



Notice is hereby given that an Extraordinary Meeting of the Riverton/Aparima Community Board will be held on:

Date: Tuesday, 30 April 2019
Time: 3pm
Meeting Room: Southland District Council Riverton Office
Venue: 117 Palmerston Street, Riverton

Extraordinary Riverton/Aparima Community Board Agenda OPEN

MEMBERSHIP

Chairperson	Blair Stewart
Deputy Chairperson	Jan Breayley
Members	Neil Linscott
	Corey Mennell
	Graeme Stuart
	Andrew Wilson
	Councillor Nick Perham

IN ATTENDANCE

Committee Advisor	Alyson Hamilton
Community Partnership Leader	Simon Moran

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

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

Terms of Reference – Community Boards

Community Boards are bodies established by statute. Their responsibilities and powers are as delegated by the Southland District Council which are to:

- Represent and act as an advocate for the interest of its community.
- Consider and report on all matters referred to it by the Southland District Council, or any matter of interest or concern to the Community Board.
- Maintain an overview of services provided by the Southland District Council within the community.
- Consider annual estimates for expenditure within the community and recommend these to Council.
- Communicate with community organisations and special interest groups within the community.
- Undertake any other responsibilities that are delegated to it by the Southland District Council.

In addition to these activities, Community Boards will consider how best to provide for their communities, and the people who live there, into the future.

Community Board members will provide leadership by:

- Positively representing their community and the Southland District
- Identifying key issues that will affect their community's future and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities.
- Promote a shared vision for the wider community of interest area and develop ways to work with others to achieve positive outcomes
- Community Boards will adopt a strategic focus that will enable members to:
- Provide local representation and guidance on wider community issues, initiatives and projects.
- Contribute to the development and promotion of community cohesion, by developing and supporting relationships across a range of stakeholders at a local, regional and national level.
- Take part in local community forums, meetings and workshops.
- Inform local residents and ratepayers on issues that affect them.

Community Boards shall have the following delegated powers and be accountable to Council for the exercising of these powers

Engagement and representation by:

- Facilitating the Council's consultation with local residents and community groups on local issues and local aspects of district wide issues including input into the Long-term Plan, Annual Plan, and policies that impact on the Board's area.
- Engaging with council officers on local issues and levels of service, including infrastructural, recreational, community services and parks, reserves and cemetery matters.
- Representing the interests of the community at Council, Committee or Subcommittee meetings when a motion under debate relates to a matter that the Board considers to be of particular interest to the residents within its community.
- Monitoring and keeping the Council informed of community aspirations and the level of satisfaction with services provided.

Financial by:

- Approving expenditure within the limits of annual estimates.
- Approving unbudgeted expenditure for locally funded activities up to the value of \$10,000.

Rentals and leases

- In relation to all leases of land and buildings within their own area, on behalf of Council;
 - Accepting the highest tenders for rentals of \$10,000; or less per annum.
 - Approving the preferential allocation of leases where the rental is \$10,000 or less per annum.
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Local assets and facilities by

- Overseeing the management of local halls and community centres which are owned by Council and where no management committee exists. This will occur by way of relationship with officers of Southland District Council.
- Appoint a local liaison person responsible for community housing.

Some Community Boards have specific delegations in addition to the broad delegations above:

Stewart Island/Rakiura Community Board

- Contributing to the development of policy relating to the governance of the Stewart Island Electrical Supply Authority (SIESA).
- Overseeing the management of SIESA by way of relationship with officers of Southland District Council.

Te Anau Community Board

- Overseeing the management of the Te Anau/Manapouri Airport by way of relationship with officers of Southland District Council.

The Community Boards can make recommendations to Council on:

Assets and Facilities

- Annually providing feedback on any asset management plans or community services strategies applicable to the community for which the Community Board is responsible.

Rentals and leases

- In relation to all leases of land and buildings within their own area, on behalf of Council;
 - Recommending rentals in excess of \$10,000 per annum to the Group Manager Services and Assets
 - Recommending the preferential allocation of leases where the rental is in excess of \$10,000 per annum to the Group Manager Services and Assets.

Contracts/Tenders

- Recommending tenders less than \$200,000 to the Group Manager Services and Assets.
- Recommending tenders in excess of \$200,000 to the Services and Assets Committee.
- Recommending tenders to the Services and Assets Committee where preference is not for acceptance of the highest tenderer,

Financial

- Recommending annual estimates to Council.
- Recommending unbudgeted expenditure in excess of \$10,000 to the Services and Assets Committee.

Local Policy

- Considering matters referred to it by officers, the Council, its committees or subcommittees, including reports and policy and bylaw proposals relating to the provision of council services within the Board's area; and
- Making submissions or recommendations in response to those matters as appropriate.

The Chairperson of each Community Board is delegated with the following additional responsibilities:

- Approval of leases, rental agreements and the rollover of existing contracts under \$1,000;
- Engaging with Community Board members to make submissions to the Council on behalf of the Community Board where a submission period is outside of the Community Board meeting cycle. Where a Chairperson is unable to base a submission on a consensus among Community Board members, a Community Board meeting must be held.

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TABLE OF CONTENTS

ITEM	PAGE
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PROCEDURAL

1	Apologies	5
2	Leave of absence	7
3	Conflict of Interest	7
4	Public Forum	7
5	Extraordinary/Urgent Items	7

REPORTS FOR RESOLUTION

6.1	Riverton/Aparima town signs	9
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Extraordinary Riverton/Aparima Community Board
30 April 2019



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

Committee 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 5pm at least two days before the meeting. Further information is available on www.southlanddc.govt.nz or phoning 0800 732 732.

5 Extraordinary/Urgent Items

To consider, and if thought fit, to pass a resolution to permit the committee 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

5.1 Meeting minutes of Riverton/Aparima Community Board, 01 April 2019

Riverton/Aparima town signs

Record No: R/19/4/6854
Author: Greg Erskine, Community Facilities Contract Manager
Approved by: Matt Russell, Group Manager Services and Assets

☒ Decision ☐ Recommendation ☐ Information

Purpose

- 1 To consider a request for unbudgeted expenditure to enable the 'Welcome to Riverton' signs to be printed, constructed, and installed.

Executive Summary

- 2 The Board has previously asked council staff to investigate options and designs for a 'Welcome to Riverton' sign. It has agreed the design and now needs to make a decision on allocating funding to the project.
- 3 If approval is provided the signs will be ordered and installed.

Recommendation

That the Riverton/Aparima Community Board:

- a) **Receives the report titled "Riverton/Aparima town signs" dated 15 April 2019.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Approves unbudgeted expenditure of \$5,200 ex GST from the Riverton/Aparima general reserve to fund the printing, construction, and installation of the town signs.**

Background

- 4 The Board has previously asked council staff to investigate options and designs for a 'Welcome to Riverton' sign. It has agreed the design and that design has been accepted by the New Zealand Transport Agency (NZTA) which was necessary as the signs are to replace the existing ones which are located within the state highway road corridor.

Issues

- 5 The Board needs to make a decision on allocating funding to the project.

Factors to Consider

Legal and Statutory Requirements

- 6 With the approval from NZTA for the signs the significant legal requirements have been met. Construction and installation of the signs will be undertaken by council approved contractors and in accordance with their statutory obligations.

Community Views

- 7 There is no requirement to seek the community's views on this matter as it is a decision that can be taken by the Board. Having said that, as part of this process the Board asked the public to submit photos which could be used for the sign and is also considering this funding request in an open meeting.

Costs and Funding

- 8 The signs printing cost is \$3,660 but an allowance of up to \$1,540 should be made to cover the costs of installation. The total cost for the signs is \$5,200 – all figures are GST exclusive.
- 9 The Board has the delegated authority to approve unbudgeted expenditure up to \$10,000 so this project is at its discretion.

Policy Implications

- 10 There are no policy implications.

Analysis

Options Considered

- 11 The options are to either fund the signs or not.

Analysis of Options

Option 1 – Fund the signs with unbudgeted expenditure of \$5,200 ex GST from the Riverton/Aparima general reserve

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• Completes the project the Board have been working on.• Updates the existing tired entrance way signage.	<ul style="list-style-type: none">• There will be no cost to the Board.

Option 2 – Do not fund the signs

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• There is no cost incurred	<ul style="list-style-type: none">• The existing deteriorating entranceway signage will remain.

Assessment of Significance

- 12 This project does not trigger any of Council's significance criteria.

Recommended Option

- 13 Option 1, fund the signs

Next Steps

- 14 Print, construct, and install the 'Welcome to Riverton' signs. This will be completed by the end of May 2019.

Attachments

- A Riverton Aparima signs [↓](#)

