



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

Date: **Wednesday, 12 June 2024**
Time: **6pm**
Meeting room: **Switzers Museum, 39 Blaydon Street, Waikaia**
Venue:

Ardlussa Community Board Agenda

OPEN

MEMBERSHIP

Chairperson	Richard Clarkson
Deputy chairperson	Ray Dickson
Members	Chris Dillon
	Clarke Horrell
	Hilary Kelso
	Grant McFelin
	Councillor Matt Wilson

IN ATTENDANCE

Committee advisor/customer support partner	Deborah-Ann Smith-Harding
Community partnership leader	Kelly Tagg

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

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

Health and safety – emergency procedures

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

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

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

Phones – Please turn your mobile devices to silent mode.

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

Community board terms of reference

TYPE OF COMMITTEE	Community board (board)
RESPONSIBLE TO	Boards are responsible to Council Each board will also have relationships with Council committees (these committees are outlined in the delegations manual).
SUBCOMMITTEES	Some subcommittees will report to community boards – these are outlined in section 8.5 of the delegations manual.
MEMBERSHIP	Oreti and Waihopai Toetoe boards have seven members elected by the local authority triennial elections plus a member appointed by Council. All other boards have six members plus a member appointed by Council. The chairperson is elected by the board. Councillors who are not appointed to boards can only remain for the public section of the board meeting. They cannot stay for the public excluded section unless the board agrees.
FREQUENCY OF MEETINGS	Every second month, but up to 12 ordinary meetings a year with the approval of the chief executive.
QUORUM	Not less than four members
THE ROLE OF COMMUNITY BOARDS	<p>Governance</p> <p>Elected members are responsible for providing leadership, setting direction and for overseeing performance (at a high level).</p> <p>The chief executive and staff are responsible for management activities including the allocation of resources, overseeing the day to day operations of the community board, providing policy advice and implementing governance decisions.</p> <p>Roles outlined in the Local Government Act 2002</p> <ul style="list-style-type: none"> • appoint a chairperson and deputy chairperson • represent, and act as an advocate for, the interests of its community • consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the board • maintain an overview of services provided by the territorial authority within the community • prepare an annual submission to the territorial authority for expenditure within the community • communicate with community organisations and special interest groups within the community • undertake any other responsibilities that are delegated to it by the territorial authority. <p>Additional roles of boards</p> <p>Community wellbeing</p>

	<ul style="list-style-type: none"> a) promote the social, economic, environmental and cultural well-being of local communities b) monitor the overall well-being of local communities. <p>Community leadership</p> <ul style="list-style-type: none"> a) to provide leadership to local communities on the strategic issues and opportunities that they face b) identify key issues and opportunities that will affect the future of the board's community and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities c) promote a shared vision for the board's community and develop and promote ways to work with others to achieve positive outcomes d) 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 e) develop and manage community board plans including keeping these up to date and relevant to community needs and aspirations. <p>Engagement and relationships</p> <ul style="list-style-type: none"> a) to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community. <p>Advocacy</p> <ul style="list-style-type: none"> a) as part of the long term plan or annual plan process, prepare a submission to Council on the proposed levels of service, income and expenditure within the community of interest b) as part of the long term plan or annual plan process, outline the relative priorities for the delivery of District services and levels of service within the board area (Council sets the levels of service for District Activities⁽ⁱ⁾ if a board seeks a higher level of service, they need to recommend that to Council, and the higher level of service will need to be funded in an appropriate way (locally). <p>Local activities</p> <p>For local activities⁽ⁱⁱ⁾</p> <ul style="list-style-type: none"> a) recommend to Council levels of service⁽ⁱⁱⁱ⁾ and budgets for local activities, having regard to Council budgets in the long term plan or annual plan process b) recommend to Council rates, user charges and fees to fund local activities
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	<ul style="list-style-type: none"> c) recommend to Council or a relevant committee the approval of project definitions or business cases and procurement plans for capital expenditure over \$300,000 d) recommend to Council or a relevant committee unbudgeted capital expenditure e) monitor the services Council delivers its communities and assess the extent these services meet community needs or the expected level of service f) support the development of local management plans where required by statute or in support of the district plan, or other plans (reserves, harbours, or other community facilities). <p>These plans should then be recommended to Council. There are times when local management plans^(iv) should not be developed:</p> <p>Environmental management and spatial planning</p> <ul style="list-style-type: none"> a) provide comment on resource consent applications referred to the community board for comment b) to make recommendations to Council about bylaws and about enforcing bylaws within the community, having regard to the need to maintain consistency across the District c) 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 d) provide input into regulatory activities not otherwise specified above, where process allows e) recommend to Council initiating an appeal to the environment court on decisions relating to resource consent applications that the board has made submissions on f) provide support to the development of community plans for a civil defence emergency and the recovery afterwards.
DELEGATIONS	<p>In exercising the delegated powers, boards will operate within:</p> <ul style="list-style-type: none"> a) policies, plans, standards or guidelines that have been established and approved by Council b) the needs of the local communities c) the approved budgets for the activity. <p>1) Boards shall have the following delegated powers and be accountable to Council for the exercising of these powers^(v).</p> <p>Community wellbeing</p> <ul style="list-style-type: none"> a) develop local strategies to improve areas of wellbeing (where a need has been identified) b) to develop local community outcomes that reflect the desired goals for their community or place.

	<p>Community board plans</p> <p>a) Regularly review and update the community board plan to keep the plan relevant.</p> <p>Decisions on locally funded assets and services</p> <p>a) accept donations of a local asset (e.g. a gas barbeque, park bench, etc) with a value of less than \$30,000</p> <p>b) approve project definitions or business cases for approved budgeted capital expenditure up to \$300,000.</p> <p>Unbudgeted expenditure</p> <p>a) approve unbudgeted operating expenditure for local activities of up to \$20,000</p> <p>b) 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 or long term plan</p> <p>c) authority to delegate to the chief executive, when approving a project definition or business case, over-expenditure of up to \$10,000 for capital expenditure against the budget detailed in the annual plan or long term plan.</p> <p>Leases and licenses</p> <p>In relation to all leases and licences of land and buildings for local activities within their own area, and subject to any relevant legislation and/or policy requirement, on behalf of Council;</p> <p>a) accept the highest tenders for rentals more than \$10,000</p> <p>b) approve the preferential allocation^(vi) of leases and licenses where the rental is \$10,000 or more per annum.</p> <p>Community assistance</p> <p>a) establish a system for prioritising allocations, based on criteria provided by Council</p> <p>b) grant funds from the Community Partnership Fund</p> <p>c) allocate bequests or grants generated locally, consistent with the terms of the bequest or grant fund.</p> <p>Northern Southland development fund</p> <p>a) the Northern board can make decisions regarding funding applications to the Northern Southland development fund.</p>
LIMITS TO DELEGATIONS	<p>Boards have no financial or decision-making delegations other than those specifically delegated by Council.</p> <p>Boards 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 or annual plan.</p> <p>In accordance with the provisions of section 39(2) of Schedule 7 of the Local Government Act 2022 the board may not incur expenditure in excess of the approved budget.</p>

	<p>Matters that are not delegated</p> <p>Council has not delegated to boards the power to:</p> <ul style="list-style-type: none"> a) make a rate or bylaw b) acquire, hold or dispose of property c) direct, appoint, suspend or remove staff d) engage or enter into contracts and agreements and financial commitments e) institute an action for recovery of any amount f) issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like; g) institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal to the environment court on decisions in respect to resource consent applications on which the board has made submissions.
CONTACT WITH MEDIA	<p>The 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 or outside agencies on behalf of Council on matters outside of the board's delegations.</p> <p>The 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 Council.</p>
REPORTING	<p>Boards are unincorporated statutory bodies which are elected to represent the communities they serve.</p> <p>Copies of board meeting minutes are retained by Council.</p>

- (i) **District activities include:**
- a) community leadership at a district level (including district community grants)
 - b) wastewater
 - c) waste services
 - d) water supply
 - e) district open spaces (parks and reserves)
 - f) roading
 - g) district community services (library services, cemeteries, community housing and heritage/culture)
 - h) district community facilities (public toilets, library buildings, offices and amenity buildings)
 - i) environmental services (building services, resource management, environmental health, animal services, emergency management)
 - j) stormwater
 - k) corporate support services

- (ii) **Local activities include:**
- a) community leadership at a local board level (including local community grants)
 - b) local community facilities (halls and other amenity buildings within Council's overarching policy for community facilities)
 - c) water facilities (boat ramps, wharves, jetties and harbour facilities)
 - d) local open spaces (parks and reserves, playgrounds and streetscapes)
 - e) parking limits, footpaths and streetlights
 - f) Te Anau/Manapouri Airport (Fiordland board)
 - g) Stewart Island Electricity Supply Authority (SIESA) (Stewart Island/Rakiura board)
 - h) for the above two local activities only
 - i) recommend levels of service and annual budget to Council or a relevant committee
 - j) monitor the performance and delivery of the service
 - k) naming reserves, structures and commemorative places
 - l) authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places.
 - m) naming roads
 - n) authority to decide on the naming for public roads, private roads and rights of way
 - o) assisting 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.
- (iii) Levels of service is a term in asset management referring to the quality of a given service. Defining and measuring levels of service is a key activity in developing infrastructure asset management plans. Levels of service may be tied to physical performance of assets or be defined by customer expectation and satisfaction.
- (iv) Local management plans should not be developed where powers:
- a) have been delegated to Council staff
 - b) would have significance beyond the board's area or otherwise involves a matter of national importance (Section 6 Resource Management Act 1991)
 - c) involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise.
- (v) Local Government Act 2002, s.53
- (vi) A preferential allocation is when there is a preference that a lease or license is given to a particular person or group, rather than having an open process. For example, a neighbouring land owner or a community group that use a building may be asked if they want to lease the land/building, rather than giving the wider public the opportunity to tender or apply.
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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 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.”

5 Confirmation of minutes

5.1 Meeting minutes of Ardlussa Community Board, 10 April 2024

6 Public participation

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.



Ardlussa Community Board

OPEN MINUTES

Minutes of a meeting of Ardlussa Community Board held in the Riversdale Community Centre, 73 Newcastle Street, Riversdale on Wednesday, 10 April 2024 at 7pm (7pm to 9.35pm).

PRESENT

Chairperson	Richard Clarkson
Deputy chairperson	Ray Dickson
Members	Chris Dillon
	Clarke Horrell
	Hilary Kelso
	Councillor Matt Wilson

ABSENT

Member	Grant McFelin
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IN ATTENDANCE

Group manager, customer and community wellbeing	Sam Marshall
Committee advisor/customer support partner	Deborah-Ann Smith-Harding
Community partnership leader	Kelly Tagg

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 Extraordinary/urgent items

There were no extraordinary/urgent items.

5 Confirmation of minutes

Resolution

Moved Chairperson Clarkson, seconded Clarke Horrell **and resolved:**

That the Ardlussa Community Board confirms the minutes of the meeting held on 21 February 2024 as a true and correct record of that meeting with the inclusion of the letter received from the Waikaia and District Progress League Inc. dated 20 November 2023 plus Mrs Tagg's reply thereto and to correct the Chair's report where Murray O'Connor was not undertaking to do the tree removal at Riversdale green waste but merely enquired about it.

6 Public participation

There was no public participation.

Reports

7.1 Financial Report for period ended 29 February 2024

Record No: R/24/3/24518

Mrs Tagg spoke to the financial report which included an overview of the current loans, financial contributions and reserve balances. Mrs Kelso enquired what happens with funds underspent for projects that have received better off funding as about \$2,000 was required for native planting at the pump track. Mrs Tagg replied that the reallocation of any funds will require approval.

Mrs Tagg will enquire if the underspent funds could go towards native planting at the pump track or for solar lighting for the Balfour playground.

Deputy chair Dickson asked for clarification around the tree contract work for Waikaia and mentioned that some trees had been removed locally. Mrs Kelso asked for the tree contract for Riversdale.

Resolution

Moved Clarke Horrell, seconded Deputy Chairperson Dickson **and resolved:**

That the Ardlussa Community Board:

- a) **Receives the report titled "Financial Report for period ended 29 February 2024".**

7.2 Riversdale lighting project - unbudgeted expenditure request

Record No: R/24/3/24062

Mrs Tagg asked the board to consider whether or not it wishes to recommend to Council that unbudgeted expenditure be approved to carry out a lighting improvement project around the Riversdale Community Centre.

It was noted that one quote had been received at the time of preparing the report but that staff would require three quotes before the project was able to proceed. The Riversdale Community Centre will invoice power costs to Southland District Council.

Resolution

Moved Chairperson Clarkson, seconded Hilary Kelso **and resolved:**

That the Ardlussa Community Board:

- a) **receives the report titled "Riversdale lighting project - unbudgeted expenditure request".**
- 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 unbudgeted expenditure of up to \$25,000 plus GST be approved for the lighting improvement project in Riversdale.**
- e) **Recommends to Council that the project be funded as follows;**
 - **\$8,321 from the Ardlussa community board general reserve,**

- **any operational underspends in 2023/2024;**
- **with the remainder to be funded by a 15-year loan repaid through the Ardlussa community board rate.**

7.3 Proposed Regional Climate Change Strategy consultation

Record No: R/24/3/22958

Councillor Wilson presented the Proposed Regional Climate Change Strategy for Murihiku Southland (Proposed Strategy) developed and endorsed by the four Southland councils (Environment Southland (ES), Gore District Council, Invercargill City Council and Southland District Council) and Te Ao Mārama Inc.

ES is coordinating public consultation on behalf of all parties and members of the public are asked to provide feedback on the Proposed Strategy's aspirations including a regional Net Zero goal by 2050, and to indicate which climate change impact they are most concerned about regarding the Proposed Strategy and/or Southland councils' responses to a changing climate to enable people and organisations that have provided feedback an opportunity to be heard in person.

Councillor Wilson stated the Council funds a program called "Enviro Schools" so this is an educational channel for these discussions and through the "lens of climate change" one may further mitigate risk and better protect Council assets and infrastructure. Councillor Wilson added the first phase is to agree to adopt, in principal, the aspirations set out and the second phase is to develop a regional strategic action plan for flood mitigation and gravel cartage for protecting infrastructure such as Tomogalak bridge, as one example.

Councillor Wilson stated the results of a survey of community concerns were foremost, the cost of living followed by housing and health and thirdly with climate change. In light of this, Councillor Wilson re-iterated that a submission from the board is recommended (as well as individual submissions) for the first phase to create an for example, protecting infrastructure such as Tomogalak bridge. Councillor Wilson confirmed there was no increase to rates for establishing this working group.

Mrs Tagg offered to supply the board with paper copies of the word document to address the aspirations as set out in the Proposed Strategy which are key in community conversations.

People can read the Proposed Regional Climate Change Strategy and provide feedback at www.es.govt.nz/climate-change-strategy. The consultation closes on 8 May 2024.

Resolution

Moved Deputy Chairperson Dickson, seconded Cr Wilson **and resolved:**

That the Ardlussa Community Board:

- a) receives the report titled "Proposed Regional Climate Change Strategy consultation".**

7.4 Community board reporting

Record No: R/24/3/23690

Mrs Tagg informed the board of the community leadership, operational and Council activities in the board area and across the district.

Updates for Better-off funding projects are as follows:

- the Waikaia Trails Trust received \$185,000 and is due the last \$15,000 on completion of stage two
- Balfour festive lights (\$12,000) is completed by Council
- Balfour basketball hoop and half court concrete pad (\$20,000 granted to Balfour Lions) is completed.

Mr Marshall informed the board of the opportunities with the Mayors Taskforce for jobs.

Mrs Tagg mentioned Fire and Emergency New Zealand is establishing a Local Advisory Committee (LAC) in Murihiku Southland and is currently seeking expressions of interest for committee members.

Mrs Tagg advised that a copy of the Murihiku Southland cycle tourism opportunity assessment document is available on Great South's website and Mrs Kelso advised that she had attended a stakeholder workshop as well.

Mrs Tagg reminded the board that the next funding round for the Community Partnership Fund closes on 31 August 2024.

The sale of land at 58 Kruger Street, Balfour was discussed and Mr Marshall discussed options for progressing the sale which would allow for the best outcomes for the community so as to satisfy the need for new land available for development and to prevent "land banking" to occur.

Resolution

Moved Hilary Kelso, seconded Deputy Chairperson Dickson **and resolved:**

That the Ardlussa Community Board:

- a) receives the report titled "Community board reporting" dated 4 April 2024.**

7.5 Councillor update

Record No: R/24/3/23059

Deputy Chair Dickson enquired whether forestry is to be expanded in Waikaia and Councillor Wilson undertook to follow up on this.

Councillor Wilson advised that the proposed 60km/hr change at Waikaia was not included in the SDC Speed Management Plan, however the 50km/hr extension for both bridges and 30km/hr for the school were. Council resolved for staff to "expedite" a separate consultation

process for the additional proposal. Mrs Tagg advised this may include letterbox drops, social media with a survey box for paper responses at Waikaia store.

With regards to gravel consents operable within 10 meters, Councillor Wilson mentioned there is an opportunity to obtain a resource consent to use at Tomogalak bridge as a test case using the technical paper from Environment Southland and replicating for Maitā, as the district's downstream neighbour, in collaboration with all affected parties to include Gore Council, Environment Southland and Southland District Council. Councillor Wilson will discuss this recommendation with the Mayor Rob Scott and Fran Mikulicic (Group manager infrastructure and capital delivery) as a way to protect Council's infrastructure and the Chair endorsed this recommendation because the board wishes to start the process to expand the gravel extraction consent to 150 meters.

Resolution

Moved Deputy Chairperson Dickson, seconded Clarke Horrell **and resolved:**

That the Ardlussa Community Board:

- a) receives the report titled "Councillor update".**

7.6 Chairperson's report

Record No: R/24/3/23844

Mrs Tagg will investigate funding for the correction and erecting of a replacement "Sally the elephant" sign. Chair Clarkson will proceed with offers received from the group keen to tidy the bulbous kerbs in Riversdale.

Hilary Kelso:

Mrs Kelso, on behalf of the Waikaia Trails Trust, invites councillors and staff (after the Council meeting to be held in Waikaia on Wednesday 17 April 2024) to visit the pump track at Waikaia plus the Waikaia bike trail through the forest to address pest control and poaching.

Chair Clarkson suggested, if time permits, a visit to the gold mine and Piano Flat.

Ongoing issues:

- Mr Marshall asked for an extension beyond 10 April 2024 to devise a strategy for the sale of Kruger Street, Balfour
- Mrs Tagg to supply maps of vacant sections in Riversdale
- the need for speed reduction for the Waikaia trails trust cycle crossing
- the Riversdale recycling centre signage at Riversdale will be tidied by the end of June 2024.

Resolution

Moved Chairperson Clarkson, seconded Hilary Kelso **and resolved:**

That the Ardlussa Community Board:

- a) receives the report titled "Chairperson's report" dated 25 March 2024.**

7.7 Next meeting report

Record No: R/24/3/22764

Purpose

For the Board to confirm that their next meeting is at 6pm on Wednesday 12 June 2024 to be held at the Switzers Museum, 39 Blaydon Street, Waikaia.

Resolution

Moved Chairperson Clarkson, seconded Hilary Kelso **and resolved:**

That the Ardlussa Community Board:

- a) **confirms that the next meeting of the Board is at 6pm on Wednesday 12 June 2024 to be held at the Switzers Museum, 39 Blaydon Street, Waikaia.**

The meeting concluded at 9.35pm

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

DATE:.....

CHAIRPERSON:.....

5 April 2024

Waikaia District Progress League Inc

P O Box 19

Waikaia 9745

via email: waikaiaprogress@gmail.com

Ardlussa Community Board

The Ardlussa Community Board considered your letter of 20 November 2023 at its last meeting and requested that a formal response be sent advising that your letter had been received.

Further to my email response to you last year, I can confirm that the street sweeping is scheduled to be carried out twice a year however, the cyclic maintenance truck is in the area every 6-8 weeks. So, if there are areas such as the bridge that require attention, they can be attended to at that time. If you have concerns about a particular area, entering a request for service (RFS) is still your best course of action.

With regards to your query about electric vehicle (EV) charging stations, Council does not install these stations around the District but rather they are installed by main service providers such as ChargeNet, Tesla and Meridian. Great South have advised they are finding that increasingly, businesses, airports, public buildings, motels and hotels are installing charging infrastructure, using their own equipment or in partnership with charging station providers. Up until recently, the installation of any new charging stations has been limited to main travel routes however, now BP and Z stations are also adding charging capacity. Additionally, Great South have advised that they are waiting to hear more about the government's commitment to 10,000 more EV charging stations and they are hoping to advocate for communities like Waikaia and others to be included in the programme.

In terms of a specific communication link with the board, they meet 10-11 times per year, usually on the second Wednesday of the month. The meetings are a combination of formal meetings with a set agenda and less formal workshops. Additionally, as you are aware, Ray Dickson and Clarke Horrell, who live in Waikaia and are members of the board, are also able to be contacted directly about any queries or concerns that you may have.

The meeting dates for the rest of the year are as follows;

Date	Venue	Time	Meeting type
10 April 2024	Riversdale Community Centre	7.00pm	Formal meeting
8 May 2024	Riversdale Community Centre	6.00pm	Workshop
12 June 2024	Switzers Museum, Waikaia	6.00pm	Formal meeting
10 July 2024	Riversdale Community Centre	6.00pm	Workshop
14 August 2024	Balfour Hall	6.00pm	Formal meeting
11 September 2024	Riversdale Community Centre	6.00pm	Workshop
9 October 2024	Riversdale Community Centre	7.00pm	Formal meeting
13 November 2024	Riversdale Community Centre	7.00pm	Workshop
11 December 2024	Switzers Museum, Waikaia	7.00pm	Formal meeting

The progress league is welcome to attend these meetings, we do just ask that you let us know in advance.

Yours faithfully

A handwritten signature in black ink, appearing to read 'K Tagg'.

Kelly Tagg

Community Partnership Leader

WAIKAIA DISTRICT

PROGRESS LEAGUE INC

PO Box 19

Waikaia 9745 waikaiaprogress@gmail.com

20 November 2023 Ardlussa Community Board

At the November meeting of the Waikaia Districts Progress League, it was expressed that we would like a more specific communication link to the Ardlussa Community Board. As we are the voice for the area, we feel that it would be more productive if the Board knew more about the Waikaia Community concerns, issues and our wishlist regarding any expenditure in our area.

The following is what we discussed:

1. There is a street sign missing from the corner of Wylam & Blaydon Street.
2. During heavy rain, the area at the corner of Wylam & Blaydon Street excessively floods.
3. How often does the street sweeping get done? There is a lot of grit on the bridge that needs to be swept.
4. The footpath in front of the Lodge (Blaydon St) is very mossy and could do with a spray.
5. It has been indicated that the footpath in front of The Butcher Shop Gallery (Willington St) will be replaced - we feel this is unnecessary.
6. Does the Council have any plans to install EV charging stations anywhere within the district?
7. Is it possible to have a general overview of what improvements/replacements/upgrades the Council has on their agenda for Waikaia and is there any way to have comments on this?
8. The streetlights down the main street (Blaydon st) could be replaced by old fashioned coach lights.
9. There is a lack of public drinking water in the town - would it be possible to have a source available? Could it be in conjunction with the school drinking water?

We look forward to hearing from you.

Kind regards

Andrew Peter Dickson Chairperson

Waikaia Districts Progress League

pp Megan Horrell Secretary / Treasurer

Waikaia District Progress League

Representation Review update

Record no: R/24/5/35336

Author: Michal Gray, Democracy advisor

Approved by: Michael Aitken, GM strategy & partnerships (interim)

☐ Decision

☐ Recommendation

☒ Information

- 1 The purpose of this report is to update the Ardlussa Community Board (the board) on the representation review and to make the board aware of the revised timeline.
- 2 Staff had previously informed the board that the representation proposal would be decided on by Council in May 2024. Staff had planned to inform the board of the representation proposal at this meeting and explain the submission process. The board would have been able to approve any submission it decided to make at the August board meeting.
- 3 The representation review timeline has been altered because of the long term plan.
- 4 Staff will be presenting an information report to Council at its meeting on 19 June 2024 outlining options for representation that may provide for the effective and fair representation for individuals and communities.
- 5 Staff anticipate that Council will make the decision on the representation proposal at its meeting on 17 July 2024. After the Council decision the representation proposal will be publicly notified and public consultation will take place from 26 July – 2 September 2024.
- 6 The new timeline is within the statutory time frames prescribed by the Local Electoral Act 2001.
- 7 Staff plan to email board members the representation proposal shortly after the Council decision on 17 July. This will include information on the public consultation Staff will formally report to the community board with the representation proposal at the August meeting of the board.
- 8 If the community board want to make a submission on the representation proposal, staff encourage the board to hold a workshop towards the end of July to discuss what it would like to submit, and to then approve the submission via a formal report at the August meeting of the board.

Recommendation

That the Ardlussa Community Board:

- a) receives the report titled “Representation Review update”.

Attachments

There are no attachments for this report.

Project scope confirmation - 2024/2027 locally funded projects

Record No: R/24/4/26359

Author: Lance Spencer, Contracts and programme lead

Approved by: Sam Marshall, Group manager customer and community wellbeing

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is to seek approval from the Ardlussa Community Board for the scope of the locally funded projects within their board area that will be delivered in the first three years of the 2024/2034 Long Term Plan.

Executive summary

- 2 The Ardlussa community has a number of community funded projects that have been proposed in the 2024/2034 Long Term Plan to be delivered in the first three years of the plan.
- 3 The community board has the delegation to approve the scope of locally funded projects. Refer to the policy implications below.
- 4 With an increase in the number of both locally and district funded projects identified in the 2024/2034 Long Term Plan, staff are working to improve the efficiency of delivery.
- 5 One of the ways staff are seeking to achieve increased efficiency is to ensure projects are scoped and approved ahead of the year identified for delivery. In doing so, staff consider the primary advantage is the early identification of required internal and external resources and supplies enabling timely programming and procurement. Staff consider this approach will provide the best opportunity to deliver the committed works programme.
- 6 The scoping documents relevant to the Ardlussa Community Board's delegation are attached to this report.

Recommendation

That the Ardlussa Community Board:

- a) Receives the report titled “Project scope confirmation - 2024/2027 locally funded projects” dated 24 May 2024.**
- b) Determines that this matter or decision be recognised as not significant in terms of section 76 of the Local Government Act 2002.**
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) Agrees to approve the scope of the projects identified (as indicated below) with the details defined in attachments to the staff report:**
 - i. Balfour Playground - Equipment Renewal (P-10752) 2024/2025**
 - ii. Balfour Hall – Replace Roof and Spouting (P-10552) 2025/2026**
 - iii. Balfour Hall – New heat pumps and remove old heating system (P-10553) 2026/2027.**

Background

- 7 The Ardlussa community has a number of community funded projects that have been approved in the 2024/2034 Long Term Plan to be delivered in the first three years of the 2024/2034 Long Term Plan.
- 8 The community board has the delegation to approve the scope of locally funded projects. Refer to the policy implications below.
- 9 With an increase in the number of both locally and district funded projects identified in the 2024/2034 Long Term Plan, staff are working to improve the efficiency of delivery.
- 10 One of the ways staff are seeking to achieve increased efficiency is to ensure projects are scoped and approved ahead of the year identified for delivery. In doing so, staff consider the primary advantage is the early identification of required internal and external resources and supplies enabling timely programming and procurement. Staff consider this approach will provide the best opportunity to deliver the committed works programme.
- 11 The scoping documents relevant to the Ardlussa Community Board delegations are attached to this report.
- 12 Staff worked with the community board to discuss and identify projects at their workshops as part of the planning for the inclusion in the 2024/2034 Long Term Plan.
- 13 The community board was sent the list of the projects that the community facilities team are responsible for in the first three years of the 2024/2034 Long Term Plan for their information in March 2024.
- 14 The projects will be consulted on through the 2024/2034 Long Term Plan review process and will not be able to proceed until the Long Term Plan is approved by Council.

- 15 The district funded projects within the Ardlussa community board have also been attached to this report so that if the board wants to make recommendations on these to Council it has the information required to support this process. These are:

- 1) FHOUS014 A - Community Housing – Internal paint two units 2024/2025
- 2) FHOUS018 - Community Housing – Replace roof 2025/2026
- 3) FHOUS020 - Community Housing – Replacement of water bore at Riversdale 2026/2027
- 4) P-10639A - District Wide Renewal Preparation 2026/2027 (Preparation for a new toilet in Riversdale with construction in 2027/2028)

Factors to consider

Legal and statutory requirements

- 16 None.

Community views

- 17 The projects that are covered in the attached scoping documents have been included within the 2024/2034 Long Term Plan and subsequently consulted on. Each of these projects were developed and submitted as part of the Long Term Plan in conjunction with the community board. As such, community views are considered to have been well canvassed.

Costs and funding

- 18 These projects have all been identified in the approved 2024/2034 Long Term Plan and will be funded by way of reserves, loans or a combination of both.

Policy implications

- 19 For projects within the Long Term Plan the delegation manual under section 8.2 Community Boards, subsection Advocacy states:
- a) As part of the long term plan or annual plan process, prepare a submission to Council on the proposed levels of service, income and expenditure within the community of interest.
 - b) As part of the long term plan or annual plan process, outline the relative priorities for the delivery of District services and levels of service within the board area (Council sets the levels of service for District Activities) if a board seeks a higher level of service, they need to recommend that to Council, and the higher level of service will need to be funded in an appropriate way (locally).

Subsection Local Activities states:

- c) Recommend to Council or a relevant committee the approval of project definitions or business cases and procurement plans for capital expenditure over \$300,000.

Subsection Decisions on locally funded assets and services states:

- d) Approve project definitions or business cases for approved budgeted capital expenditure up to \$300,000.

Analysis of options

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

- i. **Balfour Playground - Equipment Renewal (P-10752) 2024/2025**
- ii. **Balfour Hall – Replace Roof and Spouting (P-10552) 2025/2026**
- iii. **Balfour Hall – New heat pumps and remove old heating system (P-10553) 2026/2027.**

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

Option 2– Does not agree to approve the scope of the projects identified in the attachments to this report as follows:

- i. **Balfour Playground - Equipment Renewal (P-10752) 2024/2025**
- ii. **Balfour Hall – Replace Roof and Spouting (P-10552) 2025/2026**
- iii. **Balfour Hall – New heat pumps and remove old heating system (P-10553) 2026/2027.**

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

Assessment of significance

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

Recommended option

- 21 The staff recommendation is Option 1.



Attachments

- A Balfour Playground - Equipment Renewal P-10752 2024-2025
- B Balfour Hall - Replace Roof and Spouting P-10552 2025-2026
- C Balfour Hall - New heat pumps and remove old heating system P-10553 2026-2027
- D FHOU014 - A - Community Housing Internal paint 2 units 2025-2026
- E FHOU018 - A - Community Housing Replace roof 2026-2027
- F FHOU020 - A - Community Housing Replacement of water bore at Riversdale 2026-2027
- G P-10639 - A - District Wide Renewal preparation 2026-2027



Combined project scope, G1.0 and G2.0

Balfour Playground – Equipment Renewal

PHOTOS 	FINANCIAL YEAR	2024/2025
	PROJECT NUMBER	P-10752
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Ardlussa
	CHAIRPERSON	Richard Clarkson
	COUNCILLOR	Matt Wilson
	CPL	Kelly Tagg
DESCRIPTION Location 26 Mary St, Balfour There are no water services within the boundary 		
SCOPE The community board will need to be consulted with options of play equipment. Playground upgrade which will include the provision of the appropriate soft fall requirements and improved play outcomes. There could be the opportunity to rationalize the layout of the play area to achieve lower ongoing maintenance costs. This work has been determined as a result of the level three inspection report commissioned by staff in 2022. Staff will work with the school and the Lions club on this project.		
COMMUNICATION Communication will need to go out to the Balfour community well in advance of this work being undertaken.		
CONSENT		
Building	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Archaeology/ Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Resource	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
RISKS		

Combined project scope, G1.0 and G2.0
25/10/2022

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What are the project risks that have been identified to date		The playground will be unavailable while the work is being undertaken at the playground.	
➤ What mitigation is in place		The area will be set up as a work site with the correct health and safety plans, signage and equipment in place.	
➤ What is the status (high/ medium/ low)		Work needs to be undertaken during the off season. This is a medium risk activity.	
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)			
The site will have restricted access while this work is being undertaken			
What is this project (ie, capital, consent, operating or procurement)		Capital	
Is this a one-off project or works programme		One off project	
What are the strategic and activity links		1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit	
Are there any links to the Corporate Performance Framework		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Do we have approvals for land use		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is a procurement plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is a communication plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Has a draft risk register been prepared		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What team members will make up the Project Control Group (PCG)			
BUDGETS			
Approved budget		\$120,000	
What is the initial cost made up of:	Design	\$	(typically, 10% of project)
	Consents	\$	(typically, 2% of project)
	Consultation	\$	
	Project	\$120,000	
	Contingency	\$	(typically, 10% of project)
	Total Budget	\$120,000	
How is the project being funded (loan or reserves)		Loan	



APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	
PROGRAMME DATES				
What are the key project milestones				
Planning				
Design				
Consent				
Procurement				
Construction or delivery				
Handover				
Are there any critical path activities				
ASSUMPTIONS				
What if any assumptions have been made on the project to date				
OTHER				
Any other items relating to this project				



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BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components of budget	External funding	\$
	District funding	\$
	Local funding	\$
	NZTA funding	\$
	Loan	\$
	Other	\$
How was the budget developed	Contingency	\$
	Risk	\$
	Consultants fees	\$
	Investigation fees	\$
Total budget		\$
Committed budget (what has been committed or spent to date)	Consultants fee	\$
	Consent charges	\$
	Design costs	\$
	Other	\$
Are there any constraints for external funding		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, annual costs		\$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		<input type="checkbox"/> Yes <input type="checkbox"/> No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		



PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does design meet SDC/ NZTA design standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control		
<ul style="list-style-type: none"> delegated authority for scope and budget changes variations to scope and budget 		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		





(RFP, RFIP, RFT, three quotes)		
Timeline for procurement		
<ul style="list-style-type: none"> tender open date tender close date award of contract date 		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	\$
	Vehicle	\$
	Plant	\$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		



Combined project scope, G1.0 and G2.0

Balfour Hall – Replace roof and spouting

PHOTOS 	FINANCIAL YEAR	2025/2026
	PROJECT NUMBER	P-10552
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Ardlussa
	CHAIRPERSON	Richard Clarkson
	COUNCILLOR	Matt Wilson
	CPL	Kelly Tagg
DESCRIPTION 68 Queen Street, Balfour The land is owned by SDC 		
SCOPE Cutback vegetation as required to get scaffolding set up Remove existing roofing iron and replace with new building paper and long run colorsteel. Confirm color with hall trust and the community board. Iron is to be screwed down. Replace old spouting with new spouting and downpipes into existing stormwater services Painting to barge boards if budget allows. Confirm color with hall trust and the community board.		
COMMUNICATION Communication will need to be had with the Balfour Hall Trust and the Community Board. Timing of this project will need to be considered to determine the timeframe for replacement that doesn't impact on any major events scheduled at the hall.		
CONSENT		
Building	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Archaeology/ Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Resource	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Combined project scope, G1.0 and G2.0
25/10/2022

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RISKS			
What are the project risks that have been identified to date		The hall will have limited access while the repairs are being carried out.	
➤ What mitigation is in place		The area will be set up as a work site with the correct health and safety plans, signage and equipment in place.	
➤ What is the status (high/ medium/ low)		This is a medium risk activity.	
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)			
The site will have limited access while this work is being undertaken.			
OVERVIEW			
What is this project (ie, capital, consent, operating or procurement)		Capital	
Is this a one-off project or works programme		One Off	
What are the strategic and activity links		1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit	
Are there any links to the Corporate Performance Framework		<input type="checkbox"/> Yes <input type="checkbox"/> No	
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Do we have approvals for land use		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is a procurement plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is a communication plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Has a draft risk register been prepared		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What team members will make up the Project Control Group (PCG)			
BUDGETS			
Approved budget		\$71,400	
What is the initial cost made up of:	Design	\$	(typically, 10% of project)
	Consents	\$	(typically, 2% of project)
	Consultation	\$	
	Project	\$64,260	
	Contingency	\$7,140	(typically, 10% of project)
	Total Budget	\$71,400	
How is the project being funded (loan or reserves)		Loan funded	
APPROVALS			



Communications	Signed		Date	
Iwi	Signed	N/A	Date	
Building	Signed	N/A	Date	
Property	Signed		Date	
Resource management	Signed	N/A	Date	
Three waters	Signed	N/A	Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	
PROGRAMME DATES				
What are the key project milestones				
Planning				
Design				
Consent				
Procurement				
Construction or delivery				
Handover				
Are there any critical path activities				
ASSUMPTIONS				
What if any assumptions have been made on the project to date				
OTHER				
Any other items relating to this project				



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BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components of budget	External funding	\$
	District funding	\$
	Local funding	\$
	NZTA funding	\$
	Loan	\$
	Other	\$
How was the budget developed	Contingency	\$
	Risk	\$
	Consultants fees	\$
	Investigation fees	\$
Total budget		\$
Committed budget (what has been committed or spent to date)	Consultants fee	\$
	Consent charges	\$
	Design costs	\$
	Other	\$
Are there any constraints for external funding		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, annual costs		\$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		<input type="checkbox"/> Yes <input type="checkbox"/> No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		



PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does design meet SDC/ NZTA design standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control		
<ul style="list-style-type: none"> delegated authority for scope and budget changes variations to scope and budget 		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		





(RFP, RFIP, RFT, three quotes)		
Timeline for procurement		
<ul style="list-style-type: none"> tender open date tender close date award of contract date 		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	\$
	Vehicle	\$
	Plant	\$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		



Combined project scope, G1.0 and G2.0

Balfour Hall - New heat pumps and remove old heating system

PHOTOS	FINANCIAL YEAR	2026/2027
	PROJECT NUMBER	P-10553
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Ardlussa
	CHAIRPERSON	Richard Clarkson
	COUNCILLOR	Matt Wilson
	CPL	Kelly Tagg
DESCRIPTION		
68 Queen Street, Balfour		
		
SCOPE		
<p>Decommission existing boiler unit and replace with heat pumps suitable to heat hall and meeting rooms.</p> <p>Tidy up the area where the existing boiler was removed.</p> <p>Ensure the distribution board is capable of running the new heat pumps.</p>		
COMMUNICATION		
<p>Communication will need to be had with the Balfour Hall Trust and the Community Board. Timing of this project will need to be considered to determine the timeframe for replacement that doesn't impact on any major events scheduled at the hall.</p>		
CONSENT		
Building	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Archaeology/ Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Resource	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
RISKS		

Combined project scope, G1.0 and G2.0
25/10/2022

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What are the project risks that have been identified to date		The hall will have limited access while the heat pumps are being installed and the boiler system is removed.	
<ul style="list-style-type: none"> ➤ What mitigation is in place ➤ What is the status (high/ medium/ low) 		The area will be set up as a work site with the correct health and safety plans, signage and equipment in place.	
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)			
The site will have limited access while this work is being undertaken			
OVERVIEW			
What is this project (ie, capital, consent, operating or procurement)		Capital	
Is this a one-off project or works programme		One Off	
What are the strategic and activity links		1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit	
Are there any links to the Corporate Performance Framework		<input type="checkbox"/> Yes <input type="checkbox"/> No	
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Do we have approvals for land use		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is a procurement plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is a communication plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Has a draft risk register been prepared		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What team members will make up the Project Control Group (PCG)			
BUDGETS			
Approved budget		\$41,698	
What is the initial cost made up of:	Design	\$4,200	(typically, 10% of project)
	Consents	\$	(typically, 2% of project)
	Consultation	\$	
	Project	\$37498	
	Contingency	\$	(typically, 10% of project)
Total Budget		\$41,698	
How is the project being funded (loan or reserves)		Loan funded	
APPROVALS			
Communications	Signed		Date



Iwi	Signed	N/A	Date	
Building	Signed	N/A	Date	
Property	Signed		Date	
Resource management	Signed	N/A	Date	
Three waters	Signed	N/A	Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	
PROGRAMME DATES				
What are the key project milestones				
Planning				
Design				
Consent				
Procurement				
Construction or delivery				
Handover				
Are there any critical path activities				
ASSUMPTIONS				
What if any assumptions have been made on the project to date				
OTHER				
Any other items relating to this project				



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BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components of budget	External funding	\$
	District funding	\$
	Local funding	\$
	NZTA funding	\$
	Loan	\$
	Other	\$
How was the budget developed	Contingency	\$
	Risk	\$
	Consultants fees	\$
	Investigation fees	\$
Total budget		\$
Committed budget (what has been committed or spent to date)	Consultants fee	\$
	Consent charges	\$
	Design costs	\$
	Other	\$
Are there any constraints for external funding		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, annual costs		\$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		<input type="checkbox"/> Yes <input type="checkbox"/> No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		




PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does design meet SDC/ NZTA design standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control		
<ul style="list-style-type: none"> delegated authority for scope and budget changes variations to scope and budget 		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		



(RFP, RFIP, RFT, three quotes)		
Timeline for procurement		
<ul style="list-style-type: none"> tender open date tender close date award of contract date 		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	\$
	Vehicle	\$
	Plant	\$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

Combined project scope, G1.0 and G2.0

Community Housing - Interior repaint 2 Units

PHOTOS 	FINANCIAL YEAR	2025/2026
	PROJECT NUMBER	FHOUS014
	ACTIVITY	Community Housing
	COMMUNITY BOARD	Ardlussa
	CHAIRPERSON	Richard Clarkson
	COUNCILLOR	Matt Wilson
	CPL	Kelly Tagg

DESCRIPTION

48 A & B York Road, Riversdale

Location: This is council owned land and does not require a boundary survey (Sec 1279 Hokonui SD).



SCOPE

This depends on when and where units become available and the condition they are left in by exiting tenants.

Clear the internal areas where work is going to be undertaken.

Preparation:

1. Clean up: wash surfaces with sugar soap, remove cobwebs, flaking paint and dirt. Use bleach to remove any mildew or fungus.
2. Test internal power outlets and taps: Painters will need access to water or power for tools, depending on the type of job. Ensuring that these are all in good working order before they arrive can avoid delays and unnecessary frustration.
3. Cover areas that are not receiving decoration, floor surfaces, glass on windows etc.



<p>4. Repair wall damage: Ready for internal commercial painting, make sure you repair any damage to the internal surfaces, such as holes, rot, decay, mould, and other common commercial property problems. Remove staples, nails and picture hooks.</p> <p>5. Undertake internal repairs to ensure the wall and ceiling linings are in good condition to receive decoration.</p>	
<p>Painting:</p> <p>Apply 1 undercoat as required and 2 top coats of premium paint to interior surfaces of the hall in a color(s) that is agreed upon by the community board and the hall group. Ensure the paint specified is used and not substituted for a different brand.</p>	
<p>Cleanup:</p> <p>All surfaces that aren't being painted are to be paint free at the end of the project.</p>	
<p>Areas: This will be based on the information gathered through the exit inspection.</p>	
<p>All paint colors and brands used are to be recorded into community facilities IPS system (include paint codes if available). Paint colors are to uniform across the district at all community housing units.</p>	
<p>All left over paint is to be left with the project manager.</p>	
<p>COMMUNICATION</p>	
<p>This Riversdale community will need to be informed well in advance that this work will be undertaken. The contractor will need to work with the tenants to determine the timeframe for replacement that doesn't impact on the normal use of these units.</p>	
<p>CONSENT</p>	
Building	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Archaeology/ Heritage	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Resource	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>RISKS</p>	
<p>What are the project risks that have been identified to date</p> <ul style="list-style-type: none"> ➤ What mitigation is in place ➤ What is the status (high/ medium/ low) 	<p>The units may be unavailable while the re-roofing is in progress.</p> <p>The area will be set up as a work site with the correct health and safety plans, signage and equipment in place.</p> <p>This is a medium risk activity.</p>
<p>COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)</p>	
<p>The site will have restricted access while this work is being undertaken.</p>	
<p>OVERVIEW</p>	



What is this project (ie, capital, consent, operating or procurement)	Operating		
Is this a one-off project or works programme	One Off		
What are the strategic and activity links	1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit		
Are there any links to the Corporate Performance Framework	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Do we have approvals for land use	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Is a procurement plan required	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
What type of communication plan is required	Light		
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Has a draft risk register been prepared	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
What team members will make up the Project Control Group (PCG)	Community facilities asset owner and project delivery team project manager		
BUDGETS			
Approved budget	\$12,000		
What is the initial cost made up of:	Design	\$	(typically, 10% of project)
	Consents	\$	(typically, 2% of project)
	Consultation	\$	
	Project	\$10,800	
	Contingency	\$1,200	(typically, 10% of project)
	Total Budget	\$12,000	
How is the project being funded (loan or reserves)	Loan		
WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION			
Calculating the Whole of Life (WOL) or Total Cost of Ownership (TCO) costs. For inflationary purposes, add 1% per annum over the useful life and	Full capital cost		
	Interest on loan		
	(if applicable)		
	Useful life (in years)		
	Residual value		
	Annual maintenance costs		
	Annual operating costs		



WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION			
multiply this % to the end TOC figure you get.	Other cost (renovations) and at what intervals?		
	Disposal costs		
	Total cost of ownership?		
What is the impact on rates going forward for the TCO?			
Is this affordable?		<input type="checkbox"/> Yes <input type="checkbox"/> No	

APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	
PROGRAMME DATES				
What are the key project milestones				
Planning				
Design				
Consent				
Procurement				
Construction or delivery				
Handover				
Are there any critical path activities				
ASSUMPTIONS				
What if any assumptions have been made on the project to date				
OTHER				
Any other items relating to this project				





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BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components of budget	External funding	\$
	District funding	\$
	Local funding	\$
	NZTA funding	\$
	Loan	\$
	Other	\$
How was the budget developed	Contingency	\$
	Risk	\$
	Consultants fees	\$
	Investigation fees	\$
Total budget		\$
Committed budget (what has been committed or spent to date)	Consultants fee	\$
	Consent charges	\$
	Design costs	\$
	Other	\$
Are there any constraints for external funding		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, annual costs		\$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		<input type="checkbox"/> Yes <input type="checkbox"/> No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		



PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does design meet SDC/ NZTA design standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control		
<ul style="list-style-type: none"> delegated authority for scope and budget changes variations to scope and budget 		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		




(RFP, RFIP, RFT, three quotes)		
Timeline for procurement		
<ul style="list-style-type: none"> tender open date tender close date award of contract date 		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	\$
	Vehicle	\$
	Plant	\$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		



Combined project scope, G1.0 and G2.0

Riversdale – Reroof 2 units

PHOTOS 	FINANCIAL YEAR	2026/2027
	PROJECT NUMBER	FHOUS018
	ACTIVITY	Community Housing
	COMMUNITY BOARD	Ardlussa
	CHAIRPERSON	Richard Clarkson
	COUNCILLOR	Matt Wilson
	CPL	Kelly Tagg

DESCRIPTION

48 A & B York Road, Riversdale

Location: This is council owned land and does not require a boundary survey (Sec 1279 Hokonui SD).



SCOPE

Reroof both units at Riversdale if a prior inspection deterioration since the previous condition report in 2022.

Remove the existing roof material off the two units, install new purlins to allow for the installation of insulation to meet the current building standards. Replace the roofing iron with long run corrugated colour steel that matches the existing colour. Replace the spouting with colour steel continuous spouting.

COMMUNICATION

This Riversdale community will need to be informed well in advance that this work will be undertaken. The contractor will need to work with the tenants to determine the timeframe for replacement that doesn't impact on the normal use of these units.



CONSENT			
Building		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Archaeology/ Heritage		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Resource		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
RISKS			
What are the project risks that have been identified to date		The units may be unavailable while the re-roofing is in progress.	
➤ What mitigation is in place		The area will be set up as a work site with the correct health and safety plans, signage and equipment in place.	
➤ What is the status (high/ medium/ low)		This is a medium risk activity.	
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)			
The site will have restricted access while this work is being undertaken.			
OVERVIEW			
What is this project (ie, capital, consent, operating or procurement)		Capital	
Is this a one-off project or works programme		One Off	
What are the strategic and activity links		1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit	
Are there any links to the Corporate Performance Framework		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Do we have approvals for land use		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is a procurement plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What type of communication plan is required		Light	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Has a draft risk register been prepared		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What team members will make up the Project Control Group (PCG)		Community facilities asset owner and project delivery team project manager	
BUDGETS			
Approved budget		\$30,000	
What is the initial cost made up of:	Design	\$	(typically, 10% of project)
	Consents	\$	(typically, 2% of project)
	Consultation	\$	



	Project	\$27,000	
	Contingency	\$3,000	(typically, 10% of project)
	Total Budget	\$30,000	
How is the project being funded (loan or reserves)		Loan	
WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION			
	Full capital cost		
Calculating the Whole of Life (WOL) or Total Cost of Ownership (TCO) costs. For inflationary purposes, add 1% per annum over the useful life and multiply this % to the end TOC figure you get.	Interest on loan		
	(if applicable)		
	Useful life (in years)		
	Residual value		
	Annual maintenance costs		
	Annual operating costs		
	Other cost (renovations) and at what intervals?		
	Disposal costs		
	Total cost of ownership?		
What is the impact on rates going forward for the TCO?			
Is this affordable?		<input type="checkbox"/> Yes <input type="checkbox"/> No	

APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	
PROGRAMME DATES				
What are the key project milestones				



Planning	
Design	
Consent	
Procurement	
Construction or delivery	
Handover	
Are there any critical path activities	
ASSUMPTIONS	
What if any assumptions have been made on the project to date	
OTHER	
Any other items relating to this project	



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BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components of budget	External funding	\$
	District funding	\$
	Local funding	\$
	NZTA funding	\$
	Loan	\$
	Other	\$
How was the budget developed	Contingency	\$
	Risk	\$
	Consultants fees	\$
	Investigation fees	\$
Total budget		\$
Committed budget (what has been committed or spent to date)	Consultants fee	\$
	Consent charges	\$
	Design costs	\$
	Other	\$
Are there any constraints for external funding		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, annual costs		\$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		<input type="checkbox"/> Yes <input type="checkbox"/> No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		



PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does design meet SDC/ NZTA design standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control		
<ul style="list-style-type: none"> delegated authority for scope and budget changes variations to scope and budget 		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		



(RFP, RFIP, RFT, three quotes)		
Timeline for procurement		
<ul style="list-style-type: none"> tender open date tender close date award of contract date 		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	\$
	Vehicle	\$
	Plant	\$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		



Combined project scope, G1.0 and G2.0

Community Housing – Replacement of water bore at Riversdale

PHOTOS	FINANCIAL YEAR	2026/2027
	PROJECT NUMBER	FHOUS0020
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Ardlussa
	CHAIRPERSON	Richard Clarkson
	COUNCILLOR	Matt Wilson
	CPL	Kelly Tagg
DESCRIPTION		
<p>48 A & B York Road, Riversdale</p> <p>Location: This is council owned land and does not require a boundary survey (Sec 1279 Hokonui SD).</p> 		
SCOPE		
<p>Get a condition assessment of the existing bore and water quality. If the bore is not fit for purpose replace with a new unit and install UV filters to make sure that the water meets potable water standards.</p>		
COMMUNICATION		
<p>This Riversdale community will need to be informed well in advance that this work will be undertaken. The contractor will need to work with the tenants to determine the timeframe for replacement that doesn't impact on the normal use of these units.</p>		
CONSENT		
Building	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Archaeology/ Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Combined project scope, G1.0 and G2.0
25/10/2022

Southland District Council
Te Rohe Pōtae o Murihiku

PO Box 903
15 Forth Street
Invercargill 9840

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



Resource		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
RISKS			
What are the project risks that have been identified to date		The units may be unavailable while the bore replacement is in progress.	
➤ What mitigation is in place		The area will be set up as a work site with the correct health and safety plans, signage and equipment in place.	
➤ What is the status (high/ medium/ low)		This is a medium risk activity.	
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)			
The site will have restricted access while this work is being undertaken.			
OVERVIEW			
What is this project (ie, capital, consent, operating or procurement)		Capital	
Is this a one-off project or works programme		One Off	
What are the strategic and activity links		1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit	
Are there any links to the Corporate Performance Framework		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Do we have approvals for land use		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is a procurement plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What type of communication plan is required		Light	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Has a draft risk register been prepared		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What team members will make up the Project Control Group (PCG)		Community facilities asset owner and project delivery team project manager	
BUDGETS			
Approved budget		\$10,000	
What is the initial cost made up of:	Design	\$	(typically, 10% of project)
	Consents	\$	(typically, 2% of project)
	Consultation	\$	
	Project	\$9,000	
	Contingency	\$1,000	(typically, 10% of project)
	Total Budget	\$10,000	



How is the project being funded (loan or reserves)		Loan	
WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION			
Calculating the Whole of Life (WOL) or Total Cost of Ownership (TCO) costs. For inflationary purposes, add 1% per annum over the useful life and multiply this % to the end TOC figure you get.	Full capital cost		
	Interest on loan		
	(if applicable)		
	Useful life (in years)		
	Residual value		
	Annual maintenance costs		
	Annual operating costs		
	Other cost (renovations) and at what intervals?		
	Disposal costs		
Total cost of ownership?			
What is the impact on rates going forward for the TCO?			
Is this affordable?		<input type="checkbox"/> Yes <input type="checkbox"/> No	

APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	
PROGRAMME DATES				
What are the key project milestones				
Planning				
Design				
Consent				



Procurement	
Construction or delivery	
Handover	
Are there any critical path activities	
ASSUMPTIONS	
What if any assumptions have been made on the project to date	
OTHER	
Any other items relating to this project	



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BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components of budget	External funding	\$
	District funding	\$
	Local funding	\$
	NZTA funding	\$
	Loan	\$
	Other	\$
How was the budget developed	Contingency	\$
	Risk	\$
	Consultants fees	\$
	Investigation fees	\$
Total budget		\$
Committed budget (what has been committed or spent to date)	Consultants fee	\$
	Consent charges	\$
	Design costs	\$
	Other	\$
Are there any constraints for external funding		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, annual costs		\$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		<input type="checkbox"/> Yes <input type="checkbox"/> No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		





PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does design meet SDC/ NZTA design standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control		
<ul style="list-style-type: none"> delegated authority for scope and budget changes variations to scope and budget 		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		



(RFP, RFIP, RFT, three quotes)		
Timeline for procurement		
<ul style="list-style-type: none"> tender open date tender close date award of contract date 		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	\$
	Vehicle	\$
	Plant	\$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		



Combined project scope, G1.0 and G2.0
Toilet Renewal Preparation

PHOTOS	FINANCIAL YEAR	2026/2027
	PROJECT NUMBER	P-10639A
	ACTIVITY	Public Conveniences
	COMMUNITY BOARD	Ardlussa
	CHAIRPERSON	Richard Clarkson
	COUNCILLOR	Matt Wilson
	CPL	Kelly Tagg
DESCRIPTION		
Location: to be determined.		
		
SCOPE		
<p>Funding has been allowed for in the long term plan to look at installing a public toilet in Riversdale. This in the vent that the Riversdale community centre no longer want to continue with the current arrangement it has with Council to provide a public toilet.</p> <p>This piece of work will work through identifying an appropriate site, building consents, plans, resource consents, quotes, everything required for construction. Construction will be undertaken in the 2027/2028 financial year.</p>		



COMMUNICATION			
This Riversdale community centre committee will need to be involved as the first point of contact to determine if this project needs to proceed. A wider community engagement process will need to be carried out if the project proceeds.			
CONSENT			
Building		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Archaeology/ Heritage		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Resource		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
RISKS			
What are the project risks that have been identified to date		This is a low risk activity as in terms of physical harm however there may be a reputational risk associated with the community engagement process.	
➤ What mitigation is in place		Low to medium risk.	
➤ What is the status (high/ medium/ low)			
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)			
Riversdale community centre and the wider Riversdale community.			
OVERVIEW			
What is this project (ie, capital, consent, operating or procurement)		Capital	
Is this a one-off project or works programme		One off	
What are the strategic and activity links		1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit	
Are there any links to the Corporate Performance Framework		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Do we have approvals for land use		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is a procurement plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What type of communication plan is required		Medium	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Has a draft risk register been prepared		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What team members will make up the Project Control Group (PCG)		Community facilities asset owner and project delivery team project manager	
BUDGETS			
Approved budget		\$80,000	
	Design	\$8,000	(typically, 10% of project)



What is the initial cost made up of:	Consents	\$1,200	(typically, 2% of project)
	Consultation	\$	
	Project	\$62,800	
	Contingency	\$8,000	(typically, 10% of project)
	Total Budget	\$80,000	
How is the project being funded (loan or reserves)		Loan	
WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION			
Calculating the Whole of Life (WOL) or Total Cost of Ownership (TCO) costs. For inflationary purposes, add 1% per annum over the useful life and multiply this % to the end TOC figure you get.	Full capital cost		
	Interest on loan		
	(if applicable)		
	Useful life (in years)		
	Residual value		
	Annual maintenance costs		
	Annual operating costs		
	Other cost (renovations) and at what intervals?		
	Disposal costs		
Total cost of ownership?			
What is the impact on rates going forward for the TCO?			
Is this affordable?		<input type="checkbox"/> Yes <input type="checkbox"/> No	

APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	



PROGRAMME DATES	
What are the key project milestones	
Planning	
Design	
Consent	
Procurement	
Construction or delivery	
Handover	
Are there any critical path activities	
ASSUMPTIONS	
What if any assumptions have been made on the project to date	
OTHER	
Any other items relating to this project	



FOR INTERNAL USE ONLY

BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components of budget	External funding	\$
	District funding	\$
	Local funding	\$
	NZTA funding	\$
	Loan	\$
	Other	\$
How was the budget developed	Contingency	\$
	Risk	\$
	Consultants fees	\$
	Investigation fees	\$
Total budget		\$
Committed budget (what has been committed or spent to date)	Consultants fee	\$
	Consent charges	\$
	Design costs	\$
	Other	\$
Are there any constraints for external funding		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, annual costs		\$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		<input type="checkbox"/> Yes <input type="checkbox"/> No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		



PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does design meet SDC/ NZTA design standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control		
<ul style="list-style-type: none"> delegated authority for scope and budget changes variations to scope and budget 		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		



(RFP, RFIP, RFT, three quotes)		
Timeline for procurement		
<ul style="list-style-type: none"> tender open date tender close date award of contract date 		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	\$
	Vehicle	\$
	Plant	\$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

2024-2034 Long Term Plan Consultation

Record no: R/24/6/36973

Author: Kelly Tagg, Community partnership leader

Approved by: Sam Marshall, Group manager customer and community wellbeing

☒ Decision

☐ Recommendation

☐ Information

Community board submission

- 1 Consultation for the 2024-2034 long term plan opened at 9am on Wednesday 5 June 2024 and closes at midday on Wednesday 5 July 2024.
- 2 Council wishes to consult with the community on four key issues as follows;
 - Water services management
 - Levels of service for roading
 - Glass recycling
 - Te Anau Airport Manapouri – district funding
- 3 It is also consulting on several other issues such as changes to targeted rates, the draft development and financial contributions policy and supporting retention and use of Maori land.
- 4 Residents and ratepayers will receive a postcard in their letterboxes advising the timeframes for consultation, where to find the information and how to make a submission.
- 5 A copy of the long term plan consultation document will be provided to all board members and the submission form is attached to this report.
- 6 Information about local community board projects and budgets can be found on pages 42-44 of the consultation document.
- 7 One of the purposes of a community board is to engage with the community and advocate for it in council discussions and decisions which includes making submissions during the long term plan process.
- 8 The board is encouraged to complete the attached form and submit it by midday on Wednesday 5 July 2024.

Recommendation

That the Ardlussa Community Board:

- a) **receives the report titled “2024-2034 Long Term Plan Consultation”.**
- b) **agrees to enter a submission to the 2024 long term plan**

Attachments

- A Submission form for LTP 2024-2034



Southland District Council Long Term Plan 2024-2034

These are challenging times, Southland Murihiku

We are consulting on our long term plan and we want to hear from you. Our consultation document, called These are challenging times, Southland Murihiku, outlines the big issues and options facing Southland district and what Council is suggesting we do about them. We want to know what you think about our options. You can also find a lot more detail in the supporting information available on makeitstick.nz.

The easiest way to let us know what you think is to use our online form at www.makeitstick.nz

Or, if you'd prefer to write to us, just fill out this feedback form and get this to us by **noon on 5 July** by either:

Posting it to :	2024 LTP, PO Box 903, Invercargill 9840
Emailing it to:	submissions@southlanddc.govt.nz
Delivering it to:	one of our offices in Invercargill, Oban, Otautau, Riverton Aparima, Te Anau, Lumsden, Winton or Wyndham

Please note that all the information you provide in your feedback form (including personal details) will become public documents.

Name: _____

Address: _____

Phone number: _____

Email: _____

Do you want to speak to your submission at our hearings on 16 to 18 July?

- ☐ **Yes** - we will be in touch to arrange a date/time
- ☐ **No** I do not wish to speak in support of my submission and ask that the following submission be fully considered.

LTP submission form



Our key issues and options

KEY ISSUE No 1 – Water services management

Water services are back now being funded from our small ratepayer base and we need to make sure we get the balance of doing what needs to be done – what is right environmentally, culturally and socially, with the affordability of rates increases for ratepayers. The costs for new statutory requirements and renewals of the assets have increased markedly in the past few years because of regulation to protect the environment and consumers, inflation and the reform changes. So, we have two options on how to manage this.

① Which option do you prefer?

- ☐ Option 1 - Do the work but slow it down (preferred option)
- ☐ Option 2 - Carry out the work as it falls due

Why do you prefer that option?

KEY ISSUE No 2 - Levels of service for roading

Council is continuing to face an ongoing and growing challenge about meeting present levels of services on our roads. These budgets continue to grow because of the increases in construction and material costs, and the economic environment we are working in.

We have 1990km of an aging sealed road network, 841 bridges (road bridges) with six closed, 61 posted bridges that are getting older, 13,000 aging culverts and so we need to look at levels of service. So, we have three options.

② Which option do you prefer?

- ☐ Option 1 - Reduce levels of service on roading, but maintain bridges budget (preferred option)
- ☐ Option 2 - Retain the present levels of service on our roads - what our network needs
- ☐ Option 3 - Further reduction in levels of service

Why do you prefer that option?

KEY ISSUE No 3 – Glass recycling

Government legislation requires councils to do a kerbside collection of glass by 2027, which we are already doing through glass going in the recycling bin. Wastenet, our shared waste management service with Invercargill City Council and Gore District Council, is recommending we separate the glass from the recycling now to not only meet legislative requirements but also to improve the way we manage our waste.

③ Which option do you prefer?

- ☐ Option 1 - Reduce levels of service on roading, but maintain bridges budget (preferred option)
- ☐ Option 2 - Retain the present levels of service on our roads - what our network needs
- ☐ Option 3 - Further reduction in levels of service

Why do you prefer that option?

KEY ISSUE No 4 – The Te Anau Airport Manapouri - District funding

Last year a working group was formed to deliver a review of the Te Anau Airport Manapouri. The review considered the challenges currently facing the airport and made recommendations to Council for its future direction. Great South is now leading work on an interim solution to allow the airport to establish a more commercial operation. The review also noted that while the airport delivers most benefit to the Fiordland community, there is a benefit to the whole of the Southland community as an alternative transport option with flow-on economic and emergency management benefits and Council was asked to look at district funding the airport.

④ Which option do you prefer?

- ☐ Option 1 - No change to funding for Te Anau Airport Manapouri
- ☐ Option 2 - 30 percent general rate funding for Te Anau Airport Manapouri
- ☐ Option 3 - 50 percent general rate funding for Te Anau Airport Manapouri
- ☐ Option 4 - 100 percent general rate funding for Te Anau Airport Manapouri
- ☐ Option 5 - Another suggestion for funding for Te Anau Airport Manapouri

Why do you prefer that option?

Other issues

Changes to targeted rates

Council is proposing some changes to the roading rate differentials and how some other local rates are set (more information on these changes are on make it stick)

5 Do you support the proposed changes to the targeted roading rate differential?

This involves adjusting the portion paid by heavy vehicle sectors so they continue to pay more of the roading rate, given the impact that heavy vehicles have on roads, as well as increasing the fixed charge portion that everyone pays

Can you tell us why you think this?

6 Do you support the proposed changes to other local targeted rates?

These changes include extending the Tokanui/Waimakaha and Wrights Bush/Waianiwa hall boundaries, removing the Stewart Island/Rakiura SIESA rate half charge (so everyone pays a full charge) and changing how we rate Te Anau Rural Water Supply consumers

Can you tell us why you think this?

Draft Development and Financial Contributions Policy

7 Do you support continuation of financial contributions for:

roading infrastructure, where the requirement for development, maintenance and upgrading of roading infrastructure serves a subdivision; reserves infrastructure, where additional, or minor improvements to, reserves are required in connection with subdivisions and towards reserves based on additional residential units and non-residential buildings

☐ Yes ☐ No Comments:

8 If you oppose Council charging financial contributions, how would you prefer Council fund the additional costs for roading and reserves which these developments introduce?

Comments:

Development contributions

- 9** Do you support development contributions remaining in remission to continue to encourage growth?
(for water, sewerage, stormwater and other community infrastructure)

☐ Yes ☐ No Comments:

- 10** If Council must invest in infrastructure to satisfy growth in demand for services, should developers contribute towards these costs?

☐ Yes ☐ No

Supporting retention and use of Māori land

- 11** Is Council's proposal to consider remission of both development contributions and financial contributions in relation to Māori land an appropriate way for Council to meet this obligation?
If no, what other approaches could Council consider?

☐ Yes ☐ No Comments:

- 12** Are there any further changes we could consider to the draft policy?

- 13** Have you got any general feedback?

Community board reporting

Record no: R/24/5/35980

Author: Kelly Tagg, Community partnership leader

Approved by: Sam Marshall, Group manager customer and community wellbeing

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 The purpose of this report is to inform the board of the community leadership, operational and Council activities in the board area and across the district.

Recommendation

That the Ardlussa Community Board:

- a) receives the report titled “Community board reporting” dated 29 May 2024.


Attachments

- A Ardlussa Community Board leadership report - 12 June 2024
B Ardlussa Community Board operational report - June 2024
C Active Southland Report - June 2024



What's happening in your area

Better-off funding projects update

PROJECT	FUNDING	CURRENT STATUS
Waikaia Trails Trust	\$200,000 (grant to trust)	<p>Work on stage 2 commenced in early February 2024. This work involves constructing the mountain bike trails in the Waikaia Forest. The Waikaia Trails Trust has now received \$185,000 in funding to date and is due the final \$15,000 (plus GST) on completion of stage two.</p> 
Waikaia sculpture trail project	\$11,500 (grant)	<p>\$10,000 has been granted to The Lodge 223. The balance will be granted once the sculpture has been installed. A sublease agreement will need to be entered into between The Lodge 223, the Waikaia Trails Trust and Council to record the agreement to have the structure on Council land, who will own it and maintenance going forward.</p>
Riversdale tennis courts	\$30,000 (grant to tennis club)	<p>Stage one was the re-surfacing of courts five and six which have been completed using the plexipave method of resurfacing. The better off contribution to this stage was \$19,199.40 and has been paid to the tennis club.</p> <p>The tennis club have now advised that courts three and four will be resurfaced with asphalt. The remaining funds available for this stage is \$10,800.60 and will be granted to the tennis club upon Council receiving a copy of the accepted quote, project budget including</p>

PROJECT	FUNDING	CURRENT STATUS
		allowances for co funding and confirmation of the project commencement date. Staff are in regular contact with the tennis club and are comfortable with progress to date.

Temporary road closure – Old Snow Pole track

Winter is nearly here so it's time for Old Snow Pole Track to be closed as it is every year.

Council will temporary close and prohibit traffic using the section of road commencing at the point where Old Snow Pole Track joins Canton Road and continuing along that section of Old Snow Pole Track to the boundary of the Southland District Council with the Central Otago District Council.

It will be closed from 1 June 2024 to 25 October 2024 due to climatic conditions because the use of that section of road may cause damage to the road.

The prohibition applies to all motor vehicle traffic and it will be an offence for any unauthorised vehicle to use the above section of road during the period of prohibition.

Authorised vehicles are only those belonging to adjacent run holders and those who have written authorisation following a special application to Council.

Northern Southland Medical Trust Community Survey

The Northern Southland Medical Trust would like to survey the communities that utilise their services to gain a greater understanding of the health requirements and needs of these communities. They would like to know what services are working well and where there might be gaps that they can improve on or collaborate with others to fill. The survey can be completed online via the following link, and should be completed by Saturday 15 June: <https://forms.gle/HvL4cjPgzc2g5zJ7>

What's happening across the district

Te Hikoi – Art Challenge 2024

In 2023 Te Hikoi Museum in Riverton held it's inaugural Art Challenge thanks to funding from Creative Communities NZ, which is administered by Southland District Council. This year the challenge is back again thanks to funding from Creative Communities NZ. Artists anywhere are invited to view the museum's collection online and use it as inspiration to create any work of art (paintings, photography, pottery, carvings, sculpture, creative writing, music, textiles etc). The process includes artists submitting an expression of interest form so Te Hikoi can engage with experts and provide advice on cultural sensitivity around their concept. Entries are due by 23 August 2024, with the exhibition showing the art work alongside the object of inspiration to be held September – October 2024. Last year 21 art works, provided by professionals alongside first-time exhibitors, from as far away as Australia, provided around 400 visitors a delightful experience of seeing history inspire art. The museum is asking people to spread the word and encourage people to embrace the challenge over winter, with all the relevant information to be found on www.tehikoi.co.nz.

Te Araroa Trail update

SDC staff met with Matt Claridge, the Executive Director of the Te Araroa Trail recently to gain an overview of how the trail is operating. Matt advised that approximately 2,500 people walk the full trail each year and up to 250,000 will walk sections of the trails. 70% of the walkers are international and 70% of walker will travel SOBO or south bound which is from Cape Reinga to Bluff. Staff were advised that

the Trust is in the process of developing story panels for parts of the trails and conversations took place about local funds that could be applied to for installation of panels in the Southland District area.

Recent works have also been undertaken at Martins Hut in conjunction with the Backcountry Trust and DoC with the timber being donated by Lindsay and Dixon in Tuatapere. This hut is located on the Longwood Forest Track in Western Southland as part of the trail network. The area of the track near this hut gets very muddy in the winter time and the Trust would like to build a peg board walkway and add some aggregate to help with this in the future.



Waihopai Toetoe Community Board Community Service Award – Sandra Earwaker

Tokanui turned out to honour the staggering service of Sandra Earwaker. Mrs Earwaker is a tireless and passionate advocate for her community and has been heavily involved behind the scenes in nearly every aspect of life in her area for many years. She continues to lead the way in working to make her community a better place.

She was presented with a Southland District Council/Waihopai Toetoe Community Board Community Service Award by Southland District Mayor Rob Scott at a function at the Tokanui Golf Course on Saturday 23 March.

Mrs Earwaker has been involved in many local groups as a volunteer, committee member or coach, and rarely misses an opportunity to lend a hand in working bees, or assist with fundraising and catering.

Some of the community groups she has been involved in are Tokanui Plunket, Playcentre, Toy Library, Toi Tois Guides and Scouts, the Tokanui Netball Club, Home and School, Toe Toes Community Pool, the Tokanui Memorial Hall, Enwood Hostel Parents Association and the Menzies Netball Centre.

Mrs Earwaker has been a driving force in Tokanui's community swimming pool since 1997. She has gone above and beyond the call of duty, most of those years in the role of secretary. She takes pride in having the pool ready for the coming season, organises maintenance, working bees, supplies, carries out water testing and manages cleaning teams. She also takes responsibility for ensuring that health and safety requirements are met and gets the community on board to help fundraise or provide help when required.

She has been involved in running the Tokanui Memorial Hall since 2004, being responsible for hall bookings and ensuring that all required jobs are done.

Mrs Earwaker's contribution has enabled key facilities to keep ticking over, ensuring access for the future.

She was part of the organising committee for the Tokanui School's 125th jubilee, including the Tokanui, Fortrose, Otara and Quarry Hills areas. As a result of her involvement she wrote a book titled *From There to Here*.

Mrs Earwaker consistently has the community in her thoughts and is always brainstorming ways to improve and sustain local community historical events and resources.

In 2020, Mrs Earwaker and her husband Selwyn were named among the KiwiBank Local Heroes for services to their community.



Fiordland Community Board Community Services Award - Abi James

Passionate volunteer Abi James has been honoured with a Community Service Award.

Ms James has dedicated many hours to creating events for the Te Anau and Fiordland community. Despite being in the area for a short time, her tireless dedication has made an impact that will be felt for years to come.

She was presented with a Southland District Council/Fiordland Community Board Community Service Award by Southland District Mayor Rob Scott at Ivon Wilson Park during one of her Fiordland Outdoor Playgroups on Monday 6 May.

Ms James has organised and facilitated a multitude of different events to the benefit of not only the tamariki and rangatahi of Fiordland, but also the wider community.

Some of the events she has facilitated include the creation of the Fiordland Outdoor Playgroup, which promotes unstructured free play for families and young children.

Thanks to her generosity of time and skills the Fiordland Community Fun Day has grown into a regular Te Anau event.

Ms James facilitated the Pukapuka party, focusing on getting children involved in fun games and activities, and the Kite and Kēmu event in 2023, where kites were made and traditional Māori games were played to celebrate Matariki.

She supported Te Anau's Story Walk open day by volunteering her time to share equipment for the event.

Ms James ensures the local environment benefits too from her initiatives. Participating whānau of Fiordland Outdoor Playgroup make a small donation which is then given to local environmental projects. In all the events and activities Ms James has been involved in, she has done everything with heart and continues to shape the minds of Fiordland's tamariki.

"Fiordland's a better place for the countless hours of time and energy that Abi has put into this place," Mayor Scott said.



Oraka Aparima Community Board Recognition of Service Award - Lynley and Stuart Shaw

Thornbury hall custodians Lynley and Stuart Shaw have received a rare Recognition of Service Award after 33 years of working for their community.

Oraka Aparima Community Board chair Michael Weusten said the board was proud to present the award for only the second time in Southland's history. The first was in 2019, when a Recognition of Service Award was presented to Isobel Pearson who worked as an amenities cleaner in Otautau for 32 years.

Lynley and Stuart Shaw took over from Fay Conlon as custodians of the Thornbury Centennial Hall in 1991.

As custodians they took hall bookings, arranged payments, ensured the hall key was available to users, made sure hall equipment was available, cleaned the hall, stocked up supplies, carried out maintenance and groundskeeping, were in charge of security and responded to emergencies.

Mr Weusten said their cleaning of the hall was "exemplary".

As local community members, Mr and Mrs Shaw were always helping at hall working bees, whether it was painting or planting rhododendrons.

Former Thornbury Community Development Area subcommittee chair Annette Horrell said the Shaws were very conscientious and provided a wonderful service for the local area. "The key was always available in the mailbox if they were not at home and now they are spending time with family."

Southland District Mayor Rob Scott said the Shaws' voluntary service should not be underestimated, as halls were the lifeblood of many small communities, providing many happy memories. They had done a "fantastic job" for Thornbury.



Feeding Murihuku launch

The launch of Feeding Murihuku: Our Good Food Road Map took place on 30 April.

The Good Food Road Map is a curation of the voices of chefs, producers, small business owners, food resilience organisations, volunteers, cooks, growers, and the voices of the communities they serve - a document that asks us all to revisit how we're thinking (or not thinking) about our food.

It's inspiring, heart-breaking, and practical - all in one sitting. The report includes local stories of initiatives taking place across the Southland region and a call to act on pressing problems in our food system. Please see the link for the full report:

<https://www.sporty.co.nz/asset/downloadasset?id=0b09e50b-1211-4493-a12c-c066c8c10506>

What About You Murihuku

The What About You Murihuku movement launched in May through the Healthy Attitudes Towards Alcohol group (HATA). The movement is dedicated to promoting low-risk drinking and drug use, alongside enhancing mental health supports and strategies for wellbeing in Southland.

It takes a whole community to stand up and support our wellbeing. To join the movement please check out the Facebook page and website links: <https://whataboutyoumurihuku.co.nz/>.

Trees that Count

The Te Waiau Mahika Kai Trust (www.tewaiaumahikakaitrust.co.nz) has secured funding from Trees that Count for a planting project with schools that involves planting up to 1600 native plants before May 2025. The trust intends partnering with schools and early learning services in the Te Anau/Fiordland area to assist with improving water quality, protecting land from erosion, enhancing biodiversity and creating shared green spaces, the bulk of this occurring in Ivon Wilson Park.

This latest project sits alongside another project the trust is involved in – the comprehensive ecological and mahinga kai restoration project to restore the 445ha Māori-owned land at Te Kōawa Tūroa o Takitimu, just north of Blackmount Hill. The restoration of this site will provide a wildlife refuge including habitat, a food source and protection of our indigenous flora and fauna from introduced pests, providing a wildlife corridor from the Takitimu Conservation Area through to Fiordland National Park and the Te Wāhipounamu Unesco World Heritage Area.

Get a Life | Get Southland campaign

Great South have launched a new initiative aimed at attracting professional and their families to consider Southland as an exceptional destination for both work and lifestyle.

The campaign includes a toolbox for businesses and links to job vacancies in the South.

More information can be found here <https://getalife.nz/>

Community funding

Community Partnership Fund

The next round of the Ardlussa Community Partnership fund closes on 30 September 2024.

Other funding opportunities

The following funding was granted for the March 2024 funding rounds:

Sport NZ Rural Travel Fund

Fiordland College	\$1,500
Central Southland College	\$1,500
Takitimu United Netball Club	\$400
Winton Football Club	\$1,000
Menzies College Netball Club	\$1,500
Northern Southland College	\$1,500
Mossburn School	\$1,000
Netball Fiordland	\$1,000

District Initiatives Fund

Citizens Advice Bureau Invercargill	\$5,000
The South Island Branch of Muscular Dystrophy Assn	\$2,000
Royal NZ Plunket Trust	\$4,000
Amateur Radio Emergency Communications Southland	\$12,000
Southland Land Search & Rescue	\$11,000
Otago Museum Trust Board	\$8,946

Creative Communities Scheme

The Glow Show Company: Bad Jelly the Witch production in Te Anau	\$3,000
Cathy Irons – Douce Ambiance: Jazz, classical and folk quartet concerts in Riverton and Te Anau	\$1,500
Folkinfusion: Children's ukelele workshop followed by an evening concert on Rakiura Stewart Island	\$1,000
The Lodge 223: Bringing Arts on Tour "Red Heavens" show to Waikaia	\$500
Manapouri Art Group Incorporated: Weekend art workshop with Gore artist Julie Duncan	\$1,234
Te Hikoi (Riverton Heritage Museum and Tourist Centre Trust): Artist Challenge 2024 – a creative challenge and exhibition	\$2,660
Toi Rakiura Arts Trust : Series of eight workshops held by a variety of artists on Rakiura between April and September 2024	\$3,000
Rakiura Dance – Karin Lewis: Two weekend workshops on Rakiura for children aged 3.5-13 years with Jess Henwood from Fiordland Dance	\$1,472
Te Anau Waitangi Charitable Trust: Performance of Nga Herenga Waka group at Te Anau Waitangi Day Festival 2025	\$3,000
Wahine Waveriders: Making of a micro surf documentary celebrating wahine surfers of Southland with a focus on Pou family of Riverton to enter into multiple film competitions	

The Ohai Railway Fund committee met to allocate the March 2024 round of funding on Friday 7 June.

All application forms are on the SDC website: <https://www.southlanddc.govt.nz/council/funding-and-grants/> or email funding@southlanddc.govt.nz

Council department updates

Governance

Staff are busy on a number of work streams including:

The representation review - As you will be aware, representation review work has been delayed slightly to work around the altered long term plan timetable. Staff will now present a report to Council in June outlining general feedback received about representation in the District and feedback received about four representation options. The report will also outline what will be presented to Council as the initial proposal. It is anticipated Council will adopt an initial proposal on 17 July, it will be consulted on through

August, and a final proposal will be endorsed in October. A final decision on representation will be made by the Local Government Commission by 10 April 2025.

Pecuniary and other conflicts of interests – staff are compiling the register of elected members' interests and this will be circulated to elected members prior to it becoming publicly available on Council's website.

A governance guide – staff are preparing a guidance document relating to Great South.

Reviewing the report template for meetings – staff are still reviewing the template used to produce reports for formal meetings. There is still a chance to provide feedback on the current template - please email michal.gray@southlanddc.govt.nz or let your community partnership leader know if you have any suggestions or comments.

Akona learning platform – we encourage you to use this learning tool – there are currently sessions/modules available on:

- governance – focusing on the big picture
- navigating local government meetings
- managing conflicts of interest
- engaging with your local community
- remuneration and tax for elected members
- and there are also videos and articles available.

Strategy and Policy

Bylaw review

The Dog Control Bylaw and the Freedom Camping Bylaw are both coming up for review and the Strategy and Policy Team would like to hear from the board about whether or not they would like their team to run workshops with the board on either or both of these bylaws.

The purpose of the workshops will be to receive initial comments, understand local issues and discuss potential solutions.

The Dog Control Bylaw came into force on 29 August 2015 and the Freedom Camping Bylaw came into force on 12 December 2015. Councils are required to review existing bylaws every 10 years.

Copies of the current bylaws can be found here:

<https://www.southlanddc.govt.nz/assets/Bylaws-policies-and-strategies/bylaws/Dog-Control-Bylaw-2015.pdf>

<https://www.southlanddc.govt.nz/assets/Bylaws-policies-and-strategies/bylaws/Freedom-Camping-Bylaw-2015.pdf>

This is just the start of the bylaw review process and next steps will include wider engagement with stakeholders and the public. This will be followed with the bylaw being drafted, work shopped and endorsed for public consultation by Council. Then a formal public consultation process will occur with hearings and submissions being received by Council and then deliberation and adoption of the bylaws by Council.

Proposed Regional Climate Change Strategy consultation

On 16 May a special hearing panel made up of iwi and elected representatives of Southland councils heard oral submissions on the proposed Regional Climate Change Strategy. In total, 60 written submissions were received, and there were 14 presentations to the hearing panel. Deliberations to consider submissions were held on 20 May, and the panel will meet again on 20 June to complete deliberations. As a result of this process, the Regional Climate Change Working Group will make amendments to the Strategy prior to it being recommended to each partners agency to consider for endorsement.

Stakeholder updates**Active Southland**

Active Southland has provided an update on its current community involvement in an attached report.



Ardlussa Community Board

Tracker - ongoing

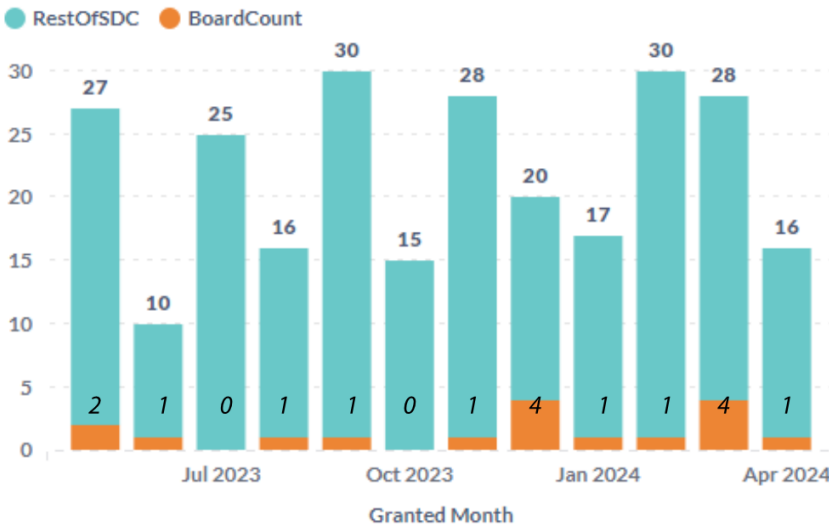
- Fill from road works going into natural ditches – RFS entered
- Sale of Council owned land on Kruger St, Balfour – report on agenda
- Riversdale Pool – review of pool rate decision
- Riversdale and Waikaia greenwaste
- River/gravel management

Upcoming priorities

Community board plan review

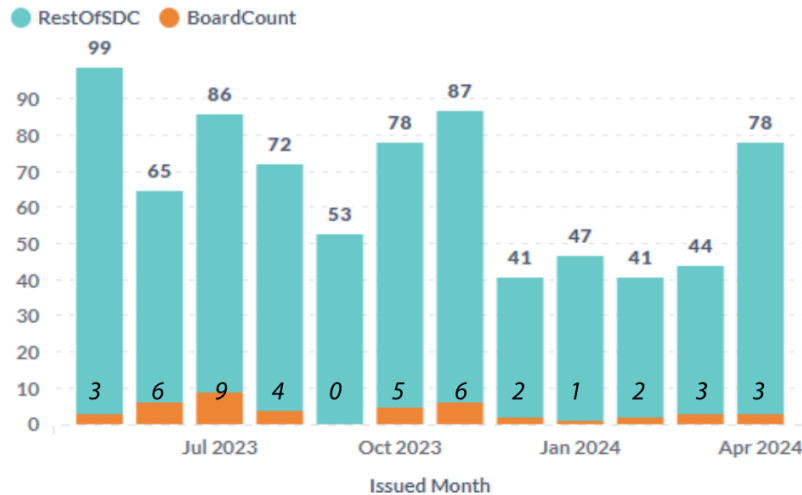
Resource consents granted

RM applications granted for community board

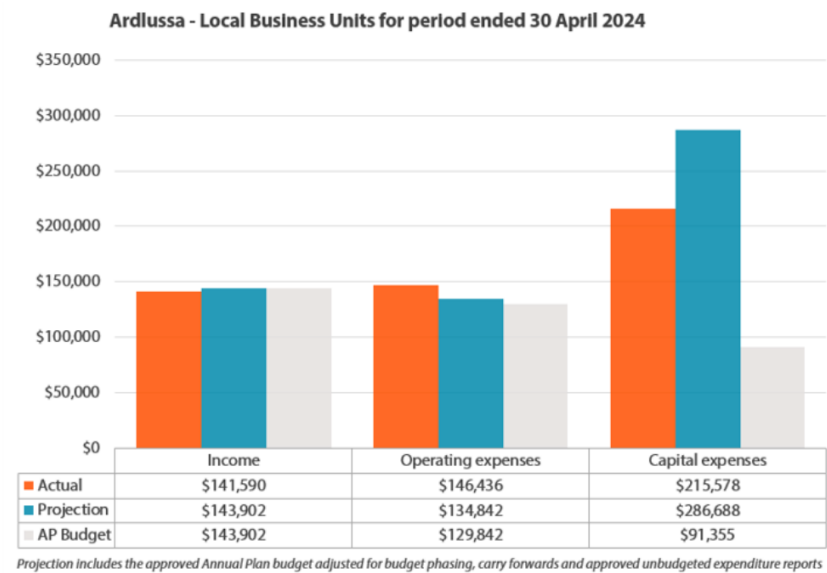


Building consents granted

Building Consents issued for community board



Local budget information



Budget notes

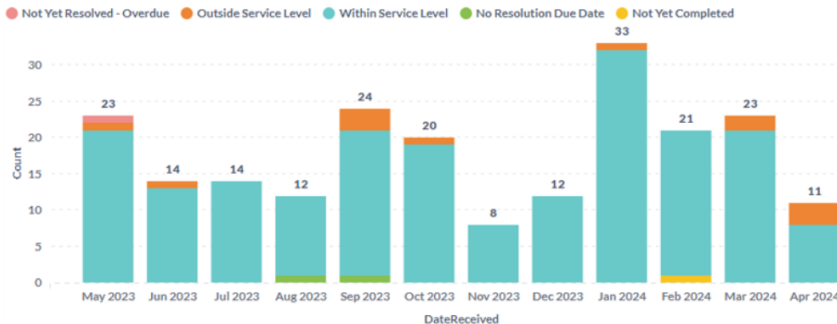
Income was \$2k lower than projected due to government grants (Better off Funding) as the related project (Balfour Festival Lights) was completed for less than was anticipated.

Operating expenses are \$12k over projection largely due to the Balfour playground being \$24k over projection, \$20k of this is due to grants provided for the Balfour basketball court project, this was originally budgeted as capital expenditure and \$4k for general maintenance at the playground. The remaining under projection relates to less general maintenance than projected, a timing difference with mowing invoices and interest on term loans.

Capital expenses are \$71k under projection. \$20k of this relates to the grant for the Balfour basketball court mentioned above in operating expenses. Footpaths are overall \$50k under projection due to the costs of footpaths not showing in individual business units yet.

Service requests

Across the district, there were 897 requests for service lodged during the period March and April 2024, of which 133 were related to three waters. 34 of the total requests received belong to this board area. A full summary of those requests is included below.



RFS BREAKDOWN BY TYPE	COUNT
Community facilities - halls - repairs/maintenance	1
Council leases and licences	1
Council property enquiry	1
Flooding roads	1
Gravel road faults	1
Paper roads	2
Sewer lateral blockage	1
Toilets - cleaning, repairs and maintenance	2
Transport general enquiries	1
Water and waste general	2
Water quality: smell, taste, colour, clarity	1
Water rural low pressure/tank not filling but still has water	2
Water rural no water in tank	3
Water rural non-urgent weeping water	7
Water rural urgent leak	2
Water urban urgent leak	1
Wheelie bin cancel/damaged/stolen	3
Wheelie bin new/additional	2
TOTAL	34

Local projects update

Activity	Name	Current Phase	Current Progress	Budget actual ytd
ROADS AND FOOTPATHS	Waikaia township seal extension - Cleadon Street and Scotswood Street	Delivery phase	On track	\$179,490
				\$187,400
P-10926				
Both sites are in defects period.				
WASTEWATER	Balfour wastewater consent renewal and replacements	Delivery phase	On track	\$1,200,000
				\$93,586
P-10453				
GHD have applied for a bridging consent to 2029 which is currently sitting with Environment Southland for approval. The infiltration tender was awarded to Te Anau Earthworks and the work will start late May/early June. The plant upgrade works will be 2026 to 2028 subject to Long Term Plan approval.				
WASTEWATER	Riversdale wastewater consent renewal. Wet well and pump station renewal	Delivery phase	On track	\$282,299
				\$106,877
P-10467				
The physical works are complete, the final commissioning will be completed early June.				
WASTEWATER	Riversdale wastewater-treatment upgrade 2	Delivery phase	On track	\$716,294
				\$529,677
P-10468				
The physical works are complete, the final commissioning will be completed early June.				

Service contracts update

Water and wastewater services operation and maintenance

The 23/01 operations and maintenance contract is running well across the Ardlussa Community Board region. Water and wastewater services across the area have continued to operate with no significant increase to RFSs or SRs outside of ordinary functions being submitted to Council or Downer.

With winter approaching we are expecting an uptake on stormwater related callouts, these will aim to be triaged appropriately and actioned in a timely manner, at this time all aspects of three waters delivery are functioning well.

The new filtration beds project at the Riversdale wastewater treatment plant are expected to be operational by mid-June.

Stormwater ditches in Balfour, which run through property between Lumsden Riversdale Highway and Kruger Street are to be cleared.

Mowing contracts (Balfour, Waikaia and Riversdale)

30 June is the completion of year three of the four year contracts with each contractor having the option of a two year roll over in July 2025.

There have been few queries since the last report and we are now seeing a significant slowdown in growth due to the colder weather.

Waimea Alliance

During April the drainage crew finished rock protection to the Mulholland Road bridge, then some work for the Department of Conservation at the Irthing camp ground while they were in the area. Drainage works at Pyramid Waiparu and some works in Tuatapere area at Gully Road and Papatotara Coast Road have also taken place.

Vegetation trimming on Mulholland Road and Nokomai Road, and a large rock protection job at Ellis Road bridge with help from Environment Southland contractors.

Sign vandalism seems to be continuing around the areas.

20 RFSs in April (and 24 RFSs in March), all completed on time. A year to date total of 222 RFSs (reminding that our year is 1 July – 30 June).

341km of grading in April and 459km in March, for a year to date of 3818km.

Maintenance metalling across the network area is at 4401m³ for the year.

JANUARY 2024	FEBRUARY 2024	MARCH 2024	APRIL 2024	MAY 2024	JUNE 2024	JULY 2024	AUGUST 2024	SEPTEMBER 2024	OCTOBER 2024	NOVEMBER 2024	DECEMBER 2024
	21 Feb - Board meeting in Balfour @ 7pm		10 April - Board meeting in Riversdale @ 7pm		12 June Board meeting in Waikaia @ 6pm		14 August - Board meeting in Balfour @ 6pm		9 Oct - Board meeting in Riversdale @7pm		11 Dec - Board meeting in Waikaia @ 7pm
		13 Mar - Board workshop in Riversdale @ 7pm				10 Jul - Board workshop in Riversdale @ 6pm		11 Sept - Board workshop in Riversdale @ 6pm		13 Nov - Board workshop and meeting in Riversdale @ 7pm	
		District Initiative fund, Creative Communities Fund, Sport New Zealand Rural Travel fund applications close 31 March						District Initiative fund, Creative Communities Fund, Sport New Zealand Rural Travel fund applications close on 30 September			Scholarships and bursary applications close 20 December
								Community Partnership fund applications close 30 September			
								Community service award nominations close 30 September			



Community Leadership Board Update Active Southland

Tunatuna

The portable pump track, Tunatuna, has been extremely popular wherever it lands. It spent eight weeks in Nightcaps in spring 2023 and has just completed 10 weeks in Wyndham. It was used in abundance by both Southland District communities. The track provides learning opportunities for all ages and promotes a safe active transport environment. The track is a great way to gain insights if your community is discussing using funds to put one in as there is a counter inside the track so you can see how many laps tamariki/whānau do. Insights and usage data from the track can help to support the case for a permanent track in the community. Booking the track happens via your Community Partnership Lead liaising with the track owners Cycling Southland. Moving forward, the track is only bookable approximately 2–3 times a year, with a moving cost involved.

Active Southland compiled mapping across the Southland District of where there are pump tracks in the district. We know that having Tunatuna in communities has fostered a lot of encouraging feedback from whānau about the positive impact of having it in their town. We also know there are gaps within the district where areas that don't have pump tracks would really like one. If you would like more information on this, please contact Jenna at Active Southland.





Stencils

Active Southland now has stencils that can be hired by communities to use to brighten footpaths, playgrounds, open spaces, and schools. They can be used anywhere. The stencils are a joint Play & Healthy Active Learning initiative. They are free to hire, the community just needs to supply the paint and equipment to paint. If this is something you would like to explore within your community in a particular space, please contact Jenna and we can work with communities to explore the stencils.

EXAMPLES

Recommended Equipment & tips

- Paint
- Brushes
- Sponges
- Old rags
- Containers
- Get the kids involved and help plan
- Plan and mark with chalk before painting

Preparing surfaces for Painting

- Sweep surface
- Waterblast/scrub surface (preferably acid wash for best results)
- Allow surface to dry completely
- Use stencils to organise shapes/course (could chalk first or paint straight on)
- Paint into stencil or chalk shape/outline
- A finer brush for edges and smaller elements
- 3+ layers of paint (House paint, should be fine)
- Paint with a grit added to it could be better for non-slip
- Allow to dry completely, touch up as required

HOW TO BOOK

Talk to your Healthy Active Learning Facilitator to book stencils or email: play@activesouthland.co.nz
www.activesouthland.co.nz

STENCILS

STENCILS AVAILABLE TO BOOK

<p>MAZE (overall size - 4 pieces) 1120 x 4400mm Each section: 1120mm w x 1100mm high Stencil size: 1220 x 1200mm each piece</p> <p>VARIOUS LINES Three sizes: 1120 x 200, 1120 x 150 and 1120 x 100mm Stencil size: 1220 x 750mm</p> <p>SPLAT 744 x 680mm Stencil size: 850 x 800mm</p> <p>CIRCLE TARGET Each quarter section: 1120mm x 1100mm Stencil Size: 1220 x 1200mm each</p> <p>NUMBERS Target Numbers: 100mm high Hopscotch Numbers: 300mm high Stencil Size: 1220 x 1200mm</p> <p>BOX 400mm Stencil size: 500 x 500mm</p>	<p>LETTERS AND NUMERALS Capital Letters: 100mm high Stencil Area: 850 x 700mm Lowercase Letters: Stencil Area: 800 x 700mm NUMERALS: 100mm high Stencil Area: 850 x 400mm</p> <p>RECTANGLES Outline: 230 x 114mm Outline: 230 x 79mm Solid: 230 x 100mm Solid: 230 x 70mm Solid: 230 x 40mm Stencil Area: 350 x 750mm</p> <p>SQUARE/CIRCLE Square: 230mm Circle: 230mm Stencil: 350 x 850mm</p> <p>HALF CIRCLE 454mm diameter Stencil: 600 x 350mm</p> <p>KORU & CIRCLE Koru: 134mm diameter Circle: 223mm diameter Stencil Area: 550 x 350mm</p>	<p>ARROWHEADS Three sizes: 70 x 52, 110 x 82 and 165 x 124mm Stencil Area: 550 x 300mm</p> <p>WIGGLY LINE Line: 800 x 175mm Stencil Area: 800 x 300mm</p> <p>FOOTPRINTS Footprints: 235 x 210mm Stencil Area: 350 x 350mm</p> <p>TE REO CIRCLES SET OF 6 Pū / Skip: 1120 x 1100mm Stencil Size: 1220 x 1200mm Pāke Whero / Jumping Jacks: 1120 x 1100mm Stencil Size: 1220 x 1200mm Hurihuru / Spin: 1120 x 1100mm Stencil Size: 1220 x 1200mm Tōpake / Jump: 1120 x 1100mm Stencil Size: 1220 x 1200mm Pākepepe / Hop: 1120 x 1100mm Stencil Size: 1220 x 1200mm Wāwae Porowhiri / Feet Circles: 1120 x 1100mm Stencil Size: 1220 x 1200mm</p> <p>TE REO HOPSCOTCH (overall size - 2 pieces): 1110 x 4335mm Top Half: 1110 x 2195mm Stencil Size: 1220 x 2300mm Bottom Half: 1110 x 2170mm Stencil Size: 1220 x 2300mm</p>
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Healthy Active Learning update

Southern Zone schools, consisting of Tokanui, Gorge Road, Rimu, Tisbury, Woodlands, Ascot, Myross Bush, and Bluff, introduced a Kī O Rahi tournament in 2022 for Year 5–8 tamariki. In 2023 they added Tapa Ae for Year 3–4 tamariki to expand and allow more tamariki to participate in the tournament. Southern Zone have made this an annual event and they anticipate it will grow each year with the number of teams and tamariki involved.

The purpose of this project is to get permanent Kī O Rahi fields for each of the Southern Zone schools. Kaiako asked the question about getting permanent fields and markings so tamariki at their schools could head out at break times and play without spending time setting up equipment.

Tamariki and kaiako would be developing their use of te reo while playing the game, as well as demonstrating school values.

The aims of this project are to:

1. Improve access to culture and language
2. Improve access to play, active recreation or sporting opportunities
3. Improve skills to be physically more active

Each school have been able to design their pou coverings and tupu cover to represent their school, so each of the eight schools will have unique Kī O Rahi fields. The official opening of each schools' fields will coincide with Matariki celebrations.



*Mahi within Active Southland that benefits the Southland District*

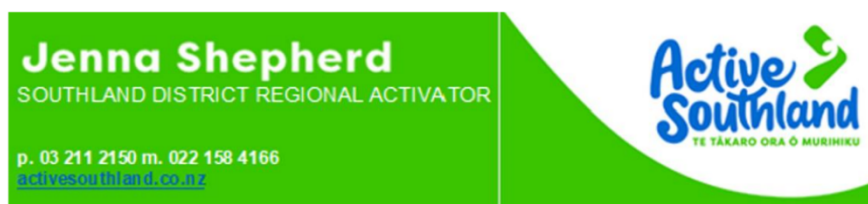
The formation of the Central Southland Hub is coming to fruition. The hub aims to increase coordination and collaboration of current sport, recreation, and other organisations in the Central Southland community to improve their future sustainability and create a thriving environment, serving the community now and into the future. Applications for committee members are being advertised, while organisations and clubs are in the process of confirming commitment to becoming founding members of this community driven project.

Active Southland has created a pool collective to support the committees of community pools in what can be a challenging beast. The collective currently meets twice a year to discuss assets, health & safety, products (if we buy in bulk can we get them cheaper?) maintenance plans etc. The collective has been up taken by half the 31 pools in the Southland District, which is extremely positive. Again, get in contact with Jenna if you have any questions or would like to join. We do still email out all correspondence to all community pools, whether they come to meetings or not.

Active Southland have been supporting Te Oruanui Marae in Ohai for a basketball hoop for the community on the court that already exists and is owned by SDC. We secured \$10,000 through the Te Manawa Active Aotearoa fund for the hoop, line painting, equipment, and event. Rangatahi originally petitioned for a basketball hoop so, with the support of SDC, we have been able to support the community to get a hoop for the tamariki and rangatahi of the community. The marae committee have been key drivers for this asset for their community. The hoop has been ordered and the project is well under way. This is an example of how Active Southland can support communities to make changes to the environment that can support tamariki, rangatahi, and whānau to be more active in the ways they want.

Active Southland values the partnership we have with Southland District Council. If you have new projects in your community around play, active transport, or open spaces, we are happy to support the community boards and the community to gain valuable insights to support their projects. We are happy to come to your hui to discuss anything that you might have in the pipeline and promote people engaging with surveys and other forms of community engagement that you have for up and coming projects in your communities.

Ngā mihi nui



jenna@activesouthland.co.nz

Chairperson's report

Record no: R/24/6/37149

Author: Deborah-Ann Smith-Harding, Committee advisor/customer support partner

Approved by: Michael Aitken, GM strategy & partnerships (interim)

☐ Decision

☐ Recommendation

☒ Information

Purpose of report

- 1 The purpose of the report is for Chair Clarkson to provide an update to the Ardlussa Community Board on activities he has been involved with since April 2024. He wishes to report on the following:

- on the 17th of April I attended a SDC meeting in Waikaia along with Kelly and Ray. I gave the SDC an overview of projects that we have undertaken in the last 12 months around the area. After the SDC meeting I arranged for them to view the Riversdale Community Gardens and the Riversdale Sewage ponds project. We looked at the Waikaia trails trust trail construction (led by Hillary Kelso). It was very interesting to see the process in action. We then carried on to Balfour to look at the pump track and the basketball half-court. This was a good day and received good feedback from the councillors looking around our area and projects
- I have had a couple of requests for services on trees obstructing the views at intersections, which I referred to Kelly due to the trees being privately owned
- I have been to a Chairs' meeting in Winton on 30th May where we discussed spatial planning. We had the acting Chief executive officer for Emergency Southland speak to us regarding readiness for an event. I will be following up with them and getting the latest copy of Riversdale/Waikaia's Emergency Southland Plan. Balfour are yet to have their meeting. We also discussed the Long Term Plan (LTP) and rate increases for the areas (now out for consultation on 5th June 2024)
- We had a presentation on the Te Anau Manapouri airport from Diane Holmes regarding funding and she will be coming to present to the Ardlussa Community Board in the future on this matter.

Other than that, not too much going on as we had no workshop or matters needed attending to.

Ongoing issues:

- the sale of Kruger Street sections in Balfour with the approval paper
- maps are required of sections in Riversdale
- a map is required of the trees for removal in the Ardlussa area
- the need for speed reduction for the Waikaia trails trust cycle crossing
- the Riversdale recycling centre signage at Riversdale needs to be tidied up (not yet completed).

Board member updates

- 2 This report is also an opportunity for board members to provide updates on areas of interest.

Recommendation

That the Ardlussa Community Board:

- a) receives the report titled “Chairperson's report” dated 4 June 2024.**

Attachments

There are no attachments for this report.

Next meeting report

Record no: R/24/5/35745

Author: Deborah-Ann Smith-Harding, Committee advisor/customer support partner

Approved by: Rachael Poole, Committee advisor

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 For the Board to confirm that their next meeting is at 6pm on Wednesday 14 August 2024 to be held at the Balfour Community Centre, 68 Queen Street, Balfour.

Recommendation

That the Ardlussa Community Board:

- a) **confirms that the next meeting of the Board is at 6pm on Wednesday 14 August 2024 to be held at the Balfour Community Centre, 68 Queen Street, Balfour.**

Attachments

There are no attachments for this report.

Waikaia School crossing option

Record no: R/24/6/37570

Author: Hartley Hare, Strategic manager transport

Approved by: Fran Mikulicic, Group manager infrastructure and capital delivery

☐ Decision

☒ Recommendation

☐ Information

Purpose

- 1 The report seeks to gain direction from the community board on the preferred way forward to address the risk to children, from Waikaia School, having to cross Leamington Street multiple times a day to access the school playground and sports field.

Executive summary

- 2 The Ardlussa Community Board were approached by Waikaia School Board of Trustees to install a pedestrian crossing on Leamington Street to improve safe access for students having to cross the road to access the school playground and sports field.
- 3 The traffic volume and number of people using the road does not warrant a pedestrian crossing as there is sufficient and safe time to cross the road, however, recognising the unique situation of the school being segregated by Leamington Street, Council's transport team has investigated alternative options that could potentially be better suited to address the key issue of providing a safe crossing opportunity for students.
- 4 A number of potential options have been considered including retaining the status quo to considering permanently closing the road to through traffic.
- 5 The preferred option is to temporarily close the road to traffic during school hours. This option would be managed by gates and eliminate the risk to students by removing the hazard created by through traffic.
- 6 This option would need to be formalised through a bylaw process, with the roading bylaw the most likely mechanism due to the timing, as the roading bylaw review is imminent.

Recommendation

That Ardlussa Community Board:

- a) **Receives the report titled “Waikaia School crossing option”.**
- 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) **Endorse the temporary road stopping option (Option two).**
- e) **Endorse that staff progress the necessary work to enable this option to be implemented.**

Background

- 7 The Ardlussa Community Board received a request from Waikaia School Board of Trustees to install a pedestrian crossing outside the school on Leamington Street to create a formalised crossing point for students between the main school area and the school’s playground and sports field.
- 8 Council staff utilised the NZTA pedestrian warrant process to assess the need for a formal pedestrian crossing, however, due to the type of road environment and low volume of traffic the threshold was not met. This is because the primary use of a pedestrian crossing is for high volume roads with limited traffic gaps so a pedestrian crossing is used to create these gaps to allow for safe crossing of pedestrians.

Issues

- 9 The primary issue is that Leamington Street creates severance between the main school teaching area and the school’s playground and sports field on the opposite side of the road. This requires students to regularly cross Leamington Street to utilise respective facilities.

Factors to consider

Legal and statutory requirements

- 10 There are legal requirements that are likely to be considered depending on the options pursued. A permanent temporary road closure would require some form of bylaw for it to be legally enforceable.
- 11 The option of a pedestrian crossing will be subject to traffic control devices rule for aspects such as the layout and set out of any signs and markings.
- 12 In addition, it should be noted that under the Land Transport Rule – Traffic Control Devices, the Director (Land Transport) has authority to issue a notice to a Road Controlling Authority to remove a pedestrian crossing. As Council is subject to NZTA audits there is a real risk that this will be picked up at some stage.

Community views

- 13 Letter requesting the installation of a pedestrian crossing has been received from the school board of trustees and has been supported by the Ardlussa Community Board, however, no feedback or consideration has been sought on other options until now.

Costs and funding

- 14 The Ardlussa Community Board has tentatively allocated \$20,000 toward the installation of a pedestrian crossing.
- 15 No further budgets have been developed or assigned at this point in the process however it is anticipated that \$20,000 would be sufficient to initially implement Option 2 as well.
- 16 Should the community board wish to pursue the option of the pedestrian crossing, then all costs including ongoing maintenance costs would fall to the community board. The current Council position is that district funded roading activities need to qualify for NZTA funding assistance.

Policy implications

- 17 While there are no direct Council policy implications, Council does generally follow the applicable NZTA practice and guidance document. It should therefore be noted that the need for a pedestrian crossing has been assessed against the appropriate documents and does not come near to meeting any of the thresholds.
- 18 The risk of installing a pedestrian crossing is covered under the legal and statutory section of the report.

Analysis

Options considered

- 19 Four options have been considered. These are outlined below with more details including diagrams being available in attachment A.

Analysis of options

Option 1 – Pedestrian crossing

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• low cost• through access maintained at all times.	<ul style="list-style-type: none">• does not eliminate risk• introduces new risk - over reliance on pedestrian crossing and therefore good crossing behaviours are not followed• does not meet minimum requirements for pedestrian crossing and the director of land transport can require Council to remove it.• reputational risk that unwarranted infrastructure is being constructed

Option 2 – Temporary road closure

<i>Advantages</i>	<i>Disadvantages</i>
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<ul style="list-style-type: none">• eliminates the pedestrian versus vehicle risk when the closure is in place• lower cost infrastructure• retains vehicle through access when outside of school hours.	<ul style="list-style-type: none">• no through vehicles access during closure• requires regulatory mechanism such as a bylaw to be legally enforceable which require public consultation.
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Option 3 – Permanent road stopping

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• permanently eliminates the pedestrian vs vehicle risk.	<ul style="list-style-type: none">• no vehicle through access• higher infrastructure cost• public notification required that could ultimately lead to litigation.

Option 4 – Retain status quo

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• no cost implications• through vehicle access is retained at all times• does not introduce any new risk.	<ul style="list-style-type: none">• does not eliminate the pedestrian vs vehicle risk.

Assessment of significance

- 20 In its current state the matter is not consider significant, however as indicated in the report, if option two or three are pursued, public consultation will be required.

Recommended option

- 21 The staff recommendation is to pursue Option 2 – temporary road closure, as this provides the safest outcome for students at a reasonable cost while maintain through vehicle access outside of school hours.

Next steps

- 22 Engage with Council’s policy team to incorporate this change in the up and coming roading bylaw review which would allow for the physical works aspect to be progressed when the Long Term Plan and budgets are adopted.

Attachments

- A Waikaia School crossing options

Waikaia School crossing options

Option one - pedestrian crossing

Option one, requested by the Waikaia School Board of Trustees, is to install a pedestrian crossing outside the school. However, this option would not eliminate the potential risk, as it still relies on appropriate crossing behaviours. Due to this, students should always be supervised when crossing the road to ensure they demonstrate proper crossing behaviour.

Additionally, a crossing would not meet the Waka Kotahi warrant for pedestrian crossing due to the type of road environment and low volume of traffic. This is because the primary use of a pedestrian crossing is for high volumes roads with limited traffic gaps so pedestrians can cross safely. As this is not a traffic gap issue but rather the safety of how the children cross the road, a pedestrian crossing would not be recommended as an appropriate solution and may cause additional risk due to complacency. Due to this, staff have proposed alternative solutions that would eliminate the potential.

If the pedestrian crossing is installed, due to the short block length, the required crossing sight distance cannot be achieved (113m). At a minimum, the crossing should be installed in the centre of the block to maximise visibility in both directions (106m). The primary contributing factor to the crossing sight distance is due to the high ratio of children expected to use the crossing. For this option, it would also be recommended that pedestrian access to each property is installed adjacent to the crossing.



Pros

- cheaper
- through road access maintained at all times.

Cons

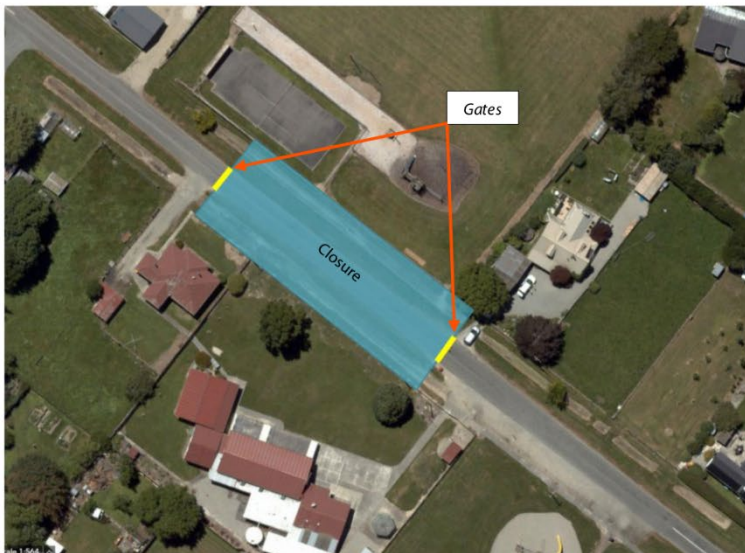
- does not eliminate the risk
- still requires appropriate crossing behaviours
- the crossing does not meet NZTA's requirements for pedestrian crossing – NZTA may request for the crossing to be removed
- due to the short length of the road, the full crossing sight distance cannot be achieved. At a minimum, the crossing should be installed in the centre of the block
- reputational risk if unwarranted infrastructure is installed.

Option two – temporary road closure

Option two, is to temporarily close the road to traffic during school hours. The closure would be managed by gates at each end of the closure. This option would eliminate the risk of pedestrian/vehicle conflict during the closure period. However, public pedestrian access would be retained.

This option would require public consultation and formalisation through the roading bylaw, which is proposed for renewal in the next few months.

This is to ensure continued access to the adjacent properties; the potential closure would include the following area:



Pros

- eliminates the pedestrian vs vehicle risk during closure
- low-cost infrastructure.

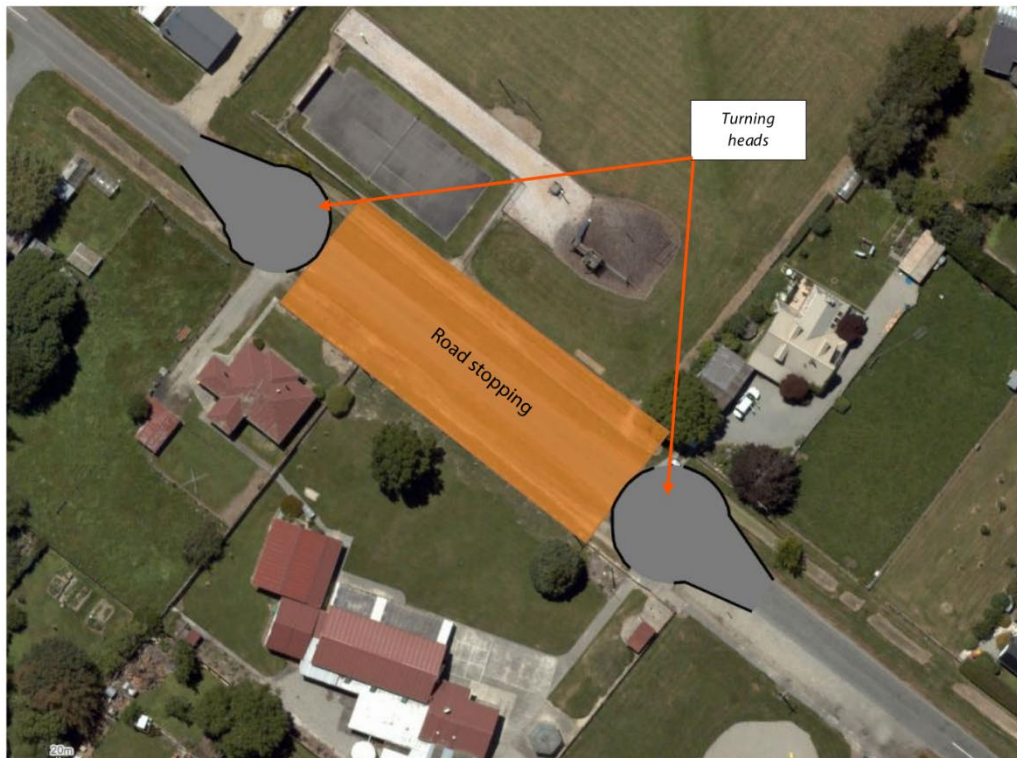
Cons

- no vehicle through access during closure
- public consultation required.

Option three – permanent road stopping

Option three is to create a permanent road stopping (permanent closure) for the section of the road. This would mean the road would cease to be a public road. This option would require consultation with all affected parties and sign-off from Council; however, if there is an objection to the proposal, the final decision would need to be made by the environmental court.

Turning heads would be required to allow vehicles to turn, as well as permanent barriers to stop vehicles driving through. All existing property accesses would be retained.

**Pros**

- eliminates the pedestrian vs vehicle risk permanently.

Cons

- no vehicle through access
- higher infrastructure costs
- public consultation required
- if opposed, the final decision would need to be made by the environmental court.

Option four – retain status quo

Although the staff recommend one of the two closure options, “temporary or permanent”, out of the options above, it is worth noting that in low-volume situations such as this, school wardens are deemed appropriate to ensure students safely cross the road at appropriate times. Waka Kotahi guidance states, “School wardens can easily find suitable gaps to cross if traffic flows are less than 500 vehicles per hour and the crossing distance is 9m or less”.