



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

Date: Wednesday, 27 April 2022
Time: 7pm
Meeting room: Riversdale Community Centre
Venue: 73 Newcastle Street, Riversdale

Ardlussa Community Board Agenda OPEN

MEMBERSHIP

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

IN ATTENDANCE

Committee advisor/customer support partner	Lagi Kuresa
Community partnership leader	Kelly Tagg

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

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.

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

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"> • to promote the social, economic, environmental and cultural well-being of local communities and in so-doing contribute to the realisation of Council's vision of one District offering endless opportunities • to provide leadership to local communities on the strategic issues and opportunities that they face • to be advocates and representatives for their local community and in so doing ensure that Council and other agencies have a clear understanding of local needs and aspirations • to be decision-makers on issues that are delegated to the board by Southland District Council • to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community

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

¹ Local Government Act 2002, s.53

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>Matters which are not Delegated</p> <p>Southland District Council has not delegated to community boards the power to:</p> <ul style="list-style-type: none"> • make a rate or bylaw • acquire, hold or dispose of property • direct, appoint, suspend or remove staff • engage or enter into contracts and agreements and financial commitments • institute an action for recovery of any amount • issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like; • institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the community board has made submissions.
CONTACT WITH MEDIA	<p>The community board chairperson is the authorised spokesperson for the board in all matters where the board has authority or a particular interest.</p> <p>Board members, including the chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the board's delegations.</p>

	<p>The assigned Executive Leadership Team member will manage the formal communications between the board and its 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 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, 17 November 2021 and 16 February 2022



Ardlussa Community Board

OPEN MINUTES

Minutes of a meeting of Ardlussa Community Board held in the Balfour Hall, 68 Queen Street, Balfour on Wednesday, 17 November 2021 at 6pm.

PRESENT

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	Rose Knowles
Partner	
Community partnership leader	Kelly Tagg
Corporate performance leader	Jason Donavan
Systems accountant	Matthew Denton
Strategic manager transport	Harley Hare
Asset manager stormwater	Brian Forde

1 Apologies

There were no apologies.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of interest

There were no conflicts of interest declared.

4 Public forum

Ruby Baird (Balfour Hall committee) addressed the board on an update of the Balfour Hall.

Jamie McGinn provided the board with an update on the Balfour Pump Track.

D Stevens (Balfour Swimming pool committee member) provided the board with an update on the costs and short fall of heating and maintenance of the Balfour Pool.

5 Extraordinary/urgent items

There were no extraordinary/urgent items.

6 Confirmation of minutes

Resolution

Moved Councillor Scott, seconded Paul Eaton and resolved:

That the Ardlussa Community Board confirms the minutes of the meeting held on 5 October 2021 as a true and correct record.

Reports

7.1 Impact due to rationalised Waka Kotahi NZ Transport Agency funding for footpath renewals (2021 - 2024)

Record No: R/21/11/59042

Hartley Hare – Strategic manager transport was in attendance for this report.

Mr Hare advised that the following report outlines the impacts and approach required to be taken to rationalising the footpath programme, due to the reduced funding received from

Waka Kotahi New Zealand Transport Agency (NZTA) for the next three years of the 2021-2031 Long Term Plan years.

Resolution

Moved Chairman Clarkson, seconded Clarke Horrell and resolved:

That the Ardlussa Community Board:

- a) **Receives the report titled “Impact due to rationalised Waka Kotahi NZ Transport Agency funding for footpath renewals (2021 - 2024)” dated 10 November 2021.**
- b) Determines that this matter or decision be recognised and 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) Acknowledges the new approach taken by the transport team for distributing the reduced Waka Kotahi funding for the 2021-2024 footpath programmes.
- e) Endorses combining years two and three footpath renewal programmes to be delivered mid-2023.

7.2 Direction-setting for Annual Plan 2022/2023

Record No: R/21/10/57755

Jason Donovan – Corporate performance leader and Matthew Denton – System accountant were in attendance for this report.

Mr Donovan advised that the Ardlussa Community Board is being asked to review the second year of the Long Term Plan 2021-2031 (LTP) including any projects and associated rate, reserve and loan funding. The report identifies the movement from the current budget to 2022/2023, as well as any changes proposed to the second year of the LTP.

Mr Denton advised that the board is now being asked to review the budgets and identify whether any changes are required. The revised budget (incorporating any **changes/feedback**) **will then be recommended to Council to be included into Council’s Annual Plan for 2022/2023** (expected to be adopted in June 2022).

Mr Brian Forde – Asset manager, stormwater informed the board that an discussion with the members needs organised to investigate the soak holes in Riversdale with a longer term solution.

Mr Forde also advised that a project for \$27K is planned in 2022/2023 and \$27K in 2023/2024 that also needs to be part of the discussion for future stormwater improvement work in Riversdale.

Mr Forde also request members send to him photos of soak hole during flooding times.

Resolution

Moved Ray Dickson, seconded Chairman Clarkson and resolved:

That the Ardlussa Community Board:

- a) **Receives the report titled “Direction-setting for Annual Plan 2022/2023”**
- b) Determines that this matter or decision be recognised not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Recommends to Council the setting of the following rates and charges (GST inclusive) for the year commencing 1 July 2022 (subject to any amendments as a result of (e) and (f) below).

<u>Rate</u>	<u>Rate GST inclusive</u>
Ardlussa Community Board rate	\$141,566

- e) Delegates authority to the board chair to approve any further material changes required to the budgets following this meeting.
- f) Notes that Council has yet to approve the assumptions on which the draft budgets have been prepared which may impact the proposed rate.
- g) Notes that staff will advise the board of the final rates approved for inclusion in the 2022/2023 Annual Plan.

7.3 Long Term Plan 2021-2031 - community board feedback

Record No: R/21/11/59296

Matthew Denton – Systems accountant was in attendance for this report.

Resolution

Moved Councillor Scott, seconded Clarke Horrell and resolved:

That the Ardlussa Community Board:

- a) **receives the report titled “Long Term Plan 2021-2031 - community board feedback” dated 10 November 2021.**

7.4 Future of the Alcohol Control Bylaw

Record No: R/21/10/57539

Kelly Tagg – Community partnership leader advised that the purpose of this report is to **provide information to the board on Council’s Alcohol Control Bylaw 2015 (the current bylaw)** and to receive feedback from the board on how it believes Council should proceed with this bylaw.

Resolution

Moved Clarke Horrell, seconded Chairman Clarkson and resolved:

That the Ardlussa Community Board:

- a) **receives the report titled “Future of the Alcohol Control Bylaw” dated 10 November 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) Members believe that Council continue the current bylaw without amendment.

7.5 Community Partnership Fund Applications - September 2021 Funding Round

Record No: R/21/10/57709

Tina Harvey (community liaison officer) was in attendance for this item.

Mrs Harvey advised that the purpose of this report is for the Ardlussa Community Board to allocate funding for the September 2021 round of the Ardlussa Community Partnership Fund.

The Ardlussa Community Board has \$6338 available to allocate through the Ardlussa Community Partnership Fund in the 2021/2022 financial year.

Resolution

Moved Paul Eaton, seconded Clarke Horrell and resolved:

That the Ardlussa Community Board:

- a) **receives the report titled “Community Partnership Fund Applications - September 2021 Funding Round” dated 10 November 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) Receives applications from the following:
 1. Riversdale Community Garden
 2. Switzers Museum Waikaia
 3. Riversdale Arts
 4. Fiona Turnbull
 5. Riversdale Bowling Club
 6. Balfour Community Baths
- e) Approves/~~declines~~ a grant of ~~\$4021~~ \$1900 to the Riversdale Community Garden for assistance towards installing a solar pump system.
- f) Approves/~~declines~~ a grant of ~~\$937.36~~ \$938 to Switzers Museum Waikaia for **assistance towards costs of purchasing more ‘mind good’ games.**
- g) Approves/~~declines~~ a grant of \$1500 to Riversdale Arts for assistance towards a mural painted on the exterior of the Riversdale Arts building.
- h) Approves/~~declines~~ a grant of ~~\$5000~~ \$1000 to the Riversdale Bowling Club to assist with the upholstery of 50 chairs at the clubrooms.
- j) Approves/~~declines~~ a grant of ~~\$2000~~ \$1000 to the Balfour Community Baths to assist with costs of heating and maintaining the pool.

7.6 Community leadership report

Record No: R/21/11/59770

Kelly Tagg (community partnership leader) was in attendance for this item.

Mrs Kelly advised that the purpose of the report is to inform the board of community leadership activities in the area drawing to the attention of the board the following items:

- **Ardlussa community board pool rate consultation**
- **New Balfour toilet update**
- **Holiday programme 2022 update**

Resolution

Moved Clarke Horrell, seconded Hilary Kelso and resolved:

That the Ardlussa Community Board:

- a) **receives the report titled “Community leadership report” dated 10 November 2021.**

7.7 Operational Report for Ardlussa Community Board

Record No: R/21/10/56272

Kelly Tagg (community partnership leader) was in attendance for this item.

Resolution

Moved Chairman Clarkson, seconded Ray Dickson and resolved:

That the Ardlussa Community Board:

- a) **Receives the report titled “Operational Report for Ardlussa Community Board” dated 10 November 2021.**
- b) **Notes that the project “Waikaia – investigation project for mountain bike trail” is no longer required and that these funds have instead been granted to the Waikaia Trails Trust to allow for the master planning work for the trail to be undertaken.**
- c) Requests that the two investigation projects for mountain bike trails in Waikaia and recreation facilities in Ardlussa not be packaged together with other projects and put out to tender at this time.

7.8 Council report

Record No: R/21/11/58605

Councillor Scott took the board through the report.

Councillor Scott drew a number of issues to the attention of the board including:

- Around the mountain cycle trail
- Piano Flat update
- Three waters update
- Fire evacuation plans for halls
- Catchment Group meeting
- Baleage wrap collection
- Roadside spraying
- Public meeting in Waikaia for the cycle trail
- Waikaia mowing contract

Resolution

Moved Paul Eaton, seconded Chairman Clarkson and resolved:

That Ardlussa Community Board:

- a) **Receives the report titled "Council report" dated 10 November 2021.**

7.9 Chairperson's report

Record No: R/21/11/60201

Chairman Richard Clarkson updated the member on activities that he has been involved with since the last meeting which included:

- Revisited the storm water drains and soak holes in Riversdale
- Unable to attend community partnership fund meeting
- Mowing contract in Waikaia
- Thank you letter from the Balfour Gun Club
- Hilary Kelso (Chair of Waikaia Trails Trust) provided the board with an update on Waikaia Trails Trust master plan stage visit by John Jones of Ride Line Consulting, Christchurch.

Resolution

Moved Chairman Clarkson, seconded Ray Dickson and resolved:

That the Ardlussa Community Board:

- a) **receives the report titled "Chairperson's report" dated 10 November 2021.**

Public excluded

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

Resolution

Moved Chairman Clarkson, seconded Ray Dickson and resolved:

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

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

C8.1 Community Service Awards - nominations and allocation - September 2021

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
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Community Service Awards - nominations and allocation - September 2021	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.
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The public were excluded at 8.50pm

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

The meeting concluded at 9pm

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

DATE:.....

CHAIRPERSON:.....



Ardlussa Community Board

OPEN MINUTES

unconfirmed

Minutes of a meeting of Ardlussa Community Board held by virtual meeting via Microsoft Teams on Wednesday, 16 February 2022 at 7pm.

PRESENT

Deputy Chairperson Ray Dickson
 Chris Dillon
 Hilary Kelso
 Councillor Rob Scott

APOLOGIES

Chairperson - Richard Clarkson
Paul Eaton
Clarke Horrell

IN ATTENDANCE

Councillor Ebel Kremer
Group Manager Governance and Community - Fran Mikulicic
Communication Manager - Louise Pagan
Committee advisor/customer support partner Rose Knowles
Community Partnership Leader – Kelly Tagg

1 Apologies

There were apologies from Richard Clarkson, Clarke Horrell and Paul Eaton.

Moved Hilary Kelso seconded Councillor Scott and resolved:

That the Ardlussa Community Board accept the apologies.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of interest

There were no conflicts of interest declared.

4 Public forum

1. Brent Affleck, senior ranger, heritage and visitor from Department of Conservation addressed the meeting and answered questions regarding the issues with the bridges and tracks at Piano Flat. He updated the board on the timeframes for bridge replacement and undertook to report back to the board on their queries about bridges being posted as closed and tracks that urgently required maintenance.
2. Alice Blacktopp and Janine Marshall from the Riversdale community pool committee updated the board on pool key sales and usage since the new heat pump has been installed. They also discussed the results of the community engagement that had recently been undertaken by the board in relation to the setting of a pool rate for the area.

5 Extraordinary/urgent items

There were no extraordinary/urgent items.

6 Confirmation of minutes

There was discussion on the minutes of the previous meeting. Members of the Board moved the following motions in relation to the minutes.

Moved Hilary Kelso, seconded Councillor Scott the following motion:

That the Ardlussa Community Board not accept the minutes as a true and accurate record of the meeting **because of the Council's procedure for recording minutes.**

The motion was put and declared CARRIED.

Moved Councillor Scott, seconded Chris Dillon the following motion.

That the Ardlussa Community Board request that Council provides feedback on the process for accurate minutes and provide feedback to the next Ardlussa Community Board meeting.

The motion was put and declared CARRIED.

Moved Deputy Chairperson Ray Dickson, seconded Chris Dillon and resolved:

That the Ardlussa Community Board members request that the minutes lie on the table until the next meeting.

The motion was put and declared CARRIED.

Final Resolution

That the Ardlussa Community Board:

- a) not accept the minutes as a true and accurate record of the meeting because of **the Council's** procedure for recording minutes.
- b) request that Council provides feedback on the process for accurate minutes and provide feedback to the next Ardlussa Community Board meeting.
- c) members request that the minutes lie on the table until the next meeting.

Reports

7.4 Ardlussa swimming pool rate consultation

Record No: R/22/2/3352

Community partnership leader – Kelly Tagg and Finance development co-ordinator - Nicole Taylor were in attendance for this item.

Officers advised that the purpose of the report was to advise the board of the results of the recent community consultation that took place in relation to the possible implementation of a new swimming pool rate for the Ardlussa Community Board area.

Members discussed and agreed that after the update from the Riversdale pool committee that the report lie on the table until the members have a workshop on the report followed by a formal meeting to the boards 9 March 2022 meeting.

Resolution

Moved Cr Scott, seconded Deputy Chairperson Dickson and resolved:

That the report lie on the table until the boards 9 March 2022 meeting.

7.1 Operational Report for Ardlussa Community Board

Record No: R/21/12/64041

Community partnership leader – Kelly Tagg was in attendance for this item.

Mrs Tagg informed the board on the operational activities in the Ardlussa Community Board area.

Resolution

Moved Councillor Scott, seconded Hilary Kelso and resolved:

That the Ardlussa Community Board:

- a) **Receives the report titled “Operational Report for Ardlussa Community Board”** dated 3 February 2022.

7.2 Community leadership report

Record No: R/22/1/1694

Community partnership leader – Kelly Tagg was in attendance for this item.

Mrs Tagg advised of the community leadership activities in the area which included:

- Community service awards
- Change from local funding to District funding for storm water services
- Community board roles and responsibilities
- Annual plan

Resolution

Moved Deputy Chairperson Dickson, seconded Chris Dillon and resolved:

That the Ardlussa Community Board:

- a) **receives the report titled “Community leadership report”** dated 3 February 2022.

7.3 Fluoridation of drinking water

Record No: R/22/2/3350

Community partnership leader – Kelly Tagg was in attendance for this item.

Councillor Kremer advised the meeting that the implementation planning for the Fluoridation of Drinking Water, Health amendment Act 2021 is a Ministry of Health and the Southern District Health Board project.

Resolution

Moved Hilary Kelso, seconded Cr Scott and resolved:

That the Ardlussa Community Board:

- a) **receives the report titled “Fluoridation of drinking water”** dated 9 February 2022.

7.5 Council report

Record No: R/22/1/1359

Councillor Scott took the Board through the Council report and advised the board of the following issues:

- Discussions with Environment Southland re gravel build up at Waikala river
- Local Government reform workshops
- Quotable Values Valuations
- Building consents

Resolution

Moved Cr Scott, seconded Deputy Chairperson Dickson and resolved:

That the Ardlussa Community Board:

- a) **Receives the report titled "Council report" dated 11 February 2022.**

7.6 Chairperson's report

Record No: R/22/1/965

Deputy Chairman Ray Dickson updated the members on activities that the Board had been involved with since the last meeting which included:

- All candidates for the Community service awards accepted the awards
- A copy of email correspondence from Nick Hamlin, group manager programme delivery, relating to the Ardlussa recreational opportunities project was tabled.

The correspondence related to the "investigate recreational facilities" in Ardlussa project in the 2021-2031 long term plan whereby \$30,000 had been budgeted to procure a report about the recreational opportunities in the Ardlussa area. The board has previously indicated they were not supportive of this project and had asked that the project be withdrawn.

The correspondence stated that "...we will put a hold on this piece of work, a contract hasn't been awarded and we will need to work through with the successful tenderer what other work may be available to them with us."

Mr Hamlin in his correspondence with the board that he advised this work will not be going ahead.

Resolution

Moved Hilary Kelso, seconded Deputy Chairperson Dickson and resolved:

That the Ardlussa Community Board:

- a) **receives the report titled "Chairperson's report" dated 3 February 2022.**
- b) **receives the email correspondence "Ardlussa recreational opportunities project" and notes that this project will not be proceeding.**

-
- c) requests that a formal review be undertaken by staff as to what occurred in relation to the Ardlussa recreational opportunities project with a report to be provided to the boards April 2022 meeting.

The meeting concluded at 9.30pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE ARDLUSSA COMMUNITY BOARD
HELD ON WEDNESDAY 16 FEBRUARY 2022.

DATE:.....

CHAIRPERSON:.....

Minute taking style for meetings

Record no: R/22/3/11857

Author: Robyn Rout, Governance legal manager

Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 The purpose of this report is to respond to resolutions made by the Ardlussa Community Board (the board) on 16 February 2022, about the style of meeting minutes.

Executive summary

On 16 February 2022, the board:

- decided to not accept the 17 November 2021 board meeting minutes as a true and accurate record of the meeting because of Council's procedure for recording minutes
 - requested that feedback on the process for accurate minutes be provided at the next board meeting.
- 2 Meeting minutes produced for the board comply with the requirements set out in Standing Orders (see attachment A) and align with recommended sector practice (see attachment B).
 - 3 However, Council staff are keen to ensure the style of meeting minutes suit the needs of the board, and staff are happy to alter the style of minutes recorded. Staff are proposing that from the board's next formal meeting in June 2022, the minutes taken will include key points of any major discussion (further details on this are provided below). Staff intend to trial the new approach until local government elections take place in October 2022, and will continue the approach in the new triennium, if it has been successful.
 - 4 If the board would like to provide any further information on what it would like recorded in meeting minutes, staff would appreciate receiving the feedback.

Considerations

Standing orders

- 5 Under Schedule 7, Part 1, clause 27 of the Local Government Act 2002, community boards must adopt standing orders. Clause 28.2 of the Community Board Standing Orders adopted by the board on 18 November 2019 outlines that resolutions must be included in board meeting minutes. Additional information on discussions or debate do not have to be recorded, but the Standing Orders do not prohibit it.
- 6 LGNZ, an organisation that supports and directs the local government sector throughout New Zealand, has provided a guide on standing orders. The guide outlines that where minutes are taken for a local government entity, that entity should be fully aware of, and have agreed in advance, to the style of meeting minutes taken. LGNZ also advises that minutes should be a clear audit trail of decision making, less is best, and that someone who has not been in attendance should be able to understand what was decided.

Clarity on what will be recorded

- 7 Staff are keen to ensure the board and staff are aligned about what will be recorded in the meeting minutes. Staff's understanding is that the minutes for each agenda item will now additionally include a brief, high-level summary of:

- the key themes discussed – such as a summary of the main things that were considered or key reasons why the board made decisions
- high-level points the board specifically requests are recorded in the minutes.

It is also staff's understanding that the new content being recorded in the minutes will not include:

- content to facilitate staff action (these will continue to be included in resolutions or in the chair's report)
- verbatim records of what was said/who said what
- why dissenting votes have been cast
- details of trivial or minor matters.

Advantages and disadvantages

Staff believe there will be a number of advantages to the new approach. Council are keen to be responsive to the needs of the board and to provide an avenue for people (staff, board members and the public) to be more aware of the discussions held at meetings. Compared to verbatim style minutes, the approach proposed also doesn't place too large a burden on committee advisors.

Staff are aware that by responding to the needs of community boards, different styles of meeting minutes may be taken for different boards. Committee advisors will have to adapt their approach accordingly. Recording key discussion points will be more demanding for committee advisors than the current approach to minutes. There is also a risk that if more content is included in meeting minutes, it may be a more contentious process to confirm the minutes at a subsequent meeting.

Recommendation

That the Ardlussa Community Board:

- a) **receives the report titled “Minute taking style for meetings” dated 14 April 2022.**
- b) notes that the Ardlussa Community Board meeting minutes, from June 2022 to the local government elections in October 2022, will also record the key points of any major discussion.
- c) notes that if recording the key points of any major discussion in meeting minutes (from June 2022 to the local government elections in October 2022) works well, staff will continue this approach in the new triennium.
- d) provides any additional feedback on the style of minutes to be taken.

Attachments

- A Extract from Community Board Standing Orders, on meeting minutes [↓](#)
- B Extract from 'The guide to standing orders' by LGNZ [↓](#)

Extract from - Southland District Council Community Board Standing Orders**28. Minutes****28.1 Minutes to be evidence of proceedings**

The local authority, its committees, subcommittees and any local and community boards must keep minutes of their proceedings. These minutes must be kept in hard or electronic copy, authorised by a Chairperson's manual or electronic signature once confirmed by resolution at a subsequent meeting. Once authorised the minutes are the *prima facie* evidence of the proceedings they relate to.

cl. 28 Schedule 7, LGA 2002.

28.2 Matters recorded in minutes

The chief executive must keep the minutes of meetings. The minutes must record:

- (a) The date, time and venue of the meeting;
- (b) The names of the members present;
- (c) The Chairperson;
- (d) Any apologies or leaves of absences;
- (e) The arrival and departure times of members;
- (f) Any failure of a quorum;
- (g) A list of any external speakers and the topics they addressed;
- (h) A list of the items considered;
- (i) The resolutions and amendments related to those items including those that were lost, provided they had been moved and seconded in accordance with these standing orders;
- (j) The names of all movers, and seconders;
- (k) Any objections made to words used;
- (l) All divisions taken and, if taken, a record of each members' vote;
- (m) The names of any members requesting that their vote or abstention be recorded;
- (n) Any declarations of financial or non-financial conflicts of interest;
- (o) The contempt, censure and removal of any members;
- (p) Any resolutions to exclude members of the public;
- (q) The time at which the meeting concludes or adjourns; and
- (r) The names of people permitted to stay in public excluded.

Please Note: hearings under the RMA, Dog Control Act 1996 and Sale and Supply of Alcohol Act 2012 may have special requirements for minute taking.

28.3 No discussion on minutes

The only topic that may be discussed at a subsequent meeting, with respect to the minutes, is their correctness.

28.4 Minutes of last meeting before election

The chief executive and the relevant Chairpersons must sign, or agree to have their digital signature inserted, the minutes of the last meeting of the local authority and any local and community boards before the next election of members.

Extract from - The 2019 Guide to Standing Orders (produced by LGNZ)**What to record?**

The purpose of taking minutes is to meet legal requirements set out in LGOIMA 1987, 'create an audit trail of public decision-making and to provide an impartial record of what has been agreed'. But most of all having a clear and precise record of the decisions that our public agencies make strengthens accountability and helps build confidence in our local democracy. The level of proceedings recorded will vary according to the preferences of different councils and their administrations. What is important is to ensure that the bodies on behalf of which minutes are being taken are fully aware of, and have agreed in advance, to the style of those minutes.

Good practice

- minutes should be a clear audit trail of decision-making
- less is best
- someone not in attendance will be able to understand what was decided
- anyone reading the minutes in 20 years' time will understand them (Fleur Sweeney).

Ardlussa swimming pool rate consultation

Record no: R/22/2/3352

Author: Kelly Tagg, Community partnership leader

Approved by: Fran Mikulicic, Group manager democracy and community

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is to advise the board of the results of the recent community consultation that took place in relation to the possible implementation of a new swimming pool rate for the Ardlussa Community Board area.

Executive summary

- 2 In August 2021, the board received a request from the Riversdale Pool Committee seeking ongoing funding assistance of \$8,000 per annum (excluding GST) to help with pool operating costs and keep the pool open.
- 3 The board have considered this request and are proposing to establish a new targeted pool rate to provide funding assistance to swimming pools in the Ardlussa area being the Riversdale School and Balfour School swimming pools.
- 4 The board have undertaken consultation with the community and 72% of respondents were in favour of a swimming pool rate being introduced.
- 5 The board must now determine whether or not it wishes to recommend to Council that a new separate targeted pool rate be established across all properties in the Ardlussa Community Board to provide funding assistance for pools in the area, with the rate to be set as a fixed amount per SUIP (separately used and inhabited part) of a rating unit.

Recommendation

That the Ardlussa Community Board:

- a) **receives the report titled “Ardlussa swimming pool rate consultation ” dated 30 March 2022.**
- b) determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) recommends to Council that it establish a new separate targeted Ardlussa pool rate for the year commencing 1 July 2022 as follows:

Targeted rate	Basis of rate	Revenue (GST inclusive)
Ardlussa community pool rate	Fixed amount per SUIP across all properties in the Ardlussa Community Board area	\$9,200

Background

- 6 In October 2021, the Ardlussa Community Board agreed to consider a request to provide annual funding assistance for the Riversdale and Balfour swimming pools.
- 7 Pools are an important asset to our communities and the Ardlussa Community Board agreed there was a benefit to the community in having pools available for people to learn to swim and use for exercise, recreation and social purposes.
- 8 When the board spoke to the Balfour and Riversdale Pool Committees, they learned most of their funding comes from pool key sales, fundraising, school contributions or grants. It became apparent this doesn't cover all the costs associated with operating a pool and undertaking necessary maintenance and capital improvements.
- 9 When considering different rating options, the board thought the fairest way was to collect the rate from all ratepayers in the board area. Four different rating options were considered to create a combined fund for the Riversdale and Balfour pools to apply to each year. The options (which were calculated based on current estimates) were;
 - a) Funding from the existing Ardlussa Community Board rate (across the whole board area). The community board rate has a differential whereby urban ratepayers pay more than rural ratepayers. Under this scenario (and based on \$9,200 being collected) urban ratepayer would pay an additional \$14.84 and rural, \$3.71 per annum.
 - b) Funding from a new separate pool rate set as a fixed amount across the whole community board area which was calculated to be an additional \$8.95 per annum.

- c) Funding from a new separate pool rate as a fixed amount that was depended on a defined area eg Riversdale and Balfour urban areas only. This equated to an additional \$29.65 per annum.
- d) Funding from combined hall/pool rate (based on Riversdale and Balfour hall areas) which equated to an additional \$13.41 per annum.
- 10 The board's preferred option was to implement option (b) above; a new Ardlussa Community Board pool rate with the intention of collecting a total of \$8,000 (plus GST) per annum from all ratepayers in the board area. This currently equates to an additional \$8.95 per annum per separately used and inhabited part of a property (SUIP).
- 11 When determining the best way to share the cost out through a rate, the board felt it was appropriate the charge be the same for each property (SUIP). This differs from a rating unit. With a SUIP, if you have a business and a house on one rating unit you will pay two lots of \$8.95. If you have a vacant section with SUIPs you won't pay anything. This is how all other pools and halls in SDC are rated for – by SUIP.
- 12 The board noted it was important to gauge the community's support or otherwise before a new rate is introduced. The board undertook community consultation over December and January to seek feedback to determine if the community was agreeable to paying this new rate of \$8.95 per annum.
- 13 Feedback was gathered in a variety of ways; all ratepayers in the board area were sent a letter and a survey to complete. Surveys also could be completed via an online link or in a hard copy format. Collection boxes for the surveys were placed in the general stores in Balfour, Riverdale and Waikaia.

Survey results

- 14 The board received 164 responses to the survey with overall 72% in favour and 28% against.
- 15 These results can also be further analysed by township response as detailed below;

Do you support the introduction of an Ardlussa Community Board pool rate at a cost of \$8.95 (including GST) per annum per property (separately used and inhabited part of a property – SUIP) to take affect from 1 July 2022?				
Township	Yes		No	
Balfour	78%	32	22%	9
Riversdale	78%	64	22%	18
Waikaia	51%	20	49%	19
Not stated		2		
Overall	72%	118	28%	46

- 16 This data indicates that, as a whole, those living in the Ardlussa Community Board area support the introduction of a swimming pool rate.

- 17 Further details are provided in the attachment (A) to this report.

Issues

- 18 When considering the results of the consultation, overall, 72% of responders were in favour of a pool rate being established.
- 19 These results were slightly higher (78%) when considering the survey results from those that either live in or close to, Balfour and Riversdale. The comments made by responders from Balfour and Riversdale ranged from suggestions of a user pays system for those opposed to the rate to recognising the importance of swim safety and maintaining assets in the community from those who support the introduction of the pool rate.
- 20 However, the results were almost evenly split (51% for and 49% against) for Waikaia. The comments made by responders in this area showed that there were a variety of reasons for the results why people might not support the rate including not having a pool in their township or not using either of the Balfour or Riversdale pools.
- 21 Considering that the support for and against the introduction of the pool rate was more evenly split for responders from Waikaia (51% yes and 49% no), the board may wish to reconsider which, if any, rating option it recommends to Council and may instead choose option d (above) from the original report which suggested funding be from a combined hall/pool rate (based on Riversdale and Balfour hall areas) which equated to an additional \$13.41 per annum per property (SUIP).

Factors to consider

Legal and statutory requirements

- 22 Community boards have been delegated responsibility for recommending rates for local activities in the board area to Council, however Council cannot delegate authority for rate setting. Any new rates or changes to rates must be confirmed by Council and included in an adopted Annual Plan or Long Term Plan.
- 23 The board must determine whether or not it wishes to recommend to Council that a new separate targeted pool rate be established and if so, whether it has a preference for how this rate should be set.

Community views

- 24 The board has spoken to the Riversdale and Balfour Pool Committees and some members of the community to better understand current and potential pool use. This feedback has indicated that a range of people use both pools in the area and that use of the Riversdale pool from people in the wider board areas is expected to increase once the heating has been upgraded.
- 25 Due to this being a new rate, the community must have the opportunity to provide feedback. All ratepayers in the Ardlussa Community Board area were posted a letter explaining the proposal and a survey to complete. In addition, a link to the survey was shared on the board's Facebook page. Collection boxes for the survey were also placed in the local stores in the Balfour, Riversdale and Waikaia townships.
- 26 Approximately 840 letters were delivered and 164 responses to the survey were received which indicates that just under 20% of addressees responded.
- 27 Overall, 72% of the responses were supportive of the establishment of the new Ardlussa Community Board swimming pool rate.

- 28 The responses collected from the Balfour and Riversdale townships showed slightly more support with 78% in support whilst Waikaia was much more closely split with 51% in favour and 49% against.
- 29 Comments from those who supported the introduction of the new pool rate included the importance of teaching people to swim, what great facilities they were for the community and the importance of maintaining these assets.
- 30 Comments from those who opposed the introduction of the new pool rate thought user pays should be the funding method. Others commented they would not use the facility or already paid pool rates towards other pools.

Costs and funding

- 31 The board wishes to establish a fund to provide annual funding assistance to all pools in the board area to which pool committees can apply for funding.
- 32 The board is proposing to collect \$8,000 (excluding GST) in 2022/2023 via a new Ardlussa pool rate. This will increase rates for all properties in the Ardlussa area. The board may also choose to increase/decrease the amount proposed to be collected but needs to be mindful if any of the changes would increase the amount of \$8.95 per SUIP which was consulted on.
- 33 Based on current estimates, each SUIP (separately used or inhabited part of a rating unit) would pay an additional \$8.95 (including GST). SUIP includes any portion inhabited or used by the owner/a person other than the owner, and who has the right to use or inhabit that portion by virtue of a tenancy, lease, licence or other agreement. For the purposes of this definition, vacant land which is not used or inhabited is not a SUIP.
- 34 If the board, based on feedback received, chooses to amend the rating area to exclude Waikaia and surrounds, based on the current estimates, each SUIP (separately used or inhabited part of a rating unit) would pay an additional \$13.41 (including GST).
- 35 The new rate, if approved by Council, will come into force from 1 July 2022.

Policy implications

- 36 Council already provides funding for a number of pools throughout the District. As such, Council's funding/financials policies and plans already make provision for this.
- 37 Any new rates will need to be incorporated into the Annual Plan 2022/2023 funding impact statement (rates section) to enable the rates to be collected. The catchment area of the rate will also need to be defined via a boundary map.
- 38 Council has previously signalled that it would like to ensure simplicity and consistency in how activities are funded through rates whilst using a rating approach that considers how activity benefits are distributed across the community. These principles have been considered by the board in recommending the proposed new rate.

Analysis

Options considered

The options are to establish a new separate targeted Ardlussa community pool rate either across all properties in the Ardlussa Community Board area or across a selection of properties in the area or not establish a new pool rate.

Analysis of options

Option 1 – establish a new separate targeted Ardlussa community pool rate across all properties in the Ardlussa Community Board area.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> because pools benefit the whole community by improving water safety and provide other health/recreation benefits it is appropriate that all properties contribute relatively simple and consistent with how other areas in Southland are rated for pools following the results of the recent community consultation, this is the option that was supported by 72% of the overall respondents 	<ul style="list-style-type: none"> increases the rate which may place financial burden on some households all properties would pay the same irrespective of differences in benefit (eg ease to accessing the pool depending on location) small increase in administration time associated with setting up and maintaining an additional rate less flexibility in how any unspent funds or accumulated reserves can be used without consultation only 51% of ratepayers who responded from Waikaia and surrounds were in favour of the new rate

Option 2 – establish a new separate targeted Ardlussa community pool rate across a selection of properties in the area (excluding Waikaia and surrounds)

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> because pools benefit the whole community by improving water safety and provide other health/recreation benefits it is appropriate that all properties contribute relatively simple and consistent with how other areas in Southland are rated for pools it could not be inferred from the results of the consultation that there was widespread support for this new rate from people living in or near Waikaia and this option may better reflect the views of that community 	<ul style="list-style-type: none"> increases the rate which may place financial burden on some households all properties in the defined area would pay the same irrespective of differences in benefit (eg ease to accessing the pool depending on location) small increase in administration time associated with setting up and maintaining an additional rate less flexibility in how any unspent funds or accumulated reserves can be used without consultation there is a risk that some ratepayers may object to an increased amount, because this is not the amount that was consulted on.

Option 3 – do not establish a new separate targeted Ardlussa community pool rate.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> less financial burden will be placed on some households 	<ul style="list-style-type: none"> the board is unable to provide financial support for the swimming pools in the area the pools may no longer be able to continue to operate which may contribute to a loss of water safety education in the community

Assessment of significance

- 39 This proposal is not considered significant given the relatively small budget proposed (\$8,000).
- 40 Staff are conscious that some members of the community are likely to be interested in the proposal and as such have undertaken consultation with the community.

Recommended option

- 41 Option one is the recommended option – establish a new separate targeted Ardlussa community pool rate across all properties in the Ardlussa Community Board area.

Next steps

- 42 A report will be provided to Council seeking their endorsement of the recommended option so that it can be adopted as part of the 2022/23 annual plan process.

Attachments

- A Ardlussa Pool Rate consultation - survey results [↓](#)
- B Ardlussa pool rate boundary options [↓](#)

Ardlussa Pool Rate Consultation – all survey results

Q1

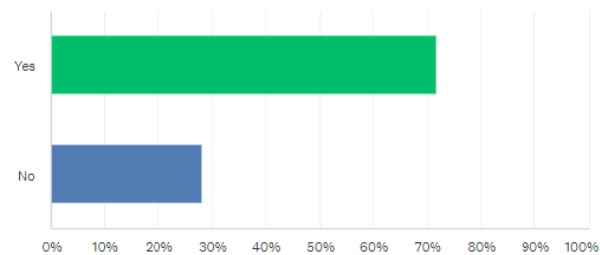


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
Do you support the introduction of an Ardlussa Community Board pool rate at a cost of \$8.95 (including GST) per annum per property to take affect from 1 July 2022?

Answered: 164 Skipped: 3



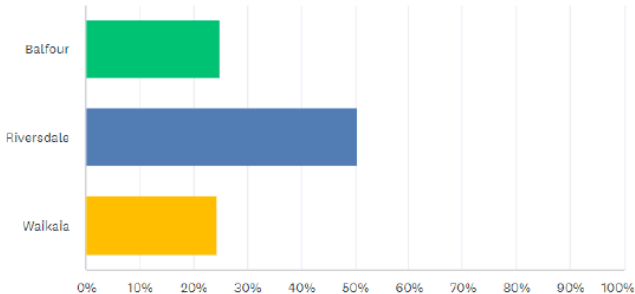
ANSWER CHOICES	RESPONSES	
Yes	71.95%	118
No	28.05%	46
TOTAL		164

Q2

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Which of these townships in the Ardlussa area is your property closest to?

Answered: 164 Skipped: 3



ANSWER CHOICES	RESPONSES	
Balfour	25.00%	41
Riversdale	50.61%	83
Walkala	24.39%	40
TOTAL		164

Balfour results

Q1

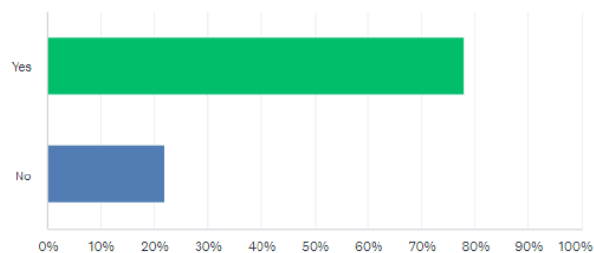


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Do you support the introduction of an Ardlussa Community Board pool rate at a cost of \$8.95 (including GST) per annum per property to take affect from 1 July 2022?

Answered: 41 Skipped: 0



ANSWER CHOICES	RESPONSES	
▼ Yes	78.05%	32
▼ No	21.95%	9
TOTAL		41

- we will certainly support this, a local swimming pool is such an asset to the community
- we are zoned to Lumsden and so contribute to the pool there
- lots of people would pay this and not use it
- user pays
- should be user pays
- I was not taught to swim as a child and thought I missed out on a lot. I got myself taught when I was older but then it is harder. In view of this summer's drownings, every child should have the chance to learn.
- People with vacant sections should have to pay \$8.95 towards a swimming pool too.
- Will the money be ring fenced for the pools only? Will any use of this money for purposes other than the pools be after consultation with the community?

Riversdale results

Q1

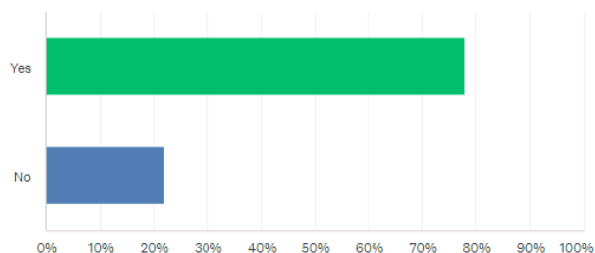


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Do you support the introduction of an Ardlussa Community Board pool rate at a cost of \$8.95 (including GST) per annum per property to take affect from 1 July 2022?

Answered: 82 Skipped: 1



ANSWER CHOICES	RESPONSES	
▼ Yes	78.05%	64
▼ No	21.95%	18
TOTAL		82

- great idea - they're good community assets!
- agreed at Riversdale & District Progress League December meeting
- great facility for the community and the more children learn to be safe in and around water the better
- the pool at Riversdale is a boon to local children in hot weather - glad to have it :)
- would be great to keep the pool running
- pay Ardlussa community board rate already plus pool is on school grounds
- a valuable asset for the district
- there is other funding available for the pools to use
- very important to keep these pools open
- user should pay
- if it helps keep our pools operating and keeping these assets in the communities - all good
- I now live on my own so I don't want to have extra payments to my rates. If this goes ahead does that mean the next group who want rate payers to pay get it as well and when does it stop. We are not all made of money and our rates are dear enough.
- because we are paying part of our rates for Mataura which we should not be so take it out of that. we are taxed enough now.
- I am a 80 year old widow and my family is not here so I will not want a swimming pool. If the money was spent on the footpaths that would make more sense.
- I support in principle but need more information on how the system would work
- Is it per property or per title? Many farms have several titles - paying rates on each one
- as one who will not be using the pool, it's not right to tax us for it,
- Not sure, would never use it. What happened to user pays?
- A valuable asset in the community and those running it deserves assistance.
- We don't use the pool, nor does any of our family.
- But not a 50/50 split between the 2 pools. Riversdale's which is bigger, more expensive to run and more used should get a larger share of the rate

Waikaia Results

Q1

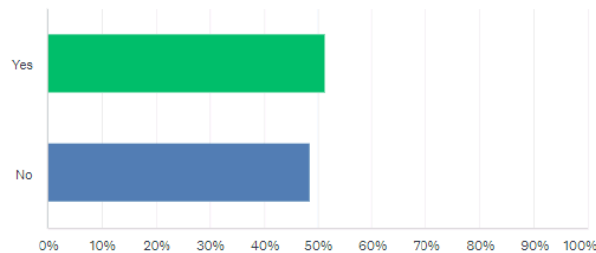


Customize

Save as ▼

Do you support the introduction of an Ardlussa Community Board pool rate at a cost of \$8.95 (including GST) per annum per property to take affect from 1 July 2022?

Answered: 39 Skipped: 1



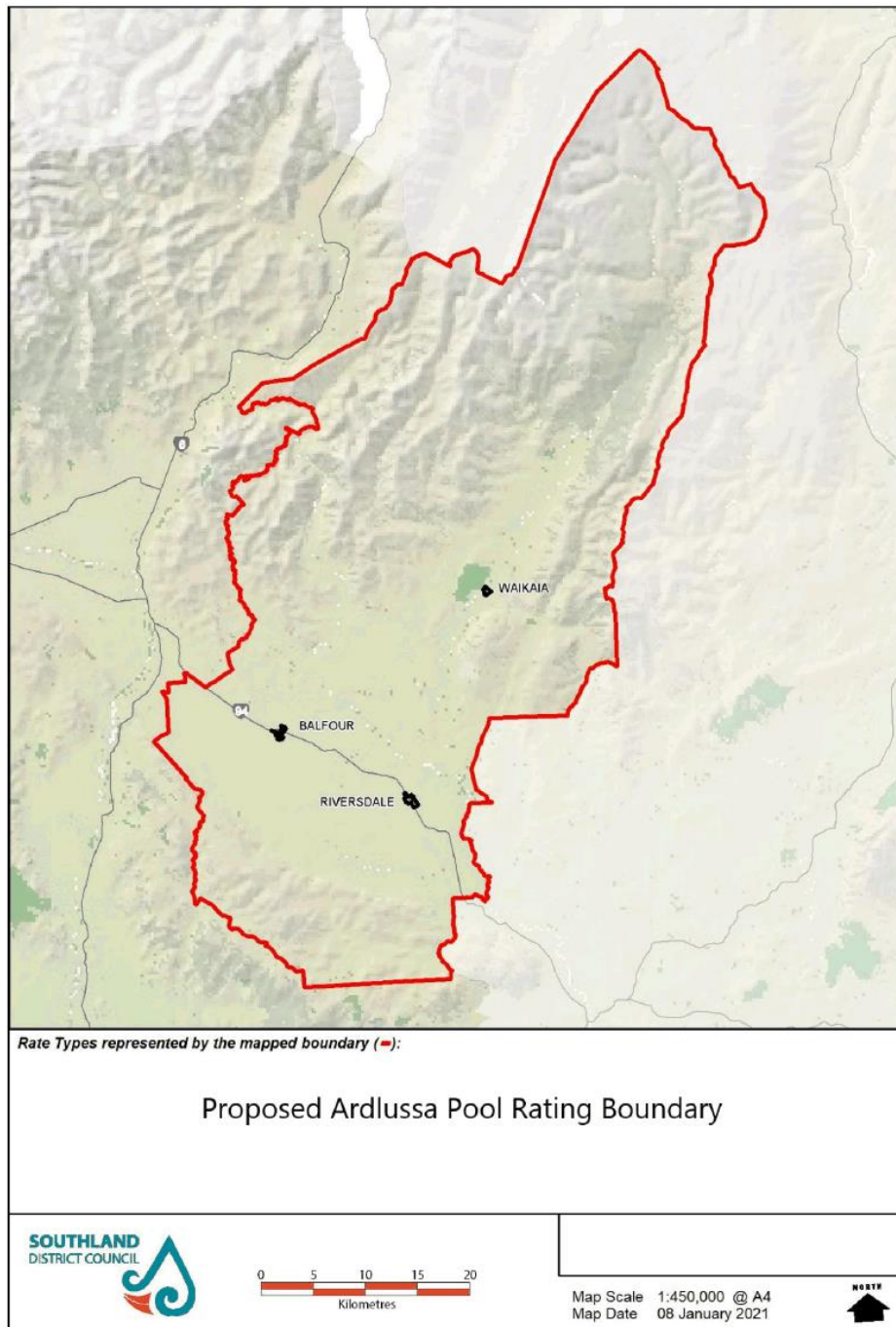
ANSWER CHOICES	RESPONSES	
▼ Yes	51.28%	20
▼ No	48.72%	19
TOTAL		39

- it is important that communities keep their pools in functioning order so children can learn to swim and learn about water safety
- what happened to user pays!! I am a pensioner on a fixed income and do not use either pool. All the local kids go to Gore for swimming lessons!!! I will NOT pay the extra!!
- what about user pays. Why should Waikaia rate payers have to pay extra for a facility that very few use?
- some user pays may help i.e. \$1 at the time of use
- the recent increase in rates is a struggle to pay and although \$8.95 is not much it is another cost. I would not be using any pools and as a holiday rate payer we don't use facilities we already pay for in rates e.g. wheelie bins
- school pool, unusable by the public for 6 hours a day. so community are unable to use it. other school struggle also to get times in school hours to use it.
- if a family owns more than one rateable section they pay twice - how is that fair? letter doesn't explain how non-rateable users i.e. tenants contribute
- these pools are an asset to the community as it enables children to learn to swim and to know about water safety
- as I haven't been swimming for at least 30 years I can't see that I will start now
- Suggest give it a full year of running with continued heating and open and see what income it generates on its own before adding to rates. Next it will be Lumsden pool and Fiordland too. Can't use during school hours so not a total access for ratepayers. Do we contribute to splash palace? and not use. If year-round key cost increase, entry increase casual. User pays.
- at our age we will not be using these pools. Get the younger generation off their butts and d the fundraising like we did.
- it's more important to use to pay extra on our rates to get the dusty road (Cleadow Street, Waikaia) fixed - all this dust going into everyone's water tanks
- we already get next to nothing for the outrageous rates we already pay. the government is a disgrace!

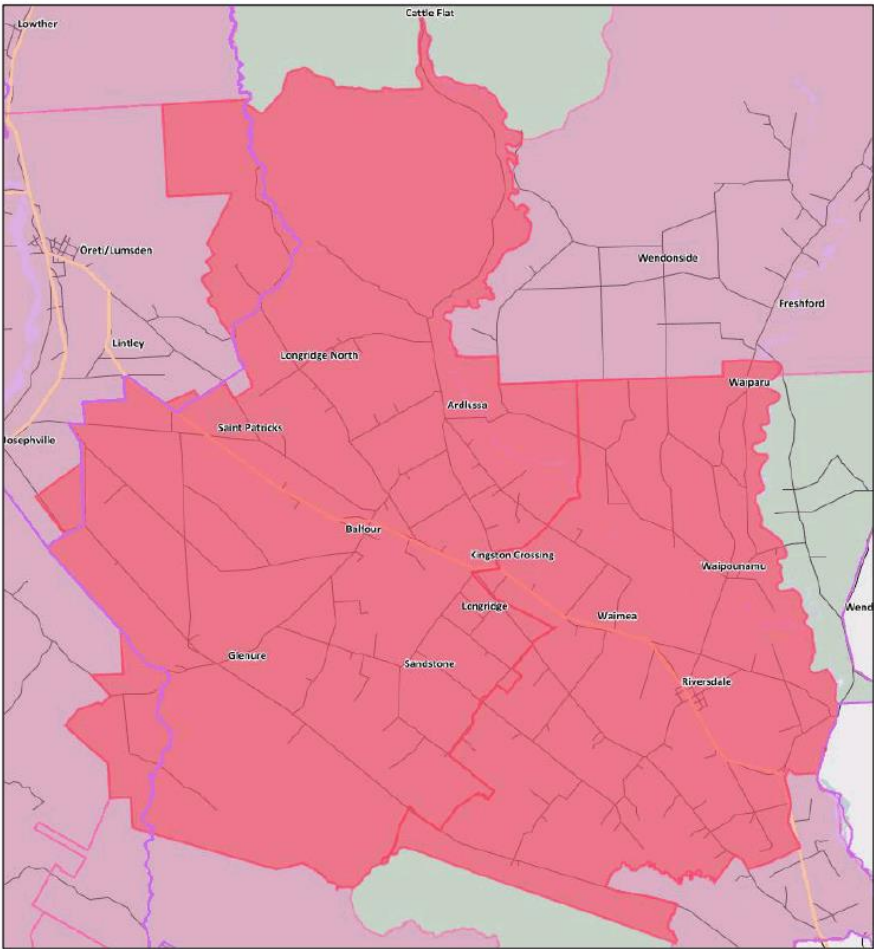
- are these pools not part of school therefore dept education should be asked for more funds to support them? these communities should also be more proactive and get out fundraising themselves
- I would be happy to pay if we no longer have to fundraise and a key for a year was still affordable
- we used to have a swimming pool in Waikaia - what happened to that!
- great idea
- Being 40 km from Riversdale & 45 km from Balfour and never driving through either town, none of our family will ever use these pools. The children did however attend Waikaia school so did occasionally use the Riversdale pool for swimming lessons. As I believe this is an important skill I am happy to contribute towards the cost of running the pool.
- Unsure - do we get a local discount?

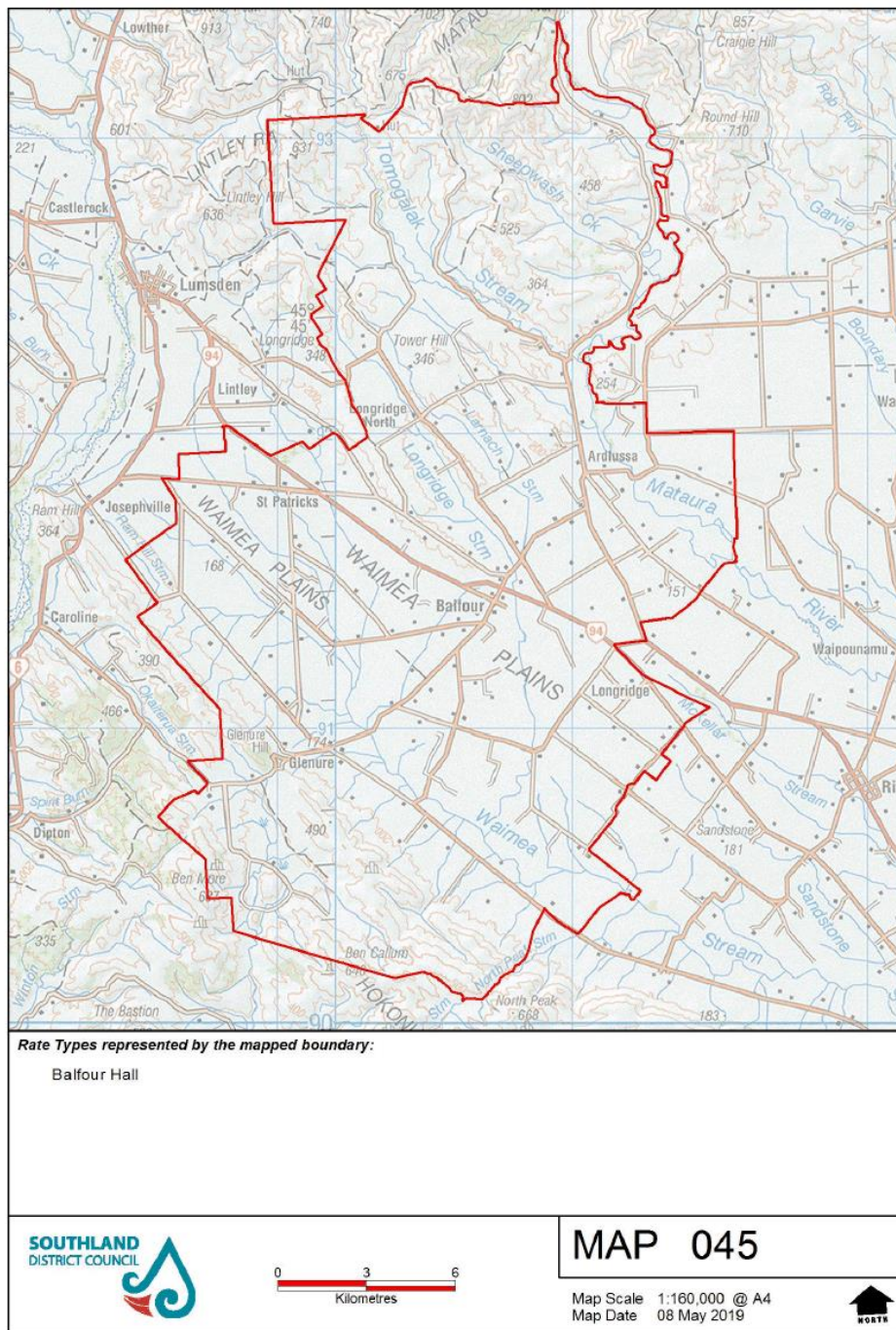
ARDLUSSA COMMUNITY POOL RATING BOUNDARIES

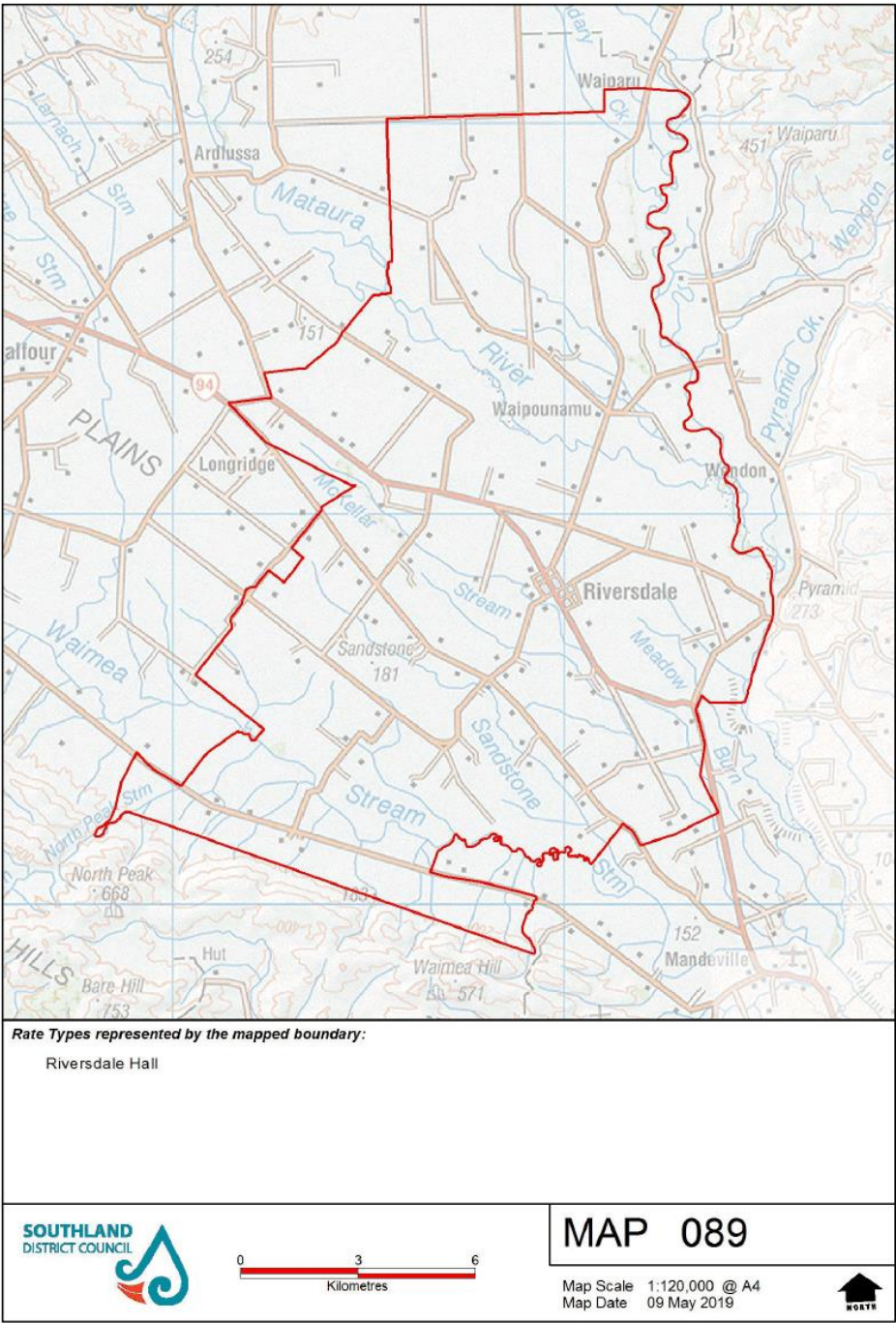
Option consulted on – rate across whole Community Board Area



Combined Riversdale Hall and Balfour Hall rating area option







Operational Report for Ardlussa Community Board

Record No: R/22/2/5419
Author: Brendan Gray, Project delivery manager
Approved by: Anne Robson, Chief financial officer

☐ Decision ☐ Recommendation ☒ Information

Purpose of Report

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

Recommendation

That the Ardlussa Community Board:

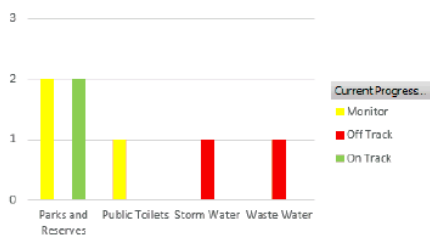
- a) **Receives the report titled “Operational Report for Ardlussa Community Board”**
dated 20 April 2022.

Attachments

- A Report to Ardlussa Community Board - 13 April 2022 - operational report [📄](#)



1. Projects within current financial year as at 17 March 2022



2. Progress since last reporting period

CLARIFICATION OF FUNDING SOURCES

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

District funded: water, wastewater, public toilets, stormwater, cemeteries, 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
PARKS AND RESERVES	P-10751	Balfour playground - equipment replacement	Pre-delivery phase	On track	Internal delays and resources have meant direct engagement on this project has not yet occurred, we have no concern on delivery due to the size of the slide replacement project, if we need to we will engage the contractor doing the larger minor works contract for a May/ June completion.	\$2,600



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
PARKS AND RESERVES	P-10789	Riversdale playground - equipment replacement	Pre-delivery phase	Monitor	Final site visits have been completed with the project manager and contractor for installation. Swing multi bay including basket, is to be directly ordered due to budget and space savings. Two options for the other possible play outcome are no longer required as we can engineer the original seesaw to compliance, meaning we keep this historic piece, including the lettering. Some concern based on production and freight delays we are seeing with other projects, even in New Zealand but yet to be confirmed.	\$51,030
PARKS AND RESERVES	P-10826	Waikaia Dixon Park playground - equipment renewal	Pre-delivery phase	Monitor	Internal delays and resources have meant direct engagement on this project has not yet occurred. Surfacing projects are hoped to be collated for May/ June, delivery by Alliance contractor for efficiencies. If we need to we will engage the contractor doing the larger minor works contract for larger play projects.	\$11,000
PARKS AND RESERVES	P-10988	Investigate recreational facilities in Ardlussa	Delivery phase	On track	This project has been removed from the grouped procurement process as per the community board's wishes. No further information available.	\$30,000



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
PUBLIC TOILETS	P-10615	Install new toilet at Balfour	Pre-delivery phase	Monitor	Pipework has been installed.	\$200,000
STORMWATER	P-10991	Stormwater reticulation upgrade at Riversdale	Pre-delivery phase	Off track	The stormwater asset manager met with the community partnership leader and community board on 17 November. This was arranged to help the asset manager investigate and develop a long-term solution. Note that we have a further project P-10439 with \$27k, 2022/2023 and a further \$27k 2023/2024.	\$25,000
WASTEWATER	P-10468	Riversdale wastewater-treatment upgrade 2 – multiyear project	Pre-delivery phase	Off track	Project programmed to go to tender June 2022. This will now run into the 2202/2023 construction year and will include project P-10467 wet well and pump station upgrade.	\$928,518


3. Community board contracts

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
10/01 – Water and waste water services operation and maintenance	Routine operation and maintenance works are continuing to run well across the Ardlussa communities, with no incidents taking place over the previous reporting period. Planning continues to be in place for essential services delivery to continue as Covid-19 remains in the community.
17/ 03 – Waimea Alliance	Routine maintenance and cyclic works are ongoing. 2022/2023 pre-reseal repair works are ongoing with all stabilising completed, along with a small amount of depressions and edge break. Maintenance metaling has been continuing. Council's sealing contractors have been undertaking the seasons reseals in the district. The Waimea drainage crew is working in the Tuatapere area. The second round of shoulder moving was completed this period.



CONTRACT NAME	CONTRACT MANAGER COMMENTARY
	95% of service covers have been adjusted for the next sealing season, this has been undertaken by subcontractors to allow SouthRoads staff to concentrate on other works, majority of these were located in the same area. There has been significant sign vandalism over this last period, as indicated in the media, and was predominately around the Mossburn/ Dunrobin area.
Mowing contracts	Unlike other boards, the Ardlussa area has three different mowing contractors and they are all performing satisfactorily. This includes the Waikaia Progress League, Balfour Sports Ground Association and McDonough Contracting.

4. Request for service data 13 January 2022 – 10 March 2022



Community Board

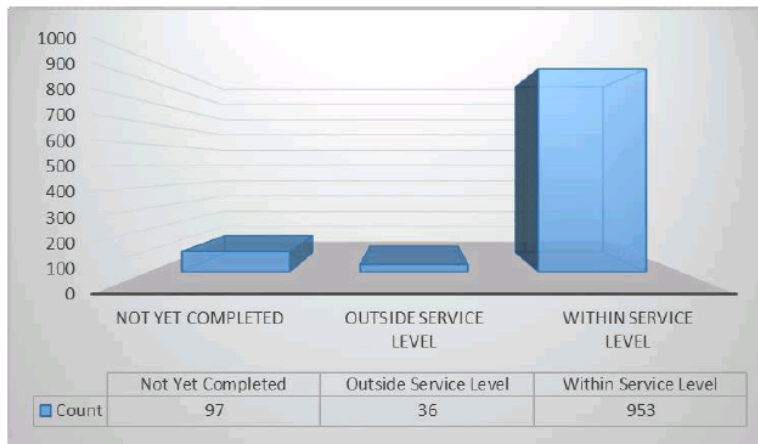
Requests for Service
13/01/22 – 10/3/22
41

District wide

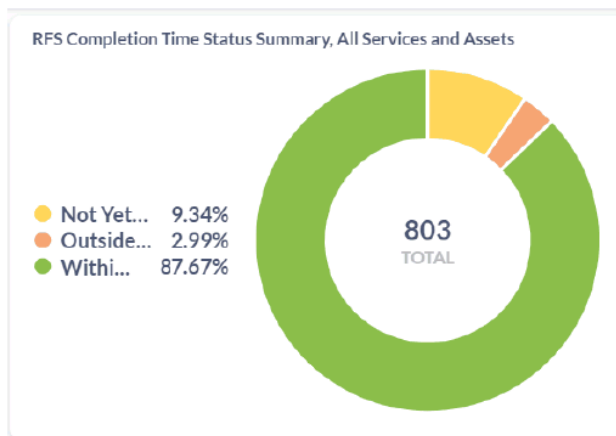
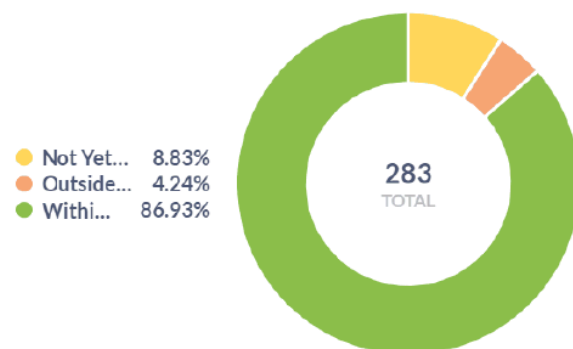
Requests for Service
13/01/22 – 10/3/22
1,086

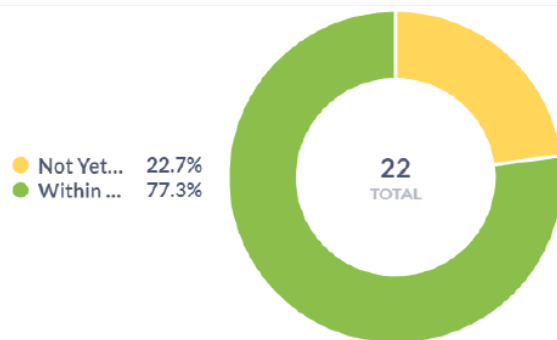
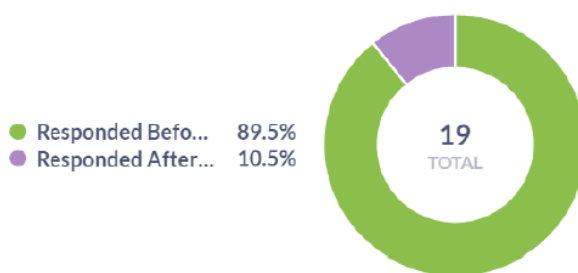
3 Waters Service requests
13/01/22 – 10/3/22
238

REQUEST TYPE	COUNT
Flooding roads	1
Gravel road faults	1
Rural water - no water supply	3
Rural water asset leak	8
Rural water low water pressure	1
Streetscape -vegetation	3
Transport - road complaints	1
Transport general enquiries	2
Water and waste general	1
Water asset leak (main, hydrant, valve and meter)	5
Water main leak urgent burst	1
Water no supply	1
Wheelie bin - non-compliance	5
Wheelie bin cancel/damaged/stolen	2
Wheelie bin collection complaints	1
Wheelie bin new/size change/additional	5
TOTAL	41

RFS count by completion time status

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

**RFS Completion Time, Services and Assets Group, not street address**

RFS count by completion time status - local**IPS Requests, Response Time Status**



5. Local finance reporting

Balfour - Business Units as at 28 February 2022									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Street Works - Balfour	\$702	\$703	\$1,054	\$80	\$783	\$1,174			\$19,407
Refuse Collection - Balfour	\$667	\$667	\$1,000	\$468	\$667	\$1,000			
Beautification - Balfour	\$14,654	\$14,663	\$24,028	\$8,598	\$14,697	\$21,995			
Playground - Balfour	\$4,997	\$5,000	\$7,500	\$1,337	\$5,545	\$8,317		\$2,600	\$2,600
Total	\$21,020	\$21,033	\$33,582	\$10,484	\$21,691	\$32,486	\$0	\$2,600	\$22,007

Income is \$21,020, which is on budget.

Expenditure is \$10,484, \$11,207 under budget due to less mowing costs in beautification, and minimal maintenance being required for the playground for the year to date.

There has been no capital expenditure for the year to date. The \$2,600 budgeted is for the Balfour playground equipment replacement project (P-10751), which is currently in the pre-delivery phase.

Riversdale - Business Units as at 28 February 2022									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Street Works - Riversdale	\$879	\$879	\$1,319	\$688	\$1,567	\$2,351			\$47,600
Refuse Collection - Riversdale	\$10,046	\$10,035	\$15,052	\$7,972	\$10,035	\$15,052			
Beautification - Riversdale	\$19,987	\$20,000	\$30,419	\$24,337	\$20,578	\$30,867			
Playground - Riversdale	\$4,997	\$5,000	\$7,500	\$2,993	\$7,043	\$10,565		\$10,000	\$51,031
Total	\$35,909	\$35,914	\$54,290	\$35,990	\$39,223	\$58,835	\$0	\$10,000	\$98,631

Income is \$35,909 which is on budget.



Expenditure is \$35,990, \$3,233 under budget. Refuse collection is \$2,062 under budget due to less refuse collection costs to date. Playground costs are \$4,050 less than budget due to less maintenance being required. Beautification is \$3,759 over budget due to additional mowing costs (\$6,704) however, this is offset by less reactive maintenance to date (\$2,667).

There has been no capital expenditure for the year to date. The \$10,000 budgeted is for the Riversdale playground equipment replacement project (P-10789), which is currently in the pre-delivery phase.

Waikaia - Business Units as at 28 February 2022									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Operating Costs - Waikaia inc			\$1,448						
Street Works - Waikaia	\$422	\$422	\$838	\$507	\$929	\$1,394			\$3,000
Refuse Collection - Waikaia	\$6,674	\$6,667	\$10,000		\$6,667	\$10,000			
Cemetery - Waikaia									
Beautification - Waikaia	\$15,652	\$15,467	\$23,403	\$15,951	\$13,975	\$56,817			
Playground - Dickson Park	\$4,997	\$5,000	\$7,726	\$3,165	\$7,408	\$11,112		\$11,000	\$11,000
Total	\$27,745	\$27,555	\$43,415	\$19,623	\$28,979	\$79,323	\$0	\$11,000	\$14,000

Income is \$27,745 which is slightly more than budget (\$190).

Expenditure is \$19,623, \$9,356 lower than budget. There has been no refuse collection costs incurred for the year to date due to the collection costs being absorbed in other budgets. This has been investigated and has been amended during the February forecasting round. Beautification is \$1,976 overspent predominantly due to the timing of the purchase order being raised in December, and the budget being phased to June for the set up costs for the new mowing contract (\$6,082). This is offset by less reactive maintenance being required to date (\$1,114) and no miscellaneous plant charges.

There has been no capital expenditure for the year to date. The \$11,000 budgeted is for the Dickson Park playground equipment replacement project (P-10826), which is currently in the pre-delivery phase.



Ardlussa - Business Units as at 28 February 2022									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Expenses YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Governance Ardlussa							\$0		\$0
Community Leadership Ardlussa	\$2,998	\$3,000	\$10,838	\$18,863	\$18,838	\$18,838	\$0		\$0
Rec Reserve - Ardlussa	\$2,738	\$2,740	\$4,110	\$22,658	\$23,364	\$54,111	\$0		\$0
Total	\$5,736	\$5,740	\$14,948	\$41,521	\$42,202	\$72,949	\$0	\$0	\$0

Income is \$5,736 which is on budget.

Expenditure is \$41,521 which is slightly under budget (\$621). This is due to no mowing being required at the recreation reserve. These costs have been incorrectly coded to an old business unit and this will be corrected in March.

**Reserve balances**

RESERVE	ACTUAL 30 JUNE 2021	BUDGET 30 JUNE 2022	FORECAST 30 JUNE 2022
Balfour general	\$112,340	\$108,002	\$101,671
Total – Balfour	\$112,340	\$108,002	\$101,671
Riversdale fire bore	\$0	\$4	\$4
Riversdale general	\$26,889	\$11,378	\$3,125
Total – Riversdale	\$26,889	\$11,382	\$3,129
Waikaia Dickson park	\$19,825	\$9,051	\$5,989
Waikaia drain filling	\$5,775	\$5,775	\$5,775
Waikaia general	\$108,643	\$107,091	\$190,480
Waikaia museum donations	\$8,996	\$11,199	\$1,199
Waikaia refuse removal	\$10,173	\$10,378	\$10,378
Waikaia stormwater	\$118,107	\$120,499	\$0
Total – Waikaia	\$271,519	\$263,993	\$213,821
TOTAL RESERVES	\$410,748	\$383,377	\$318,621

Community leadership report

Record no: R/22/3/12469

Author: Kelly Tagg, Community partnership leader

Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 The purpose of this report is to inform the board of the community leadership activities in the area.
- 2 Attached for information is the Waka Kotahi final investment audit report.
- 3 Also attached is a snapshot of District statistics for your information.

Recommendation

That the Ardlussa Community Board:

- a) **receives the report titled “Community leadership report” dated** 14 April 2022.

Attachments

- | | |
|---|---|
| A | Community leadership report ↓ |
| B | Waka Kotahi final investment audit report ↓ |
| C | Southland District snapshot ↓ |



What's happening in your area

2022 Local Body Elections

We have been working on an election campaign for the local body elections in October.

The first part is in conjunction with our other councils in Southland and has been driven by the Invercargill City Council. Starting late March, and going through April, there will be three online forums with local government representatives from outside of the province talking about what it means to be an elected member, what time it takes, the different work they do and looking at the role of local government.

The reason the team has used non-Southlanders is because of election protocols, which say we cannot be seen to be promoting standing members over those who may stand this year. The forums will be hosted by Southlander, Steven Broad.

Advertising for these will start very soon, and will include videos produced by the councils. For more information or to RSVP, visit the Vote Murihiku 2022 Facebook page at www.facebook.com/votemurihiku22.

The second part will be a three-pronged media campaign run by SDC – the first prong will run from late April to mid-June, and will talk about what is local government, what are its responsibilities and how it functions.

The second prong will run from mid-June to 12 August, which is closing day for nominations. This will look at why people should stand for local government, what is the role of councillors, the mayor, community board members and board chairs. Staff will be ringing you up for help on the key points for this stage, so please give them some help.

The third and final stage in the campaign will run from 13 August to 7 October, the day before the election closes. This will be about encouraging people to have their say, to vote, and how to do that.

The campaign will include newspaper stories, stories in your local newsletter or small paper, posters, social media, information on Council's website, radio advertising and perhaps displays around our towns and communities. Word-of-mouth is also key.

Work on the induction process has also started and in the next week or so, staff will be ringing community board members to ask your opinions on what you think is important to be included, how you would like induction to work and a few more questions. Councillors will also receive a copy of the survey to fill in. When that information is collated, staff will work with those who volunteered at last year's workshop to develop the programme.

Balfour Cemetery Panels

The newly updated Balfour cemetery panels (below) were installed at the end of last year.

The Balfour cemetery was the first cemetery to have a structure and memorial board produced in the Southland District area. It came about when Rosemary and Jack McLean came to see Council's graphic designer, Donna Hawkins, about designing something for Balfour.

As genealogy trended and families starting looking for lost relatives, some travelling to Southland's cemeteries to repair graves and erect headstones, there was an influx of people knocking on the doors of the local communities asking for information and some very late at night.

Rosemary and Jack didn't know what they wanted, but thought maybe a flip book sign like the crematorium has in Invercargill. However, the book likely wouldn't wear very well and can look very tatty after a while, especially with the southern weather. Our designer kept the weather in mind when researching, as the Southland District has some very harsh weather extremes which meant we needed something very robust.

We also needed something that could be updated, as each board is a living memory. The only way Donna could see it working was to have something in alphabetical order that listed name, plot and section, and a place where the burials could be listed after a certain date. She originally thought we would update this when they started looking used, but the lifetime of the boards have lasted beyond expectation.

Donna did some extensive research and talked to other councils in New Zealand, some had a system, but no one really knew how to go about creating a living memorial board.

The Balfour memorial board has just been updated as it outgrew its structure. The Balfour memorial board was a project which celebrated 50 years of the Balfour Lions being in existence and they even won an award for it.





Upcoming funding deadlines

Regional funds

Council funds that closed on 31 March 2022 are:

Sport NZ Rural Travel Fund

District Initiatives Fund

Creative Communities Scheme

Council will meet to allocate the Rural Travel Fund and the District Initiatives Fund on Tuesday 31 May 2022, and the Creative Communities Committee will have decisions made by the end of May/early June.

Other funding

Due to the uncertainty and the increasing numbers of Covid-19 cases, a number of high-profile local events have been cancelled which has an economic and social impact (for example: Burt Munro and Waimumu). Some of these events are relied upon to help fundraise within communities.

There may be an increased level of organisations seeking funding as a result so it will be important to consider these in future funding rounds. The social impact is an increased sense of social isolation and lack of connections within the local community. Some of these events may not be run in the future even after the uncertainty has reduced.

Local organisations may also be looking for assistance to meet increased demand due to the impacts of Covid-19 on individuals such as funding to help with welfare including travel to appointments and food services and other assistance to communities.

MSD does have some extra support available during the current outbreak to people to help with payment for urgent and essential costs such as food, medicine, deliveries and some bills while isolating.

What's coming up?

Governance

2022 triennial Council elections

Staff are working with Electionz (Council's elections service provider) to provide information, to establish formal roles for the 2022 elections, and to plan nomination and voting processes.

Meeting days

Staff are co-ordinating moving Council and committee meeting dates (including workshops) so they are on the same day each week (Wednesday where possible)

Community board meeting minutes

Staff are reviewing the style of minutes taken at community board meetings

Conflicts of interest register

Staff are going to review this register and will be contacting elected members for any updates

Strategy and policy

Bylaws and policies

Several bylaws and policies are being reviewed, including:

The Stewart Island/Rakiura Visitor Levy Bylaw and Policy – the draft bylaw and policy closed for consultation on 1 April, with hearings scheduled for 27 April 2022.

Alcohol Control Bylaw – feedback has been sought from community boards and Council will seek wider community input on how Council should proceed. The bylaw is scheduled for review late 2022.

Privacy Policy – a draft policy has been developed and staff are both assessing and looking to implement, any required changes to operational practice.

Great South statement of intent (SOI) – each year Council is required to give input to Great South’s direction and general priority areas through its SOI. Council’s feedback to the draft SOI has been incorporated into the joint shareholder response which was agreed at the mayoral forum 11 March 2022.

This response will now be sent to the Great South board before the final SOI is received by Council by June 2022.

Corporate performance

Annual Plan – a progress report on the Annual Plan 2022/2023 is going to Council meeting on 29 March 2022. Following this, information on the Annual Plan will be communicated to ratepayers through First Edition.

Interim Performance Report – report for the period between November and February has been completed and presented to the Finance and Assurance Committee on Council’s performance against its key performance indicators outlined in the Long Term Plan.

Stakeholder updates

Waka Kotahi

Renewals and resurfacing of state highways in the Southland District are now almost complete for the current season, we appreciate communities’ patience while these have been delivered. There are two asphalt sites in the Southland District still to be completed, one in Balfour and the other in Wreys Bush – both will be completed by the end of April.

We have also completed approximately 50km of water table cleaning recently and have a culvert replacement planned east of Woodlands before the end of June.

Speeding through worksites remains a critical risk to our crew. Beginning with filming over the next week, we are producing a short video to highlight the dangers of this to road users and will make this available after winter once this is complete and the new round of renewals is underway

Highways South and Waka Kotahi/NZTA are happy to come and talk with those community boards we haven’t touched based with in a while – please let your community partnership leader know and we can arrange this.

We’re always open to feedback via SNOCAdmin@southroads.co.nz or 03 211 1561



INVESTMENT AUDIT REPORT

Technical Audit of Southland District Council

Monitoring Investment Performance

Report of the investment audit carried out under Section 95(1)(e)(ii) of the Land Transport Management Act 2003.

DAWN SHANNON

4 MARCH 2021

FINAL

[New Zealand Government](#)

Report Number: RADST-2073

Audit: Southland District Council

Approved Organisation (AO):	Southland District Council
Waka Kotahi NZ Transport Agency Investment (2018 – 2021 NLTP):	\$ 44,808,300 (budgeted programme value)
Date of Investment Audit:	1-4 March 2021
Audit Team:	Dawn Shannon - Senior Investment Auditor (Lead) Tim Langley – Roading Manager, South Wairarapa DC Gordon McDonald – Senior Investment Advisor Kyla Anderson – Investment Advisor (Observer)
Report No:	RADST-2073

AUTHORITY SIGNATURES

Prepared by:



Dawn Shannon, Senior Investment Auditor

Approved by:



Yuliya Gultekin, Practice Manager Audit & Assurance

16/03/2022

Date

DISCLAIMER

WHILE EVERY EFFORT HAS BEEN MADE TO ENSURE THE ACCURACY OF THIS REPORT, THE FINDINGS, OPINIONS, AND RECOMMENDATIONS ARE BASED ON AN EXAMINATION OF A SAMPLE ONLY AND MAY NOT ADDRESS ALL ISSUES EXISTING AT THE TIME OF THE AUDIT. THE REPORT IS MADE AVAILABLE STRICTLY ON THE BASIS THAT ANYONE RELYING ON IT DOES SO AT THEIR OWN RISK, THEREFORE READERS ARE ADVISED TO SEEK ADVICE ON SPECIFIC CONTENT.

EXECUTIVE SUMMARY

Southland District's road network is well managed by an engaged and committed team and is in good condition. However, there is a high level of carriageway flushing due in part to multiple seal layers and some areas of maintenance that could be improved. Council staff are aware of these and are taking appropriate action. At the strategic level, Council is responding to key issues in a proactive and sensible manner.

The Road Efficiency Group's 2019/20 data quality report has scored Council with a very good 82/100 but did highlight some areas for improvement in recording data that is timely and accurate.

The number of annual deaths and serious injuries (DSIs) on Southland District roads is less than the average for peer councils but is trending gradually upwards. Road safety audit procedures require attention to ensure that actions in response to recommendations are documented and executed. Rural road delineation, particularly in regard to curve warning, is inconsistently applied and requires a network-wide improvement plan to ensure a safe and consistent driving environment during both day and night.

AUDIT RATING ASSESSMENT

Subject Areas		Rating Assessment*
1	Previous Audit Issues	N/A
2	Network Condition and Management	Effective
3	Activity Management Planning	Effective
4	Data quality	Effective
5	Road Safety	Some Improvement Needed
Overall Rating		Effective

* Please see Introduction for Rating Assessment Classification Definitions

RECOMMENDATIONS

The table below captures the audit recommendations. Agreed dates are provided for the implementation of recommendations by the approved organisation.

We recommend that Southland District Council:		Implementation Date
R2.1	Ensures compliance with Waka Kotahi requirements for net present value (NPV) analysis for drainage renewal projects.	All preprogramed work to have NPV work carried out effective immediately
R4.1	Resolves the data issues identified in the REG Data Quality report to improve data accuracy and timeliness.	Already in effect, with the latest round of REG reporting showing an improvement.

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We recommend that Southland District Council:		Implementation Date
R5.1	Ensures that Road Safety Audits for renewal and improvement projects are fully and completely undertaken (except where endorsed as exempted) in alignment with project staging.	Effective immediately and to be carried out annually between April and July each year following
R5.2	Develops and implements a programme to upgrade rural road delineation, with a strong focus on curve warning, to ensure a safe and consistent driving environment during both day and night.	1 July 2024 – Current NLTP funding has limited expenditure outside road to zero projects which this would fall under. As part of ongoing network maintenance delineation will be improved as locations are identified and budgets allow.

1.0 INTRODUCTION

1.1. Audit Objective

The objective of this audit is to provide assurance that the Waka Kotahi NZ Transport Agency's (hereafter Waka Kotahi) investment in Council's land transport programme is being well managed and delivering value for money. We also seek assurance that the Council is appropriately managing risk associated with Waka Kotahi investment. We recommend improvements where appropriate.

1.2. Assessment Ratings Definitions

	Effective	Some Improvement Needed	Significant Improvement Needed	Unsatisfactory
Investment management	Effective systems, processes and management practices used.	Acceptable systems, processes and management practices but opportunities for improvement.	Systems, processes and management practices require improvement.	Inadequate systems, processes and management practices.
Compliance	Waka Kotahi and legislative requirements met.	Some omissions with Waka Kotahi requirements. No known breaches of legislative requirements.	Significant breaches of Waka Kotahi and/or legislative requirements.	Multiple and/or serious breaches of Waka Kotahi or legislative requirements.
Findings/ deficiencies	Opportunities for improvement may be identified for consideration.	Error and omission issues identified which need to be addressed.	Issues and/or breaches must be addressed, or on-going Waka Kotahi funding may be at risk.	Systemic and/or serious issues must be urgently addressed, or on-going Waka Kotahi funding will be at risk.

1.3. Council Comments

Prior to this report being approved, Southland District Council was invited to comment on the auditors' findings, recommendations and suggestions. Where appropriate this report has been amended to reflect this dialogue. Any additional auditee comments are attached in the Appendices.

2.0 ASSESSMENT FINDINGS

Our findings relating to each subject area are presented in the tables below. Where necessary, we have included recommendations and/or suggestions.

1. Previous Audit Issues

The June 2016 Investment Audit Report (technical) found the Southland District Council network to be in very good condition and making good use of technology. The report recommended that Council:

- Works to include the findings from the 2009 audit within current maintenance practices across the network.
- Seeks to extend the average seal life from 12 years to 14 years
- Involves staff from the roading team in the field validation of pavement renewal sites with the aim of deferring marginal sites so as not to incur investigation costs.
- Implements a seal back programme for intersections and bridge approaches to reduce maintenance costs.
- Complies with the requirements set in the Traffic control devices manual part 1: General requirements for traffic signs: Part 8 for curve warning signs
- Revises the A3 report template to include an OPM for data.

The agreed actions have subsequently been undertaken and have been signed off by the Waka Kotahi Investment Advisor for the region.

While good progress was observed on the network in the area of curve warning signage, more can be done. And the need for seal backs at intersections is again raised. Refer to Section 5 *Road Safety*.

Southland District Council's comment

Seal backs are undertaken as part of any pavement rehabilitation project. With the scale of SDC road network versus the size of the rehabilitation programme, this is a long-term programme of works.

Standalone funding for this activity was unsuccessful as part of the 2021-24 NLTP application.

2. Network Condition and Management

Effective

Performance Monitoring

Condition indices for 2019/20 are compared with peer group councils (rural districts) in the graphs below. These indicate a good result for surfacing (Condition Index (CI)) and for pavements (Pavement Integrity Index (PII)) and an excellent result for Smooth Travel Exposure (STE). The trends graph shows that CI and STE are relatively stable but that PII has deteriorated over the last two years.

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The One Network Road Classification (ONRC) Performance Measures Reporting Tool (PMRT) also shows that the peak roughness (85%ile) of Southland District rural roads is lower than the peer group average across all classifications and is holding steady over time. However, this outcome needs to be considered in conjunction with the high level of flushing observed – refer to further comments below.

The cost per km for maintenance, operations and renewals (excluding emergency works) as a three-year average (2018-2020) is \$4,624/km, which is less than the peer group average of \$6,505/km.

Compliance

Council does not fully comply with the Waka Kotahi Planning & Investment Knowledge Base (Knowledge Base) requirements. Specifically, we noted that:

- Bridge inspections are generally undertaken in accordance with current best practice as documented in the Waka Kotahi *S6 Bridges and other significant highway structures inspection policy*.
- Roughness recorded in RAMM complies with the requirements set in Knowledge Base. Last undertaken in March 2019 (HSD) and biennially prior.
- Condition Rating is not fully complying – see section 4 *Data Quality*.
- Net present value (NPV) analysis is undertaken for pavement rehabilitation projects, in compliance with the Waka Kotahi requirements for Work Category 214 (Sealed Road Pavement Rehabilitation), but not currently for drainage projects as per WC 213 (Drainage renewals)¹.
- Maintenance costs are not regularly updated in RAMM – see section 4 *Data Quality*.

¹ Refer to <https://www.nzta.govt.nz/planning-and-investment/planning-and-investment-knowledge-base/202124-nltp/2021-24-nltp-activity-classes-and-work-categories/local-road-and-state-highway-maintenance/2021-24-nltp-wc-213-drainage-renewals/>

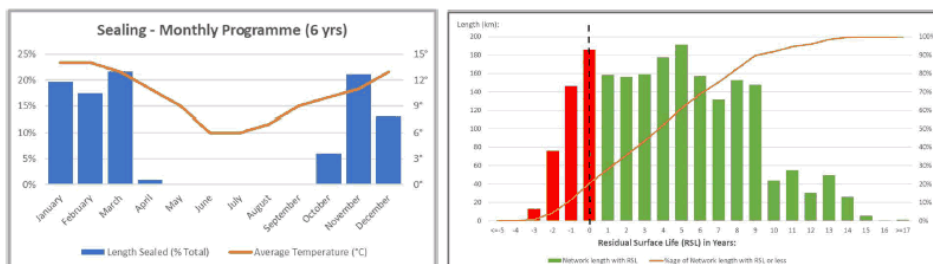
General Observations

The standard of completed works was observed to be very good. In particular, the pavement rehabilitations (e.g. Balfour Ardlussa Road), surfacing renewals and new bridge construction works (see photos below for examples) that we inspected featured good quality design and finishes. Project management issues which arise are being well managed, such as the slightly skewed bridge on Ashers Road (right-most photo below).

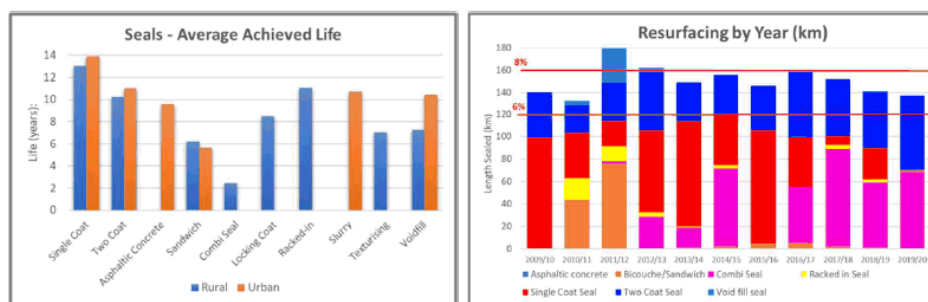


As indicated above, the Southland District network displays as very smooth (high STE) with low peak roughness. Our observations confirm that this is primarily due to a prevalence of flushing. Staff consider that multiple seal layers are a key contributing factor and are working on an optimal approach to address this problem. Where the build-up of seal layers exceeds 40mm and there is an excess of binder, layer instability can occur, resulting in outcomes such as loss of texture, loss of skid resistance, water spray and deformation. Many variables related to this build-up determine whether layer instability may become the mode of failure. Treatments may include watercutting, hot chip and sandwich seals, but generally the most cost-effective treatment will be surfacing removal and replacement (reseal with pre-seal repairs). Guidance on layer instability can be found in chapters 4 and 6 of *Chipsealing in New Zealand*². We would note however that multiple seal layers are common throughout New Zealand and do not consistently result in flushing. We suggest a case by case approach and confirmation of failure modes with testing (e.g. binder stone ratio).

Further to this discussion of surfacing in Southland District, we commend staff on the management of this activity. For example (as graphed below), surfacing is undertaken in appropriate seasons (minimum average monthly temperature is 10°C) and the RAMM database residual surface life data indicates that less than 20% of the existing carriageway surfacing is due or past due for renewal based on the entered expected life value. Staff advise that seal lives are monitored and reset as reseal programmes are developed. Surfaces are only renewed if determined necessary after site validation.



RAMM data also indicates that single coat seals are the overall best performer for achieved life (refer to graph below on left), but their use has reduced significantly over the last three years (refer to graph below on right). For example, single coat seals average a life of 30% longer than two coat seals, including on higher traffic volume roads. An additional concern is that the increasing use of two coat seals may be contributing to the build-up of seal layers discussed above. Each surface type has its benefits and it is for Council to ensure the right surface type is selected to both provide the level of service required (i.e. address the problem) and minimise the whole of life cost. We suggest that Council reviews its seal selection processes to ensure optimal results for the network.



The inspected sample of the District's 2,985 km of unsealed roads (60% of network length) had good ride quality. However, there was a lack of cross fall in some locations and inadequately formed surface water channels. Unsealed roads on the flat with low cross fall (< 4%) are more likely to pothole and this can lead to an unsafe network when drivers swerve to avoid the potholes. Council needs to deliver a cross fall within the range of 4 to 6%, which will mitigate the incidence of potholes on the network and help drivers stay in their lane. On some of the more remote locations we noted a tendency towards aggregate loss leaving a "boney" surface.



Other areas where we noted room for improvement are:

- Texas twist barrier terminals – these are not recommended as they can cause impacting vehicles to vault and roll over. Current best practice is outlined in Appendix A³ *Permanent Road Safety Hardware* of the NZTA M23: 2009 *Specification for Road Safety Barrier Systems*. Council does replace Texas twist terminals on a risk basis by way of a prioritised deficiency database, but we would like to see the process accelerated (a higher budget allocated, or risk assessments reviewed).
- Hazard markers – these are inconsistently used. Hazard markers (W20-4) provide warning to drivers of the presence of unshielded, non-frangible hazards in the rural verge, generally within 4-6m of the traffic lane. The absence of a marker may falsely imply the absence of the hazard - drivers rely on a consistent message. Utility poles are a commonly signed hazard but while well marked on some Southland District roads (or lengths of roads) they were not marked (or only intermittently marked) elsewhere. Hazard markers were also missing from some guardrail barrier end terminals.
- SCRIM sites – a number of signed SCRIM sites were observed where remedial work was not yet programmed. Signage does not replace the maintenance of skid resistance.
- Loose material on intersections, bends and straights, including migration of gravel from unsealed intersecting roads and property accesses.

² Refer to <https://www.nzta.govt.nz/resources/chipsealing-new-zealand-manual/chipsealing-in-new-zealand.html>

³ Refer to <https://www.nzta.govt.nz/assets/resources/road-safety-barrier-systems/docs/m23-road-safety-barrier-systems-appendix-a.pdf>

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<ul style="list-style-type: none"> Minor incidences of stripping, scabbing and edge break were noted. 	
Recommendations	<p>We recommend that Council:</p> <p>R2.1 Ensures compliance with Waka Kotahi requirements for net present value (NPV) analysis for drainage renewal projects.</p>
Suggestions	<p>We suggest that Council:</p> <p>S2.1 Confirms failure mode with testing, where chipseal layer instability is suspected.</p> <p>S2.2 Reviews seal selection processes to ensure provision of maximum level of service to the road user at minimum whole-of-life cost.</p> <p>S2.3 Increases cross fall on flat unsealed roads to within the range of 4 to 6%.</p>
Southland District Council's comment	<p>Council notes the requirement to carry out NPV calculation for this activity however it should be noted that to date the bulk of drainage renewals are treated reactively with unexpected culvert failures and therefore pressure to maintain LOS means replacement (with climate change considerations) is the only option available. However, works are currently underway to remedy this with the aim of a more proactive approach which will allow for NPV analysis where deemed appropriate to do so – Council recommends a more pragmatic approach where the project value exceeds a certain value (due to the likely volume of upcoming replacements) or a “generic NPV” based on size of culvert vs road classification for example.</p>

* * *

3. Activity Management Planning

Effective

Activity Management Plan

Council has an active 2018-28 Roads and Footpath Activity Management Plan (AMP) that incorporates the programme business case for maintenance operations and renewals programmes of work. The key issues identified are:

- Aging network of sealed roads
- Increasing number of seal layers
- Impact of posted bridges (102) on achieving key objectives
- Increasing amount and weight of heavy traffic
- Width of sealed roads
- Subsidy from Waka Kotahi (note: funding assistance rate (FAR) is 51% in 2018-21 and will increase to 52% in 2021-24).

Other issues highlighted in the AMP included data integrity, customer understanding of level of service, forestry traffic and resourcing for the One Network Framework (ONF).

Our brief review of the current AMP found:

- Discussion on seal extensions did not include an analysis of the consequential renewal and opex costs. Some councils have found that sealed roads cost 2-3 times as much to maintain per year. We suggest undertaking robust benefit cost analysis based on whole of life cost and ensuring

that the forecast increases in maintenance, operation and renewal costs are carried through in all future maintenance budget regimes.

- No mention of guide, tourism or information signs in the management strategies section. These sign types are essential in a district with significant visitor traffic.
- Streetlighting performance is measured by customer satisfaction – lux surveys may provide more quantifiable feedback.
- No business case for low cost, low risk (LCLR) programme.
- Overall, some very good discussion regarding the maintenance of asset groups in local conditions.

Council's Transport Activity Management Plan 2021-2031 has recently been submitted to Waka Kotahi in support of their 2021-24 NLTP bid. This AMP has been positively reviewed by the Transport Services team. Their assessment summary was "This AMP is sufficient for purposes and delivers appropriate detail".

General Observations

Council manages a local road network of approximately 5,000 kilometres (the second largest in New Zealand, behind Auckland Transport) and covers a land area of 30,000 km². Maintenance and renewal activity is delivered through three alliance-style contracts. Feedback from staff portrays effective relationships with alliance partners, a shared commitment to achieving good outcomes on the network and a positive and supportive working team environment. The audit team was impressed by the effective blend of experience, knowledge, skills and abilities.

The aging bridge stock was identified in the AMP as a key issue for Southland District. Some 160 bridges have been assessed as having less than ten years useful life and, to maximise that life, 77 bridges are posted to restrict loading. Council has developed a bridge renewal/upgrade programme which considers all options including upgrading, replacement, divestment and removal. A key factor in decision making is the availability of acceptable alternative routes. We commend Council on being proactive in this area and note again the good quality of the works already undertaken (refer to Section 2 Network Condition and Management). With regard to the 77 posted bridges, we suggest a different approach to the posting process. Posting by public notice, issued under regulation 11 of the Heavy Motor Vehicle Regulations 1974, is most applicable to temporary restriction situations where the intention is to carry out strengthening works to reinstate the bridge to full loading capacity (usually within the year). Where the restriction is likely to be permanent (or semi-permanent), it is worth considering the alternative process of regulating the weight of vehicles using the bridge through a bylaw made under section 22AB(1)(zh) of the Land Transport Act 1998, pursuant to the process set out in the Local Government Act 2002. While this approach saves the costs of annually obtaining an engineer's certificate for each bridge and the publication of the posting notification, it is strongly recommended that a programme of regular risk-based inspections is continued for these vulnerable structures.

Coastal erosion is another key issue identified in the AMP. We observed a number of examples where Council is repeatedly repairing and reinstating coastal roads impacted by flooding from the sea (inundation) and coastal erosion. In two instances (Colac Foreshore Road and Ringaringa Road (Stewart Island)), roads were partially closed when reinstatement became uneconomic (and access/alternative routes were available). This is a difficult decision to make and we support Council's judicious approach in these two situations. Our changing climate will only increase the risk of coastal erosion as well as the ongoing cost of reinstatement. Re-routing of these infrastructure



assets would require a permanent alternative to be developed. If this is not planned for in advance, then communities may become isolated or services may be disrupted before an alternative can be put into place. Road infrastructure would be only one factor in any adaptation plan to address this risk, but in the meantime prudent decision making is necessary regarding the level of investment in roads which may ultimately be retreated or otherwise closed. In low lying areas, retreating may be an option that will allow the reconstruction of a larger beach and dune system, which together should provide greater protection against erosion. Sustainable coastal adaptation is possible and could deliver multiple benefits. However, it requires a long-term commitment and proactive steps, including to inform and facilitate change in social attitudes.

Our inspection tours included some new subdivisions and other developments, where we noted that many features don't align with current best practice (e.g. mountable kerb) or with sustainable maintenance/renewal practice (e.g. decorative lamp posts, AC used on access / low volume streets). Other concerns included carriageway and footpath widths, planted traffic islands, speed treatments and standard of work (some surfaces show signs of early failure). The team was concerned that a lack of control of these design aspects will lead to a marked increase in compliance costs to meet and maintain standards (e.g. ongoing maintenance from poor drainage feature design; cost of adding or upgrading pedestrian facilities for accessibility). It is suggested that Council reviews their subdivision development standards and updates them as required, including strengthening linkages to the District Plan and NZS 4404. The completion of a comprehensive review of asset design specifications and detailed drawings will facilitate cost effective maintenance/ renewal and ensure best whole of life costs by standardising the asset specifications.

The inspection tour also included Stewart Island, where staff informed us that transport constraints across Foveaux Strait mean that heavy plant cannot be feasibly used on the island and that costs for supplying labour, equipment and materials result in very high maintenance activity cost. The transport network includes some 20 km of road, 1.3 km of footpath, 41 streetlights and other associated facilities. The standard of the network is perforce less than the standard on the mainland. Drainage on the road network is however inadequate and we suggest an improvement strategy be developed to address this. Staff take a tactical approach to optimise delivery of maintenance services – including regular inspections and bundling of work activities (e.g. resurfacing all sealed roads at the same time). We agree that in the current environment this is the best approach. In the longer term, Council may wish to work with residents to develop a local level of service that could incorporate some innovative and unique aspects. For example, Stewart Island has an opportunity to become an ecologically liveable and beautiful settlement that is also a hub of innovation in renewable energy and climate change resilience.

Recommendations	No recommendations.
Suggestions	<p>We suggest that Council:</p> <p>S3.1 Considers the long-term restriction of heavy vehicles on vulnerable bridges by means of a Bylaw process.</p> <p>S3.2 Considers working with relevant parties to develop an adaptation strategy for Southland District that includes forward planning for coastal roads.</p> <p>S3.3 Considers a review of development standards (technical specifications and detailed drawings) to reduce the variety and ensure the quality of asset types to be maintained by Council.</p>
Southland District Council's comment	Audit suggestions are appreciated and noted. As the restricted bridges are inspected annual and reported the Bylaw process is unlikely provide much of more value for the current approach. We see the value in the bylaw approach when bridges are designed to a lower standard or restriction are unlikely to change for a substantial period of time.

* * *

4. Data Quality	Effective
<p><u>Performance Monitoring</u></p> <p>Road Efficiency Group's (REG) 2019/20 data quality report has scored Council with 82/100 (a score of 100 is achieved by having all metric results at the expected standard level). The ONRC PMRT indicates (as at August 2020) that there are still high importance areas for improvement (i.e. have major data issues) and they relate to:</p> <ul style="list-style-type: none"> • accuracy of pavement records • timeliness of pavement renewal as-built data • accuracy of pavement and surface maintenance activity location. <p>Provision of timely as-built data is a contractual requirement, but Council has a role in ensuring both compliance and that the records are accurate. It is important that Council investigates, identifies and resolves these and other data gaps highlighted in the REG data quality report. Doing so will improve reporting at an individual level and allow Council to accurately compare its ONRC performance with its peers.</p> <p><u>Condition Rating</u></p> <p>Condition Rating is generally complying. Council undertakes condition rating surveys on a two-yearly basis for the full sealed network. It was last done in January 2019. Knowledge Base⁴ states "Roughness and condition rating surveys of all sealed roads must be undertaken at least every second year. Condition rating surveys of all sealed roads carrying more than 2,000 vehicles per day are to be undertaken annually". For Southland District, this latter requirement affects some 5-6 km of the network. To achieve full compliance cost effectively, Council might consider approaching neighbouring road controlling authorities to aggregate work packages for the higher volume surveys.</p> <p><u>General</u></p> <p>Queries run from RAMM involving maintenance costs highlighted some anomalies in the data. Activities such as core maintenance relating to environment, surfacing, traffic facilities, etc, should be reasonably consistent from year to year, but the data showed large gaps in expenditure on these activities and an occasional unexplainable peak. There were also 5,967 entries costed at \$0, no entries at all for 2020/21 and 142 records relating to an activity called "???" under the cost group "Other" (at a total cost of \$17,657). Robust maintenance costs facilitate invaluable analysis of network expenditure trends by year, by kilometre, by classification and by road - the measure of the actions taken to maintain the network inventory. They also provide a network-specific maintenance cost history that can be used in NPV calculations to justify renewal activity. It is suggested that Council works closely with its contractors to ensure a consistent understanding and approach to the recording of maintenance cost data.</p>	
Recommendations	<p>We recommend that Council:</p> <p>R4.1 Resolves the data issues identified in the REG Data Quality report to improve data accuracy and timeliness.</p>

⁴ Refer to <https://www.nzta.govt.nz/planning-and-investment/planning-and-investment-knowledge-base/202124-nltp/2021-24-nltp-activity-classes-and-work-categories/other-work-categories/2021-24-nltp-wc-151-network-and-asset-management/>

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Suggestions	<p>We suggest that Council:</p> <p>S4.1 Investigates options for cost-effective compliance with Waka Kotahi funding rules regarding the undertaking of annual condition rating surveys on higher volume roads.</p> <p>S4.2 Reviews the relevant processes and specifications to ensure that maintenance cost data added to the RAMM database is timely, accurate and complete.</p>
Southland District Council's comment	Data quality is an ongoing focus area and will remain so for some time. The latest round of REG data quality reports showing a 10 point increase from the previous year which demonstrates positive progress is being made in this area.

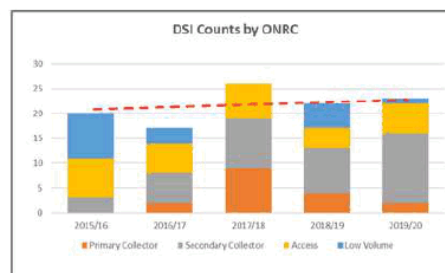
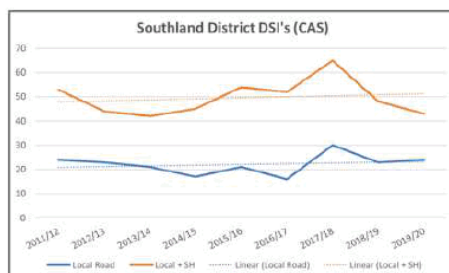
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5. Road Safety

Some Improvement Needed

Performance Monitoring

The annual number of deaths and serious injuries (DSIs), listed in New Zealand's Crash Analysis System (CAS) as occurring in Southland District, has been gradually trending upwards over recent years – this appears to be driven partly by crashes on Secondary Collector roads (see graphs below). Over the last five years, CAS records show 94 crashes which have resulted in 114 DSI's. Of these 94 crashes, 26% occurred on a Saturday, 90% were within open road (100 kph) speed areas, 51% were loss of control or head-on on a bend, 30% were on unsealed roads, 26% were at night and 22% involved a motorcycle. Investigation is required to identify common factors in crashes and develop potential engineering solutions. Note that solutions can reduce the likelihood of a crash occurring or they can reduce/mitigate the consequences if the crash is the result of non-riding factors.



The levels of collective risk (crashes per km) for the various road classifications are notably lower than the rural network peer group averages (for 10 yrs up to 2019/20). Personal risk (crashes by traffic volume) is also lower than peer group averages, with the exception of Low Volume rural roads which are a little higher.

The Communities at Risk Register 2019⁵ identifies no areas of high concern for Southland District but areas of medium concern are "young drivers", "pedestrian involved" and "fatigue".

⁵ Refer to <https://www.nzta.govt.nz/assets/resources/communities-at-risk-register/docs/communities-at-risk-register-2019.pdf>

Road Safety Audits

Road safety audit reports were viewed for:

- **Riversdale Pyramid Road Bridge Replacement - Preliminary Design Stage** (July 2018)
 - Well written, insightful report.
 - The audit team comprised a single auditor who is a Council staff member – “Road safety auditors must be independent of the client, designer or contractor, so that the project outcome is viewed with fresh eyes and is unbiased”.⁶
 - The report is not complete – *Client Decision* and *Action Taken* fields are not filled in.
 - Given the concerns raised at the preliminary design stage, an audit should have been undertaken at all subsequent stages for this project.



- **SDC Rehab Projects 18/19 - Post Construction Safety Audit** (August 2019)
 - Draft report with much of the template not updated for the project.
 - Risk fields are not filled in.
 - *Designer Response*, *Safety Engineer*, *Client Decision* and *Action Taken* fields are not filled in.
- **Alternative Coastal Route Seal Extension – Post Construction Safety Audit** (March 2019)
 - Good report – valid concerns, particularly regarding the significant and moderate risks.
 - Risk fields are not filled in.
 - *Designer Response*, *Safety Engineer*, *Client Decision* and *Action Taken* fields are not filled in.

Council is commended for undertaking Road Safety Audits for improvement and relevant renewal projects. However, we are concerned that:

- None of the reports viewed (above) had been completed (despite being undertaken some 2-3 years ago and identifying moderate and/or significant issues)
- It is apparent that subsequent stages of projects have proceeded prior to the closing out of the Road Safety Audit for the previous stage (e.g. Pyramid Road Bridge Replacement).

⁶ Refer to <https://www.nzta.govt.nz/assets/resources/road-safety-audit-procedures/docs/road-safety-audit-procedures-tfm9.pdf>

Waka Kotahi requires Road Safety Audits to be undertaken, or exemption declarations completed, at key stages of "any improvement or renewal activity that involves vehicular traffic, and/or walking and/or cycling, proposed for funding assistance from the NLTP"⁷.

General Observations

Based on CAS data, nearly half (45 crashes or 48%) of all DSI crashes over the past 5 years occurred on bends on 100 kph open roads. And 38% of these (or 18% of the total DSI crashes) occurred on unsealed roads. This high rate of crashes on curves on rural roads, as well as crashes at night (30 DSI crashes occurred at night/twilight), highlights the need for correct delineation and effective advisory signage on out of context curves. While we observed many examples of high standard, complying signage on curves, reflecting Council's upgrading strategy, both road delineation (edge marker posts, centrelines, edge lines) and curve warning signage on the rural network are inconsistently applied along routes and across classification types. Ensuring consistent application and maintenance of road and curve delineation, based on road classifications, is an essential step in reducing the risk of death and serious injury crashes. This includes ensuring that appropriate speed advisory values are implemented and that all out of context curves are appropriately signed. Guidance on the use and placement of delineation devices can be found in Part 5 of the TCD manual⁸.

Gravel migration (loose gravel from unsealed side roads) was repeatedly observed migrating onto the sealed through road (or intersection), reducing traction and erasing road marking. A preferred method to improve safety, road condition and reduce maintenance costs is to chip seal the side road approach. The optimal seal back distance is calculated based on the safe stopping distance for a heavy vehicle approaching the intersection. Sealing back provides further safety benefits such as facilitating the installation of full intersection makings, reducing dust and eliminating corrugations formed by acceleration and braking forces. Increased sealing back should also be considered on single lane bridge approaches and on rural driveways and farm entrances to minimise gravel migration and edge break at these locations. It is noted that Council is aware of this issue and currently undertakes seal backs on bridges and intersections as budgets and priorities allow, usually in conjunction with adjacent pavement rehabilitations. Our suggestion is that this response be extended into a proactive and prioritised programme of treatments.



We noted too that many intersections on both the rural and the urban networks are uncontrolled. Controls can improve conspicuity, define vehicle path and reduce confusion at intersections.

Recommendations

We recommend that Council:

- R5.1 Ensures that Road Safety Audits for renewal and improvement projects are fully and completely undertaken (except where endorsed as exempted) in alignment with project staging.

⁷ Refer to <https://www.nzta.govt.nz/planning-and-investment/planning-and-investment-knowledge-base/activity-classes-and-work-categories/road-improvements-other-road-related-funding-policies-guidance/road-safety-audit/>

⁸ Refer to <https://www.nzta.govt.nz/roads-and-rail/traffic-control-devices-manual/part-5-traffic-control-devices-for-general-use-between-intersections/>

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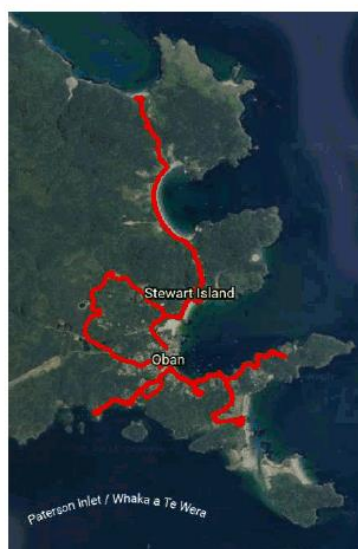
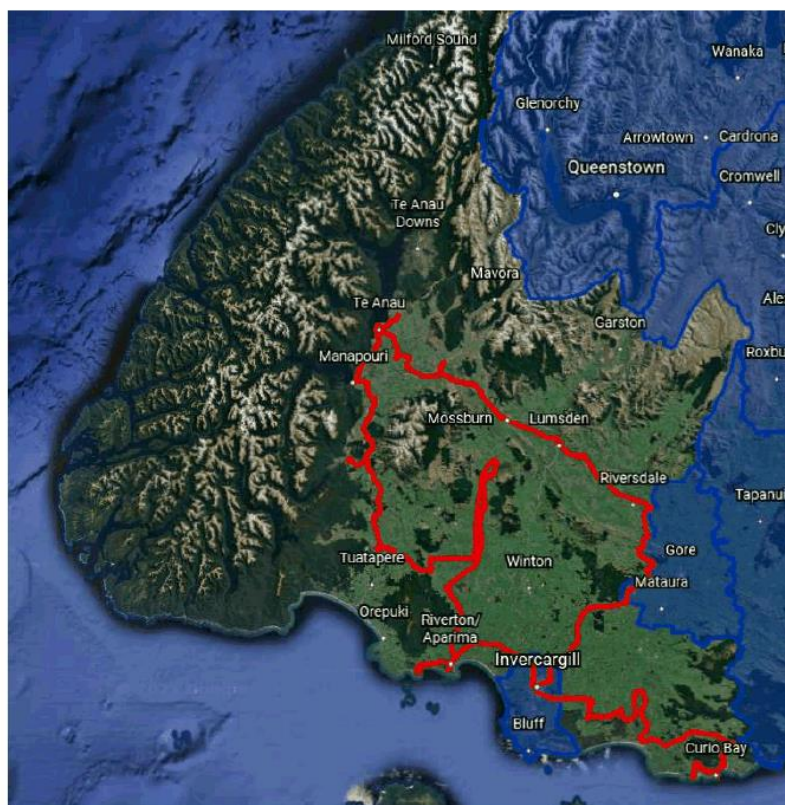
	R5.2 Develops and implements a programme to upgrade rural road delineation, with a strong focus on curve warning, to ensure a safe and consistent driving environment during both day and night.
Suggestions	<p>We suggest that Council:</p> <p>S5.1 Considers a prioritised programme of sealing back unsealed road approaches to rural intersections.</p>
Southland District Council's comment	With funding pressure on safety improvement funding and priority given to road to zero strategy for the immediate future it is unlikely that there will be opportunity for council to shift from its current strategy of sealing back gravel road intersections when undertaking pavement rehabilitation works in the same area.

* * *

3.0 APPENDICES

APPENDIX A

Network Field Inspections



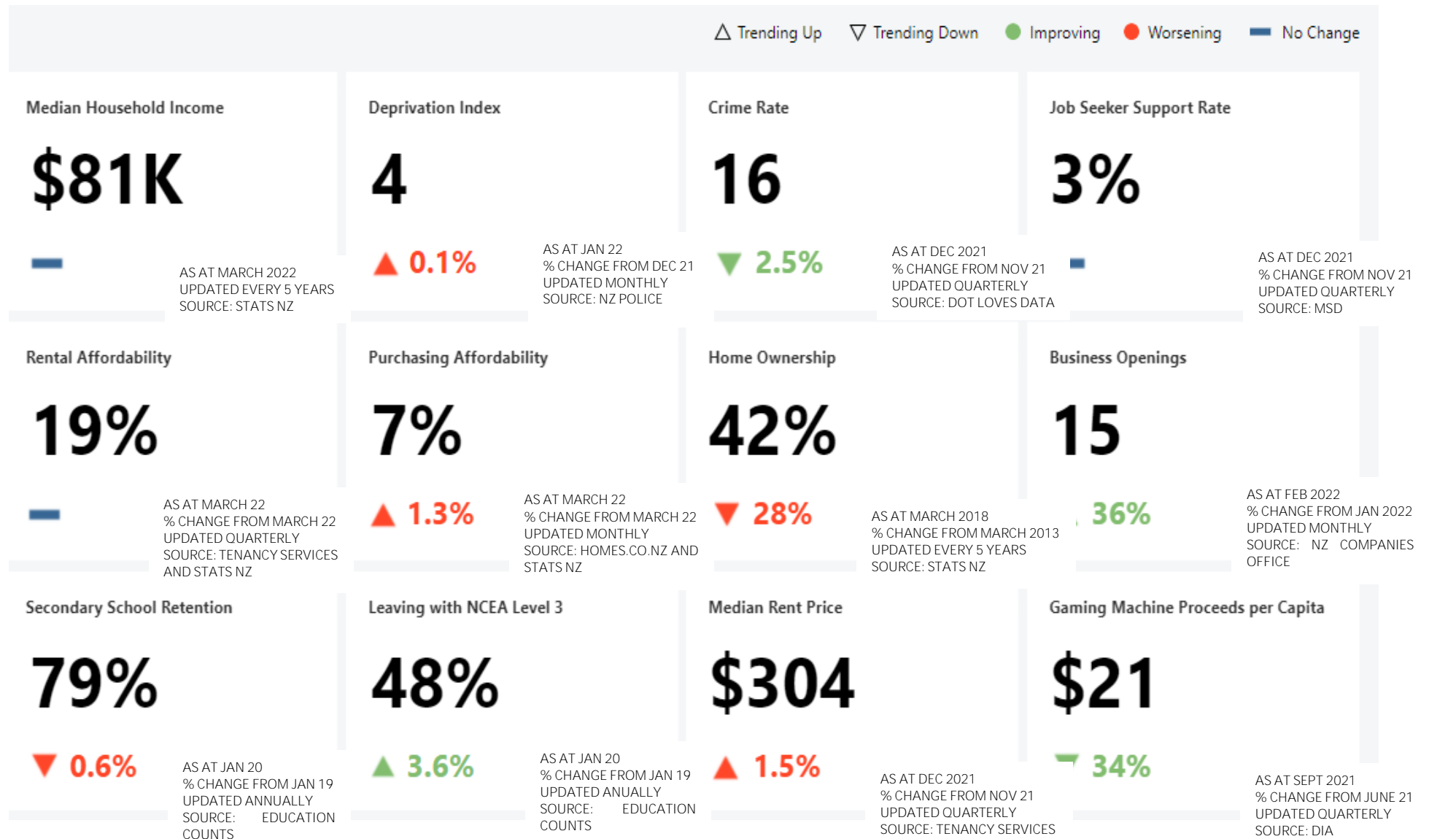
APPENDIX B**Sample of Audit Photos**

Highlights from the audit included (clockwise from top left) a good standard of temporary traffic management on roadwork sites; directional arrows to assist foreign tourists; water cutting / blasting to remove excess binder and restore surface texture; use of delineators; good standard of completed renewal projects (e.g. Balfour Ardlussa Road pavement rehabilitation); sign layout compliance (e.g. single chevrons, EMPs, etc); and effective programme of bridge replacements (e.g. Mararoa Rd bridge).



Some of the challenges are (clockwise from top left) high level of carriageway flushing; inconspicuous intersections (e.g. Otautau Nightcaps Road intersection with Hundred Line Road West); gravel migration from unsealed side roads; Texas twist guardrail terminal ends; lack of consistent delineation, particularly on curves; and flat crossfalls on unsealed roads along with inadequate drainage channels.

Southland District snapshot



Council report

Record No: R/22/3/12044

Author: Kelly Tagg, Community partnership leader

Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision

☐ Recommendation

☒ Information

Recommendation

That Ardlussa Community Board:

- a) **Receives the report titled “Council report” dated 14 April 2022.**

Chief executive update

Future for local government

- This government led review is in its second stage with the panel meeting with councils via Zoom.
- Southland District Council met with the panel last week and shared its views around future governance proposals based on our experience of providing services to a relatively small population spread over a very large district.
- The next report from the panel is expected to be delivered to government in late October or November this year.

Covid-19

- Recent announcements about the border reopening are welcome news for parts of our District that have been affected by the lack of visitors. Great South is coordinating applications for kick start funding for eligible businesses to restart for the return of visitors.
- At the time of writing the Covid-19 outbreak has yet to peak in southland but hopefully this is not far away
- The IMT are closely monitoring the situation and we are looking forward to resuming face to face meetings as soon as is safe to do so.

Water and waste operations

Operations and maintenance contract 10/01

- The contract is continuing to operate well with no reported non-conformances for KPIs across February.
- There is an ongoing occasional issue regarding the taste of potable water in Riverton. This is due to the extended dry summer and low river flow. Please note that other than the taste the water does still meet the current New Zealand Drinking Water Standards.
- Leak detection work has recently been completed in Otatau. Results show an estimated combined township leakage rate of 171 l/min. Downer have been made aware of locations

inside Council land to repair leaks and letters to fix have been delivered to residential properties where leaks were detected.

- Given that Omicron is now rampant in the community and cases have been reported in Southland, the limiting of non-essential staff to wastewater and in particular water treatment plants remains in place. Both Downer and water and waste have Covid protocols in place regarding this. This will likely remain in place for future months with the aim of protecting Downer operators who are vitally important critical workers.
- It should also be noted that delivery of equipment and materials are beginning to experience growing delays and is an extra consideration that Downer and Southland District Council need to be aware of going forward.

Water

- Final design underway on the Manapouri water treatment plant upgrade project.
- Pre-design investigation work continues on the Eastern Bush Otahu Flat water treatment plant upgrade.
- The Sandy Brown Road booster station upgrade will start construction phase in April.
- Riverton water treatment plant UV treatment awaiting final electrical commissioning.
- Winton water treatment plant pH correction project is still progressing through design

Wastewater

- Riversdale wastewater treatment upgrade has all the necessary consents required to proceed, and the land acquisition has been completed. The final design of this project is being completed, with the procurement planned to commence in June 2022 and construction to begin late 2022 and be completed within the summer months of 2023
- Winton wastewater planning has progressed and a business case with the shortlisted options is close to being finalised.
- The work with design options and consultation with the local working group is continuing.

Te Anau wastewater treatment plant upgrade

- The newly constructed and completed Te Anau wastewater membrane plant and Kepler disposal fields are operating well, with Downer operating the plant 100%.
- The dry Southland summer has prevented a second baleage cut from occurring on the non-disposed area, but a second cut was required for the 30-hectare disposed area, with an additional cut planned prior to winter.

Stimulus programme

- All of the asbestos cement water main renewal projects have been completed which is a great achievement for our Southland District Council team and the panel contractors and designers.

- The condition assessment panel is tracking well. Works packages have been completed in Te Anau, Winton and Riverton. January to March will see the commencement of works in Lumsden, Balfour and Otautau.
- The Caswell Road sewer main (and water main) upgrade is well underway and progressing ahead of programme. Similarly, the Wyndham stormwater upgrade has now been completed ahead of programme. Enabling works for the Woodlands stormwater upgrade have been completed and the contractor is due to establish onsite in mid-April in line with the school holidays.
- Both the Stewart Island/Rakiura disposal field work for the waste water treatment and the Main Street stormwater improvement work are behind schedule through design but are both due to start construction in March and April respectively.
- Orepuki stormwater has gone through a change in design alignment to better suit the needs of the township, and we are expecting full design completed by the end of March for construction to begin April, May.
- We are confident that we will deliver the stimulus programme in full by the end of June deadline.

Project delivery team

- The assistant project manager vacancy has now been filled. The successful applicant is Kelsey Baker who is working fulltime from the office at 20 Don Street and will focus on community facility projects for a start whilst she comes to terms with Council policies, procedures and operations. The project manager role is still outstanding.
- The TIF project funding prerequisite requirements are still progressing with an opportunity and agreement from MBIE to apply for partial funding for those projects where no resource or building consents are required. At this stage that only covers off the View Street carpark and walkway upgrade but within the next two weeks we hope to have the majority of the building consents for the new toilets approved and a partial funding agreement in place. Following on from this will be the remainder of the funding to be applied for once we have the resource consents in place for the boat ramps and the Frasers Beach toilet.
- Covid-19 continues to be a challenge to work through as product delays are realised and labour shortages occur within project deliverables. We are extending deliverable timeframes to include these delays where known and ensuring specific materials used within project scopes are available at time of tendering.

Community facilities

- Staff are starting to see some progress in the delivery of projects. A number of the toilet projects have been completed and consultants are starting the investigation projects. We will be working with the communications team to share some of these stories with the community. The work scheme team are providing assistance with some of the smaller projects which have not been able to be picked up by the local contracting community.

- This comment is even more relevant now as we start to see community transmission of Covid-19. The team is finding that it is difficult to attract contractors to carry out the smaller value projects and although there was interest from contractors at the drop-in sessions the one-off projects do not appear to be of interest to them at the moment. Either we aren't getting any responses from the market or the prices submitted exceed the budget. With 81 projects to deliver this is something that needs to be highlighted as a risk to our ability to deliver all of these projects this financial year. Staff are working with the project delivery team to see if there are alternative ways to market these projects so that they are more palatable to potential contractors.
- Staff have completed a number of projects and an update on progress of all of the projects will be delivered to services and assets committee at the next available time. Staff are also looking at providing the services and assets committee an update on the following pieces of work at the May services and assets workshop: Open spaces, hall online booking system and the tree plan.
- Staff presented a report to Council with the proposed concept for delivering the open spaces project over the next seven years. This was received favourably by councillors and paves the way for some exciting opportunities. Staff have carried out interviews for the open spaces position and the position was offered to and accepted by an internal applicant.
- Mowing has slowed down with the lack of rain and the towns are looking neat and tidy. There are some issues with the spraying that were identified prior to the end of last year that have now been resolved with the contractors.
- Project scoping documents for the 2022/2023 financial year have been sent out to all of the community boards for comment prior to being submitted for approval at the next available round of community board meetings. Communication has gone out to the communities so that they are also aware of what projects will be completed in their local areas and can raise any issues with the community boards. Our intention is to front foot next year's projects so that staff are in a position to have the work out to the market as soon as possible to avoid delays in delivery.

Forestry (IFS)

- The rearrangement of the harvest plan to minimise the effect of losses from the windthrow damage in Waikaia and Ohai forest was successful with good recovery.
- Planting, and land preparation is almost complete in both Waikaia and Ohai.

Around the Mountains Cycle Trail

- The cycle trail was busy in March with three large events utilising the Around the Mountains Cycle Trail. God Zone, Sound 2 Sounds and Tour Aotearoa.
- Pre-development project work to address the Centre Hill erosion is continuing and Council is liaising with Landcorp to identify suitable solutions including appropriate survey instruments for the site.

- An independent audit of the cycle trail was conducted in December by Southern Land, and they have provided a report with recommendations.
- New Zealand Cycle Trails have a signage project for all 22 great rides around New Zealand, we are liaising with land owners about signage installation.
- Around the Mountains Cycle Trail Trust – The trust is holding monthly meetings, and see a key aspect and priority for the trust is developing a strategic vision for the trail.

Property

- The property management team continue to be extremely busy. Queries and enquiries relate to the numerous Council properties which include unformed roads around the District. As people look at dealing with issues related to their properties, and with the more easily availability of information online, like photos and boundary locations, this means that many issues or proposal require communications with Council as a property owner.
- Internally the increase in Council projects, as well as referrals of resource and building consents has resulted in increased demand on staff time to ensure Councils input as a landowner is being considered and protected as appropriate.
- On top of that, business as usual work including lease administration, acquisitions, disposals, community housing tenancies and general advice to staff and elected representatives is also consuming much time.
- Larger activities completed or nearing completion are finalisation of the leases and rentals for the Kepler disposal field, getting the Luxmore development land to market and getting the acquisition of the Riversdale disposal field extension to settlement stage.

Environmental health

- A District Licencing Committee hearing is to be held on 5 and 6 April (remotely) regarding the application for a bottle store in Winton.
- The appeal of the District Licencing Committee's decision to decline the off-licence for a proposed premise in Riverton is not expected to have a hearing date set for some time due to Covid-19 restrictions.
- In conjunction with the customer services team we're getting ready to kick off the annual dog registration process.
- We're about to begin reviewing the Agency and Gambling Venue Policy (to be completed by 22 August).

Libraries

- The libraries team is currently waiting on hardware for our RFID project to land in Auckland from Melbourne. The major disruptions to the New Zealand freight/courier system is expected to delay this hardware reaching Invercargill in the short term. Once the hardware arrives we will begin looking at rolling out the new system to each of our libraries, one at a time over a two week period. The rollout to Winton may be delayed further due to

IT equipment shortages that have delayed sourcing networking equipment for our IT cabinet within the refurbished library.

- The Winton library refurbishment is getting near to completion. We have had a number of setbacks including Covid-19 impacting many of our contractor teams. The lynch pin of the refurbishment has been our archival shelving units which have now been installed, this has allowed the team to begin the shift out of Brandon Street (where the lease expires at the end of the month) and into the refurbished library. We are hoping to have fully exited Brandon Street by Monday, 28 March resulting in four staff members being permanently based in the new building. The shift from the RSA will not occur till mid-late April.

Customer support

- 3,160 calls for February – average wait 27 seconds.
- Continuing work on NARS (name and address register) and data cleansing.

Building consents

- The team issued 96 building consents in February 2021 (92% within statutory timeframe) and made 55 CCC decisions (98% within statutory timeframe).
- Only seven of eight decisions exceeded timeframes due to capacity challenges in the team which have been exacerbated by Covid-19 in the community. One consent which exceeded timeframe was due to human error.
- Council continue to receive a higher volume of consents than average with 90 consents received during February 2022 (14% more than February 2021) and 95% more than January 2022.
- 180 building consents are currently being processed by Council (76 of those waiting for Further Information). In February 2021 72% of consents received by Council required further information prior to being issued.
- Inspection volumes reduced slightly with 478 inspections completed in February 2022 at a pass rate of 83%.
- 14% of all building warrant of fitness audits have been completed to date and the team continue to be on track to achieve the annual target of 20%.
- The teams remote IANZ Accreditation Assessment was completed in mid-February 2022 with seven general non-conformance (GNC) issued in total. The team are in the process of clearing these non-conformances, with full clearance due by May 2022.
- The building team introduced a customer survey at the bottom of each email in an attempt to receive timely and relevant feedback from the industry and community alike.

Resource management

Resource consents

- Initial indications are that the volume and complexity of resource consents will continue for the rest of 2022 with a number of large-scale projects seeking consent. Two projects in the

media currently are the DataGrid and the New Brighton coal mine which are likely to be lodged with Council for processing in the first half of 2022. In February this year the team processed 46 consent decision which is the highest on record for a number of years.

Environmental policy

- Work is continuing on the review of the landscapes chapter of the Operative Southland District Plan 2018. The next component of this work is to continue drafting the new section of the District Plan, workshopping it with the Regulatory and Consents Committee and iwi then initiating preliminary consultation with affected land owners. It's anticipated that notification of the plan change will occur in the last portion of 2022. Additional policy capacity in the team has been focused on preparing guidance material to support consultants and our communities on district plan interpretation and planning processes following the identification of some opportunities in this space.

Enforcement

- In the enforcement space, there was a successful prosecution on a land owner who was collecting wrecked cars on a property in Dipton. The court imposed a \$25,000 fine, court costs and also the costs associated with a contaminated land report. This is a success across multiple fronts including testing the District Plan in this way, the result for the adjoining neighbours and also the precedent effect to deter others from doing the same.

Legislative reforms

- An Otago/Southland planning managers hui was held in Alexandra on 24 February. Mike Theelen and Rachel Brooking attended and provided an update on the reform from what they're seeing at the local government steering group and select committee level. The reforms are seeking to co-ordinate and reconcile a massive number of complex environmental, social, commercial, cultural, intergenerational and climate change factors in order to establish regional spatial strategies and regional environmental plans. The new legislation is proposed to be introduced to parliament towards the end of this year.

Attachments

There are no attachments for this report.

Chairperson's report

Record no: R/22/3/10946

Author: Rose Knowles, Committee advisor/customer support partner

Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision

☐ Recommendation

☒ Information

Purpose of report

- 1 The purpose of the report is to provide an update to the Ardlussa Community Board on activities that the chairperson has been involved in since the November 2021 meeting.
- 2 The report also provides an opportunity for the board chairperson to present an overview of the issues he has been involved with.
- 3 Items of interest that the chair is reporting on are as follows:
 - thanks to Ray Dickson for handling chairman duties at the last meeting
 - attended a Zoom meeting on representation review
 - have contacted DOC regarding the bridges and they are yet to come back to me, also contacted Carpentry South regarding an engineer carrying out an independent look at the bridges
 - thanks to Kelly for helping me with the St John rebuild in Riversdale
 - completed a survey for Council regarding housing in our area
 - Report on Ardlussa workshop on 9 March is attached.

Recommendation

That the Ardlussa Community Board:

receives the report titled “Chairperson's report” dated 14 April 2022.

Attachments

- A Ardlussa Community Board - Workshop - 9 March 2022 [↓](#)

Ardlussa Community Board – Workshop – 9 March 2022

Issue	Action required	Responsibility	Completed
Balfour Hall	Locate Balfour Hall committee financials to understand how much the committee holds in reserves.	Kelly	
	Attend meeting with Hall committee to discuss capital projects required	Kelly/Mark/ACB	
	Locate Balfour Hall property assessment and circulate to Board		
	Provide more detailed financial info to Hall Committee about what the internal maintenance costs include	Kelly	
Richard couldn't watch recording of last meeting	Talk to SDC IT department to find a solution	Kelly	
Riversdale Soak holes/Stormwater issues	Ask Brian Forde from Water and Waste to contact Richard and conduct site visit to sort issues	Kelly	
Swimming Pool Rate	Once board has made a decision on the pool rate need to communicate same to Balfour and Riversdale Pool committees and the wider community. Include a copy of the survey results for the pool committees	Kelly	
Community service awards	Board would like to celebrate news of who has received awards locally via a press release so as to advise community who has received them and also that a celebration will follow in due course	Kelly	
	Once communication plan is sorted Richard to contact winners and advise staff will be in touch for an interview	Richard	
Balfour Toilet	Board would like to see artwork before it is signed off	Kelly	
	Is toilet location correct? Rob was going to check on way home. Kelly to follow up with project team	Rob/Kelly	
Community Partnership Fund Accountability forms	Still required for Waimea Vintage, Playcentre and Balfour Home & School	Kelly	
WTT & SDC MOU	Check if Council approval required	Kelly	

Waikaia financials – set up costs for mowing contract	Board requires breakdown of what these were	Kelly	
Piano Flat	Board would like an onsite meeting with DoC to discuss opportunities to create a MOU around track maintenance	Kelly	
	Safety of bridges – assessment. Richard to follow up	Richard	
	Possibility of Board organizing a working bee to tidy up tracks	Board/DoC/Kelly	
Yorke Road footpath	When is this programmed for?	Kelly/Ben	
Streetlights	Timeframes?	Kelly/Ben	
Sealing of Cleadon Street, Waikiaia	Timeframes?	Kelly/Roading	
Recreational Opps Project – Ardlussa	Board to advise Nick Hamlin they do not wish to proceed with any aspect of this project	Kelly	
Community Board Plan	Members to read and provide feedback. Information required on desired timeframes. Send copy to Paul by email	Board Kelly	
ACB to attend Zoom meeting re: rates for Annual plan	Looking to hold a zoom meeting for all CBs around 22/23 March. Kelly to send invite when date is confirmed. Board has also requested that the rates report detailing amount of local rate etc be included in their April formal meeting agenda	Kelly/Board	
Communication/engagement with community	Continue to look for ways to engage with the Ardlussa community about what the board is working on	Kelly/Board	

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

Recommendation

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

C8.1 Ardlussa recreational opportunities project - investigation

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Ardlussa recreational opportunities project - investigation	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.