



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

Date: Wednesday, 7 April 2021
Time: 6pm
Meeting Room: Riversdale Community Centre
Venue: 73 Newcastle Street
Riversdale
Riversdale

Ardlussa Community Board Agenda OPEN

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

Contact Telephone: 0800 732 732
Postal Address: PO Box 903, Invercargill 9840
Email: emailsdc@southlanddc.govt.nz
Website: www.southlanddc.govt.nz

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

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

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"> • 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 • to provide leadership to local communities on the strategic issues and opportunities that they face • 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 • to be decision-makers on issues that are delegated to the board by Southland District Council

	<ul style="list-style-type: none"> • to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community • to maintain an overview of the services Council delivers to its communities and assess the extent to which these services meet community needs • to recommend the setting of levels of service and budgets for local activities.
DELEGATIONS	<p>The community board shall have the following delegated powers and be accountable to Council for the exercising of these powers.¹</p> <p>In exercising the delegated powers, the community board will operate within:</p> <ol style="list-style-type: none"> 1) policies, plans, standards or guidelines that have been established and approved by Council 2) the needs of the local communities; and 3) the approved budgets for the activity. <p>Power to Act</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>Community Well-Being</p> <ol style="list-style-type: none"> 4) to develop local community outcomes that reflect the desired goals for their community/place 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 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. <p>Community Leadership</p> <ol style="list-style-type: none"> 7) communicate and develop a relationship with community organisations, local groups, and special interest groups within the local community of interest 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 9) promote a shared vision for the community of interest area and develop and promote ways to work with others to achieve positive outcomes 10) provide a local community perspective on Council's long term plan key performance indicators and levels of service

¹ 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"> involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise. <p>Local activities include:</p> <ol style="list-style-type: none"> community leadership local halls and community centres (within Council's overarching policy for community facilities) wharves and harbour facilities local parks and reserves parking limits and footpaths Te Anau/Manapouri Airport (Fiordland Community Board) Stewart Island Electricity Supply Authority (SIESA) (Stewart Island/Rakiura Community Board) <ol style="list-style-type: none"> for the above two local activities only recommend levels of service and annual budget to the Services and Assets Committee monitor the performance and delivery of the service <p>19) naming reserves, structures and commemorative places</p> <ol style="list-style-type: none"> authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places. <p>20) naming roads</p> <ol style="list-style-type: none"> authority to decide on the naming for public roads, private roads and rights of way <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>Rentals and Leases</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"> accept the highest tenders for rentals more than \$10,000 approve the preferential allocation of leases and licenses where the rental is \$10,000 or more per annum. <p>Environmental management and spatial planning</p> <ol style="list-style-type: none"> provide comment on behalf of the relevant community/communities on resource consent applications referred to the community board for comment. 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.
--	--

	<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>Matters which are not Delegated</p> <p>Southland District Council has not delegated to community boards the power to:</p> <ul style="list-style-type: none"> • make a rate or bylaw • acquire, hold or dispose of property • direct, appoint, suspend or remove staff • engage or enter into contracts and agreements and financial commitments • institute an action for recovery of any amount • issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like; • 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.
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>

TABLE OF CONTENTS

ITEM	PAGE
PROCEDURAL	
1	Apologies 11
2	Leave of absence 11
3	Conflict of Interest 11
4	Public Forum 11
5	Extraordinary/Urgent Items 11
6	Confirmation of Minutes 11
REPORTS	
7.1	Community Leadership Report 17
7.2	Operational Report for Ardlussa Community Board 23
7.3	Community Service Awards - Procedures and Guidelines 31
7.4	Chairperson's Report 35

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 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, 17 February 2021



Ardlussa Community Board

OPEN MINUTES

Minutes of a meeting of Ardlussa Community Board held in the Waikaia Community Centre,,
Corner Blaydon & Wylam Street, Waikaia, on Wednesday, 17 February 2021 at 6pm.

PRESENT

Chairperson	Richard Clarkson	
Deputy Chairperson	Ray Dickson	
Members	Chris Dillon	
	Paul Eaton	Arrived 6.15pm
	Clarke Horrell	
	Hilary Kelso	
	Rob Scott	

IN ATTENDANCE

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

1 Apologies

There were no apologies.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

There was no public forum.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Clarke Horrell, seconded Councillor Scott and resolved:

That the Ardlussa Community Board confirms the minutes of the meeting held on 9 November 2020 as a true and correct record of that meeting.

Reports

7.1 Community Leadership Report

Record No: R/21/2/4630

Community partnership leader – Kelly Tagg and Community liaison officer – Tina Harvey were in attendance for this item.

Resolution

Moved Ray Dickson, seconded Hillary Kelso and resolved:

That the Ardlussa Community Board:

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

7.2 Operational Report for Ardlussa Community Board

Record No: R/21/1/3857

Community partnership leader – Kelly Tagg and Community Facilities Manager – Mark Day were in attendance for this item.

Resolution

Moved Chairman Clarkson, seconded Ray Dickson and resolved:

That the Ardlussa Community Board:

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

7.3 Council Report

Record No: R/21/1/3140

Councillor Scott presented the Council report.

Resolution

Moved Paul Eaton, seconded Hilary Kelso and resolved:

That the Ardlussa Community Board:

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

7.4 Riversdale Recreation Reserves Committee - Consideration of Annual Grant

Record No: R/21/2/4195

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

Mrs Harvey advised that Ardlussa Community Board is 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.

Resolution

Moved Paul Eaton, seconded Hillary Kelso and resolved:

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.

7.5 Chairperson's Report

Record No: R/21/1/1874

Chairman Clarkson took the board through his report which included:

- attendance at a playground meeting run by Adam Stride, director of Play safe 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 of this season.
 - flooding issues in Piano Flat, Freshford areas during January.

Resolution

Moved Chairman Clarkson, seconded Clarke Horrell and resolved:

That the Ardlussa Community Board:

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

The meeting concluded at 7.30pm

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE ARDLUSSA COMMUNITY BOARD
HELD ON 17 FEBRUARY 2021

DATE:.....

CHAIRPERSON:.....

Community Leadership Report

Record No: R/21/3/11703
Author: Kelly Tagg, Community Partnership Leader
Approved by: Anne Robson, Chief Financial Officer

☐ Decision ☐ Recommendation ☒ Information

Purpose

- 1 The purpose of this 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 26 March 2021.**

Attachments

- A Community Leadership Report [↓](#)



What's happening in your area

Ardlussa Community Board workshop

Members of the board attended a workshop in March in order to provide feedback on the upcoming roading bylaw review.

Further information about the suggested locations for new footpaths and footpath maintenance were also discussed. The roading engineer will provide further information to the board regarding the locations of the footpath works and the board will meet onsite to discuss further.

A number of issues across the board area were raised; requests for service were subsequently entered.

Council has a number of ways to enter requests for service; by calling 0800 732 732, using the “report it” function on Council’s website, visiting an office or by using Council’s app which is called Antenno and can be downloaded from the App Store or Google Play Store.

Funding

Community Trust South major grants round

Community Trust South have announced a major grants round for 2021, investing \$1 million into the community for grant requests over \$75,000. Funding applications are done in a two-stage process – the first stage is submitting an expression of interest, and any successful applicants will then be required to submit a full funding application. Expressions of interest are open now, and due by 20 April 2021. Any organisations invited to submit an application will need to do so by 30 September 2021.

Local initiatives

Ardlussa mountain bike trail

Tom Hey from Elevate Trail Building has been contracted by Southland District Council to prepare a concept plan for the development of a cycle trail network in the Waikaia forestry block. The preparation of the concept plan is underway and expected completion date is 31 March 2021.

Community meeting

The community board is planning to hold another meeting with the community and will be confirming the meeting date and venue at their meeting on 7 April.

The purpose will be to share details of the concept plan for the Ardlussa mountain bike trail and seek community feedback on the project, to further discuss the idea of building a bike pump track behind the playground in Balfour and to also seek community views about the future of the festive lights in Queen Street, Balfour.

What's happening outside your area

District/regional Initiatives

Ministry of Education meeting regarding swimming pools

Staff from the community leadership team met with a representative from the Ministry of Education to develop a better understanding of how ministry owned swimming pools are funded and maintained.

The ownership of pools on school land is a mixture of 100% ministry owned pools and others with a shared ownership of say 60/40 between the Ministry and the community.

The ministry advised that schools receive funding through from the Ministry each year for pool maintenance and the type of funding used depends on whether it's a capital project or operational maintenance.

Capital projects can be funded via the 10-year property plan (10YPP) and operational funding is also available through the property maintenance grant.

Schools may opt to do larger projects with regards to heating and filtration via the 5YA (five-year agreement) but they will have to prioritise with other projects required eg carpet for classrooms.

Operational funding can be used for pool chemicals, water charges, heating charges, water testing charges, painting the pool and surrounds, fence repairs, repairing and servicing the filtration plant, caring for ancillary buildings like changing rooms, storage sheds and roofing structures, repairing pool covers and the salary of training of the person responsible for maintaining pool hygiene and maintenance, such as the caretaker (ground staff get \$4.40 per day for looking after a pool).

This funding is calculated on the actual square metres of the pool. Operational funding for heat, light, and water doesn't cover costs of running a pool outside school hours.

More information about the amount of the property management grants for schools with pools can be found at <https://property.education.govt.nz/pmg/ViewSchoolInfo>

The ministry wishes to ensure that pool roofs are trafficable and is working through a programme of replacing all translucent verandas and roofs that are no longer trafficable. The ministry is fully funding the replacements on ministry owned pools and working with the community where there is shared ownership.

If the roofs can't be replaced in the short term, netting must be installed as a safety measure.

Another focus for the ministry is around leases and user agreements for swimming pools.

More seeking country life

The dynamics of country living are changing as more urban dwellers ditch the city for the provinces. The shift to smaller towns and centres came as Covid-19 changed people's work habits, as well as soaring house prices and living costs in major cities.

This was highlighted in an Infometrics analysis released late last year, which showed 11 out of 67 districts all had increases in population growth from internal migration

<https://farmersweekly.co.nz/section/agribusiness/view/more-seeking-country-life>

What we can expect of the New Zealand economy, and life in general in 2021.

Having put 2020 behind us, it's time to consider how much the economy, and life in general, will return to normal by the end of 2021. Infometrics updated economic forecasts were published in early February, and the outlook for the next 12-18 months will be considerably stronger than was previously being anticipated. However, the uncertainty around that outlook remains highly elevated. This article canvases some of the key factors that will determine outcomes in 2021.

<https://www.infometrics.co.nz/from-the-beach-2021/>

Brief explores covid's impact on agriculture

Agriculture has performed well during the Covid-19 pandemic, but briefing papers to the incoming cabinet ministers warns the outlook is challenging.

https://farmersweekly.co.nz/section/agribusiness/view/brief-explores-covids-impact-on-ag?utm_source=GlobalHQ&utm_campaign=7dcca085d3-EMAIL_CAMPAIGN_09122020_STAFF_COPY_01&utm_medium=email&utm_term=0_4f497899e6-7dcca085d3-193644923

The live lobster export industry

The live lobster export industry is one of many businesses to feel the effects of Covid-19. Fiordland Lobster Company has seen both extremes, from months of complete shutdown, to booming sales for the rest of the year.

<https://www.facebook.com/294604540645182/posts/3233856763386597/?d=n>

Taking time to thrive

Southland dairy farmer Loshni Manikam is on a mission to help farming women get more out of life. Her new free ebook "12 Tips to Help You Thrive" shares practical advice on how women can take time for their own needs, while juggling multiple responsibilities.

<https://farmersweekly.co.nz/section/dairy/view/taking-time-to-thrive>

What's coming up?

Policy and strategy

Bylaw and policy work

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 were presented to

Council on 28 January 2021 and it is anticipated Council will adopt the policy on 14 April 2021. It is likely both the policy and manual will come into effect on 1 July 2021.

Council is reviewing its Alcohol Licensing Fee-Setting Bylaw. Consultation for this was run from 12 to 26 March 2021. All alcohol licence holders were directly contacted to advise them of this process and encouraged them to provide feedback. Submissions are likely to be received by Council on 27 April 2021.

Staff are also working on the Asset Management and Contract Management Policies. Review of the Elected Members' Remuneration and Reimbursements Policy, the Vehicle Policy the Fraud Policy and the Sensitive Expenditure Policy is underway.

At its meeting on 10 March 2021, Council adopted the Policy on Development and Financial Contributions and the Significance and Engagement Policy. The Revenue and Finance Policy was adopted at Council's 28 January 2021 meeting. This completes the review cycle for these policies.

The Stewart Island Levy Subcommittee met in February 2021 to work with staff in developing a 10 year funding plan for allocation of visitor levy funds, in line with the Stewart Island/Rakiura Visitor Levy Policy. A draft funding plan was presented to the Community and Strategy Committee on 23 March 2021 for its feedback.

Corporate risks

Risk management reporting is underway for the March 2021 quarter. Staff and ELT have updated the quarterly risk register, and the quarterly reports were presented to the Finance and Assurance Committee in March 2021, and will be presented to Council in April 2021. As part of an annual review process, the Finance and Assurance Committee considered and discussed one of the top strategic risks at the conclusion of their March meeting.

Staff and ELT will meet 30 March 2021 to undertake the annual review of the priority weightings of Council's top strategic and corporate risks. The revised weightings will form the draft risk register to be presented to the committee when it meets in June 2021 and to Council for adoption.

Other Work

He Pou a Rangi/the Climate Change Commission have produced draft advice for consultation. He Pou a Rangi are seeking and incorporating feedback on their advice, before it is formally presented to the government. The draft advice outlines changes needed in particular sectors and recommends 17 critical actions the government must take to reach its climate goals.

The advice also includes information about transitioning to a low emissions society, and the impacts of doing so. Staff have worked with councillors to produce a submission on the advice, and this has been lodged with He Pou a Rangi. Anyone is able to make a submission on the draft advice before submissions close.

Long Term Plan

At the 10 March 2021 Council meeting, the Long Term Plan Consultation Document was adopted and made available for release to the public. At 9am on Friday 12 March 2021, submissions officially opened and the information is now available on Council's website. The consultation document has been delivered to households with submissions closing at 5pm on Wednesday 14 April 2021. At that same meeting, the supporting documentation for the Long Term Plan was adopted and is available on the Council website.

Stakeholder updates

Waka Kotahi update

There was some feedback that boards would like to know more about the reasons for the temporary speed limits (TSL's) in place for resealing, during the different stages of the work. There are a number of reasons, mostly related to the health and safety of the workers and road users, but also to protect the seal once installed so that we don't have to come back and fix damage to the seal, causing more disruption to your communities.

1. Initially when the site is being sealed, TSL's are in place for safety reasons to protect the workers and road users traveling through the site.
2. Chipseals can take 24-48 hours for the chip to fully embed into the binder. To assist with adhesion and reduce the chance of damage, a TSL is kept in place to help manage traffic within the site. The site isn't fully swept or line marked at this point, so the TSL is still required to keep the users safe, help protect the seal and should also mitigate damaged windscreens if the TSL is complied with.
3. Once the site is swept and line-marked it is considered appropriate to be opened back up to normal operating speeds. Note in urban areas the permanent speed limit is already lower, so TSL's may not be in place for the same extent as rural areas, depending on the environment / hazards.

This season we have noticed an alarming number of users not complying with road works signs / TSL's both attended and unattended by workers, so it is important to get the message out there that there are a number of reasons why these are in place. Not complying with this signage puts the safety of the road users and workers at risk, and can damage the work being done, which results in us having to come back and fix causing further delays which could've been easily avoided. We work hard to make sure signs are taken down when they are not required – this is an area we are focusing on.

We appreciate that there have been some community concerns regarding the road pavement rehabilitation near Mossburn recently and note that this has been a challenging site due to the material required to be used and the length and location of the site. The good news is that this is due to be sealed by Easter (weather permitting), and the second site on SH94 within a fortnight after that. We thank the community in this area for their patience while we improve the safety of the highway here.

We acknowledge that there have been a high number of worksites this summer and appreciate your patience at these sites. A fairly wet summer has meant condensing our work into a smaller window which has created a situation requiring multiple worksites in areas. However, our construction season is coming to an end shortly, as the dropping temperatures mean many pavement works are not possible.

Before winter sets in our next priority is the felling of dangerous trees around Southland state highways, so there will be temporary traffic management in place in various areas to allow this. These trees are being felled as they are either dangerous and in danger of falling on or near the highway, or are creating hazards for road users.

Wandering stock on the highways continues to be of concern. If stock is spotted on state highways we encourage calling 0800 4 HIGHWAYS (0800 44 44 49) so that this can be actioned immediately. We are following up with landowners in 'hot spot's' to encourage them to check fencing and have had a very positive response to this.

Finally, there will be a moratorium on work happening on state highways over the Easter break/Southland anniversary day, with all non-essential work closing down at noon on April 1 and commencing again after 7am on April 7. Road users and communities are encouraged to call 0800 4 HIGHWAYS (0800 44 44 49) if they see anything of concern on state highways over this break.

Operational Report for Ardlussa Community Board

Record No: R/21/3/12422
Author: Carolyn Davies, Executive Assistant
Approved by: Anne Robson, Chief Financial Officer

☐ Decision

☐ Recommendation

☐ Information

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 26 March 2021.

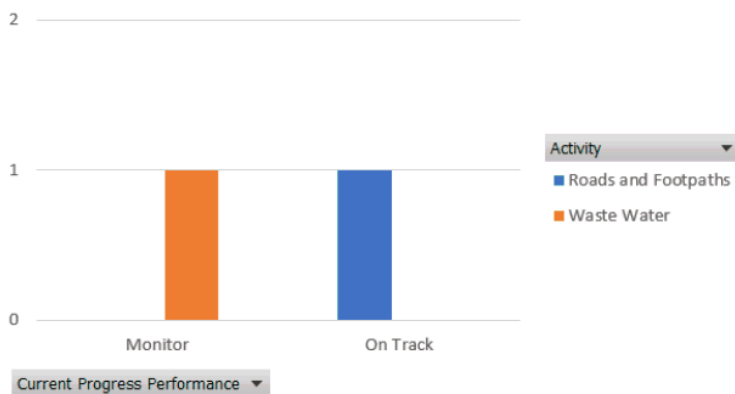
Attachments

- A Report to Ardlussa Community board - 7 April 2021 - Operational Report [↓](#)



1. Projects within current financial year

Count of Current Progress Performance



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. No updates for this reporting period.	\$385,000



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	EXPENDITURE ESTIMATE
ROADS AND FOOTPATHS	P-10360	Rehabilitation of Balfour Ardhussa Road	Delivery phase	On track	Rehab now practically complete. Now in defects period for up to two years.	\$650,000

2. Community board contracts

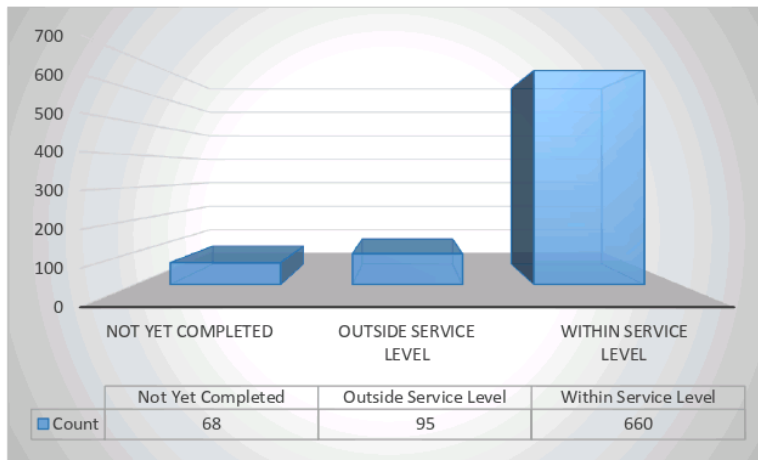
CONTRACT NAME	CONTRACT MANAGER COMMENTARY
10/01 – Water and waste water services operation and maintenance	The water and waste water contract is operating well. Minor capital works awarded to Downer are progressing on programme.
17/ 03 – Waimea Alliance	<p>Routine maintenance is ongoing. Township cyclic work is ongoing, and includes minor projects and RFS works.</p> <p>The Ardhussa area received further flood damage over January, mostly around Waikaia. Following initial repair works around Waikaia the crew went to other Waimea areas, particularly around the Garston and Nokomai areas, before coming back into the Whitecomb Road, Old Snow Pole Track and Piano Flat Road areas which will continue through into March.</p> <p>Council's sealing contractors are completing works throughout the District including areas within the Ardhussa and Waimea ward areas.</p> <p>Pre-reseal repairs for the next sealing season are underway with most of the Ardhussa area completed by end of February, and are working in other areas of the Waimea and Central Alliance patches.</p> <p>The third round of shoulder mowing has also been completed this period.</p>
17/03 - Toilet contracts	No issues with these toilet contracts
Mowing contracts	The Balfour mowing contract has been awarded to the Balfour Sportsground Association. The Waikaia contract is awaiting final documentation and Riversdale township mowing has been tendered and the outcome will be available in two weeks.

3. Request for service data – 21 January 2021 to 9 March 2021

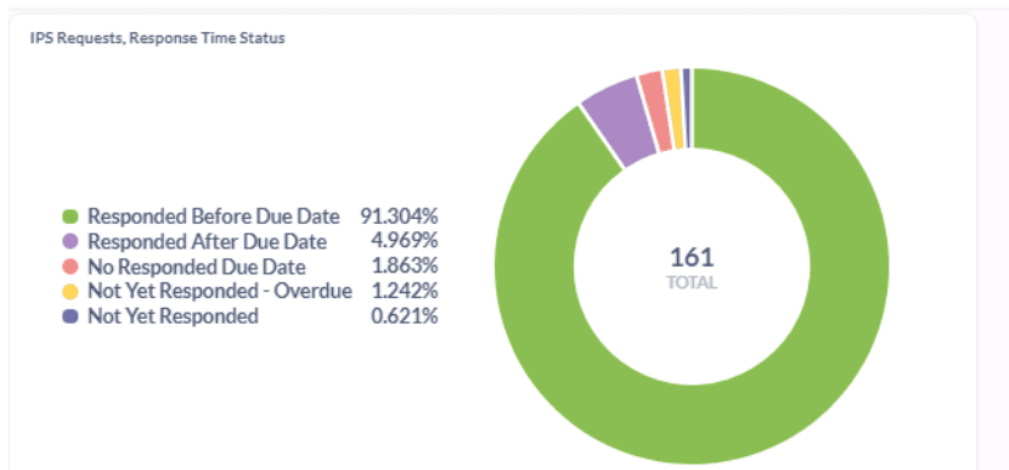


REQUEST TYPE	COUNT
Culverts blocked - rural	2
Emergency services assistance (safety)	1
Gravel, potholes/corrugations and grading	1
Liquor licensing	1
Other road hazards (safety)	2
Rural water - no water supply	1
Rural water asset leak	7
Rural water low water pressure	1
Transport - road matters general	2
Vegetation rural (overgrown or visibility issues)	1
Water asset leak (main, hydrant, valve, meter)	1
Water toby leak	1
Wheelie bin damaged	2
Wheelie bin new	2
Wheelie bin collection complaints	1
TOTAL	26

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

Balfour - Business Units as at 28 February 2021									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Administration - Balfour			\$3,423						
Operating Costs - Balfour	\$785	\$785	\$1,177	\$2,929	\$865	\$1,297			
Street Works - Balfour	\$2,197	\$2,197	\$3,295		\$9,296	\$13,944			
Stormwater Drainage - Balfour	\$3,209	\$3,209	\$4,813	\$997	\$3,231	\$4,813			
Beautification - Balfour	\$7,045	\$7,045	\$10,567	\$2,734	\$7,045	\$10,567			
Playground - Balfour	\$835	\$835	\$1,253	\$169	\$835	\$1,253			
Total	\$14,070	\$14,070	\$24,528	\$6,829	\$21,272	\$31,874	\$ -	\$ -	\$ -

Riversdale - Business Units as at 28 February 2021									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Administration - Riversdale			\$1,113						
Operating Costs - Riversdale	\$1,472	\$1,464	\$2,196	\$930	\$1,464	\$2,196			
Street Works - Riversdale	\$5,854	\$5,823	\$8,734	\$6,975	\$6,511	\$9,766			
Stormwater Drain - Riversdale	\$3,780	\$3,760	\$5,640	\$1,461	\$3,783	\$5,640			
Beautification - Riversdale	\$14,803	\$14,732	\$22,098	\$23,170	\$22,273	\$22,965			
Playground - Riversdale	\$881	\$879	\$1,318	\$2,503	\$2,805	\$4,208			
Total	\$26,791	\$26,657	\$41,099	\$35,039	\$36,836	\$44,775	\$ -	\$ -	\$ -



Waikaia - Business Units as at 28 February 2021									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Administration - Waikaia	-\$0	-\$0	\$367						
Operating Costs - Waikaia	\$3,640	\$3,657	\$8,162	\$1,537	\$2,324	\$3,486			
Street Works - Waikaia	\$879	\$879	\$1,652		\$879	\$1,318			
Stormwater Drainage - Waikaia	\$4,248	\$4,247	\$9,912	\$1,135	\$4,252	\$6,371			
Cemetery - Waikaia	\$733	\$733	\$1,099		\$733	\$1,099			
Beautification - Waikaia	\$8,722	\$8,722	\$13,083	\$7,366	\$8,756	\$13,134			\$31,515
Playground - Dickson Park	\$1,464	\$1,464	\$2,716	\$399	\$2,667	\$4,000			
Sewerage Scheme - Waikaia									
Total	\$19,685	\$19,702	\$36,991	\$10,437	\$19,610	\$29,408	\$ -	\$ -	\$ 31,515

Ardlussa - Business Units as at 28 February 2021									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Community Leadership Ardlussa		\$0	\$0	\$50,232	\$17,462	\$58,004			
Total	\$0	\$0	\$0	\$50,232	\$17,462	\$58,004	\$ -	\$ -	\$ -

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. It is over budget year to date due to \$33,811 in grants that have been paid from this business unit that were forecast to be spent in June. The YTD budget should read \$49,273.

Balfour operating costs are over budget by \$2,064 due to the Christmas lights that were paid from this business unit.

Street works and stormwater across the three townships are under budget due to lower than expected reactive maintenance being required so far this year.

Reserve Balances

RESERVE	30 JUNE 2020	BUDGET 30 JUNE 2021	FORECAST 30 JUNE 2021
Balfour general	\$119,804	\$114,727	\$104,845
Total – Balfour	\$119,804	\$114,727	\$104,845
Riversdale fire bore	\$0	\$208	\$208
Riversdale general	\$28,991	\$28,714	\$28,714
Total – Riversdale	\$28,991	\$28,922	\$28,922
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
Total – Waikaia	\$253,560	\$230,678	\$230,678
TOTAL	\$380,711	\$374,327	\$374,327

Community Service Awards - Procedures and Guidelines

Record No: R/21/3/8751

Author: Megan Seator, Community Liaison Officer

Approved by: Trudie Hurst, Group Manager Customer Delivery

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 The purpose of this report is to inform the Ardlussa Community Board of the new procedures and guidelines for the Southland District Council community service awards.

Executive Summary

- 2 Southland District Council's community service awards are a mechanism to acknowledge individuals and groups who have contributed outstanding community service to their community.
- 3 In 2020, staff from the communications, governance and democracy, and community leadership teams undertook a review of the community service awards.
- 4 It was identified that clarification is needed on the award criteria, who can nominate an individual, who makes allocation decisions, the type of celebration that will be provided, and how the associated costs are paid for. This is to ensure consistency across community boards, clarity for the public, and to provide staff with a standardised method of administration.
- 5 A copy of the procedures and guidelines approved by the Community & Strategy Committee on 9 February 2021 are attached to this report.

Recommendation

That the Ardlussa Community Board:

- a) **Receives the report titled "Community Service Awards - Procedures and Guidelines" dated 1 March 2021.**

Attachments

- A Southland District Council community service awards - procedures and guidelines [↓](#)

Community Service Awards

Procedures and guidelines

Purpose

The purpose of the Southland District Council community service awards is for community boards to recognise individuals and groups who have provided significant and outstanding contribution to their community board area through leadership, volunteering, or community service.

Criteria

Any person or group residing within the Southland District, who by their significant and outstanding contribution to their community board area through leadership, volunteering, or community service, is eligible to be nominated for a community service award.

The definition of 'significant and outstanding contribution' focuses on the quality of service and does not preclude individuals on age or length of service.

Nominees contribution to the community may be in the education, youth, health, sport, heritage, art, culture, environment, social wellbeing, or similar sectors.

Joint awards (ie partners & groups) are acceptable and can be considered as one nomination.

Nomination process

There will be one nomination round per year closing 30 September (special exceptions may apply in extraordinary circumstances).

Members of the community can nominate individuals by submitting the prescribed application form to Southland District Council before the closing date.

Late nominations will not be accepted and will be deferred to the next nomination round.

Award allocation

Following the closure of the nomination round each year, community boards will receive a report outlining the nominations from their community board area. This report will enable community boards to review and select up to a maximum of two individuals to receive community service awards for that year.

The mayor will be notified of community boards decisions

Presentations

Presentations of the awards are to be made at a community board meeting, workshop, or community event by the community board chair. Recipients will be presented with a framed certificate and they may invite friends and family to be present.

Funding

Costs associated with the awards will be funded from the grants and donations budget. This will go towards the framing of the certificates, catering costs, or flowers (up to \$200 per community board per year).

Publicity

The recipients of community service awards will be published in the First Edition. Publicity may also be done through the Southland District Council website and Facebook page. Additionally, local media will be notified should they wish to run a story on the awards.

Chairperson's Report

Record No: R/21/3/11905
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 February 2021 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:
 - trees have been removed at the Riversdale playground
 - bike track at Waikaia is still progressing
 - no update for the Balfour Pump Track.

Recommendation

That the Ardlussa Community Board:

- a) **Receives the report titled "Chairperson's Report" dated 26 March 2021.**

Attachments

There are no attachments for this report.