mediation on the infrastructure grouped topic. It is important that Council are represented at this mediation so as not to lose any of the protection that these policies and rules provide when maintaining and replacing our infrastructure.

### Review of Solid Waste Contract Arrangements

35. Following a series of WasteNet meetings and Council mediation the RFP process was formally ended on 18 December without any award. At this stage each of the WasteNet councils are considering potential short and longer term options to process recycling post 30 June when current contract arrangements expire.
36. Further recent developments are more closely related to the changing nature of the global recycling markets that have resulted in other councils reviewing how they manage recycling operations. Currently there is no market for low grade plastics and limited markets for fibre (paper/cardboard) with a number of councils across the country now opting to discontinue their collection.
37. Agreement was reached with Invercargill City Council in June to handle Council's recyclables through their contract arrangement with their incumbent contractor. This is for an 18-month period, after which alternatives will be considered separate to the ongoing LTP process.

### Review of Waste Disposal Levy

38. On 27 November, Associate Minister for the Environment, Eugenie Sage, announced a wide reaching review of the Waste Disposal Levy. The levy introduced through the Waste Minimisation Act 2008 places a charge of \$10 per tonne for all waste disposed at municipal landfill sites. Of the money collected half is returned to TLAs to help fund waste minimisation activities with the remainder going to a contestable fund where any organisation can apply to gain funding to help set up waste minimisation initiatives.

39. The review proposed to both increase the levy (phased over three years) from the current \$10 per tonne to a proposed \$50-\$60 per tonne which brings it more into line with similar levy schemes in Australia and overseas. It is also proposed that the scheme will also be extended to include all landfill types (currently it only applies to those receiving household waste).
40. Revenue raised from the landfill levy is currently around \$36 million per annum. It is estimated that the proposals would result in an increase of levy revenue of around \$220 million by 2023.
41. The consultation document outlined four potential options for transitioning from current arrangements to future arrangements by 2023. The submission prepared by WasteNet was presented to Council on 30 January and formally submitted to MfE on 31 January.
42. In August it was announced that the levy would incrementally increase to \$60 per tonne by July 2024. This has been budgeted for through the LTP process.

### 3 Water Reforms

43. There is currently a significant amount of work ongoing across the three waters reform in New Zealand. Council is currently awaiting DIA sign off on our delivery plan for undertaking the additional stimulus funding and close to finalising a procurement plan to enable delivery.
44. It was confirmed on 12 November that the delivery plan was signed off in its entirety by the DIA.
45. Procurement of the delivery plan will be through two separate panels with local contractors and consultants. Panel one will focus largely on reticulation work whereas panel two will be more focussed on condition assessment work across our three waters networks with a significant programme of CCTV work throughout wastewater and stormwater networks. Tenders for the panel 1 request for information closed on 17 November and at time of writing tenders are undergoing evaluation with the anticipation panellists will be in place by late November.
46. In addition, work is ongoing to progress investigation into alternative collaborative work models across Southland and Otago with a view to meeting government expectations that the sector will voluntarily aggregate to a significant scale (most likely cross regional) to deliver long term service delivery benefits.
47. In late October Council also received a significant request for information (RfI) from the Department of Internal Affairs in support of the reforms. This will most likely require a significant amount of additional workload across not only water and waste but also others across the organisation within a relatively short timeframe. Deadline for returns is 1 February 2021.

### Project Delivery Team (PDT)

48. 20 Don Street shift has now been completed and staff are settling into their new spaces.
49. The Forth Street tower upgrade is now underway and will be delivered in stages around staff access.
50. Te Anau waste water project is now well underway with construction activity on both sites.
51. We are now starting to see some supply issues as a result of Covid-19.
52. Planning now well underway for delivery of the three waters reform stimulus funding projects.
53. Works continues on core improvement projects.

### Community Facilities

54. The Long Term Plan process continues to be at the forefront of the work programme with staff and the finance team adding the final changes to the projects and budgets after the third round of meetings.
55. The tender documents for the Northern, Eastern, Central and Wallace mowing contracts have been published and local contractors notified. The tenders closed on 22 December. This provides staff with ample time to meet the governance timeframes for community board, committee and Council meetings. The new contracts will start on 1 July 2021.
56. Staff have started renewing the gardening contracts. These will also be a mix of direct negotiation with the incumbent contractors and tendering. The Riverton gardening tender has been published and closed 25 November 2020.
57. Good progress is being made towards getting Council's asset management system (IPS) set up to receive the asset data. Waugh Consulting are entering data into the development application. Staff can then run test scripts to validate that all the processes work.
58. Contractor availability and material supply is delaying progress on some of these projects.
59. Contractors have completed the development of the Monkey Island camping area.
60. It was incredibly disappointing to discover the new concrete and grass areas had been damaged on 1 December. The team has been working hard on this redevelopment so this popular summer space can once again be enjoyed by the community and visitors over the Christmas and summer period.
61. Police were notified of this incident.

## Strategic Transport

### District Wide Roading Programme

62. Resurfacing works are well underway with Downer focusing on the more urban sites of Riverton and Winton with the works then shifting to the more rural areas in the New Year. Fulton Hogan have more rural sites for their contract area.
63. Due to the work being highly weather dependent priorities may shift between coastal and inland sites to ensure the season's works program is completed.
64. Lower Hollyford Road repair works have commenced with the plan to have the first 13km (just past the air strip) completed by Christmas. Repairs will then proceed to re-establish the last section of road to the start of the Hollyford track. This is expected to be completed in March depending on weather condition. It is anticipated that public access will be available from Christmas but will need to be carefully managed particularly when construction works are being undertaken.
65. The annual district wide Roadroid survey which provides a snapshot of the gravel road roughness condition across the district has been completed. The initial indication is that a combined score of 88% for good or satisfactory was achieved which is above the 85% target.
66. WSP as Council's new structures services provider have continued to complete the next round of bridge inspection and are making good progress. From the inspection Dipton Mossburn Road bridge number 4 has required urgent action. This has resulted in a posting reduction from 90% to 70% which has significantly impacted on heavy transport industry. Due to the lack of suitable

detour and the length of detours, the replacement of this bridge is seen as a priority and the bridge programme is being reviewed with the goal to reprioritise the bridge for replacement.

## People and Capability

67. Health and safety governance training will be scheduled with Council and community board chairs in early February 2021.
68. A number of roles have been advertised and recruited for over the past two months. These include roles in the building team, resource management, community facilities and water and waste.
69. These roles are to support the teams achieve their objectives, statutory timeframes and provide support to our communities.

## Recommendation

That the Ardlussa Community Board:

- a) **Receives the report titled “Council Report” dated** 10 February 2021.

## Attachments

There are no attachments for this report.

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## Riversdale Recreation Reserves Committee - Consideration of Annual Grant

Record No: R/21/2/4195

Author: Kelly Tagg, Community Partnership Leader

Approved by: Rex Capil, Group Manager Community and Futures

☒ Decision

☐ Recommendation

☐ Information

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### Purpose

- 1 The purpose of this report is for the Ardlussa Community Board to determine if it wishes to provide an annual grant to the Riversdale Recreation Reserves Committee to assist with the costs associated with mowing the recreation reserve in Riversdale.

### Executive Summary

- 2 The Riversdale Recreation Reserves Committee applied to the inaugural round of the Ardlussa Community Partnership Fund for a grant of \$2,650 to assist with the annual mowing costs of the sports ground in Riversdale.
- 3 The community board declined their application at the time and advised that they would look at other options to assist the committee outside of the community partnership fund.
- 4 The board must now decide if it wishes to support this committee by way of an annual grant going forward.

## Recommendation

That the Ardlussa Community Board:

- a) **Receives the report titled “Riversdale Recreation Reserves Committee - Consideration of Annual Grant” dated 3 February 2021.**
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Approves unbudgeted expenditure in the amount of \$2,500 for a grant to be paid to the Riversdale Recreation Reserves Committee to be funded from the Riversdale general reserve.
- e) Agrees to make a submission on the 2021-2031 long term plan asking Council to include an annual grant of \$2,500 to the Riversdale Recreation Reserves Committee, to be funded by the Ardlussa Community Board rate.
- f) Agrees to delegate authority to the Ardlussa Community Board chair to enter the submission on behalf of the Ardlussa Community Board.

## Background

- 5 The Riversdale Recreation Reserves Committee applied to the inaugural round of the Ardlussa community partnership fund for a grant of \$2,650 to assist with the annual mowing costs of the sports ground in Riversdale.
- 6 The community board declined their application at the time and advised that they would look at other options to assist the committee outside of the community partnership fund.
- 7 The purpose of Riversdale Recreation Reserves Committee is to maintain and develop the Riversdale sporting and cultural reserves and associated buildings; pecuniary gain is not a purpose of the Society. This includes general upkeep of the grounds such as regrassing, spraying, mower labour and mower maintenance.
- 8 The committee holds a major fundraiser each year and distributes any residual funds (on an application basis) to the school (50%) and to other sporting groups (50%) in the community.
- 9 The committee applied to the community partnership fund to assist with the costs of the ground upkeep so that it will have additional funds to distribute to the community.
- 10 The board discussed this matter when making their funding recommendations for the community partnership fund and agreed that it would like to consider options for providing an annual grant of \$2,500 per annum to the committee to assist with the upkeep of the sports grounds in Riversdale which are widely used by the wider community.

## Issues

- 11 The board must determine whether or not it wishes to provide an annual grant to the Riversdale Recreation Reserves Committee to assist with the upkeep of the Riversdale sports grounds.
- 12 Unbudgeted expenditure approval is required in order to make a grant in the 2020-2021 financial year.
- 13 The Riversdale general reserve is forecast to have a balance of \$28,991 as at 30 June 2020 however this money is earmarked for footpath, streetlight and playground upgrades over the next 10 years

## Factors to Consider

### Legal and Statutory Requirements

- 14 Due to the timing of this decision the board will also need to make a submission to the 2021-2031 Long Term Plan asking Council to approve additional expenditure of \$2,500 per annum to enable this grant to be paid which will likely result in a small increase in the local rate.

### Community Views

- 15 The Ardlussa Community Board is representative of the community and has delegated authority to approve unbudgeted expenditure of up to \$20,000 per annum.

### Costs and Funding

- 16 The board wishes to allocate an annual grant to the Riversdale Recreation Reserves Committee.

17 The board is able to approve unbudgeted expenditure in the amount of \$2,500 to be funded from the Riversdale general reserve for the 2020-2021 financial year.

18 The board will need to make a submission to Council to include the annual grant of \$2,500 in the 2021-2031 long term plan going forward.

#### Policy Implications

19 There are no policy implications.

#### Analysis

#### Options Considered

20 The board must consider whether or not it will approve or not approve unbudgeted expenditure in the amount of \$2,500 from the Riversdale general reserve to enable a grant to be paid to the Riversdale Recreation Reserves Committee.

21 The board must also consider if it will or will not make a submission on the 2021-2031 Long Term Plan asking Council to approve additional expenditure of \$2,500 per annum in order to provide an annual grant to the Riversdale Recreation Reserves Committee.

#### Analysis of Options

Option 1 – approves unbudgeted expenditure in the amount of \$2,500 from the Riversdale general reserve to enable a grant to be made to the Riversdale Recreation Reserves Committee.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>the Riversdale Recreation Reserves Committee has additional funds available to distribute to the Riversdale community in the 2020-2021 financial year</li> </ul>	<ul style="list-style-type: none"> <li>an increase in the local rate may be required to fund this additional expenditure</li> </ul>

Option 2 – agrees to make a submission on the 2021-2031 long term plan asking Council to include an annual grant in the amount of \$2,500 per annum to be paid to the Riversdale Recreation Reserves Committee, to be funded by the Ardlussa Community Board rate.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>the Riversdale Recreation Reserves Committee has additional funds available to distribute to the Riversdale community going forward</li> </ul>	<ul style="list-style-type: none"> <li>An increase in the local rate may be required to fund this additional expenditure</li> </ul>

Option 3 – does not approve unbudgeted expenditure in the amount of \$2,500 from the Riversdale General Reserve to enable a grant to be made to the Riversdale Recreation Reserves Committee and does not agree to make a submission on the 2021-2031 Long Term



Plan asking Council to approve additional expenditure in the amount of \$2,500 per annum to enable an annual grant to be paid to the Riversdale Recreation Reserves Committee.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>the increase in local rates to cover the payment of this grant annually will not be required</li> </ul>	<ul style="list-style-type: none"> <li>the Riversdale Recreation Reserves Committee has less funds available to distribute to the Riversdale community</li> </ul>

### Assessment of Significance

- 22 Not considered significant.

### Recommended Option

- 23 Options one and two are the recommended options.

### Next Steps

- 24 Arrange the payment of the grant to the Riversdale Recreation Reserves Committee in the amount of \$2,500 in the 2020-2021 financial year.
- 25 Preparation of a submission to the Southland District Council Long Term Plan 2021-2031 asking Council to include an annual grant of \$2,500 to the Riversdale Recreation Reserves Committee, to be funded by the Ardlussa Community Board rate.

### Attachments

- A Ardlussa Community Board - Community Partnership Fund - Riversdale Recreation Reserve Committee - PUBLIC EXCLUDED [↓](#)



## Chairperson's Report

Record No: R/21/1/1874

Author: Rose Knowles, Committee Advisor/Customer Support Partner

Approved by: Anne Robson, Chief Financial Officer

☐ Decision

☐ Recommendation

☒ Information

### Purpose of report

- 1 The purpose of the report is to provide an update to the Ardlussa Community Board on activities that the chairperson has been involved since the November 2020 meeting.
- 2 The report also provides an opportunity for the board chairperson to present an overview of the issues he has been involved with.
- 3 Items of interest that the chair is reporting on are as follows:
  - Balfour Christmas lights issues with the light bulbs no longer available. Discussion to be had on options going forward
  - attendance at a playground meeting run by Adam Stride, director of Playsafe at the end of October. Informative meeting about playground standards and playground designs going forward
  - the scoping report by Tom Hays for the proposed mountain bike track at Waikaia has been given the go ahead, awaiting for Tom Hays to contact us
  - the proposal for the Balfour Pump Track is still progressing
  - the Waikaia mowing contract has been extended to the end this season.
  - flooding issues in Piano Flat, Freshford areas during January.

### Recommendation

That the Ardlussa Community Board:

- a) **Receives the report titled "Chairperson's Report" dated 3 February 2021.**

### Attachments

There are no attachments for this report.



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

### Recommendation

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

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:

#### 7.4 Riversdale Recreation Reserves Committee - Consideration of Annual Grant - Attachment A - Ardlussa Community Board - Community Partnership Fund - Riversdale Recreation Reserve Committee

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
Ardlussa Community Board - Community Partnership Fund - Riversdale Recreation Reserve Committee	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person. .	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.