



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

Date: Monday, 12 February 2024
Time: 6pm
Venue: Athol Hall, 28 Athol-Five Rivers Highway, Athol

Northern Community Board Agenda OPEN

MEMBERSHIP

Chairperson	Greg Tither
Deputy chairperson	Lance Hellewell
Members	Pam Naylor Amanda Reedy Carolyn Smith Sonya Taylor Councillor Tom O'Brien

IN ATTENDANCE

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

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

Health and safety – emergency procedures

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

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

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

Phones – Please turn your mobile devices to silent mode.

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.

Additional roles of boards

Community wellbeing

- a) promote the social, economic, environmental and cultural well-being of local communities
- b) monitor the overall well-being of local communities.

Community leadership

- 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.

Engagement and relationships

- a) to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community.

Advocacy

- 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).

Local activities

For local activities⁽ⁱⁱ⁾

- 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

	<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.
<p>DELEGATIONS</p>	<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>
<p>LIMITS TO DELEGATIONS</p>	<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 Northern Community Board, 11 December 2023

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.



Northern Community Board

OPEN MINUTES

UNCONFIRMED

Minutes of a meeting of Northern Community Board held in the Lumsden Memorial Hall, 8 Meadow Street, Lumsden on Monday, 11 December 2023 at 6pm (6pm to 7.05pm).

PRESENT

Chairperson	Greg Tither
Deputy chairperson	Lance Hellewell
Members	Pam Naylor
	Amanda Reedy
	Carolyn Smith
	Sonya Taylor
	Councillor Tom O'Brien

IN ATTENDANCE

Councillor Matt Wilson
Committee advisor/customer support partner - Deborah-Ann Smith-Harding
Community partnership leader - Kelly Tagg
Community liaison officer - Kathryn Cowie
Group manager customer and community wellbeing - Sam Marshall

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 Carolyn Smith, seconded Deputy Chairperson Hellewell **and resolved:**

That the Northern Community Board confirms the minutes of the meeting held on 16 October 2023 as a true and correct record of that meeting.

6 Public participation

There was no public participation.

The Chair welcomed all to the last meeting for the year and to Sam Marshall who had recently been appointed to Southland District Council as the Group manager customer and community wellbeing.

Reports

7.1 Community board reporting

Record No: R/23/12/57139

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

Mrs Tagg reported on the operational activities in the board area and across the district, highlighting the following:

1. \$100,000 has been approved for the Lumsden playground
2. The tennis courts at Mossburn and Athol have been refurbished

3. Confirmed, the cemetery is Southland District Council funded however the forestry block needs to be recorded because it was planted by the community and funds are to be returned to the community for the benefit of the Mossburn community
4. Funding grants are available and the Board is encouraged to apply to the Sport NZ Rural Travel Fund
5. The Chair asked for the schedule of the Task Team for the maintenance of Mossburn and Lumsden public parks as Carolyn Smith and Sonja Taylor have received requests from residents querying the schedule. In the interim, continue to lodge "requests for Service" (RFS) with the Council.

Resolution

Moved Pam Naylor, seconded Amanda Reedy **and resolved:**

That the Northern Community Board:

- a) **receives the report titled "Community board reporting" dated 4 December 2023.**

7.2 Councillor update

Record No: R/23/12/57325

Councillors Tom O'Brien and Matt Wilson were in attendance for this item.

Councillor Wilson identified 25 storm water fault areas when he met with Strategic water and waste manager operations and programming Geoff Gray in September 2023. Together with a contractor from Christchurch, onsite visits to Laura Street and Helena Street in Lumsden identified two projects as capital expenditure in the Long Term Plan for new pipes. Councillor Wilson also mention the LiDAR map for referencing flood prone areas.

Councillor O'Brien mentioned the outlook and viability of the Te Anau airport, currently in consultation with Department of Conversation. Deputy Chair Hellewell mentioned the airport is not used outside Queenstown and Invercargill as a domestic airport currently offering no commercial flights.

Resolution

Moved Carolyn Smith, seconded Pam Naylor **and resolved:**

That the Northern Community Board:

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

7.3 Chairperson's report

Record No: R/23/12/57690

Chair Tither took the Board through his report and

Items of interest that Chair Tither reported on were as follows:

1. Lumsden Stormwater – Conducted site tour with Councillor Matt Wilson, SDC Manager Operations Geoff Gray and Wells Contracting Daryl Wells to review the problem areas and plan maintenance and diversions. Community facilities manager - Mark Day met with Environment Southland regarding the stop bank behind the rugby field and the owner undertook to control weeds, remove trees and tidy the broom at the cost of Council. \$20,000 was quoted for tree removal on Albion Street and block the gravel track , grass it out with the contractor to mow it. The Chair undertook to obtain a further quote.
2. Athol - the double toilets will be roadside (not in the Athol District Hall) with no change to position of existing playground and traffic speed to be reduced for safe pullover places.
3. Garston - should Fire and Emergency New Zealand vacate their current premises, this could be considered for a dedicated bus parking zone.
4. The Chair attended the recent Chairs meeting held on 6 December 2023 and recorded the following Prioritisation Categories Review:

1	Extremely High	Health & Safety issue Legislative requirement
2	Very High	Contractual requirement (i.e. Better off funding, TIF) Protecting asset from further damage
3	High	Asset requires urgent preventative work Community need and demand is high (i.e. community pet numerous RFS/complaints, high community passion project)
4	Medium	Asset requires medium preventative work Community need and demand is medium
5	Low	Potential divestment of asset Community need and demand is low

Board member updates

Pam Naylor mentioned a big blue gum tree on the green to be felled and Councillor O'Brien suggested asking for two more contractor quotes to be sent to Community facilities manager - Mark Day to be considered as approved contractors going forward.

Mrs Naylor advised that she had also lodged a "Request for service" (RFS) for the Lumsden gardens to be attended to.

Sonja Taylor informed that the grass seed has been sown in December 2023 to remediate the rugby ground after the rugby season.

Resolution

Moved Pam Naylor, seconded Sonya Taylor **and resolved:**

That the Northern Community Board:

- a) receives the report titled “Chairpersons report” dated 6 December 2023

7.4 Next meeting

Record No: R/23/12/57689

Resolution

Moved Sonya Taylor, seconded Amanda Reedy **and resolved:**

That the Northern Community Board:

- a) confirms that the next meeting of the Board is at 6pm on Monday 12 February 2024 to be held at the Athol District Memorial Hall, 28 Athol-Five Rivers Highway, Athol.

Public excluded

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

Resolution

Moved Chairperson Tither, seconded Deputy Chairperson Hellewell **and resolved:**

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

C8.1 Community Service award allocation - September 2023 round

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Community Service award allocation - September 2023 round	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.

The public were excluded at 7.02pm.

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

The meeting concluded at 7.05pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE NORTHERN COMMUNITY BOARD
HELD ON MONDAY 11 DECEMBER 2023.

DATE:.....

CHAIRPERSON:.....

Community board reporting

Record no: R/24/1/4235
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 Northern Community Board:

- a) receives the report titled "Community board reporting" dated 2 February 2024.

Attachments

- A Northern Community Leadership Report - 12 February 2024
- B Trading in public places - schedule of approved sites
- C Northern operational report - February 2024
- D Northern RFS report - November & December 2023



What's happening in your area

Better-off funding projects update

The board had five projects approved as part of the government's Three Waters Reform – Better off package. The current status is as follows:

PROJECT	FUNDING	CURRENT STATUS
Lumsden playground/skatepark upgrade	\$100,000	Work on the playground upgrade is due to commence on 31 January 2024.
Lumsden Museum redevelopment	\$50,000	A preliminary meeting with staff and elected members has taken place which has identified other aspects of this project that will need to be taken into consideration such as ownership of the actual museum collection.
Mossburn tennis courts	\$38,000	This project is now complete and the drainage issues have been resolved. Members of the community have contacted Council to provide feedback about project stating that the courts will be a great asset for the community going forward and that, as a family, they are using the courts regularly, the new playing surface is great to play on and looks amazing.
Athol tennis courts	\$31,000	This court surfacing is now complete. At the time of preparing this report, staff were awaiting confirmation that the new fencing, installed by the Hunting and Fishing Club, had been completed. Positive feedback on this project has also been received with locals organising social tennis competitions and the neighbouring property owners have reported a increase in the number of people now stopping to play tennis.
Garston bbq	\$50,000	A possible site for the BBQ has now been identified and will be confirmed with the board prior to this project proceeding.

Local community service awards

Prominent Mossburn identity Jim Guyton has received a Community Service Award from Southland District Council and the Northern Community Board.

Southland Mayor Rob Scott said Mr Guyton had certainly made his mark on Mossburn and the wider Northern Southland area. "Your involvement had shaped the community over many years."

Award nominator Shona Scott said she had been amazed by his "outstanding contributions" to Mossburn. "He is a community leader, volunteer extraordinaire and his wealth of knowledge is unfathomable".

Mr Guyton arrived in Mossburn in 1963 to be his brother's best man and never left. Instead, he immersed himself in the daily life of the township, volunteering, putting his hand up for election, leading from the front and advocating strenuously for Mossburn.

He was a farmer, owned a butchery business, mowed lawns and drove buses. His list of achievements is considerable.

Mr Guyton was a founding member of the Mossburn Charitable Trust in 2013 and remains a trustee. He served on the Mossburn Community Development Area (CDA) subcommittee for many years, latterly as the chairman, and was president of the Mossburn RSA.

Mr Guyton and his wife Maureen were caretakers of the Mossburn Community Centre in the 1980s, donating their services without charge, before he joined the committee as the CDA representative.

He was both a trustee and chair of the Northern Southland Development Trust and chaired the Mossburn branch of Civil Defence.

His longest service has been to the Mossburn Volunteer Fire Brigade, which Mr Guyton regards as his second home, for 53 years. He was chief fire officer for 33 years and is still involved as an operational support member.

A justice of the peace, Jim Guyton received the Queen's Service Medal in the New Year's Honours in 2006.

Accepting his award, Mr Guyton noted he was a firm believer that "there's no I in team" and said he was just one of a group of people who had the same outlook: "to better Mossburn".

He acknowledged the unwavering support of his "managing director", wife Maureen.

Mr Guyton said he didn't regret a day of his service to Mossburn. "If you put something into the town you get it back."



What's happening across the district**Wallace Takitimu Community Board community service award – Bev Evans**

Bev Evans was presented with a Community Service Award from Southland District Council and the Wallace Takitimu Community Board on Friday 19 January 2024. This award reflected a lifetime of dedicated involvement in the Nightcaps area.

Presented by Mayor Rob Scott, the accompanying citation included a lengthy list of organisations which have benefited from Mrs Evans' caring nature.

"It would probably be quicker if I listed off the things she hasn't done for the community," Mr Scott quipped.

"People like Bev are often described as the glue which holds a community together, but she really is the superglue."

A Nightcaps resident for 80 years with her husband Brian, the couple raised three daughters in the rural Southland town.

Renowned for her baking skills, Mrs Evans was always one of the first with trays of food for local people and businesses when needed.

She has held numerous positions throughout the district, including as a member of the Nightcaps Golf Club for 40 years where she served as president, secretary, caterer and bar manager.

She coached netball, volunteered on the ambulance for five years, was the local Victim Support person and served on the Nightcaps Medical Trust and Lotto boards. Her tenure on the Nightcaps Community Development Area subcommittee (CDA) and Wallace Takitimu Community Board spans over 15 years.

Mrs Evans organises the hugely successful Nightcaps fireworks display at McGregor Park and assists local schools with Christmas gifts each year.

"Bev is a highly respected and valued member of the Nightcaps community and so deserving of this accolade," Mayor Scott said.



New Zealand Defence Force - Anzac Day support

The New Zealand Defence Force (NZDF) has created a simple system for arranging routine Anzac Day community support for 2024.

Organisers of local Anzac Day services are encouraged to submit their request via an easy-to-use QR code and form, if they'd like members of the NZDF to attend next year's commemorations.

Anzac Day is an important occasion for all our personnel to participate in, many of whom are veterans and have significant family connections with those who have served.

We want to support and participate in as many RSA and community-led services as we're able to. So if you help organise your local Anzac Day service and would like to request NZDF attendance, please submit requests for support as early as possible and no later than Friday 29th March, 2024.

Requests received after this date will still be considered, but our ability to provide support will be resource-dependent.

Examples of support the NZDF is able to provide at a local level include guest speakers, wreath bearers and layers, flag orderlies and potentially buglers and parade commanders.

Requests for flypasts may be considered depending on operational priorities. Firing parties will not be provided to domestic Anzac Day commemorations.

Catafalque guards will only be provided at the national commemorative services at Pukeahu National War Memorial Park, Atatürk Memorial and the Auckland War Memorial Museum, and at designated services identified by the NZDF's Heritage Commemorations and Protocol unit. This is due to protocol, practicality and security reasons.

You can access the support request form here: <https://forms.office.com/r/ABwFZZQe2f>

Any queries can be directed to ANZACsupport@nzdf.mil.nz

Trading in Public Places Bylaw – review of approved sites and potential sites

The Environmental Health team are reviewing the Trading in public places schedule of approved sites.

Their aim is to meet the needs of the community and with this in mind they would value input from the board on any potential new sites for consideration.

Representatives from the Environment Health team will be available to speak to the board about these sites at a workshop to be held after the meeting.

A copy of the current location schedule is attached to this report.

Withdraw of funding for Transport Choices Programme

The New Zealand Transport Agency (NZTA) Waka Kotahi funding for cycling, walking and public transport initiatives was put on hold (late October 2023) nationwide until the agency received clear direction from the incoming government on its transport investment priorities, and what this would mean for the Transport Choices programme.

The brakes have now been put on these public transport initiatives for our district, and across New Zealand after the coalition Government announced no more central Government funding is available.

The Minister for Transport, Simeon Brown, advised local authorities there will be no further funding approved for the NZTA Waka Kotahi Transport Choices programmes, beyond existing contractual obligations. For our district, this means we will no longer receive funding to supply and install cycling infrastructure (such as cycle/scooter stands, and a bike maintenance station).

Council had identified three projects that were due to be constructed this year as part of the Transport Choices programme in Riverton, Winton and Te Anau and these will not go ahead unless other funding streams become available in the future.

The Transport Choices programme was part of the Climate Emergency Response Fund investing millions nationwide in projects that provide safer and more convenient choices for walking, cycling, and public transport to reduce people's reliance on cars.

Community funding

Community Partnership Fund

The next round of the community partnership fund closes on 31 August 2024.

Other community funds closing on 31 March 2024

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

- Northern Southland Development Fund
- District Initiatives
- Sport New Zealand Rural Travel Fund
- Creative Communities Fund
- Ohai Railway Fund

Council department updates

Community facilities team update

Resourcing

The team is experiencing capacity issues due to several staff vacancies at present. Where possible, please use the request for service (RFS) option to report problems in the first instance or contact your CPL.

Project scopes

The team will be sending out draft project scopes prior to workshopping these with the boards with the intention of having the scopes signed off by the end of this financial year. The projects being scoped are for years 1,2 and 3 of the long term plan.

Tree work

All of the dead tree removal work has been completed and our contractors will now be focusing on trees under powerlines. This work is being completed within the existing available budgets where possible. There may some instances where a budget may need to be increased through forecasting so that our contractor doesn't have to be called back to complete work in the next financial year.

The team is happy to provide any further clarification.

Governance

Staff are busy working on a number of work streams including:

Representation review – Staff are in the process of analysing and summarising community feedback about Council’s representation arrangements. Over the next four months staff will develop and discuss possible representation options. Staff anticipate Council will adopt an initial representation proposal in May 2024, that will be consulted on in June/July 2024.

Citizenship ceremony – Staff are arranging a citizenship ceremony that will be held at 11am on 9 February 2024 at the Winton Memorial hall. This ceremony celebrates people becoming New Zealanders and everyone is welcome to attend.

Great South and SpaceOps draft statement of intents – staff will be preparing reports to Council introducing these two draft statement of intents. Council will be able to provide feedback on the statements.

Code of conduct – staff are considering the LGNZ model code of conduct and intend to have another discussion with Council about the model code in March.

Community board chairs night – staff are organising a community board chairs night for 6pm on 20 February 2024 to be held in the ANZAC Room, Winton RSA Hall. If board chairs cannot attend it would be great if deputy chairs could attend please.

Declaring pecuniary and other interests – Staff are looking to revise the declaration forms for these and will be contacting elected members in the next couple of months to receive information on any changes to elected members’ interests.

Akona learning platform – There are still online learning sessions available on:

- Engaging with Maori
- Working with the media
- Health & safety and governance
- Chairing meetings
- Designing and delivering great speeches
- LGOIMA.

Long term plan

Staff are in the process of looking at the first 100-day plan from the new coalition government in terms of how aspects of the plan could have an impact on the Long-Term Plan.

Council’s consultation document is currently being prepared and will be released in March.

Strategy and policy update

Policy work programme

The Organisational policy team are currently working through developing the policy review work programme for the year. Once this programme is confirmed we plan to share it with community boards, which is anticipated after February. Community Boards will be invited to identify the specific topics within the work programme they would like us to discuss/workshop with them, which will then be incorporated into our planning and stakeholder engagement.

Speed Management Plan

Submissions on Council's Draft Speed Management Plan were received by Council in December. Council will workshop issues and options arising from public consultation and consider impacts of changes to speed management planning implemented by the newly formed government in late January. Following this it is anticipated that the Final Speed Management Plan will be presented to Council for deliberation and adoption in early March.

Trading in Public Places Bylaw

Council adopted the revised Trading in Public Places Bylaw on 13 December 2023. The new bylaw allows Council to regulate and manage trading activities including mobile trading, alfresco dining, signage and retail displays in public places owned and controlled by Council. The new bylaw came into effect on 1 January 2024 and is publicly available on Council's website.

A separate internal review of the bylaw's supporting documentation (such as the schedule of approved sites and associated application forms) is currently underway. This review will include input from community boards and stakeholders and will consider the operational requirements and specific conditions to be issued for applicants in relation to trading activities such as location and trading hours.

Stakeholder updates

Victim Support Southland



Join the **Victim Support** Whānau and make a difference in your community! We're looking for dedicated volunteers in Invercargill and surrounding areas.

Invest your time in our community with great online training starting at the end of February. Become a valued member of our committed team.

Curious to learn more? Visit <https://www.victimsupport.org.nz/> or give us a call for free at 0800 842 846.

Be the support that victims need—join us today!



Trading in public places Schedule of approved sites

Southland District Council

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

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District wide areas

A Council reserve land, ie parks and sporting grounds

1. Unless specifically granted Council reserve land, ie parks and sporting grounds, can only be used if the mobile shop/stall is part of an organized event and the licence owner has obtained permission from the event organiser.

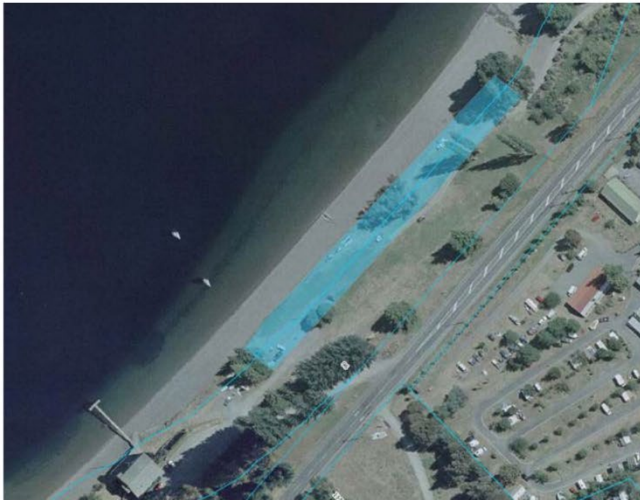
Te Anau

B Events centre car park – bus park 1 and 2



1. The bus parks cannot be booked for purpose of trading. The availability will be subject to demand for parking by buses.
2. Trading may not be possible during large events at the events centre. Contact must be made with the event centre co-ordinator to ensure that operation is possible. Approval from event organisers may be obtained prior to establishment to allow operation.
3. Customers will need to be able to access the service window of the vehicle from the footpath/ reserve. No trading on the carpark is allowed.

C Steamers Beach



1. Area cannot be booked for the purpose of trading. The availability will be subject to demand for parking by the public.
2. Vehicle may be parked on the grass area provided no damage to grass or trees is created
3. All structures must be removed from the site at the end of trade each day.
4. The licensee or operator shall remove any litter from the surrounding area of the trading stall that has been generated by the activities of his/her operations.

Winton

D Winton ANZAC Oval



1. The car parks cannot be booked for purpose of trading. The availability will be subject to demand for parking by the public.

E Winton State Highway 6

1. The car parks cannot be booked for purpose of trading. The availability will be subject to demand for parking by the public.
2. Customers will need to be able to access the service window of the vehicle from the footpath/reserve. No trading on the carriageway or footpath is allowed.
3. Vehicle may be parked on the grass area provided no damage to grass or trees is created.

Otautau**F Otautau northern entrance in 100 km zone**

1. Customers will need to be able to access the service window of the vehicle from the footpath/reserve. No trading on the carriageway is allowed.
2. Vehicle may be parked on the grass area provided no damage to grass or trees is created.

G Otautau southern entrance before the vet shop



1. The car parks cannot be booked for purpose of trading. The availability will be subject to demand for parking by the public.
2. Customers will need to be able to access the service window of the vehicle from the footpath/ reserve. No trading on the carriageway is allowed.
3. No obstruction of the footpath may occur. This includes waiting/queued customers as well as any signage or equipment that may be used by the trader

Lumsden

H Lumsden toilet car-park



1. The car parks cannot be booked for purpose of trading. The availability will be subject to demand for parking by the public.
2. Vehicle may be parked on the grass area provided no damage to grass or trees is created.
3. Not permitted to trade when council has allowed events booked/ planned for this area, unless approval is obtained from Event organisers.

I Lumsden old railway station

1. The car parks cannot be booked for purpose of trading. The availability will be subject to demand for parking by the public.
2. Vehicle may be parked on the grass area provided no damage to grass or trees is created.
3. Not permitted to trade when council has allowed events booked/ planned for this area, unless approval is obtained from event organisers.

J Lumsden Railway reserve

1. Vehicle may be parked on the grass area provided no damage to grass or trees is created.
2. Not permitted to trade when Council has allowed events booked/ planned for this area, unless approval is obtained from event organisers.

Tuatapere**K Clifden Bridge**

1. Area cannot be booked for purpose of trading. The availability will be subject to demand for parking by the public.
2. Customers will need to be able to access the service window of the vehicle from the road reserve. No trading on the carriageway/road is allowed.
3. All structures must be removed from the site at the end of trade each day.
4. The licensee or operator shall remove any litter from the surrounding area of the trading stall that has been generated by the activities of his/her operations.



Northern Community Board

Tracker - ongoing

Better-off projects

FlagTrax project – the flags have been installed and we have three options to consider for the Anzac flag.

Maintenance of planters in Lumsden (adjacent NSTH)

Painting of street signs in Mossburn

Lumsden Rugby Pavilion

Lumsden garden maintenance

Athol and Garston open spaces plan

Mossburn Cemetery trees

Upcoming priorities

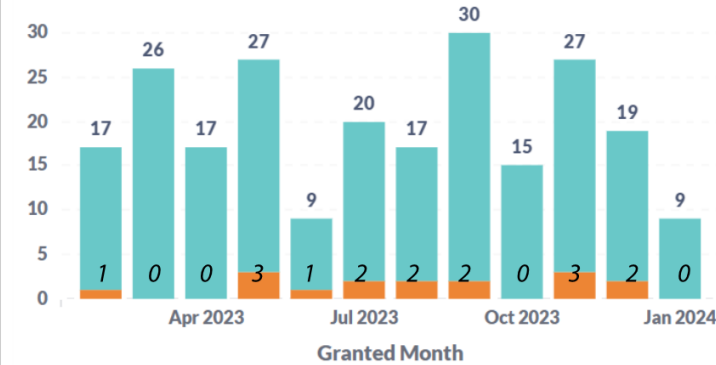
Community board plan review.

Invite Waka Kotahi to board meeting/workshop.

Resource consents granted

RMA Granted for Community Board

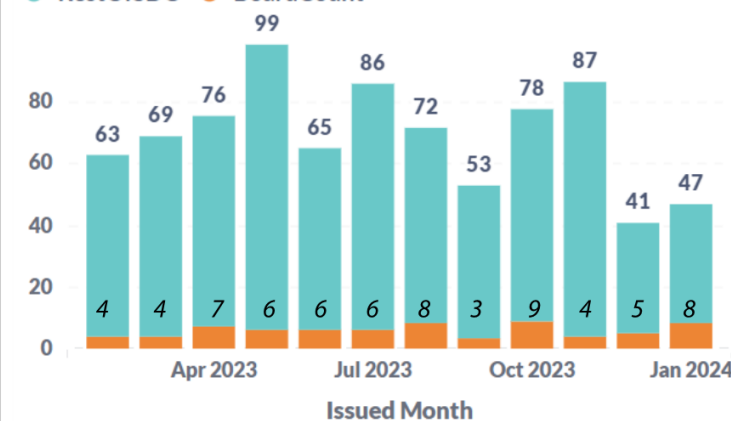
RestOfSDC BoardCount



Building consents granted

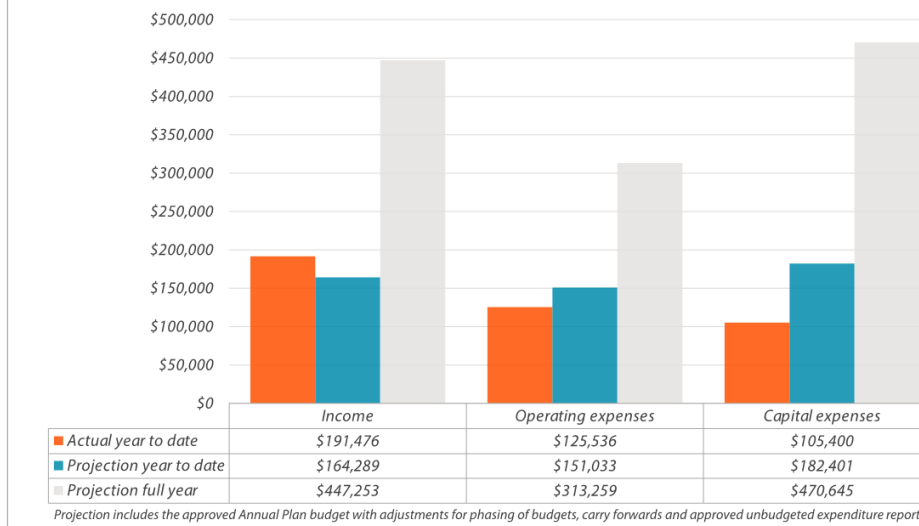
Building Consents Issued for Community Board

RestOfSDC BoardCount



Local budget information

Northern - Local Business Units as at 30 November 2023



Budget notes

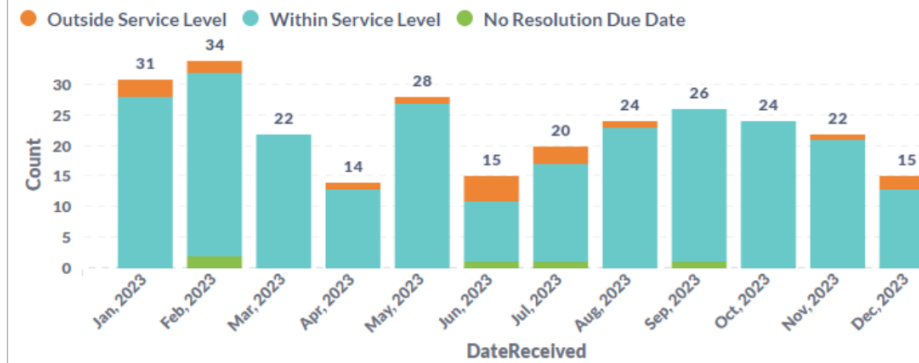
Income is \$27K over projection mainly due to grant income from Better off funding being received in November for the Mossburn tennis court project while the budget was phased to occur in December.

Operating expenses are \$25K under projection mainly due to lower general maintenance costs incurred in the parks and reserves and streetscapes business units.

Capital expenses are \$77K under projection mainly due to the phasing of the following projects: Lumsden rec reserve playground equipment renewal, Lumsden hall roofing, Lumsden Railway station information centre roofing and footpath renewals. Streetscapes capital spend is above projection also due to the phasing of the Flagtrax projects (Athol, Garston, Lumsden and Mossburn) to occur in December, with actual costs being recorded year to date.

Service requests

Across the district there were 792 requests for service lodged during November and December 2023, of which 155 were related to 3 waters. 37 of the total requests belonged to this board area. A full summary of the types of requests received is attached to this report.



Service contracts

Water and wastewater services operation and maintenance

The 23/01 operations and maintenance contract continues to run smoothly across the Northern CB 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 the summer months being milder than previous years there has not been the same amount of pressure on Council's three waters infrastructure, as a result, all aspects of three waters delivery has functioned well. The Lumsden reservoir was almost bled dry over the Christmas/New Year's period following a large fire at the Northern Southland yard. Operators and the fire brigade worked together to ensure that the reservoir was recovered sufficiently for township consumption with minor difficulties.

Local projects update

Activity	Name	Current Phase	Current Progress	BUDGET ACTUAL YTD
HALLS	Athol hall maintenance	Pre-delivery phase	On track P-10550	\$8,118
Physical works to be undertaken during February.				
HALLS	Lumsden hall remedial maintenance	Pre-delivery phase	On track P-10566	\$20,000
Physical works to be undertaken during February.				
OTHER PROPERTY	Lumsden railway station maintenance	Pre-delivery phase	On track P-10731	\$20,000
Physical works to be undertaken during February.				
PARKS AND RESERVES	Lumsden Rec Reserve playground - equipment replacement	Delivery phase	On track P-10766	\$195,687 \$109,566
Physical works to be undertaken during February.				
PARKS AND RESERVES	Garston - Information kiosk signage	Pre-delivery phase	Off track P-10951	\$2,000
Waiting on information so we can send for editing.				
PUBLIC TOILETS	Garston toilet – Renewal	Initiation phase	On track P10625	\$10,000 \$9,505
Toilet project is to be combined with other projects on the reserve so for 2023/2024 a masterplan for the reserve is to be undertaken first to determine the locations of a new standalone toilet, extend the existing carpark, new BBQ & picnic tables, new interpretation panel, new Maori Pou with confirmed location and scope to the existing playground before the resource consent for the disposal field can be lodged. A new LTP project for the reserve is to be created for 2024/2025/2026.				
PUBLIC TOILETS	Mossburn toilet - Renewal	Business case phase	On track *P-10633	\$185,000
Architectural and structural assessment April report recommendation outcome is to seismic re-strengthen the existing toilet block to 67%NBS with a non-invasive strengthening work to the roof area. Structural concept design phase completed, full concept design nearing completion with design team.				
PUBLIC TOILETS	Athol Toilet - Renewal	Pre-delivery phase	On track P-10661	\$181,000 \$4,152
The resource consent has been approved and the draft masterplan received so we are in final design phase and awaiting the final toilet site location confirmation onsite to make sure it fits. The draft construction time period is being worked through with the project works programme and at this stage is subjected to consenting approvals and contractor availability so the likely construction period is May to September 2024.				
SEWERAGE	Lumsden treatment renewal for infiltration basins & pump station	Initiation phase	On track P-11070	\$220,000 \$3,171
Work programmed to be undertaken in February/ March.				
SEWERAGE	Electrical valving and controls for infiltration basins at Lumsden	Initiation phase	Monitor P-11071	\$150,000
Work is programmed to be undertaken in February 2023/2024.				
WATER SUPPLY	Consent renewal	Initiation phase	Monitor P-10503	\$53,096
Council has engaged BECA as head designer for the consent re-application process. They will also address our concerns around other water consumers and the impact on the ability for Council to maintain constant water supply. This work is progressing satisfactory.				

*These projects had the budget for 2023/2024 reduced during the process to adjust the capital programme presented to council on 20 September 2023. With work progressing better than was expected the budget will be increased as part of the forecasting round occurring in February 2024.

JANUARY 2024	FEBRUARY 2024	MARCH 2024	APRIL 2024	MAY 2024	JUNE 2024	JULY 2024	AUGUST 2024	SEPTEMBER 2024	OCTOBER 2024	NOVEMBER 2024	DECEMBER 2024
	Board meeting – 12 Feb Athol Hall at 6.00pm	Board workshop- 11 Mar – Lumsden Hall	Board meeting – 8 Apr, Lumsden Hall at 6.00pm	Board workshop – 13 May, Lumsden Hall	Board meeting – 10 June, Mossburn Fire Station at 6.00pm	Board workshop – 8 Jul location – Lumsden Hall	Board meeting – 12 Aug, Lumsden Hall at 6.00pm	Board workshop – 9 Sept – Lumsden Hall	Board meeting – 14 Oct Mossburn Fire Station at 6.00pm	Board workshop – 11 Nov – Lumsden Hall	Board meeting – 9 Dec Lumsden Hall at 6.00pm
		District Initiative fund, Creative Communities Fund, Sport New Zealand Rural Travel fund applications close 31 March 2024					Community Partnership applications close on 31 August 2024	Community service award nominations close on 30 September 2024			Scholarships and bursary applications close on 20 December 2024
		Northern Southland Development Fund applications close 31 March 2024						District Initiative fund, Creative Communities Fund, Sport New Zealand Rural Travel fund applications close on 30 September 2024			

Service contracts (continued)

Mowing

The mowing in the northern area is back underway again. Six staff had Covid-19 in the build up to Christmas and the break afterwards. The contractor is working on getting back on top of this.

Waimea Alliance

December brought more flood damage in isolated areas of Garston at Christmas and the drainage crew undertook repairs in January. The first round of shoulder mowing has been completed on the sealed network and the spraying has been completed on the sealed and moves onto the unsealed.

The suction sweeper was around the townships prior to the Christmas break.

Another 18 RFS in December, all completed on time. A year to date total of 139 RFS (reminding that our year is 1 July – 30 June).

385km of grading in December, for a year to date of 2248km.

Maintenance metalling across the network area has remained at 891m³ for the year.

There is still a higher than normal sign repairs and post replacements from a high % of vandalism in the Balfour, Waikaia, Riversdale areas keeping the crew busy.

Northern Community Board RFS – (November and December 2023) = 37

District Wide = 792

3 waters service requests = 155

REQUEST TYPE	COUNT
Community housing - repairs and maintenance	1
Culverts blocked - rural	2
Gravel road faults	1
Litter matters urban (townships)	1
Parks and reserves - repairs and maintenance	2
Signs repairs (not stop/give way)	2
Street lights out	1
Streetscape - vegetation	4
Toilets - cleaning, repairs and maintenance	5
Transport general enquiries	1
Urban stormwater (manholes, grates)	1
Water and waste general	6
Water asset leak (main, hydrant, valve or meter)	2
Water main leak urgent burst	1
Water toby damaged (not safety issue)	1
Water toby leak	2
Water toby location	1
Wheelie bin - noncompliance (internal only)	1
Wheelie bin general enquiry	1
Wheelie bin new/additional	1
Total	37

Councillor update

Record no: R/24/1/2638
Author: Rachael Poole, Committee advisor
Approved by: Robyn Rout, Governance legal manager

Decision Recommendation Information

Purpose of report

- 1 This report is to provide the board an overview of the matters that have been considered at Council and Finance and Assurance Committee meetings in December 2023.
- 2 To watch any of the previous Council or Finance and Assurance Committee meetings select this link: [SDC YouTube](#)
- 3 An overview of reports presented is given in the table below.
- 4 This report is also to provide an opportunity for Councillor O’Brien to update the board on any other issues that have arisen around the Council table.

6 December 2023 – Finance and Assurance Committee meeting	
Report	Overview
Finance and Assurance Committee workplan	The workplan for the Finance and Assurance Committee was received.
Legal matter – next steps	The purpose of the report was to present a draft implementation plan and options for a monitoring regime. This was in response to a request made by Council on 15 November 2023.
Environmental services business improvement (17A review) – quarterly update	The purpose of the report was to change the dates against ten of the actions that have been reviewed as part of the implementation plan. At its meeting on 6 September 2023, Council received the updated implementation plan and reviewed the status of the actions. A more logical ordering of the actions was recommended and this has been completed.
Long term plan project plan timeline update	The purpose of this report was to update the Finance and Assurance Committee on the progress of the Long Term Plan to date.
Draft Deloitte engagement letter for the Long Term Plan 2024 - 2034	The purpose of the report was to seek approval for the signing of the draft audit arrangements letter for the 2024-2034 Long Term Plan, subject to fee discussions and review of audit timing. The Finance and Assurance Committee agreed to accept the terms, scope, approach areas of audit emphasis and arrangements as set out in the engagement letter, noting that further correspondence is coming from of Office of the Auditor General on the fees for this work.

Review of rates remission and postponement policy	The Finance and Assurance Committee endorsed putting the draft Rates Remission and Postponement Policy out for public consultation.
Draft policy on Development and Financial Contributions	The Finance and Assurance Committee endorsed and recommended to Council that the draft policy on Development and Financial Contributions is put out for public consultation.
Health and safety update	Staff updated the Finance and Assurance Committee on health and safety within the organisation. Chair Robertson requested staff include in the health and safety update information on staff wellbeing (information on access to Benestar services), acknowledging that this data will be anonymous. Staff agreed to include this as part of the quarterly reporting.
Cyber security update	Staff updated the Finance and Assurance Committee on cyber security. This included making gains in the latest phishing campaign and an ALGIM award for top five, most improved in cyber security. Currently they have identified the biggest cyber security risk is staff clicking on a link contained within a phishing email. One third of all emails coming into SDC are identified as invalid and are removed before being delivered to the intended recipient.
Risk management – December 2023 quarterly report	The purpose of the report was to submit the December 2023 Quarterly Risk Management Report for consideration by the Finance and Assurance Committee. Flooding is an area of increased risk and it was identified that there is a need to encourage mitigation through Emergency Management Southland.
Interim performance report – period one – 1 July 2023 – 31 October 2023	The purpose of the report was to provide the Finance and Assurance Committee with the Interim Performance Report for the period 1 July 2023 to 31 October 2023 for review and feedback. This was the first reporting period for the 2023-2024 year and it is a snapshot in time. Currently of the 58 KPIs identified, 40 have been achieved, which is consistent with previous years.
13 December 2023 – Council meeting	
Milford Opportunities Project - update	Milford Opportunities programme director Chris Goddard spoke to the meeting and it was noted that the Milford Opportunities project was initiated by Southland District Council and the Government in 2017 to explore ways to do tourism differently for the benefit of people and place and also looking beyond current constraints to a self-funded, sustainable tourism system that invests in conservation.

<p>Swim safe (Active Southland) update</p>	<p>Kate McRae and Gemma O’Neill updated Council on delivery of water safety skills to primary school children within Southland. Tutor and teacher learning is aligned via online learning. The administration side of this project is streamlined. Individual students can be tracked and monitored when they move schools. A deep-water experience is an optional extra for schools and is run in conjunction with boat safety information.</p>
<p>Environment Southland and Waituna Partnership update</p>	<p>Nick Perham spoke to Council on the Waituna partnership, gave a brief timeline from 2018 to 2023 and shared key learnings from the journey to date. Paul Duffy and Julie Keast were thanked for their efforts in relation to the wetland.</p> <p>EnviroSchools regional coordinator Josh Sullivan and Early childhood education facilitator Wendy McLachlan spoke to councillors on the success of this programme to date in schools and kindergartens. Tuakana/teina – older children sharing their knowledge with the younger children is happening in many schools and kindergartens, as well as the students taking their knowledge home and sharing with their parents and caregivers.</p>
<p>Mayors report</p>	<p>Mayor Scott updated Council on the meetings and events he attended during November. Mayor Scott then asked Waihopai Toetoe Community Board chair, Pam Yorke to speak.</p> <p>Chair Yorke particularly highlighted many events that the Board have be involved with.</p> <p>Below are items of particular interest:</p> <ul style="list-style-type: none"> ● the recent tour of the Waihopai Toetoe ward by the Mayor and Councillors ● community Board engagement at the recent Wyndham street market (24 November 2023) and the Wyndham A&P show (2 December 2023) ● board input into the 2024/2034 long term plan ● scoping of the multi-use track between Edendale and Wyndham ● Tokanui skate park nearly completed thanks to the Better Off Funding ● roadworks on Salford Street are progressing prior to the handover of the street from New Zealand Transport Agency to Southland District Council ● halls are an ongoing time-consuming part of the Board/Ward area

	<p>Chair Yorke thanked Councillors Duffy and Keast for their availability to assist when needed.</p> <p>Mayor Scott asked Tuatapere Te Waewae Community Board chair, Anne Horrell to speak.</p> <p>Chair Horrell particularly highlighted many events that the Board have be involved with.</p> <p>Below are items of particular interest:</p> <ul style="list-style-type: none">• thank you to mayor and ward councillors for their support, also to the chief executive and staff• Tuatapere Promotions’ group acquired a building and opened the Central and Western Archive hub on 13 October 2023• Hump Ridge track is well supported this season• Tuatapere RSA are active and had well planned services in April for ANZAC Day• Tuatapere Community Worker Support Trust is active in the area and thank you to the support from the Community Partnership Fund• grass is mowed regularly at the Tuatapere Domain by a volunteer• Tuatapere and Orepuki both have community gardens• installation of resting seats at the Orepuki Cemetery• two locals are coordinating the Pahia Predator Control Group for predator control. The group also received funding from the Community Partnership Fund• SPOT (Suicide Prevention Outreach Tuatapere) is active and held several events with fun days and speakers• Community Partnership Fund has been able to assist many groups in the Tuatapere Te Waewae Community Board area• there are also many projects to be undertaken in the Board area. <p>Finally, the Mayor asked Oraka Aparima Community Board chair, Michael Weusten to speak.</p> <p>Chair Weusten highlighted events that the Board have be involved with.</p> <p>Below are items of particular interest:</p> <ul style="list-style-type: none">• thank you to mayor and ward councillors for their support, also to the chief executive and staff• A survey for the relocation of the Riverton paua shell has been undertaken
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	<ul style="list-style-type: none"> • use the Thornbury hall or lose it • improvements at Colac Bay • Pilot reserve (Whale) at Taramea Bay has had accessible picnic tables and bench seats laid on concrete pads • showers and toilets at Taramea Bay are expected to be completed in February 2024 • Taramea Bay playground is programmed to be updated in 2024 • exploring of what could be included in the new Bath Road proposed developments • beautification of Palmerston Street • completion of viewing platform at Moores Reserve.
<p>Southland Coast and Rakiura Stewart Island, Sea Level Rise & Extreme Sea Level Exposure</p>	<p>Climate change lead - Rochelle Francis, interim group manager regulatory services and strategy and partnerships - Michael Aitken and Great South GM strategic projects - Steve Canny were in attendance for this item.</p> <p>The purpose of the report was to present to Council the technical report from Great South to Council on the sea level rise and extreme seal level exposure spatial forecasting. Council has asked for a report with the timeline of when the next steps are to be undertaken and what the implications are.</p>
<p>Representation review – principles and an update</p>	<p>The purpose of the report was to provide a progress update on the representation review project, seek a decision from Council on principles that will guide staff when identifying representation options and provide a broad overview of the feedback received during engagement with the public.</p> <p>Council endorsed the following principles to guide staff in identifying an appropriate representation structure (to ensure communities in the district are fairly and effectively represented):</p> <ul style="list-style-type: none"> • the importance of local decision making • ensuring there are effective working relationships • having consistent representation for people in the district • having a structure that attracts the right people to governance roles • being cost effective, but keeping this in balance with the other principles.
<p>Proposed minor amendments to the Stewart Island/Rakiura Visitor Levy Policy</p>	<p>Council adopted minor amendments to the Stewart Island/Rakiura Visitor Levy Policy. The changes alter when Council advertises the application period (advertisements will now be placed from the beginning of March), the end of</p>

	<p>the application period (applications will now close on the second Friday of May each year) and changing when accountability forms have to be returned (31 May).</p> <p>These changes were proposed so the timing of the application process better suits island residents, and so the application process aligns better with Council processes.</p>
<p>Draft elected members remuneration and reimbursement policy</p>	<p>The purpose of the report was to provide information and to present options to Council so that it could make decisions on the draft Elected Members’ Remuneration and Reimbursements Policy.</p> <p>Council adopted the draft policy and the new policy reflects the current Determination and outlines how Council applies this framework for its elected members.</p> <p>Some of the changes to the policy include:</p> <ul style="list-style-type: none"> • mileage allowance – remove/replace wording “required or invited by council’ • clarify ‘out of local authority area’ travel eligibility • removing the ability for elected members to be reimbursed for alcohol. <p>The Elected Members’ Remuneration and Reimbursement Policy came into effect and superseded the current policy on 13 December 2023.</p>
<p>Draft Trading in Public Places Bylaw - deliberations and adoption</p>	<p>Councillors adopted a bylaw and made two minor amendments to the draft bylaw since it was put out for public consultation:</p> <ul style="list-style-type: none"> • the title of bylaw changed from ‘Trading in Public Places 2024’ to ‘Trading in Public Places 2023’ • in the definitions and Part 1 - the term ‘food control plan’ has been replaced with the term ‘food registration’ <p>The draft Trading in Public Places Bylaw came into effect on 1 January 2024, and the Trading in Public Places Bylaw 2013 and the Alfresco Dining Policy 2015 were revoked on 1 January 2024.</p>
<p>Draft Significance and Engagement Policy</p>	<p>Council endorsed the draft Significance and Engagement Policy to be put out for public consultation.</p> <p>The present policy was reviewed and research on what other councils are doing in this space was conducted. Consideration was given for the need for staff to understand how to identify matters as significant and the reasons for that.</p> <p>The main changes from the previous policy to the new policy are:</p>

	<ul style="list-style-type: none"> introducing a set of questions to assess how significant a matter is, including ones on the impact on Maori, and the effect of climate change creating categories of significance and explaining what they mean and how they relate to the level of engagement enlarging the section on engaging with iwi/hapu.
Code of Practice – District Plan Change	<p>Council approved withdrawing the proposed plan change to implement the Subdivision, Land Use and Development Code of Practice 2023 in the District Plan and approved the initiation of a new plan change process for implementing the Subdivision, Land Use and Development Code of Practice 2023 in the District Plan.</p> <p>Council also approved unbudgeted expenditure of up to \$70,000 for the initiation the new plan change to be funded from the Districts Operations Reserve.</p>
Special purpose road funding revocation	<p>The purpose of the report was to update Council of the Waka Kotahi NZ Transport Agency Board decision to revoke funding on Special Purpose Roads for the 2024-27 National Land Transport Programme.</p> <p>Officers sought guidance from Council for a response to the decision, to agree to continue to lobby Waka Kotahi at all levels, and to reconsider the funding arrangement for the Lower Hollyford Road and Chaslands Highway Road.</p> <p>Council agreed to reject the decision of Waka Kotahi and the mayor and chief executive will write to and seek a meeting with Waka Kotahi for reconsideration of the funding arrangement for the Lower Hollyford Road and Chaslands Highway. Council also agreed to request the paper used by the Waka Kotahi Board when it made the decision on the lower Hollyford Road and Chaslands Road Highway Road.</p>
Unbudgeted expenditure for a grant to South Sea Spray Trust	<p>Council agreed to approve unbudgeted expenditure of \$20,000 for a grant to South Sea Spray Trust to assts with the costs of mural and street art festival in Winton, to be funded form the Winton-Wallacetown ward reserve.</p>
Draft Speed Management Plan 2024-2027 - Submissions	<p>Council received 58 submissions on the draft Speed Management Plan during the consultation process.</p> <p>Submissions received were highly supportive of changes proposed to speed limits around schools, generally supportive of most high-risk road proposals and boundary roads, and more mixed concerning changes to speed limits proposed under the mandatory review of 70km/h speed limit roads.</p> <p>Submitters provided a variety of comments in support of their views, some suggesting adjustments to Council's</p>

	<p>proposals, some proposing new areas, additional measures for Council to consider in support of speed management, along with a desire for greater enforcement.</p> <p>A number of submitters also provided feedback in relation to State Highways, which have been passed on to Waka Kotahi for further consideration.</p>
<p>Privacy Policy amendments - Body worn cameras</p>	<p>The Privacy Act 2020 regulates how organisations capture and use personal information from individuals, which includes the use of body worn cameras.</p> <p>In order to enable implementation of body worn cameras, changes to the Privacy Policy were proposed to maintain compliance with the Privacy Act 2020.</p> <p>The policy changes to enable the use of body worn cameras by staff are also contingent on the completion of supplemental operational changes and processes.</p> <p>The Privacy Policy came into effect on 15 December 2023 and included the following amendments:</p> <ul style="list-style-type: none"> • adding body worn cameras as a permitted method of capturing video footage separate from CCTV cameras • require body worn cameras to be clearly identifiable on staff who are wearing them to ensure adequate disclosure • clarifying some rules for body worn cameras are distinct from CCTV cameras, such as allowing for capture of video footage of or in private premises by staff using body worn cameras when conducting their duties • confirming body worn cameras are activated as required by staff in accordance with procedure • minor adjustments to the policy including clarifying direct access to camera footage is restricted to Council Privacy Officers, rather than naming specific roles who are currently appointed as privacy officers, to better accommodate internal organisational changes.
<p>Unbudgeted expenditure Bluecliffs historic dump site Ministry for the Environment Contaminated Sites Remediation Fund contribution</p>	<p>Council agreed to the joint Environment Southland and Southland District Council’s grant application for \$1.4 million to the Ministry for the Environment’s Contaminated Sites Remediation Fund for the removal and remediation of the Bluecliffs beach road dump site.</p> <p>Council also agreed to approve unbudgeted expenditure of \$50,000 as Southland District Council’s contribution towards the application for the Contaminated Sites Remediation fund to be funded from waste management underspends and/or the District Operations Reserve.</p> <p>Finally, Council agreed to the unbudgeted expenditure of any grant amount approved by the Ministry for the Environment</p>

	Contaminated Site Remediation Fund for the removal of the waste material and remedial works at Bluecliffs dump site.
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Recommendation

That the Northern Community Board:

- a) receives the report titled “Councillor update”.

Attachments

There are no attachments for this report.

Chairperson's report

Record no: R/24/2/4468

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

Approved by: Robyn Rout, Governance legal manager

Decision

Recommendation

Information

Purpose of report

- 1 The purpose of this report is to allow the chair of the Northern Community Board an opportunity to update the board on activities he has been involved with since December 2023. The report also provides an opportunity for board member updates.
- 2 Items of interest that Chair Tither will report on are as follows:
 - Community Service Award Presentation for Jim Guyton
 - Lumsden Playground upgrade has started as of 1 February 2024
 - FlagTrax – (flag plan for 2024 required)
 - board members contribution.

Board member updates

- 3 This is an opportunity for board members to provide an update on areas of interest.

Recommendation

That the Northern Community Board:

- a) **receives the report titled “Chairpersons report” dated 1 February 2024.**

Attachments

There are no attachments for this report.

Next meeting

Record no: R/24/2/4467
Author: Deborah-Ann Smith-Harding, Committee advisor/customer support partner
Approved by: Fiona Dunlop, Committee advisor

Decision Recommendation Information

Purpose

- 1 For the Board to confirm that their next meeting is at 6pm on Monday 8 April 2024 to be held at the Lumsden Memorial Hall, 8 Meadow Street, Lumsden.

Recommendation

That the Northern Community Board:

- a) **confirms that the next meeting of the Board is at 6pm on Monday 8 April 2024 to be held at the Lumsden Memorial Hall, 8 Meadow Street, Lumsden.**

Attachments

There are no attachments for this report.