



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

Date: Wednesday, 23 June 2021  
Time: 6pm  
Meeting room: Balfour Hall  
Venue: Queen Street  
Balfour

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



## Health and safety – emergency procedures

Toilets – The location of the toilets will be advised at the meeting.

Evacuation – Should there be an evacuation for any reason please exit via the exits indicated at the venue.

Earthquake – Drop, cover and hold applies in this situation and, if necessary, once the shaking has stopped we will evacuate the building to a safe location.

Phones – Please turn your mobile devices to silent mode.

Recording - These proceedings may be recorded for the purpose of live video, both live streaming and downloading. By remaining in this meeting, you are consenting to being filmed for viewing by the public.

Covid QR code – Please remember to scan the Covid Tracer QR code.

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## 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.</p> <p>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> <li>to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community</li> </ul>

	<ul style="list-style-type: none"> <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 as detailed in the long term plan, and on local expenditure, rating impacts and priorities.</li> </ol>

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

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### **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

national importance (Section 6 Resource Management Act 1991); or

- involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise.

Local activities include:

- i) community leadership
  - ii) local halls and community centres (within Council's overarching policy for community facilities)
  - iii) wharves and harbour facilities
  - iv) local parks and reserves
  - v) parking limits and footpaths
  - vi) Te Anau/Manapouri Airport (Fiordland Community Board)
  - vii) Stewart Island Electricity Supply Authority (SIESA) (Stewart Island/Rakiura Community Board)
    - (i) for the above two local activities only
    - (ii) recommend levels of service and annual budget to the Services and Assets Committee
    - (iii) monitor the performance and delivery of the service
- 19) naming reserves, structures and commemorative places
- a) authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places.
- 20) naming roads
- a) authority to decide on the naming for public roads, private roads and rights of way
- 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.

### **Rentals and Leases**

In relation to all leases and licences of land and buildings for local activities within their own area, on behalf of Council;

- a) accept the highest tenders for rentals more than \$10,000
- b) approve the preferential allocation of leases and licenses where the rental is \$10,000 or more per annum.

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

- 22) provide comment on behalf of the relevant community/communities on resource consent applications referred to the community board for comment.
- 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.



	<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 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 at [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz) or by 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, 07 April 2021



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## Ardlussa Community Board

### OPEN MINUTES

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Minutes of a meeting of Ardlussa Community Board held in the Riversdale Community Centre, 73 Newcastle Street, Riversdale on Wednesday, 7 April 2021 at 6pm.

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#### PRESENT

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

#### APOLOGIES

Paul Eaton

#### IN ATTENDANCE

Committee	Advisor/Customer	Support	Rose Knowles
Partner			
Community Partnership Leader			Kelly Tagg

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1 Apologies

There was an apology from Paul Eaton.

Moved Chairman Clarkson, seconded Hilary Kelso 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

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 Ray Dickson and resolved:

That the Ardlussa Community Board confirms the minutes of the meeting held on 17 February 2021 as a true and correct record of that meeting.

Reports

7.1 Community Leadership Report

Record No: R/21/3/11703

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

Kelly updated the board on the following:

- Community Trust South major grants round
- Ardlussa mountain bike trail concept plan has been received. Community meeting to discuss the plan is to be held at Waikaia on Wednesday 12 May 7pm. Flyers to advertise the meeting to be distributed around the Ardlussa area
- Long Term Plan submissions

- Waka Kotahi update

Resolution

Moved Chairman Clarkson, seconded Clarke Horrell and resolved:

That the Ardlussa Community Board:

- a) **Receives the report titled “Community Leadership Report” dated 26 March 2021.**

## 7.2 Operational Report for Ardlussa Community Board

Record No: R/21/3/12422

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

Kelly updated the board on the following:

- Mowing contracts for Balfour , Waikaia and Riversdale
- Update on Balfour, Riversdale and Waikaia budget units

Resolution

Moved Hilary Kelso, seconded Ray Dickson and resolved:

That the Ardlussa Community Board:

- a) **Receives the report titled “Operational Report for Ardlussa Community Board” dated 26 March 2021.**

## 7.3 Community Service Awards - Procedures and Guidelines

Record No: R/21/3/8751

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

Kelly advised the board of the new procedures and guidelines for the Southland District Council community service awards.

Resolution

Moved Councillor Scott, seconded Clarke Horrell and resolved:

That the Ardlussa Community Board:

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



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7.4 Chairperson's Report

Record No: R/21/3/11905

Chairman Clarkson took the Board through his report which included:

- trees been removed at the Riversdale playground
- bike track at Waikaia community meeting
- Drainage issues in the Riversdale and Waikaia townships.

Resolution

Moved Chairman Clarkson, seconded Ray Dickson and resolved:

That the Ardlussa Community Board:

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

The meeting concluded at 7.15pm

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE ARDLUSSA COMMUNITY BOARD  
HELD ON 7 APRIL 2021.

DATE:.....

CHAIRPERSON:.....



## Community Partnership Fund - Funding rounds and criteria from 1 July 2021

Record No: R/21/5/25322

Author: Tina Harvey, Community Liaison Officer

Approved by: Matt Russell, Group Manager Services and Assets

☒ Decision

☐ Recommendation

☐ Information

### Purpose

- 1 The purpose of this report is for the Ardlussa Community Board to discuss and confirm the number of funding rounds and funding criteria for the Ardlussa Community Partnership Fund effective from 1 July 2021.

### Executive summary

- 2 The Ardlussa Community Board has completed its first year with one funding round held in September 2020.
- 3 \$31,811 was distributed to various applicants in the Ardlussa Community Board area.
- 4 For the 2021/2022 financial year, the amount to distribute is reduced to \$6,338.
- 5 It is therefore timely that the Ardlussa Community Board take this opportunity to review the funding rounds and criteria for the Community Partnership Fund for the next financial year.

## Recommendation

That the Ardlussa Community Board:

- a) **receives the report titled “Community Partnership Fund - Funding rounds and criteria from 1 July 2021” dated 8 June 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) Agrees to continue with the funding criteria set by the Ardlussa Community Board at its meeting on 22 June 2020 as follows:
  - consideration will be given to all funding requests
  - the board will give preference to applications that directly benefit the wider community and align with the outcomes of the Ardlussa Community Board Plan
  - funding request must be not for profit purposes
  - there is no cap on the amount applicants can request
  - co-funding is preferable and will be assessed on a case by case basis
  - two quotes are preferable for capital works, but if it is not possible to get more than one quote, an explanation why will be sufficient
  - applicants may be invited to speak to the board about their funding request and project
  - groups do not have to be a legal entity to apply. Individuals will be considered on a case by case basis
- e) Agrees that the current funding round remains with a closing date of 30 September.
- f) Agrees to communicate any changes to the community board area through the community board facebook page and local community newsletters.

## Background

- 6 In July 2019, Southland District Council resolved to establish the Community Partnership Fund. This decision sought to bring funding decisions to a grass-roots level and enable community leadership.
- 7 The Ardlussa Community Partnership Fund had one funding round (which closed 30 September) over the 2020/2021 financial year.
- 8 There was \$31,811 to distribute for the 2020/2021 financial year.

9 The funding criteria set by the Ardlussa Community Board is as follows:

- consideration will be given to all funding requests
- the board will give preference to applications that directly benefit the wider community and align with the outcomes of the Ardlussa Community Board Plan
- funding requests must be for not for profit purposes
- there is no cap on the amount applicants can request
- co-funding is preferable and will be assessed on a case by case basis
- two quotes are preferable for capital works, but if it is not possible to get more than one quote, an explanation why will be sufficient
- applicants may be invited to speak to the board about their funding request and project
- groups do not have to be a legal entity to apply. Individuals will be considered on a case by case basis

#### Issues

10 The Ardlussa Community Board needs to decide whether to keep the funding round and criteria the same for the 2021/2022 financial year. The amount available for distribution has reduced to \$6,338.

#### Factors to consider

##### Legal and statutory requirements

11 There are no legal or statutory requirements.

##### Community views

12 The board, as representatives of the Ardlussa community will take local community views into consideration.

##### Costs and funding

13 The amount available for distribution for the 2021/2022 financial year is \$6,338

##### Policy implications

14 There are no policy implications.

#### Analysis

##### Options considered

15 To review the funding round closing date and/or criteria for the Ardlussa Community Partnership Fund and make any changes as deemed necessary, or to review funding round closing date and/or criteria for the Ardlussa Community Partnership Fund and not make any changes.

## Analysis of options

Option 1 – To review the funding round closing date and/or criteria for the Ardlussa Community Partnership Fund and make any changes as deemed necessary

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>reviewing the funding round closing date and/or criteria gives the community board the opportunity to make appropriate changes, having now had the experience of one year of funding and given the amount of funds to be distributed has altered from the first year of operation.</li> </ul>	<ul style="list-style-type: none"> <li>no disadvantages.</li> </ul>

Option 2 – to review the funding round closing date and/or criteria for the Ardlussa Community Partnership Fund and not make any changes.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>the board may not deem any changes necessary.</li> </ul>	<ul style="list-style-type: none"> <li>keeping the status quo may not be appropriate.</li> </ul>

## Assessment of significance

- 16 Not considered significant.

## Recommended option

- 17 Option 1 – to review the funding round closing date and/or criteria for the Ardlussa Community Partnership Fund and make any changes as deemed necessary.

## Next steps

- 18 Funding applications and advertising will be adjusted as necessary.

## Attachments

There are no attachments for this report.

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## Community leadership report

Record No: R/21/5/24287  
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 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 11 June 2021.**

### Attachments

- A Community leadership report [↓](#)



## What's happening in your area

### Community Partnership Fund

All community boards have had their final community partnership funding rounds close for the 2020/2021 financial year. Staff will provide a report at each community board's June meeting which will provide community boards the opportunity to decide their funding dates for the 2021/2022 financial year and make any changes to their criteria.

### Community service awards

The new community service awards process has now gone live following all community boards receiving the report outlining the new procedures and guidelines. Nominations close on 30 September. Application forms are available on the Southland District Council website here:

<https://www.southlanddc.govt.nz/assets/My-Council/Community-service-awards-application-form.pdf>

### Community board plans

Several of our boards have spent time reviewing and finalising their actions during the year. The documents are being designed by the communications team at present with a view to having the majority completed by 30 June 2021.

## Recent funding outcomes

### Sport NZ Rural Travel Fund

Riversdale Tennis Club – \$800

### Creative Communities Funding Scheme

Riversdale Arts Incorporated - \$1,525 towards costs associated with a series of art workshops in the community.



## Local initiatives

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### Halls

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Staff are in the process of holding meetings with all Southland District Council-owned halls across the District. This is to communicate the new FENZ (Fire and Emergency NZ) requirements, get feedback on a proposed centralised online booking system, and discuss any governance issues in relation to management of halls.

### Mountain Bike Trails in the Waikaia Forest

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A community meeting was held in Waikaia on 12 May 2021. Over 40 people attended the community meeting to hear about the proposed trail networks in the Waikaia Forest. Overall the meeting was very positive and meeting attendees showed support for the project to progress. The next step is the formation of a charitable trust to drive this community led development project.

### Riversdale Community Garden

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Staff are working alongside representatives from the Riversdale Community Garden Committee with regard to funding and sponsorship for the next stage of the garden development.

## What's happening outside your area

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### National initiatives

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#### The future for local government

On 23 April 2021 the minister of local government established a review into the future for local government. The review is to consider, report and make recommendations on this matter to the minister.

This is an important piece of work that will likely change the face of local government as we know it. It is important that board members are familiar with this review. Further information, including the purpose and scope and reporting timeframes can be found here: <https://www.dia.govt.nz/Future-for-Local-Government-Review>

### District/regional Initiatives

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#### Welcoming Communities

The Southland Newcomer Leadership Scholarship has now gone live. The scholarship was developed by staff from Invercargill City Council, Southland District Council, and Gore District Council who identified that there is an opportunity for newcomers to hold leadership positions within Southland's business, community and not-for-profit sectors. The scholarship enables eligible applicants to access funding to participate in the Southland Chamber of Commerce's Leadership Academy. Scholarship graduates will form an alumni network who have committed to make themselves available to councils for when they wish to engage with the newcomer community for particularly purposes (ie consultations etc). Application forms are available on the Southland District Council website.

## Public Health South

Staff met with representatives from Public Health South recently to discuss ways in which we can increase partnership and collaboration opportunities between our two organisations.

As a starting point, we will work together to review Council's Smoke Free Open Spaces Policy with a further meeting scheduled soon.

The Public Health team also provided further food for thought with regards to the placement of drinking fountains around the District and how to incorporate them into projects going forward.

Discussions were also had around some smoke free issues identified on Stewart Island/Rakiura with regards to the wharves.

## Thriving Southland

Staff presented at a Thriving Southland Catchment Group leaders meeting recently. The purpose was to provide an overview of the roles of the community leadership team, some of the key projects we are currently involved with and to develop a better understanding of how our organisations can work together in the future.

## Leadership Academy

The Leadership Academy, facilitated by Commerce South, commenced on Tuesday April 13. The academy has attracted 15 participants and is being held at Fonterra, Edendale. Commerce South are very pleased with the diversity of participants in this intake.

The final session and graduation is scheduled for Tuesday 25 May.

The next Leadership Academy is scheduled to be held in Lumsden, commencing on Tuesday 8 June. More information about the Lumsden academy can be found here:

<https://southlandchamber.co.nz/events/46030/>

## What's coming up?

### Policy and strategy

#### Bylaw and policy work

On 14 April Council adopted a Procurement Policy that will come into effect on 1 July 2021. Staff are currently completing a procurement manual that will help ensure staff implement the objectives and policy positions outlined in the policy. The new policy will be available on Council's website on 1 July 2021.

At the 10 May 2021 meeting, Council decided to keep the same Alcohol Licensing Fee-Setting Bylaw in place for the financial year starting 1 July 2021, to ease the effects of Covid-19 on alcohol licensed premises. This means that the fees paid by licensees will be identical to what is in the current bylaw. The 30% discount to application fees will be maintained. Southland is the only council in New Zealand that we are aware of that provides this discount. All other fees will be as stated in the central government regulations. On 30 June 2022, the current bylaw will be revoked. This means that starting 1 July 2022, the 30% discount will be removed, and all fees will be as stated in the central government regulations.

Staff are currently reviewing Council's Asset Management Policy. A draft policy was circulated to activity managers for feedback in late May 2021. It is intended that a new policy will be in place in early July 2021. Review of the Fraud Policy is underway, and it is intended to be adopted by Council August 2021. Staff are also in the very early stages of reviewing both the Signs and Objects on Roads and Footpaths Bylaw, and

the Reserves Management Policy. Staff feedback regarding a draft Sensitive Expenditure Policy will be sought in early July 2021.

Council staff have prepared a submission on a discussion document on drones produced by the Ministry of Transport/Te Manatu Waka. The discussion document is about enabling drone integration. The Community and Strategy Committee endorsed the draft submission on 1 June 2021.

Council staff have also been working with Mayor Tong and members of the Mayoral Forum to provide feedback to Great South on their draft Statement of Intent for 2021-2022.

Review of the Stewart Island/Rakiura Visitor Levy Bylaw and Policy is underway, and it is intended that pre-consultation with stakeholders will take place in July and August.

### Corporate risks

Risk management reporting is underway for the June 2021 quarter. Staff and ELT have updated the quarterly risk register, and the quarterly reports will be presented to the Finance and Assurance Committee and Council when they meet in June 2021.

At a series of workshops this quarter, staff and ELT have undertaken the annual review of Councils' priority strategic risks. The revised risks will form the draft risk register to be presented to the committee when it meets in June 2021 and to Council for adoption.

### Long Term Plan

After receiving all the feedback from public submissions and hearings during April, Council deliberated on the issues and options for the LTP in May. The next stage involved developing the full document for it to be audited. In May, the Finance and Assurance Committee endorsed the release of the draft to Audit NZ. Once the document has been audited then the final document will be presented to Council for adoption on 23 June 2021.

### Interim performance report

The final interim performance report period ends at on 30 June. The results will then go into the Annual Report 2020/2021.

## Governance and democracy

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### Delegations manual

Staff plan to review Councils delegation's manual in the second half of 2021. This will ensure that Council's delegations to committees and community boards, chief executive and staff are all defined and scoped appropriately.

### Elected Members Remuneration and Reimbursement Policy

Governance and policy staff are reviewing Council's Elected Members Remuneration and Reimbursement Policy, and expect to have this to the Finance and Assurance Committee by mid-June 2021.

## Stakeholder updates

### Highways South

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A meeting with relevant stakeholders, including those from Coastal and Central Otago was recently held where planned processes and any concerns for the winter management of state highways were discussed. Based on the weather in the last week, this was good timing!

There is also a focus on getting information out to Southland communities quickly and accurately regarding any issues or weather events which may affect their journeys over winter. The Highways South Facebook page ([www.facebook.com/HighwaysSouthNZ](https://www.facebook.com/HighwaysSouthNZ)) is updated regularly during events and this will be shared to community board pages also. Highways South also provides daily weather forecasts by email, and in the case of significant weather events provides these more frequently as needed. If you require these alerts, please email [SNOCAadmin@southroads.co.nz](mailto:SNOCAadmin@southroads.co.nz) with 'winter email' in the subject line and you will be added to our database to receive these.

Dangerous trees – our tree specialist has completed a survey of dangerous trees posing risks to the Southland state highway network, and a programme is underway to remove the highest priority trees before the end of June. This will also help with reducing shading of the pavement in key areas prone to icing.

Harakeke (NZ flax) removal is underway in areas of the Southland state highway network where these plants are encroaching into drainage channels and obscuring signs, edge markers and line marking which can be a safety hazard for road users and for local communities. We have worked closely with runanga to ensure our process reflects their wishes. None of these plants are being sprayed, all are being mechanically removed and relocated to neighbouring landowners or organisations for shelter belt or riparian planting. This programme should be completed by the end of June.

SH96 in Heddon Bush (between Hundred Line Road and Transmission Line Road) is programmed for a full repair (rehab) at the start of the next construction season later this year. Until then this area has been levelled and potholes filled with cold mix to smooth the surface. This is not a permanent repair, it is a temporary fix only to make the pavement safe until the rehab can take place later this year.

We are currently completing a significant drainage programme throughout the state highway network removing grass from the pavement shoulder to the edge of the water channel in order to allow water to run off the highway, resulting in a drier pavement surface

Highlip removal is also currently underway – where we have identified areas of particularly highlip on the edge of seal, this is being removed to stop water pooling on the edge of the pavement

We have had ongoing issues on Southland state highways with insecure baleage and mud on roads. Where we have been able to identify the person involved, we have worked with them to address these issues. We have also been in touch with Federated Farmers and the Rural Contractors Association who have both communicated these concerns to their members.







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## Operational Report for Ardlussa Community Board

Record No: R/21/5/21267  
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 17 June 2021.

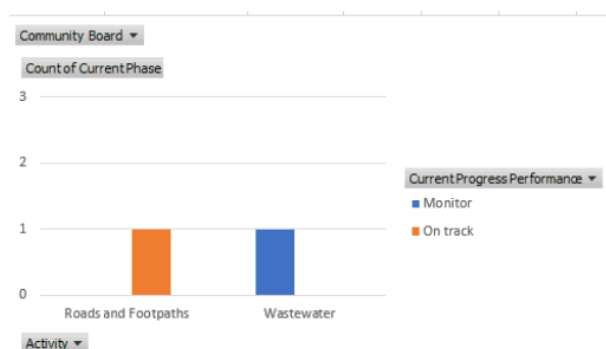
### Attachments

- A Report to Ardlussa Community board - 23 June 2021 - Operational report [↓](#)





## 1. Projects within current financial year



### 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	BUDGET
ROADS AND FOOTPATHS	P-10360	Rehabilitation of Balfour Ardlussa Road	Delivery phase	On track	Rehab now practically complete, now in defects period for up to two years.	\$650,000
WASTEWATER	P-10130	Upgrade treatment plant at Riversdale	Pre delivery phase	Monitor	Land acquisition negotiations are progressing through the property team, while system design in continuing through Stantec. No updates for this reporting period.	\$200,000





## 2. Community board contracts

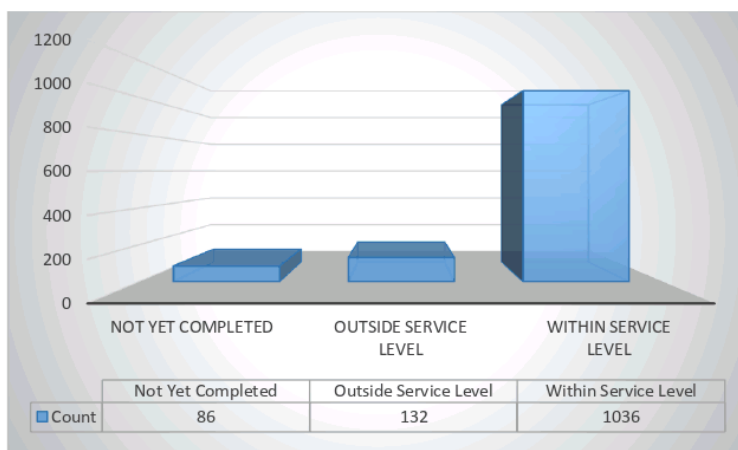
CONTRACT NAME	CONTRACT MANAGER COMMENTARY
<b>10/01 – Water and waste water services operation and maintenance</b>	The water and waste water contract is operating well. Work is underway to meet new drinking water operational rules.
<b>17/ 03 – Waimea Alliance</b>	<p>Routine maintenance and cyclic works are ongoing. Sealed Road spraying was completed in April, along with the final round of sealed shoulder mowing.</p> <p>2021/2022 pre reseal repair works are ongoing with marking out and repair works, including working in other areas of the Waimea and Central Alliance patches.</p> <p>District wide footpath renewal works are underway in various townships for this programme.</p> <p>Emergency culvert replacements have been underway on Old Balfour Road and Waimea Valley Road.</p> <p>The Waikaia, Freshford, Waipounamu areas received flooding but reasonably minor damage.</p>
<b>17/03 - Toilet contracts</b>	The toilet contracts are operating well with no issues reported.
<b>Mowing contracts</b>	The Balfour Sportsground Association has made a good job of the Balfour mowing this season. The Waikaia contract is awaiting final documentation and Riversdale township mowing has been tendered and let to McDonough Contracting along with the Northern Community Board towns.

### 3. Request for service data 9 March 2021 – 2 June 2021



REQUEST TYPE	COUNT
Emergency services assistance (safety)	1
Licensed premise queries or complaints	2
New sign requests (where none existed before)	1
Parks and reserves r and m	1
Rural water no water supply	3
Rural water asset leak	6
Rural water main leak urgent	2
Transport - road matters general	7
Vegetation urban/berm mow/overgrown/visibility issues	1
<b>TOTAL</b>	<b>24</b>

#### RFS count by completion time status

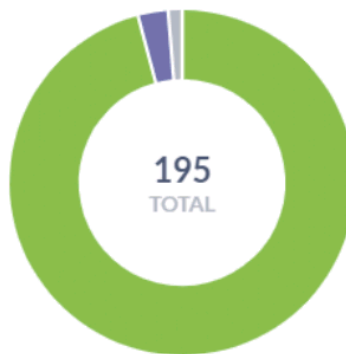




Note: RFS' that were not yet completed or outside the service level were due to factors further investigations/ work required and extensions of time to complete the requests.

#### IPS Requests, Response Time Status

● Responded Before Due Date	96.41%
● Not Yet Responded	2.56%
● Other	1.03%





#### 4. Local finance reporting

<b>Balfour - Business Units as at 30 April 2021</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	\$981	\$981	\$1,177	\$3,449	\$1,081	\$1,297			
Street Works - Balfour	\$2,746	\$2,746	\$3,295		\$2,746	\$3,295		\$8,874	\$10,649
Stormwater Drainage - Balfour	\$4,011	\$4,011	\$4,813	\$1,205	\$4,022	\$4,813			
Beautification - Balfour	\$8,806	\$8,806	\$10,567	\$19,163	\$14,898	\$17,877			
Playground - Balfour	\$1,044	\$1,044	\$1,253	\$399	\$1,044	\$1,253			
<b>Total</b>	<b>\$17,588</b>	<b>\$17,588</b>	<b>\$24,528</b>	<b>\$24,217</b>	<b>\$23,790</b>	<b>\$28,535</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Riversdale - Business Units as at 30 April 2021</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	\$1,840	\$1,830	\$2,196	\$3,548	\$1,830	\$2,196			
Street Works - Riversdale	\$7,316	\$7,278	\$8,734	\$8,698	\$8,138	\$9,766			
Stormwater Drain - Riversdale	\$4,724	\$4,700	\$5,640	\$1,739	\$4,711	\$5,640			
Beautification - Riversdale	\$18,501	\$18,415	\$22,098	\$18,908	\$24,703	\$25,465			
Playground - Riversdale	\$1,101	\$1,098	\$1,318	\$5,448	\$6,007	\$7,208			
<b>Total</b>	<b>\$33,482</b>	<b>\$33,322</b>	<b>\$41,099</b>	<b>\$38,340</b>	<b>\$45,389</b>	<b>\$50,275</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



<b>Waikaia - Business Units as at 30 April 2021</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	-\$0	-\$0	\$367						
Operating Costs - Waikaia	\$4,501	\$4,572	\$8,162	\$1,839	\$2,905	\$3,486			
Street Works - Waikaia	\$1,098	\$1,098	\$1,652		\$1,098	\$1,318			
Stormwater Drainage - Waikaia	\$5,309	\$5,309	\$9,912	\$1,386	\$5,311	\$6,371			
Cemetery - Waikaia	\$916	\$916	\$1,099		\$916	\$1,099			
Beautification - Waikaia	\$10,903	\$10,903	\$13,083	\$13,061	\$10,945	\$13,134			\$31,515
Playground - Dickson Park	\$1,830	\$1,830	\$2,716	\$399	\$3,333	\$4,000			
Sewerage Scheme - Waikaia									
<b>Total</b>	<b>\$24,557</b>	<b>\$24,627</b>	<b>\$36,991</b>	<b>\$16,685</b>	<b>\$24,509</b>	<b>\$29,408</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 31,515</b>

<b>Ardlussa - Business Units as at 30 April 2021</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	\$52,269	\$53,639	\$58,004			
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$52,269</b>	<b>\$53,639</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 operating costs are over budget by \$2,064 due to the Christmas lights that were paid from this business unit.

The costs in the Beautification business units are for the mowing contracts starting to be paid. Balfour and Waikaia are over budget due to tasked vegetation tasks being undertaken that are greater than expected.

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	\$105,268
<b>Total – Balfour</b>	<b>\$119,804</b>	<b>\$114,727</b>	<b>\$105,268</b>
Riversdale fire bore	\$0	\$208	\$208
Riversdale general	\$28,991	\$28,714	\$23,214
<b>Total – Riversdale</b>	<b>\$28,991</b>	<b>\$28,922</b>	<b>\$23,422</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>\$229,737</b>
<b>TOTAL</b>	<b>\$380,711</b>	<b>\$374,327</b>	<b>\$374,327</b>

## Council report

Record No: R/21/5/24305  
Author: Kelly Tagg, Community Partnership Leader  
Approved by: Anne Robson, Chief Financial Officer

☐ Decision

☐ Recommendation

☒ Information

## Chief executive update

1. The development of the Long Term Plan (LTP) 2021 – 2031 has been a significant focus for the organisation. Council heard submissions over two days in April and following a full day of deliberating approved the budget for the LTP which will now proceed to the audit stage.
2. The production of the 10 year LTP is required by legislation and is an important part of the local government processes. An unusual aspect of this one is that it is being set in the face of so much uncertainty. On top of the reform of the 3 waters which is already well advanced, the review of the RMA which has commenced, central government has also announced a review of the future for local government and also changes to Land transport funding. Further change will follow the reform of public health. Further areas of review are expected to be announced.
3. We intend to be active in the reform and ensure the voices of Southland continue to be heard. In the meantime the LTP will focus on delivery of the programme of renewal of essential infrastructure and projects important to our communities.

## Environmental Services

### Animal control

4. Preparations are underway for 2021/2022 registration time. Various improvements are planned to streamline this process, with staff hoping for an uptake in online applications with no more cheques.
5. The team has initiated a prosecution in regard to a person keeping noisy roosters in Wairio. The case is currently in the Environment Court, the next step likely being mediation.

### Environmental health

6. Public objections have been received following an application for a proposed bottle store in Riverton. This will go to a hearing before Council's District Licensing Committee.
7. The team is looking forward to Council's quality assurance lead joining us and doing some work with us. It is expected that she will be able to facilitate the completion of much of our continuous improvement register.

### Resource management

8. Minister for the Environment – David Parker has announced that the Resource Management Act will be repealed and replaced with three new acts being the Natural and Built Environments Act,

Strategic Planning Act and Climate Change Adaptation Act. The reforms have an aggressive timetable with minimal opportunities for public input. An exposure draft of the Natural and Built Environments Act is anticipated in June. Council is looking to be part of a joint submission from councils across Otago and Southland.

9. Council staff are in the process of reviewing the landscape chapter of the District Plan in order to ensure our significant and important landscapes and features are identified in our District Plan and have adequate protection from threats. There are three components to this work (landscape expert study, cultural landscape study and community landscape identification). A plan change is anticipated to be notified at the end of this year and is somewhat dependant on any changes that may result from the reform of the Resource Management Act.
10. Resource consent update  
January applications received – 17, Decisions issued – 14  
February applications received – 21, Decisions issued - 21  
March applications received – 30, Decisions issued – 34

## Services and Assets

### Stewart Island Electrical Supply Authority (SIESA)

11. A decision was made to abandon the Stewart Island wind power project, following failure to secure access agreements with any of the three identified viable sites. The final report has been prepared and is being reviewed by MBIE prior to presentation to the Stewart Island/Rakiura Community Board.
12. Supply and install of a replacement engine and generator unit has been instructed as a variation through the SIESA management contract with PowerNet Ltd. Delivery of the unit is underway.
13. PowerNet Ltd is confirming scope and price for replacement of one “red-tag” pole (poles identified as needing replacement) that is required this financial year. Replacement of other “red-tag” poles are being considered and programmed within annual maintenance and renewal works packages – financial year 2021/2022 works programme is currently under development.

### Forestry (IFS)

14. Harvest operations out of Waikaia are now complete and 22,325 tonnes were recovered which is 3,545 tonnes over appraisal. This has resulted in an additional \$295k of net profit is anticipated to be reflected in final payments. The additional harvesting revenue and associated harvesting costs have been forecasted for and will reflect in the April month-end results.

### Around the Mountains Cycle Trail

15. Flood repairs and culvert replacement work by The Roding Company is practically complete.
16. Trail counters identified a 25% increase of cyclists enjoying the trail over the 2019/2020 season.
17. Six yearly structural inspections of the bridges on the trail have commenced.
18. Pre-development project work to address the centre hill erosion has commenced.



19. Positive feedback received about the quality of the trail and riders enjoying the cycle trail experience.

### Te Anau Manapouri Airport

20. 3,000m of crack sealing has been completed on the runway. The intention is to continue this programme in subsequent years to maintain the sealed surface and pavement structure.
21. Additional spraying and sweeping operations on the runway are being programmed in this season to correct excess growth not addressed in previous seasons.
22. Due to a backlog of work at CAA toward the end of 2020, and therefore a delay in the Safety Management System (SMS) audit, an exemption to the SMS was obtained through to 30 September 2021.

### Property

23. With staff on extended sick leave and the upswing in workload, this has meant that many requests for work or input into projects, have had to be prioritised to best achieve Council's overall objectives. The down side to this however is that a significant amount of work is being added to the uncompleted list of actions which is not sustainable given the ongoing requests for staff input on many different fronts.
24. What has been completed is the new leases for the Winton Medical Centre and maternity unit which were both long overdue, and due to be commenced is the renewal of all the Riverton Harbour Endowment farming leases which happen every 21 years. This is a project that will take some time working through with each of the 10 lessees.

### Strategic water and waste

#### **Asset management**

25. Work continues to be carried out within electronic systems for historic backlog of data cleansing and mapping updates. This activity is likely to take many years to complete with current resourcing and continuing with business as usual. This work will provide better data for valuation considerations and future planning for asset replacements and budget forecasting.

#### **Resource consent renewals**

26. Council holds a large number of resource consents for carrying out its operations within the water and wastewater activities.
27. There are currently 10 wastewater consents being reviewed and planned for renewal that are required to be completed within the next eight years. The major communities include Winton, Riversdale, Edendale/Wyndham, Manapouri and Stewart Island.
28. For water consents there are nine being reviewed that require renewal within the next two years, including major communities and schemes of Manapouri, Te Anau and Eastern Bush potable supplies.

### **Stimulus**

29. Work continues with the Stimulus programme, and 2020/2021 LTP capex programme packages with a number of projects completed, another six underway and approximately 10 to start in the May/June months.
30. There are another six projects currently under design.
31. We are confident that the programme will be delivered on time, in line with our forecasted programme as we are using the Stimulus Contracting Panel (made up of six local contracting companies) for our delivery.
32. The day to day operational and maintenance in water and waste is progressing well with good performance and relationship with Downer, the provider.
33. We are collectively putting a greater emphasis on the storm water network, and where a major design and investigation is not required we are fixing many of the minor issues we are made aware of as we go. We will endeavour to be more proactive than reactive in storm water activities in the future.

### **Project delivery team (PDT)**

34. PDT have a number of key projects in full swing with district wide footpaths, the three waters Stimulus project, Te Anau Wastewater, Lakefront Drive, Winton library now all in design or well into construction.
35. The contractors' panel is working incredibly well on the three waters project.
36. Core improvement projects now complete and updated contracts all developed.
37. The final pieces of the SDC office shift are being completed in May with a second small stage in the new LTP.
38. Master delivery plan and programme is well advanced for 2021-2022 with circa \$50m planned to deliver.

### **Community facilities**

39. The Long Term Plan process continues to be at the forefront of the work programme with staff working with the finance and strategy and policy teams to respond to submissions prior to public hearings.
40. The contract renewal process as part of the section 17A review is almost completed with the last of the tenders for the gardening having gone out to the market.
41. The mowing contracts that have been renewed are in place and after some initial issues due to extreme grass growth they are operating well. The contractors will start tapering off now that they are moving into the winter months. The remainder of the contracts will start on 1 July 2021.
42. Capital works projects are progressing however contractor availability and material supply has been hampering progress on some of these projects.
43. Staff have been working through the preparation of the scope for the projects that will be delivered next financial year. The locally funded projects will be worked through and agreed to

with the respective community boards with the intention that we are in a position to procure this work starting on 1 July 2021.

## Strategic transport

### **National Land Transport Plan**

44. The transport team have continued to work and provide input into the Regional Land Transport Plan and refine the transport programme including budgets which have been included into the funding application to Waka Kotahi NZ Transport Agency as part of the National Land Transport Plan.
45. This is all part of Council's bid to obtain its share of Waka Kotahi NZ Transport Agency funding for the period 2021-2024. The next three-year funding cycle sees an increase in the funding requested. It remains to be seen if all of Council's funding application is approved. Nationally the Land Transport Fund is under increasing pressure and is significantly over subscribed.

### **District wide roading programme**

46. The 2020/2021 programme is the final year of the three-year Waka Kotahi NZ Transport Agency approved funding programme. Any budgets from Waka Kotahi NZ Transport Agency which are not fully utilised during this financial year cannot be carried forward into the next funding period (2021-2023). This makes 2020/2021 a critical year for achieving works programmes and maximising approved funding. Currently the overall programme is well on track.
47. The annual resealing programme has been completed for the season with around 1 million square metres of road being resurfaced.
48. The bulk of the pavement rehabilitation have also been completed for the construction season with one subsection of the central area package to be sealed.
49. Works on repairing the last section of the Lower Hollyford is back in full swing following the tragic incident with one of the truck drivers on route to the construction site which resulted in works being temporarily halted.
50. WSP as Council's new structures service provider has also commenced the next round of bridge inspections. This information will be used to help refine work programmes priorities as well as the annual bridge posting restrictions. A report outlining and affirming the bridge restriction will be presented to Council in due course.
51. Bridge replacement programme has been tracking well with the full programme of works on track to be delivered. With the programme running well and very little unknown construction issues coming to light additional bridges have been commissioned through the design build packages to utilise available contingency funds to maximise the Waka Kotahi NZ Transport Agency funding.

## Customer Delivery

### Libraries

52. Our libraries team welcomed three new team members; Natasha Edgar, James Godfrey and Belinda Forde. Natasha, our new culture and community co-ordinator, joined us from Auckland and has made a major impact on our programming. Our recently finished school holiday program had over 120 enrolments, a record as far as we know. James, our digital co-ordinator, has been linking in with other community organisations to help focus on digital banking and helping our community find new ways to access their banks with the closure of more rural branches and the removal of cheques. James has also been supporting our LTP process by providing drop in sessions in the District for our community to learn how to make an online submission. Belinda Forde has joined us as our new customer support partner/mobile librarian and has hit the ground running. She is already been able to provide a great level of assistance to our existing team to help relieve some of the pressure as we focus on getting back into the Winton library.
53. The Winton library project is in full swing with tenders closing end of April. We will be hoping to have the tender awarded mid to late May with our completion date of late November still on track. Our other major library project, our RFID Library System (Radio Frequency Identification) has been awarded to FE Technologies and we are currently in the planning stages with an aim to start tagging our collection items late May or early June and a project completion date close to the opening of the Winton library.
54. Five of the area office team attended a regional librarian's day in Roxburgh and discussed initiatives to attract more teens into our libraries. The Te Anau office has now been open to the public for three months, 9am – 12pm each week day. The response from the community has been slow with an average of two customers a day.
55. Recruitment is underway in the Te Anau library to employ a library cadet on Saturdays, and Raewyn Patton has left the library to pursue a position with Clutha District Council. Changes to Pathways have necessitated training to all area office team members, with further full team training required before dog registration season begins in June.
56. Representatives from each office have also been receiving first aid training.
57. Changes to banking procedures have been necessary to align with imminent bank closures. The withdrawal of cheques has also been widely advertised to our communities, and library staff, banks and outside providers have all been educating customers on the change to online banking and methods of payment.
58. Staff leave occurrences have been high as staff have taken accrued leave stemming back to the Covid lockdown. This, combined with the previously mentioned staff trainings, has seen higher than usual staff cover and casuals necessary.
59. The open day at Winton to discuss the library refurbishment was very successful. The community responses to the plan were very positive and a large cross section of the community attended.

## Knowledge management

60. LIM numbers remained steady from November through to February with a monthly average in the mid-thirties. March saw a huge increase with the team lodging 59 and issuing 62 LIM's. The number of property files has increased in 2021 by over 100% with up to 70 being processed a week. Property files can at times result in a LIM. Te Anau, Winton and Riverton are the most popular areas for both.

## Business solutions

61. We continue to extend our range of online and mobility services, with the implementation of online lodgement for resource consents. The team worked closely with the resource management team and the transition to online went smoothly. We are investigating Pathway mobile inspections and IPS field inspector.
62. The request for service (RFS) review continues with Jane and Sandra working closely with the organisation to simplify and streamline these processes. Customer service RFS's were the first to be changed and has resulted in positive feedback from staff
63. Disaster recovery is still a major focus for the team as we continue to develop a new disaster recovery plan and the associated run books. This is an ongoing initiative and will require regular testing and updating.

## Recommendation

That Ardlussa Community Board:

- a) **Receives the report titled "Council report" dated 11 June 2021.**

## Attachments

There are no attachments for this report.



## Chairperson's report

Record no: R/21/5/25754  
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 Northern Community Board on activities that the chairperson has been involved in since the April 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 Chairman, Richard Clarkson will update the members at the meeting.

### Recommendation

That the Ardlussa Community Board:

- a) **receives the report titled "Chairperson's report" dated 17 June 2021.**

### Attachments

There are no attachments for this report.





## Project scope confirmation - 2021/2022 locally funded projects

Record No: R/21/6/25949

Author: Mark Day, Community facilities manager

Approved by: Nick Hamlin, Group manager programme delivery

☒ Decision

☐ Recommendation

☐ Information

### Purpose

- 1 The purpose of this report is to seek approval from the Ardlussa community board for the scope of the locally funded projects within their board area that will be delivered in the 2021/2022 financial year.

### Executive summary

- 2 The Ardlussa community have a number of community funded projects that have been approved in the Long Term Plan to be delivered in the 2021/2022 financial year.
- 3 The community board has the delegation to approve the scope of locally funded projects. Refer to the Policy Implications below.
- 4 With an increase in the number of both locally and district funded projects identified in the 2021-2031 Long Term Plan, staff are working to improve the efficiency of delivery.
- 5 One of the ways staff are seeking to achieve increased efficiency is to ensure projects are scoped and approved ahead of the year identified for delivery. In doing so, staff consider the primary advantage is the early identification of required internal and external resources and supplies enabling timely programming and procurement. Staff consider this approach will provide the best opportunity to deliver the committed works programme.
- 6 The scoping documents relevant to the Ardlussa community board delegation are attached to this report.

## Recommendation

That the Ardlussa Community Board:

- a) **Receives the report titled “Project scope confirmation - 2021/2022 locally funded projects” dated 17 June 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) Agrees to approve the scope of the projects identified (as indicated below) with the details defined in attachments to the staff report:
  - i Balfour playground equipment replacement – Parks and Reserves Playground code P-10751
  - ii. Riversdale playground equipment replacement and play – Parks and Reserves Playground code P-10789 (Option 1 funded within current LTP budget) OR Riversdale playground equipment replacement and play – Parks and Reserves Playground code P-10789 (Option 2, LTP Funding and unbudgeted expenditure)
  - iii. Waikaia Dickson Park Playground equipment replacement and play – Parks and Reserves Playground code P-10826
  - iv. Investigation project – Ardlussa community board area – Parks and Reserves codes P-10867 and P-10988
  - v. Footpath renewal and level of service (Ardlussa community board – Balfour) – Transport codes P-10900 and P-10910
  - vi. Footpath renewal and level of service (Ardlussa community board – Riversdale) – Transport codes P-10900 and P-10910
  - vii. Street light level of service – Ardlussa community board – Transport code P-10920.

## Background

- 7 The Ardlussa community have a number of community funded projects that have been approved in the Long Term Plan to be delivered in the 2021/2022 financial year.
- 8 The community board has the delegation to approve the scope of locally funded projects. Refer to the Policy Implications below.
- 9 With an increase in the number of both locally and district funded projects identified in the 2021-2031 Long Term Plan, staff are working to improve the efficiency of delivery.
- 10 One of the ways staff are seeking to achieve increased efficiency is to ensure projects are scoped and approved ahead of the year identified for delivery. In doing so, staff consider the primary advantage is the early identification of required internal and external resources and supplies

enabling timely programming and procurement. Staff consider this approach will provide the best opportunity to deliver the committed works programme.

- 11 The scoping documents relevant to the Ardlussa community board delegation are attached to this report.
- 12 Staff worked with the community board to discuss and identify projects at their workshops as part of the planning for the inclusion in the 2021/2031 Long Term Plan.
- 13 The community board chairperson was sent the list of the projects that the community facilities team are responsible for in the 2021/2022 financial year for their information on 19 April 2021. This included both local and district funded projects.
- 14 Project scope definitions have been sent out in May 2021 prior to the board meeting.
- 15 The foot path projects have been discussed with the community board at their meeting held on 17 March 2021.
- 16 The projects were consulted on through the 2021/2031 Long Term Plan review process.

Factors to consider

Legal and statutory requirements

- 17 None.

Community views

- 18 The projects that are covered in the attached scoping documents have been included within the 2021-2031 Long Term Plan and subsequently consulted on. Each of these projects were developed and submitted as part of the LTP in conjunction with the Community Board. As such, community views are considered to have been well canvassed.
- 19 Staff note that there was a submission regarding the playground projects across the district received through the LTP consultation process.

Costs and funding

- 20 These projects have all been identified in the approved 2021/2031 Long Term Plan and will be funded by way of reserves, loans or a combination of both.

Policy implications

- 21 For projects within the Long Term Plan the delegation manual, states under Service Delivery, Local Activities
  - section d) approve project definitions/business cases for approved budgeted expenditure up to \$300,000
  - section e) recommend to the Services & Assets Committee the approval of project definitions/business case and procurement plan for capital expenditure over \$300,000 and /or any unbudgeted capital expenditure.
- 22 For district funded projects refer to the delegation manual under Advocacy
  - section 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).

23 The community board can make a recommendation to Council on District Funded Projects.

Analysis of options

Option 1 - Agrees to approve the scope of the projects identified in the attachments to this report as follows:

- i. Balfour playground equipment replacement – Parks and Reserves Playground code P-10751
- ii. Riversdale playground equipment replacement and play – Parks and Reserves Playground code P-10789 (Option 1 funded within current LTP budget)
- iii. Waikaia Dickson Park Playground equipment replacement and play – Parks and Reserves Playground code P-10826
- iv. Investigation project – Ardlussa community board area – Parks and Reserves codes P-10867 and P-10988
- v. Footpath renewal and level of service (Ardlussa community board – Balfour) – Transport codes P-10900 and P-10910
- vi. Footpath renewal and level of service (Ardlussa community board – Riversdale) – Transport codes P-10900 and P-10910
- vii. Street light level of service – Ardlussa community board – Transport code P-10920

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>All projects have an approved scope and can be procured and delivered appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>None identified.</li> </ul>

Option 2 - Agrees to approve the scope of the projects identified in the attachments to this report as follows:

- i. Balfour playground equipment replacement – Parks and Reserves Playground code P-10751
- ii. Riversdale playground equipment replacement and play – Parks and Reserves Playground code P-10789 (Option 2, approval for unbudgeted expenditure required)
- iii. Waikala Dickson Park Playground equipment replacement and play – Parks and Reserves Playground code P-10826
- iv. Investigation project – Ardlussa community board area – Parks and Reserves codes P-10867 and P-10988
- v. Footpath renewal and level of service (Ardlussa community board – Balfour) – Transport codes P-10900 and P-10910
- vi. Footpath renewal and level of service (Ardlussa community board – Riversdale) – Transport codes P-10900 and P-10910
- vii. Street light level of service – Ardlussa community board – Transport code P-10920

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>All projects have an approved scope and can be procured and delivered appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>None identified.</li> </ul>

Option 3– Does not agree to approve the scope of the projects identified in the attachments to this report as follows:

- i. Balfour playground equipment replacement – Parks and Reserves Playground code P-10751
- ii. Riversdale playground equipment replacement and play – Parks and Reserves Playground code P-10789 (Option 1 funded within current LTP budget) OR Riversdale playground equipment replacement and play – Parks and Reserves Playground code P-10789 (Option 2, LTP Funding and unbudgeted expenditure)
- iii. Waikaia Dickson Park Playground equipment replacement and play – Parks and Reserves Playground code P-10826
- iv. Investigation project – Ardlussa community board area – Parks and Reserves codes P-10867 and P-10988
- v. Footpath renewal and level of service (Ardlussa community board – Balfour) – Transport codes P-10900 and P-10910
- vi. Footpath renewal and level of service (Ardlussa community board – Riversdale) – Transport codes P-10900 and P-10910
- vii. Street light level of service – Ardlussa community board – Transport code P-10920.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>None identified.</li> </ul>	<ul style="list-style-type: none"> <li>The projects may not be able to be delivered within the designated financial year.</li> </ul>

### Assessment of significance

- 24 The assessment of significance needs to be carried out in accordance with Council's Significance and Engagement Policy. The Significance and Engagement Policy requires consideration of the impact on social, economic or cultural wellbeing of the region and consequences for people who are likely to be particularly affected or interested. Community views have been considered throughout this process thus the proposed decision is not considered significant.


### Recommended option

- 25 The staff recommendation is Option 2.

### Attachments

- A Project definition scope P-10751 Balfour playground - Equipment replacement [↓](#)
- B Project definition scope P-10789 Riversdale Playground - Equipment replacement and play [↓](#)
- C Project definition scope P-10826 Waikaia Dickson Park Playground - equipment replacement and play [↓](#)
- D SDC Playground Upgrade Methodology playsafe [↓](#)
- E Project definition scope P-10867 P-10988 Ardlussa Investigation [↓](#)
- F Project Scope P-10900 P-10910 Footpath Programme 2021-2022 (Ardlussa - Balfour) [↓](#)
- G Project Scope P-10900 P-10910 Footpath Programme 2021-2022 (Ardlussa - Riversdale) [↓](#)
- H Project Scope P-10920 Streetlight level of service programme 2021-2022 (Ardlussa) [↓](#)

### Balfour playground equipment replacement

	<b>BUDGET</b> \$2,600
	<b>ACTIVITY</b> Parks and Reserves - Playgrounds Code P-10751
	<b>COMMUNITY BOARD</b> Ardlussa
	<b>PROGRAMME</b> 2021 - 2022

<b>DESCRIPTION</b>
Location – Balfour Playground, Kruger Street

<b>SCOPE</b>
Replace just the slide piece of the modular.

<b>RISK</b>
<p>This work is applied as low, due to the risks associated with the current environment.</p> <p>This should be a straight forward project however as some items in the industry change over time if no off the shelf unit is available with the correct dimensions for this unit, we will have to get a made to spec item which could increase costs. Considered a low risk.</p>

<b>COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?</b>			
Safer outcomes of use, lower level of non-compliance risk and ongoing monitoring,			
Consultation through the 2021/2031 LTP process has occurred however as this was at a high level. Positive impacts to the community with upgraded components when required after a clear period of patching and monitoring.			
During delivery, possible impacts will include closure of the current play area for a short period as required.			
<b>DATE OF RESOLUTION BY BOARD TO PROCEED WITH PROJECT</b>			
<b>SIGNED</b>		<b>DATE</b>	
Board Chair			

## Riversdale playground equipment replacement and play


**BUDGET**

**\$10,000\***

**ACTIVITY**

Parks and Reserves - Playgrounds  
Code P-10789

**COMMUNITY BOARD**

Ardlussa

**PROGRAMME**

2021 - 2022

**DESCRIPTION**

Location – Riversdale Playground, Newcastle Street, Riversdale.

Please note. Due to the additional information given since this LTP figure was originated there is a shift in priority from replacing play outcomes to safety of the surface issues. Staff with the help of Adam Stride from playsafe who presented to all community board chairs in 2020 have given two options in this report to show how if we can spend some additional funds now to make the edging and fall requirements alongside the site layout better suit the playground and play outcomes going forward.

Please note: Current footprint of required upgraded soft fall is approximately 510 square meters (approximately 180 cubes) and 90 lineal meters. This would be for a lifespan of 10 years for the chip/pebble and longer for the boxing if properly maintained and topped up. This compared to the last playsafe report that shows some of the equipment and areas we would be surfacing has a structural expected life span of only 1-5 years and other component compliance issues (such as the see saw). This would also be covering a far greater area than what is required due to the absence of appropriate edging. As a result, option two shows how we can upgrade some of these swing items now, giving a twenty-year life expectation at a minimum. It shows how we can re design the swing play elements and see saw, allowing a decrease in square meterage of soft fall. This in turn means the investment now, gives us an opportunity to save in the future without huge compromise on play outcomes.

**Important to read alongside this scope document:**

Playsafe “Playground update/renewal methodology”, dated 1 March 2021.

**SCOPE**

Option 1

No extra approval required.

1. Excavation of compacted pea gravel where required, removal and replacement with correct depth and quality of product (including scuff matting). This is for the current design, layout and volume of equipment.

Option 2

Approve extra capital funding on top of this budget to allow:



1. Excavation of compacted pea gravel where required, removal and replacement with correct depth of product to meet standard including scuff matting for the new design, layout and edge to ensure all fill will be properly secured and less operational input is required.
2. Consider either edging and soft fall or minimal synthetic approach to the junior module given its position in the play area and low CFH's.
3. Replacement and relocation of the swing play outcomes with new units at the same time as ground work occurring with the soft fall to reduce the ongoing costs in a wider edged play area. This will also ensure the lifespan of the swings is far beyond that of the edging and soft fall. Please note, staff may also have an option of re-using this frame and another similar from another area however until we know the progress of that site and we would remove and check the internal integrity of the frame in Riversdale itself we would not make this decision. We are always weighing up the cost to improve vs new. See below.  
*"When upgrading any existing play items, the outcome should be to achieve a safe, fun and maintainable asset for 10+ year lifespan. When altering or modifying existing equipment, the intention is to retrospectively upgrade/improve to meet the current requirements of the NZS5828:2015 (where practically possible)."*
4. Install impact attenuating pads that meet CFH requirements in the multi-play structure.
5. Remove the see saw and either re engineer to meet compliance and reinstall, consider new (based on costs and play outcomes) or do not immediately replace to ensure our first focus is surfacing and a condensed footprint, reducing ongoing costs, lineal meters while allowing more community input into the future of their local play area.

**RISK**

This work is applied as medium, due to the risks associated with the current environment.

Priority will be given to structural issues and surface requirements. This is a reputational risk due to the perception of the value added via LTP projects historically given to new and existing additions rather than compliance and design. This process is to ensure that we change that focus and ensure what we do have is of a suitable standard, compliance and safety as well as fun and great play outcomes.

An outcome risk with option one is all the budget will be used towards the replacement surface however we will retain the old design and set out in the playground meaning spread will continue and higher operational costs to keep moving pea gravel back to where we require it will be ongoing. It also means we have some areas that don't require soft fall that have it, increasing inefficient spending.

Design issues, equipment placement and upgrading current equipment at a component level will be next priority. This will only be done where appropriate (considered compared with lifespan and structural integrity). Risks associated involve unplanned issues encountered mid work that could affect budget.

Risk of option 2 is that we will be supplying new items but have less flexibility to engage with the community on options, as swing play outcomes are reasonably fixed and the type of options will be limited in regards to space. Staff wish to stress however, where possible we are looking to providing two options for communities to choose from so long as they have similar play outcomes, budget and space requirements.

**COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?**

Safer outcomes of use, lower level of non-compliance risk.

Consultation through the 2021/2031 LTP process has occurred however as this was at a high level.

Positive impacts could be gained if we combine our delivery approach to show the community we can meet compliance, bring up standards of existing and add value play items as part of a delivery project, such as option 2 to save and reduce ongoing costs.

During delivery, possible impacts will include closure of the current play area for short periods if required. This will be kept to a minimum but during works expect some no use periods.



<b>DATE OF RESOLUTION BY BOARD TO PROCEED WITH PROJECT</b>			
<b>SIGNED</b>		<b>DATE</b>	
Board Chair			

### Waikaia Dickson park playground equipment replacement and play

	<b>BUDGET</b> \$11,000
	<b>ACTIVITY</b> Parks and Reserves - Playgrounds Code P-10826
	<b>COMMUNITY BOARD</b> Ardlussa
	<b>PROGRAMME</b> 2021 - 2022

#### DESCRIPTION

Location – Waikaia Dickson park playground, Blaydon Street, Waikaia

**Important to read alongside this scope document:**

Playsafe “Playground update/renewal methodology”, dated 1 March 2021.

#### SCOPE

1. Excavation of compacted pea gravel where required, removal and replacement with correct depth and quality of product (including scuff matting where applicable). This is for the current design, layout and volume of equipment.
2. Impact attenuating platform matting installation where required.

*“When upgrading any existing play items, the outcome should be to achieve a safe, fun and maintainable asset for 10+ year lifespan. When altering or modifying existing equipment, the intention is to retrospectively upgrade/improve to meet the current requirements of the NZS5828:2015 (where practically possible).”*

#### RISK

This work is applied as medium, due to the risks associated with the current environment.

Priority will be given to structural issues and surface requirements. This is a reputational risk due to the perception of the value added via LTP projects historically given to new and existing additions rather than compliance and design. This process is to ensure that we change that focus and ensure what we do have is of a suitable standard, compliance and safety as well as fun and great play outcomes.

Design issues, equipment placement and upgrading current equipment at a component level will be next priority. This will only be done where appropriate (considered compared with lifespan and structural integrity). Risks associated involve unplanned issues encountered mid work that could affect budget.

#### COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?

Safer outcomes of use, lower level of non-compliance risk.

Consultation through the 2021/2031 LTP process has occurred however as this was at a high level.

During delivery, possible impacts will include closure of the current play area for short periods if required. This will be kept to a minimum but during works expect some no use periods.

<b>DATE OF RESOLUTION BY BOARD TO PROCEED WITH PROJECT</b>			
<b>SIGNED</b>		<b>DATE</b>	
Board Chair			



Southland District Council  
15 Forth Street  
Invercargill 9840

1st March 2021

**RE: Playground Upgrade / Renewal Methodology**

Dear Angie,

Please find the following Playground Upgrade / Renewal Methodology designed to support SDC in writing RFQ / tender scope for the playground upgrades as planned as part of the Infrastructure Upgrade.

#### **New Equipment / Replacement**

Any new play equipment should conform to the current standard NZS5828:2015. The manufacturer/supplier shall provide information concerning the safety of the installation prior to the acceptance of the order as follows:

Play Equipment - Information to be provided to the customer by the manufacturer/supplier as Per NZS5828:

- 6.1.2 Pre-Information Certification evidence of conformity with NZS5828:2015 standard (Equipment compliance certs)
- 6.1.3 Installation information The manufacturer/supplier shall supply an equipment delivery parts list with the equipment and installation instructions for the correct assembly, erection and placing of the equipment.
- 6.1.4 Inspection and maintenance information - Instructions for maintenance which shall include a statement that the frequency of inspection will vary with the type of equipment.
- The above information should be retained with the project records along with product warranty and a copy of these should be given to the Level 3 Inspector prior to final Post-Installation inspection.

#### **Upgrading Existing Equipment**

When upgrading any existing play items, the outcome should be to achieve a safe, fun, and maintainable asset for 10+ year lifespan. When altering or modifying existing equipment, the intention is to retrospectively upgrade/ improve to meet the current requirements of the NZS5828:2015 (where practically possible).

There are however some technical non-compliance's that based on a very Low risk assessment can be maintained with no change.. You will find a list of these compliance expectations within marked 'Playground Upgrade Expectations'.

**Disclaimer:** This file has been prepared for supporting information only and is not to be relied upon as an accurate document. Although care is taken by Playsafe in the preparation of the data included, we take no responsibility for its content, accuracy of any text, format and linked formulas that it may include.

Regards,  
**Adam Stride**  
Director | RPII L3 Outdoor & L4 Enclosed Play Area Consultant

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## Kiwi Playground Safety Specialists



### Playground Upgrade Expectations

When upgrading any existing play items, the outcome should be to achieve a safe, fun, and maintainable asset for 10+ year lifespan. When altering or modifying existing equipment, the intention is to retrospectively upgrade/ improve to meet the current requirements of the NZS5828:2015 (where practically possible). There are however some technical non-compliance's that based on a very Low risk assessment can be maintained with no change.

Upgrade Expectation	Repair or Upgrade to meet NZS5828:2015 Compliance	Low risk non-compliance to remain (maintain)
Removals	Any equipment being removed must have existing footings / foundations removed / excavated (no cut offs).	
Structural Issues	Address any existing equipment structural concerns including rot / degradation, rust, and corrosion etc. e.g Replace rotten posts or install sleeve mounts, treat rust etc.	
Edgings	Timber edging to be constructed to the SDC/Playsafe specification drawing.	
Loosefill Surface Material	All loosefill surfacing should meet the minimum depth and suitability requirements of the NZS5828 / EN1177. Initial installation depth of loosefill should be 350mm (allows 50mm for initial settlement and compaction). Loosefill surface particulates should be pre-certified.	
Loosefill Surface Depth	Achieve min 300mm compacted depth (350mm depth installation) of compliant particulate.	
Scuff Mats	Scuff mats to be installed to the SDC/Playsafe specification drawing. (attached)	
Fallzones / Falling Spaces / Impact Areas	Achieve min falling space required by NZS5828:2015. Move or relocate play items to suit.	
Ground Clearances	Flying fox traveller min 400mm laden ground clearance and swing seats min 350mm laden ground clearance (recommend 550mm).	
Hard Objects in the falling space	Upgrade – Add impact pads to any platforms and steps under upper body overheads, adjacent platforms, and any high climbers greater than >1.0m FHF.	
Slide Toggle Entrapment	Upgrade - silicone gaps around entry.	
Slide guard rail	Upgrade – install / add guard rail to slides over 1.0m high.	
Fibreglass Slides	Replace or re-gelcoat if glass fibres are visually exposed.	
Head & neck gap entrapment (between 89mm -230mm)		No change to handles barriers and ladder gaps.
Fire poles Diameter	Site Specific – Level 3 Inspector to assess.	
Head & Neck Wedge entrapment	Upgrade – Resolve wedge gaps.	
Finger entrapment	Upgrade – fill / cap any holes >8mm - <25mm. (regardless of height and/or accessibility)	
Protrusions	Cut-off / grind smooth all exposed bolt threads. Caps cover all bolt heads / nuts.	
Tunnel – Foot & Leg Entrapment	Upgrade - Fill / re-gap boards to <30mm max gap in the direction of travel.	
Hardware / components	Replace /weld fill any sacrificial or worn components at 40% wear factor.	
Hardware – S'Hooks	Upgrade – Replace with stainless Hex drive flush pin 8mm shackles.	
Hardware – Chain & Hose	Upgrade – Replace with compliant 7mm SL Galv Chain (eliminate hose going forward)	
Hardware – Bucket Swing Seats	Upgrade with high back and long triangle seats (improves stability and tipping)	
Seesaws – Seat Height	Reduce seat height if greater than 1.0m. (either modify, reinstall, or increase surface level)	
Seesaw – Falling Space / Impact Area		Should be 2.0m between seats on double seesaws however acceptable if min of 1.5m between.
Seesaw – Buffers / ground clearance	Replace tyres with commercial Seesaw Buffers ensuring beam to ground clearance is min 230mm dia (Head Probe).	
Swings	Ensure clevis pivots are commercial grade / fit for purpose, upgrade all swing chain and shackles with compliant 7mm SL Galv Chain and stainless Hex drive flush pin 8mm shackles (eliminate hose going forward).	
Lichen / Moss / Mould	Waterblast/ clean and Wet & Forget.	
Repainting	Repaint equipment if budget permits (treat any rust / corrosion prior to painting)	
Play Area Perimeter Fencing	Recommended if the play equipment perimeter is within 20m from a roadway. Balustrade height min 1.2m. Dimensional gaps within the fencing should be less than <89mm if lower horizontal rail of fence is more than >600mm from the ground / surface.	

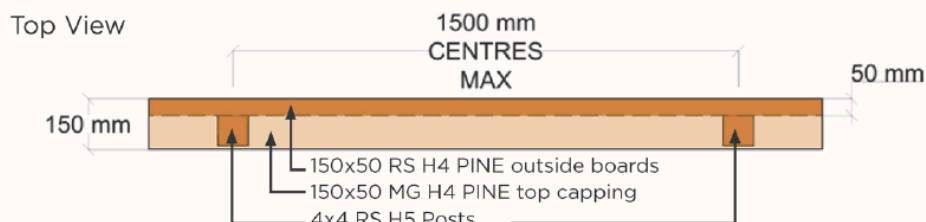
V1 Feb 2021

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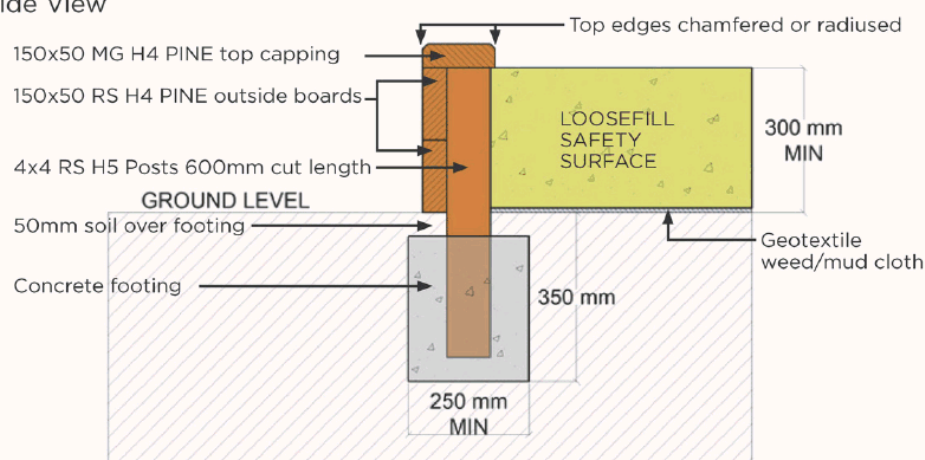
## Kiwi Playground Safety Specialists



### Playground Timber Edging Construction

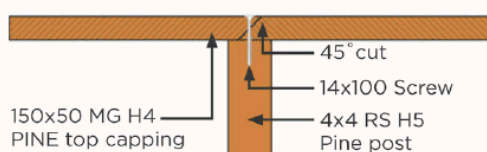


#### Side View

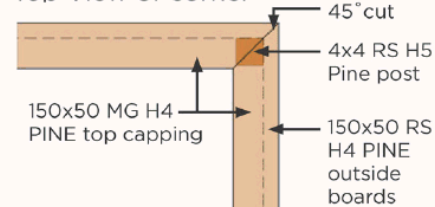


#### Join details

##### Front View of Straight Capping Joins



##### Top View of corner



- Posts: 4x4 Rough sawn H5 PINE 600mm long.
- Top Capping: 150x50 Machine Gauge (MG) H4 PINE.
- Top edges chamfered or radiused to remove sharp edge.
- Outside boards: 150x50 Rough sawn (RS)H4 PINE.
- Fastenings: 14x100 Bugle Batten Purlin screws. T17 CL4.
- Geo-textile weed/mud cloth to be used between ground level and loosefill safety surface.

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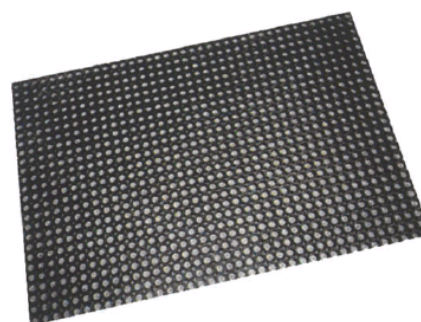


### Playground Loosefill Preservation Scuff Mat

Use: Ideal for high-wear areas, typically under swings, end of slides and around Spinners. Size: Mats are typically 1m x 1.5m x 25mm thick

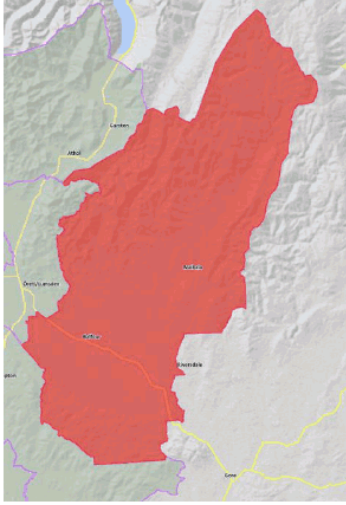
#### Installation Method:

- Dig perimeter of mat size to bottom of loosefill level
- create mound of loosefill to ensure finished mat height is appropriate for item of equipment
- Lay mat and peg all four corners and all four sides (8x pegs)
- Cover mat with loosefill



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### Investigation Project – Ardlussa Community Board Area

	<b>BUDGET</b>	Up to \$50,000
	<b>ACTIVITY</b>	Parks and Reserves Code: P-10867 & P-10988
	<b>COMMUNITY BOARD</b>	Ardlussa Community Board
	<b>PROGRAMME</b>	July 2021 – December 2021

#### DESCRIPTION

Location: Ardlussa community board area

Investigate the recreation opportunities that can be developed within the Ardlussa community board area.

#### SCOPE

The Ardlussa community board area offers visitors a diverse range of landscapes to enjoy recreational pursuits. These include but are not limited to, cycling, mountain biking, tramping, fishing, hunting, horse trekking, trail bike riding and four wheel drive excursions.

The community board is wanting to understand what recreational opportunities are currently available, what assets are available, where there is potential for development and are there any opportunities outside the area that could be enhanced or extended. The report would align with the Community Board Plan, the Open Spaces Strategy and the Southland Regional Spaces and Places Strategy.

The intention of the report would be to provide a list of potential opportunities that the community board could then deliver through community lead projects or used to develop projects that could be included in the next LTP. However the board would expect that the report would specifically include options for pump track/BMX facilities in Balfour and Riversdale, establishment of mountain bike trails, activation of open spaces and reserves and sporting facilities.

#### RISK

This is seen as a low risk activity.

This is a combination of two projects, the priority for the community board is the Waikaia mountain bike track which has already had some initial work completed and then the wider recreational opportunities.

#### COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?




Consultation with community groups will be required as part of this project. Depending on the opportunities identified there may be an increase in the level of service.

Consultation through the annual plan or the 2024/2034 LTP process.

<b>DATE OF RESOLUTION BY BOARD TO PROCEED WITH PROJECT</b>			
<b>SIGNED</b>		<b>DATE</b>	
Board Chair			

**Footpath Renewal and LOS (Ardlussa Community Board - Balfour)**

	<b>BUDGET</b>	Balfour Renewals; \$31,041.67 (Including 52% NZTA subsidy and \$12,000 carried over from LOS budget)
	<b>ACTIVITY</b>	Transport Code: P-10900 & P-10910
	<b>COMMUNITY BOARD</b>	Northern Community Board
	<b>PROGRAMME</b>	July 2021 – June 2021

**DESCRIPTION**

Renewals: the replacement of existing concrete footpath (like for like)

**SCOPE****Option 1**

As part of the 2021/2022 District Wide Footpath Program, the following area has been identified through the footpath condition surveys due to the deterioration of the asset. The project will include the renewal of the existing footpaths as like for like. The scope of this project does not include Kerb and channel or stormwater infrastructure unless it is required for the footpath replacement.

**Balfour Renewals:** Queen Street

**Option 2**

Cancel the proposed renewals project for the 2021/2022 season. *Note: the next footpath renewals for Balfour are programmed for the 2023/2024 season.*

**RISK****Option 1 Risks**

**Securing NZTA funding:** this scope assumes that SDC will secure NZTA funding of 52% for footpath renewals.

**Tender Prices:** Recent tender prices received have varied. This is partly reflective of how busy this sector is. As a contingency, it is proposed that the lengths will be adjusted to fit within the available budget if required (extending south). Any scope not completed will be reassessed and prioritised as part of the next round of footpath renewals.

**Option 2 Risks**

**Asset Deterioration:** Assets may deteriorate below the acceptable condition and Council may not meet the KPI set out by the New Zealand Department of Internal Affairs. Deterioration of assets also coincides with increase safety risks

**Increased Future Costs:** Delaying asset renewals increases the likely hood of causing a future bell wave of renewals causing future ratepayers to inherit increased costs. Delaying will also increase the day to day maintenance costs of the asset.

**COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?**


The project has been identified and included as part of routine footpath renewals program. Adjacent properties will be notified prior to construction commencing.

**DATE OF RESOLUTION BY BOARD TO PROCEED WITH PROJECT****OPTION SELECTED****SIGNED**

Board Chair

**DATE**

### Footpath Renewal and LOS (Ardlussa Community Board – Riversdale)

	<b>BUDGET</b>	Renewals; \$20,000 (Including 52% NZTA subsidy) LOS; \$26,000 (No NZTA subsidy)
	<b>ACTIVITY</b>	Transport Code: P-10900 & P-10910
	<b>COMMUNITY BOARD</b>	Ardlussa Community Board
	<b>PROGRAMME</b>	July 2021 – June 2021

#### DESCRIPTION

Renewals: the replacement of existing concrete footpath (like for like)

LOS: the installation of a new standard concrete footpath at 1.4m wide (where none existed)

#### SCOPE

As part of the 2021/2022 District Wide Footpath Programme, the following areas have been identified through the footpath condition surveys due to the deterioration of the asset or as part of the district wide level of service review. These will include the renewal of the existing footpaths as like for like or the installation of a brand new 1.4m wide concrete footpath. The scope of this project does not include kerb and channel or stormwater infrastructure unless it is required for the footpath replacement.

**Riversdale Renewals:** Riversdale-Pyramid Road (York Road)



**Riversdale LOS: Hull Street**

Provisional for  
remaining Budget

**RISK**

**Securing NZTA funding:** this scope assumes that SDC will secure NZTA funding of 52% for footpath renewals.

**Tender Prices:** Recent tender prices received have varied. This is partly reflective of how busy this sector is. As a contingency, it is proposed that the lengths will be adjusted to fit within the available budget if required. Any scope not completed will be reassessed and prioritised as part of the next round of footpath renewals.


**COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?**

The project has been identified and included as part of routine footpath renewals program or footpaths LOS works budgeted under the LTP. Adjacent properties will be notified prior to construction commencing.

**DATE OF RESOLUTION BY BOARD TO PROCEED WITH PROJECT****SIGNED****DATE**

Board Chair

### Street Light LOS – Ardlussu Community Board

	<b>BUDGET</b>	Balfour \$1,500 Riversdale \$12,000 Waikaia \$3,000 <b>Total \$16,500</b>
	<b>ACTIVITY</b>	Transport Code: P-10920
	<b>COMMUNITY BOARD</b>	Ardlussa Community Board
	<b>PROGRAMME</b>	July 2021 – June 2021

#### DESCRIPTION

The installation of LED streetlights on an existing power pole

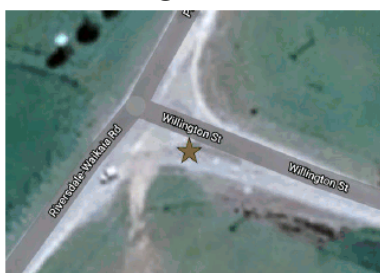
#### SCOPE

As part of the 2021/2022 District Wide Streetlight Program, the following areas has been identified as requiring a streetlight. This scope includes the installation of a luminaire and an out reach onto an existing PowerNet power pole.

**Balfour – Queen St,**



**Waikaia – Wellington St**



**Riversdale – Berwick St, Hull St, Riversdale-Waikaia Rd, Liverpool St, York St, Chester St****RISKS**

**Unsuitable power supply:** The follow scope assumes that the existing power pole will have suitable power supply. The alternative pole will be used if the preferred is not suitable.

**Approval from PowerNet:** Council will require approval from PowerNet to install the luminaire on an existing power pole (low risk).

**Supply of luminaires:** Due to international shipment delays new stock has a 12 to 15-week delivery time. This may cause project slip.

**COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?**

The project has been included as part of routine works under the LTP.

**DATE OF RESOLUTION BY BOARD TO PROCEED WITH PROJECT****SIGNED****DATE**

Board Chair